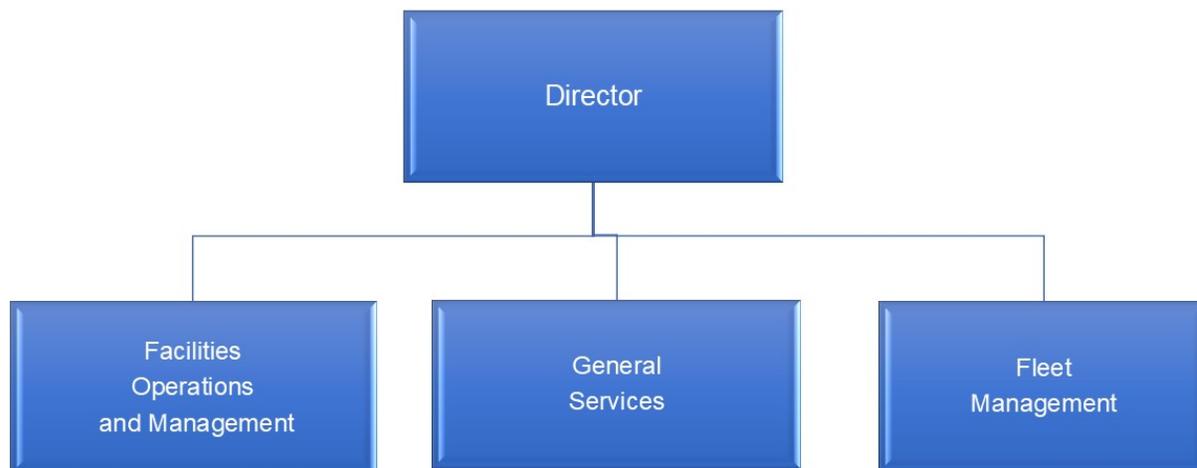


# Office of Central Services



## MISSION AND SERVICES

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The Office of Central Services (OCS) delivers a first-class user experience that is collaborative, swift, responsive, and accountable in the areas of facilities management, fleet management, capital construction, real estate, and general services.

### CORE SERVICES

- Acquire, manage, and maintain County vehicle fleet operations and upfit and decommission special service vehicles
- Provide warehouse, material management, reproduction services, records management, comprehensive mail services, and courier services to County government agencies
- Maintain clean, safe, and reliable County government buildings and operating systems
- Provide cohesive real estate acquisition; leasing; development monitoring; asset management; space planning; and certain disposition services for Prince George's County-owned real property
- Design, build, and manage Capital Improvement Projects for various County agencies

### FY 2026 KEY ACCOMPLISHMENTS

- Implemented an outsourced fleet process to decommission special service vehicles and increased fleet electrification to meet the requirements of the Green Fleet Policy in CR-028-2014.

- Continued to increase the percentage of County government buildings with a Facilities Condition Index rating of “Good” pursuant to the Facilities Master Plan while also guiding agencies to reimagine post-pandemic buildings and workspaces.
- Determined processes needed and executed steps to address excessive, expired COVID supplies from the warehouse stock.
- Simplified the processing of incoming mail and packages through barcoding.
- Continued toward completion of the fully funded Land Acquisition and Real Property (LARP) Dashboard, a platform that ensures accountability and efficiency for all leases.

**STRATEGIC FOCUS AND INITIATIVES FOR FY 2027**

The office’s top priorities in FY 2027 are:

- Continue to increase fleet electrification and meet the requirements of the Green Fleet Policy in CR-028-2014.
- Guide agencies to reimagine post-pandemic buildings and workspaces.
- Continue to simplify the processing of incoming mail and packages through barcoding.
- Execute capital renewal and modernization across the County’s government buildings to increase the percentage of these buildings with a Facilities Condition Index rating of “Good” pursuant to the Facilities Master Plan.

**FY 2027 BUDGET SUMMARY**

The FY 2027 proposed budget for the Office of Central Services is \$47,327,400, an increase of \$904,400 or 1.9% over the FY 2026 approved budget.

**Expenditures by Fund Type**

Fund Types	FY 2025 Actual		FY 2026 Budget		FY 2026 Estimate		FY 2027 Proposed	
	Amount	% Total						
General Fund	\$27,896,300	64.5%	\$28,274,400	60.9%	\$27,033,600	63.0%	\$29,194,700	61.7%
Internal Service Funds	15,340,893	35.5%	17,410,600	37.5%	15,636,300	36.5%	17,858,700	37.7%
Special Revenue Funds	4,000	0.0%	738,000	1.6%	224,000	0.5%	274,000	0.6%
<b>Total</b>	<b>\$43,241,193</b>	<b>100.0%</b>	<b>\$46,423,000</b>	<b>100.0%</b>	<b>\$42,893,900</b>	<b>100.0%</b>	<b>\$47,327,400</b>	<b>100.0%</b>

**GENERAL FUND**

The FY 2027 proposed General Fund budget for the Office of Central Services is \$29,194,700 an increase of \$920,300 or 3.3% over the FY 2026 approved budget.

**Reconciliation from Prior Year**

	<b>Expenditures</b>
<b>FY 2026 Approved Budget</b>	<b>\$28,274,400</b>
<b>Increase Cost: Compensation - Mandated Salary Requirements</b>	<b>\$797,400</b>
<b>Increase Cost: Operating</b> — Increase in funding for building repair and maintenance and gas and oil expenditures	<b>659,200</b>
<b>Increase Cost: Fringe Benefits</b> — Increase in the fringe benefit rate from 37.4% to 38.6% to align with anticipated healthcare and pension costs	<b>292,100</b>
<b>Shift Cost: Compensation</b> — Transfer an Associate Director position from the Office of Procurement	<b>163,600</b>

**Reconciliation from Prior Year** *(continued)*

	<b>Expenditures</b>
<b>Increase Cost: Compensation</b> — Add a Contractual Services Officer position for the capital program	125,000
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated countywide costs for technology	58,800
<b>Decrease Cost: Operating</b> — Decreases for telephone, postage, advertising, and equipment lease expenditures, offset by increases for printing, training, and office supplies	(51,600)
<b>Decrease Cost: Operating</b> — Unfund an Equipment Service Worker position in the Facilities and Operations Management division	(54,200)
<b>Decrease Cost: Recovery Increase</b> — Increase due to salary adjustments and an increase in recoverable activities from the capital improvement program fund	(156,700)
<b>Remove: Operating</b> — Remove FY 2026 one-time funding for a building assessment study for the Fire /EMS Department	(300,000)
<b>Decrease Cost: Compensation</b> — Funding reflects an increase in the budgeted attrition rate from 5% to 9%	(613,300)
<b>FY 2027 Proposed Budget</b>	<b>\$29,194,700</b>

**INTERNAL SERVICE FUNDS****Fleet Management Internal Service Fund**

The FY 2027 proposed budget for the Fleet Management Internal Service Fund is \$17,858,700. Funding increases \$448,100 or 2.6% over the FY 2026 approved budget.

**Reconciliation from Prior Year**

	<b>Expenditures</b>
<b>FY 2026 Approved Budget</b>	<b>\$17,410,600</b>
<b>Increase Cost: Operating</b> — Increase in funding for vehicle maintenance and repair expenditures	\$424,200
<b>Increase Cost: Compensation - Mandated Salary Requirements</b>	292,200
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated countywide costs for technology	32,200
<b>Decrease Cost: Capital Outlay</b> — Reduction in funding for capital outlay expenditures	(10,000)
<b>Decrease Cost: Operating</b> — Reduction in funding for landscaping and real property improvements	(21,500)
<b>Decrease Cost: Fringe Benefits</b> — Decrease in the fringe benefit rate from 70.5% to 63.3% due to anticipated healthcare and pension costs	(269,000)
<b>FY 2027 Proposed Budget</b>	<b>\$17,858,700</b>

**SPECIAL REVENUE FUNDS**

The FY 2027 proposed Special Revenue Funds budget for the Office of Central Services is \$274,000. Funding decreases by -\$464,000 or -62.9% under the FY 2026 approved budget.

**Collington Center Special Revenue Fund**

The FY 2027 proposed budget for the Collington Center Special Revenue Fund budget is \$5,000. Funding remains unchanged from the FY 2026 approved budget.

**Property Management Services Special Revenue Fund**

The FY 2027 proposed budget for the Property Management Special Revenue Fund is \$269,000. Funding decreases -\$464,000 or -63.3% under the FY 2026 approved budget.

**Reconciliation from Prior Year**

	<b>Expenditures</b>
<b>FY 2026 Approved Budget</b>	<b>\$733,000</b>
<b>Decrease Cost: Operating</b> — Decrease in costs for personnel recoveries for the Redevelopment Authority and anticipated expenditures for advertising, insurance premiums, contracted security, and real estate consulting services	\$(464,000)
<b>FY 2027 Proposed Budget</b>	<b>\$269,000</b>

### STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2025 Budget	FY 2026 Budget	FY 2027 Proposed	Change FY26-FY27
<b>General Fund</b>				
Full Time - Civilian	139	136	138	2
Full Time - Sworn	0	0	0	0
Subtotal - FT	139	136	138	2
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>Internal Service Fund</b>				
Full Time - Civilian	76	79	79	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	76	79	79	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>TOTAL</b>				
Full Time - Civilian	215	215	217	2
Full Time - Sworn	0	0	0	0
Subtotal - FT	215	215	217	2
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2027		
	Full Time	Part Time	Limited Term
Deputy Director	2	0	0
Director	1	0	0
Drywall Mechanic	1	0	0
Electrician	2	0	0
Equipment Mechanic	36	0	0
Equipment Service Worker	1	0	0
Executive Administrative Aide	1	0	0
Facilities Maintenance Supervisor	6	0	0
Facilities Manager	3	0	0
Garage Supervisor	2	0	0
General Clerk	5	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	4	0	0
Mail Services Supervisor	1	0	0
Maintenance Services Attendant	18	0	0
Master Electrician	1	0	0
Master Equipment Mechanic	4	0	0
Master HVAC Technician	1	0	0
Master Plumber	1	0	0
Overhead Door Mechanic	1	0	0
Parts Specialist	5	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	4	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
<b>TOTAL</b>	<b>217</b>	<b>0</b>	<b>0</b>

Positions By Classification	FY 2027		
	Full Time	Part Time	Limited Term
Administrative Aide	9	0	0
Administrative Assistant	2	0	0
Administrative Specialist	7	0	0
Assistant Garage Supervisor	4	0	0
Associate Director	2	0	0
Audio Visual Specialist	3	0	0
Budget Assistant	1	0	0
Budget Management Analyst	4	0	0
Building Engineer	18	0	0
Carpenter	3	0	0
Contract Project Coordinator	4	0	0
Contractual Services Officer	1	0	0
Custodian	11	0	0
Custodian Supervisor	2	0	0

**Expenditures by Category - General Fund**

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Compensation	\$10,264,764	\$11,026,800	\$10,671,700	\$11,445,300	\$418,500	3.8%
Fringe Benefits	3,949,232	4,121,500	3,832,100	4,413,600	292,100	7.1%
Operating	14,486,763	14,160,000	13,526,500	14,526,400	366,400	2.6%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$28,700,759</b>	<b>\$29,308,300</b>	<b>\$28,030,300</b>	<b>\$30,385,300</b>	<b>\$1,077,000</b>	<b>3.7%</b>
Recoveries	(804,459)	(1,033,900)	(996,700)	(1,190,600)	(156,700)	15.2%
<b>Total</b>	<b>\$27,896,300</b>	<b>\$28,274,400</b>	<b>\$27,033,600</b>	<b>\$29,194,700</b>	<b>\$920,300</b>	<b>3.3%</b>

In FY 2027, compensation expenditures increase 3.8% over the FY 2026 budget due to the annualization of FY 2026 and anticipated FY 2027 salary adjustments. Additionally, an Associate Director position is transferred from the Office of Procurement, and a Contractual Services Officer position is added for the capital projects program. Compensation includes funding for 123 out of 138 full time employees. Fringe benefit expenditures increase 7.1% over the FY 2026 budget due to an increase in the fringe benefit rate from 37.4% to 38.6% to align with projected healthcare and pension expenditures.

Operating expenses increase 2.6% over the FY 2026 budget largely due to additional funds for building repair and maintenance and gas and oil expenditures. There is also funding for printing, training, office supplies, and technology services.

Recoveries increase 15.2% over the FY 2026 budget due salary adjustments and an increase in recoverable activities from the capital improvement program fund.

**Expenditures by Division - General Fund**

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Office of the Director	\$4,661,901	\$5,492,600	\$4,933,800	\$6,149,800	\$657,200	12.0%
Facilities Operations and Management Division	20,630,412	20,054,300	19,285,600	20,280,500	226,200	1.1%
Contract Administration and Procurement Division	21,322	—	12,700	—	—	—
General Services Division	2,562,149	2,727,500	2,805,900	2,764,400	36,900	1.4%
Supplier Development and Diversity	20,516	—	(4,400)	—	—	—
<b>Total</b>	<b>\$27,896,300</b>	<b>\$28,274,400</b>	<b>\$27,033,600</b>	<b>\$29,194,700</b>	<b>\$920,300</b>	<b>3.3%</b>

## General Fund - Division Summary

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
<b>Office of the Director</b>						
Compensation	\$3,260,402	\$3,952,300	\$3,559,500	\$4,415,100	\$462,800	11.7%
Fringe Benefits	1,082,977	1,339,800	1,160,200	1,699,800	360,000	26.9%
Operating	566,333	737,700	714,100	650,700	(87,000)	-11.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$4,909,712</b>	<b>\$6,029,800</b>	<b>\$5,433,800</b>	<b>\$6,765,600</b>	<b>\$735,800</b>	<b>12.2%</b>
Recoveries	(247,811)	(537,200)	(500,000)	(615,800)	(78,600)	14.6%
<b>Total Office of the Director</b>	<b>\$4,661,901</b>	<b>\$5,492,600</b>	<b>\$4,933,800</b>	<b>\$6,149,800</b>	<b>\$657,200</b>	<b>12.0%</b>
<b>Facilities Operations and Management Division</b>						
Compensation	\$5,592,001	\$5,665,200	\$5,649,000	\$5,604,600	\$(60,600)	-1.1%
Fringe Benefits	2,363,923	2,261,700	2,140,900	2,164,900	(96,800)	-4.3%
Operating	13,091,912	12,466,700	11,835,000	12,946,400	479,700	3.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$21,047,836</b>	<b>\$20,393,600</b>	<b>\$19,624,900</b>	<b>\$20,715,900</b>	<b>\$322,300</b>	<b>1.6%</b>
Recoveries	(417,424)	(339,300)	(339,300)	(435,400)	(96,100)	28.3%
<b>Total Facilities Operations and Management Division</b>	<b>\$20,630,412</b>	<b>\$20,054,300</b>	<b>\$19,285,600</b>	<b>\$20,280,500</b>	<b>\$226,200</b>	<b>1.1%</b>
<b>Contract Administration and Procurement Division</b>						
Compensation	\$7,314	\$—	\$(10,500)	\$—	\$—	
Fringe Benefits	10,810	—	(700)	—	—	
Operating	3,198	—	23,900	—	—	
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$21,322</b>	<b>\$—</b>	<b>\$12,700</b>	<b>\$—</b>	<b>\$—</b>	
Recoveries	—	—	—	—	—	
<b>Total Contract Administration and Procurement Division</b>	<b>\$21,322</b>	<b>\$—</b>	<b>\$12,700</b>	<b>\$—</b>	<b>\$—</b>	
<b>General Services Division</b>						
Compensation	\$1,390,393	\$1,409,300	\$1,477,900	\$1,425,600	\$16,300	1.2%
Fringe Benefits	485,797	520,000	531,900	548,900	28,900	5.6%
Operating	825,183	955,600	953,500	929,300	(26,300)	-2.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$2,701,373</b>	<b>\$2,884,900</b>	<b>\$2,963,300</b>	<b>\$2,903,800</b>	<b>\$18,900</b>	<b>0.7%</b>
Recoveries	(139,224)	(157,400)	(157,400)	(139,400)	18,000	-11.4%
<b>Total General Services Division</b>	<b>\$2,562,149</b>	<b>\$2,727,500</b>	<b>\$2,805,900</b>	<b>\$2,764,400</b>	<b>\$36,900</b>	<b>1.4%</b>

**General Fund - Division Summary** *(continued)*

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
<b>Supplier Development and Diversity</b>						
Compensation	\$14,654	\$—	\$(4,200)	\$—	\$—	
Fringe Benefits	5,725	—	(200)	—	—	
Operating	137	—	—	—	—	
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$20,516</b>	<b>\$—</b>	<b>\$(4,400)</b>	<b>\$—</b>	<b>\$—</b>	
Recoveries	—	—	—	—	—	
<b>Total Supplier Development and Diversity</b>	<b>\$20,516</b>	<b>\$—</b>	<b>\$(4,400)</b>	<b>\$—</b>	<b>\$—</b>	
<b>Total</b>	<b>\$27,896,300</b>	<b>\$28,274,400</b>	<b>\$27,033,600</b>	<b>\$29,194,700</b>	<b>\$920,300</b>	<b>3.3%</b>

## 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.

- An increase in operating costs due to the OIT technology allocation charge, training, and office supplies to align with anticipated expenditures.
- A decrease in costs given an increase in recoveries due to salary adjustments and an increase in recoverable activities from the capital improvement program fund.

### Fiscal Summary

In FY 2027, the division expenditures increase \$657,200 or 12.0% over the FY 2026 budget. Staffing resources increase by three over the FY 2026 budget. The primary budget changes include:

- Personnel costs increase primarily due to the annualization of FY 2026 and anticipated FY 2027 salary adjustments. Funding also includes an Associate Director position transferred from the Office of Procurement and two positions internally transferred from the General Services Division.

	FY 2026 Budget	FY 2027 Proposed	Change FY26-FY27	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$5,492,600</b>	<b>\$6,149,800</b>	<b>\$657,200</b>	<b>12.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	31	34	3	9.7%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>31</b>	<b>34</b>	<b>3</b>	<b>9.7%</b>
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 2027, the division expenditures increase \$226,200 or 1.1% over the FY 2026 budget. Staffing resources increase by one position over the FY 2026 budget. The primary budget changes include:

- Operating costs increase for building repair and maintenance and gas and oil expenditures.
- A decrease in costs given an increase in recoveries due to salary adjustments and an increase in recoverable activities from the capital improvement program fund.

	FY 2026 Budget	FY 2027 Proposed	Change FY26-FY27	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$20,054,300</b>	<b>\$20,280,500</b>	<b>\$226,200</b>	<b>1.1%</b>
<b>STAFFING</b>				
Full Time - Civilian	82	83	1	1.2%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>82</b>	<b>83</b>	<b>1</b>	<b>1.2%</b>
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.

- Operating expenses decrease for equipment leases.
- An increase in costs given a decrease in recoveries due to less printing services.

### Fiscal Summary

In FY 2027, the division expenditures increase \$36,900 or 1.4% over the FY 2026 budget. The primary budget changes include:

- Personnel costs increase primarily due to the annualization of FY 2026 and anticipated FY 2027 salary adjustments, partially offset by the internal transfer of two positions to the Office of the Director.

	FY 2026 Budget	FY 2027 Proposed	Change FY26-FY27	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$2,727,500</b>	<b>\$2,764,400</b>	<b>\$36,900</b>	<b>1.4%</b>
<b>STAFFING</b>				
Full Time - Civilian	23	21	(2)	-8.7%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>23</b>	<b>21</b>	<b>(2)</b>	<b>-8.7%</b>
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 2027, total revenues increase \$448,100 or 2.6% over the FY 2026 approved budget. Agency charges increase \$448,100 or 2.7% over the FY 2026 approved budget due to increased costs for vehicle maintenance due to inflationary rates. All other revenue sources are projected to remain at the FY 2026 budget level.

In FY 2027, compensation expenditures increase \$292,200 or 4.6% over the FY 2026 budget primarily due to the annualization of FY 2026 and anticipated FY 2027 salary adjustments. Compensation includes funding for 79 full time employees. Fringe benefit expenditures decrease -6.0% under the FY 2026 budget to align with projected healthcare and pension costs. Fringe benefit expenditures include funding for other post-employment benefits (OPEB) totaling \$1,200,000.

Operating expenses increase 7.1% over the FY 2026 budget primarily due to vehicle maintenance and repairs and technology services.

Capital outlay costs decrease -2.3% under the FY 2026 budget due to funding for the installation and maintenance of electrical vehicle charging stations, vehicle lift replacements, and fuel control terminal expenditures.

### Expenditures by Category

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Compensation	\$6,195,462	\$6,342,600	\$5,894,000	\$6,634,800	\$292,200	4.6%
Fringe Benefits	2,803,127	4,469,000	3,382,600	4,200,000	(269,000)	-6.0%
Operating	6,225,943	6,160,000	6,209,700	6,594,900	434,900	7.1%
Capital Outlay	116,361	439,000	150,000	429,000	(10,000)	-2.3%
<b>Total</b>	<b>\$15,340,893</b>	<b>\$17,410,600</b>	<b>\$15,636,300</b>	<b>\$17,858,700</b>	<b>\$448,100</b>	<b>2.6%</b>
<b>Total</b>	<b>\$15,340,893</b>	<b>\$17,410,600</b>	<b>\$15,636,300</b>	<b>\$17,858,700</b>	<b>\$448,100</b>	<b>2.6%</b>

## Fund Summary

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimated	FY 2027 Proposed	FY 2026-2027	
					Change \$	Change %
<b>BEGINNING FUND BALANCE</b>	<b>\$(3,280,862)</b>	<b>\$(2,144,962)</b>	<b>\$(1,381,907)</b>	<b>\$392,393</b>	<b>\$2,537,355</b>	<b>-118.3%</b>
<b>REVENUES</b>						
Maintenance Charges	\$16,323,144	\$16,832,700	\$16,832,700	\$17,280,800	\$448,100	2.7%
Miscellaneous Revenue	54,197	25,000	25,000	25,000	—	0.0%
Fuel Tax Refund	665,475	400,000	400,000	400,000	—	0.0%
Motor Pool	197,032	152,900	152,900	152,900	—	0.0%
Appropriated Fund Balance	—	—	—	—	—	0.0%
Transfers	—	—	—	—	—	0.0%
<b>Total Revenues</b>	<b>\$17,239,848</b>	<b>\$17,410,600</b>	<b>\$17,410,600</b>	<b>\$17,858,700</b>	<b>\$448,100</b>	<b>2.6%</b>
<b>EXPENDITURES</b>						
Compensation	\$6,195,462	\$6,342,600	\$5,894,000	\$6,634,800	\$292,200	4.6%
Fringe Benefits	2,803,127	4,469,000	3,382,600	4,200,000	(269,000)	-6.0%
Operating	6,225,943	6,160,000	6,209,700	6,594,900	434,900	7.1%
Capital Outlay	116,361	439,000	150,000	429,000	(10,000)	-2.3%
<b>Total Expenditures</b>	<b>\$15,340,893</b>	<b>\$17,410,600</b>	<b>\$15,636,300</b>	<b>\$17,858,700</b>	<b>\$448,100</b>	<b>2.6%</b>
EXCESS OF REVENUES OVER EXPENDITURES	1,898,955	—	1,774,300	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	—	—	0.0%
<b>ENDING FUND BALANCE</b>	<b>\$(1,381,907)</b>	<b>\$(2,144,962)</b>	<b>\$392,393</b>	<b>\$392,393</b>	<b>\$2,537,355</b>	<b>-118.3%</b>

## Property Management Services Special Revenue Fund

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

### Fiscal Summary

The FY 2027 proposed budget for the Property Management Special Revenue Fund is \$269,000, a decrease of -\$464,000 or -63.3% under the FY 2026 approved budget. Funding supports advertising, landscaping, insurance, legal services, and consultant expenditures for the surplus property management program.

### Expenditures by Category

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Operating	\$—	\$733,000	\$219,000	\$269,000	\$(464,000)	-63.3%
<b>Total</b>	<b>\$—</b>	<b>\$733,000</b>	<b>\$219,000</b>	<b>\$269,000</b>	<b>\$(464,000)</b>	<b>-63.3%</b>
<b>Total</b>	<b>\$—</b>	<b>\$733,000</b>	<b>\$219,000</b>	<b>\$269,000</b>	<b>\$(464,000)</b>	<b>-63.3%</b>

## Fund Summary

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimated	FY 2027 Proposed	FY 2026-2027	
					Change \$	Change %
<b>BEGINNING FUND BALANCE</b>	\$679,225	\$225,725	\$684,485	\$657,585	\$431,860	191.3%
<b>REVENUES</b>						
Sale of Property	\$5,260	\$733,000	\$192,100	\$269,000	\$(464,000)	-63.3%
Appropriated Fund Balance	—	—	—	—	—	0.0%
Transfers	—	—	—	—	—	0.0%
<b>Total Revenues</b>	<b>\$5,260</b>	<b>\$733,000</b>	<b>\$192,100</b>	<b>\$269,000</b>	<b>\$(464,000)</b>	<b>-63.3%</b>
<b>EXPENDITURES</b>						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	—	26,000	—	269,000	243,000	934.6%
Redevelopment Authority	—	707,000	219,000	—	(707,000)	-100.0%
<b>Total Expenditures</b>	<b>\$—</b>	<b>\$733,000</b>	<b>\$219,000</b>	<b>\$269,000</b>	<b>\$(464,000)</b>	<b>-63.3%</b>
EXCESS OF REVENUES OVER EXPENDITURES	5,260	—	(26,900)	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	—	—	0.0%
<b>ENDING FUND BALANCE</b>	<b>\$684,485</b>	<b>\$225,725</b>	<b>\$657,585</b>	<b>\$657,585</b>	<b>\$431,860</b>	<b>191.3%</b>

### 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 2027 proposed budget for the Collington Center Special Revenue Fund is \$5,000. Funding supports the annual fee to The Collington Center Association. Funding remains unchanged from the FY 2026 approved budget.

#### Expenditures by Category

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Operating	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
<b>Total</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$—</b>	<b>0.0%</b>
<b>Total</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$—</b>	<b>0.0%</b>

## Fund Summary

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimated	FY 2027 Proposed	FY 2026-2027	
					Change \$	Change %
<b>BEGINNING FUND BALANCE</b>	\$125,974	\$120,974	\$121,974	\$116,974	\$(4,000)	-3.3%
<b>REVENUES</b>						
Interest and Dividends	\$—	\$—	\$—	\$—	\$—	0.0%
Transfer from Collington Center	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	5,000	—	5,000	—	0.0%
Transfers	—	—	—	—	—	0.0%
<b>Total Revenues</b>	<b>\$—</b>	<b>\$5,000</b>	<b>\$—</b>	<b>\$5,000</b>	<b>\$—</b>	<b>0.0%</b>
<b>EXPENDITURES</b>						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	4,000	5,000	5,000	5,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
<b>Total Expenditures</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$—</b>	<b>0.0%</b>
EXCESS OF REVENUES OVER EXPENDITURES	(4,000)	—	(5,000)	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	—	(5,000)	—	0.0%
<b>ENDING FUND BALANCE</b>	<b>\$121,974</b>	<b>\$115,974</b>	<b>\$116,974</b>	<b>\$111,974</b>	<b>\$(4,000)</b>	<b>-3.4%</b>

## SERVICE DELIVERY PLAN AND PERFORMANCE

**Goal 1** — To provide facilities management services at County-owned facilities in order to achieve a safe, well-maintained building environment.

**Objective 1.1** — Increase the percentage of County government buildings with a Facilities Condition Index rating of "Good."

FY 2031 Target	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected	Trend
86%	64%	65%	74%	76%	↑

### 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. Accurate property conditions assessments enable accurate predictions of needs, elimination of most emergencies, and more predictable budgetary planning. OCS completed a comprehensive Facilities Master Plan (FMP) that will prioritize and guide major building maintenance and repairs for the next 10 years. Over time, execution of the FMP will increase the percentage of County government buildings with a Facilities Condition Index rating of "Good." Significant building repairs in accordance with the FMP have been completed with more ongoing.

### Performance Measures

Measure Name	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected
<b>Workload, Demand and Production (Output)</b>					
Pieces of equipment to maintain	1,975	1,975	1,975	2,382	2,400
Building square feet maintained	5,234,956	5,234,956	5,337,156	5,843,096	6,343,000
County-owned buildings	195	122	126	137	137
Repairs requested in the correctional facility	2,137	1,734	1,145	1,216	1,591
Repairs completed in the correctional facility	2,216	1,734	1,669	1,700	1,850
<b>Efficiency</b>					
Work order requests per staff member	57	30	63	70	70
Square footage maintained per staff	106,836	106,836	106,743	112,367	121,981
<b>Quality</b>					
Preventive maintenance tasks completed within one month	N/A	N/A	23	23	23
Work orders completed within 10 days	58	82	67	70	70
<b>Impact (Outcome)</b>					
County-owned buildings in "Good" condition	64%	64%	65%	74%	76%

**Goal 2** — To acquire and maintain a "Green Fleet" in order to reduce greenhouse gas emissions.

**Objective 2.1** — Increase the percentage of 100% battery electric vehicles available within the County.

FY 2031 Target	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected	Trend
6%	2%	2%	2%	4%	↑

**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 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected
<b>Resources (Input)</b>					
Maintenance staff available to respond to work requests	49	49	50	52	52
Mechanics	41	41	38	44	47
<b>Workload, Demand and Production (Output)</b>					
County vehicles	3,257	3,318	3,400	4,900	5,000
Work orders for County vehicles	10,940	10,940	11,460	16,600	12,000
<b>Efficiency</b>					
Work orders per mechanic	269	269	297	379	353
Direct labor hours per mechanic	1,247	1,247	1,300	1,350	1,375
<b>Quality</b>					
Customer surveys that were favorable	97%	97%	97%	99%	99%
Repairs repeated	34	34	40	40	50
<b>Impact (Outcome)</b>					
The percentage of electric vehicles in the total fleet	1%	2%	2%	2%	4%

**Goal 3** — To provide real property management to the County to ensure effective lease cost avoidance.

**Objective 3.1** — 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 2031 Target	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected	Trend
\$501,718	\$131,406	\$338,000	\$484,954	\$914,925	↑

**Trend and Analysis**

OCS has implemented a Request for Space 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 inclusion of the Health and Human Services building in the County lease calculations has resulted in a substantial increase in the positive figures seen below.

**Performance Measures**

Measure Name	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimated	FY 2027 Projected
<b>Workload, Demand and Production (Output)</b>					
Leases executed	6	21	10	30	50
Terminated leases	0	0	0	0	0
County office space that is leased	13%	13%	13%	14%	14%
<b>Impact (Outcome)</b>					
Total Lease Cost Avoidance due to RFS solicitation	\$352,000	\$131,406	\$338,000	\$484,954	\$914,925

