

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

- Secure and maintain capital assets for Prince George's County Government
- Develop and maintain a robust supplier database which leads to more opportunities for local businesses seeking to do business with Prince George's County Government
- Maintain a sustainable procurement management model that eliminates manual processes
- Maintain County government building structures and systems
- Acquire, track and dispose of all County mobile assets

FY 2022 KEY ACCOMPLISHMENTS

- Exceeded the goal of 96% fleet availability for the fiscal year.
- Launched the Prince George's County Green Book, which is designed to help County-based small businesses (CBSBs) and County-based minority business enterprises (CBMBEs) find procurement opportunities within the County Government.
- Completed the program and policy recommendations for the 2019 Disparity Study.
- Launched the Mentor Protégé Program, which will strengthen our commitment to subcontracting opportunities for certified CBSBs and certified CBMBEs while working to prepare these businesses for prime contracting opportunities.
- Reduced the General Services Division's operations costs by 7.5% (\$30K per year).

STRATEGIC FOCUS AND INITIATIVES FOR FY 2023

The office's top priorities in FY 2023 are:

- Provide a high level of fleet availability (96% minimum for FY 2023).
- The Contracts and Procurement Division will vastly improve the quality of customer service and develop more efficient processes as well as adopt service level agreements for processing specific types of procurement transactions.
- Decrease leasing costs by encouraging competition and reducing unneeded fees.
- Increase new certifications by 10% through aggressive outreach efforts.
- Reduce the cost of operational and maintenance contracts by utilizing longer lease contract terms for cost savings without impacting service.

FY 2023 BUDGET SUMMARY

The FY 2023 approved budget for the Office of Central Services is \$44,969,200, an increase of \$6,385,700 or 16.6% over the FY 2022 approved budget.

Expenditures by Fund Type

Fund Types	FY 2021 Actual		FY 2022 Budget		FY 2022 Estimate		FY 2023 Approved	
	Amount	% Total						
General Fund	\$26,077,361	58.6%	\$23,515,800	60.9%	\$26,207,400	56.5%	\$28,866,100	64.2%
Grant Funds	2,942,811	6.6%	—	0.0%	4,846,700	10.4%	—	0.0%
Internal Service Funds	14,810,876	33.3%	14,462,700	37.5%	14,735,000	31.8%	15,498,100	34.5%
Special Revenue Funds	681,569	1.5%	605,000	1.6%	605,000	1.3%	605,000	1.3%
Total	\$44,512,617	100.0%	\$38,583,500	100.0%	\$46,394,100	100.0%	\$44,969,200	100.0%

GENERAL FUND

The FY 2023 approved General Fund budget for the Office of Central Services is \$28,866,100, an increase of \$5,350,300 or 22.8% over the FY 2022 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2022 Approved Budget	\$23,515,800
Add: Operating — Security, engineering and utilities costs to maintain the Cheverly Hospital site	\$1,404,000
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of FY 2022 and planned FY 2023 salary adjustments; this increase is offset by the transfer of one full time position to the Department of the Environment to support management of various County energy programs	1,176,000
Increase Cost: Fringe Benefits — Increase in the fringe benefit rate from 34.0% to 38.4% due to align with projected costs	974,400
Increase Cost: Operating — Increase in building repair and maintenance, telephone, office supplies and equipment leases to align with historical costs	565,800
Add: Operating — Additional funding for operating contracts: snow removal, security, landscaping and HVAC	562,000

Reconciliation from Prior Year *(continued)*

	Expenditures
Add: Operating — Funding for temporary staffing in the Contracts Administration and Procurement division to support operational improvements	200,000
Add: Compensation — Funding for previously unfunded Facilities Manager and CIP Procurement Officer positions	194,700
Increase Cost: Recovery Decrease — Reduction in the General Services Division recoveries from postage and copying due to the continuation of remote work by County agencies	151,700
Add: Operating — Funding for new contracts to provide workshops and assist with the recruitment of small and diverse businesses to the County	100,000
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	52,300
Decrease Cost: Operating — Reduction in training costs to align with historical costs	(30,600)
FY 2023 Approved Budget	\$28,866,100

INTERNAL SERVICE FUNDS

Fleet Management Internal Service Fund

The FY 2023 approved budget for the Fleet Management Internal Service Fund is \$15,498,100, an increase of \$1,035,400 or 7.1% over the FY 2022 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2022 Approved Budget	\$14,462,700
Increase Cost: Fringe Benefits — Increase in the fringe benefit rate from 48.7% to 66.4% to align with projected costs	\$1,203,000
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of FY 2022 and planned FY 2023 salary adjustments	453,300
Increase Cost: Operating — Increase in OIT technology charges based on anticipated countywide costs for technology	29,400
Decrease Cost: Capital Outlay — Decrease in funding for electric and alternatively fueled vehicles, tire balancer and an additional car lift	(233,000)
Decrease Cost: Operating — Reduction in vehicle equipment repair and maintenance costs and the depreciation expense to align with historical costs	(417,300)
FY 2023 Approved Budget	\$15,498,100

SPECIAL REVENUE FUNDS

The FY 2023 approved Special Revenue Fund budgets for the Office of Central Services is \$605,000. FY 2023 funding remains unchanged from the FY 2022 approved budget.

Property Management Services Special Revenue Fund

The FY 2023 approved budget for the Property Management Special Revenue fund budget is \$600,000. FY 2023 funding remains unchanged from the FY 2022 approved budget.

Collington Center Special Revenue Fund

The FY 2023 approved budget for the Collington Center Special Revenue fund budget is \$5,000. FY 2023 funding remains unchanged from the FY 2022 approved budget.

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2021 Budget	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23
General Fund				
Full Time - Civilian	171	172	171	(1)
Full Time - Sworn	0	0	0	0
Subtotal - FT	171	172	171	(1)
Part Time	0	0	0	0
Limited Term	0	0	0	0

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

Grant Program Funds				
Full Time - Civilian	0	0	0	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	0	0	0	0
Part Time	0	0	0	0
Limited Term	9	9	0	(9)

TOTAL				
Full Time - Civilian	246	247	246	(1)
Full Time - Sworn	0	0	0	0
Subtotal - FT	246	247	246	(1)
Part Time	0	0	0	0
Limited Term	9	9	0	(9)

Positions By Classification	FY 2023		
	Full Time	Part Time	Limited Term
Contractual Services Officer	2	0	0
Custodian	11	0	0
Custodian Supervisor	2	0	0
Deputy Director	2	0	0
Director	1	0	0
Drywall Mechanic	1	0	0
Electrician	2	0	0
Engineer	0	0	0
Equipment Mechanic	32	0	0
Equipment Service Worker	1	0	0
Executive Administrative Aide	1	0	0
Executive Director	1	0	0
Facilities Maintenance Supervisor	5	0	0
Facilities Manager	3	0	0
Garage Supervisor	2	0	0
General Clerk	7	0	0
Graphic Artist	1	0	0
Heating VAC Technician	3	0	0
Heavy Equipment Mechanic	15	0	0
Human Resources Analyst	3	0	0
Info Tech Proj Coordinator	2	0	0
Mail Services Operator	3	0	0
Mail Services Supervisor	1	0	0
Maintenance Services Attendant	14	0	0
Master Electrician	1	0	0
Master Equipment Mechanic	3	0	0
Master HVAC Technician	1	0	0
Master Plumber	1	0	0
Overhead Door Mechanic	1	0	0
Parts Specialist	5	0	0
Planner	0	0	0
Plumber	5	0	0
Printer	2	0	0
Procurement Officer	13	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	2	0	0
Transit Service Coordinator	1	0	0
TOTAL	246	0	0

Positions By Classification	FY 2023		
	Full Time	Part Time	Limited Term
Administrative Aide	12	0	0
Administrative Assistant	4	0	0
Administrative Specialist	9	0	0
Assistant Garage Supervisor	4	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	22	0	0
Carpenter	3	0	0
Compliance Specialist	10	0	0
Contract Project Coordinator	3	0	0

Expenditures by Category - General Fund

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Compensation	\$11,406,029	\$10,256,400	\$10,678,800	\$11,627,100	\$1,370,700	13.4%
Fringe Benefits	4,081,331	3,487,200	3,702,900	4,461,600	974,400	27.9%
Operating	11,591,370	10,998,400	12,784,400	13,851,900	2,853,500	25.9%
Capital Outlay	21,342	—	—	—	—	
SubTotal	\$27,100,072	\$24,742,000	\$27,166,100	\$29,940,600	\$5,198,600	21.0%
Recoveries	(1,022,711)	(1,226,200)	(958,700)	(1,074,500)	151,700	-12.4%
Total	\$26,077,361	\$23,515,800	\$26,207,400	\$28,866,100	\$5,350,300	22.8%

In FY 2023, compensation expenditures increase 13.4% over the FY 2022 budget due to the annualization of mandated salary increases, FY 2023 planned salary adjustments and funding two previously unfunded positions (Facilities Manager and CIP Procurement Officer). These increases are offset by the transfer of one full time position to the Department of the Environment. Management of the County's energy programs will be transferred from OCS to the Department of the Environment in FY 2023. Compensation includes funding for 159 out of 171 full time employees. Fringe benefit expenditures increase 27.9% over the FY 2022 budget due to a change in the fringe benefit rate from 34.0% to 38.4% to align with projected costs.

Operating expenses increase 25.9% over the FY 2022 budget primarily due to maintenance costs for the Cheverly Hospital site. Other major budget impacts include additional funding for operating contracts like snow removal, HVAC, security and landscaping contracts; new contracts to provide workshops and assist with the recruitment of small and diverse businesses to the County; temporary staffing in the CAP division and additional funding for building maintenance and repair costs.

Recoveries decrease -12.4% under the FY 2022 budget due to less usage of copying and postage services during the work from home period caused by COVID-19.

Expenditures by Division - General Fund

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Office of the Director	\$4,210,116	\$3,759,200	\$3,425,600	\$4,647,200	\$888,000	23.6%
Facilities Operations and Management Division	16,152,379	13,641,700	16,161,800	17,154,800	3,513,100	25.8%
Contract Administration and Procurement Division	2,494,445	3,181,600	3,098,900	3,472,900	291,300	9.2%
General Services Division	2,258,180	1,855,600	2,350,200	2,382,700	527,100	28.4%
Supplier Development and Diversity	962,241	1,077,700	1,170,900	1,208,500	130,800	12.1%
Total	\$26,077,361	\$23,515,800	\$26,207,400	\$28,866,100	\$5,350,300	22.8%

General Fund - Division Summary

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Office of the Director						
Compensation	\$3,362,910	\$2,873,100	\$2,601,200	\$3,323,700	\$450,600	15.7%
Fringe Benefits	966,877	976,800	902,000	1,269,400	292,600	30.0%
Operating	201,593	268,200	296,800	454,600	186,400	69.5%
Capital Outlay	21,342	—	—	—	—	
SubTotal	\$4,552,722	\$4,118,100	\$3,800,000	\$5,047,700	\$929,600	22.6%
Recoveries	(342,606)	(358,900)	(374,400)	(400,500)	(41,600)	11.6%
Total Office of the Director	\$4,210,116	\$3,759,200	\$3,425,600	\$4,647,200	\$888,000	23.6%
Facilities Operations and Management Division						
Compensation	\$5,150,164	\$4,296,900	\$5,065,600	\$4,718,600	\$421,700	9.8%
Fringe Benefits	2,051,450	1,461,000	1,756,500	1,814,300	353,300	24.2%
Operating	9,315,750	8,236,800	9,683,000	10,986,200	2,749,400	33.4%
Capital Outlay	—	—	—	—	—	
SubTotal	\$16,517,364	\$13,994,700	\$16,505,100	\$17,519,100	\$3,524,400	25.2%
Recoveries	(364,985)	(353,000)	(343,300)	(364,300)	(11,300)	3.2%
Total Facilities Operations and Management Division	\$16,152,379	\$13,641,700	\$16,161,800	\$17,154,800	\$3,513,100	25.8%
Contract Administration and Procurement Division						
Compensation	\$1,290,732	\$1,382,400	\$1,232,200	\$1,687,700	\$305,300	22.1%
Fringe Benefits	412,399	470,100	427,200	648,800	178,700	38.0%
Operating	943,911	1,449,000	1,485,000	1,250,600	(198,400)	-13.7%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,647,042	\$3,301,500	\$3,144,400	\$3,587,100	\$285,600	8.7%
Recoveries	(152,597)	(119,900)	(45,500)	(114,200)	5,700	-4.8%
Total Contract Administration and Procurement Division	\$2,494,445	\$3,181,600	\$3,098,900	\$3,472,900	\$291,300	9.2%
General Services Division						
Compensation	\$1,025,047	\$1,101,800	\$1,300,600	\$1,286,700	\$184,900	16.8%
Fringe Benefits	478,848	374,600	451,000	494,600	120,000	32.0%
Operating	916,808	773,600	794,100	796,900	23,300	3.0%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,420,703	\$2,250,000	\$2,545,700	\$2,578,200	\$328,200	14.6%
Recoveries	(162,523)	(394,400)	(195,500)	(195,500)	198,900	-50.4%
Total General Services Division	\$2,258,180	\$1,855,600	\$2,350,200	\$2,382,700	\$527,100	28.4%

General Fund - Division Summary *(continued)*

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Supplier Development and Diversity						
Compensation	\$577,176	\$602,200	\$479,200	\$610,400	\$8,200	1.4%
Fringe Benefits	171,757	204,700	166,200	234,500	29,800	14.6%
Operating	213,308	270,800	525,500	363,600	92,800	34.3%
Capital Outlay	—	—	—	—	—	
SubTotal	\$962,241	\$1,077,700	\$1,170,900	\$1,208,500	\$130,800	12.1%
Recoveries	—	—	—	—	—	
Total Supplier Development and Diversity	\$962,241	\$1,077,700	\$1,170,900	\$1,208,500	\$130,800	12.1%
Total	\$26,077,361	\$23,515,800	\$26,207,400	\$28,866,100	\$5,350,300	22.8%

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 as well as the sustainable energy program. The Compliance Unit reviews contract compliance and reporting requirements associated with the Jobs First Act of 2011 and the Jobs and Opportunity Act of 2016. The Compliance Unit establishes the annual prevailing wage rates, monitors livable wage compliance and oversight of the prevailing wage monitoring contractors. The Compliance Manager serves as the Executive Director of the Wage Determination Board. The Compliance Unit was previously located in the Supplier Development and Diversity Division in prior fiscal years.

Fiscal Summary

In FY 2023, the division expenditures increase \$888,000 or 23.6% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- Compensation and fringe benefit costs increase primarily due to mandated salary increases along

with anticipated healthcare and pension costs. Although there is no change in the position count, the division gains one position that was temporarily assigned to the Supplier Development and Diversity division during FY 2022 and loses a position to the Department of Environment through the Energy Program.

- An increase in operating due to the OIT technology allocation charge.
- An increase in recoveries due to the increase in salary and fringe benefit costs.

	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23	
			Amount (\$)	Percent (%)
Total Budget	\$3,759,200	\$4,647,200	\$888,000	23.6%
STAFFING				
Full Time - Civilian	34	34	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	34	34	0	0.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Facilities Operations and Management Division

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, 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 2023, the division expenditures increase \$3,513,100 or 25.8% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in salary and fringe benefit costs due to mandated salary increases and a previously unfunded Facilities Manager.

- Operating costs see a significant increase due to maintenance costs for the Cheverly Hospital site, additional funding for operating contracts (like snow removal, HVAC, landscaping and security contracts) and more funding for building repair and maintenance to align with actual costs.

	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23	
			Amount (\$)	Percent (%)
Total Budget	\$13,641,700	\$17,154,800	\$3,513,100	25.8%
STAFFING				
Full Time - Civilian	85	85	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	85	85	0	0.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Contract Administration and Procurement Division

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 the procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County’s minority business enterprises activities.

- Operating costs are at a net decrease due to the removal of funding for the General Supply Schedule in FY 2022 and a reduction in training costs to align with actual costs. However, funding for temporary staffing given the division’s high attrition rate and an increase in the OIT technology allocation charge partially mitigate the budget savings in operating.

Fiscal Summary

In FY 2023, the division expenditures increase \$291,300 or 9.2% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- Compensation and fringe benefit costs increase primarily due to mandated salary increases and funding a previously unfunded CIP Procurement Officer.

	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23	
			Amount (\$)	Percent (%)
Total Budget	\$3,181,600	\$3,472,900	\$291,300	9.2%
STAFFING				
Full Time - Civilian	20	20	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	20	20	0	0.0%
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 2023, the division expenditures increase \$527,100 or 28.4% over the FY 2022 budget. Staffing resources increase by one position from the FY 2022 budget. The primary budget changes include:

- An increase in personnel costs due to mandated salary requirements and an increase in the fringe benefit rate given anticipated healthcare and pension costs. The division gains one position that was temporarily assigned to the Supplier Development and Diversity division during FY 2022.

- A slight increase in operating due to additional funding for office supplies and the OIT technology allocation charge.
- A decrease in recoveries due to less copier and postage services in use during the work from home period caused by COVID-19.

	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23	
			Amount (\$)	Percent (%)
Total Budget	\$1,855,600	\$2,382,700	\$527,100	28.4%
STAFFING				
Full Time - Civilian	24	25	1	4.2%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	24	25	1	4.2%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Supplier Development and Diversity

Supplier Development and Diversity Division is responsible for maximizing contract opportunities for Prince George’s County registered minority business enterprises and local businesses.

Fiscal Summary

In FY 2023, the division expenditures increase \$130,800 or 12.1% over the FY 2022 budget. Staffing resources decrease by two positions from the FY 2022 budget. The primary budget changes include:

- A reduction in compensation costs due to the transfer of two positions to the General Service and Office of the Director divisions. The position changes are offset by the annualization of salary adjustments.

- Fringe benefit costs increase due to anticipated healthcare and pension costs.
- Operating costs increase due to additional funding for two contracts to build capacity and recruit small and diverse businesses to the County.

	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23	
			Amount (\$)	Percent (%)
Total Budget	\$1,077,700	\$1,208,500	\$130,800	12.1%
STAFFING				
Full Time - Civilian	9	7	(2)	-22.2%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	9	7	(2)	-22.2%
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

In FY 2023, compensation expenditures increase 8.9% over the FY 2022 budget due to mandated salary requirements. Compensation includes funding for 75 full time employees. Fringe benefit expenditures increase 48.3% over the FY 2022 budget to align with projected costs. Fringe benefit expenditures include funding for other post-employment benefits (OPEB) totaling \$1,708,300.

Operating expenses decrease -5.9% under the FY 2022 budget primarily due to a reduction in vehicle equipment repair and maintenance costs and depreciation expense to align with actual costs. The overall operating decrease is netted against an increase in the OIT technology allocation charge.

Capital outlay costs decrease -75.2% from the FY 2022 budget. Funding is allocated for the Green Fleet conversion program and replacement fuel pumps.

Expenditures by Category

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Compensation	\$5,063,568	\$5,110,600	\$5,029,300	\$5,563,900	\$453,300	8.9%
Fringe Benefits	3,602,013	2,488,900	3,368,800	3,691,900	1,203,000	48.3%
Operating	6,127,956	6,553,200	6,216,900	6,165,300	(387,900)	-5.9%
Capital Outlay	17,339	310,000	120,000	77,000	(233,000)	-75.2%
Total	\$14,810,876	\$14,462,700	\$14,735,000	\$15,498,100	\$1,035,400	7.2%
Total	\$14,810,876	\$14,462,700	\$14,735,000	\$15,498,100	\$1,035,400	7.2%

Fund Summary

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Approved	FY 2022-2023	
					Change \$	Change %
BEGINNING FUND BALANCE	\$11,777,062	\$11,464,562	\$9,885,264	\$8,272,764	\$(3,191,798)	-27.8%
REVENUES						
Maintenance Charges	\$12,338,396	\$13,225,500	\$12,541,800	\$13,843,500	\$618,000	4.7%
Warranty Recovery	—	12,000	—	—	(12,000)	-100.0%
Miscellaneous Revenue	31,537	25,000	31,500	25,000	—	0.0%
Fuel Tax Refund	364,253	400,000	364,300	400,000	—	0.0%
Motor Pool	184,892	170,000	184,900	170,000	—	0.0%
General Fund Transfer	—	—	—	303,500	303,500	0.0%
Appropriated Fund Balance	—	630,200	—	756,100	125,900	20.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$12,919,078	\$14,462,700	\$13,122,500	\$15,498,100	\$1,035,400	7.2%
EXPENDITURES						
Compensation	\$5,063,568	\$5,110,600	\$5,029,300	\$5,563,900	\$453,300	8.9%
Fringe Benefits	3,602,013	2,488,900	3,368,800	3,691,900	1,203,000	48.3%
Operating	6,127,956	6,553,200	6,216,900	6,165,300	(387,900)	-5.9%
Capital Outlay	17,339	310,000	120,000	77,000	(233,000)	-75.2%
Total Expenditures	\$14,810,876	\$14,462,700	\$14,735,000	\$15,498,100	\$1,035,400	7.2%
EXCESS OF REVENUES OVER EXPENDITURES	(1,891,798)	—	(1,612,500)	—	—	0.0%
OTHER ADJUSTMENTS	—	(630,200)	—	(756,100)	(125,900)	20.0%
ENDING FUND BALANCE	\$9,885,264	\$10,834,362	\$8,272,764	\$7,516,664	\$(3,317,698)	-30.6%

Property Management Services Special Revenue Fund

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

Fiscal Summary

The FY 2023 approved budget for the Property Management Special Revenue Fund is \$600,000. FY 2023 funding supports compensation and fringe benefit expenditures for the employees who manage the sale of property. Operating costs include professional development, legal support and contract services like landscaping and economic development consulting. FY 2023 funding remains unchanged from the FY 2022 approved budget.

Expenditures by Category

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Operating	\$676,569	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$676,569	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$676,569	\$600,000	\$600,000	\$600,000	\$—	0.0%

Fund Summary

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Approved	FY 2022-2023	
					Change \$	Change %
BEGINNING FUND BALANCE	\$397,466	\$1,052,666	\$424,156	\$1,175,456	\$122,790	11.7%
REVENUES						
Sale of Property	\$703,259	\$600,000	\$1,351,300	\$600,000	\$—	0.0%
Miscellaneous Collections	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	—	—	—	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$703,259	\$600,000	\$1,351,300	\$600,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	676,569	600,000	600,000	600,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$676,569	\$600,000	\$600,000	\$600,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	26,690	—	751,300	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	—	—	0.0%
ENDING FUND BALANCE	\$424,156	\$1,052,666	\$1,175,456	\$1,175,456	\$122,790	11.7%

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 2023 approved budget for the Collington Center Service Special Revenue Fund is \$5,000. FY 2023 funding supports the annual fee to The Collington Center Association. FY 2023 funding remains unchanged from the FY 2022 approved budget.

Expenditures by Category

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
Total	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
Total	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%

Fund Summary

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Approved	FY 2022-2023	
					Change \$	Change %
BEGINNING FUND BALANCE	\$142,974	\$137,974	\$137,974	\$132,974	\$(5,000)	-3.6%
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	5,000	5,000	5,000	5,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(5,000)	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	(5,000)	(5,000)	—	0.0%
ENDING FUND BALANCE	\$137,974	\$132,974	\$132,974	\$127,974	\$(5,000)	-3.8%

GRANT FUNDS SUMMARY

Expenditures by Category - Grant Funds

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Compensation	\$188,619	\$—	\$264,300	\$—	\$—	
Fringe Benefits	17,374	—	35,700	—	—	
Operating	2,736,818	—	4,546,700	—	—	
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,942,811	\$—	\$4,846,700	\$—	\$—	
Recoveries	—	—	—	—	—	
Total	\$2,942,811	\$—	\$4,846,700	\$—	\$—	

In FY 2023, the County's energy programs managed by OCS are transferred to the Department of the Environment. This includes all remaining grant funds and limited term grant funded positions. The FY 2022 estimate reflects ongoing efforts to process Sustainable and Clean Energy Program grants. All energy program grant funding was previously appropriated in FY 2019.

Staff Summary by Division - Grant Funds

Staff Summary by Division & Grant Program	FY 2022			FY 2023		
	FT	PT	LTGF	FT	PT	LTGF
Office of the Director						
Transforming Neighborhood Initiative (TNI) Clean Energy Program	—	—	9	—	—	—
Total Office of the Director	—	—	9	—	—	—
Total	—	—	9	—	—	—

Grant Funds by Division

Grant Name	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Approved	Change FY22-FY23	
					Amount (\$)	Percent (%)
Office of the Director						
Transforming Neighborhood Initiative (TNI) Clean Energy Program	\$2,664,651	\$—	\$4,502,600	\$—	\$—	
Atlas Gas Holdings	278,160	—	344,100	—	—	
Total Office of the Director	\$2,942,811	\$—	\$4,846,700	\$—	\$—	
Subtotal	\$2,942,811	\$—	\$4,846,700	\$—	\$—	
Total Transfer from General Fund - (County Contribution/Cash Match)	—	—	—	—	—	
Total	\$2,942,811	\$—	\$4,846,700	\$—	\$—	

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

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
2,304	1,274	1,301	0	1,574	↔

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 Prince George's 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%.

The agency has experienced a slight decrease in its total certified County-based, County-located and certified minority businesses; however, OCS has been working diligently to improve its technical support and outreach services to local businesses. Please note the agency discontinued in-person site visits to CBBs in FY 2021 due to COVID-19.

Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Supplier Diversity and Development Division staff	6	9	6	7	7
SDDD business analysts	3	3	2	2	2
Workload, Demand and Production (Output)					
Minority business recertifications	665	294	609	670	737
County-based business certification applications	223	154	599	659	725
Site visits to potential County-based businesses	56	53	0	0	0
Efficiency					
Certified County-based minority business applications and recertifications per analyst	357	410	730	803	883
Quality					
Minority business certified within five business days	100%	100%	94%	95%	97%
County-based certifications completed within 90-days	100%	96%	99%	99%	99%
Impact (Outcome)					
Total certified and registered minority businesses (cumulative)	850	691	718	790	869

Performance Measures *(continued)*

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total certified County-based businesses (cumulative)	596	539	527	580	638
Total County-located businesses (cumulative)	55	44	49	54	59
Total certified County-based, County-located and certified minority businesses	1,501	1,274	1,301	1,431	1,574

Goal 2 — To provide facilities management services at County-owned facilities to all users in order to achieve safe, well-maintained facilities and support daily operations.

Objective 2.1 — Increase the percentage of buildings classified as being in good condition.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
73%	60%	63%	65%	68%	↑

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. Buildings in poor condition need various major and minor repairs. The number of buildings in good condition has been increased by the number of new and rehabilitated buildings that have been added or that have "rejoined" the portfolio due to major completed Capital Improvement Projects.

*Please note the FY 2019 and FY 2020 actuals for "Building square feet maintained" were inaccurate in the FY 2022 budget report. This has been corrected below.

Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Maintenance staff available to respond to work requests	43	57	49	49	60
Workload, Demand and Production (Output)					
Pieces of equipment to maintain	1,942	1,942	1,975	1,985	1,985
Preventive maintenance tasks to be completed	5,987	5,269	5,560	6,059	6,089
Preventive maintenance tasks completed	1,934	312	2,050	2,050	2,075
Building square feet maintained	4,734,956	4,734,956	5,234,956	5,234,956	5,234,956
Work order requests	7,680	4,824	8,064	9,584	9,824
Work orders completed	2,316	3,402	2,822	3,354	3,438
County-owned buildings	121	195	199	199	199

Performance Measures *(continued)*

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Repairs requested in the correctional facility	4,329	1,888	2,044	2,216	2,216
Repairs completed in the correctional facility	431	999	1,966	1,449	1,434
Efficiency					
Work order requests per staff member	179	141	165	196	164
Square footage maintained per staff	110,115	127,972	106,836	106,836	87,249
Quality					
Preventive maintenance tasks completed within one month	60%	60%	60%	60%	62%
Work orders completed within 10 days	60%	60%	62%	62%	65%
Impact (Outcome)					
County-owned buildings in good condition	60%	60%	63%	65%	68%

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.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
96%	96%	98%	96%	96%	↔

Trend and Analysis

The Fleet Division is on track to maintain vehicle availability goals during FY 2023. This is partially due to achieving a nearly 100% staffing level. The other major factor in this achievement is the pandemic and the fact that a significant portion of the County's vehicles have been idled for the last six months due to office closures and offsite work. It is anticipated that the Fleet Division will be working at full capacity as more agencies return to their offices.

Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Mechanics	38	41	45	45	47
Workload, Demand and Production (Output)					
County vehicles	3,313	3,260	3,297	3,281	3,300
Work orders for County vehicles	12,975	11,846	11,118	11,115	11,750
Police vehicles fitted with police equipment by the County	84	59	77	50	75
Vehicles requiring replacement due to an accident	52	44	54	63	60
Vehicles taken out of service (retired, destroyed, etc.)	361	195	315	321	320

Performance Measures *(continued)*

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Efficiency					
Work orders per mechanic	341	288	247	247	250
Direct labor hours per mechanic	1,267	1,166	1,027	1,095	1,125
Quality					
Customer surveys that were favorable	100%	99%	100%	100%	100%
Repairs repeated	27	28	26	21	25
Impact (Outcome)					
County vehicles that are available and operable	96%	96%	98%	96%	96%

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.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
100%	100%	99%	97%	97%	↑

Trend and Analysis

Annually, Prince George's County makes a substantial investment in the acquisition and construction of capital assets. Prudent management of the government resources require the highest level of stewardship and accountability by all agencies. To that end, OCS General Services Division reports and accounts for all capital assets used to carry out activities and functions for Prince George's County Government's operations. Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure and all other tangible assets. Each agency head is to designate, in writing, at least one capital asset representative responsible for maintaining and safeguarding the agency's capital asset inventory. The agency has continued to increase the overall management of County equipment assets from different agencies accurately and effectively. Continuous Systems, Applications & Products in Data Processing (SAP) system enhancements identifying all procurement contracts above \$5,000 will help to maintain the percentage of capital assets recorded.

Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Staff accounting for public safety inventory items	4	3	3	3	3
Staff accounting for fixed capital assets inventory	2	2	1	1	1
Workload, Demand and Production (Output)					
Agencies verifying fixed capital assets quarterly	8	8	8	8	8
Efficiency					
Public safety inventory items per staff member	46	151	173	194	194

Performance Measures *(continued)*

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Quality					
Days to auction surplus vehicles	21	30	32	22	22
Impact (Outcome)					
Fixed capital assets that are in both the County's inventory and audit	100%	100%	99%	97%	97%

Goal 5 — To provide real property management to the County in order to ensure efficient and effective use of office space and land.

Objective 5.1 — Transfer of County-owned surplus real property back to public ownership.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
\$2,000,000	\$396,000	\$1,700,000	\$3,000,000	\$5,000,000	↔

Trend and Analysis

By divesting itself of unneeded real estate, the County reduces its expenditures through the reduction of insurance risk premiums, maintenance costs and prevention of blight or nuisance complaints. Additionally, the agency generates revenue for the County through property sales and returning vacant properties to the County tax rolls thus spurring local economic and community development.

Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Staff lease reviewers and negotiators	2	3	2	2	3
Workload, Demand and Production (Output)					
Leases executed	24	11	13	12	10
Terminated leases	3	1	2	2	2
County office space that is leased	12%	12%	13%	15%	15%
Properties sold	6	20	23	25	15
Efficiency					
Contracts drafted and reviewed per staff	22	23	17	15	15
Quality					
Aggregate amount of County surplus properties sold out of total surplus inventory	29%	30%	55%	60%	55%
Impact (Outcome)					
Total revenue generated from properties sold	\$190,940	\$396,020	\$1,700,000	\$3,000,000	\$5,000,000