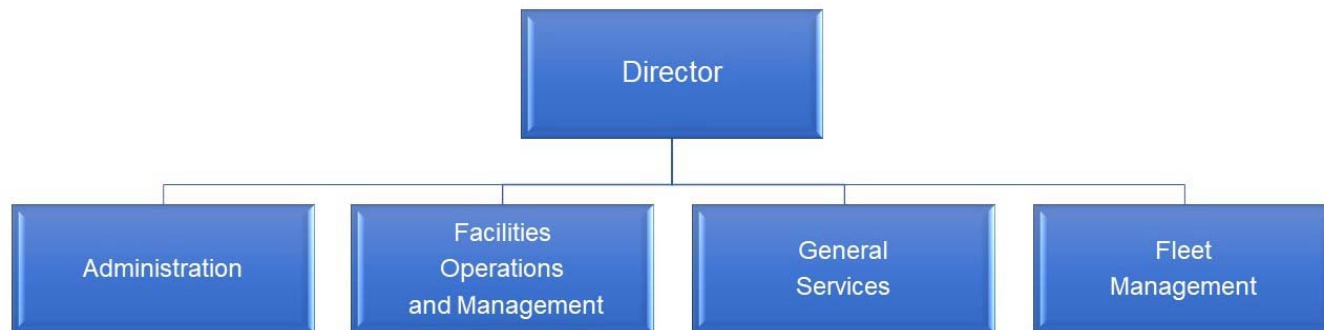


Office of Central Services



MISSION AND SERVICES

The Office of Central Services (OCS) 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

- Acquire, manage and maintain County vehicle fleet operations
- Provide mail and courier services to County government agencies for processing and delivery of thousands of pieces of certified, overnight and daily mail
- Develop, implement, and publish service level agreements for all procurement transaction types
- Provide cohesive real estate acquisition; leasing; development monitoring; and disposition services for Prince George’s County-owned real property.
- Central management of Capital Improvement Projects for various County Agencies

FY 2024 KEY ACCOMPLISHMENTS

- Maintained position as a leading fleet organization on both a regional and national level. The County has ranked #3 overall 100 Best Public Fleets and # 16 Green Fleet in North America by the National Association of Fleet Administrators.
- Initiated modernization and capital renewal of County facilities in accordance with the 10-Year Facilities Master Plan.
- Initiated activation of the former County Administration Building through design services for the co-location of multiple County agencies.
- Supported development of the new Office of Procurement which will focus on improving and streamlining the procurement process in FY 2025.
- Increased the percentage of fleet electric vehicles by 5% in support of emissions reductions and sustainability initiatives.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2025

The office’s top priorities in FY 2025 are:

- Increase the fleet electrification and meet the requirements of CR-028-2014 Green Fleet Policy.
- Rethink the County’s post-pandemic real estate portfolio strategies for County-owned land and reimagine post-pandemic buildings and workspaces.
- Simplify the processing of incoming mail and packages through barcoding.
- Increase the percentage of County government buildings managed by OCS with a Facilities Condition Index rating of “Good.”
- Execute capital renewal and modernization across the portfolio of County government buildings.

FY 2025 BUDGET SUMMARY

The FY 2025 proposed budget for the Office of Central Services is \$40,757,800, a decrease of -\$7,727,300 or -15.9% under the FY 2024 approved budget.

Expenditures by Fund Type

Fund Types	FY 2023 Actual		FY 2024 Budget		FY 2024 Estimate		FY 2025 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$30,203,902	69.4%	\$32,186,300	66.4%	\$30,087,300	65.6%	\$25,259,000	62.0%
Internal Service Funds	13,307,654	30.6%	15,493,800	32.0%	15,762,200	34.4%	15,493,800	38.0%
Special Revenue Funds	4,000	0.0%	805,000	1.7%	5,000	0.0%	5,000	0.0%
Total	\$43,515,556	100.0%	\$48,485,100	100.0%	\$45,854,500	100.0%	\$40,757,800	100.0%

GENERAL FUND

The FY 2025 proposed General Fund budget for the Office of Central Services is \$25,259,000, a decrease of -\$6,927,300 or -21.5% from the FY 2024 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$32,186,300
Increase Cost: Recovery Decrease — Reduction in the number of Facilities Operations and Management personnel recovering from the capital fund	\$489,300
Increase Cost: Compensation — Annualization of prior year salary adjustments offset by an increase in budgeted attrition to reflect projected vacancy rates	326,200
Add: Operating — Increase in costs for custodial services for new buildings including the Canine Training Center, Special Operations Division Building and the National Harbor First Responder Station	322,600
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	127,500
Increase Cost: Operating — Increase in costs for training, vehicle repair and building repair and maintenance expenditures	71,200
Add: Operating — Increase in costs for devices to monitor the automated systems of buildings remotely including the costs to configure the devices to the systems	20,000
Decrease Cost: Operating — Decrease in costs for telephone, printing and equipment lease expenditures	(204,700)

Reconciliation from Prior Year *(continued)*

	Expenditures
Decrease Cost: Fringe Benefits — Decrease in the fringe benefit rate from 38.7% to 36.0% to align with projected costs	(287,700)
Decrease Cost: Compensation — Decrease in costs due to unfunding positions that have difficult recruitment and retention issues	(398,500)
Remove: Operating — Removal of one-time prior-year funding for the maintenance of the former Cheverly Hospital building	(1,230,500)
Shift: Transfer to the Office of Procurement — Transfer the compensation, fringe benefit, operating and recovery costs from the Office of the Director, Contracts Administration and Procurement and Supplier Development and Diversity divisions to the new Office of Procurement agency	(6,162,700)
FY 2025 Proposed Budget	\$25,259,000

INTERNAL SERVICE FUNDS

Fleet Management Internal Service Fund

The FY 2025 proposed budget for the Fleet Management Internal Service Fund is \$15,493,800. Funding remains unchanged from the FY 2024 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$15,493,800
Add: Compensation - New Position — Add an Electrician 3G position to maintain the Electrical Vehicle Supply Equipment	\$79,400
Increase Cost: Operating — Increase costs for telephone, insurance and vehicle repair and maintenance costs to align with anticipated expenses	74,300
Add: Fringe Benefits - New Position — Fringe benefit costs associated with the new Electrician 3G position	28,000
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	3,500
Decrease Cost: Operating — Decrease in costs for utilities to align with historical expenditures	(15,000)
Decrease Cost: Compensation — Increase in budgeted attrition to reflect the projected vacancy rate increase from 2% to 4% offset by an increase in costs due to FY 2024 salary adjustments	(84,300)
Decrease Cost: Fringe Benefits — Decrease in the fringe benefit rate from 68.5% to 67.5% to align with anticipated costs	(85,900)
FY 2025 Proposed Budget	\$15,493,800

SPECIAL REVENUE FUNDS

The FY 2025 proposed Special Revenue Funds budget for the Office of Central Services is \$5,000. FY 2025 funding decreases by -\$800,000 or -99.4% under the FY 2024 approved budget.

CB-061-2023 transferred the responsibility of managing surplus property from the Office of Central Services to the Redevelopment Authority. The Property Management Fund will be a part of the Redevelopment Authority's budget in FY 2025. During the transitional year, the Office of Central Services will continue to recover personnel costs from the Property Management fund.

Collington Center Special Revenue Fund

The FY 2025 proposed budget for the Collington Center Special Revenue fund budget is \$5,000. FY 2025 funding remains unchanged from the FY 2024 approved budget.

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2023 Budget	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25
General Fund				
Full Time - Civilian	171	175	139	(36)
Full Time - Sworn	0	0	0	0
Subtotal - FT	171	175	139	(36)
Part Time	0	0	0	0
Limited Term	0	0	0	0

Internal Service Fund				
Full Time - Civilian	75	75	76	1
Full Time - Sworn	0	0	0	0
Subtotal - FT	75	75	76	1
Part Time	0	0	0	0
Limited Term	0	0	0	0

TOTAL				
Full Time - Civilian	246	250	215	(35)
Full Time - Sworn	0	0	0	0
Subtotal - FT	246	250	215	(35)
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Administrative Aide	9	0	0
Administrative Assistant	2	0	0
Administrative Specialist	7	0	0
Associate Director	1	0	0
Audio Visual Specialist	3	0	0
Budget Assistant	1	0	0
Budget Management Analyst	4	0	0
Building Engineer	21	0	0
Carpenter	3	0	0
Contract Project Coordinator	4	0	0
Custodian	11	0	0
Deputy Director	2	0	0
Director	1	0	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Drywall Mechanic	1	0	0
Electrician	3	0	0
Equipment Mechanic	33	0	0
Equipment Service Worker	1	0	0
Executive Administrative Aide	1	0	0
Facilities Maintenance Supervisor	5	0	0
Facilities Manager	3	0	0
Garage Supervisor	2	0	0
General Clerk	6	0	0
Graphic Artist	1	0	0
Heating VAC Technician	3	0	0
Heavy Equipment Mechanic	14	0	0
Human Resources Analyst	3	0	0
Info Tech Proj Coord	1	0	0
Mail Services Operator	3	0	0
Mail Services Supervisor	1	0	0
Maintenance Services Attendant	18	0	0
Master Electrician	1	0	0
Master Plumber	1	0	0
Overhead Door Mechanic	1	0	0
Plumber	5	0	0
Printer	2	0	0
Property Acquisition & Dev Admin	1	0	0
Public Information Officer	1	0	0
Realty Specialist	3	0	0
Supply Manager	5	0	0
Supply Technician	2	0	0
Supply-Property Clerk	7	0	0
Systems Analyst	1	0	0
Trades Helper	1	0	0
Transit Service Coordinator	1	0	0
Custodian Supervisor	2	0	0
Master HVAC Technician	1	0	0
Parts Specialist	5	0	0
Assistant Garage Supervisor	4	0	0
Master Equipment Mechanic	3	0	0
TOTAL	215	0	0

Expenditures by Category - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$12,050,420	\$13,224,100	\$12,776,800	\$9,688,900	\$(3,535,200)	-26.7%
Fringe Benefits	4,208,260	5,114,800	4,651,100	3,487,700	(1,627,100)	-31.8%
Operating	15,372,220	15,717,900	13,907,600	13,292,900	(2,425,000)	-15.4%
Capital Outlay	—	—	—	—	—	
SubTotal	\$31,630,900	\$34,056,800	\$31,335,500	\$26,469,500	\$(7,587,300)	-22.3%
Recoveries	(1,426,998)	(1,870,500)	(1,248,200)	(1,210,500)	660,000	-35.3%
Total	\$30,203,902	\$32,186,300	\$30,087,300	\$25,259,000	\$(6,927,300)	-21.5%

In FY 2025, compensation expenditures decrease -26.7% under the FY 2024 budget due to the transfer of 36 positions to the new Office of Procurement and an increase in budgeted attrition to account for increased vacancy rates. Compensation includes funding for 120 out of 139 full time employees. Fringe benefit expenditures decrease -31.8% under the FY 2024 budget due to a change in the fringe benefit rate from 38.7% to 36.0% and the transfer of 36 positions out of the agency.

Operating expenses decrease -15.4% under the FY 2024 budget largely due to the transfer of operating expenses in the Contracts Administration and Procurement and Supplier Development and Diversity divisions to the Office of Procurement. One-time funding for the maintenance of the former Cheverly Hospital site was also removed from the FY 2025 budget. There is an anticipated increase in costs for the OIT technology allocation charge and building repair and maintenance costs for new buildings.

Recoveries decrease -35.3% under the FY 2024 budget due to the reduction of CIP recoveries for Facilities Operations and Management personnel and the transfer of recoveries associated with the Contracts Administration and Procurement division to the Office of Procurement.

Expenditures by Division - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Office of the Director	\$4,701,932	\$5,282,200	\$4,743,700	\$3,985,800	\$(1,296,400)	-24.5%
Facilities Operations and Management Division	19,304,076	19,086,100	18,279,500	18,578,500	(507,600)	-2.7%
Contract Administration and Procurement Division	2,816,459	3,571,600	3,176,800	—	(3,571,600)	-100.0%
General Services Division	2,345,945	2,944,700	2,645,200	2,694,700	(250,000)	-8.5%
Supplier Development and Diversity	1,035,490	1,301,700	1,242,100	—	(1,301,700)	-100.0%
Total	\$30,203,902	\$32,186,300	\$30,087,300	\$25,259,000	\$(6,927,300)	-21.5%

General Fund - Division Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Office of the Director						
Compensation	\$3,831,891	\$3,720,800	\$3,599,600	\$3,164,700	\$(556,100)	-14.9%
Fringe Benefits	1,186,209	1,436,900	1,225,800	1,139,300	(297,600)	-20.7%
Operating	430,089	590,800	632,800	493,300	(97,500)	-16.5%
Capital Outlay	—	—	—	—	—	
SubTotal	\$5,448,189	\$5,748,500	\$5,458,200	\$4,797,300	\$(951,200)	-16.5%
Recoveries	(746,257)	(466,300)	(714,500)	(811,500)	(345,200)	74.0%
Total Office of the Director	\$4,701,932	\$5,282,200	\$4,743,700	\$3,985,800	\$(1,296,400)	-24.5%
Facilities Operations and Management Division						
Compensation	\$4,915,436	\$5,595,600	\$5,642,900	\$5,183,100	\$(412,500)	-7.4%
Fringe Benefits	1,920,498	2,165,600	2,210,600	1,865,600	(300,000)	-13.9%
Operating	12,910,136	12,404,200	10,649,200	11,774,600	(629,600)	-5.1%
Capital Outlay	—	—	—	—	—	
SubTotal	\$19,746,070	\$20,165,400	\$18,502,700	\$18,823,300	\$(1,342,100)	-6.7%
Recoveries	(441,994)	(1,079,300)	(223,200)	(244,800)	834,500	-77.3%
Total Facilities Operations and Management Division	\$19,304,076	\$19,086,100	\$18,279,500	\$18,578,500	\$(507,600)	-2.7%
Contract Administration and Procurement Division						
Compensation	\$1,429,441	\$1,857,600	\$1,612,800	\$—	\$(1,857,600)	-100.0%
Fringe Benefits	480,133	718,900	532,500	—	(718,900)	-100.0%
Operating	1,001,300	1,165,800	1,202,000	—	(1,165,800)	-100.0%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,910,874	\$3,742,300	\$3,347,300	\$—	\$(3,742,300)	-100.0%
Recoveries	(94,415)	(170,700)	(170,500)	—	170,700	-100.0%
Total Contract Administration and Procurement Division	\$2,816,459	\$3,571,600	\$3,176,800	\$—	\$(3,571,600)	-100.0%
General Services Division						
Compensation	\$1,182,385	\$1,375,000	\$1,272,500	\$1,341,100	\$(33,900)	-2.5%
Fringe Benefits	430,658	532,100	486,300	482,800	(49,300)	-9.3%
Operating	877,234	1,191,800	1,026,400	1,025,000	(166,800)	-14.0%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,490,277	\$3,098,900	\$2,785,200	\$2,848,900	\$(250,000)	-8.1%
Recoveries	(144,332)	(154,200)	(140,000)	(154,200)	—	0.0%
Total General Services Division	\$2,345,945	\$2,944,700	\$2,645,200	\$2,694,700	\$(250,000)	-8.5%

General Fund - Division Summary *(continued)*

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Supplier Development and Diversity						
Compensation	\$691,267	\$675,100	\$649,000	\$—	\$(675,100)	-100.0%
Fringe Benefits	190,762	261,300	195,900	—	(261,300)	-100.0%
Operating	153,461	365,300	397,200	—	(365,300)	-100.0%
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,035,490	\$1,301,700	\$1,242,100	\$—	\$(1,301,700)	-100.0%
Recoveries	—	—	—	—	—	
Total Supplier Development and Diversity	\$1,035,490	\$1,301,700	\$1,242,100	\$—	\$(1,301,700)	-100.0%
Total	\$30,203,902	\$32,186,300	\$30,087,300	\$25,259,000	\$(6,927,300)	-21.5%

DIVISION OVERVIEW

Office of the Director

The Office of the Director manages agency operations and provides policy guidance and direction to the operating divisions. This division is responsible for personnel and human resource development and 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 and the sustainable energy program.

Fiscal Summary

In FY 2025, the division expenditures decrease -\$1,296,400 or -24.5% under the FY 2024 budget. Staffing resources decrease by seven under the FY 2024 budget. The primary budget changes include:

- Compensation and fringe benefit costs decrease primarily due to transferring nine positions to the new Office of Procurement. Also, two Contract Project Coordinator positions are reclassified from the Facilities Operations and Management division to the Office of the Director.

- A decrease in operating costs due to a reduction in the Office of Law project charge.
- An increase in recoveries due to five Contract Project Coordinator positions and a Budget Management Analyst 3G position recovering from the CIP fund at a rate of 50% to align with the projected workload.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$5,282,200	\$3,985,800	\$(1,296,400)	-24.5%
STAFFING				
Full Time - Civilian	36	29	(7)	-19.4%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	36	29	(7)	-19.4%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Facilities Operations and Management Division

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

Fiscal Summary

In FY 2025, the division expenditures decrease -\$507,600 or -2.7% under the FY 2024 budget. Staffing resources decrease by two positions under the FY 2024 budget. The primary budget changes include:

- Personnel costs decrease due to reallocating two Contract Project Coordinator positions to the Office of the Director and unfunding additional positions that have recruitment and retention issues.
- Operating costs decrease due to the removal of one-time funding for the maintenance of the former Cheverly Hospital site. There is an increase in funding for custodial services at new buildings including the Canine Training Center, Special Operations Division Building and the National Harbor First Responder Station.
- A decrease in recoveries due to reducing the number of FOM personnel who recover from the CIP fund.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$19,086,100	\$18,578,500	\$(507,600)	-2.7%
STAFFING				
Full Time - Civilian	87	85	(2)	-2.3%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	87	85	(2)	-2.3%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Contract Administration and Procurement Division

In FY 2025, the Contract Administration and Procurement division expenditures are \$0. The division personnel and operating costs are transferred to the new Office of Procurement agency.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$3,571,600	\$-	\$(3,571,600)	-100.0%
STAFFING				
Full Time - Civilian	20	0	(20)	-100.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	20	0	(20)	-100.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

General Services Division

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.

Fiscal Summary

In FY 2025, the division expenditures decrease -\$250,000 or -8.5% under the FY 2024 budget. Staffing resources remain unchanged from the FY 2024 budget. The primary budget changes include:

- A decrease in personnel costs due to an increase in budgeted attrition to reflect projected vacancy rates.

- Operating expenses decrease for equipment leases to align with projected costs.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$2,944,700	\$2,694,700	\$(250,000)	-8.5%
STAFFING				
Full Time - Civilian	25	25	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	25	25	0	0.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Supplier Development and Diversity

In FY 2025, the Supplier Development and Diversity division expenditures are \$0. The division personnel and operating costs are transferred to the new Office of Procurement agency.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$1,301,700	\$-	\$(1,301,700)	-100.0%
STAFFING				
Full Time - Civilian	7	0	(7)	-100.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	7	0	(7)	-100.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

OTHER FUNDS

Fleet Management Internal Service 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.

Fiscal Summary

Total revenues remain unchanged from FY 2024. Agency charges increase \$57,300 or 0.4% over the FY 2024 approved budget due to additional vehicles for the Department of Permitting, Inspections and Enforcement. The appropriated fund balance decreases by -\$57,300 or -14.9% under the FY 2024 approved budget. All other revenue sources are projected to remain at the FY 2024 budget level.

In FY 2025, compensation expenditures decrease -0.1% under the FY 2024 budget due to an increase in budgeted attrition to reflect an increase in the vacancy rate from 2% to 4%. Compensation includes funding for 75 of 76 full time employees, including a new Electrician 3G position to maintain the Electrical Vehicle Supply Equipment. Fringe benefit expenditures decrease -1.5% under the FY 2024 budget to align with projected costs. Fringe benefit expenditures include funding for other post-employment benefits (OPEB) totaling \$1,800,000.

Operating expenses increase 1.1% over the FY 2024 budget primarily due to an increase in costs for vehicle repair and maintenance costs due to inflation and supply chain issues.

Capital outlay costs remain unchanged from the FY 2024 budget. Funding is allocated for an additional lift in the central garage and to replace four fuel control terminals.

Note: The 'Other Adjustment' in FY 2023 includes a corrective adjustment to the Fleet internal service fund balance to align to the balance reflected in the draft FY 2023 Annual Comprehensive Financial Reports (ACFR) schedule (-\$2,161,538). The overall balance is negative due to a prior year adjustment made in the FY 2018 ACFR.

Expenditures by Category

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$5,539,023	\$5,746,600	\$5,674,300	\$5,741,700	\$(4,900)	-0.1%
Fringe Benefits	2,251,931	3,936,400	3,495,800	3,878,500	(57,900)	-1.5%
Operating	5,516,700	5,641,800	6,442,100	5,704,600	62,800	1.1%
Capital Outlay	—	169,000	150,000	169,000	—	0.0%
Total	\$13,307,654	\$15,493,800	\$15,762,200	\$15,493,800	\$—	0.0%
Total	\$13,307,654	\$15,493,800	\$15,762,200	\$15,493,800	\$—	0.0%

Fund Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Proposed	FY 2024-2025	
					Change \$	Change %
BEGINNING FUND BALANCE	\$9,100,137	\$7,793,037	\$(2,161,538)	\$(2,822,438)	\$(10,615,475)	-136.2%
REVENUES						
Maintenance Charges	\$12,342,535	\$14,531,300	\$14,531,300	\$14,588,600	\$57,300	0.4%
Miscellaneous Revenue	17,091	25,000	17,100	25,000	—	0.0%
Fuel Tax Refund	465,663	400,000	400,000	400,000	—	0.0%
Motor Pool	152,875	152,900	152,900	152,900	—	0.0%
General Fund Transfer	303,500	—	—	—	—	0.0%
Appropriated Fund Balance	—	384,600	—	327,300	(57,300)	-14.9%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$13,281,664	\$15,493,800	\$15,101,300	\$15,493,800	\$—	0.0%
EXPENDITURES						
Compensation	\$5,539,023	\$5,746,600	\$5,674,300	\$5,741,700	\$(4,900)	-0.1%
Fringe Benefits	2,251,931	3,936,400	3,495,800	3,878,500	(57,900)	-1.5%
Operating	5,516,700	5,641,800	6,442,100	5,704,600	62,800	1.1%
Capital Outlay	—	169,000	150,000	169,000	—	0.0%
Total Expenditures	\$13,307,654	\$15,493,800	\$15,762,200	\$15,493,800	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(25,990)	—	(660,900)	—	—	0.0%
OTHER ADJUSTMENTS	(11,235,685)	(384,600)	—	(327,300)	57,300	-14.9%
ENDING FUND BALANCE	\$(2,161,538)	\$7,408,437	\$(2,822,438)	\$(3,149,738)	\$(10,558,175)	-142.5%

Collington Center Special Revenue Fund

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

Fiscal Summary

The FY 2025 proposed budget for the Collington Center Special Revenue Fund is \$5,000. FY 2025 funding supports the annual fee to The Collington Center Association. FY 2025 funding remains unchanged from the FY 2024 approved budget.

Expenditures by Category

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Operating	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
Total	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
Total	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%

Fund Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Proposed	FY 2024-2025	
					Change \$	Change %
BEGINNING FUND BALANCE	\$133,974	\$128,974	\$129,974	\$124,974	\$(4,000)	-3.1%
REVENUES						
Interest and dividends	\$—	\$—	\$—	\$—	\$—	0.0%
Transfer from Collington Center	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	5,000	5,000	5,000	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$—	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	4,000	5,000	5,000	5,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(4,000)	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	(5,000)	(5,000)	—	0.0%
ENDING FUND BALANCE	\$129,974	\$123,974	\$124,974	\$119,974	\$(4,000)	-3.2%

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 certifications of certified County-based, County-located and certified minority businesses.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
2,696	529	1,394	1,603	1,843	↑

Trend and Analysis

The Supplier Development and Diversity Division (SDDD) is the "Connection to Resources and Opportunities." SDDD is the primary advocate for local, small, disadvantaged, minority, and veteran-owned businesses seeking to do business with Prince George's County. SDDD strongly advocates for County businesses by providing certification training, technical training and strategic sourcing opportunities to assure that local businesses are afforded an equitable share of procurements and contracted dollar opportunities. The agency remains committed to increasing the number of certified County-based businesses (CBB) County-based small businesses (CBSB), County-based small/ minority businesses (CBSB/MBE), County-located businesses (CLB) and minority business enterprises businesses (MBE) by 15%. OCS has been working diligently to improve its technical support and outreach services to local businesses. In FY 2025, the personnel and operating resources of SDDD are transferred to the new Office of Procurement.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Minority business re-certifications	609	670	648	745	856
County-based business certification applications	599	659	567	652	749
Impact (Outcome)					
Total certified and registered minority businesses (cumulative)	718	775	768	883	1,015
Total certified County-based small businesses (cumulative)	902	947	534	614	706
Total certified County-based, County-located, County-based Small and Minority Business Enterprise	490	529	1,394	1,603	1,843

Goal 2 — To provide facilities management services at County-owned facilities in order to achieve safe, well-maintained building environment.

Objective 2.1 — Increase the percentage of County government buildings (managed by OCS) with a Facilities Condition Index rating of "Good."

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
80%	63%	65%	70%	73%	↑

Trend and Analysis

Providing regular preventive maintenance for County facilities is the first defense against failures in service, shortened equipment life and smooth operational efficiency. In an increasingly sophisticated world where technologies for major building equipment and systems are constantly evolving, training for building staff is of paramount importance to enable best practices and the highest efficiency and levels of service. Accurate property conditions assessments enable accurate predictions of needs, elimination of most emergencies and more predictable budgetary planning. Currently, buildings in good condition are those which require no immediate major repairs. Buildings in fair condition need a few major and minor repairs.

OCS is implementing a globally recognized benchmark standard, the American Society for Testing and Materials (ASTM E-2018-15). This will enable the agency to more accurately assess facilities and their major components and equipment with a view to maximize value and execute timely replacements and repairs. A scope of work has been developed for a 10-year Facility Plan. This project has already begun to identify and prioritize needs in a number of County buildings. Execution of the plan will be limited by low funding levels. However, it provides a baseline property conditions assessment and enables prioritization of repairs, replacements and future budgetary planning for abatement of issues in County facilities. Another goal will be to acquire buildings and land for critical government operations while reducing the average cost per square foot of leased County office space. Additionally, it will allow the agency to efficiently and effectively manage the properties within the County's portfolio, including those where the County serves as the landlord or as the tenant.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
County-owned buildings	117	119	122	126	128
Repairs requested in the correctional facility	2,044	2,216	1,734	1,994	2,294
Repairs completed in the correctional facility	1,966	2,137	1,315	1,740	1,765
Impact (Outcome)					
County-owned buildings in good condition	60%	63%	65%	70%	73%

Goal 3 — To acquire and maintain a "Green Fleet" in order to reduce greenhouse gas emissions.

Objective 3.1 — Increase the percentage of 100% battery electric vehicles available within the County.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
6%	1%	1%	2%	3%	↑

Trend and Analysis

The Fleet Management Division has actively researched various manufacturers and models to identify suitable electric vehicles (EV) to be introduced to the County fleet. Concurrently, the agency has been identifying potential applications for these vehicles and communicating with end-user agencies. This will allow for the placement of EVs in various service applications and duty cycles to determine their suitability. Further barriers to be overcome include the installation of electric vehicle charging infrastructure at the necessary scale, the need for technical training for maintenance staff and the need for safety equipment or facility retrofits.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
County vehicles	3,297	3,260	3,257	3,281	3,274
Work orders for County vehicles	11,118	10,575	11,286	11,050	11,850
Quality					
Customer surveys that were favorable	100%	99%	99%	99%	99%
Repairs repeated	26	22	58	24	30
Impact (Outcome)					
The percentage of electric vehicles in the total fleet	1%	1%	1%	2%	3%

Goal 4 — To provide real property management to the County to ensure effective lease cost avoidance.

Objective 4.1 — Increase the utilization of Request for Space (RFS) process to acquire County leases for improved Lease Cost Avoidance (LCA) thereby timely replacing expiring leases to avoid increases in portfolio lease costs.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
\$400,000	n/a	\$352,000	\$100,000	\$250,000	↔

Trend and Analysis

OCS has implemented a Request for Space (RFS) utilization process to actualize improved LCA. The LCA plan allows Land Acquisition and Real Property (LARP) to timely replace expiring leases to avoid increases in lease costs. The LCA plan will avoid additional cost on leases becoming effective through Fiscal Year 2025. This objective has been updated due to OCS's authority to manage surplus property being transferred to the Redevelopment Authority.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Leases executed	13	15	6	8	4
Terminated leases	2	2	0	1	2
County office space that is leased	13%	13%	13%	12%	10%
Properties sold	n/a	n/a	0	5	6
Quality					
Aggregate amount of County surplus properties sold out of total surplus inventory	n/a	n/a	31%	30%	50%
Impact (Outcome)					
Total Lease Cost Avoidance (LCA) due to RFS solicitation	n/a	n/a	\$352,000	\$100,000	\$250,000

Goal 5 — Increase county-wide procurement expenditures to certified County-based small business enterprises and certified Minority Business Enterprises.

Objective 5.1 — Increase the percentage of countywide procurement expenditures to certified County-based small businesses (CBSB) and certified Minority Business Enterprises (MBE) by 5% annually.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
42%	38%	43%	38%	38%	↑

Trend and Analysis

The Contracts and Procurement Division (CAP) continues to develop a sustainable procurement management model that will support the initiatives championed by the County Executive. The agency does this by eliminating manual and workaround processes, investing in procurement staff by increasing training and development opportunities and reducing the number of expired contracts and the backlog of procurement projects. In FY 2025, the personnel and operating resources of CAP are transferred to the new Office of Procurement.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Impact (Outcome)					
Total percent of procurement expenditures to MBE	27%	30%	36%	31%	32%
Total procurement expenditures to MBE	\$146,381,652	\$153,700,734	\$154,439,994	\$150,000,000	\$155,000,000
Total percent of procurement expenditures to CBSB	36%	38%	43%	38%	38%
Total procurement expenditures to CBSB	\$196,252,078	\$206,064,681	\$183,087,747	\$208,000,000	\$210,000,000