



Aisha N. Braveboy
County Executive

David J. Byrd
Acting Director

Debra F. Carter
Deputy Director
for Business Operations

Ernest L. Jolly
Deputy Director
for Technical Operations

Prince George's  Office of Central Services
county

BRIEFING



OFFICE OF CENTRAL SERVICES OVERVIEW:

The Office of Central Services (OCS) is the backbone of Prince George's County government operations, delivering essential internal services that keep the Prince George's County running smoothly and effectively. Our mission is simple but critical: to make government operations operate better for the government—ensuring every agency has the resources, infrastructure, and support it needs to serve our community.

OCS manages facilities management, fleet services, real estate, general services, and sustainable building initiatives. We oversee critical assets. Our Capital Improvement Program (CIP) ensures projects are on time, within budget, and meet high standards. We maintain county-owned properties, we ensure fiscal and operational stewardship, and we drive innovation to improve service delivery.

Aligned with our new County Executive's platform to "elevate" Prince George's County, OCS plays a vital role in enhancing efficiency, fostering collaboration, and delivering results that strengthen government performance and the quality of life for residents, businesses, and the County workforce.



“We make government operations operate better for the government”



Alpha N. Brantley
County Executive



CHARTER

SCHEDULE OF LEGISLATION

SECTION 4. OFFICE OF CENTRAL SERVICES

(a) There shall be an Office of Central Services headed by a Director of Central Services. The Director of Central Services 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 MATERIAL MANAGEMENT
- (2) PRINTING AND REPRODUCTION SERVICE
- (3) MAIL SERVICE
- (4) CENTRAL WAREHOUSING
- (5) CAPITAL IMPROVEMENT PROGRAM
- (6) FLEET MANAGEMENT
- (7) REAL PROPERTY MANAGEMENT AND SERVICES

(Executive Order No. 18-1975; Executive Order No. 9-1984, CB-48-1984; Executive Order No. 9-1996, CB-18-1996; Executive Order No. 10-1999, CB-31-1999; Executive Order No. 2-2024, CB-025-2024)



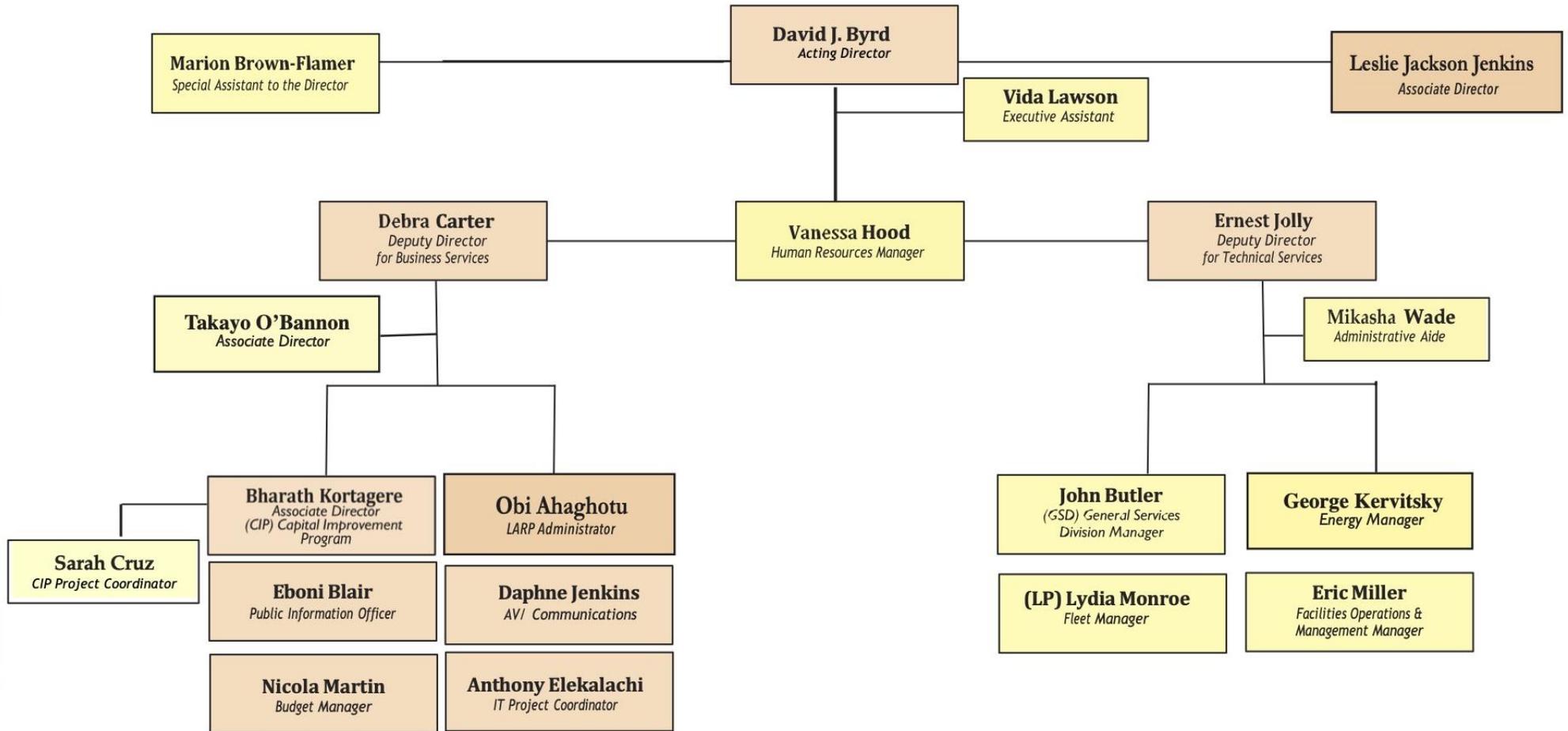
Aisha N. Briscoe
County Executive



“ OCS has been a key player in fostering economic development in Prince George's County ”



Prince Georges county  Office of Central **Services**



“We are continually elevating our efforts to meet County needs”

OCS MISSION:

CORE ROLE:

We are the Backbone of County operations

WE PROVIDE THESE KEY SERVICES:

- Facilities Management
- Fleet Services
- Real Estate
- General Services
- CIP

THIS IS OUR IMPACT:

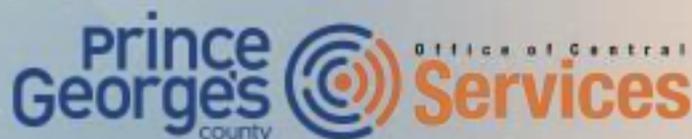
We manage assets, we maintain properties, we ensure fiscal & operational stewardship

ALIGNMENT:

We support our County Executive's platform to Elevate Prince George's County by improving efficiency, fostering collaboration, and delivering measurable results



Aisha N. Bracey
County Executive



FLEET MANAGEMENT:

We maintain and service County vehicles to ensure safe, and reliable transportation

FACILITIES OPERATIONS & MANAGEMENT:

We oversee maintenance and daily operations of County buildings

GENERAL SERVICES:

We manage printing, mail distribution, and asset storage

LAND ACQUISITION & REAL PROPERTY:

We secure and manage County-owned land and property rights

CAPITAL IMPROVEMENT PROGRAM

We design and deliver major construction and renovation projects

DIRECTOR'S OFFICE (EXECUTIVE SERVICES):

- Budget
- Human Resources
- Business Operations
- Technical Operations
- Information Technology
- Communications



“OCS is meeting and exceeding customer expectations with speed and quality.”

COMMUNICATIONS & MARKETING DIVISION

- The Communications and Marketing Division serves as the central voice and public-facing arm of the Office of Central Services, ensuring clear, accurate, and timely communication across all audiences
- The division leads agency communications by interfacing directly with the public, the media, county leadership, and partner agencies, ensuring alignment with County priorities and executive direction
- The division acts as a liaison to the County Executive's Office, coordinating messaging, approvals, and public releases that reflect both OCS operations and broader County objectives
- Communications supports OCS leadership by drafting executive remarks, presentations, briefings, and talking points, translating complex operational work into clear, accessible messaging
- The team manages OCS's digital presence, including website content and social media, to provide transparency, promote services, and highlight agency initiatives and impact
- The division also leads coordination of public-facing events, such as Minority Construction Industry Day, ensuring consistent branding, stakeholder engagement, and strong community outreach
- Working in partnership, the Communications and Marketing team develops and executes agency-wide branding and visual campaigns, shaping the look, feel, and storytelling of OCS initiatives, presentations, and the agency website
- Together, the division ensures OCS communications are strategic, consistent, and mission-driven, strengthening trust, visibility, and engagement across the County

“OCS regularly evaluate and optimize organizational structure and effectiveness”



BUDGET & FINANCE

- Management of the Agency's Funds
- Preparation of Agency Budgets
- Reporting of Performance-Based Management Requirements

INFORMATION TECHNOLOGY (IT)

- Supports automation, process control, and technology applications for the Agency
- Applications/Systems Include:
 - (1) Fuel Management
 - (2) Fleet Preventative Maintenance
 - (3) Facilities Management Work Orders
 - (4) Warehouse Management and Reporting
 - (5) Office Systems

HUMAN RESOURCES

- Recruiting and Hiring
- Training and Development
- Labor Laws Compliance
- Employee Relations & Engagement



“OCS vision requires laser focus on customer service and operational efficiency”



Aisha N. Beveloy
County Executive



OFFICE OF CENTRAL SERVICES BY THE NUMBERS

Facilities Operations & Management

100+

Oversees the operation of 100+ County occupied buildings, including fire and police stations, County and State Court Houses, a child day care center, and the County's Correctional Facility

4.7+ million ft²

Manages 4.7+ million square feet of County-owned properties

\$170 million+

Manages the execution of a 10-year Facilities Master Plan for over \$170 million in capital renewal

Land Acquisition & Real Property

4,900+ acres

Manages a real estate portfolio of over 4,900 acres of County-owned land

300,000+ ft²

Manages 300,000+ square feet of private third-party leased space

Cost: \$5.8 million

\$2.3 million

Value of surplus real estate sold (2019 - 2022)

Capital Improvement Program

\$487 + million

Value of major construction projects since fiscal year (FY) 2019 - 2024

\$389.6 million

Value of construction projects completed by County-certified small and minority businesses

80%

Percentage of capital construction dollars spent with certified County-based small businesses



Alpha N. Boveboy
County Executive



Fleet Management

4,000+

Responsible for overall management of a fleet of 4,000+ vehicles used by 18 County government agencies

10

Provides repairs under contract for 10 County municipalities, 3 volunteer fire departments, and all state-issued vehicles for the Dept. of Social Services

\$136 million

Approximate value of total vehicles purchased

**1/2 of number does include value of Covid PPE (recently discarded)*

General Services

2,748,430

Pieces of outgoing mail processed annually

\$66.9 million

Value of the County's Fixed (Capital) Asset Inventory administered by OCS

19,000+

Cartons of records stored through an automated indexing process, as part of the administration of the County Records Management Program

\$13.7 million

Value of warehouse inventory SKUs

“OCS has created an exclusive, equitable, and collaborative environment”



Aisha N. Braxton
County Executive

Prince
George's
county



Office of Central
Services

Thank You!



" WE MAKE GOVERNMENT OPERATIONS
OPERATE BETTER FOR THE GOVERNMENT"