

# OFFICE OF CENTRAL SERVICES - 131

## MISSION AND SERVICES

**Mission** - The Office of Central Services provides facilities management, real property management, fleet management, inventory, reproduction and mail services, procurement and supplier development and diversity services to facilitate the delivery of quality goods and services.

### Core Services -

- Facilities management
- Real property management
- Fleet management
- Inventory management
- Reproduction and mail services
- Procurement
- Local, small, minority and disadvantaged business services

### Strategic Focus in FY 2015 -

The agency's top priorities in FY 2015 are:

- Increase the number of County-based certified and registered businesses by administering a certification program, promoting the County's business development and minority business programs, and implementing and executing the Business Development Reserve Program
- Maintain the percentage of contract dollars awarded to minority businesses at or above 30%
- Increase the percent of buildings classified as being in "good condition"

## FY 2015 BUDGET SUMMARY

The FY 2015 approved budget for the Office of Central Services is \$32,094,300, an increase of \$3,700,200 or 13.0% over the FY 2014 budget. This includes \$14.8 million from the Fleet Management Fund, \$0.5 million from the Property Management Services Fund, \$5,000 from the Collington Center Fund, and \$16.7 million from the General Fund.

### GENERAL FUNDS

The FY 2015 approved General Fund budget for the Office of Central Services is \$16,736,500, an increase of \$1,037,000 or 6.6% over the FY 2014 budget.

### Budgetary Changes -

<b>FY 2014 BUDGET</b>	<b>\$15,699,500</b>
Increase in janitorial contracts as a result of the County's acquisition of new facilities	\$445,300
Increase in compensation to fund three employees supporting the Jobs First Act (CB-17-2011), four newly created positions supporting the maintenance of the County's newly acquired facilities, funding for one maintenance position for the correctional facility and cost of living adjustments	\$245,000
Fringe benefits supporting additional employees and the increase in overall fringe benefit costs	\$236,000
Lease of 19 walk-up copiers to support the County's reproduction needs	\$146,300
Non-essential operating expenditures eliminated	(\$35,600)
<b>FY 2015 APPROVED BUDGET</b>	<b>\$16,736,500</b>

**SERVICE DELIVERY PLAN AND PERFORMANCE**

**GOAL 1** - To provide assistance to County-based and minority businesses in order to increase supplier diversity, build capacity and foster economic development.

**Objective 1.1** - Increase the number of certified County-based and certified or registered minority businesses.

Targets	Long Term Target Compared with Performance																					
<p><b>Short term:</b> By FY 2015 – 1,400</p> <p><b>Intermediate term:</b> By FY 2017 – 1,540</p> <p><b>Long term:</b> By FY 2019 – 1,650</p>	<p>Long term target (FY19): 1,650</p> <table border="1"> <caption>Performance Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Actual/Estimated/Projected</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>FY 2011</td> <td>Actual</td> <td>836</td> </tr> <tr> <td>FY 2012</td> <td>Actual</td> <td>959</td> </tr> <tr> <td>FY 2013</td> <td>Actual</td> <td>907</td> </tr> <tr> <td>FY 2014</td> <td>Estimated</td> <td>1,120</td> </tr> <tr> <td>FY 2015</td> <td>Projected</td> <td>1,400</td> </tr> <tr> <td>Long Term Target (FY19)</td> <td>-</td> <td>1,650</td> </tr> </tbody> </table>	Fiscal Year	Actual/Estimated/Projected	Value	FY 2011	Actual	836	FY 2012	Actual	959	FY 2013	Actual	907	FY 2014	Estimated	1,120	FY 2015	Projected	1,400	Long Term Target (FY19)	-	1,650
Fiscal Year	Actual/Estimated/Projected	Value																				
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FY 2013	Actual	907																				
FY 2014	Estimated	1,120																				
FY 2015	Projected	1,400																				
Long Term Target (FY19)	-	1,650																				

**Trend and Analysis** - The agency has updated this objective for FY 2015 to focus exclusively on the Supplier Development and Diversity Division’s (SDDD’s) efforts to increase the pool of certified County-based and minority businesses. These efforts include outreach, education and training of businesses, building stakeholder partnerships, training internal agencies, conducting site visits, processing applications and administering temporary certifications for County-based businesses. In addition to its traditional minority business certification program, SDDD began a program in FY 2014 to certify businesses as being County-based. The certification program is a direct result of the Jobs First Act, which encourages the County to procure goods and services from such businesses. The agency began tracking data on County-based certification applications and businesses beginning in FY 2014, which accounts for some of the increase in this objective’s measure since FY 2013.

Note: this objective and goal refer to two main categories of businesses—Minority Business Enterprises (MBEs, or “minority businesses”) and County-based businesses. Minority businesses (MBEs) are defined as being at least 51% owned and controlled by minority individuals belonging to the following groups: African-American (Black Americans), Hispanic Americans, Asian Americans, Native Americans, Women, Veterans and Service-Disabled Veterans. County-based businesses are defined as located in Prince George’s County or with 50% of revenue being derived from Prince George’s County. County-based businesses include the following categories of businesses: local, small, MBE, disadvantaged business enterprises, women-owned business enterprises, and certified veteran-owned or service disabled veteran-owned.

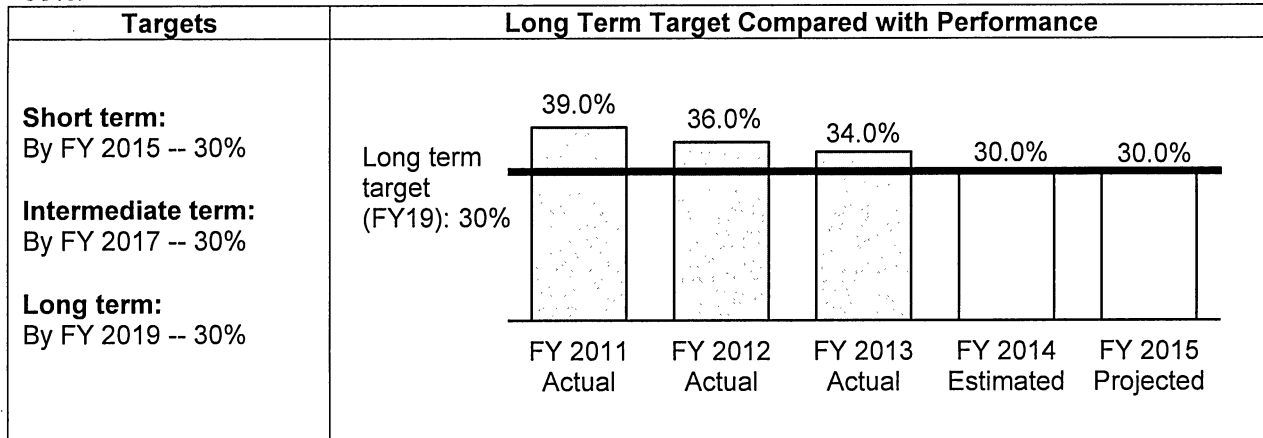
## Performance Measures –

Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of total SDDD staff	3	3	3	12	12
Number of SDDD business analysts	2	2	3	3	4
<b>Workload, Demand and Production (output)</b>					
Number of new minority business applications	526	596	477	500	550
Number of minority business recertifications	624	688	754	800	850
Number of County-based business certification applications				125	160
Number of site visits to potential County-based businesses				50	75
<b>Efficiency</b>					
Number of certified County-based and minority business applications and recertifications per business analyst	575.0	642.0	410.3	475.0	390.0
<b>Quality</b>					
Percent of minority business certified within five business days (includes new applications and recertifications)	69%	75%	74%	73%	71%
Percent of County-based certifications completed within 90 days [NEW]					
<b>Impact (outcome)</b>					
Total number of certified and registered minority businesses (cumulative)	836	959	907	950	1,000
Total number of certified County-based businesses (cumulative)				110	260
Total number of temporary certified County-based businesses (cumulative)				60	140
Total number of certified County-based and certified or registered minority businesses (cumulative)	836	959	907	1,120	1,400

## Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Continue to implement a certification program for minority, disadvantaged, veteran and service-disabled veteran businesses
- **Strategy 1.1.2** - Conduct staff training for the implementation of the County-based certification program
- **Strategy 1.1.3** - Conduct site visits to potential certified County-based businesses

**Objective 1.2** - Maintain the percentage of contract dollars awarded to minority businesses at or above 30%.



**Trend and Analysis** - Prince George's County Code, Section 10A-136, requires the County's purchasing agent to structure procurement procedures and activities to facilitate and encourage the award of at least 30% of the total dollar value of all County contracts awarded, directly or indirectly, to minority businesses. The Jobs First Act has expanded this goal to include targets for procuring from certified County-based businesses. The percentage of dollars awarded to minority businesses as recorded in this objective does not yet include dollars awarded to County-based businesses. The agency advises that with the advent of the Enterprise Resource Planning software from SAP, it will better be able to track dollars spent on County-based businesses in addition to minority and disadvantaged enterprises. It will also be able to begin tracking the number of contracts restricted to County-based and minority businesses, a measure that has not been collected since FY 2012.

**Performance Measures -**

Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of procurement staff	10	10	10	12	14
<b>Workload, Demand and Production (output)</b>					
Total number of certified County-based businesses				110	260
Total number of certified minority businesses	836	959	907	950	1,000
Total number of temporary certified County-based businesses				60	140
Total number of restricted contracts	8	3			
<b>Efficiency</b>					
Number of contracts awarded per procurement staff member [New]					
<b>Impact (outcome)</b>					
Percent of the County's procurement dollars awarded to minority businesses	39%	36%	34%	30%	30%
Amount of County's procurement dollars awarded to minority businesses	\$81,032,787	\$84,156,125	\$88,364,432	\$79,500,000	\$83,500,000

**Strategies to Accomplish the Objective -**

- **Strategy 1.2.1** - Seek opportunities to break large contracts into smaller projects so more firms can compete
- **Strategy 1.2.2** - Restrict solicitations in which sufficient County-based businesses are identified
- **Strategy 1.2.3** - Set mandatory subcontractor requirements in larger contracts

**GOAL 2** - To provide facilities management services at County-owned facilities to all users in order to achieve well-maintained facilities and support daily operations.

**Objective 2.1** - Increase the percentage of buildings classified as being in "good condition."

Targets	Long Term Target Compared with Performance																						
<p><b>Short term:</b> By FY 2015 -- 58%</p> <p><b>Intermediate term:</b> By FY 2017 -- 60%</p> <p><b>Long term:</b> By FY 2019 -- 61%</p>	<p>Long term target (FY19): 61%</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Fiscal Year</th> <th>Performance (%)</th> <th>Target Type</th> </tr> </thead> <tbody> <tr> <td>FY 2011</td> <td>38%</td> <td>Actual</td> </tr> <tr> <td>FY 2012</td> <td>38%</td> <td>Actual</td> </tr> <tr> <td>FY 2013</td> <td>55%</td> <td>Actual</td> </tr> <tr> <td>FY 2014</td> <td>58%</td> <td>Estimated</td> </tr> <tr> <td>FY 2015</td> <td>58%</td> <td>Projected</td> </tr> </tbody> </table>					Fiscal Year	Performance (%)	Target Type	FY 2011	38%	Actual	FY 2012	38%	Actual	FY 2013	55%	Actual	FY 2014	58%	Estimated	FY 2015	58%	Projected
Fiscal Year	Performance (%)	Target Type																					
FY 2011	38%	Actual																					
FY 2012	38%	Actual																					
FY 2013	55%	Actual																					
FY 2014	58%	Estimated																					
FY 2015	58%	Projected																					

**Trend and Analysis** - The Facilities Operation and Management Division (FOM) anticipates maintaining over 4 million square feet of office space, warehouse and maintenance facilities throughout the County. It responds to over 7,500 facility maintenance requests annually, and performs an additional 9,000 recommended preventive maintenance requirements needed for facilities based on checklists and standards (25% of which are for Department of Corrections facilities). As facilities continue to age, they place upward pressure on the need to accelerate systems maintenance, common area maintenance and restoration of equipment failure. By performing more preventive maintenance, the failure of equipment and the need for expensive repairs will be lessened.

The County has added 500,000 square feet of Class A office and work space during FY 2014 and may add 100,000 in the next 12 to 18 months. The short-term target for Objective 2.1 will remain at 58% for FY 2015, due to the fact that the Building Condition Report remains the same for FY 2015 and there are no projected changes from fair to good anticipated. As buildings continue to age along with continued budget constraints, buildings classified in good condition are only expected to nominally increase. As of FY 2014, the agency reports the total staff of the building management division as the resource measure for this objective.

**Performance Measures -**

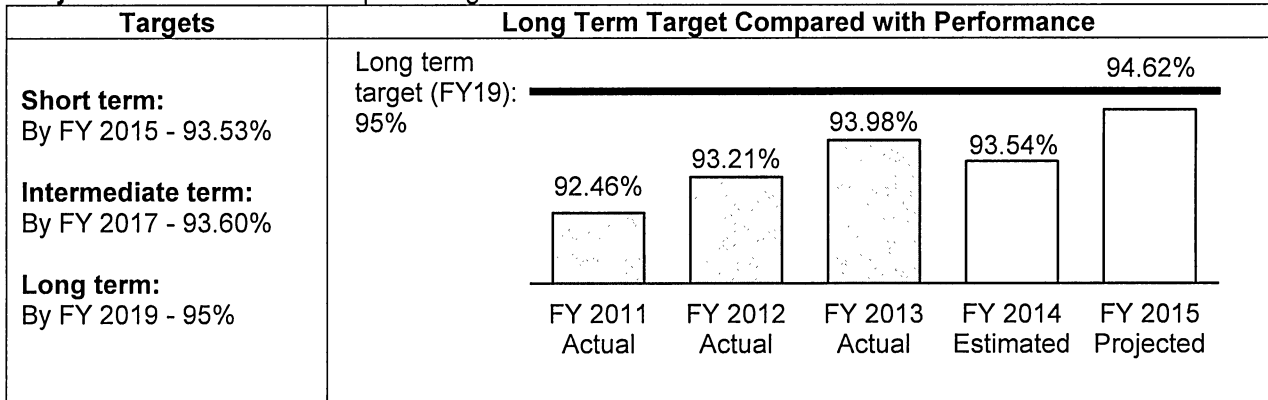
Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of maintenance staff available to respond to work requests	36	36	38	45	50
<b>Workload, Demand and Production (output)</b>					
Number of pieces of equipment to maintain	1,619	1,619	1,697	1,810	1,850
Number of preventive maintenance tasks to be completed	9,361	9,261	8,901	9,346	9,500
Number of preventive maintenance tasks completed	5,593	3,736	3,306	3,624	5,000
Number of building square feet maintained	3,170,146	3,186,094	3,497,498	4,066,900	4,175,885
Number of work order requests	7,820	7,840	8,967	9,192	9,200
Number of work orders completed	6,056	5,407	5,624	5,736	6,200
Number of County-owned buildings	85	89	87	94	94
Number of repairs requested in the correctional facility	2,340	2,232	2,660	2,100	3,396
Number of repairs completed in the correctional facility	1,617	1,733	1,653	1,600	2,016
<b>Efficiency</b>					
Average number of work order requests per staff member	217.2	217.8	236.0	204.3	184.0
Average number of square footage per maintenance staff	88,060	88,503	92,039	90,376	83,518
<b>Quality</b>					
Percent of preventive maintenance tasks completed within one month	60%	50%	34%	50%	53%
Percent of work orders completed within ten days	78%	83%	63%	62%	65%
<b>Impact (outcome)</b>					
Percent of County-owned buildings in good condition	38%	38%	55%	58%	58%

**Strategies to Accomplish the Objective -**

- **Strategy 2.1.1** - Recruit and hire a qualified Facilities Manager to coordinate and manage day-to-day operation in all County facilities
- **Strategy 2.1.2** - Ensure County-owned building renovations are performed on schedule and within the building standards as established by County Code
- **Strategy 2.1.3** - Ensure that adequate staff is available to perform repairs and preventive maintenance
- **Strategy 2.1.4** - Ensure all building engineers are technically trained and certified

**GOAL 3** - To provide fleet management services to County agencies and municipalities in order to support the County's transportation needs.

**Objective 3.1** - Increase the percentage of vehicles that are available.



**Trend and Analysis** - The agency manages and maintains the County's as well as selected municipalities' vehicle fleets, which include ambulances, sedans, sport-utility vehicles, pick-up trucks and small para-transit buses. The number of County vehicles is projected to increase 19% from FY 2013 to FY 2015, and the number of work orders for County vehicles is projected to jump 13% in that time period. The agency predicts that the overall percentage of county vehicles that will be available and operable in FY 2015 will grow by 0.6% from FY 2013 actuals.

**Performance Measures -**

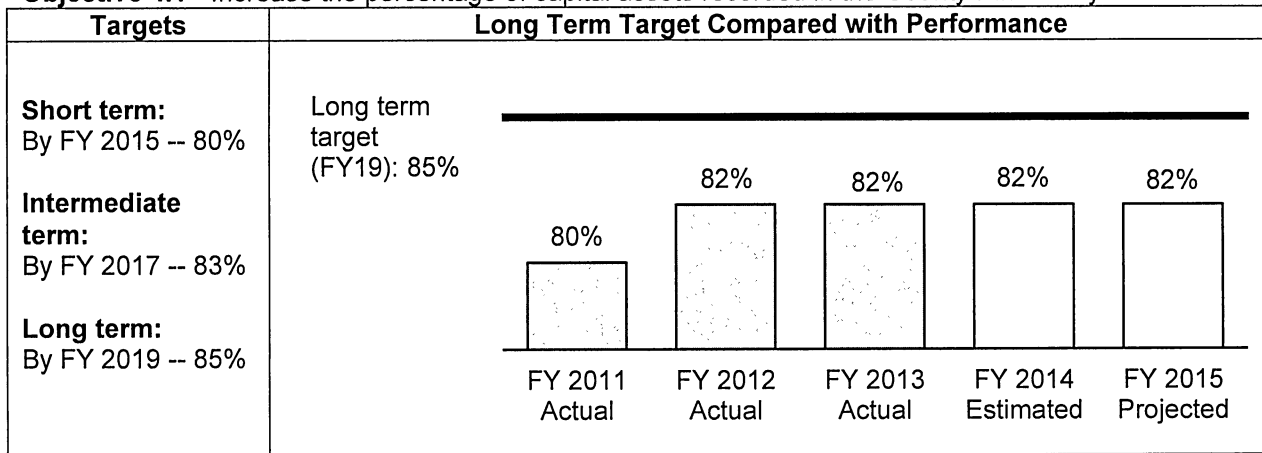
Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of mechanics	41	40	40	38	42
<b>Workload, Demand and Production (output)</b>					
Number of County vehicles	3,118	3,017	3,121	3,250	3,699
Number of work orders for County vehicles	14,972	15,012	14,559	14,592	16,405
Number of police vehicles fitted with police equipment by the County	18	6	109	80	100
Number of vehicles required replacement due to an accident	51	79	55	50	60
Number of vehicles taken out of service (retired, destroyed, etc.)	252	252	458	250	250
<b>Efficiency</b>					
Average number of work orders per mechanic	365.2	375.3	368.3	384.0	456.0
Average number of vehicles per mechanic	76:1	77:1	79:1	85:1	88:1
Average number of direct labor hours per mechanic	1,148	1,192	1,271	1,192	1,135
<b>Quality</b>					
Percent of customer surveys that were favorable	100%	100%	100%	100%	100%
Number of repairs repeated	28	32	35	24	25
<b>Impact (outcome)</b>					
Percent of County vehicles that are available and operable	92.5%	93.2%	94.0%	93.5%	94.6%

**Strategies to Accomplish the Objective -**

- **Strategy 3.1.1** - Ensure vehicles receive preventive maintenance based on the manufacturer guidelines
- **Strategy 3.1.2** - Ensure all mechanics receive a minimum of 18 hours of training per year
- **Strategy 3.1.3** - Ensure one mechanic for every 65 vehicles in the fleet by utilizing inmates from the Education and Workforce Development Program to augment the fleet maintenance shop

**GOAL 4** - To provide inventory management to all County agencies in order to account for all County assets.

**Objective 4.1** - Increase the percentage of capital assets recorded in the County's inventory.



**Trend and Analysis** - The agency is responsible for tracking the County's fixed capital assets (any item over the value of \$5,000 purchased with County or federal funds and State assets valued at \$500 or more) to account for their location and use. The General Services Division tracks 2,793 pieces of equipment valued at approximately \$61.8 million dollars. This objective is measured as a percentage of items located in an agency inventory audit that are found to also be present in the County's inventory records. It is anticipated that with the implementation of the SAP Enterprise Resource Planning software, reporting of capital assets will be timelier. The use of SAP's capital assets software will improve the identification and tracking of assets because they will be identified at the time they are purchased.





**Trend and Analysis** - The agency is responsible for the efficient sorting, distributing and processing of all incoming internal and external mail. Overnight mail includes pieces of mail received from couriers such as FedEx, UPS, USPS, and DHL that are marked for next-day delivery. During FY 2013 the Mail Services Center processed 1,064,028 pieces of standard mail, received 7,420 pieces of certified mail, processed 45,258 pieces of outgoing certified mail and received and delivered 19,734 pieces of overnight mail and packages. The mailroom also processed 2,760,511 pieces of outgoing metered mail and permit mail in FY 2013. Emphasis is on checking and verifying mail that is considered high risk.

**Performance Measures -**

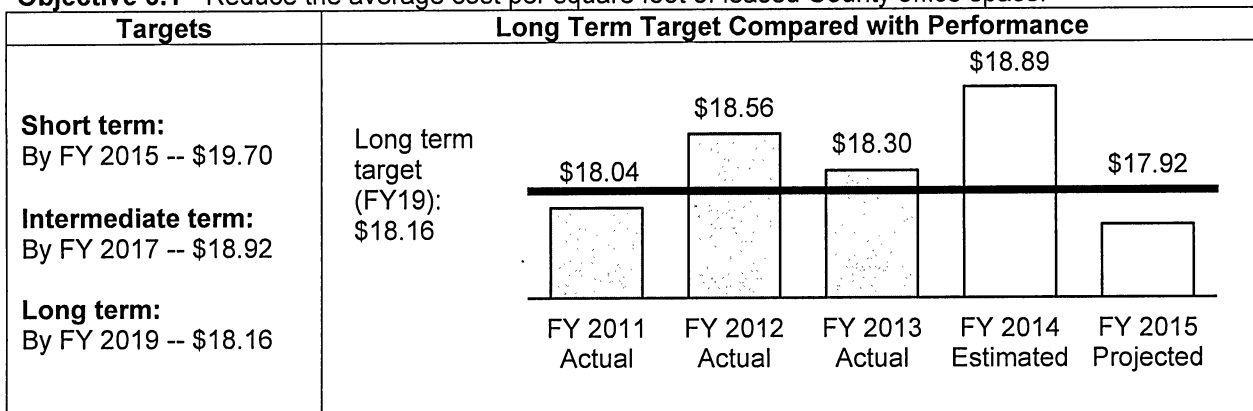
Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of staff processing mail items	2	4	4	4	4
<b>Workload, Demand and Production (output)</b>					
Number of pieces of overnight mail received	29,981	18,480	19,734	19,107	19,500
Number of pieces of overnight mail processed	29,981	18,480	19,734	19,107	19,500
<b>Efficiency</b>					
Average pieces of overnight mail processed per staff person	14,990.5	4,620.0	4,933.5	4,776.8	4,875.0
<b>Quality</b>					
Percentage of overnight mail not delivered within 24 hours	4.5%	0.0%	0.0%	0.0%	0.0%
<b>Impact (outcome)</b>					
Percentage of mail delivered to correct agency in 24 hours	98.9%	99.0%	100.0%	99.5%	100.0%

**Strategies to Accomplish the Objective -**

- **Strategy 5.1.1** - Provide mail service operators to deliver priority mail throughout County agencies
- **Strategy 5.1.2** - Ensure all mail service operators are trained properly on the mail tracking software and mail processing equipment
- **Strategy 5.1.3** - Generate a daily tracking report identifying every piece of mail delivered and the delivery point with signature

**GOAL 6** - To provide real property management to the County in order to ensure efficient and effective use of office space and land.

**Objective 6.1** - Reduce the average cost per square foot of leased County office space.



**Trend and Analysis** - The agency is responsible for County land acquisition, facilities, surplus property disposal and leases, and subleases. The County enters into lease agreements to ensure space allocation for County employees and County visitors. The cost of space depends on several factors, including the market demand, operations, the locality and the type of space. The agency manages 520,312 square feet of leased office space at an annual lease cost of \$9.3 million. In Non-D office leases and IDA leases total \$9,332,800. In addition to managing leased office space, the agency oversees the

acquisition of real property for various County agencies to include the Police, Fire/EMS and Health Departments, manages surplus property inventory, oversees maintenance of surplus land and conducts disposal of surplus property in accordance with Section 2-111.01 of the Prince George's County Code.

**Performance Measures -**

Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Resources (input)</b>					
Number of staff lease reviewers and negotiators	2	2	1	2	2
<b>Workload, Demand and Production (output)</b>					
Number of leases executed	0	6	2	2	2
Number of terminated leases	0	2	3	2	2
Percentage of County office space that is leased	16%	16%	16%	11%	9%
<b>Efficiency</b>					
Average number of leases executed per staff	0.0	3.0	2.0	1.0	0.7
<b>Quality</b>					
Number of customer specifications included in negotiated leases	7	6	12	12	12
<b>Impact (outcome)</b>					
Average cost per square foot of leased County office space	\$18.04	\$18.56	\$18.30	\$18.89	\$17.92

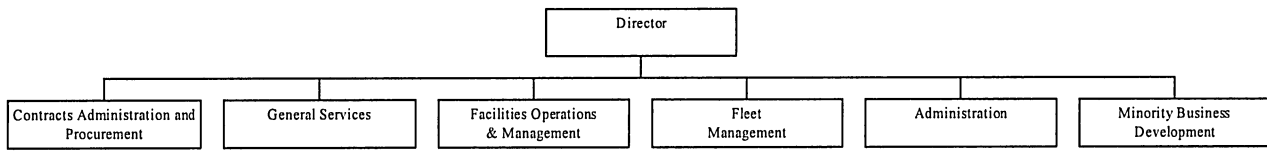
**Strategies to Accomplish the Objective -**

- **Strategy 6.1.1** - Ensure staff is properly trained and have the proper tools to manage real estate transactions
- **Strategy 6.1.2** - Execute leases, terminate leases, negotiate leases and acquisitions
- **Strategy 6.1.3** - Collaborate with all County agencies to ensure agencies have the appropriate space for their needs

**FY 2014 KEY ACCOMPLISHMENTS**

- Updated folder/sorter equipment in the mailroom production area.
- Upgraded security system at the Jefferson Avenue Warehouse to state-of-the-art digital equipment
- Removed, redistributed and furnished the following agencies
  - Department of Permitting, Inspections and Enforcement
  - Economic Development Corporation
  - Financial Services Corporation
  - Audits and Investigations
- Partnered with the Department of Environmental Resources to install renewable energy technology in County buildings and reduce petroleum consumption in the County fleet.
- Designed and completed construction on spaces for the following agencies
  - 311 Center
  - State's Attorney's Office
  - Economic Development Corporation
  - Financial Services Corporation
  - Department of Housing and Community Development
  - Department of Corrections
- Implemented phase one of the Business Development Reserve Program.
- Researched and identified 52 parcels of County-owned land as surplus property (CR-33-2013).
- Negotiated terms and acquired land for the District V police station.

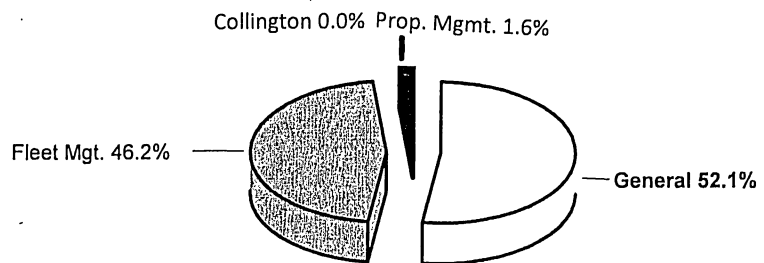
ORGANIZATIONAL CHART



	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>TOTAL EXPENDITURES</b>	\$ 31,852,700	\$ 28,394,100	\$ 29,358,500	\$ 32,094,300	13%
<b>EXPENDITURE DETAIL</b>					
Office Of The Director	2,277,778	2,570,100	2,293,600	2,162,700	-15.9%
Facilities Operations And Management	11,335,859	9,988,300	10,785,800	11,292,600	13.1%
Contract Administration & Procurement	1,159,862	1,535,000	1,535,600	1,727,400	12.5%
General Services	2,287,334	2,057,400	2,270,700	2,257,200	9.7%
Supplier Development And Diversity	855,766	1,445,500	1,416,200	1,193,400	-17.4%
Fleet Management Fund	15,538,084	12,171,100	12,171,100	14,834,300	21.9%
Property Management Services Fund	242,000	518,500	518,500	518,500	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(1,848,983)	(1,896,800)	(1,638,000)	(1,896,800)	0%
<b>TOTAL</b>	\$ 31,852,700	\$ 28,394,100	\$ 29,358,500	\$ 32,094,300	13%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 16,067,616	\$ 15,699,500	\$ 16,663,900	\$ 16,736,500	6.6%
Other County Operating Funds:					
Fleet Management Fund	15,538,084	12,171,100	12,171,100	14,834,300	21.9%
Property Management Services Fund	242,000	518,500	518,500	518,500	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
<b>TOTAL</b>	\$ 31,852,700	\$ 28,394,100	\$ 29,358,500	\$ 32,094,300	13%

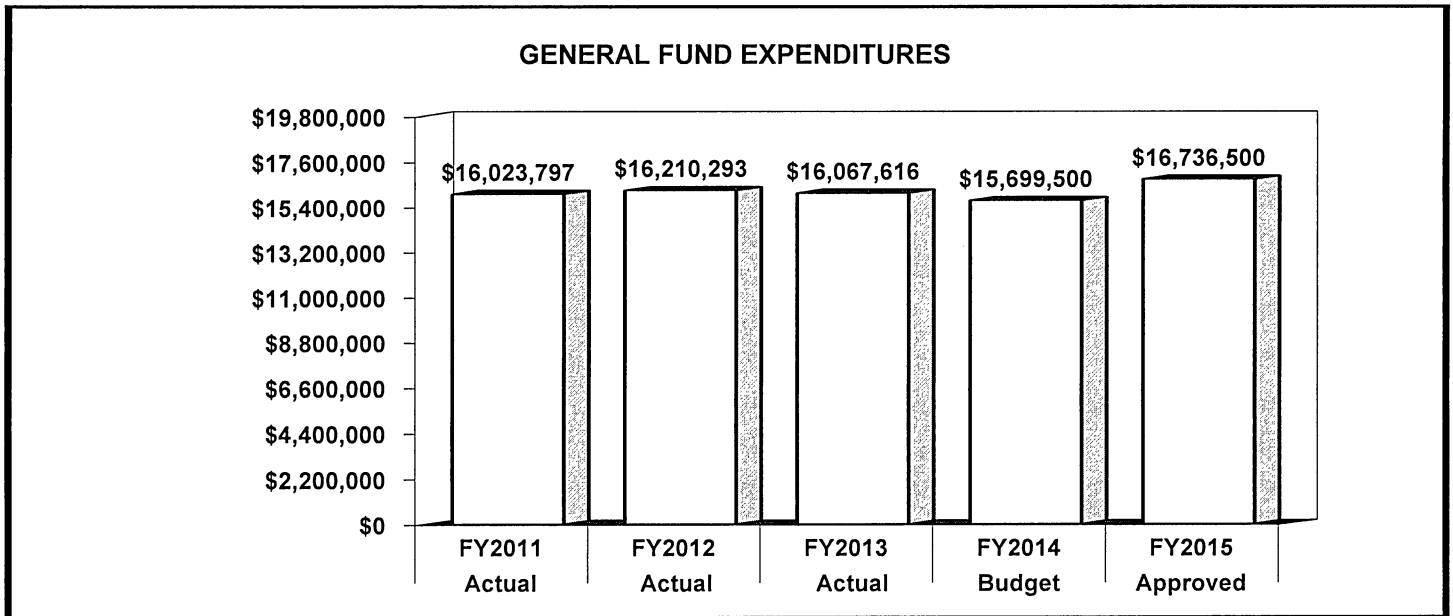
**FY2015 SOURCES OF FUNDS**

This agency is supported by four funding sources, including the General Fund. The Fleet Management Internal Service Fund revenues are composed of vehicle charges. The Property Management Special Revenues are composed of surplus real property sales proceeds. The Collington Special Revenue Fund incurs nominal operating expenses from the fund balance to monitor property sales and manage the fund.

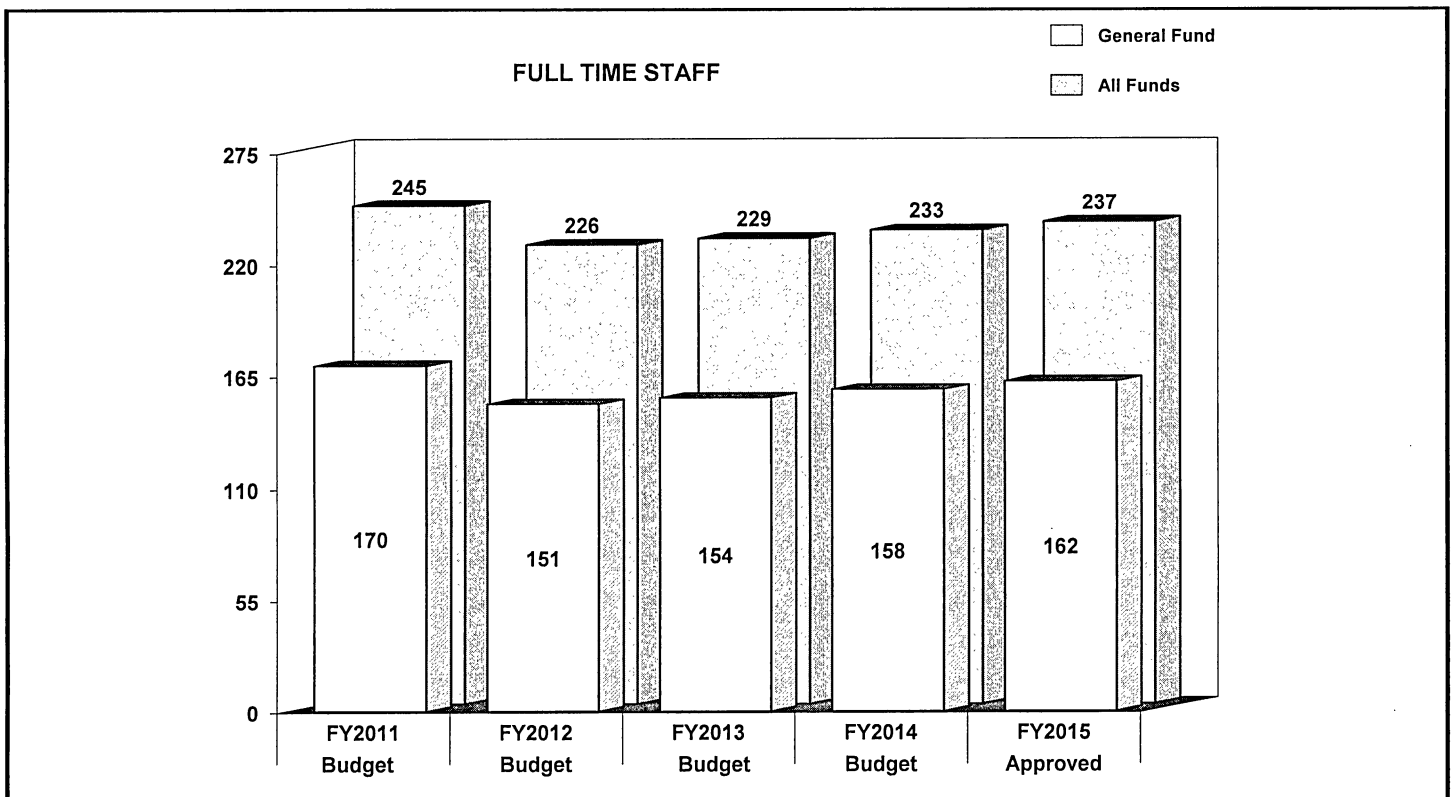


	FY2013 BUDGET	FY2014 BUDGET	FY2015 APPROVED	CHANGE FY14-FY15
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	154	158	162	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
<b>TOTAL</b>				
Full Time - Civilian	229	233	237	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Specialists	10	0	0
Administrative Assistants	17	0	0
Administrative Aides	16	0	0
Buyers	7	0	0
Custodial Supervisors	2	0	0
Custodians	16	0	0
Building Engineers	20	0	0
Plumbers	5	0	0
Carpenters	5	0	0
General Clerks	5	0	0
Facility Maintenance Supervisors	5	0	0
Electricians	3	0	0
HVAC Technicians	2	0	0
Mail Personnel	5	0	0
Other	59	0	0
Mechanics	52	0	0
Managers	8	0	0
<b>TOTAL</b>	<b>237</b>	<b>0</b>	<b>0</b>



The agency's expenditures increased 0.3% from FY 2011 to FY 2013. This increase was primarily driven by janitorial costs. The FY 2015 approved budget is 6.6% more than the FY 2014 budget.



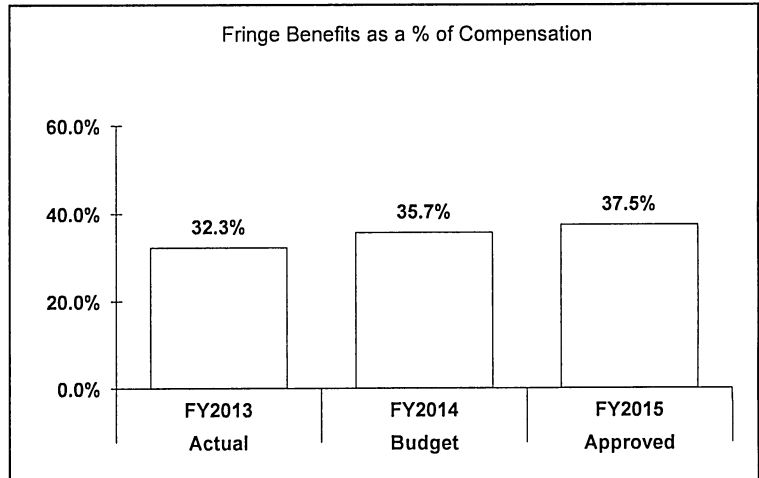
The agency's General Fund staffing complement decreased by 12 full-time positions from FY 2011 to FY 2014. The FY 2015 staffing totals increase by four over the FY 2014 budget to support the maintenance of new County facilities.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 8,398,080	\$ 8,198,300	\$ 8,072,600	\$ 8,443,300	3%
Fringe Benefits	2,714,201	2,926,700	3,238,800	3,162,700	8.1%
Operating Expenses	6,804,318	6,471,300	6,990,500	7,027,300	8.6%
Capital Outlay	0	0	0	0	0%
	\$ 17,916,599	\$ 17,596,300	\$ 18,301,900	\$ 18,633,300	5.9%
Recoveries	(1,848,983)	(1,896,800)	(1,638,000)	(1,896,800)	0%
<b>TOTAL</b>	<b>\$ 16,067,616</b>	<b>\$ 15,699,500</b>	<b>\$ 16,663,900</b>	<b>\$ 16,736,500</b>	<b>6.6%</b>
<b>STAFF</b>					
Full Time - Civilian	-	158	-	162	2.5%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2015, compensation expenditures increase 3.0% over the FY 2014 budget due to anticipated cost of living adjustments and staffing complement change. Compensation costs include funding for 162 full-time employees. Fringe benefit expenditures increase 8.1% over the FY 2014 budget due to staffing complement change and actual costs.

In FY 2015, operating expenditures increase 8.6% over the FY 2014 budget due to janitorial costs for newly acquired County facilities.

MAJOR OPERATING EXPENDITURES FY2015	
Operational Contracts	\$ 4,712,100
Equipment Lease	\$ 696,600
Office Automation	\$ 578,400
Building Repair and Maintenance	\$ 427,100
Operating and Office Supplies	\$ 141,100





## OFFICE OF THE DIRECTOR - 01

The Office of the Director manages agency operations, provides policy guidance and direction to the operating divisions and oversees school construction. This division is responsible for personnel and human resource development/management, budget development and monitoring, financial management, parking coordination, audio visual and special projects. The Office of the Director also manages the real property leases, acquisition and disposition.

## Division Summary:

In FY 2015, compensation decreases 2.0% under the FY 2014 budget due to lapsing positions. Fringe benefits increase 0.1% over the FY 2014 budget to reflect actual expenses. Operating expenses decrease 57.3% under FY 2014 due to phasing of the disparity study.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,617,436	\$ 1,395,100	\$ 1,534,000	\$ 1,367,000	-2%
Fringe Benefits	477,789	512,200	632,900	512,600	0.1%
Operating Expenses	182,553	662,800	126,700	283,100	-57.3%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,277,778</b>	<b>\$ 2,570,100</b>	<b>\$ 2,293,600</b>	<b>\$ 2,162,700</b>	<b>-15.9%</b>
Recoveries	(237,563)	(420,500)	(322,600)	(512,600)	21.9%
<b>TOTAL</b>	<b>\$ 2,040,215</b>	<b>\$ 2,149,600</b>	<b>\$ 1,971,000</b>	<b>\$ 1,650,100</b>	<b>-23.2%</b>
<b>STAFF</b>					
Full Time - Civilian	-	25	-	25	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**FACILITIES OPERATIONS AND MANAGEMENT - 03**

The Facilities Operations and Management Division is responsible for multiple building operations, renovations, and maintenance services. These include utilities management, custodial services and mechanical repairs for County-owned and County-leased buildings as well as for the fire stations. This division is responsible for minor and major renovation projects, coordinating conference room scheduling and special project setup.

Division Summary:

In FY 2015, compensation increases 4.4% over the FY 2014 budget due to staffing complement change. Fringe benefits increase 12.0% over the FY 2014 budget to reflect anticipated change in benefit costs. Operating expenses increase 22.0% over FY 2014 due to janitorial costs associated with the acquisition of new County facilities.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 4,319,220	\$ 4,252,300	\$ 4,141,700	\$ 4,441,300	4.4%
Fringe Benefits	1,493,030	1,483,600	1,548,500	1,662,000	12%
Operating Expenses	5,523,609	4,252,400	5,095,600	5,189,300	22%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 11,335,859</b>	<b>\$ 9,988,300</b>	<b>\$ 10,785,800</b>	<b>\$ 11,292,600</b>	<b>13.1%</b>
Recoveries	(1,211,929)	(903,900)	(846,900)	(915,700)	1.3%
<b>TOTAL</b>	<b>\$ 10,123,930</b>	<b>\$ 9,084,400</b>	<b>\$ 9,938,900</b>	<b>\$ 10,376,900</b>	<b>14.2%</b>
<b>STAFF</b>					
Full Time - Civilian	-	85	-	89	4.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**CONTRACT ADMINISTRATION & PROCUREMENT - 04**

The Contract Administration and Procurement Division provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George's County Code. This division is responsible for procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises activities.

## Division Summary:

In FY 2015, compensation increases 16.0% over the FY 2014 budget due to funding vacant positions. Fringe benefits increase 19.2% over the FY 2014 budget to reflect anticipated change in benefit costs. Operating expenses decrease 1.1% under FY 2014 due to eliminating non-essential items.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 850,516	\$ 855,300	\$ 803,000	\$ 992,100	16%
Fringe Benefits	262,233	312,200	366,100	372,000	19.2%
Operating Expenses	47,113	367,500	366,500	363,300	-1.1%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,159,862</b>	<b>\$ 1,535,000</b>	<b>\$ 1,535,600</b>	<b>\$ 1,727,400</b>	<b>12.5%</b>
Recoveries	(137,727)	(144,800)	(144,800)	(144,800)	0%
<b>TOTAL</b>	<b>\$ 1,022,135</b>	<b>\$ 1,390,200</b>	<b>\$ 1,390,800</b>	<b>\$ 1,582,600</b>	<b>13.8%</b>
<b>STAFF</b>					
Full Time - Civilian	-	12	-	12	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**GENERAL SERVICES - 05**

The General Services Division is responsible for providing mail and courier services throughout the government. This division also manages the convenience copy center, records management and high-speed reproduction services.

## Division Summary:

In FY 2015, compensation increases 3.5% over the FY 2014 budget due to cost of living adjustments. Fringe benefits increase 6.4% over the FY 2014 budget to reflect anticipated change in benefit costs. Operating expenses increase 19.7% over FY 2014 due to leasing copiers to support an agency goal.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,115,064	\$ 974,300	\$ 1,021,300	\$ 1,008,300	3.5%
Fringe Benefits	336,906	355,500	409,300	378,100	6.4%
Operating Expenses	835,364	727,600	840,100	870,800	19.7%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,287,334</b>	<b>\$ 2,057,400</b>	<b>\$ 2,270,700</b>	<b>\$ 2,257,200</b>	<b>9.7%</b>
Recoveries	(261,764)	(427,600)	(323,700)	(323,700)	-24.3%
<b>TOTAL</b>	<b>\$ 2,025,570</b>	<b>\$ 1,629,800</b>	<b>\$ 1,947,000</b>	<b>\$ 1,933,500</b>	<b>18.6%</b>
<b>STAFF</b>					
Full Time - Civilian	-	24	-	24	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**SUPPLIER DEVELOPMENT AND DIVERSITY - 06**

Supplier Development and Diversity Division is responsible for maximizing contract opportunities for Prince George's County registered Minority Business Enterprises and local businesses.

## Division Summary:

In FY 2015, compensation decreases 12.0% under the FY 2014 budget due to aligning with actual staffing costs. Fringe benefits decrease 9.6% under the FY 2014 budget to reflect actual expenses. Operating expenses decrease 30.4% under FY 2014 due to the elimination of a one-time cost for the business reserve program.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 495,844	\$ 721,300	\$ 572,600	\$ 634,600	-12%
Fringe Benefits	144,243	263,200	282,000	238,000	-9.6%
Operating Expenses	215,679	461,000	561,600	320,800	-30.4%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 855,766</b>	<b>\$ 1,445,500</b>	<b>\$ 1,416,200</b>	<b>\$ 1,193,400</b>	<b>-17.4%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 855,766</b>	<b>\$ 1,445,500</b>	<b>\$ 1,416,200</b>	<b>\$ 1,193,400</b>	<b>-17.4%</b>
<b>STAFF</b>					
Full Time - Civilian	-	12	-	12	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**FLEET MANAGEMENT FUND**

The Fleet Management Division manages the County's pool of over 3,000 vehicles. The division is primarily responsible for the maintenance, repair and upgrade of the County's sedans, trucks, buses and public safety vehicles. In addition, the Fleet Management Division provides multiple services including body repair, towing, road service and component rebuilding.

The Fleet Administrator is responsible for identifying vehicles that are eligible for replacement due to use in excess of the normal life or excessive repair cost, retirement of unserviceable vehicles and management of the County's motor fuel system. The responsibility of the Fleet Administration also includes coordinating the assignment of temporary transportation on a rental basis to the agencies upon request.

This division manages the services provided through an Internal Service Fund. Revenues are generated by the fees charged to the agencies on a cost basis. Additional revenues are generated from services rendered to other local governments and municipalities.

Division Summary:

In FY 2015, compensation decreases 0.6% under the FY 2014 budget due to anticipated complement changes. Fringe benefits decrease 3.4% under the FY 2014 budget to reflect anticipated change in benefit costs. Operating expenses increase 43.3% over FY 2014 due to vehicle maintenance costs and a one-time transfer to the general fund.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 3,851,443	\$ 4,067,500	\$ 4,067,500	\$ 4,041,300	-0.6%
Fringe Benefits	1,846,591	2,233,100	2,233,100	2,156,500	-3.4%
Operating Expenses	9,840,050	5,812,500	5,812,500	8,328,500	43.3%
Capital Outlay	0	58,000	58,000	308,000	431%
<b>Sub-Total</b>	<b>\$ 15,538,084</b>	<b>\$ 12,171,100</b>	<b>\$ 12,171,100</b>	<b>\$ 14,834,300</b>	<b>21.9%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 15,538,084</b>	<b>\$ 12,171,100</b>	<b>\$ 12,171,100</b>	<b>\$ 14,834,300</b>	<b>21.9%</b>
<b>STAFF</b>					
Full Time - Civilian	-	75	-	75	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

## FLEET MANAGEMENT INTERNAL SERVICE FUND

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
BEGINNING FUND BALANCE	\$ 12,757,518	\$ 7,381,718	\$ 9,957,445	\$ 8,524,645	15.5%
<b>REVENUES</b>					
Vehicle Charges	\$ 12,520,479	\$ 10,548,800	\$ 10,548,800	\$ 9,944,800	-5.7%
Pool Cars	173,211	140,000	140,000	150,000	7.1%
Gas Surcharge	16,560	9,500	9,500	9,500	0%
Miscellaneous	27,761	10,000	10,000	20,000	100%
Appropriated Fund Balance	0	1,432,800	1,432,800	4,680,000	226.6%
Monthly Vehicle Charges	0	0	0	0	0%
Transfer In	0	0	0	0	0%
M4 Computer Usage	0	0	0	0	0%
Warranty	0	30,000	30,000	30,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 12,738,011</b>	<b>\$ 12,171,100</b>	<b>\$ 12,171,100</b>	<b>\$ 14,834,300</b>	<b>21.9%</b>
<b>EXPENDITURES</b>					
Compensation	\$ 3,851,443	\$ 4,067,500	\$ 4,067,500	\$ 4,041,300	-0.6%
Fringe Benefits	1,846,591	2,233,100	2,233,100	2,156,500	-3.4%
Operating Expenses	9,807,127	5,415,500	5,415,500	5,898,500	8.9%
Depreciation	0	397,000	397,000	0	-100%
Interest Expense	32,923	0	0	0	0%
Capital Outlay - Heavy Equip.	0	58,000	58,000	308,000	431%
Capital Outlay - Vehicle Replacement	0	0	0	0	0%
Capital Outlay - Loss of Disposal	0	0	0	0	0%
Transfers	0	0	0	2,430,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,538,084</b>	<b>\$ 12,171,100</b>	<b>\$ 12,171,100</b>	<b>\$ 14,834,300</b>	<b>21.9%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ (2,800,073)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
<b>OTHER ADJUSTMENTS</b>	<b>\$ 0</b>	<b>\$ (1,432,800)</b>	<b>\$ (1,432,800)</b>	<b>\$ (4,680,000)</b>	<b>226.6%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 9,957,445</b>	<b>\$ 5,948,918</b>	<b>\$ 8,524,645</b>	<b>\$ 3,844,645</b>	<b>-35.4%</b>

**PROPERTY MANAGEMENT SERVICES FUND**

The Property Management Special Revenue Fund manages the sales proceeds and cost associated with the disposition of surplus real property.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	242,000	518,500	518,500	518,500	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 242,000</b>	<b>\$ 518,500</b>	<b>\$ 518,500</b>	<b>\$ 518,500</b>	<b>0%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 242,000</b>	<b>\$ 518,500</b>	<b>\$ 518,500</b>	<b>\$ 518,500</b>	<b>0%</b>



## PROPERTY MANAGEMENT SPECIAL REVENUE FUND

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
BEGINNING FUND BALANCE	\$ 2,751,926	\$ 2,440,426	\$ 2,406,426	\$ 1,937,926	-20.6%
<b>REVENUES</b>					
Rental Income	\$ 0	\$ 0	\$ 0	\$ 0	0%
Principal Payments	0	0	0	0	0%
Mortgage Interest	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	0	468,500	468,500	468,500	0%
Interest and dividends	0	50,000	50,000	50,000	0%
Sale of property	(103,500)	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
<b>TOTAL REVENUES</b>	\$ (103,500)	\$ 518,500	\$ 518,500	\$ 518,500	0%
<b>EXPENDITURES</b>					
Operating Expenses	\$ 242,000	\$ 518,500	\$ 518,500	\$ 518,500	0%
Debt Service	0	0	0	0	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
<b>TOTAL EXPENDITURES</b>	\$ 242,000	\$ 518,500	\$ 518,500	\$ 518,500	0%
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	\$ (345,500)	\$ 0	\$ 0	\$ 0	0%
<b>OTHER ADJUSTMENTS</b>	\$ 0	\$ (468,500)	\$ (468,500)	\$ (468,500)	0%
<b>ENDING FUND BALANCE</b>	\$ 2,406,426	\$ 1,971,926	\$ 1,937,926	\$ 1,469,426	-25.5%

**COLLINGTON CENTER FUND**

The Collington Center Fund monitors the revenue from the sale of properties within the Center and finance costs incurred from managing the fund.

	<b>FY2013 ACTUAL</b>	<b>FY2014 BUDGET</b>	<b>FY2014 ESTIMATED</b>	<b>FY2015 APPROVED</b>	<b>CHANGE FY14-FY15</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	5,000	5,000	5,000	5,000	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>

COLLINGTON CENTER SPECIAL REVENUE FUND

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
BEGINNING FUND BALANCE	\$ 1,132,974	\$ 1,127,974	\$ 1,127,974	\$ 1,122,974	-0.4%
<b>REVENUES</b>					
Interest & Dividends	\$ 0	\$ 0	\$ 0	\$ 0	0%
Sale of Property & Principal	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	0	5,000	5,000	5,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 0</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Operating Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
Capital Improvement Transfer	0	0	0	0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ (5,000)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
<b>OTHER ADJUSTMENTS</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>0%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,127,974</b>	<b>\$ 1,122,974</b>	<b>\$ 1,122,974</b>	<b>\$ 1,117,974</b>	<b>-0.4%</b>

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