

OFFICE OF CENTRAL SERVICES - 31

MISSION AND SERVICES

Mission - The Office of Central Services provides facilities management, real property management, fleet management, inventory, reproduction and mail services, procurement and minority business services for County and municipal governments in order to facilitate the delivery of quality goods and services.

Core Services -

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

Strategic Focus in FY 2014 -

The agency's top priorities in FY 2014 are:

- Increase the number of certified and registered local businesses by maintaining a certification program for County based businesses and promoting the County's business development programs
- Maintain the percentage of contract dollars awarded to minority businesses at or above 30% by breaking large contracts into smaller projects so more firms can compete
- Increase the percent of buildings classified in "good condition" by ensuring County-owned building renovations are performed on schedule and within the established building standards

FY 2014 BUDGET SUMMARY

The FY 2014 approved budget for the Office of Central Services is \$28,394,100, a decrease of \$5,112,600 or 15.3% under the FY 2013 approved budget. This includes \$12.2 million from the Fleet Management Fund, \$0.5 million from the Property Management Services Fund, \$5,000 from the Collington Center Fund and \$15.7 million from the General Fund.

GENERAL FUNDS

The FY 2014 approved General Fund budget for the Office of Central Services is \$15,699,500, an increase of \$162,100 or 1.0% over the FY 2013 approved budget.

Budgetary Changes -

FY 2013 APPROVED BUDGET	\$15,537,400
Disparity study	\$500,000
Business development reserve program	\$300,000
Increase for janitorial contracts	\$276,900
Compensation increase for additional staff for CB-17-2011 compliance	\$219,800
Increase in operating expenditures for critical HVAC repairs	\$60,000
Miscellaneous operating expenditures	(\$16,300)
Fringe benefits impact of compensation reductions	(\$23,300)
Fringe benefits and operating costs associated with "Arts In Public Places" recovered from CP35	(\$57,000)
Decrease in office automation charge	(\$64,200)
Elimination of copier contracts	(\$74,500)
Reallocate a portion of "Arts In Public Places"	(\$81,300)
Building maintenance reduction	(\$175,000)
Elimination of various in-house services (operating)	(\$175,000)
Freeze all current vacant positions (compensation)	(\$528,000)
FY 2014 APPROVED BUDGET	\$15,699,500

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide assistance to minority businesses and increase supplier diversity to help foster economic development.

Objective 1.1 - Increase the number of certified and registered local, small, minority and disadvantaged businesses.

Trend and Analysis - This objective is new. The agency sought to combine Supplier Development and Diversity with Contracts Administration and Procurement with an emphasis on Local, Small, Minority and Disadvantaged businesses to satisfy enacted legislation (CB-17-2011). At the time of this publication targets and supporting data for some of the measures are still under construction as the implementation date is July 2013. Current initiatives and legislation (CB-17-2011) mandate an increase in the number of suppliers. To meet this objective, the strategy is to expand the universe of locally available qualified businesses eligible to do business with Prince George's County Government and track the contracts awarded to them.

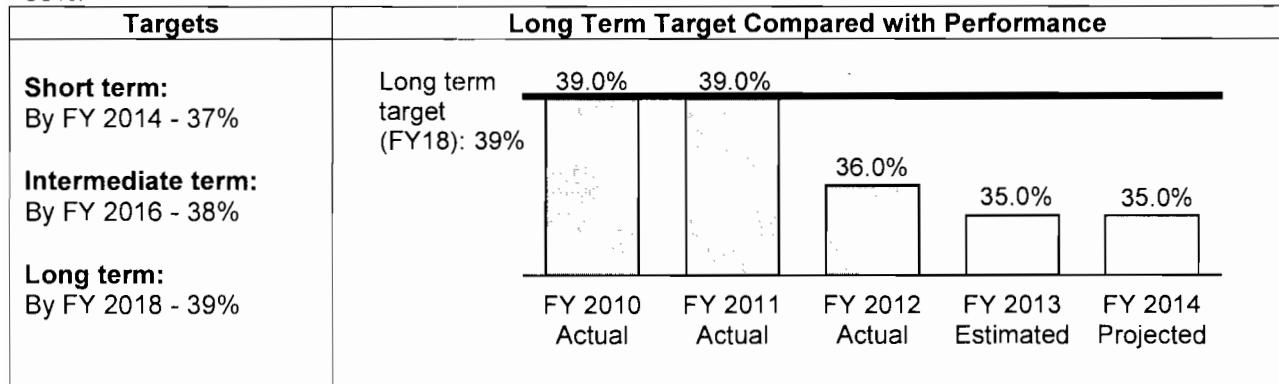
Performance Measures –

Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of procurement staff	10	10	10	10	10
Number of SSDD staff	3	3	3	5	5
Workload, Demand and Production (output)					
Number of certified minority businesses	878	836	959	1,000	1,050
Number of new minority business applications	562	526	596	626	655
Quality - TO BE DEVELOPED					
Total number of contracts awarded to Local/Small/Minority/Disadvantaged businesses					
Impact (outcome) - TO BE DEVELOPED					
Total number of certified and registered Local/Small/Minority/Disadvantaged businesses					

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Develop and implement a certification program for local businesses
- **Strategy 1.1.2** - Provide staff training for the implementation of the certification program
- **Strategy 1.1.3** - Identify and recruit qualified local companies to participate in the County's Local, Small, and Minority Business Development Enterprise (LSMBDE) certification program

Objective 1.2 - Maintain the percentage of contract dollars awarded to minority businesses at or above 30%.



Trend and Analysis - Prince George's County Code, Section 10A-136, requires the County purchasing agent to structure the procurement procedures and activities of the County to facilitate and encourage the award of at least 30% of the total dollar value of all County contracts awarded, directly or indirectly, to County based Minority Business Enterprises (MBE). This measure has been consistently exceeding the 30% level, placing Prince George's County MBE dollars awarded percentage as the highest in the region.

Performance Measures -

Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of staff	3	3	3	5	9
Workload, Demand and Production (output)					
Number of certified minority businesses	878	836	959	1,000	1,050
Number of new minority business applications	562	526	596	626	655
Efficiency					
Average number of certified minority businesses per staff member	292.7	278.7	319.7	200.0	116.7
Quality					
Percentage of minority businesses certified within five days (new applications and re-certifications)	95%	95%	100%	100%	100%
Number of new minority business applications and re-certifications processed within five business days	834	794	959	1,000	1,050
Impact (outcome)					
Percent of the County's procurement dollars awarded to minority businesses	39%	39%	36%	35%	35%
Amount of County's procurement dollars awarded to minority businesses	\$81,891,249	\$81,032,787	\$84,156,125	\$88,039,400	\$96,843,250

Strategies to Accomplish the Objective -

- **Strategy 1.2.1** - Seek opportunities to break large contracts into smaller projects so more firms can compete
- **Strategy 1.2.2** - Restrict or set-aside solicitations in which sufficient small, local or minority suppliers are identified
- **Strategy 1.2.3** - Set mandatory subcontractor requirements in larger contracts

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

Objective 2.1 - Increase the percentage of buildings classified in "good condition".

Targets	Long Term Target Compared with Performance					
<p>Short term: By FY 2014 - 58%</p> <p>Intermediate term: By FY 2016 - 59%</p> <p>Long term: By FY 2018 - 60%</p>	Long term target (FY18): 60%					
		38.00%	38.00%	38.00%	56.00%	58.00%
		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
		38.00%	38.00%	38.00%	56.00%	58.00%
		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected

Trend and Analysis - The Facilities Operation and Management Division (FOM) anticipates maintaining 4 million square feet of office space, warehouse and maintenance facilities throughout the County. It responds to over 7,000 facility maintenance requests annually, including the more than 9,000 recommended preventive maintenance requirements needed for facilities based on checklists and standards (25% of which are for Department of Corrections facilities). As facilities continue to age, they place upward pressure on the need to accelerate systems maintenance, common area maintenance and restoration of equipment failure. Buildings rated as in "good condition" are projected to increase in FY 2014 due to a very aggressive major building plan. By performing more preventive maintenance, the failure of equipment and the need for expensive repairs will be lessened. The County anticipates adding 400,000 to 600,000 square feet of CLASS A office and work space during the next 12 to 18 months.

Performance Measures -

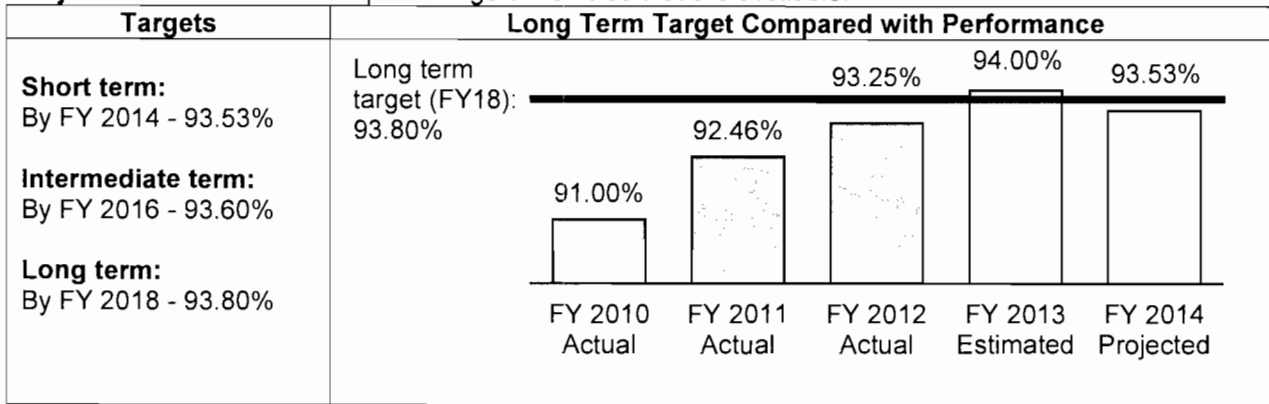
Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of maintenance staff available to respond to work requests	36	36	36	39	39
Workload, Demand and Production (output)					
Number of pieces of equipment to maintain	1,619	1,619	1,619	1,697	1,810
Number of preventive maintenance tasks to be completed	9,416	9,361	9,261	9,700	9,700
Number of preventive maintenance tasks completed	6,026	5,593	3,736	3,700	5,820
Number of building square feet maintained	3,170,146	3,170,146	3,186,094	3,497,498	3,943,448
Number of work order requests	7,012	7,820	7,840	9,100	8,300
Number of work orders completed	5,493	6,056	5,407	5,700	6,700
Number of County-owned buildings	85	85	89	89	91
Number of repairs requested in the correctional facility	1,690	2,340	2,232	2,500	2,700
Number of repairs completed in the correctional facility	1,420	1,617	1,733	1,750	1,890
Efficiency					
Average number of work order requests per staff member	194.8	222.0	221.0	233.3	212.8
Average number of maintenance staff per square footage	88,059.6	91,031.3	89,581.0	90,213.6	101,114.1
Quality					
Percent of preventive maintenance tasks completed within one month	64%	60%	50%	40%	55%
Percent of work orders completed within ten days	79%	78%	83%	65%	80%
Impact (outcome)					
Percent of County-owned buildings in good condition	38%	38%	38%	56%	58%

Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Ensure County-owned building renovations are performed on schedule and within the building standards as established by County code
- **Strategy 2.1.2** - Ensure that adequate staff is available to perform repairs and preventive maintenance
- **Strategy 2.1.3** - Ensure all building engineers are technically trained and certified

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.



Trend and Analysis - The agency manages and maintains the County's and municipalities' vehicle fleet which includes ambulances, sedans, sport utility vehicles, pick-up trucks and small buses. The percentage of vehicles available and operable has increased by 2.5 percentage points from FY 2010 to FY 2014. It is anticipated that vehicle availability may continue to increase if additional replacement vehicles are purchased during this fiscal year to offset an aging fleet and dead lined vehicles. It is also anticipated that vehicle availability will increase due to the utilization of inmates to supplement repair efforts, the fulfillment of two vacant mechanic positions and the planned annual replacement of police vehicles.

Performance Measures -

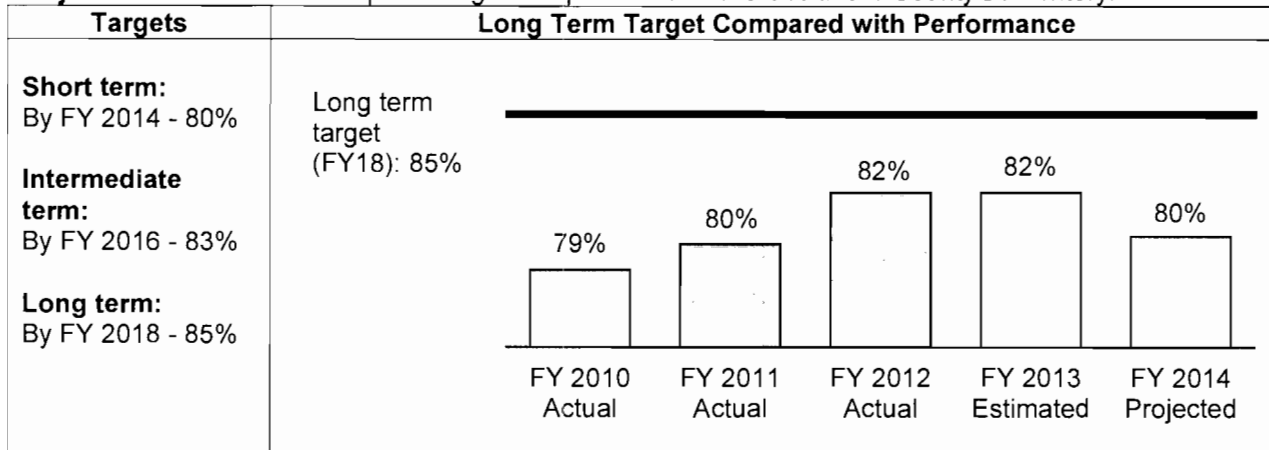
Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of mechanics	40	41	40	39	40
Workload, Demand and Production (output)					
Number of County vehicles	3,120	3,118	3,017	3,159	3,309
Number of work orders for county vehicles	12,393	14,972	15,012	14,600	17,405
Number of police vehicles fitted with police equipment by the County	7	18	6	108	50
Number of vehicles required replacement due to an accident	63	51	79	35	60
Number of vehicles taken out of service (retired, destroyed, etc.)	158	252	252	272	250
Efficiency					
Average number of work orders per mechanic	309.8	365.2	375.3	374.4	435.1
Average number of vehicles per mechanic	78:1	76:1	77:1	81:1	83:1
Average number of direct labor hours per mechanic	1,001	1,148	1,192	1,223	1,192
Quality					
Percent of customer surveys that were favorable	100%	100%	100%	100%	100%
Number of repairs repeated	67	28	32	34	24
Impact (outcome)					
Percent of county vehicles that are available and operable	91.00%	92.46%	93.25%	94.00%	93.53%

Strategies to Accomplish the Objective -

- **Strategy 3.1.1** - Ensure vehicles receive preventive maintenance based on the manufacturer guidelines
- **Strategy 3.1.2** - Ensure all mechanics receive a minimum of 18 hours of training per year
- **Strategy 3.1.3** - Ensure one mechanic for every 65 vehicles in the fleet by utilizing inmates from the Education and Workforce Development Program to augment the fleet maintenance shop.

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.



Trend and Analysis -The agency is responsible for tracking the County's fixed capital assets (any item over the value of \$5,000 purchased with County or federal funds and State assets valued at \$500 or more) to ensure their location and use is accounted for. The General Services Division tracks 3,506 items of equipment valued at approximately \$70 million.

Performance Measures -

Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of staff accounting for public safety inventory items	5	5	5	5	5
Number of staff accounting for fixed capital assets inventory	1	1	1	1	1
Workload, Demand and Production (output)					
Number of agencies verifying fixed capital assets quarterly	7	7	7	6	6
Efficiency					
Average number of public safety inventory items per staff member	21.6	28.8	28.6	28.6	28.6
Quality					
Average number of days to auction surplus vehicles	7	5	12	7	12
Impact (outcome)					
Percent of fixed capital assets that are in both the County's inventory and audit	79%	80%	82%	82%	80%

Strategies to Accomplish the Objective -

- **Strategy 4.1.1** - Provide supply property clerks to account for the County's fixed capital assets, surplus property, confiscated property and County operating inventory
- **Strategy 4.1.2** - Ensure all property clerks are fully trained on the inventory and asset tracking software
- **Strategy 4.1.3** - Generate a quarterly fixed capital assets report by agency to ensure accountability for the County's inventory

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.

Targets	Long Term Target Compared with Performance																
<p>Short term: By FY 2014 - 99%</p> <p>Intermediate term: By FY 2016 - 99.1%</p> <p>Long term: By FY 2018 - 99.2%</p>	<p>Long term target (FY18): 99.3%</p> <table border="1" style="margin: 0 auto;"> <caption>Performance Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Performance (%)</th> </tr> </thead> <tbody> <tr> <td>FY 2010 Actual</td> <td>97.0%</td> </tr> <tr> <td>FY 2011 Actual</td> <td>98.9%</td> </tr> <tr> <td>FY 2012 Actual</td> <td>99.0%</td> </tr> <tr> <td>FY 2013 Estimated</td> <td>100.0%</td> </tr> <tr> <td>FY 2014 Projected</td> <td>99.0%</td> </tr> </tbody> </table>					Fiscal Year	Performance (%)	FY 2010 Actual	97.0%	FY 2011 Actual	98.9%	FY 2012 Actual	99.0%	FY 2013 Estimated	100.0%	FY 2014 Projected	99.0%
Fiscal Year	Performance (%)																
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FY 2013 Estimated	100.0%																
FY 2014 Projected	99.0%																

Trend and Analysis -The agency is responsible for the efficient sorting, distributing and processing of all incoming internal and external mail. Overnight mail includes pieces of mail received from couriers such as FedEx, UPS, USPS, and DHL that are marked for next-day delivery. During FY 2012 the Mail Services Center processed 1,252,297 pieces of standard mail, received 11,269 pieces of certified mail, processed 66,017 pieces of outgoing certified mail and received and delivered 18,480 pieces of overnight mail and packages. Also at the close of FY 2012 the division saved the County \$59,933 by converting from regular certified mail processing to electronic certified mail processing.

Performance Measures -

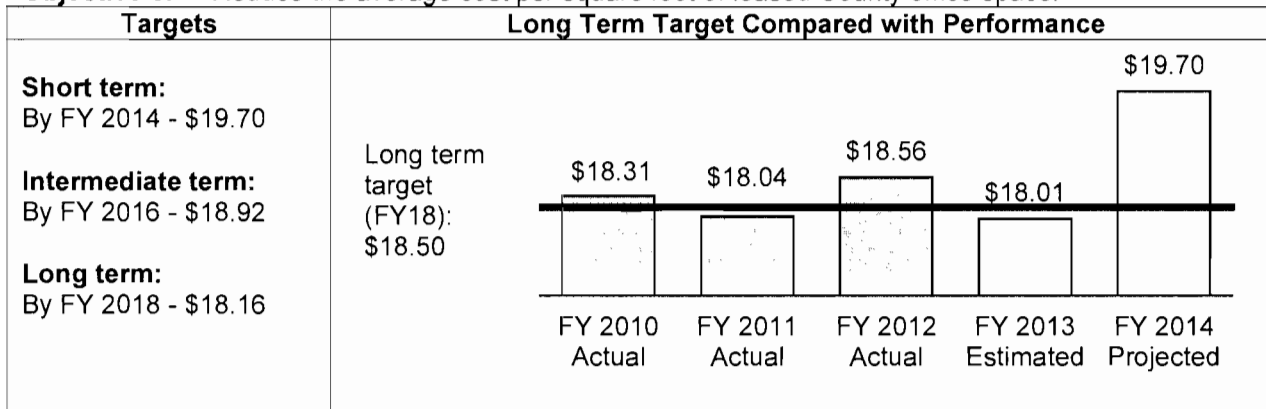
Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of staff processing mail items	2	2	4	4	4
Workload, Demand and Production (output)					
Number of pieces of overnight mail received	28,999	29,981	18,480	19,800	20,328
Number of pieces of overnight mail processed	28,999	29,981	18,480	19,800	20,328
Efficiency					
Average pieces of overnight mail processed per staff person	14,499.5	14,990.5	4,620.0	4,950.0	5,082.0
Quality					
Percentage of overnight mail not delivered within 24 hours	0.0%	4.5%	0.0%	0.0%	0.0%
Impact (outcome)					
Percentage of mail delivered to correct agency in 24 hours	97.0%	98.9%	99.0%	100.0%	99.0%

Strategies to Accomplish the Objective -

- **Strategy 5.1.1** - Provide mail service operators to deliver priority mail throughout County agencies
- **Strategy 5.1.2** - Ensure all mail service operators are trained properly on the mail tracking software and mail machines
- **Strategy 5.1.3** - Generate a daily tracking report identifying every piece of mail delivered and the delivery point with signature

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 - Reduce the average cost per square foot of leased County office space.



Trend and Analysis - The agency is responsible for County land acquisition, facilities, surplus property disposal and leases and subleases. The County enters into lease agreements to ensure space allocation for County employees and County visitors. The cost of space depends on several factors, including the market demand, operations, the locality and the type of space. The agency manages approximately 4 million square feet of County-owned office space including about 500,000 square feet of leased office space.

Performance Measures -

Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of staff lease reviewers and negotiators	2	2	2	1	2
Workload, Demand and Production (output)					
Number of leases executed	2	0	6	5	2
Number of terminated leases	3	0	2	2	4
Percentage of County office space that is leased	11%	16%	16%	16%	12%
Efficiency					
Average number of leases executed per staff	2.0	2.0	1.0	1.0	2.0
Quality					
Number of customer specifications included in negotiated leases	7	7	6	6	6
Impact (outcome)					
Average cost per square foot of leased County office space	\$18.31	\$18.04	\$18.56	\$18.01	\$19.70

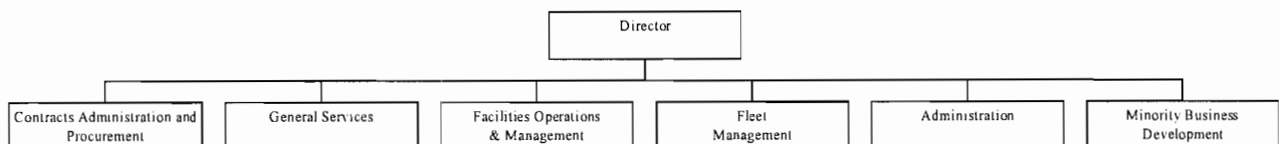
Strategies to Accomplish the Objective -

- **Strategy 6.1.1** - Ensure staff is properly trained and have the proper tools to perform
- **Strategy 6.1.2** - Execute leases, terminate leases, negotiate leases and acquisitions
- **Strategy 6.1.3** - Collaborate with all County agencies to ensure agencies have the appropriate space for their needs

FY 2013 KEY ACCOMPLISHMENTS

- Install "flood wall" ring around the County Administration Building to prevent a repeat flooding event
- Constructed a non-emergency 311 call center
- Completed requirements of the Americans with Disabilities Act Project Civic Access
- Develop and Implement a Local Business Reserve Program
- Acquired two new office buildings to reduce leasing costs

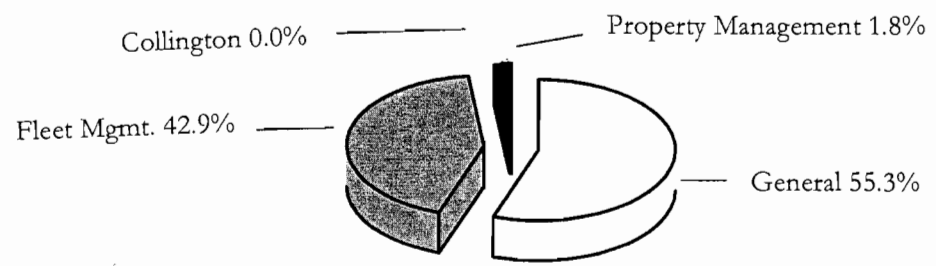
ORGANIZATIONAL CHART



	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
TOTAL EXPENDITURES	\$ 30,996,669	\$ 33,506,700	\$ 34,214,100	\$ 28,394,100	-15.3%
EXPENDITURE DETAIL					
Office Of The Director	2,379,892	2,758,100	2,527,100	2,528,700	-8.3%
Facilities Operations And Management	11,279,538	9,823,000	10,422,800	10,020,400	2%
Contract Administration & Procurement	1,423,411	1,411,400	1,647,500	1,535,000	8.8%
General Services	2,591,632	2,412,000	2,554,700	2,066,700	-14.3%
Supplier Development And Diversity	742,178	972,700	1,090,100	1,445,500	48.6%
Fleet Management Fund	14,534,758	17,445,800	17,445,200	12,171,100	-30.2%
Property Management Services Fund	246,618	518,500	361,500	518,500	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(2,206,358)	(1,839,800)	(1,839,800)	(1,896,800)	3.1%
TOTAL	\$ 30,996,669	\$ 33,506,700	\$ 34,214,100	\$ 28,394,100	-15.3%
SOURCES OF FUNDS					
General Fund	\$ 16,210,293	\$ 15,537,400	\$ 16,402,400	\$ 15,699,500	1%
Other County Operating Funds:					
Fleet Management Fund	14,534,758	17,445,800	17,445,200	12,171,100	-30.2%
Property Management Services Fund	246,618	518,500	361,500	518,500	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 30,996,669	\$ 33,506,700	\$ 34,214,100	\$ 28,394,100	-15.3%

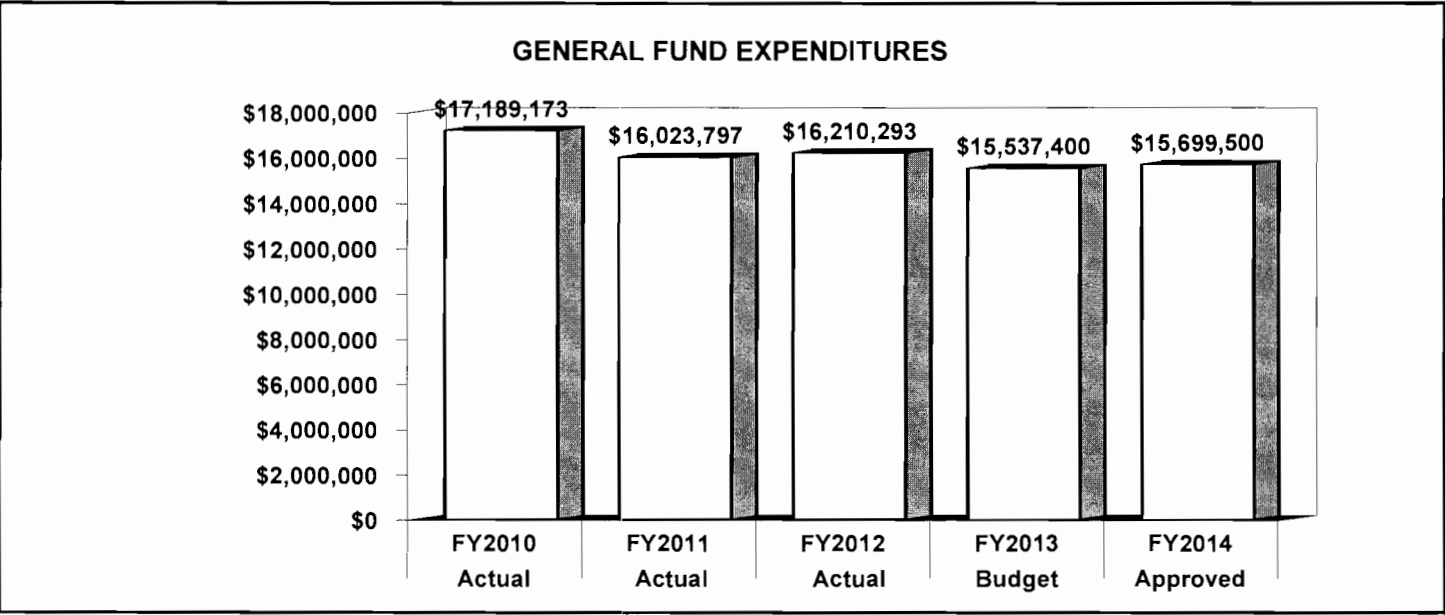
FY2014 SOURCES OF FUNDS

This agency is supported by four funding sources, including the General Fund. The Fleet Management Internal Service Fund revenues are composed of vehicle charges. The Property Management Special Revenues are composed of surplus real property sales proceeds. The Collington Special Revenue Fund incurs nominal operating expenses from the fund balance to monitor property sales and manage the fund.

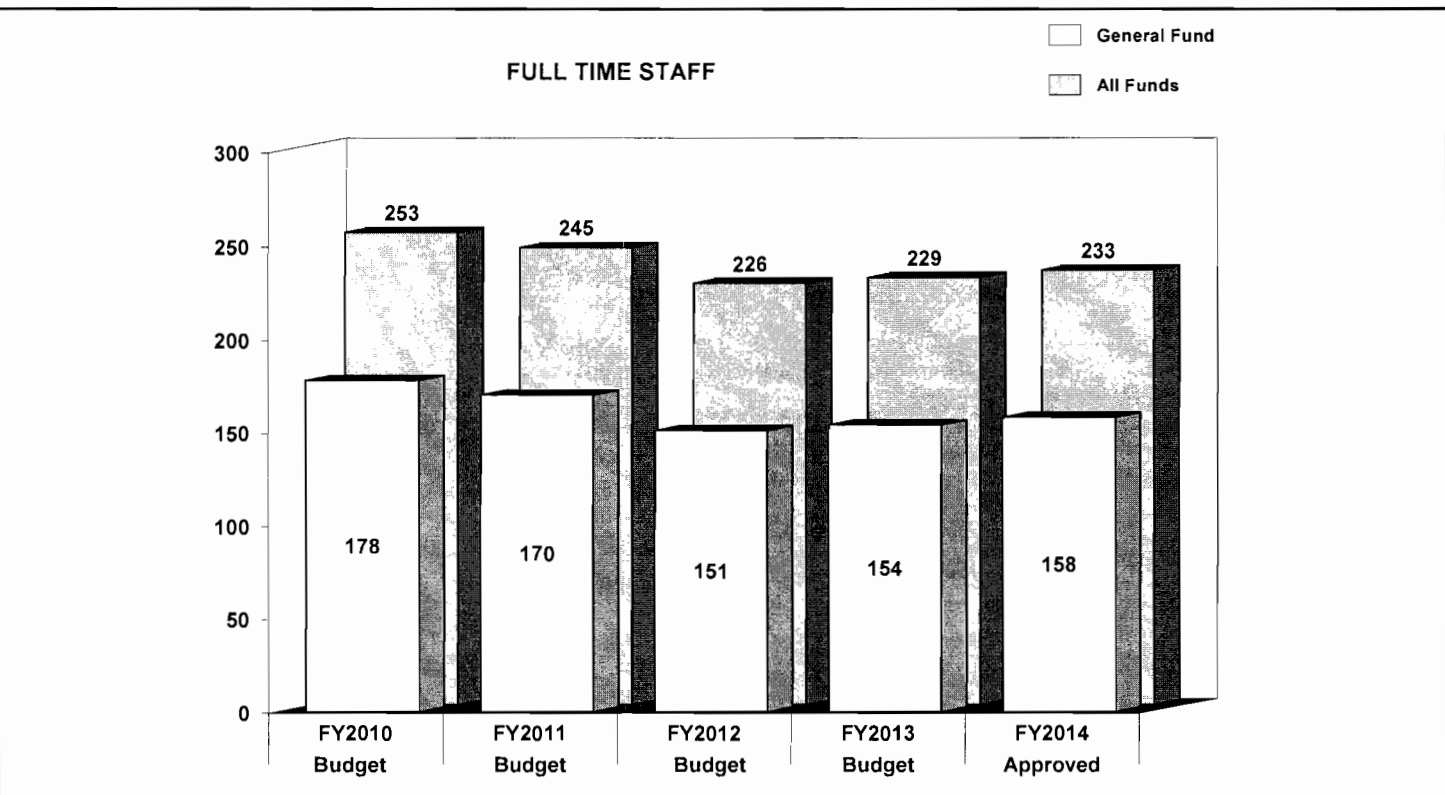


	FY2012 BUDGET	FY2013 BUDGET	FY2014 APPROVED	CHANGE FY13-FY14
GENERAL FUND STAFF				
Full Time - Civilian	151	154	158	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	226	229	233	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Specialists	10	0	0
Administrative Assistants	17	0	0
Administrative Aides	16	0	0
Buyers	7	0	0
Custodial Supervisors	2	0	0
Custodians	16	0	0
Building Engineers	19	0	0
Plumbers	5	0	0
Carpenters	5	0	0
General Clerks	5	0	0
Facility Maintenance Supervisors	5	0	0
Electricians	3	0	0
HVAC Technicians	2	0	0
Mail Personnel	5	0	0
Other	56	0	0
Mechanics	52	0	0
Managers	8	0	0
TOTAL	233	0	0



The agency's expenditures decreased 5.7% from FY 2010 to FY 2012. This decrease is primarily driven by a reduction in staff. The FY 2014 budget is 1.0% more than the FY 2013 approved budget.



The agency's General Fund staffing complement decreased by 24 full-time positions from FY 2010 to FY 2013. The FY 2014 staffing totals increase by four over the FY 2013 approved budget to support the implementation of CB-17-2011.

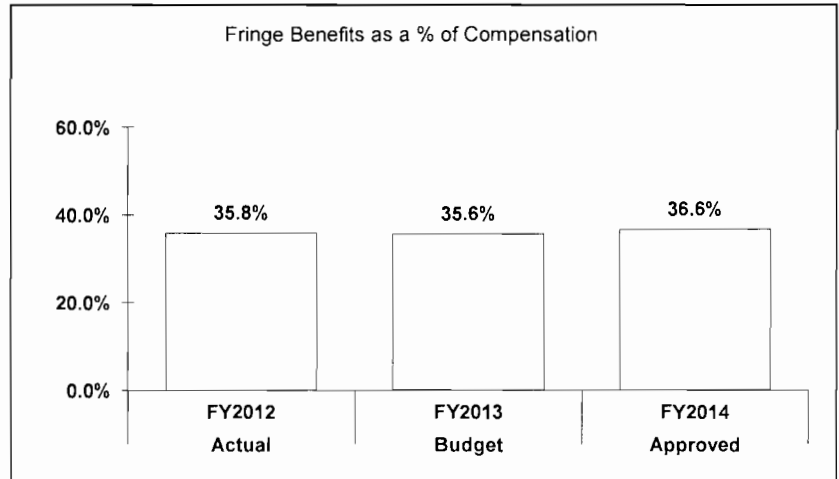
	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 8,531,807	\$ 8,473,900	\$ 8,616,000	\$ 8,165,700	-3.6%
Fringe Benefits	3,054,031	3,014,700	3,056,700	2,991,400	-0.8%
Operating Expenses	6,830,813	5,888,600	6,569,500	6,439,200	9.4%
Capital Outlay	0	0	0	0	0%
	\$ 18,416,651	\$ 17,377,200	\$ 18,242,200	\$ 17,596,300	1.3%
Recoveries	(2,206,358)	(1,839,800)	(1,839,800)	(1,896,800)	3.1%
TOTAL	\$ 16,210,293	\$ 15,537,400	\$ 16,402,400	\$ 15,699,500	1%
STAFF					
Full Time - Civilian	-	154	-	158	2.6%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

The FY 2014 compensation expenditures decrease 3.6% under the FY 2013 budget due primarily to attrition estimates. Compensation costs include funding for 158 full-time employees. Fringe benefit expenditures decrease 0.8% under the FY 2013 approved budget to reflect actual costs.

Operating expenditures increase 9.4% over the FY 2013 budget due to instituting new programs such as disparity study and business developments reserve.

In FY 2014, recoveries increase 3.1% over the FY 2013 budget.

MAJOR OPERATING EXPENDITURES FY2014	
Operational Contracts	\$ 4,234,700
Office Automation	\$ 704,700
Equipment Lease	\$ 550,300
Building Repair and Maintenance	\$ 410,700
Operating and Office Supplies	\$ 133,100



OFFICE OF THE DIRECTOR - 01

The Office of the Director manages agency operations, provides policy guidance and direction to the operating divisions and oversees school construction. This division is responsible for personnel and human resource development/management, budget development and monitoring, financial management, parking coordination, audio visual and special projects. The Office of the Director also manages the real property leases, acquisition and disposition. In FY 2014 the Office of the Director is streamlining administrative processes to operate more efficiently. This will lead to a compensation and fringe benefits savings.

Division Summary:

Compensation expenditures decrease 23.8% under the FY 2013 budget. Compensation costs include funding for 25 full-time employees. Fringe benefit expenditures decrease 17.2% under the FY 2013 budget to reflect actual costs. Operating expenditures increase 100.8% over the FY 2013 budget due to funds provided for a disparity study.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 1,654,979	\$ 1,829,700	\$ 1,624,400	\$ 1,395,100	-23.8%
Fringe Benefits	507,165	618,900	618,900	512,200	-17.2%
Operating Expenses	217,748	309,500	283,800	621,400	100.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,379,892	\$ 2,758,100	\$ 2,527,100	\$ 2,528,700	-8.3%
Recoveries	(216,416)	(420,500)	(420,500)	(420,500)	0%
TOTAL	\$ 2,163,476	\$ 2,337,600	\$ 2,106,600	\$ 2,108,200	-9.8%
STAFF					
Full Time - Civilian	-	25	-	25	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

FACILITIES OPERATIONS AND MANAGEMENT - 03

The Facilities Operations and Management Division is responsible for multiple building operations, renovations, and maintenance services. These include utilities management, custodial services and mechanical repairs for County-owned and County-leased buildings as well as for the fire stations. This division is responsible for minor and major renovation projects, coordinating conference room scheduling and special project setup. In FY 2014 the division will begin to outsource critical building repairs thus providing savings in compensation and fringe benefits.

Division Summary:

In FY 2014, compensation expenditures increase 2.4% over the FY 2013 budget. Compensation costs include funding for 85 full-time employees. Fringe benefit expenditures increase 5.4% over the FY 2013 budget to reflect actual costs. In FY 2014, operating expenditures increase 0.5% over the FY 2013 budget due to increased janitorial expenses.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 4,220,046	\$ 4,122,600	\$ 4,145,700	\$ 4,219,700	2.4%
Fringe Benefits	1,681,074	1,468,900	1,457,800	1,548,300	5.4%
Operating Expenses	5,378,418	4,231,500	4,819,300	4,252,400	0.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 11,279,538	\$ 9,823,000	\$ 10,422,800	\$ 10,020,400	2%
Recoveries	(1,130,766)	(846,900)	(846,900)	(903,900)	6.7%
TOTAL	\$ 10,148,772	\$ 8,976,100	\$ 9,575,900	\$ 9,116,500	1.6%
STAFF					
Full Time - Civilian	-	85	-	85	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

CONTRACT ADMINISTRATION & PROCUREMENT - 04

The Contract Administration and Procurement Division provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George's County Code. This division is responsible for procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises activities.

Division Summary:

In FY 2014, compensation expenditures increase 10.7% over the FY 2013 budget due to staffing changes. Compensation costs include funding for 12 full-time employees. Fringe benefit expenditures increase 9.2% over the FY 2013 budget to reflect actual costs. In FY 2014 operating expenditures increase 4.2% over the FY 2013 budget.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 908,668	\$ 772,700	\$ 948,500	\$ 855,300	10.7%
Fringe Benefits	292,965	285,900	337,700	312,200	9.2%
Operating Expenses	221,778	352,800	361,300	367,500	4.2%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,423,411	\$ 1,411,400	\$ 1,647,500	\$ 1,535,000	8.8%
Recoveries	(135,591)	(144,800)	(144,800)	(144,800)	0%
TOTAL	\$ 1,287,820	\$ 1,266,600	\$ 1,502,700	\$ 1,390,200	9.8%
STAFF					
Full Time - Civilian	-	12	-	12	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

GENERAL SERVICES - 05

The General Services Division is responsible for providing mail and courier services throughout the government. This division also manages the convenience copy center, records management and high-speed reproduction services.

Division Summary:

In FY 2014, compensation expenditures decrease 17.6% under the FY 2013 budget. Compensation costs include funding for 24 full-time employees. Fringe benefits expenditures decrease 18% under the FY 2013 budget to reflect actual costs. In FY 2014, operating expenditures decrease 7.5% under the FY 2013 budget due to a reduction in office supplies and equipment leases.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 1,232,724	\$ 1,182,000	\$ 1,244,200	\$ 974,300	-17.6%
Fringe Benefits	399,928	433,700	435,000	355,500	-18%
Operating Expenses	958,980	796,300	875,500	736,900	-7.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,591,632	\$ 2,412,000	\$ 2,554,700	\$ 2,066,700	-14.3%
Recoveries	(723,585)	(427,600)	(427,600)	(427,600)	0%
TOTAL	\$ 1,868,047	\$ 1,984,400	\$ 2,127,100	\$ 1,639,100	-17.4%
STAFF					
Full Time - Civilian	-	24	-	24	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

SUPPLIER DEVELOPMENT AND DIVERSITY - 06

Supplier Development and Diversity Division is responsible for maximizing contract opportunities for Prince George's County registered Minority Business Enterprises and local businesses.

Division Summary:

In FY 2014, compensation expenditures increase 27.2% over the FY 2013 budget due to the addition of four positions to help implement CB-17-2011, which promotes small, minority and disadvantage businesses. Compensation costs include funding for 12 full-time employees. Fringe benefit expenditures increase 27% over the FY 2013 budget due to a staffing complement change. Operating expenditures increase 132.2% over the FY 2013 budget due to instituting the business reserve program.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 515,390	\$ 566,900	\$ 653,200	\$ 721,300	27.2%
Fringe Benefits	172,899	207,300	207,300	263,200	27%
Operating Expenses	53,889	198,500	229,600	461,000	132.2%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 742,178	\$ 972,700	\$ 1,090,100	\$ 1,445,500	48.6%
Recoveries	0	0	0	0	0%
TOTAL	\$ 742,178	\$ 972,700	\$ 1,090,100	\$ 1,445,500	48.6%
STAFF					
Full Time - Civilian	-	8	-	12	50%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

FLEET MANAGEMENT FUND

The Fleet Management Division manages the County's pool of over 3,000 vehicles. The division is primarily responsible for the maintenance, repair and upgrade of County's sedans, trucks, buses and public safety vehicles. In addition, the Fleet Management Division provides multiple services including body repair, towing, road service and component rebuilding.

The Fleet Administrator is responsible for identifying vehicles that are eligible for replacement due to use in excess of the normal life or excessive repair cost, retirement of unserviceable vehicles and management of the County's motor fuel system. The responsibility of the Fleet Administration also includes coordinating the assignment of temporary transportation on a rental basis to the agencies upon request.

This division manages the services provided through an Internal Service Fund (IS43). Revenues are generated by the fees charged to the agencies on a cost basis. Additional revenues are generated from services rendered to other local governments and municipalities.

Division Summary:

The FY 2014 compensation expenditures increase 0.7% over the FY 2013 approved budget due to a change in staff mix. Compensation costs include funding for 75 full-time employees. Fringe benefit expenditures decrease 11.5% under the FY 2013 approved budget to reflect actual costs. Operating expenditures decrease 46.4% due to the elimination of use of fund balance to fund the purchase of public safety vehicles. Capital outlay expenditures increase 22.9% over the FY 2013 approved budget.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 3,664,664	\$ 4,039,200	\$ 4,039,200	\$ 4,067,500	0.7%
Fringe Benefits	1,918,602	2,522,600	2,522,600	2,233,100	-11.5%
Operating Expenses	8,951,492	10,836,800	10,836,200	5,812,500	-46.4%
Capital Outlay	0	47,200	47,200	58,000	22.9%
Sub-Total	\$ 14,534,758	\$ 17,445,800	\$ 17,445,200	\$ 12,171,100	-30.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 14,534,758	\$ 17,445,800	\$ 17,445,200	\$ 12,171,100	-30.2%
STAFF					
Full Time - Civilian	-	75	-	75	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

FLEET MANAGEMENT INTERNAL SERVICE FUND - IS43

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
BEGINNING FUND BALANCE	\$ 16,596,547	\$ 13,763,847	\$ 12,757,518	\$ 7,381,718	-46.4%
REVENUES					
Vehicle Charges	\$ 10,476,945	\$ 11,693,200	\$ 11,884,900	\$ 10,548,800	-9.8%
Pool Cars	0	25,000	140,000	140,000	460%
Gas Surcharge	17,504	10,000	9,500	9,500	-5%
Miscellaneous	201,280	9,500	10,000	10,000	5.3%
Appropriated Fund Balance	0	5,708,100	5,375,800	1,432,800	-74.9%
Monthly Vehicle Charges	0	0	0	0	0%
Transfer In	0	0	0	0	0%
M4 Computer Usage	0	0	0	0	0%
Warranty	0	0	25,000	30,000	100%
TOTAL REVENUES	\$ 10,695,729	\$ 17,445,800	\$ 17,445,200	\$ 12,171,100	-30.2%
EXPENDITURES					
Compensation	\$ 3,664,664	\$ 4,039,200	\$ 4,039,200	\$ 4,067,500	0.7%
Fringe Benefits	1,918,602	2,522,600	2,522,600	2,233,100	-11.5%
Operating Expenses	7,472,613	10,035,700	10,030,500	5,415,500	-46%
Depreciation	1,050,685	801,100	805,700	397,000	-50.4%
Interest Expense	428,194	0	0	0	0%
Capital Outlay - Heavy Equip.	0	47,200	47,200	58,000	22.9%
Capital Outlay - Vehicle Replacement	0	0	0	0	0%
Capital Outlay - Loss of Disposal	0	0	0	0	0%
Transfers	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 14,534,758	\$ 17,445,800	\$ 17,445,200	\$ 12,171,100	-30.2%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (3,839,029)	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (5,708,100)	\$ (5,375,800)	\$ (1,432,800)	-74.9%
ENDING FUND BALANCE	\$ 12,757,518	\$ 8,055,747	\$ 7,381,718	\$ 5,948,918	-26.2%

PROPERTY MANAGEMENT SERVICES FUND

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

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	246,618	518,500	361,500	518,500	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 246,618	\$ 518,500	\$ 361,500	\$ 518,500	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 246,618	\$ 518,500	\$ 361,500	\$ 518,500	0%

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
BEGINNING FUND BALANCE	\$ 2,137,044	\$ 2,665,244	\$ 2,751,926	\$ 2,440,426	-8.4%
REVENUES					
Rental Income	\$ 0	\$ 0	\$ 0	\$ 0	0%
Principal Payments	0	0	0	0	0%
Mortgage Interest	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	0	0	0	468,500	100%
Interest and dividends	0	50,000	50,000	50,000	0%
Sale of property	861,500	468,500	0	0	-100%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
TOTAL REVENUES	\$ 861,500	\$ 518,500	\$ 50,000	\$ 518,500	0%
EXPENDITURES					
Operating Expenses	\$ 246,618	\$ 518,500	\$ 361,500	\$ 518,500	0%
Debt Service	0	0	0	0	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 246,618	\$ 518,500	\$ 361,500	\$ 518,500	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 614,882	\$ 0	(311,500)	0	0%
OTHER ADJUSTMENTS	\$ 0	\$ 0	\$ 0	(468,500)	0%
ENDING FUND BALANCE	\$ 2,751,926	\$ 2,665,244	\$ 2,440,426	\$ 1,971,926	-26%

COLLINGTON CENTER FUND

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

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	5,000	5,000	5,000	5,000	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%

COLLINGTON CENTER SPECIAL REVENUE FUND - SR48

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
BEGINNING FUND BALANCE	\$ 1,137,974	\$ 1,132,974	\$ 1,132,974	\$ 1,127,974	-0.4%
REVENUES					
Interest & Dividends	\$ 0	\$ 0	\$ 0	\$ 0	0%
Sale of Property & Principal	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	0	5,000	5,000	5,000	0%
TOTAL REVENUES	\$ 0	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXPENDITURES					
Operating Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
Capital Improvement Transfer	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (5,000)	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (5,000)	\$ (5,000)	\$ (5,000)	0%
ENDING FUND BALANCE	\$ 1,132,974	\$ 1,127,974	\$ 1,127,974	\$ 1,122,974	-0.4%