

OFFICE OF CENTRAL SERVICES – 31

MISSION AND SERVICES

Mission - The Office of Central Services provides facilities management, real property management, fleet management, inventory, reproduction and mail services, procurement and minority business services to the County and municipal governments as well as all persons in the County in order to facilitate the fair and comprehensive delivery of services.

The agency's mission supports accomplishing the countywide vision by:

- Working for safe communities
- Working for sound county management
- Working for a clean environment
- Working for cultural arts and historic preservation
- Working for economic vibrancy

Core Services –

- Facilities management
- Reproduction and mail services
- Real property management
- Procurement
- Fleet management
- Minority business services
- Inventory

FY 2011 BUDGET SUMMARY

The FY 2011 proposed budget for the Office of Central Services is \$28,031,500 a decrease of \$2,349,500 or 7.7% under the FY 2010 approved budget.

GENERAL FUNDS

The FY 2011 proposed general fund budget for the Office of Central Services is \$14,764,100, a decrease of \$1,241,700 or 7.8% under the FY 2010 approved budget.

Where the Money Goes –

FY 2010 APPROVED BUDGET	\$16,005,800
Adjustments in compensation due to anticipated savings from vacancies and attrition	-\$1,158,400
Fringe benefits changes	-\$279,400
Reduction in furlough from 80 to 64 hours (including fringe benefits)	\$131,500
Contract snow removal services at 18 county buildings	\$129,300
Reduce the number of air quality tests from five to three per year	-\$126,700
Living wage increase for janitorial staff	\$125,800
Reduced overhead door maintenance costs and environmental control services	-\$64,800
Renegotiated equipment lease maintenance contract	-\$65,600
Reduction in recoveries	\$58,300
Support of the Art in Public Places program which provides for the acquisition and installation of artwork (mandated dedicated funding of 1% of building construction costs)	\$38,800
Cost savings realized from transferring the maintenance of heating, ventilation and air conditioning equipment to the vendor	-\$35,900
Increase for additional elevator maintenance services (see strategy 1.1.3)	\$27,900
Various operating expenditure changes	-\$22,500
FY 2011 PROPOSED BUDGET	\$14,764,100

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide building maintenance services at county owned facilities to all users in order to achieve well-maintained county facilities and support daily county agency operations.

Objective 1.1 - Reduce the number of building equipment failures from 135 in FY 2009.

Targets –

- **Short term:** By FY 2010 – 130
- **Intermediate term:** By FY 2013 – 125
- **Long term:** By FY 2016 – 120

Performance Measures –

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Resources (input)					
Number of maintenance staff available to respond to work requests		39	39	36	36
Workload, Demand and Production (output)					
Number of pieces of equipment to maintain		1,619	1,619	1,630	1,630
Number of preventive maintenance tasks completed	5,540	6,204	6,437	6,000	6,000
Number of work orders completed	7,695	8,526	5,974	7,000	7,000
Number of county owned buildings			85	88	88
Number of air quality tests conducted in county buildings	5	5	5	5	3
Efficiency and Quality					
Average number of work order requests per staff member		223.1	183.2	208.3	208.3
Percent of preventive maintenance tasks completed within one month	93%	94%	94%	95%	95%
Percent of work orders completed within ten days	75%	90%	85%	85%	85%
Impact (outcome)					
Average number of building equipment failures per piece of equipment			12.0	11.6	11.6
Percent of county owned buildings in good and fair condition			93%	90%	90%

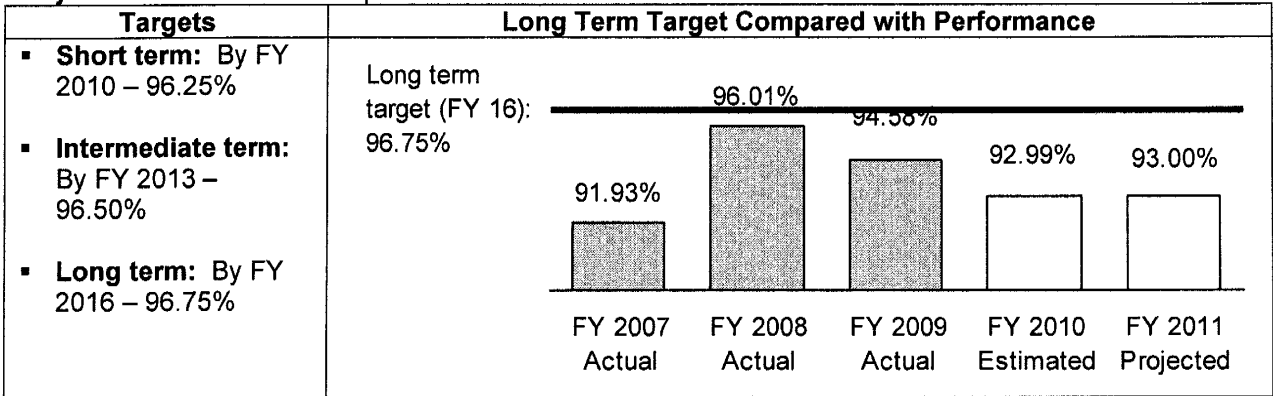
Performance Measures Explanation – Building equipment is any piece of equipment or component of a facility that allows it to function correctly including, but not limited to, boilers, sprinklers, generators and elevators. By reducing the number of equipment failures the County’s agencies, facility users and residents will benefit from better maintained county facilities. For some of the performance measures historical data was unavailable.

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** – Respond to all building equipment problems such as mechanical breakdowns
- **Strategy 1.1.2** – Respond to requests for services that address comfort and non-critical issues
- **Strategy 1.1.3** – Ensure staff are available to perform repairs and preventive maintenance
- **Strategy 1.1.4** – Ensure all engineers are technically trained and certified
- **Strategy 1.1.5** – Track the maintenance work and schedule of all equipment through software
- **Strategy 1.1.6** – Perform condition assessments of deficiencies in buildings and infrastructures by rating buildings in good, fair or poor condition
- **Strategy 1.1.7**– Coordinate with agencies to successfully complete requests for building maintenance
- **Strategy 1.1.8** – Ensure all county owned building renovations are performed on schedule and within the building standards established by the County Code

GOAL 2 – To provide well-maintained county vehicles to county agencies and municipalities in order to support the County’s transportation needs.

Objective 2.1 - Increase the percent of vehicles that are available from 96.01% in FY 2008.



Performance Measures –

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Resources (input)					
Number of mechanics	40	44	44	38	38
Workload, Demand and Production (output)					
Number of county vehicles	2,827	3,006	3,136	3,308	3,258
Number of work orders for county vehicles	14,147	13,912	13,671	14,595	14,376
Number of police vehicles fitted with police equipment	217	332	10	15	10
Percent of county vehicles needing replacement (per the County's standards)			21.5%	20.0%	20.0%
Efficiency and Quality					
Average number of work orders per mechanic	350.3	316.2	310.7	384.1	378.3
Average number of vehicles per mechanic	70.0	68.3	71.3	87.1	85.7
Number of repairs repeated		38	76	25	50
Number of police vehicles fitted with police equipment requiring rework		37	1	15	1
Impact (outcome)					
Percent of county vehicles that are available and operable	91.93%	96.01%	94.58%	92.99%	93.00%

Performance Measures Explanation – The Office manages and maintains the County's and municipalities' vehicle fleet which includes ambulances, sedans, sport utility vehicles, pick-up trucks and small buses.

Strategies to Accomplish the Objective –

- **Strategy 2.1.1** – Ensure vehicles receive preventive maintenance based on the manufacturer guidelines
- **Strategy 2.1.2** – Ensure all mechanics receive a minimum of 18 hours of training per year
- **Strategy 2.1.3** – Ensure one mechanic for every 65 vehicles in the fleet
- **Strategy 2.1.4** – Ensure equipment in public safety vehicles is based on the County's standards and needs established by the Police Department and Sheriff's Office
- **Strategy 2.1.5** – Ensure at least 70% of all mechanics' time are billable, direct labor hours

GOAL 3 – To provide acquisition of general procurements to county agencies in order to offer commodities and services with the best competitive value.

Objective 3.1 - Increase the percent of county agencies satisfied with the commodities and services requested by the agency and provided by the Office (data is not available at this time).

Performance Measures –

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Resources (input)					
Number of buyers		8	8	6	6
Workload, Demand and Production (output)					
Number of purchases		1,148	1,260	1,384	1,521
Number of purchases completed in collaboration with other governments		119	136	156	156
Number of purchases not competitively bid (sole source)		261	265	270	276
Number of competitively bid purchases		1,084	986	896	815
Efficiency and Quality					
Average number of purchases per buyer		143.5	157.5	230.7	253.5
Number of errors processing a purchase		34	75	54	54
Percent of requisitions processed in 30 days or less		64%	65%	63%	63%

Performance Measures Explanation –The department recently implemented a customer satisfaction survey to monitor its performance across several key performance areas. It is anticipated that the number of purchases will increase despite the economic climate partially due to a shift in purchasing from county credit cards to the procurement process. In some cases, FY 2007 data is unavailable.

Strategies to Accomplish the Objective –

- **Strategy 3.1.1** – Distribute a monthly customer satisfaction survey to county agencies
- **Strategy 3.1.2** – Review open requisitions to identify critical requirements
- **Strategy 3.1.3** – Ensure sole – source purchases conform with county procedures
- **Strategy 3.1.4** – Partner with other jurisdictions and the State to obtain products and services
- **Strategy 3.1.5** – Evaluate and distribute workload through procurement activity reports
- **Strategy 3.1.6** – Ensure that contracts meet agencies needs
- **Strategy 3.1.7** – Ensure staff have are trained to keep up with current industry standards

GOAL 4 – To provide minority businesses services to citizens and residents in order to eliminate economic disparity between minority and non-minority businesses and foster economic development.

Objective 4.1 - Increase the percent contract dollars awarded to minority businesses from 33% in FY 2008.

Targets -

- **Short term:** By FY 2010 – 35%
- **Intermediate term:** By FY 2013 – 38%
- **Long term:** By FY 2016 – 40%

Performance Measures –

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Workload, Demand and Production (output)					
Number of certified minority businesses		715	849	875	900
Impact (outcome)					
Percent of the County's contract dollars awarded to minority businesses		33%	38%	35%	36%

Performance Measures Explanation — Since FY 2008, the number of certified minority businesses has increased each year, mainly due to increased development activity and increased interest in entrepreneurship of citizens and residents in the County. In order to respond to this increased demand for service, the Office will automate many systems and offer tools and templates. Data for FY 2007 is unavailable.

Strategies to Accomplish the Objective –

- **Strategy 4.1.1** – Host outreach and educational activities to build capacity of minority business enterprises (MBE) to successfully bid on county contracts
- **Strategy 4.1.2** – Identify qualified MBEs to participate in bidding for county contracts
- **Strategy 4.1.3** – Work with contracts and MBEs to facilitate sub-contracting opportunities
- **Strategy 4.1.4** – Collaborate with county agencies to facilitate contract opportunities for MBEs

GOAL 5 – To provide inventory management to all county agencies in order to ensure the accountability of county assets.

Objective 5.1 - Increase the percent of fixed capital assets that are in both the County's inventory and audit from 79% in FY 2008.

Targets -

- **Short term:** By FY 2010 – 84%
- **Intermediate term:** By FY 2013 – 93%
- **Long term:** By FY 2016 – 100%

Performance Measures -

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY2011 Projected
Workload, Demand and Production (output)					
Number of confiscated vehicles inventory		143	167	180	185
Number of surplus vehicles inventory		240	253	260	275
Number of public safety inventory items		95	99	99	99
Number of surplus vehicles sent to auction		240	253	260	275
Efficiency and Quality					
Average number of days to auction surplus vehicles		10	7	7	5
Impact (outcome)					
Percent of fixed capital assets that are in both the County's inventory and audit		79%	81%	84%	90%

Performance Measures Explanation – The Office is responsible for tracking the County's fixed capital assets (any item over the value of \$5,000) to ensure their location and use is accounted for. Data for FY 2007 is unavailable.

Strategies to Accomplish the Objective –

- **Strategy 5.1.1** – Provide inventory property clerks to account for the County's fixed capital assets, surplus property, confiscated property and county operating inventory
- **Strategy 5.1.2** – Ensure all property clerks are fully trained on the inventory and asset tracking software
- **Strategy 5.1.3** – Generate a quarterly fixed capital assets report by the agency to ensure accountability for the County's inventory
- **Strategy 5.1.4** – Utilize data retrieved by agency to determine the status of county inventory
- **Strategy 5.1.5** – Account for inventory items by partnering with the agency that owns the inventory, Office of Finance and within the Office of Central Services

GOAL 6 – To provide mail services to county agencies and citizens in order to support the County's primary operating needs.

Objective 6.1 – Increase the percent of mail delivered to the correct agency in 24 hours from 95% in FY 2008.

Targets -

- **Short term:** By FY 2010 – 96%
- **Intermediate term:** By FY 2013 – 97%
- **Long term:** By FY 2016 – 98%

Performance Measures -

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Workload, Demand and Production (output)					
Number of pieces of overnight mail received		32,503	31,528	30,582	29,665
Efficiency and Quality					
Percent of overnight mail not delivered within 24 hours		5.0%	4.5%	3.8%	3.5%
Number of pieces of delivered mail returned		82	64	43	36
Impact (outcome)					
Percent of mail delivered to correct agency in 24 hours		95%	96%	96%	97%

Performance Measures Explanation – The department is responsible for the efficient sorting, distributing and processing of all incoming internal and external mail. FY 2007 data is not available.

Strategies to Accomplish the Objective –

- **Strategy 6.1.1** – Provide mail service operators to deliver priority mail throughout county agencies
- **Strategy 6.1.2** – Ensure all mail service operators are trained properly on the mail tracking software and mail machines
- **Strategy 6.1.3** – Generate a daily tracking report identifying every piece of mail delivered and the delivery point with signature
- **Strategy 6.1.4** – Utilize data from the tracking software to ensure mail is delivered to appropriate destination
- **Strategy 6.1.5** – Partner with county agencies to ensure all priority mail is routed properly and in the most cost effective manner

GOAL 7 – To provide property services to the County in order to ensure efficient and effective use of office space and land.

Objective 7.1 - Reduce the average cost per square foot of leased county office space from \$15.55 in FY 2008

Targets -

- **Short term:** By FY 2010 – \$15.50
- **Intermediate term:** By FY 2013 – \$15.25
- **Long term:** By FY 2016 – \$15.02

Performance Measures -

Measure Name	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Workload, Demand and Production (output)					
Number of square feet of leased county office space		621,621	534,153	513,974	471,090
Impact (outcome)					
Average cost per square feet of leased county office space		\$15.55	\$16.88	\$16.88	\$16.88

Performance Measures Explanation – The Department is responsible for all 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, the locality and the type of space. Data for FY 2007 is unavailable for the above performance measures.

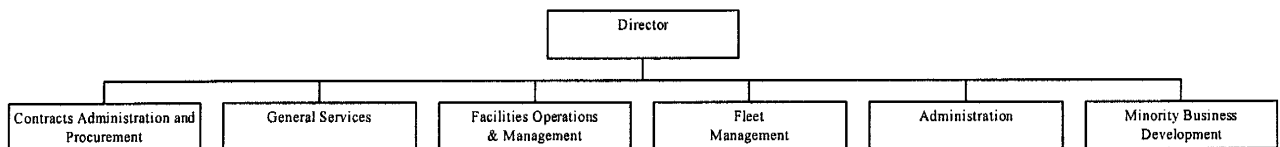
Strategies to Accomplish the Objective -

- **Strategy 7.1.1** – Provide a lease negotiator to negotiate leases
- **Strategy 7.1.2** – Ensure staff is properly trained on the division’s property management software
- **Strategy 7.1.3** – Generate a lease management report to account for all terms and conditions for leases
- **Strategy 7.1.4** – Utilize pictometry software to electronically view current and potential lease properties to determine square feet of an area
- **Strategy 7.1.5** – Execute leases, terminate leases and negotiate leases
- **Strategy 7.1.6** – Collaborate with all county agencies to ensure agencies have the appropriate space for their needs
- **Strategy 7.1.7** – Partner with OMB and the Office of Finance to justify lease space requests and approve funding

FY 2010 KEY ACCOMPLISHMENTS

- Opened new 13,650 square foot satellite garage facility located in Lanham, Maryland that services 500 County public safety vehicles during one day-shift operation.
- Implemented county-wide energy conservation and management program.
- Increased MBE participation from 33% in FY 2008 to 38% in FY 2009
- Reduced total square feet of leased space by terminating six leases
- Assigned buyers to agencies to improve communication

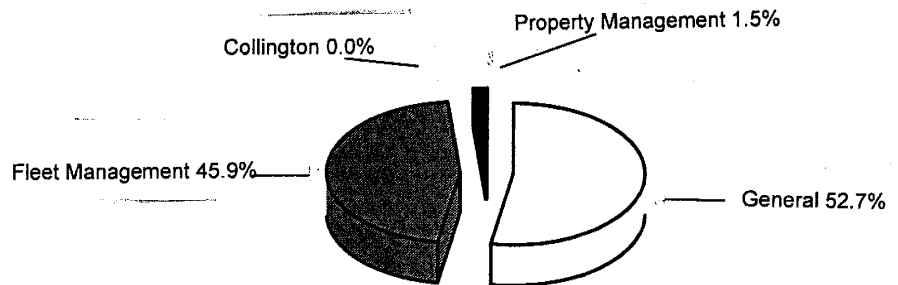
ORGANIZATIONAL CHART



	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
TOTAL EXPENDITURES	\$ 29,080,570	\$ 30,381,000	\$ 27,891,100	\$ 28,031,500	-7.7%
EXPENDITURE DETAIL					
Office Of The Director	2,470,475	2,617,700	2,724,100	2,587,900	-1.1%
Facilities Operations And Management	11,218,767	11,564,900	11,262,300	10,846,100	-6.2%
Contract Administration & Procurement	1,212,929	1,431,600	1,161,800	1,079,000	-24.6%
General Services	2,460,498	2,539,200	2,401,400	2,243,200	-11.7%
Minority Business Development	506,386	488,400	583,700	585,600	19.9%
Fleet Management Fund	12,622,810	14,094,900	12,181,300	12,853,100	-8.8%
Property Management Services Fund	172,331	275,300	149,200	409,300	48.7%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(1,588,626)	(2,636,000)	(2,577,700)	(2,577,700)	-2.2%
TOTAL	\$ 29,080,570	\$ 30,381,000	\$ 27,891,100	\$ 28,031,500	-7.7%
SOURCES OF FUNDS					
General Fund	\$ 16,280,429	\$ 16,005,800	\$ 15,555,600	\$ 14,764,100	-7.8%
Other County Operating Funds:					
Fleet Management Fund	12,622,810	14,094,900	12,181,300	12,853,100	-8.8%
Property Management Services Fund	172,331	275,300	149,200	409,300	48.7%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 29,080,570	\$ 30,381,000	\$ 27,891,100	\$ 28,031,500	-7.7%

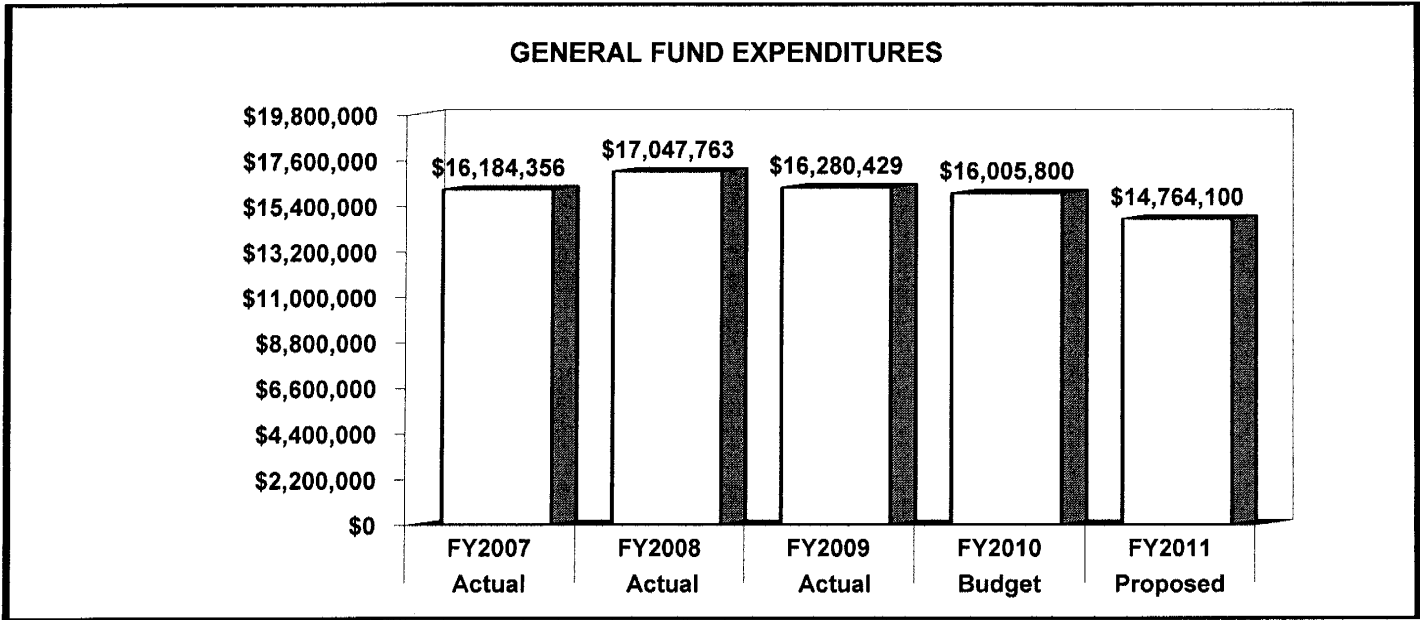
FY2011 SOURCES OF FUNDS

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; and the Collington Special Revenue Fund incurs nominal operating expenses from the fund balance to monitor property sales and manage the fund.

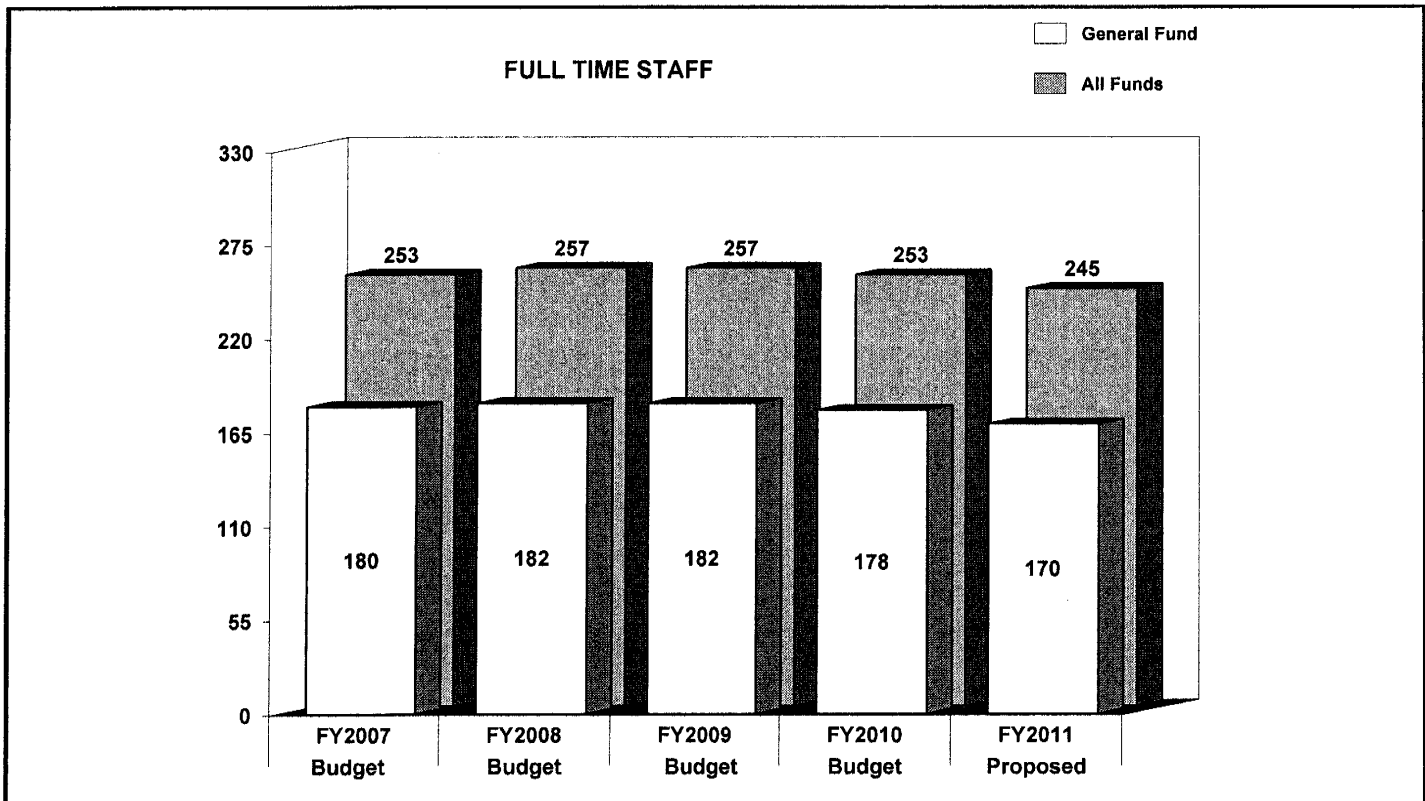


	FY2009 BUDGET	FY2010 BUDGET	FY2011 PROPOSED	CHANGE FY10-FY11
GENERAL FUND STAFF				
Full Time - Civilian	182	178	170	(8)
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	257	253	245	(8)
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	13	0	0
Administrative Aides	17	0	0
Buyers	7	0	0
Custodial Supervisors	2	0	0
Custodians	22	0	0
Building Engineers	19	0	0
Plumbers	5	0	0
Carpenters	5	0	0
General Clerks	6	0	0
Facility Maintenance Supervisors	5	0	0
Electricians	4	0	0
HVAC Technicians	4	0	0
Mail Personnel	5	0	0
Other	61	0	0
Mechanics	52	0	0
Managers	8	0	0
TOTAL	245	0	0



The agency's expenditures increased 0.6% from FY 2007 to FY 2009. This increase is primarily driven by cost of living and merit adjustments. The FY 2011 proposed budget is 7.8% less than the FY 2010 approved budget.



The agency's General Fund staffing complement decreased by 2 positions from FY 2007 to FY 2010. The FY 2011 staffing totals include 8 less positions than the FY 2010 budget. This decrease is due to the elimination of 8 full-time positions, resulting from the FY 2010 reduction in force.

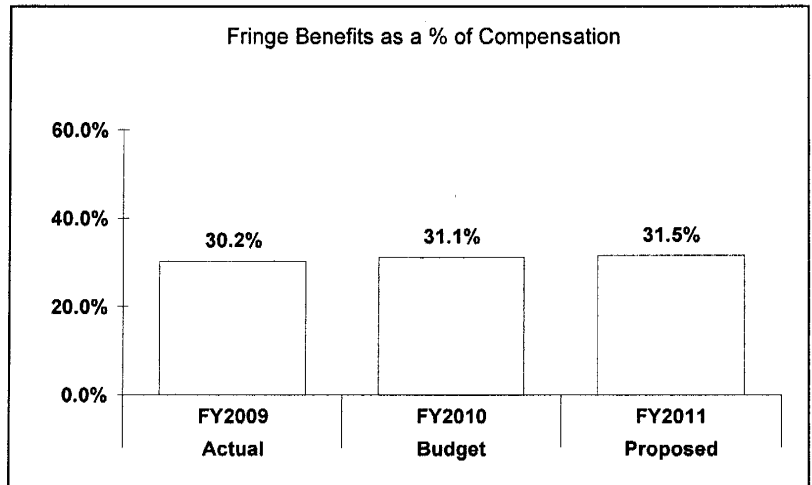
	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 8,858,680	\$ 8,857,300	\$ 8,628,500	\$ 7,835,200	-11.5%
Fringe Benefits	2,678,071	2,754,000	2,448,400	2,469,800	-10.3%
Operating Expenses	6,332,304	7,030,500	7,056,400	7,036,800	0.1%
Capital Outlay	0	0	0	0	0%
	\$ 17,869,055	\$ 18,641,800	\$ 18,133,300	\$ 17,341,800	-7%
Recoveries	(1,588,626)	(2,636,000)	(2,577,700)	(2,577,700)	-2.2%
TOTAL	\$ 16,280,429	\$ 16,005,800	\$ 15,555,600	\$ 14,764,100	-7.8%
STAFF					
Full Time - Civilian	-	178	-	170	-4.5%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2011, compensation expenditures decrease 11.5% under the FY 2010 budget due to a change in staffing complement, vacancies and attrition. Compensation costs include funding for 170 full time employees. Fringe benefit expenditures decrease 10.3% under the FY 2010 budget. This is due to fewer employees.

In FY 2011, operating expenditures increase 0.1% over the FY2010 budget. Operating expenses reflect funding for building maintenance, custodial support and support services provided to county agencies.

In FY 2010, recoveries decrease 2.2% due to staffing changes, vacancies and attrition.

MAJOR OPERATING EXPENDITURES FY2011	
Operational Contracts	\$ 3,840,500
Equipment Lease	\$ 734,400
Building Repair and Maintenance	\$ 671,900
Office Automation	\$ 438,600
Vehicle and Heavy Equip Main.	\$ 251,100



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 2011, compensation expenditures decrease 1.9% under the FY 2010 budget due to a staffing complement change. Compensation costs include funding for 26 full time employees. Fringe benefits expenditures decrease .4% under the FY 2010 budget. Operating expenditures increase 0.5% over the FY 2010 budget primarily due to an increase in consultant studies.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 1,669,264	\$ 1,575,300	\$ 1,702,200	\$ 1,544,900	-1.9%
Fringe Benefits	440,060	491,300	415,400	489,100	-0.4%
Operating Expenses	361,151	551,100	606,500	553,900	0.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,470,475	\$ 2,617,700	\$ 2,724,100	\$ 2,587,900	-1.1%
Recoveries	(148,342)	(335,500)	(335,500)	(335,500)	0%
TOTAL	\$ 2,322,133	\$ 2,282,200	\$ 2,388,600	\$ 2,252,400	-1.3%
STAFF					
Full Time - Civilian	-	27	-	26	-3.7%
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 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 2011, compensation expenditures decrease 12.6% under the FY 2010 budget due to a staffing complement change, vacant positions and attrition. Compensation costs include funding for 98 full time employees. Fringe benefits expenditures decrease 10.8% under the FY 2010 budget. This is due to fewer employees. In FY 2011, operating expenditures increase 1.4% over the FY 2010 budget due to the living wage increase stipulated in the janitorial contract.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 4,970,597	\$ 4,944,700	\$ 4,827,200	\$ 4,321,600	-12.6%
Fringe Benefits	1,583,700	1,530,600	1,395,100	1,364,900	-10.8%
Operating Expenses	4,664,470	5,089,600	5,040,000	5,159,600	1.4%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 11,218,767	\$ 11,564,900	\$ 11,262,300	\$ 10,846,100	-6.2%
Recoveries	(772,179)	(1,790,500)	(1,790,500)	(1,790,500)	0%
TOTAL	\$ 10,446,588	\$ 9,774,400	\$ 9,471,800	\$ 9,055,600	-7.4%
STAFF					
Full Time - Civilian	-	104	-	98	-5.8%
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 (MBE) activities.

Division Summary:

In FY 2011, compensation expenditures decrease 31.4% under the FY 2010 budget due to staffing complement changes, attrition and vacant positions. Compensation costs include funding for 14 full time employees. Fringe benefit expenditures decrease 31.1% under the FY 2010 budget. This is due to a decrease in the number of employees.

In FY 2011 operating expenditures decrease 0.5% under the FY 2010 budget primarily due to a reduction to training costs.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 756,244	\$ 854,200	\$ 668,900	\$ 586,000	-31.4%
Fringe Benefits	223,811	266,100	203,300	183,300	-31.1%
Operating Expenses	232,874	311,300	289,600	309,700	-0.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,212,929	\$ 1,431,600	\$ 1,161,800	\$ 1,079,000	-24.6%
Recoveries	0	(82,400)	(82,400)	(82,400)	0%
TOTAL	\$ 1,212,929	\$ 1,349,200	\$ 1,079,400	\$ 996,600	-26.1%
STAFF					
Full Time - Civilian	-	15	-	14	-6.7%
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 2011, compensation expenditures decrease 15.1% under the FY 2010 budget due to attrition and vacant positions. Compensation costs include funding for 26 full time employees. Fringe benefits expenditures decrease 15.7% under the FY 2010 budget. This is due to fewer employees. In FY 2010, operating expenditures decrease 6.4% under the FY 2010 budget primarily due to a reduction in equipment lease/rental.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 1,086,702	\$ 1,148,400	\$ 1,008,300	\$ 974,800	-15.1%
Fringe Benefits	330,886	361,700	323,600	304,900	-15.7%
Operating Expenses	1,042,910	1,029,100	1,069,500	963,500	-6.4%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,460,498	\$ 2,539,200	\$ 2,401,400	\$ 2,243,200	-11.7%
Recoveries	(668,105)	(427,600)	(369,300)	(369,300)	-13.6%
TOTAL	\$ 1,792,393	\$ 2,111,600	\$ 2,032,100	\$ 1,873,900	-11.3%
STAFF					
Full Time - Civilian	-	26	-	26	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

MINORITY BUSINESS DEVELOPMENT - 06

The Minority Business Development Division promotes the development of minority business opportunities within the County by offering minority entrepreneurs aggressive business advocacy, valuable information, and expert referrals. The Division is comprised of the staff of the Minority Business Opportunities Commission.

Division Summary:

In FY 2011, compensation costs include funding for six full time employees. Fringe benefit expenditures increase 22.3% over the FY 2010 budget. This is due to the increased cost of health insurance.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 375,873	\$ 334,700	\$ 421,900	\$ 407,900	21.9%
Fringe Benefits	99,614	104,300	111,000	127,600	22.3%
Operating Expenses	30,899	49,400	50,800	50,100	1.4%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 506,386	\$ 488,400	\$ 583,700	\$ 585,600	19.9%
Recoveries	0	0	0	0	0%
TOTAL	\$ 506,386	\$ 488,400	\$ 583,700	\$ 585,600	19.9%
STAFF					
Full Time - Civilian	-	6	-	6	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 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 by using an Internal Service Fund, IS43. 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 2011, compensation expenditures decrease 22.9% under the FY 2010 budget. Compensation costs include funding for 75 full time employees. Fringe benefit expenditures increase 18.9% over the FY 2010 budget. This is due to an increase in the fringe benefit rate as well as a \$635,700 contribution for retiree health care in FY 2011.

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 4,073,816	\$ 4,878,700	\$ 4,088,200	\$ 3,762,500	-22.9%
Fringe Benefits	1,976,407	2,102,100	1,984,600	2,498,900	18.9%
Operating Expenses	6,572,587	7,114,100	6,108,500	6,425,700	-9.7%
Capital Outlay	0	0	0	166,000	100%
Sub-Total	\$ 12,622,810	\$ 14,094,900	\$ 12,181,300	\$ 12,853,100	-8.8%
Recoveries	0	0	0	0	0%
TOTAL	\$ 12,622,810	\$ 14,094,900	\$ 12,181,300	\$ 12,853,100	-8.8%
STAFF					
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 - IS43

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
BEGINNING FUND BALANCE	\$ 13,816,374	\$ 9,348,974	\$ 14,186,852	\$ 14,156,452	51.4%
REVENUES					
Vehicle Charges	\$ 12,764,074	\$ 13,812,500	\$ 11,961,400	\$ 12,663,600	-8.3%
Pool Cars	203,505	200,000	170,000	170,000	-15%
Gas Surcharge	15,601	9,500	9,500	9,500	0%
Miscellaneous	10,108	10,000	10,000	10,000	0%
Appropriated Fund Balance	0	62,900	0	0	-100%
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	0	0	0	0%
TOTAL REVENUES	\$ 12,993,288	\$ 14,094,900	\$ 12,150,900	\$ 12,853,100	-8.8%
EXPENDITURES					
Compensation	\$ 4,073,816	\$ 4,878,700	\$ 4,088,200	\$ 3,762,500	-22.9%
Fringe Benefits	1,976,407	2,102,100	1,984,600	2,498,900	18.9%
Operating Expenses	4,386,586	4,687,200	3,939,450	5,007,200	6.8%
Depreciation	2,186,001	2,337,000	2,169,050	1,584,500	-32.2%
Interest Expense	0	89,900	0	0	-100%
Capital Outlay - Heavy Equip.	0	0	0	0	0%
Capital Outlay - Vehicle Replacement	0	0	0	0	0%
Capital Outlay - Loss of Disposal	0	0	0	0	0%
Transfers	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 12,622,810	\$ 14,094,900	\$ 12,181,300	\$ 12,853,100	-8.8%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 370,478	\$ 0	\$ (30,400)	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (62,900)	\$ (30,400)	\$ 0	-100%
ENDING FUND BALANCE	\$ 14,186,852	\$ 9,286,074	\$ 14,156,452	\$ 14,156,452	52.4%

PROPERTY MANAGEMENT SERVICES FUND

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

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	172,331	275,300	149,200	409,300	48.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 172,331	\$ 275,300	\$ 149,200	\$ 409,300	48.7%
Recoveries	0	0	0	0	0%
TOTAL	\$ 172,331	\$ 275,300	\$ 149,200	\$ 409,300	48.7%

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
BEGINNING FUND BALANCE	\$ 1,980,654	\$ 1,991,254	\$ 1,878,040	\$ 1,903,840	-4.4%
REVENUES					
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	100,300	0	234,300	133.6%
Interest and dividends	43,717	50,000	50,000	50,000	0%
Sale of property	26,000	125,000	125,000	125,000	0%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
TOTAL REVENUES	\$ 69,717	\$ 275,300	\$ 175,000	\$ 409,300	48.7%
EXPENDITURES					
Operating Expenses	\$ 172,331	\$ 275,300	\$ 149,200	\$ 409,300	48.7%
Debt Service	0	0	0	0	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 172,331	\$ 275,300	\$ 149,200	\$ 409,300	48.7%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (102,614)	\$ 0	\$ 25,800	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (100,300)	\$ 0	\$ (234,300)	133.6%
ENDING FUND BALANCE	\$ 1,878,040	\$ 1,890,954	\$ 1,903,840	\$ 1,669,540	-11.7%

COLLINGTON CENTER FUND

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

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
EXPENDITURE SUMMARY					
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%
Sub-Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%

COLLINGTON CENTER SPECIAL REVENUE FUND - SR48

	FY2009 ACTUAL	FY2010 BUDGET	FY2010 ESTIMATED	FY2011 PROPOSED	CHANGE FY10-FY11
BEGINNING FUND BALANCE	\$ 1,152,974	\$ 1,147,974	\$ 1,147,974	\$ 1,142,974	-0.4%
REVENUES					
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%
TOTAL REVENUES	\$ 0	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXPENDITURES					
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%
TOTAL EXPENDITURES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (5,000)	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (5,000)	\$ (5,000)	\$ (5,000)	0%
ENDING FUND BALANCE	\$ 1,147,974	\$ 1,142,974	\$ 1,142,974	\$ 1,137,974	-0.4%