

Office of Central Services



MISSION AND SERVICES

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

CORE SERVICES

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

FY 2019 KEY ACCOMPLISHMENTS

- Go-Live with B2GNow software for online SDDD Certification.
- Completed the annual physical inventory with an accuracy rate of 99.8%.
- Developed and conducted agency satisfaction survey for all countywide contracts.
- Implemented the SAP Work Order Management system to include distribution of end user devices to field craft persons.
- Named #3 Fleet by Governing Magazine / 100 Best Fleets in North America program.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2020

The agency's top priorities in FY 2020 are:

- Increase the percent of buildings classified as being in "good condition".
- Increase the number of County-based certified and registered businesses.
- Maintain the percentage of contract dollars awarded to minority businesses at or above 20% and maintain the percentage of contract dollars awarded to County-based businesses at or above 40%.
- Increase vehicle availability support Public Safety and general County needs.

FY 2020 BUDGET SUMMARY

The FY 2020 approved budget for the Office of Central Services is \$37,271,300, an increase of \$1,626,600 or 4.6% over the FY 2019 approved budget.

Expenditures by Fund Type

Fund Types	FY 2018 Actual		FY 2019 Budget		FY 2019 Estimate		FY 2020 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$20,590,789	64.2%	\$21,006,300	58.9%	\$20,595,300	45.7%	\$22,802,200	61.2%
Grant Funds	173,710	0.5%	841,500	2.4%	11,313,000	25.1%	—	0.0%
Internal Service Funds	10,929,483	34.1%	13,191,900	37.0%	12,505,000	27.8%	13,864,100	37.2%
Special Revenue Funds	356,979	1.1%	605,000	1.7%	605,000	1.3%	605,000	1.6%
Total	\$32,050,961	100.0%	\$35,644,700	100.0%	\$45,018,300	100.0%	\$37,271,300	100.0%

GENERAL FUND

The FY 2020 approved General Fund budget for the Office of Central Services is \$22,802,200, an increase of \$1,795,900 or 8.5% over the FY 2019 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2019 Approved Budget	\$21,006,300
Increase Cost: Compensation - Mandated Salary Requirements	\$518,700
Increase Cost: Operating — Increase cost in operating for building maintenance	300,000
Increase Cost: Recovery Reduction — Decrease in recoveries to reflect actual expenditures	271,000
Add: Operating - Facility Master Plan — Increase cost to support the for Facility Master Plan to address County buildings spacing allocations	250,000
Add: Operating - New Software — Increase in operating charges for e-procurement system and consultants to digitize the entire procurement process	200,000
Increase Cost: Fringe Benefits — Net increase in fringe benefit cost due to compensation adjustments	185,700
Increase Cost: Operating - Office Automation — Increase in OIT charges to support anticipated costs for SAP maintenance and the countywide laptop refresh program	116,500
Decrease Cost: Operating — Decrease in various operating lines to align with actuals	(46,000)
FY 2020 Approved Budget	\$22,802,200

INTERNAL SERVICE FUNDS

Fleet Management Internal Service Fund

The FY 2020 approved budget for the Fleet Management Internal Service Fund is \$13,864,100, an increase of \$672,200 or 5.1% over the FY 2019 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2019 Approved Budget	\$13,191,900
Increase Cost: Compensation - Mandated Salary Requirements — Partially offset by attrition and lapse	\$477,900
Increase Cost: Fringe Benefits — Net increase in fringe benefit costs due to compensation increases; the fringe benefit rate decreases from 60.0% to 57.6% to align with anticipated costs	166,600
Increase Cost: Operating - Office Automation Charge — Increase in OIT charges to support anticipated costs for SAP maintenance and the countywide laptop refresh program	29,700
Decrease Cost: Operating — Removal of cost for Concentra drug testing and physicals to OHRM	(2,000)
FY 2020 Approved Budget	\$13,864,100

GRANT FUNDS

The FY 2020 approved grant budget for the Office of Central Services is \$0, a decrease of \$841,500 or 100% under the FY 2019 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2019 Approved Budget	\$841,500
Reduce: Existing Program/Service - Energy Star and Green Leasing Program — Pepco/Exelon funding was appropriated in prior year and no additional funding from this merger is anticipated in FY 2020	\$(259,600)
Reduce: Existing Program/Service - Transforming Neighborhood Initiative (TNI) Clean Energy — Pepco/Exelon funding was appropriated in prior year and no additional funding from this merger is anticipated in FY 2020	(271,900)
Reduce: Existing Program/Service - Sustainable Energy Workforce — Pepco/Exelon funding was appropriated in prior year and no additional funding from this merger is anticipated in FY 2020	(310,000)
FY 2020 Approved Budget	\$—

SPECIAL REVENUE FUNDS

The FY 2020 approved Special Revenue Fund budgets for the Office of Central Services is \$605,000. FY 2020 funding remains unchanged from FY 2019 approved budget.

Property Management Services Special Revenue Fund

The FY 2020 approved budget for the Property Management Special Revenue fund budget is \$600,000. FY 2020 funding remains unchanged from the FY 2019 approved budget.

Collington Center Special Revenue Fund

The FY 2020 approved budget for the Collington Center Special Revenue fund budget is \$5,000. FY 2020 funding remains unchanged from the FY 2019 approved budget.

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2018 Budget	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20
General Fund				
Full Time - Civilian	171	171	171	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	171	171	171	0
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	6	6	6	0
TOTAL				
Full Time - Civilian	246	246	246	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	246	246	246	0
Part Time	0	0	0	0
Limited Term	6	6	6	0

Positions By Classification	FY 2020		
	Full Time	Part Time	Limited Term
Custodian	11	0	0
Custodian Supervisor	2	0	0
Deputy Director	1	0	0
Director	1	0	0
Drywall Mechanic	1	0	0
Electrician	2	0	0
Equipment Mechanic	32	0	0
Equipment Service Worker	2	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	8	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 Coordinator	2	0	0
Mail Services Operator	3	0	0
Mail Services Supervisor	1	0	0
Maintenance Services Attendant	16	0	0
Master Electrician	1	0	0
Master Equipment Mechanic	2	0	0
Master Plumber	1	0	0
Overhead Door Mechanic	1	0	0
Parts Specialist	4	0	0
Plumber	5	0	0
Printer	2	0	0
Procurement Assistant	1	0	0
Procurement Officer	10	0	0
Property Acquisition & Dev Admin	1	0	0
Public Information Officer	1	0	0
Quality Assurance Analyst	7	0	4
Realty Specialist	3	0	0
Supply Manager	4	0	0
Supply Technician	3	0	0
Supply-Property Clerk	8	0	0
Systems Analyst	1	0	0
Transit Service Coordinator	1	0	0
Trades Helper	2	0	0
TOTAL	246	0	6

Positions By Classification	FY 2020		
	Full Time	Part Time	Limited Term
Administrative Aide	17	0	0
Administrative Assistant	9	0	2
Administrative Specialist	10	0	0
Assistant Garage Supervisor	4	0	0
Associate Director	1	0	0
Audio Visual Specialist	3	0	0
Budget Management Analyst	2	0	0
Building Engineer	21	0	0
Carpenter	4	0	0
Contract Project Coordinator	1	0	0
Contractual Services Officer	1	0	0

Expenditures by Category - General Fund

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Compensation	\$9,349,064	\$10,130,100	\$9,594,400	\$10,648,800	\$518,700	5.1%
Fringe Benefits	3,149,141	3,535,200	3,348,500	3,720,900	185,700	5.3%
Operating	9,301,104	9,216,900	9,028,300	10,037,400	820,500	8.9%
SubTotal	\$21,799,308	\$22,882,200	\$21,971,200	\$24,407,100	\$1,524,900	6.7%
Recoveries	(1,208,519)	(1,875,900)	(1,375,900)	(1,604,900)	271,000	-14.4%
Total	\$20,590,789	\$21,006,300	\$20,595,300	\$22,802,200	\$1,795,900	8.5%

In FY 2020, compensation expenditures increase 5.1% over the FY 2019 budget due to cost of living and merit adjustments for employees. Compensation includes funding for 162 of 171 full time employees. Fringe benefit expenditures increase 5.3% over the FY 2019 budget to align with compensation adjustments.

Operating expenses increase 8.9% over the FY 2019 budget primarily due to the increase in contractual services for Facility Master plan, building repair and maintenance to align with actual expenses. Office automation charges increase to support the anticipated costs for SAP maintenance and the countywide laptop refresh program.

Recoveries decrease 14.4% under the FY 2019 budget to align with actual expenses.

Expenditures by Division - General Fund

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Office of the Director	\$2,884,364	\$3,208,700	\$2,683,900	\$3,361,200	\$152,500	4.8%
Facilities Operations and Management Division	12,671,375	12,121,800	12,343,700	13,531,400	1,409,600	11.6%
Contract Administration and Procurement Division	1,965,580	1,999,800	1,819,500	2,353,900	354,100	17.7%
General Services Division	2,022,062	2,274,200	2,263,900	2,351,300	77,100	3.4%
Supplier Development and Diversity	1,047,409	1,401,800	1,484,300	1,204,400	(197,400)	-14.1%
Total	\$20,590,789	\$21,006,300	\$20,595,300	\$22,802,200	\$1,795,900	8.5%

General Fund - Division Summary

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Office of the Director						
Compensation	\$2,138,352	\$2,542,900	\$2,186,600	\$2,645,600	\$102,700	4.0%
Fringe Benefits	601,725	887,500	763,100	924,200	36,700	4.1%
Operating	450,355	274,300	230,200	238,000	(36,300)	-13.2%
SubTotal	\$3,190,432	\$3,704,700	\$3,179,900	\$3,807,800	\$103,100	2.8%
Recoveries	(306,068)	(496,000)	(496,000)	(446,600)	49,400	-10.0%
Total Office of the Director	\$2,884,364	\$3,208,700	\$2,683,900	\$3,361,200	\$152,500	4.8%
Facilities Operations and Management Division						
Compensation	\$4,253,156	\$4,428,600	\$4,428,600	\$4,739,900	\$311,300	7.0%
Fringe Benefits	1,677,426	1,545,300	1,545,600	1,654,100	108,800	7.0%
Operating	7,205,756	7,065,200	6,812,500	7,812,100	746,900	10.6%
SubTotal	\$13,136,338	\$13,039,100	\$12,786,700	\$14,206,100	\$1,167,000	8.9%
Recoveries	(464,963)	(917,300)	(443,000)	(674,700)	242,600	-26.4%
Total Facilities Operations and Management Division	\$12,671,375	\$12,121,800	\$12,343,700	\$13,531,400	\$1,409,600	11.6%
Contract Administration and Procurement Division						
Compensation	\$1,262,968	\$1,365,600	\$1,216,500	\$1,384,000	\$18,400	1.3%
Fringe Benefits	398,704	476,600	424,600	484,100	7,500	1.6%
Operating	303,907	303,200	298,300	605,700	302,500	99.8%
SubTotal	\$1,965,580	\$2,145,400	\$1,939,400	\$2,473,800	\$328,400	15.3%
Recoveries	—	(145,600)	(119,900)	(119,900)	25,700	-17.7%
Total Contract Administration and Procurement Division	\$1,965,580	\$1,999,800	\$1,819,500	\$2,353,900	\$354,100	17.7%
General Services Division						
Compensation	\$1,189,285	\$1,234,400	\$1,234,400	\$1,331,500	\$97,100	7.9%
Fringe Benefits	348,577	430,800	430,800	467,100	36,300	8.4%
Operating	921,688	926,000	915,700	916,400	(9,600)	-1.0%
SubTotal	\$2,459,550	\$2,591,200	\$2,580,900	\$2,715,000	\$123,800	4.8%
Recoveries	(437,488)	(317,000)	(317,000)	(363,700)	(46,700)	14.7%
Total General Services Division	\$2,022,062	\$2,274,200	\$2,263,900	\$2,351,300	\$77,100	3.4%
Supplier Development and Diversity						
Compensation	\$505,303	\$558,600	\$528,300	\$547,800	\$(10,800)	-1.9%
Fringe Benefits	122,709	195,000	184,400	191,400	(3,600)	-1.8%
Operating	419,397	648,200	771,600	465,200	(183,000)	-28.2%
SubTotal	\$1,047,409	\$1,401,800	\$1,484,300	\$1,204,400	\$(197,400)	-14.1%
Total Supplier Development and Diversity	\$1,047,409	\$1,401,800	\$1,484,300	\$1,204,400	\$(197,400)	-14.1%
Total	\$20,590,789	\$21,006,300	\$20,595,300	\$22,802,200	\$1,795,900	8.5%

DIVISION OVERVIEW

Office of the Director

The Office of the Director manages agency operations, provides policy guidance and direction to the operating divisions. 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 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, monitor’s Livable Wage Compliance, oversight of the Prevailing Wage Monitoring Contractors and 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 2020, the division expenditures increase \$152,500 or 4.8% over the FY 2019 budget. Staffing resources

remain unchanged from the FY 2019 budget. The primary budget changes include:

- An increase in personnel costs due on countywide salary adjustments as well as projected healthcare and pension costs.
- An increase in printing and training.
- An decrease in general office supplies, membership fees, periodical, travel and telephone expense.

	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20	
			Amount (\$)	Percent (%)
Total Budget	\$3,208,700	\$3,361,200	\$152,500	4.8%
STAFFING				
Full Time - Civilian	33	33	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	33	33	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 2020, the division expenditures increase \$1,409,600 or 11.6% over the FY 2019 budget. Staffing resources increase by 1 position from the FY 2019 budget. The primary budget changes include:

- An increase in personnel costs due on countywide salary adjustments as well as projected healthcare and pension costs.

- An increase in telephone and landscaping services.
- An decrease in printing, mileage reimbursement and janitorial services.

	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20	
			Amount (\$)	Percent (%)
Total Budget	\$12,121,800	\$13,531,400	\$1,409,600	11.6%
STAFFING				
Full Time - Civilian	86	87	1	1.2%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	86	87	1	1.2%
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.

- An increase in increase in OIT charges to support anticipated countywide costs for SAP maintenance and computer refresh.
- A decrease in recoveries to align with actual expenditures.

Fiscal Summary

In FY 2020, the division expenditures increase \$354,100 or 17.7% over the FY 2019 budget. Staffing resources increase by 1 position from the from the FY 2019 budget. The primary budget changes include:

- An increase in personnel costs due on countywide salary adjustments as well as projected healthcare and pension costs.

	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20	
			Amount (\$)	Percent (%)
Total Budget	\$1,999,800	\$2,353,900	\$354,100	17.7%
STAFFING				
Full Time - Civilian	20	21	1	5.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	20	21	1	5.0%
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.

- A decrease in telephone and general office supplies.
- An increase in recoveries to align with anticipated expenditures.

Fiscal Summary

In FY 2020, the division expenditures increase \$77,100 or 3.4% over the FY 2019 budget. Staffing resources decrease by 1 position from the from the FY 2019 budget. The primary budget changes include:

- A increase in personnel costs due realigning staff, offset by an increase countywide salary adjustment as well as projected healthcare and pension costs.

	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20	
			Amount (\$)	Percent (%)
Total Budget	\$2,274,200	\$2,351,300	\$77,100	3.4%
STAFFING				
Full Time - Civilian	24	23	(1)	-4.2%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	24	23	(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.

- A decrease in increase in advertising and office supplies.
- An increase in increase in printing.

Fiscal Summary

In FY 2020, the division expenditures decrease \$197,400 or 14.1% under the FY 2019 budget. Staffing resources decrease by 1 position from the FY 2019 budget. The primary budget changes include:

- A decrease in personnel costs due to the realignment of staff, offset by an increase countywide salary adjustment as well as projected healthcare and pension costs.

	FY 2019 Budget	FY 2020 Approved	Change FY19-FY20	
			Amount (\$)	Percent (%)
Total Budget	\$1,401,800	\$1,204,400	\$(197,400)	-14.1%
STAFFING				
Full Time - Civilian	8	7	(1)	-12.5%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	8	7	(1)	-12.5%
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.

Fund Summary

In FY 2020, compensation expenditures increase 10.6% over the FY 2019 budget due to anticipated cost of living and merit adjustments and is offset by lapse and attrition. Fringe benefit expenditures increase 6.1% over the FY 2019 budget due to compensation adjustments and a change in the fringe benefit rate to align with anticipated costs.

Operating expenses increase 0.5% over the FY 2019 budget due to an increase in OIT charges to support anticipated countywide costs for SAP maintenance and computer refresh.

Capital outlay costs remain unchanged from the FY 2019 budget.

Expenditures by Category

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Compensation	\$3,729,132	\$4,525,900	\$4,116,100	\$5,003,800	\$477,900	10.6%
Fringe Benefits	1,919,310	2,715,600	2,469,700	2,882,200	166,600	6.1%
Operating	5,281,041	5,640,400	5,459,200	5,668,100	27,700	0.5%
Capital Outlay	—	310,000	460,000	310,000	—	0.0%
Total	\$10,929,483	\$13,191,900	\$12,505,000	\$13,864,100	\$672,200	5.1%
Total	\$10,929,483	\$13,191,900	\$12,505,000	\$13,864,100	\$672,200	5.1%

Fund Summary

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Approved	FY 2019-2020	
					Change \$	Change %
BEGINNING FUND BALANCE	\$8,773,482	\$6,919,882	\$9,817,005	\$10,542,905	\$3,623,023	52.4%
REVENUES						
Maintenance Charges	\$11,422,209	\$12,806,900	\$12,806,900	\$12,838,100	\$31,200	0.2%
Warranty Recovery	—	12,000	12,000	12,000	—	0.0%
Miscellaneous Revenue	13,029	25,000	25,000	25,000	—	0.0%
Fuel Tax Refund	392,701	10,000	217,000	185,800	175,800	1,758.0%
Motor Pool	145,067	170,000	170,000	170,000	—	0.0%
Appropriated Fund Balance	—	168,000	—	633,200	207,000	123.2%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$11,973,006	\$13,191,900	\$13,230,900	\$13,864,100	\$672,200	5.1%
EXPENDITURES						
Compensation	\$3,729,132	\$4,525,900	\$4,116,100	\$5,003,800	\$477,900	10.6%
Fringe	1,919,310	2,715,600	2,469,700	2,882,200	166,600	6.1%
Operating Expenses	5,281,041	5,640,400	5,459,200	5,668,100	27,700	0.5%
Capital Outlay	—	310,000	460,000	310,000	—	0.0%
Total Expenditures	\$10,929,483	\$13,191,900	\$12,505,000	\$13,864,100	\$672,200	5.1%
EXCESS OF REVENUES OVER EXPENDITURES	1,043,523	—	725,900	—	—	0.0%
OTHER ADJUSTMENTS	—	(168,000)	—	(633,200)	(465,200)	276.9%
ENDING FUND BALANCE	\$9,817,005	\$6,751,882	\$10,542,905	\$9,909,705	\$3,157,823	46.8%

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 2020 approved budget for the Property Management Special Revenue Fund is \$600,000. FY 2020 funding remains unchanged from FY 2019 approved budget.

Expenditures by Category

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Operating	\$351,979	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$351,979	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$351,979	\$600,000	\$600,000	\$600,000	\$—	0.0%

Fund Summary

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Approved	FY 2019-2020	
					Change \$	Change %
BEGINNING FUND BALANCE	\$1,315,441	\$1,406,541	\$1,232,722	\$1,232,722	\$(173,819)	-12.4%
REVENUES						
Sale of Property	\$269,260	\$600,000	\$600,000	\$600,000	\$—	0.0%
Appropriated Fund Balance	—	—	—	—	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$269,260	\$600,000	\$600,000	\$600,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe	—	—	—	—	—	0.0%
Operating Expenses	351,979	600,000	600,000	600,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$351,979	\$600,000	\$600,000	\$600,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(82,719)	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	—	—	0.0%
ENDING FUND BALANCE	\$1,232,722	\$1,406,541	\$1,232,722	\$1,232,722	\$(173,819)	-12.4%

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 2020 approved budget for the Collington Center Service Special Revenue Fund is \$5,000. FY 2020 funding remains unchanged from FY 2019 approved budget.

Expenditures by Category

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					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 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Approved	FY 2019-2020	
					Change \$	Change %
BEGINNING FUND BALANCE	\$157,974	\$152,974	\$157,974	\$152,974	\$—	0.0%
REVENUES						
Interest and dividends					\$—	0.0%
Transfer from Collington Center					—	0.0%
Appropriated Fund Balance	5,000	5,000	5,000	5,000	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe	—	—	—	—	—	0.0%
Operating Expenses	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	—	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	(5,000)	(5,000)	—	0.0%
ENDING FUND BALANCE	\$157,974	\$147,974	\$152,974	\$147,974	\$—	0.0%

GRANT FUNDS SUMMARY

Expenditures by Category - Grant Funds

Category	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Compensation	\$—	\$462,200	\$220,000	\$—	\$(462,200)	-100.0%
Fringe Benefits	—	69,300	33,000	—	(69,300)	-100.0%
Operating	173,710	310,000	11,060,000	—	(310,000)	-100.0%
Capital Outlay	—	—	—	—	—	
Total	\$173,710	\$841,500	\$11,313,000	\$—	\$(841,500)	-100.0%

Staff Summary by Division - Grant Funds

Staff Summary by Division & Grant Program	FY 2019			FY 2020		
	FT	PT	LTGF	FT	PT	LTGF
Office of the Director						
Office of the Director	—	—	—	—	—	—
Energy Star Commercial & Green Leasing Program	—	—	6	—	—	6
Total Office of the Director	—	—	6	—	—	6
Total	—	—	6	—	—	6

In FY 2020, funding is provided for six limited term grant funded (LTGF) positions.

Grant Funds by Division

Grant Name	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Approved	Change FY19-FY20	
					Amount (\$)	Percent (%)
Office of the Director						
AtlaGas LTD and WGL Holdings, Inc.	\$—	\$—	\$10,750,000	\$—	\$—	
Energy Star Commercial & Green Leasing Program	7,811	259,600	126,500	—	(259,600)	-100.0%
Sustainable Energy Workforce Program	155,000	310,000	310,000	—	(310,000)	-100.0%
Transforming Neighborhood Initiative (TNI) Clean Energy Program	10,899	271,900	126,500	—	(271,900)	-100.0%
Total Office of the Director	\$173,710	\$841,500	\$11,313,000	\$—	\$(841,500)	-100.0%
Subtotal	\$173,710	\$841,500	\$11,313,000	\$—	\$(841,500)	-100.0%
Total Transfer from General Fund - (County Contribution/Cash Match)						
Total	\$173,710	\$841,500	\$11,313,000	\$—	\$(841,500)	-100.0%

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 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
850	1,600	730	760	790	↔

Trend and Analysis

The Supplier Development & Diversity Division (SDDD) continues to increase the number of businesses certified as Minority Business Enterprises (MBE) County-Based Businesses and County-Based Small Businesses (CBSB/CBB). SDDD collaborates with the Contract Administration & Procurement Division to identify procurement opportunities for County-based Small businesses. The division's goal is to increase capacity and foster economic development for our certified businesses. SDDD will continue to make inroads through advocacy, outreach, training and education. The division is currently in the process of implementing the B2GNOW software which will expedite the certification process by the elimination of paper applications and supporting documentation. The new Prince George's County Regional Medical Center has increased the number of businesses seeking certification in order to participate in their procurement opportunities. The Center is scheduled to open spring of CY 2021.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of total SDDD staff	8	14	9	9	7
Number of SDDD business analysts	3	3	5	3	3
Workload, Demand and Production (Output)					
Number of minority business recertifications	761	770	708	900	750
Number of County-based business certification applications	237	206	196	360	230
Number of site visits to potential County-based businesses	56	41	83	75	95
Efficiency					
Number of certified business applications and recertifications per analyst	333	325	203	420	238
Quality					
Percent of minority business certified within five business days	100%	100%	96%	100%	100%
Percent of County-based certifications completed within 90 days	100%	100%	96%	100%	100%

Performance Measures *(continued)*

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Impact (Outcome)					
Total number of certified and registered minority businesses (cumulative)	912	950	860	1,200	925
Total number of certified County-based businesses (cumulative)	552	600	677	715	725
Total number of County-located Businesses (cumulative)	0	50	53	60	65
Total number of certified County-based, County-located and certified minority businesses	1,464	1,600	730	760	790

Objective 1.2 — Maintain the percentage of contract dollars awarded to diverse suppliers as outlined in the Jobs First Act at or above 30%.

FY 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
30%	30%	19%	32%	30%	↓

Trend and Analysis

The Contract Administration and Procurement Division plans to trend upward and increase the percentage of contract dollars awarded to County-based businesses at or above 40% over the next couple of years in addition to being compliant with 30% diverse suppliers. The agency believes the knowledge gap has been closed regarding the interpreting and compliance with the Jobs First Act which will allow the agency to focus on responsible, formal contracts procurement for Prince George's County. The agency will accomplish this through working responsibly and maintaining timelines to ensure we maintain valid contracts and to work toward a goal of reducing the formal solicitation process time by 10%.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of procurement staff	14	14	17	18	21
Workload, Demand and Production (Output)					
Total number of certified County-based businesses	552	600	860	715	925
Total number of certified minority businesses	912	950	697	1,200	900
Total number of certified County-located businesses	34	600	53	60	65
Total percentage of contracts in compliance with prevailing wage	0%	0%	80%	80%	0%
Total percentage of contracts meeting 40% County-based subcontracting	14%	30%	60%	80%	80%
Total percent of contracts meeting 30% MBE subcontracting requirements	5%	40%	60%	20%	40%

Performance Measures *(continued)*

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total number of restricted contracts	4	20	21	24	48
Efficiency					
Number of contracts awarded per procurement staff member	4	17	19	21	20
Impact (Outcome)					
Percent of the County's procurement dollars awarded to minority businesses	30%	30%	19%	32%	30%
Amount of County's procurement dollars awarded to minority businesses (in millions)	\$85.0	\$10.4	\$5.7	\$16.0	\$6.0
Percent of the County's procurement dollars awarded to County-based businesses	40%	38%	27%	42%	40%
Amount of County's procurement dollars awarded to County-based businesses (in millions)	\$113.1	\$13.1	\$29.7	\$13.8	\$30.8

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 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
60%	60%	60%	60%	51%	↔

Trend and Analysis

The Facilities Operation and Management Division states it has made some improvements in some of the buildings in the portfolio.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of maintenance staff available to respond to work requests	36	37	37	48	48
Workload, Demand and Production (Output)					
Number of pieces of equipment to maintain	1,942	1,942	1,942	1,960	1,960
Number of preventive maintenance tasks to be completed	6,128	5,987	5,987	7,250	7,250
Number of preventive maintenance tasks completed	3,914	1,934	1,934	3,500	3,500
Number of building square feet maintained (in millions)	5	5	5	5	5

Performance Measures *(continued)*

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of work order requests	5,590	5,577	5,577	6,000	6,000
Number of work orders completed	3,300	3,191	3,191	4,500	4,500
Number of County-owned buildings	93	93	93	93	93
Number of repairs requested in the correctional facility	2,021	4,329	4,329	3,750	4,300
Number of repairs completed in the correctional facility	1,543	431	431	2,000	3,500
Efficiency					
Average number of work order requests per staff member	170.0	150.7	151.0	125.0	125.0
Average number of square footage per maintenance staff	131,527.0	127,971.8	127,972.0	98,644.9	98,645.0
Quality					
Percent of preventive maintenance tasks completed within one month	64%	80%	60%	60%	60%
Percent of work orders completed within ten days	56%	60%	60%	60%	60%
Impact (Outcome)					
Percent of County-owned buildings in good condition	55%	60%	60%	60%	51%

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 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
97%	91%	95%	94%	96%	↑

Trend and Analysis

Fleet availability has been trending long-term in a positive direction. This is due to the implementation of performance delivery strategies as well as newer, more dependable vehicles entering the County's fleet.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of mechanics	33	33	32	40	44
Workload, Demand and Production (Output)					
Number of County vehicles	3,504	3,361	3,266	3,300	3,320
Number of work orders for County vehicles	12,710	13,021	12,306	15,520	17,072

Performance Measures *(continued)*

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of police vehicles fitted with police equipment by the County	130	130	33	125	125
Number of vehicles requiring replacement due to an accident	37	37	52	35	35
Number of vehicles taken out of service (retired, destroyed, etc.)	152	152	296	250	285
Efficiency					
Average number of work orders per mechanic	385.2	394.6	32.0	388.0	388.0
Average number of vehicles per mechanic	106.2	101.8	103.0	82.5	75.0
Average number of direct labor hours per mechanic	1,356.0	1,356.0	109.0	1,350.0	1,350.0
Quality					
Percent of customer surveys that were favorable	98%	98%	100%	99%	99%
Number of repairs repeated	83	83	58	60	50
Impact (Outcome)					
Percent of County vehicles that are available and operable	91%	91%	95%	94%	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 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
90%	80%	80%	80%	80%	↔

Trend and Analysis

The General Services Division continues to verify capital assets on a quarterly basis. The division will perform a biennial inventory in June 2019.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of staff accounting for public safety inventory items	4	4	4	4	4
Number of staff accounting for fixed capital assets inventory	1	1	1	2	2
Workload, Demand and Production (Output)					
Number of agencies verifying fixed capital assets quarterly	28	7	78	78	91

Performance Measures *(continued)*

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Efficiency					
Average number of public safety inventory items per staff member	38.0	28.5	3.0	30.0	53.5
Quality					
Average number of days to auction surplus vehicles	20.0	20.0	22.0	22.0	15.8
Impact (Outcome)					
Percent of fixed capital assets that are in both the County's inventory and audit	80%	80%	80%	80%	80%

Goal 5 — To provide reproduction and mail services to County agencies and citizens in order to support the County's primary operating needs.

Objective 5.1 — Increase the percentage of mail delivered to the correct agency in 24 hours.

FY 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
99%	99%	99%	99%	99%	↔

Trend and Analysis

Through the use of the Smart Track System, the County Mail Center continues to meet the challenges of timely deliveries and tracking of overnight mail. The system allows the mailroom to document receipt and delivery of all overnight mail within 24 hours of receipt. Now that a near 100% delivery rate has consistently been achieved, this objective is to be retired starting in FY 2021.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Workload, Demand and Production (Output)					
Number of pieces of overnight mail processed	18,886	17,704	18,886	18,886	17,259
Efficiency					
Average pieces of overnight mail processed per staff person	6,295.3	5,901.3	4,722.0	4,721.5	5,750.0
Quality					
Percentage of overnight mail not delivered within 24 hours	1%	99%	0%	0%	0%
Impact (Outcome)					
Number of staff processing mail items	3	3	4	4	4
Percentage of mail delivered to correct agency in 24 hours	99%	99%	99%	99%	99%

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

Objective 6.1 — Transfer of County-owned surplus real property back to public ownership.

FY 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
\$600,000.0 0	\$975,348.0 6	\$263,466.0 0	\$600,000.0 0	\$600,000.0 0	↔

Trend and Analysis

Currently, County Code allows for a two-year term to dispose of surplus property. County properties are approved via resolution for surplus and then placed for sale.

Performance Measures

Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Resources (Input)					
Number of staff lease reviewers and negotiators	1	2	2	1	0
Workload, Demand and Production (Output)					
Number of leases executed	6	12	27	14	14
Number of terminated leases	2	1	0	0	0
Percentage of County office space that is leased	8%	9%	9%	9%	10%
Number of properties sold	5	24	18	35	35
Efficiency					
Average number of contracts drafted and reviewed per staff	5.0	18.0	45.0	25.0	25.0
Quality					
Percentage of aggregate amount surplus properties sold out of total surplus inventory	100%	33%	38%	60%	60%
Impact (Outcome)					
Average cost per square foot of leased County office space	\$17.80	\$17.81	\$21.00	\$16.50	\$16.50
Total revenue generated from properties sold	\$155,690.00	\$975,348.06	\$263,466.00	\$600,000.00	\$600,000.00

Objective 6.2 — Acquire buildings and land for critical government operations while reducing the average cost per square foot of leased County office space.

FY 2024 Target	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected	Trend
\$16.50	\$17.81	\$21.00	\$16.50	\$16.50	↔

Trend and Analysis

As more agencies transfer into County owned buildings, the County's overall lease cost per square footage will continue to decrease offsetting the lease escalation amounts. The addition of lease management software will assist the division in enforcing the terms and condition of the leases where the County serves as the landlord and assist the division with reporting, monitoring and forecasting where the County serves as the tenant.

