

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

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

FY 2021 KEY ACCOMPLISHMENTS

- Increased the total number of certifications and re-certifications for County-based, County-located and minority businesses by 15%.
- Enhance the exterior of facilities by greatly improving the landscape features and accentuating exterior lighting.
- In cooperation with the Sustainable Energy Division and the Metropolitan Washington Council of Governments, developed and implemented a comprehensive fleet electrification and infrastructure plan that will guide the County through the next several years of the fleet’s transition to a larger plug-in fleet.
- Increased Records Search response time for the General Services Divisions’ (GSD) highest service requesting client, the States Attorney’s Office, from 5 days to 3 days.
- Reduced GSD’s average monthly operational costs by 7.5% (\$30K per year) by negotiating better leases/contracts to self-perform more services utilizing technology and industry advancements.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2022

The office's top priorities in FY 2022 are:

- Proactively engaging the General Services Division (GSD) clients to determine ways in which client services can be improved and delivered more efficiently to elevate the client's GSD experience.
- Increasing certifications and re-certifications for County-based, County-located and minority businesses by providing technical training and more outreach events aimed at engaging the diverse business community.
- The Contract Administration and Procurement (CAP) division will improve the quality of customer service by adopting service level agreements and develop more efficient processes.
- Perform appropriately scheduled technical facility tours (interior, exterior & systems) to identify potential or early on-set challenges to prevent operational failures to increase client satisfaction.
- Maintain fleet availability (96% minimum for FY 2022).

FY 2022 BUDGET SUMMARY

The FY 2022 approved budget for the Office of Central Services is \$38,583,500, an increase of 725,100 or 1.9% over the FY 2021 approved budget.

Expenditures by Fund Type

Fund Types	FY 2020 Actual		FY 2021 Budget		FY 2021 Estimate		FY 2022 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$22,990,385	59.7%	\$22,734,800	60.1%	\$24,147,900	61.6%	\$23,515,800	60.9%
Grant Funds	1,860,980	4.8%	—	0.0%	563,000	1.4%	—	0.0%
Internal Service Funds	13,045,646	33.9%	14,518,600	38.3%	13,879,900	35.4%	14,462,700	37.5%
Special Revenue Funds	590,822	1.5%	605,000	1.6%	605,000	1.5%	605,000	1.6%
Total	\$38,487,833	100.0%	\$37,858,400	100.0%	\$39,195,800	100.0%	\$38,583,500	100.0%

GENERAL FUND

The FY 2022 approved General Fund budget for the Office of Central Services is \$23,515,800, an increase of \$781,000 or 3.4% over the FY 2021 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2021 Approved Budget	\$22,734,800
Add: Operating — Increase to provide funding to support the development of the Prince George's Supply Schedule	\$450,000
Increase Cost: Compensation — An increase to fund vacant positions	442,700
Increase Cost: Operating — Increase in operating contracts for janitorial services	341,000
Increase Cost: Operating — Increase in operating contracts for security	146,400
Increase Cost: Operating — Increase in operating contracts for compliance monitoring software and bulk oil delivery	145,000
Increase Cost: Operating - Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	144,800
Increase Cost: Operating — Increase in operating contracts for snow removal	115,000

Reconciliation from Prior Year *(continued)*

	Expenditures
Increase Cost: Fringe Benefits — Increase in fringe benefit costs due to compensation adjustments including a new position; this is partially offset by a decrease in the fringe benefit rate from 34.4% to 34.0%	140,600
Increase Cost: Operating — Increase in building repair and maintenance, vehicle equipment repair and mileage reimbursement costs	92,400
Add: Compensation — Increase for one new Procurement Officer to assist the Health Department	84,900
Increase Cost: Operating — Increase in operating contracts for HVAC services	46,700
Increase Cost: Operating — Increase in operating contracts for landscaping	15,000
Decrease Cost: Operating — Decrease cost for other office automation charges due to the completion of the implementation of software to collaborate more effectively on contract management, partially offset by annual maintenance cost	(318,800)
Decrease Cost: Operating — Decrease in telephone, printing, training, advertising, membership fees, office supplies, equipment lease, gas and oil and office and operating equipment non-capital to align with actual expenses	(341,900)
Decrease Cost: Operating — Decrease in operating expenses for building space, electrical service, fire testing, pest control and overhead doors to align with actual cost	(722,800)
FY 2022 Approved Budget	\$23,515,800

INTERNAL SERVICE FUNDS

Fleet Management Internal Service Fund

The FY 2022 approved budget for the Fleet Management Internal Service Fund is \$14,462,700, a decrease of \$55,900 or -0.4% under the FY 2021 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2021 Approved Budget	\$14,518,600
Increase Cost: Operating — Increase in other office automation charges for software to collaborate more effectively on contract management annual maintenance cost and telephone expense, partially offset by various operating charges	\$127,400
Decrease Cost: Compensation — Decrease in salary for new hires	(26,600)
Decrease Cost: Fringe Benefits — Net decrease in costs due to a change in the fringe benefit rate from 51.5% to 48.7% and compensation adjustments	(156,700)
FY 2022 Approved Budget	\$14,462,700

SPECIAL REVENUE FUNDS

The FY 2022 approved Special Revenue Fund budgets for the Office of Central Services is \$605,000. FY 2022 funding remains unchanged from FY 2021 approved budget.

Property Management Services Special Revenue Fund

The FY 2022 approved budget for the Property Management Special Revenue fund budget is \$600,000. FY 2022 funding remains unchanged from the FY 2021 approved budget.

Collington Center Special Revenue Fund

The FY 2022 approved budget for the Collington Center Special Revenue fund budget is \$5,000. FY 2022 funding remains unchanged from the FY 2021 approved budget.

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2020 Budget	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22
General Fund				
Full Time - Civilian	171	171	172	1
Full Time - Sworn	0	0	0	0
Subtotal - FT	171	171	172	1
Part Time	0	0	0	0
Limited Term	0	0	0	0

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

Grant Program Funds				
Full Time - Civilian	0	0	0	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	0	0	0	0
Part Time	0	0	0	0
Limited Term	6	9	9	0

TOTAL				
Full Time - Civilian	246	246	247	1
Full Time - Sworn	0	0	0	0
Subtotal - FT	246	246	247	1
Part Time	0	0	0	0
Limited Term	6	9	9	0

Positions By Classification	FY 2022		
	Full Time	Part Time	Limited Term
Construction Project Manager	0	0	1
Contract Project Coordinator	2	0	0
Contractual Services Officer	2	0	0
Custodian	11	0	0
Custodian Supervisor	2	0	0
Deputy Director	2	0	0
Director	1	0	0
Drywall Mechanic	1	0	0
Electrician	2	0	0
Equipment Service Worker	1	0	0
Executive Administrative Aide	1	0	0
Executive Director	1	0	0
Facilities Maintenance Supervisor	5	0	0
Facilities Manager	3	0	0
Garage Supervisor	6	0	0
General Clerk	8	0	0
Graphic Artist	1	0	0
Heating VAC Technician	3	0	0
Human Resources Analyst	3	0	0
Info Tech Proj Coordinator	2	0	0
Mail Services Operator	3	0	0
Mail Services Supervisor	1	0	0
Maintenance Services Attendant	14	0	0
Master Electrician	1	0	0
Master Plumber	1	0	0
Mechanic	51	0	0
Overhead Door Mechanic	1	0	0
Parts Specialist	4	0	0
Plumber	5	0	0
Printer	2	0	0
Procurement Officer	12	0	0
Property Acquisition & Dev Admin	1	0	0
Public Information Officer	1	0	0
Quality Assurance Analyst	0	0	4
Realty Specialist	3	0	0
Supply Manager	6	0	0
Supply Technician	2	0	0
Supply-Property Clerk	7	0	0
Systems Analyst	1	0	0
Trades Helper	2	0	0
Transit Service Coordinator	1	0	0
TOTAL	247	0	9

Positions By Classification	FY 2022		
	Full Time	Part Time	Limited Term
Administrative Aide	13	0	0
Administrative Assistant	7	0	2
Administrative Specialist	11	0	0
Associate Director	1	0	0
Audio Visual Specialist	3	0	0
Budget Management Analyst	3	0	0
Building Engineer	22	0	0
Carpenter	3	0	0
Clean Transportation Analyst	0	0	1
Community Energy Planner	0	0	1
Compliance Specialist	8	0	0

Expenditures by Category - General Fund

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Compensation	\$10,234,100	\$9,728,800	\$10,820,200	\$10,256,400	\$527,600	5.4%
Fringe Benefits	3,440,991	3,346,600	3,722,200	3,487,200	140,600	4.2%
Operating	10,571,247	10,885,600	10,831,700	10,998,400	112,800	1.0%
Capital Outlay	548	—	—	—	—	
SubTotal	\$24,246,886	\$23,961,000	\$25,374,100	\$24,742,000	\$781,000	3.3%
Recoveries	(1,256,501)	(1,226,200)	(1,226,200)	(1,226,200)	—	0.0%
Total	\$22,990,385	\$22,734,800	\$24,147,900	\$23,515,800	\$781,000	3.4%

In FY 2022, compensation expenditures increase 5.4% over the FY 2021 budget due to creation of one new procurement officer position to assist health department as well as funding for three vacant positions. Compensation includes funding for 153 out of 172 full time employees. Fringe benefit expenditures increase 4.2% over the FY 2021 budget due to compensation adjustments.

Operating expenses increase 1.0% over the FY 2021 budget primarily due to provide funding to support the development of the Prince George's Supply Schedule, janitorial services, compliance maintenance software and technology cost increase in OIT charges based on anticipated countywide costs for technology, partial offset by decreased equipment lease and other office automation charges. Other increases includes procurement management system software annual maintenance fees.

Recoveries remain unchanged from FY 2021.

Expenditures by Division - General Fund

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Office of the Director	\$3,432,125	\$3,400,200	\$3,861,500	\$3,759,200	\$359,000	10.6%
Facilities Operations and Management Division	14,374,131	13,358,900	14,677,600	13,641,700	282,800	2.1%
Contract Administration and Procurement Division	1,984,374	2,691,400	2,794,700	3,181,600	490,200	18.2%
General Services Division	2,245,162	2,281,500	1,774,600	1,855,600	(425,900)	-18.7%
Supplier Development and Diversity	954,593	1,002,800	1,039,500	1,077,700	74,900	7.5%
Total	\$22,990,385	\$22,734,800	\$24,147,900	\$23,515,800	\$781,000	3.4%

General Fund - Division Summary

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Office of the Director						
Compensation	\$3,018,149	\$2,585,900	\$3,010,000	\$2,873,100	\$287,200	11.1%
Fringe Benefits	868,178	898,000	1,035,500	976,800	78,800	8.8%
Operating	(92,340)	275,200	174,900	268,200	(7,000)	-2.5%
Capital Outlay	—	—	—	—	—	
SubTotal	\$3,793,987	\$3,759,100	\$4,220,400	\$4,118,100	\$359,000	9.6%
Recoveries	(361,862)	(358,900)	(358,900)	(358,900)	—	0.0%
Total Office of the Director	\$3,432,125	\$3,400,200	\$3,861,500	\$3,759,200	\$359,000	10.6%
Facilities Operations and Management Division						
Compensation	\$4,593,580	\$4,340,900	\$4,956,200	\$4,296,900	\$(44,000)	-1.0%
Fringe Benefits	1,723,901	1,491,200	1,704,900	1,461,000	(30,200)	-2.0%
Operating	8,610,548	7,879,800	8,369,500	8,236,800	357,000	4.5%
Capital Outlay	548	—	—	—	—	
SubTotal	\$14,928,577	\$13,711,900	\$15,030,600	\$13,994,700	\$282,800	2.1%
Recoveries	(554,446)	(353,000)	(353,000)	(353,000)	—	0.0%
Total Facilities Operations and Management Division	\$14,374,131	\$13,358,900	\$14,677,600	\$13,641,700	\$282,800	2.1%
Contract Administration and Procurement Division						
Compensation	\$881,880	\$1,127,300	\$1,233,800	\$1,382,400	\$255,100	22.6%
Fringe Benefits	278,267	381,700	424,400	470,100	88,400	23.2%
Operating	935,652	1,302,300	1,256,400	1,449,000	146,700	11.3%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,095,799	\$2,811,300	\$2,914,600	\$3,301,500	\$490,200	17.4%
Recoveries	(111,425)	(119,900)	(119,900)	(119,900)	—	0.0%
Total Contract Administration and Procurement Division	\$1,984,374	\$2,691,400	\$2,794,700	\$3,181,600	\$490,200	18.2%
General Services Division						
Compensation	\$1,241,843	\$1,290,800	\$1,042,400	\$1,101,800	\$(189,000)	-14.6%
Fringe Benefits	431,227	443,500	358,600	374,600	(68,900)	-15.5%
Operating	800,860	941,600	768,000	773,600	(168,000)	-17.8%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,473,930	\$2,675,900	\$2,169,000	\$2,250,000	\$(425,900)	-15.9%
Recoveries	(228,768)	(394,400)	(394,400)	(394,400)	—	0.0%
Total General Services Division	\$2,245,162	\$2,281,500	\$1,774,600	\$1,855,600	\$(425,900)	-18.7%

General Fund - Division Summary *(continued)*

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Supplier Development and Diversity						
Compensation	\$498,648	\$383,900	\$577,800	\$602,200	\$218,300	56.9%
Fringe Benefits	139,418	132,200	198,800	204,700	72,500	54.8%
Operating	316,527	486,700	262,900	270,800	(215,900)	-44.4%
Capital Outlay	—	—	—	—	—	
SubTotal	\$954,593	\$1,002,800	\$1,039,500	\$1,077,700	\$74,900	7.5%
Recoveries	—	—	—	—	—	
Total Supplier Development and Diversity	\$954,593	\$1,002,800	\$1,039,500	\$1,077,700	\$74,900	7.5%
Total	\$22,990,385	\$22,734,800	\$24,147,900	\$23,515,800	\$781,000	3.4%

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 and management, budget development and monitoring, financial management, parking coordination, audio visual and special projects. The Office of the Director also manages the real property leases, acquisition and disposition as well as the sustainable energy program. The Compliance Unit reviews contract compliance and reporting requirements associated with the Jobs First Act of 2011 and the Jobs and Opportunity Act of 2016. The Compliance Unit establishes the annual Prevailing Wage Rates, 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 2022, the division expenditures increase \$359,000 or 10.6% over the FY 2021 budget. Staffing resources increase by one position from the from the FY 2021 budget. The primary budget changes include:

- Compensation and fringe benefit costs increase primarily due to funding three vacant positions, partial offset by attrition and lapse in the division.
- An increase operating contract services for compliance monitoring software.
- A decrease in general telephone, printing, advertising, membership fees, mileage reimbursement and general and administrative contracts, partial offset by increase in contracts for compliance monitoring software.

	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22	
			Amount (\$)	Percent (%)
Total Budget	\$3,400,200	\$3,759,200	\$359,000	10.6%
STAFFING				
Full Time - Civilian	33	34	1	3.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	33	34	1	3.0%
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.

- An increase in OIT charges based on anticipated countywide costs for technology.
- An increase in janitorial services and snow removal to align with actual cost.

Fiscal Summary

In FY 2022, the division expenditures increase \$282,800 or 2.1% over the FY 2021 budget. Staffing resources decrease by two positions from the from the FY 2021 budget. The primary budget changes include:

- A decrease in personnel costs primarily due increase in attrition and the reallocation of two positions to the Supplier Development and Diversity Division.

	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22	
			Amount (\$)	Percent (%)
Total Budget	\$13,358,900	\$13,641,700	\$282,800	2.1%
STAFFING				
Full Time - Civilian	87	85	(2)	-2.3%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	87	85	(2)	-2.3%
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.

- A decrease cost for software implementation, partially offset by the development of the Prince George’s Supply Schedule and annual maintenance cost. OCS will begin implementation of software in February 2021.
- A decrease in other office automation charges, partially offset by increases in vehicle equipment repair and maintenance.

Fiscal Summary

In FY 2022, the division expenditures increase \$490,200 or 18.2% over the FY 2021 budget. Staffing resources increase by one position from the from the FY 2021 budget. The primary budget changes include:

- Compensation and fringe benefit costs increase primarily due to funding for a new procurement officer, this is partial offset by attrition and lapse in the division.

	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22	
			Amount (\$)	Percent (%)
Total Budget	\$2,691,400	\$3,181,600	\$490,200	18.2%
STAFFING				
Full Time - Civilian	19	20	1	5.3%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	19	20	1	5.3%
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.

- An increase in telephone, mileage reimbursement and mail courier services to align with actual cost.
- A decrease in operating equipment lease and general office supplies.

Fiscal Summary

In FY 2022, the division expenditures decrease \$425,900 or -18.7% under the FY 2021 budget. Staffing resources decrease by one position from the from the FY 2021 budget. The primary budget changes include:

- A decrease in personnel costs due to lapse and attrition as well as a transfer of one position to the Contract Administration and Procurement Division.

	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22	
			Amount (\$)	Percent (%)
Total Budget	\$2,281,500	\$1,855,600	\$(425,900)	-18.7%
STAFFING				
Full Time - Civilian	25	24	(1)	-4.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	25	24	(1)	-4.0%
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 operating contracts and advertising to align with actual cost.

Fiscal Summary

In FY 2022, the division expenditures increase \$74,900 or 7.5% over the FY 2021 budget. Staffing resources increase by two positions from the FY 2021 budget. The primary budget changes include:

- An increase in personnel costs due to a staffing increase and funding allocated for two vacant positions previously unfunded.

	FY 2021 Budget	FY 2022 Approved	Change FY21-FY22	
			Amount (\$)	Percent (%)
Total Budget	\$1,002,800	\$1,077,700	\$74,900	7.5%
STAFFING				
Full Time - Civilian	7	9	2	28.6%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	7	9	2	28.6%
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 2022, compensation expenditures decrease 0.5% under the FY 2021 budget due to increased attrition. Fringe benefit expenditures decrease 5.9% under the FY 2021 budget due to compensation adjustments and a decrease in the fringe benefit rate to align with anticipated costs. Fringe benefit expenditures include funding for other post-employment benefits (OPEB) totaling \$854,000.

Operating expenses increase 2.0% over the FY 2021 budget due to growth in telephone, procurement management system software annual maintenance fees and vehicle equipment repair and maintenance costs. This is partially offset by a decrease in utilities, other office automation charges, training, storm water pond maintenance and miscellaneous expense.

Capital outlay costs remain unchanged from the FY 2021 budget. Funding allocated for the replacement of fuel pumps, tire balancer machine, a vehicle lift and alternative fuel vehicles.

Expenditures by Category

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Compensation	\$4,946,337	\$5,137,200	\$4,987,700	\$5,110,600	\$(26,600)	-0.5%
Fringe Benefits	2,884,848	2,645,600	2,568,700	2,488,900	(156,700)	-5.9%
Operating	5,214,461	6,425,800	6,014,300	6,553,200	127,400	2.0%
Capital Outlay	—	310,000	309,200	310,000	—	0.0%
Total	\$13,045,646	\$14,518,600	\$13,879,900	\$14,462,700	\$(55,900)	-0.4%
Total	\$13,045,646	\$14,518,600	\$13,879,900	\$14,462,700	\$(55,900)	-0.4%

Fund Summary

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimated	FY 2022 Approved	FY 2021-2022	
					Change \$	Change %
BEGINNING FUND BALANCE	\$11,400,887	\$11,510,312	\$11,777,062	\$11,464,562	\$(45,750)	-0.4%
REVENUES						
Maintenance Charges	\$12,806,703	\$12,960,400	\$12,960,400	\$13,225,500	\$265,100	2.0%
Warranty Recovery	—	12,000	12,000	12,000	—	0.0%
Miscellaneous Revenue	13,810	25,000	25,000	25,000	—	0.0%
Fuel Tax Refund	401,903	400,000	400,000	400,000	—	0.0%
Motor Pool	199,405	170,000	170,000	170,000	—	0.0%
Appropriated Fund Balance	—	951,200	312,500	630,200	(321,000)	-33.7%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$13,421,821	\$14,518,600	\$13,879,900	\$14,462,700	\$(55,900)	-0.4%
EXPENDITURES						
Compensation	\$4,946,337	\$5,137,200	\$4,987,700	\$5,110,600	\$(26,600)	-0.5%
Fringe Benefits	2,884,848	2,645,600	2,568,700	2,488,900	(156,700)	-5.9%
Operating	5,214,461	6,425,800	6,014,300	6,553,200	127,400	2.0%
Capital Outlay	—	310,000	309,200	310,000	—	0.0%
Total Expenditures	\$13,045,646	\$14,518,600	\$13,879,900	\$14,462,700	\$(55,900)	-0.4%
EXCESS OF REVENUES OVER EXPENDITURES	376,175	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(951,200)	(312,500)	(630,200)	321,000	-33.7%
ENDING FUND BALANCE	\$11,777,062	\$10,559,112	\$11,464,562	\$10,834,362	\$275,250	2.6%

Property Management Services Special Revenue Fund

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

Fiscal Summary

The FY 2022 approved budget for the Property Management Special Revenue Fund is \$600,000. FY 2022 funding remains unchanged from FY 2021 approved budget.

Expenditures by Category

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Operating	\$585,822	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$585,822	\$600,000	\$600,000	\$600,000	\$—	0.0%
Total	\$585,822	\$600,000	\$600,000	\$600,000	\$—	0.0%

Fund Summary

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimated	FY 2022 Approved	FY 2021-2022	
					Change \$	Change %
BEGINNING FUND BALANCE	\$921,898	\$921,899	\$397,466	\$1,052,666	\$130,767	14.2%
REVENUES						
Sale of Property	\$61,390	\$600,000	\$1,255,200	\$600,000	\$—	0.0%
Miscellaneous Collections	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	—	—	—	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$61,390	\$600,000	\$1,255,200	\$600,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	585,822	600,000	600,000	600,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$585,822	\$600,000	\$600,000	\$600,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(524,432)	—	655,200	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	—	—	0.0%
ENDING FUND BALANCE	\$397,466	\$921,899	\$1,052,666	\$1,052,666	\$130,767	14.2%

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 2022 approved budget for the Collington Center Service Special Revenue Fund is \$5,000. FY 2022 funding remains unchanged from FY 2021 approved budget.

Expenditures by Category

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					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 2020 Actual	FY 2021 Budget	FY 2021 Estimated	FY 2022 Approved	FY 2021-2022	
					Change \$	Change %
BEGINNING FUND BALANCE	\$147,974	\$142,974	\$142,974	\$137,974	\$(5,000)	-3.5%
REVENUES						
Interest and dividends	\$—	\$—	\$—	\$—	\$—	0.0%
Transfer from Collington Center	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	5,000	5,000	5,000	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$—	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	5,000	5,000	5,000	5,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$5,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(5,000)	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	(5,000)	(5,000)	—	0.0%
ENDING FUND BALANCE	\$142,974	\$137,974	\$137,974	\$132,974	\$(5,000)	-3.6%

GRANT FUNDS SUMMARY

Expenditures by Category - Grant Funds

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Compensation	\$192,767	\$—	\$220,000	\$—	\$—	
Fringe Benefits	18,631	—	33,000	—	—	
Operating	1,649,582	—	310,000	—	—	
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,860,980	\$—	\$563,000	\$—	\$—	
Recoveries	—	—	—	—	—	
Total	\$1,860,980	\$—	\$563,000	\$—	\$—	

The FY 2022 approved grant budget is \$0 and remains unchanged from the FY 2021 approved budget. The FY 2021 estimate reflects ongoing efforts to process Sustainable Energy's Clean Energy Program grants. All of the Sustainable Energy's Clean Energy Program funding was previously appropriated in FY 2019. In FY 2022, funding in the amount of \$761,300 will be spent to support nine positions and the operations of the program.

Staff Summary by Division - Grant Funds

Staff Summary by Division & Grant Program	FY 2021			FY 2022		
	FT	PT	LTGF	FT	PT	LTGF
Office of the Director						
Transforming Neighborhood initiative (TNI) Clean Energy Program	—	—	9	—	—	9
Total Office of the Director	—	—	9	—	—	9
Total	—	—	9	—	—	9

In FY 2022, funding is provided for nine limited term grant funded (LTGF) position. This remain unchanged from the FY 2021 approved budget.

Grant Funds by Division

Grant Name	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Approved	Change FY21-FY22	
					Amount (\$)	Percent (%)
Office of the Director						
Transforming Neighborhood Initiative (TNI) Clean Energy Program	\$1,860,980	\$—	\$563,000	\$—	\$—	
Total Office of the Director	\$1,860,980	\$—	\$563,000	\$—	\$—	
Subtotal	\$1,860,980	\$—	\$563,000	\$—	\$—	
Total Transfer from General Fund - (County Contribution/Cash Match)	—	—	—	—	—	
Total	\$1,860,980	\$—	\$563,000	\$—	\$—	

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 2026 Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected	Trend
2,001	1,501	1,274	1,464	1,669	↑

Trend and Analysis

The Supplier Development and Diversity Division (SDDD), is the "Connection to Resources and Opportunities." In that role, SDDD is the primary advocate for local, small, disadvantaged, minority, and veteran-owned businesses seeking to do business with Prince George's County. SDDD strongly advocates and outreach to Prince George's County Businesses by providing certification training, technical training, and strategic sourcing opportunities to assure that local businesses are afforded an equitable share of procurements and contracted dollar opportunities.

Performance Measures

Measure Name	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Resources (Input)					
Supplier Diversity and Development Division (SDDD) staff	9	6	9	9	9
SDDD business analysts	5	3	3	3	5
Workload, Demand and Production (Output)					
Minority business re-certifications	708	665	294	400	510
County-based business certification applications	196	223	154	170	195
Site visits to potential County-based businesses	83	56	53	48	55
Efficiency					
Certified County-based minority business applications and re-certifications per analyst	203	357	410	450	475
Quality					
Minority business certified within five business days	96%	100%	100%	100%	100%
County-based certifications completed within 90-days	96%	100%	96%	100%	100%
Impact (Outcome)					
Total certified and registered minority businesses (cumulative)	860	850	691	795	914
Total certified County-based businesses (cumulative)	677	596	539	619	700
Total County-located businesses (cumulative)	53	55	44	50	55
Total certified County-based, County-located and certified minority businesses	730	1,501	1,274	1,464	1,669

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 2026 Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected	Trend
90%	60%	65%	70%	75%	↑

Trend and Analysis

Providing regular preventive maintenance for county facilities is the first defense against failures in service, shortened equipment life, and promotes smooth operational efficiency. In an increasingly sophisticated world where technologies for major building equipment and systems are constantly evolving, training for building staff is of paramount importance to enable best practices and the highest efficiency and levels of service. Accurate property conditions assessments enable accurate predictions of needs, elimination of most emergencies, and more predictable budgetary planning.

Performance Measures

Measure Name	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Resources (Input)					
Maintenance staff available to respond to work requests	37	43	57	60	60
Workload, Demand and Production (Output)					
Pieces of equipment to maintain	1,942	1,942	1,942	1,967	1,970
Preventive maintenance tasks to be completed	5,987	5,987	5,269	6,059	6,059
Preventive maintenance tasks completed	1,934	1,934	312	350	400
Building square feet maintained	488,177	488,177	488,177	488,177	488,177
Work order requests	5,577	7,680	4,824	4,824	8,064
Work orders completed	3,191	2,316	3,402	3,402	2,386
County-owned buildings	93	121	195	199	199
Repairs requested in the correctional facility	4,329	4,329	1,888	2,175	2,216
Repairs completed in the correctional facility	431	431	999	900	900
Efficiency					
Work order requests per staff member	151	179	154	141	137
Square footage maintained per staff	127,972	110,115	91,841	91,841	87,249
Quality					
Preventive maintenance tasks completed within one month	60%	60%	60%	62%	63%
Work orders completed within 10 days	60%	60%	60%	62%	62%
Impact (Outcome)					
County-owned buildings in good condition	60%	60%	65%	70%	75%

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 2026 Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected	Trend
99%	96%	96%	97%	97%	↔

Trend and Analysis

The Fleet Division is on track to meet its goals and objectives for fleet availability. The FY 2020 County vehicles that are available and operable for use is 96%. Fleet availability has been trending positively for several years. This is due to the implementation of performance delivery strategies and newer, more dependable vehicles entering the County's fleet as well as many other improvements through increased in-sourcing of work.

Performance Measures

Measure Name	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Resources (Input)					
Mechanics	32	38	41	44	42
Workload, Demand and Production (Output)					
County vehicles	3,266	3,313	3,260	3,320	3,320
Work orders for County vehicles	12,306	12,975	11,846	11,283	12,000
Police vehicles fitted with police equipment by the County	33	84	59	80	75
Vehicles requiring replacement due to an accident	52	52	44	54	50
Vehicles taken out of service (retired, destroyed, etc.)	296	361	195	215	200
Efficiency					
Work orders per mechanic	384	341	288	256	285
Direct labor hours per mechanic	109	1,267	1,166	1,200	1,250
Quality					
Customer surveys that were favorable	100%	100%	99%	99%	99%
Repairs repeated	58	27	28	21	25
Impact (Outcome)					
County vehicles that are available and operable	95%	96%	96%	97%	97%

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 2026 Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected	Trend
100%	100%	100%	100%	100%	↔

Trend and Analysis

The agency has continued to increase the overall management of County equipment assets from different agencies accurately and effectively. Continuous Systems, Applications & Products in Data Processing (SAP) system enhancements identifying all procurement contracts above \$5,000 will help to maintain the percentage of Capital assets recorded.

Performance Measures

Measure Name	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Resources (Input)					
Staff accounting for public safety inventory items	4	4	3	3	3
Staff accounting for fixed capital assets inventory	1	2	2	1	1
Workload, Demand and Production (Output)					
Agencies verifying fixed capital assets quarterly	7	8	8	8	8
Efficiency					
Public safety inventory items per staff member	30	46	151	179	179
Quality					
Days to auction surplus vehicles	22	21	29	31	31
Impact (Outcome)					
Fixed capital assets that are in both the County's inventory and audit	80%	100%	100%	100%	100%

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

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

FY 2026 Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected	Trend
\$800,000	\$190,940	\$396,020	\$1,200,000	\$900,000	↑

Trend and Analysis

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

Performance Measures

Measure Name	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Resources (Input)					
Staff lease reviewers and negotiators	2	2	3	3	4
Workload, Demand and Production (Output)					
Leases executed	27	24	0	14	4
Terminated leases	0	6	0	5	3
County office space that is leased	9%	12%	12%	11%	13%
Properties sold	18	4	0	7	15
Efficiency					
Contracts drafted and reviewed per staff	45	22	23	25	7
Quality					
Aggregate amount of County surplus properties sold out of total surplus inventory	38%	29%	30%	35%	40%
Impact (Outcome)					
Total revenue generated from properties sold	\$263,466	\$190,940	\$396,020	\$1,200,000	\$900,000