

FY 2025 AGENCY SUMMARY

OFFICE OF CENTRAL SERVICES (OCS)

Note: Beginning in FY 2025 the Office of Procurement was created and took over the procurement of goods, services, and construction functions from OCS

Agency Links:

Office of Central Services (OCS): [Website](#)
OCS: [FY 2025 Approved Budget](#)
OCS: [FY 2025-2030 Approved CIP Budget](#)
OCS: [FY 2025 Budget Review Report](#)
OCS: [FY 2026 Budget Review Report](#)
OCS: [FY 2026 Budget Review PowerPoint](#)

Senior Legislative Budget Officer: Sylvia S. Singleton

BACKGROUND

Pursuant to the Schedule of Legislation section, [Section 4](#) of the County Charter, the **Office of Central Services** was established to administer centralized support services for County Government. It is headed by a Director of Central Services who shall be responsible for administering such central services as may be required by law. These central services shall include but need not be limited to: (1) Facilities management and materiel management; (2) Printing and reproduction service; (3) Mail service; (4) Central warehousing; (5) Capital Improvement Program; (6) Fleet management; and (7) Real Property management and services.

The [Minority Business Opportunity Commission](#) operates within the Office of Central Services.

Capital Improvement Projects (CIP) – OCS has responsibility for the planning and construction of County buildings and all related activities. Beginning in FY 2024, the Office of Central Services will manage CIP projects previously managed internally by the Police Department and the Department of Corrections in an effort to centralize CIP project management. OCS is guided by the [Facilities Master Plan \(FMP\)](#) and the [County's master plan](#) process led by the Maryland-National Capital Park and Planning Commission (M-NCPPC) to determine the number and location of needed facilities and to prioritize and detail the needs of County building renovations and system upgrades. The agency works to conform all County buildings to the highest building and accessibility codes.

Leadership

Current: David J. Byrd, Interim Director

FY 2025: Jonathan Butler, Director

Leslie Jackson-Jenkins, Deputy Director

Michael Brown, Deputy Director

John-Paul Bombardier, Deputy Director

Core Services

- Acquire, manage and maintain County vehicle fleet operations
- Provide mail and courier services to County government agencies for processing and delivery of thousands of pieces of certified, overnight and daily mail
- Develop, implement, and publish service level agreements for all procurement transaction types
- Provide cohesive real estate acquisition; leasing; development monitoring; and disposition services for Prince George's County-owned real property
- Central management of Capital Improvement Projects for various County Agencies

Organizational Structure

The Department has four (4) Divisions: Administration, Facilities Operations and Management; General Services; and Fleet Management.

FY 2025 Key Accomplishments

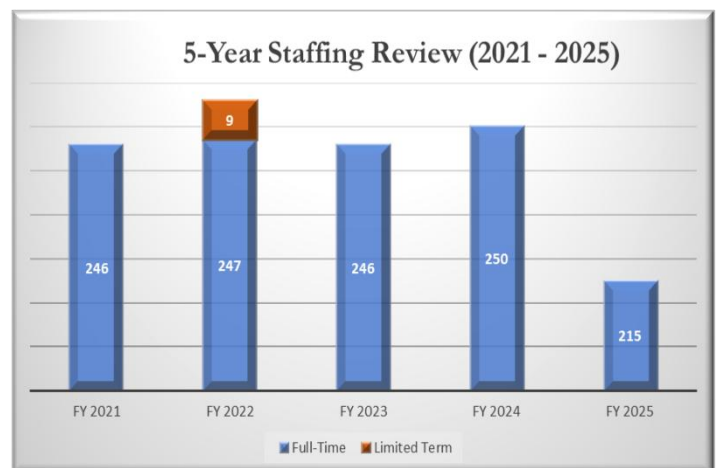
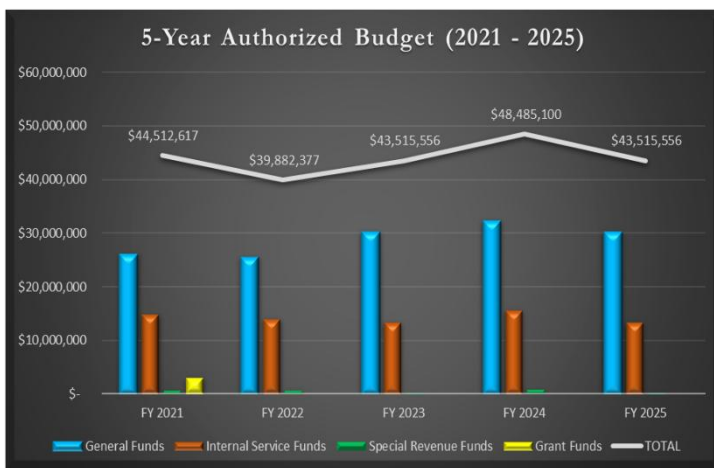
- Completed major interior buildouts and delivered the new County Health and Human Services Building.
- Completed and delivered the new Police Special Operation Center.
- Completed and delivered the new Police Forensics Laboratory.
- Maintained top 25 ranking position as a leading fleet organization on both a regional and national level in North America by the National Association of Fleet Administrators.
- Completed and designed the initial buildout for the replacement of the Cheverly Clinic.
- Increased the percentage of fleet battery electric vehicles to 3% in support of emissions reductions and sustainability initiatives.

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FY 2025 Top Priorities

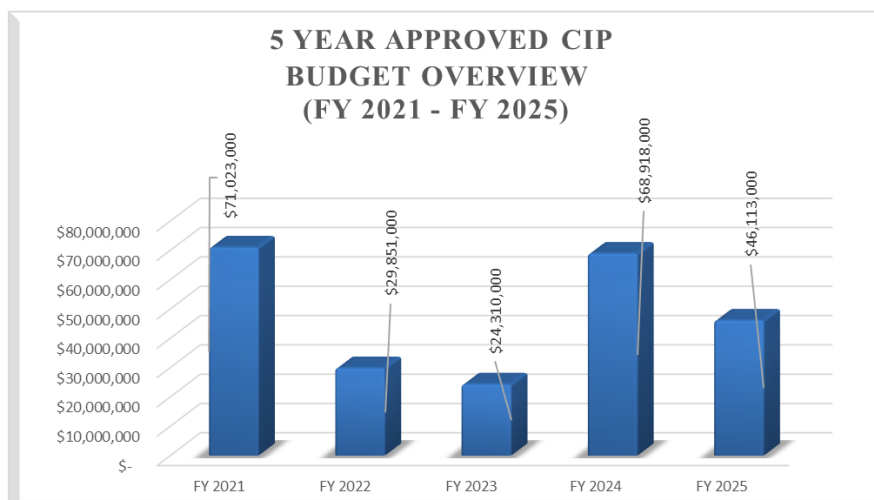
- Increase the fleet electrification and meet the requirements of CR-028-2014 Green Fleet Policy.
- Rethink the County's post-pandemic real estate portfolio strategies for County-owned land and reimagine post pandemic buildings and workspaces.
- Simplify the processing of incoming mail and packages through barcoding.
- Increase the percentage of County government buildings managed by OCS with a Facilities Condition Index rating of "Good."
- Execute capital renewal and modernization across the portfolio of County government buildings.

Operating Budgetary Resources - Below is the 5-year overview of resources allocated to OCS from FY 2021-25



FY 2025 CIP Projects

- OCS managed 21 Projects in FY 2025, with no new projects and four (4) deleted projects that were either completed or transferred.
- **CIP Budgetary Resources** - Below is the 5-year overview of resources allocated to OCS from FY 2021-2025



New Projects

None

Deleted Projects

CIP ID # / PROJECT NAME / REASON

5.31.0001 / Energy Upgrades / Project completed
 3.31.0006 / Regional Administration Building / Project completed
 3.50.0006 / Training/ Administrative Headquarters / Project completed
 8.31.0006 / Fairmount Heights High School / Project transferred to the Redevelopment Authority