

OFFICE OF CENTRAL SERVICES - 131

MISSION AND SERVICES

Mission - 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

Strategic Focus in FY 2016 -

The agency's top priorities in FY 2016 are:

- Increase the number of County-based certified and registered businesses by administering a certification program, promoting the County's business development and minority business programs, and implementing and executing the requirement of the Jobs First Act and the Business Development Reserve Program
- Maintain the percentage of contract dollars awarded to minority businesses at or above 30%
- Maintain the percentage of contract dollars awarded to County-based businesses at or above 40%
- Increase the percent of buildings classified as being in "good condition"

FY 2016 BUDGET SUMMARY

The FY 2016 approved budget for the Office of Central Services is \$31,148,800, a decrease of \$945,500 or 2.9% under the FY 2015 budget. This includes \$13.4 million from the Fleet Management Fund, \$0.5 million from the Property Management Services Fund, \$5,000 from the Collington Center Fund, and \$17.2 million from the General Fund.

GENERAL FUNDS

The FY 2016 approved General Fund budget for the Office of Central Services is \$17,206,300, an increase of \$469,800 or 2.8% over the FY 2015 budget.

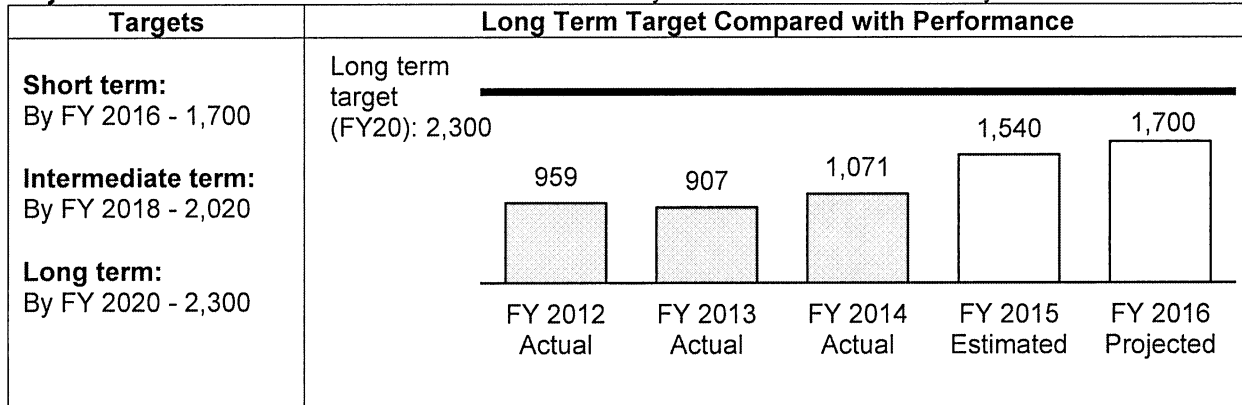
Budgetary Changes -

FY 2015 BUDGET	\$16,736,500
Recoveries decrease due to a vacancy in the Real Estate Division	\$345,200
Increase operating expenses for software upgrades for CB-17 compliance	\$150,000
Fringe Benefits increase as a result of higher costs county-wide	\$130,700
Reallocated funds from Non-Departmental that have been earmarked for building maintenance	\$53,900
Compensation reduction is due to spending control measure	(\$210,000)
FY 2016 APPROVED BUDGET	\$17,206,300

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 of certified County-based and certified minority businesses.



Trend and Analysis -

The agency has updated and enhanced this objective for FY 2016 to focus exclusively on the dynamically changing requirements of the Jobs First Act. The efforts include outreach, education and training of businesses, building stakeholder partnerships, training internal agencies, conducting site visits, and processing applications. Pursuant to County Code 10A-136, the Supplier, Diversity, and Development Division (SDDD) will continue to maintain certifications of existing certified minority businesses and recruit for new MBEs. One of the methods used to recruit new businesses will be to expand the pool of jurisdictions that we provide reciprocal certifications. (e.g. District of Columbia, Washington Airport Authority, etc.).

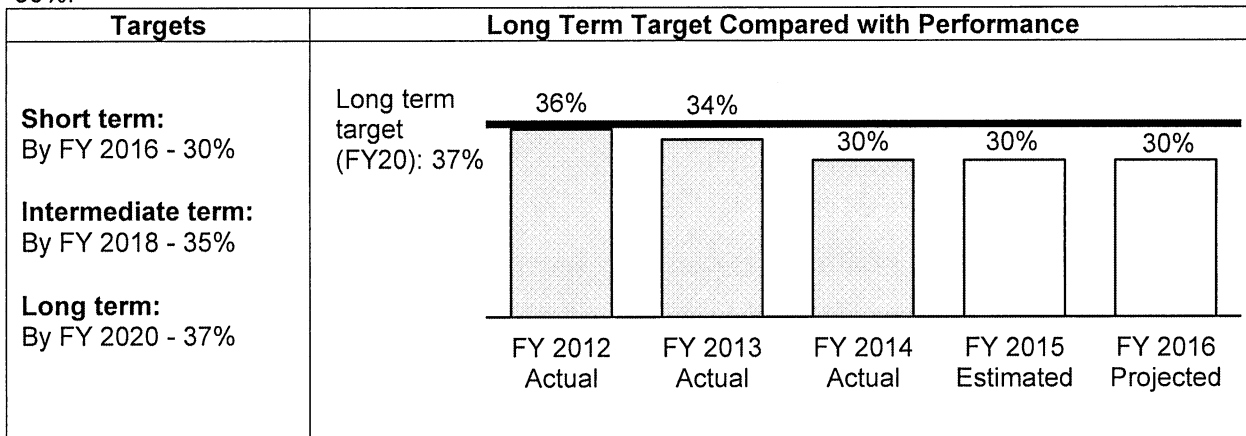
Performance Measures -

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of total SDDD staff	3	3	7	8	12
Number of SDDD business analysts	2	3	3	4	4
Workload, Demand and Production (output)					
Number of new minority business applications	596	477	347	550	500
Number of minority business recertifications	688	754	701	850	765
Number of County-based business certification applications			201	200	250
Number of site visits to potential County-based businesses			54	75	50
Efficiency					
Number of certified County-based and minority business applications and recertifications per business analyst	642.0	410.3	416.3	400.0	378.8
Quality					
Percent of minority business certified within five business days (includes new applications and recertifications)	75%	74%	100%	71%	100%
Percent of County-based certifications completed within 90 days [NEW]			100%	100%	100%
Impact (outcome)					
Total number of certified and registered minority businesses (cumulative)	959	907	818	1,000	1,100
Total number of certified County-based businesses (cumulative)			201	400	600
Total number of temporary certified County-based businesses (cumulative)			52	140	
Total number of certified County-based County Located and certified minority businesses (cumulative)	959	907	1,071	1,540	1,700

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Continue to implement a certification program for County-based businesses and minority, disadvantaged, veteran, and service disabled businesses
- **Strategy 1.1.2** - Conduct staff training for the implementation of the County-based certification program and building capacity of County based businesses
- **Strategy 1.1.3** - Conduct routine site visits to potential certified County-based businesses and enhanced site visits for the proposed County-located business certification
- **Strategy 1.1.4** - Identify and negotiate reciprocity with surrounding jurisdictions to increase pool of MBE applicants

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's purchasing agent to structure procurement procedures and activities to facilitate and encourage the award of at least 30% of the total dollar value of all County contracts awarded, directly or indirectly, to minority businesses. The percentage of dollars awarded to minority businesses as recorded in this objective does not yet include dollars awarded to County-based businesses. The agency advises that with the advent of the Enterprise Resource Planning software from SAP, it will better be able to track dollars spent on County-based businesses in addition to minority and disadvantaged enterprises. This measure has been consistently exceeded, placing Prince George's County as the highest in the region for MBE dollars awarded.

Performance Measures -

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of procurement staff	10	10	12	14	17
Workload, Demand and Production (output)					
Total number of certified County-based businesses			201	400	600
Total number of certified minority businesses	959	907	818	1,000	1,100
Total number of temporary certified County-based businesses			52	140	
Total number of restricted contracts	3		2	4	4
Efficiency					
Number of contracts awarded per procurement staff member [New]			3	5	7
Impact (outcome)					
Percent of the County's procurement dollars awarded to minority businesses	36%	34%	30%	30%	30%
Amount of County's procurement dollars awarded to minority businesses	\$84,156,125	\$88,364,432	\$79,500,000	\$83,500,000	\$83,310,669

Strategies to Accomplish the Objective -

- **Strategy 1.2.1** - Identify opportunities early in the procurement process (at least 90 days before contract expiration) to determine the feasibility and availability of MBEs to perform the relative scope of work
- **Strategy 1.2.2** - Utilize technology to identify qualified contractors/vendors to participate in procurement opportunities (i.e. direct solicitation, E-Maryland Marketplace, outreach through trade publications, vendor training, etc.) so as to increase the number of contractor/vendor responses
- **Strategy 1.2.3** - Reduce the number of rider and extended contracts in order to promote more competition for minority and County-based businesses
- **Strategy 1.2.4** - Set mandatory subcontractor requirements in larger contracts and monitor for compliance to assure that MBE firms are participating (paid) at the approved contract levels

Objective 1.3 - Maintain the percentage of contract dollars awarded to County-based businesses at or above 40%.

Trend and Analysis -

This is a new Objective for FY 2015. Prince George's County Code, Section 10A-161, requires the County's purchasing agent to structure procurement procedures and activities to facilitate and encourage the award of at least 40% of the total dollar value of all County contracts awarded, directly or indirectly, to County-based businesses. The agency advises that with the advent of the Enterprise Resource Planning software from SAP, it will better be able to track dollars spent on County-based businesses in addition to minority and disadvantaged enterprises.

Strategies to Accomplish the Objective -

- **Strategy 1.3.1** - Identify opportunities early in the procurement process (at least 90 days before contract expiration) to determine the feasibility and availability of County-based businesses to perform the relative scope of work
- **Strategy 1.3.2** - Utilize technology to identify qualified contractors/vendors to participate in procurement opportunities (i.e. direct solicitation, E-Maryland Marketplace, outreach through trade publications, vendor training, etc.) so as to increase the number of contractor/vendor responses
- **Strategy 1.3.3** - Reduce the number of rider and extended contracts in order to promote more competition for minority and county based businesses

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 as being in "good condition."

Targets	Long Term Target Compared with Performance				
<p>Short term: By FY 2016 - 57%</p> <p>Intermediate term: By FY 2018 - 58%</p> <p>Long term: By FY 2020 - 60%</p>	Long term target (FY20): 60%				
	38%	55%	55%	55%	57%
	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected

Trend and Analysis -

The Facilities Operation and Management Division (FOM) is responsible for the maintenance of over 4.5 million square feet of office and warehouse space throughout the County. Annually, FOM responds to over 9,000 facility maintenance requests. This does not include the more than 9,500 recommended preventive maintenance requirements just to maintain the facilities based on checklists and standards (25% of which are for Department of Corrections facilities). As these facilities continue to age, they place upward pressure on the need to accelerate systems maintenance, common area maintenance, and restoration of equipment failure. The indicator for buildings in "good condition" is projected to increase slightly in FY 2016, due to building maintenance efforts. There will also be grant funding available to provide energy efficient upgrades to at least one County facility.

Performance Measures -

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of maintenance staff available to respond to work requests	36	38	37	34	38
Workload, Demand and Production (output)					
Number of pieces of equipment to maintain	1,619	1,697	1,703	1,703	1,800
Number of preventive maintenance tasks to be completed	9,261	8,901	5,971	8,156	8,650
Number of preventive maintenance tasks completed	3,736	3,306	2,869	2,924	3,100
Number of building square feet maintained	3,186,094	3,497,498	4,161,300	4,539,481	4,588,612
Number of work order requests	7,840	8,967	9,204	9,093	9,650
Number of work orders completed	5,407	5,624	5,461	5,011	5,300
Number of County-owned buildings	89	87	92	96	98
Number of repairs requested in the correctional facility	2,232	2,660	3,022	2,480	3,000
Number of repairs completed in the correctional facility	1,733	1,653	1,326	592	1,750
Efficiency					
Average number of work order requests per staff member	217.8	236.0	248.8	267.4	253.9
Average number of square footage per maintenance staff	88,503	92,039	112,468	133,514	120,753
Quality					
Percent of preventive maintenance tasks completed within one month	50%	34%	52%	47%	60%
Percent of work orders completed within ten days	83%	63%	59%	65%	65%
Impact (outcome)					
Percent of County-owned buildings in good condition	38%	55%	55%	55%	57%

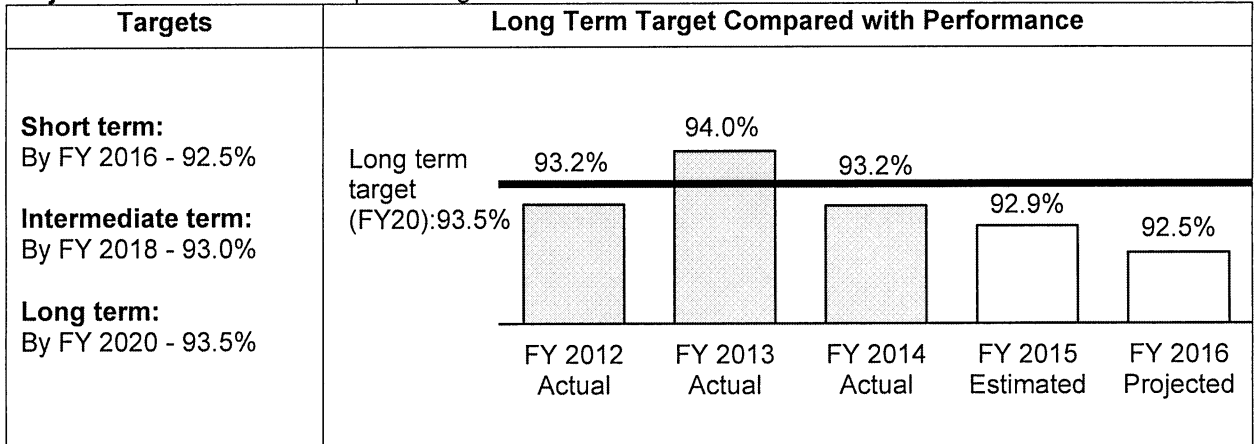
Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Recruit and hire a qualified facilities manager to coordinate four maintenance service technicians to provide operations in Corrections, Hyattsville Justice Center, Presidential Parkway, Police Forensics, and 1301 McCormick Drive
- **Strategy 2.1.2** - Ensure County-owned building renovations are performed on schedule and within the building standards as established by County Code

- **Strategy 2.1.3** - Ensure that adequate staff is available to perform repairs and preventive maintenance
- **Strategy 2.1.4** - 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 light vehicle fleet and provides maintenance support to the Maryland Department of Social Services and several municipalities. The percentage of vehicles available and operable are impacted by mechanic availability.

Performance Measures -

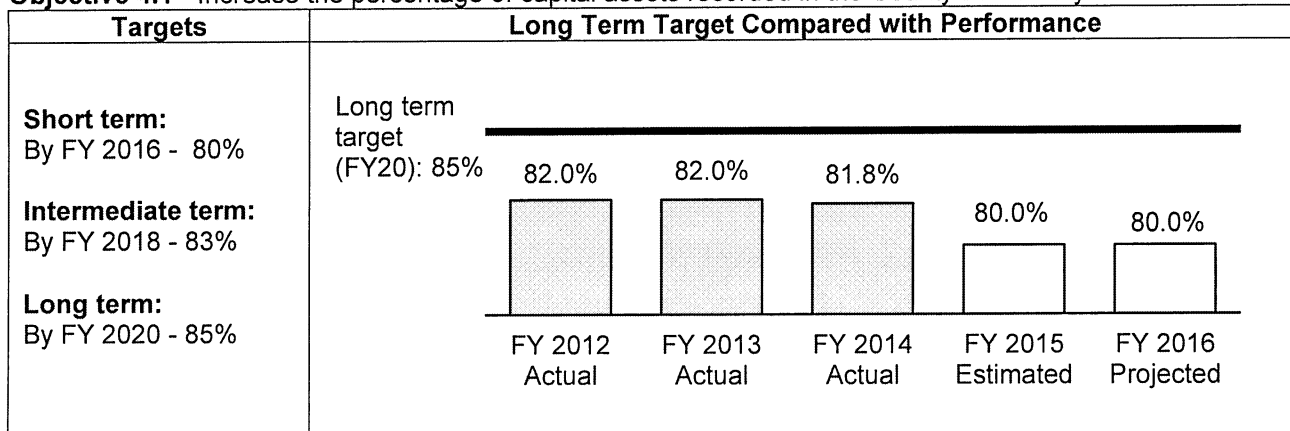
Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of mechanics	40	40	35	37	36
Workload, Demand and Production (output)					
Number of County vehicles	3,017	3,121	3,097	3,422	3,500
Number of work orders for County vehicles	15,012	14,559	13,384	13,869	13,500
Number of police vehicles fitted with police equipment by the County	6	109	209	100	100
Number of vehicles required replacement due to an accident	79	55	49	40	50
Number of vehicles taken out of service (retired, destroyed, etc.)	252	458	257	153	200
Efficiency					
Average number of work orders per mechanic	375.3	364.0	382.4	374.8	375.0
Average number of vehicles per mechanic	75	78	88	92	97
Average number of direct labor hours per mechanic	1,192	1,192	1,362	1,289	1,324
Quality					
Percent of customer surveys that were favorable	100%	100%	100%	100%	100%
Number of repairs repeated	32	35	34	66	40
Impact (outcome)					
Percent of County vehicles that are available and operable	93.2%	94.0%	93.2%	92.9%	92.5%

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 most effective use of County mechanics 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 division is responsible for tracking the County's fixed assets. The current value of assets is \$62.0 million and the number of assets tracked is 3,506. In July 2014, the division transitioned all assets from GEAC to SAP. The transition was smooth but all data was not updated in a manner that allowed for easy collation by agency. This is being corrected through the support of the Office of Informational Technology.

Performance Measures -

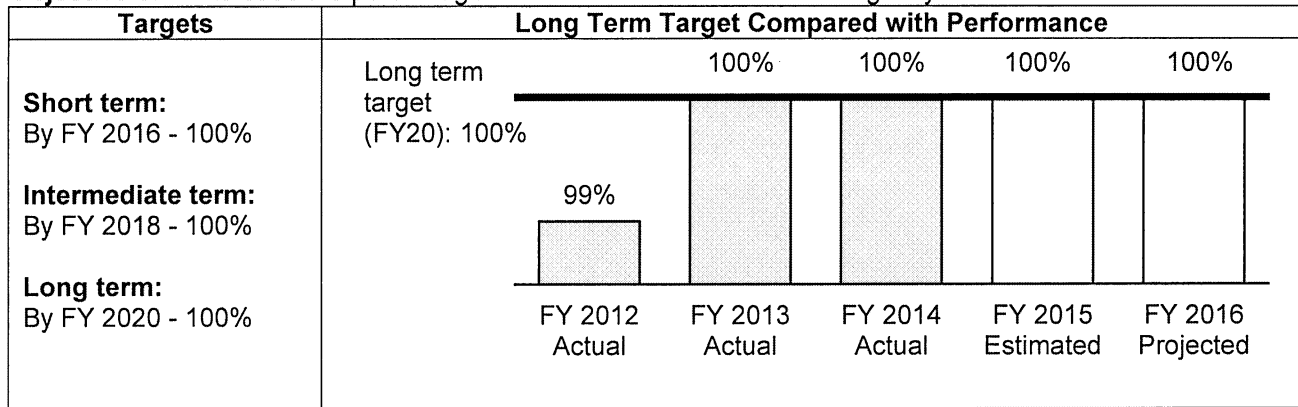
Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of staff accounting for public safety inventory items	5	3	4	4	4
Number of staff accounting for fixed capital assets inventory	1	1	1	1	1
Workload, Demand and Production (output)					
Number of agencies verifying fixed capital assets quarterly	7	28	7	28	32
Efficiency					
Average number of public safety inventory items per staff member	28.6	42.4	35.1	38.4	38.4
Quality					
Average number of days to auction surplus vehicles	12.0	13.0	11.3	20.2	20.2
Impact (outcome)					
Percent of fixed capital assets that are in both the County's inventory and audit	82.0%	82.0%	81.8%	80.0%	80.0%

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.



Trend and Analysis -

The division is responsible for the efficient sorting and processing of all incoming internal and external mail. Overnight mail, which includes pieces of mail received from courier services, such as FedEx, UPS, and USPS are to be delivered within 24 hours. Due to the retirement of staff and an increase in the size of routes, some deliveries may be slowed.

Performance Measures -

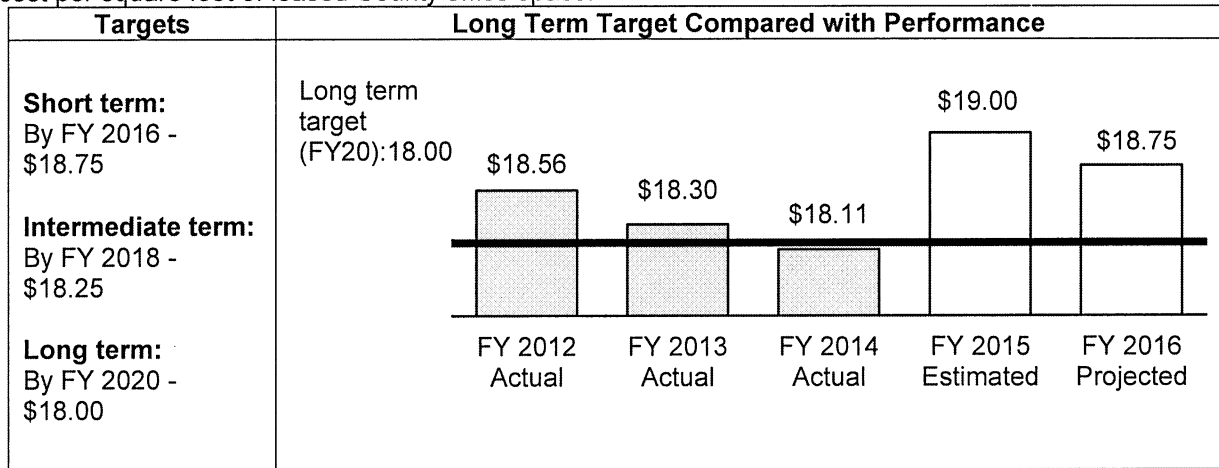
Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of staff processing mail items	4	4	3	3	3
Workload, Demand and Production (output)					
Number of pieces of overnight mail received	18,480	19,734	19,514	19,509	19,509
Number of pieces of overnight mail processed	18,480	19,734	19,514	19,509	19,509
Efficiency					
Average pieces of overnight mail processed per staff person	4,620.0	4,933.5	6,504.7	6,503.0	6,503.0
Quality					
Percentage of overnight mail not delivered within 24 hours	1.0%	0.0%	0.0%	0.0%	0.0%
Impact (outcome)					
Percentage of mail delivered to correct agency in 24 hours	99.0%	100.0%	100.0%	100.0%	100.0%

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 processing equipment
- **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 - Acquire buildings and land for critical government operations while reducing the average cost per square foot of leased County office space.



Trend and Analysis - The agency is responsible for County land acquisitions, 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 in excess of 4 million square feet of County-owned office space including about 433,408 square feet of leased office space having an annual lease cost of \$7.8 million.

Performance Measures -

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Resources (input)					
Number of staff lease reviewers and negotiators	2	1	1	2	2
Workload, Demand and Production (output)					
Number of leases executed	6	2	0	2	0
Number of terminated leases	2	3	0	0	2
Percentage of County office space that is leased	16%	16%	12%	10%	8%
Efficiency					
Average number of leases executed per staff	3	2	0	1	0
Quality					
Number of customer specifications included in negotiated leases	6	12	0	12	0
Impact (outcome)					
Average cost per square foot of leased County office space	\$18.56	\$18.30	\$18.11	\$19.00	\$18.75

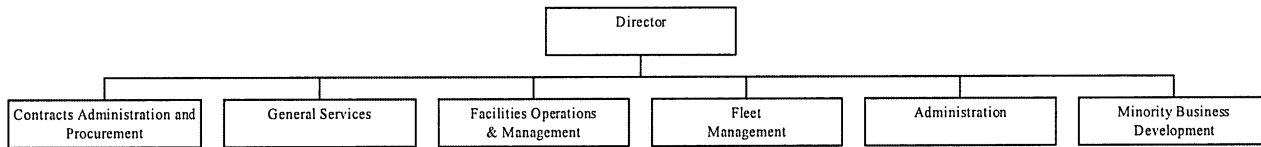
Strategies to Accomplish the Objective -

- **Strategy 6.1.1** - Acquire access to the Metropolitan Regional Information System, CoStar, and other real estate tools that will provide improved research capability on current real estate market trends
- **Strategy 6.1.2** - Execute leases, terminate leases, and negotiate leases and acquisitions
- **Strategy 6.1.3** - Research surplus property disposal strategies of surrounding jurisdictions and update process

FY 2015 KEY ACCOMPLISHMENTS

- In 2015, Fleet Management Division was named the #18 fleet in the 100 Best Public Sector Fleets in North America award program.
- Purchased first plug-in hybrid electric vehicles and established automated motor pool and electric charging stations at Peppercorn. Additionally, worked with County energy manager and the County Council to formulate a workable, practical, and aggressive Green Fleet Program.
- Hosted 2014 Business Expo
- Launched *The Pulse* television show.
- Certified 126 County based businesses and 427 MBE businesses

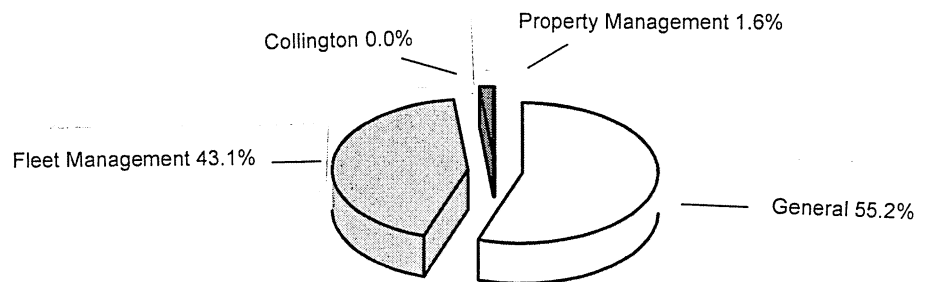
ORGANIZATIONAL CHART



	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
TOTAL EXPENDITURES	\$ 28,893,333	\$ 32,094,300	\$ 37,094,200	\$ 31,148,800	-2.9%
EXPENDITURE DETAIL					
Office Of The Director	2,271,175	2,162,700	2,356,400	2,317,300	7.1%
Facilities Operations And Management	11,778,973	11,292,600	11,651,800	11,148,400	-1.3%
Contract Administration & Procurement	1,477,514	1,727,400	1,840,000	1,738,200	0.6%
General Services	2,379,924	2,257,200	2,344,300	2,287,900	1.4%
Supplier Development And Diversity	889,996	1,193,400	1,141,900	1,266,100	6.1%
Fleet Management Fund	11,450,328	14,834,300	18,334,300	13,436,300	-9.4%
Property Management Services Fund	294,512	518,500	1,001,200	501,200	-3.3%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(1,654,089)	(1,896,800)	(1,580,700)	(1,551,600)	-18.2%
TOTAL	\$ 28,893,333	\$ 32,094,300	\$ 37,094,200	\$ 31,148,800	-2.9%
SOURCES OF FUNDS					
General Fund	\$ 17,143,493	\$ 16,736,500	\$ 17,753,700	\$ 17,206,300	2.8%
Other County Operating Funds:					
Fleet Management Fund	11,450,328	14,834,300	18,334,300	13,436,300	-9.4%
Property Management Services Fund	294,512	518,500	1,001,200	501,200	-3.3%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 28,893,333	\$ 32,094,300	\$ 37,094,200	\$ 31,148,800	-2.9%

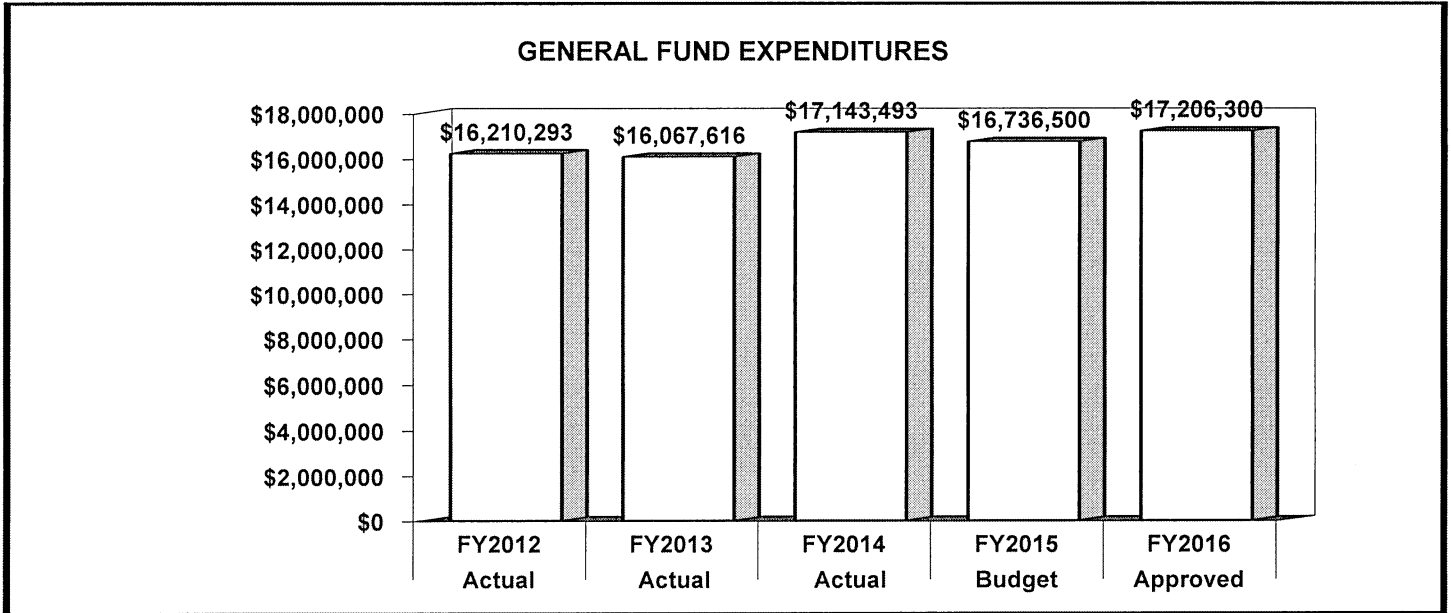
FY2016 SOURCES OF FUNDS

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.

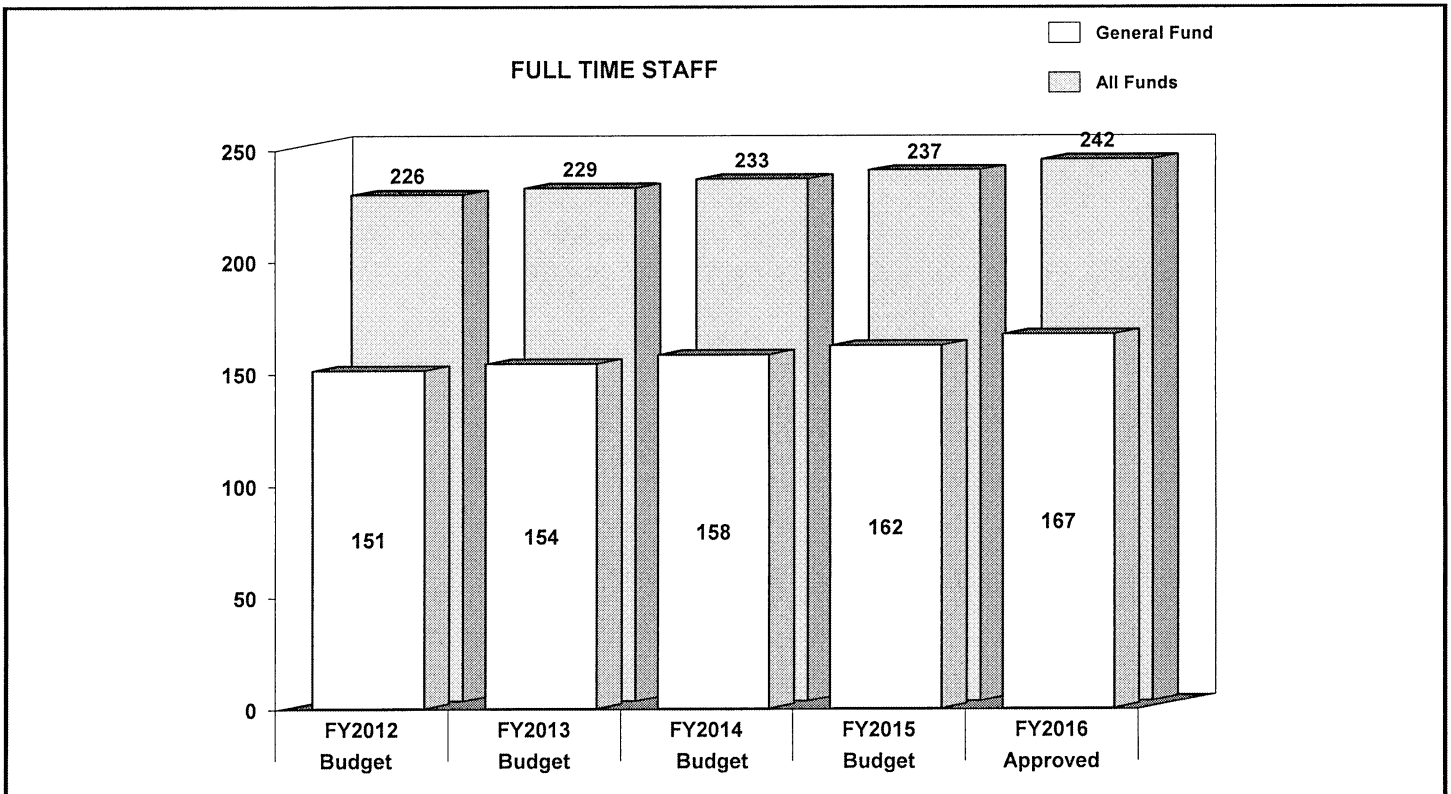


	FY2014 BUDGET	FY2015 BUDGET	FY2016 APPROVED	CHANGE FY15-FY16
GENERAL FUND STAFF				
Full Time - Civilian	158	162	167	5
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	233	237	242	5
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	21	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	63	0	0
Mechanics	52	0	0
Managers	8	0	0
TOTAL	242	0	0



The agency's expenditures increased 5.8% from FY 2012 to FY 2014. This increase was primarily driven by janitorial, building maintenance and software for CB-17 compliance. The FY 2016 approved budget is 2.8% more than the FY 2015 budget.



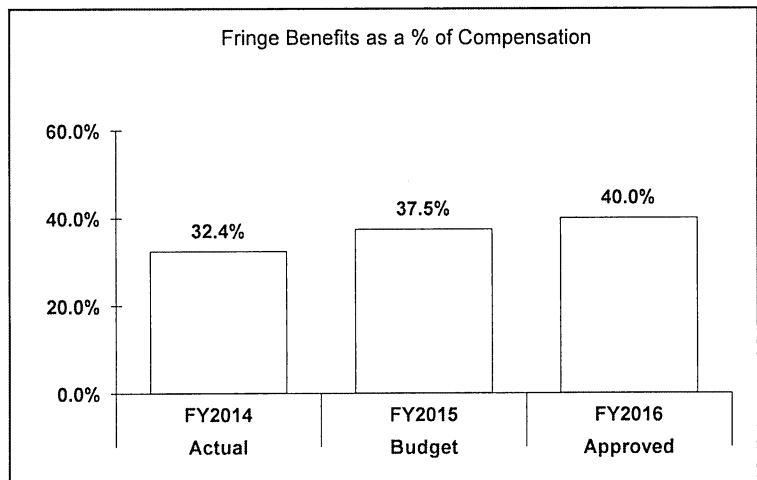
The agency's General Fund staffing complement increased by 11 full-time positions from FY 2012 to FY 2015. This increase is the result of additional county owned facilities. The FY 2016 staffing totals increase by five more positions than the FY 2015 budget to support the maintenance of new County facilities.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 8,405,449	\$ 8,443,300	\$ 8,435,000	\$ 8,233,300	-2.5%
Fringe Benefits	2,723,181	3,162,700	3,264,300	3,293,400	4.1%
Operating Expenses	7,668,952	7,027,300	7,635,100	7,231,200	2.9%
Capital Outlay	0	0	0	0	0%
	\$ 18,797,582	\$ 18,633,300	\$ 19,334,400	\$ 18,757,900	0.7%
Recoveries	(1,654,089)	(1,896,800)	(1,580,700)	(1,551,600)	-18.2%
TOTAL	\$ 17,143,493	\$ 16,736,500	\$ 17,753,700	\$ 17,206,300	2.8%
STAFF					
Full Time - Civilian	-	162	-	167	3.1%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2016, compensation expenditures decrease 2.5% under the FY 2015 budget due to a staffing complement change and expected attrition. Compensation costs include funding for 128 of the 167 full-time employees. Fringe benefit expenditures increase 4.1% over the FY 2015 budget due to staffing complement change and actual costs.

In FY 2016, operating expenditures increase 2.9% over the FY 2015 budget due to janitorial costs and building maintenance as well as software for CB-17 compliance.

MAJOR OPERATING EXPENDITURES FY2016	
Operational Contracts	\$ 4,493,400
Building Repair and Maintenance	\$ 732,600
Equipment Lease	\$ 694,900
Office Automation	\$ 553,400
Vehicle and Heavy Equip Main.	\$ 194,600



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.

Division Summary:

In FY 2016, compensation increases 9.3% over the FY 2015 budget due to complement changes. Fringe benefits increase 16.6% over the FY 2015 budget to reflect actual expenses. Operating expenses decrease 20.6% under FY 2015 due to eliminating operating contracts.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 1,560,191	\$ 1,367,000	\$ 1,489,900	\$ 1,494,600	9.3%
Fringe Benefits	506,128	512,600	581,700	597,800	16.6%
Operating Expenses	204,856	283,100	284,800	224,900	-20.6%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,271,175	\$ 2,162,700	\$ 2,356,400	\$ 2,317,300	7.1%
Recoveries	(256,476)	(512,600)	(283,100)	(285,800)	-44.2%
TOTAL	\$ 2,014,699	\$ 1,650,100	\$ 2,073,300	\$ 2,031,500	23.1%
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.

Division Summary:

In FY 2016, compensation decreases 8.7% under the FY 2015 budget due to staffing complement change and expected attrition. Fringe benefits decrease 2.5% under the FY 2015 budget to reflect anticipated change in benefit costs. Operating expenses increase 5.5% over FY 2015 due to janitorial costs and building maintenance.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 4,315,854	\$ 4,441,300	\$ 4,244,000	\$ 4,052,800	-8.7%
Fringe Benefits	1,367,827	1,662,000	1,606,900	1,621,200	-2.5%
Operating Expenses	6,095,292	5,189,300	5,800,900	5,474,400	5.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 11,778,973	\$ 11,292,600	\$ 11,651,800	\$ 11,148,400	-1.3%
Recoveries	(910,945)	(915,700)	(915,700)	(884,000)	-3.5%
TOTAL	\$ 10,868,028	\$ 10,376,900	\$ 10,736,100	\$ 10,264,400	-1.1%
STAFF					
Full Time - Civilian	-	89	-	94	5.6%
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 2016, compensation increases 7.1% over the FY 2015 budget to reflect current complement. Fringe benefits increase 14.2% over the FY 2015 budget to reflect anticipated change in benefit costs. Operating expenses decrease 30.9% under FY 2015 due to the reduction in office automation charges.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 841,526	\$ 992,100	\$ 1,068,300	\$ 1,062,200	7.1%
Fringe Benefits	295,786	372,000	413,400	424,900	14.2%
Operating Expenses	340,202	363,300	358,300	251,100	-30.9%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,477,514	\$ 1,727,400	\$ 1,840,000	\$ 1,738,200	0.6%
Recoveries	(135,339)	(144,800)	(58,200)	(58,100)	-59.9%
TOTAL	\$ 1,342,175	\$ 1,582,600	\$ 1,781,800	\$ 1,680,100	6.2%
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 2016, compensation increases 2.6% over the FY 2015 budget due to staffing complement changes. Fringe benefits increase 9.5% over the FY 2015 budget to reflect anticipated change in benefit costs. Operating expenses decrease 3.7% under FY 2015 due to the reduction of office automation charges.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 1,083,981	\$ 1,008,300	\$ 1,040,800	\$ 1,035,000	2.6%
Fringe Benefits	364,475	378,100	433,200	414,000	9.5%
Operating Expenses	931,468	870,800	870,300	838,900	-3.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,379,924	\$ 2,257,200	\$ 2,344,300	\$ 2,287,900	1.4%
Recoveries	(351,329)	(323,700)	(323,700)	(323,700)	0%
TOTAL	\$ 2,028,595	\$ 1,933,500	\$ 2,020,600	\$ 1,964,200	1.6%
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 2016, compensation decreases 7.2% under the FY 2015 budget due to aligning with actual staffing costs. Fringe benefits decrease 1.1% under the FY 2015 budget to reflect actual expenses. Operating expenses increase 37.7% over FY 2015 due to software needed for CB-17 compliance.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 603,897	\$ 634,600	\$ 592,000	\$ 588,700	-7.2%
Fringe Benefits	188,965	238,000	229,100	235,500	-1.1%
Operating Expenses	97,134	320,800	320,800	441,900	37.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 889,996	\$ 1,193,400	\$ 1,141,900	\$ 1,266,100	6.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 889,996	\$ 1,193,400	\$ 1,141,900	\$ 1,266,100	6.1%
STAFF					
Full Time - Civilian	-	12	-	12	0%
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 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.

Division Summary:

In FY 2016, compensation increases 0.6% over the FY 2015 budget due to staffing complement changes. Fringe benefits increase 16.9% over the FY 2015 budget to reflect anticipated change in benefit costs. Operating expenses decrease 20.9% under FY 2015 due to a reduction of the transfer to the General Fund.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 3,773,586	\$ 4,041,300	\$ 4,041,300	\$ 4,064,800	0.6%
Fringe Benefits	2,521,067	2,156,500	2,656,500	2,520,100	16.9%
Operating Expenses	5,155,675	8,328,500	11,328,500	6,591,400	-20.9%
Capital Outlay	0	308,000	308,000	260,000	-15.6%
Sub-Total	\$ 11,450,328	\$ 14,834,300	\$ 18,334,300	\$ 13,436,300	-9.4%
Recoveries	0	0	0	0	0%
TOTAL	\$ 11,450,328	\$ 14,834,300	\$ 18,334,300	\$ 13,436,300	-9.4%
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

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
BEGINNING FUND BALANCE	\$ 9,957,445	\$ 8,524,645	\$ 10,428,515	\$ 2,248,515	-73.6%
REVENUES					
Vehicle Charges	\$ 11,720,912	\$ 9,944,800	\$ 9,944,800	\$ 12,192,300	22.6%
Pool Cars	165,860	150,000	150,000	165,000	10%
Gas Surcharge	17,091	9,500	9,500	10,000	5.3%
Miscellaneous	17,535	20,000	20,000	25,000	25%
Appropriated Fund Balance	0	4,680,000	4,680,000	1,032,000	-77.9%
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	30,000	30,000	12,000	-60%
TOTAL REVENUES	\$ 11,921,398	\$ 14,834,300	\$ 14,834,300	\$ 13,436,300	-9.4%
EXPENDITURES					
Compensation	\$ 3,773,586	\$ 4,041,300	\$ 4,041,300	\$ 4,064,800	0.6%
Fringe Benefits	2,521,067	2,156,500	2,656,500	2,520,100	16.9%
Operating Expenses	5,131,674	5,898,500	5,898,500	5,559,400	-5.7%
Depreciation	0	0	0	0	0%
Interest Expense	24,001	0	0	0	0%
Capital Outlay - Heavy Equip.	0	308,000	308,000	260,000	-15.6%
Capital Outlay - Vehicle Replacement	0	0	0	0	0%
Capital Outlay - Loss of Disposal	0	0	0	0	0%
Transfers	0	2,430,000	5,430,000	1,032,000	-57.5%
TOTAL EXPENDITURES	\$ 11,450,328	\$ 14,834,300	\$ 18,334,300	\$ 13,436,300	-9.4%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 471,070	\$ 0	\$ (3,500,000)	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (4,680,000)	\$ (4,680,000)	\$ (1,032,000)	-77.9%
ENDING FUND BALANCE	\$ 10,428,515	\$ 3,844,645	\$ 2,248,515	\$ 1,216,515	-68.4%

PROPERTY MANAGEMENT SERVICES FUND

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

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	294,512	518,500	1,001,200	501,200	-3.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 294,512	\$ 518,500	\$ 1,001,200	\$ 501,200	-3.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 294,512	\$ 518,500	\$ 1,001,200	\$ 501,200	-3.3%

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
BEGINNING FUND BALANCE	\$ 2,406,426	\$ 1,937,926	\$ 2,170,242	\$ 1,219,042	-37.1%
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	468,500	468,500	451,200	-3.7%
Interest and dividends	0	50,000	50,000	50,000	0%
Sale of property	58,328	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
TOTAL REVENUES	\$ 58,328	\$ 518,500	\$ 518,500	\$ 501,200	-3.3%
EXPENDITURES					
Operating Expenses	\$ 294,512	\$ 518,500	\$ 501,200	\$ 501,200	-3.3%
Debt Service	0	0	0	0	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	500,000	0	0%
TOTAL EXPENDITURES	\$ 294,512	\$ 518,500	\$ 1,001,200	\$ 501,200	-3.3%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (236,184)	\$ 0	\$ (482,700)	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (468,500)	\$ (468,500)	\$ (451,200)	-3.7%
ENDING FUND BALANCE	\$ 2,170,242	\$ 1,469,426	\$ 1,219,042	\$ 767,842	-47.7%

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.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
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

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
BEGINNING FUND BALANCE	\$ 1,127,974	\$ 1,122,974	\$ 1,122,974	\$ 1,117,974	-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	\$ 1,122,974	\$ 1,117,974	\$ 1,117,974	\$ 1,112,974	-0.4%

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