

Office of Central Services - Fiscal Year 2021 Budget Review Summary

Proposed FY 2021 Operating Budget

Expenditures by Fund Type

Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
General Fund	\$ 22,802,200	\$ 21,892,500	\$ 24,181,600	\$ (1,446,800)	\$ 22,734,800	\$ (67,400)	-0.3%
Internal Services Fund	13,864,100	13,314,500	14,732,400	(213,800)	14,518,600	654,500	4.7%
Special Revenue	605,000	605,000	605,000	-	605,000	-	0.0%
Grants	-	808,000	-	-	-	-	0.0%
Total	\$ 37,271,300	\$ 36,620,000	\$ 39,519,000	\$ (1,660,600)	\$ 37,858,400	\$ 587,100	1.6%

Authorized Staffing - All Classifications

Fund	FY 2020 Approved	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change	% Change
General Fund	171	171	0	171	0	0.0%
Internal Services Fund	75	75	0	75	0	0.0%
Grants	6	9	0	9	3	50.0%
Total	252	255	0	255	3	1.2%

FY 2021 Proposed Budget – Key Highlights

- **General Fund**
 - Increased Compensation: \$156,400 includes an increase partially offset by attrition and salary lapse
 - Increased Operating Cost: \$735,800 includes increase for phase 2 of the electronic procurement management system (ARIBA) and Asset Works annual maintenance fees; the cost are split between the General Fund and Fleet Internal Service Fund; and various operating items to align with actuals
 - Increase Operating Cost: \$157,000 due to technology cost allocation based on new methodology to support anticipated countywide costs
 - Increased Cost Recoveries: \$378,700 includes a decrease in recoveries to reflect actual expenditures

- **Internal Services Fund Fleet Management**
 - Increased Compensation: \$274,500 includes mandated salary increases
 - Increased Fringe Benefits: (\$163,900) net decrease due to fringe benefit rate decreases from 57.6% to 51.5% and compensation adjustments
 - Increased Operating Cost: \$746,000 includes increase for two new systems (ARIBA and Asset Works) and annual maintenance cost

- **Special Revenue Funds (Property Management Services and Collington Center)**
 - Funding remains unchanged from the FY 2020 approved budget

- **Grant Fund**
 - Funding remains unchanged from the FY 2020 approved budget
 - The FY 2020 Estimate reflects ongoing efforts to process (TNI) energy program grants. All of the TNI clean energy funding was previously appropriated in FY 2019. In FY 2021, funding in the amount of \$781,400 will be spent to support nine (9) limited term grant funded positions and the operations of the program. This increase of 3 LTGF positions to expand the Sustainable Energy Program administration of funds from the Pepco and Alta/Gas mergers.

- Vacancies (As of 3/12/20): Thirty-five (35) FT General Fund; and three (3) LT-Grant Fund positions.
- Key Programs/Initiatives: Increase the number of buildings classified as “good condition”; increase the number of County-based certified and registered businesses; maintain the % of contract dollars awarded to *minority business* at or above 20%; maintain the % of contract dollars awarded to *County-based* businesses at or above 40%; and increase vehicle availability support for public safety and general county needs.

County Executive's Recommended Adjustments

- **General Fund**- Reflects compensation (\$1,076,400 reduction) and fringe benefit (\$370,400 reduction) costs due to the removal of funding for anticipated FY 2021 salary adjustments as well as increased attrition and reduced funding for vacant positions.
- **Fleet Management Internal Services Fund** – Reflects compensation (\$141,100 reduction) and fringe benefits (\$72,700 reduction) for costs related to anticipated FY 2021 salary adjustments.

Category General Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
Compensation	\$ 10,648,800	\$ 9,986,400	\$ 10,805,200	\$ (1,076,400)	\$ 9,728,800	\$ (920,000)	-8.6%
Fringe Benefits	3,720,900	3,435,300	3,717,000	(370,400)	3,346,600	(374,300)	-10.1%
Operating Expenses	10,037,400	9,806,000	10,885,600	-	10,885,600	848,200	8.5%
Recoveries	(1,604,900)	(1,335,200)	(1,226,200)	-	(1,226,200)	378,700	-23.6%
Total	\$ 22,802,200	\$ 21,892,500	\$ 24,181,600	\$ (1,446,800)	\$ 22,734,800	\$ (67,400)	-0.3%

Category Internal Service Fund (Fleet Management)	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
Compensation	\$ 5,003,800	\$ 4,757,400	\$ 5,278,300	\$ (141,100)	\$ 5,137,200	\$ 133,400	2.7%
Fringe Benefits	2,882,200	2,740,200	2,718,300	(72,700)	2,645,600	(236,600)	-8.2%
Operating Expenses	5,668,100	5,506,900	6,425,800	-	6,425,800	757,700	13.4%
Capital Outlay	310,000	310,000	310,000	-	310,000	-	0.0%
Total	\$ 13,864,100	\$ 13,314,500	\$ 14,732,400	\$ (213,800)	\$ 14,518,600	\$ 654,500	4.7%

Proposed FY 2021 - FY 2026 Capital Improvement Program

	Expended thru FY20	Proposed FY21 Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond 6 Years	Total Proposed CIP Funding
11 Projects	\$ 256,096,000	\$ 74,123,000	\$ 54,500,000	\$ 32,875,000	\$ 26,000,000	\$ 33,200,000	\$ 16,000,000	\$ 44,717,000	\$ 537,511,000

Highlights

- FY 2021 Projects funded by General Obligation Bonds (59%), and Other (41%).
- Key Projects: Renovations at the Regional Administration Bldg., Construction of the Prince George's County Homeless Shelter, Construction progress on the Driver Training Facility and Gun Range, Construction begins on the Collington Athletic Complex, Renovation and equipment replacement on County owned buildings, Commence with the design on the CAB refresh project.



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

May 13, 2020

MEMORANDUM

TO: Todd M. Turner, Chair
Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor *DHV*

FROM: Canjor D. Reed, Senior Auditor *CDR*
Isabel Williams, Policy Analyst *IW*

RE: Office of Central Services (OCS)
Fiscal Year 2021 Budget Review

Budget Overview

The FY 2021 Proposed Budget for the Office of Central Services (OCS) is \$39,519,000. This is an increase of approximately \$2.2 million, or 6.0%, over the FY 2020 Approved Budget. The increase is largely due to funding anticipated for cost-of-living adjustments and merit increases, phase 2 of the electronic procurement management system (ARIBA) and asset works software annual maintenance fees, technology and other operating expenses.

FY 2020 estimated total General Fund expenditures are \$21.9 million, which is approximately 4.0% below the FY 2020 Approved budgeted level, therefore the Office does not require a General Fund supplemental budget appropriation.

Fund	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change Est vs App (FY 2020)	FY 2021 Proposed	\$ Change	% Change
General Fund	\$ 20,787,684	\$ 22,802,200	\$ 21,892,500	-4%	\$ 24,181,600	\$ 1,379,400	6.0%
Grants	920,506	-	808,000	N/A	-	-	N/A
Fleet Management Internal Service Fund	11,640,795	13,864,100	13,314,500	-4%	14,732,400	868,300	6.3%
Property Mgmt Svc	340,269	600,000	600,000	0%	600,000	-	0.0%
Collington Center	5,000	5,000	5,000	0%	5,000	-	0.0%
Total	\$ 33,694,254	\$ 37,271,300	\$ 36,620,000	9%	\$ 39,519,000	\$ 2,247,700	6.0%

Authorized Staffing - All Classifications

	FY 2020 Approved	FY 2021 Proposed	Change	% Change
General Fund	171	171	0	0.0%
Internal Service Fund	75	75	0	0.0%
Grant Program Fund (Limited Term)	6	9	3	50.0%
Total	252	255	3	1.2%

Budget Comparison – General Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	\$ Change	% Change
Compensation	\$ 9,491,285	\$ 10,648,800	\$ 9,986,400	\$ 10,805,200	\$ 156,400	1.5%
Fringe Benefits	3,115,337	3,720,900	3,435,300	3,717,000	(3,900)	-0.1%
Operating Expenses	9,516,287	10,037,400	9,806,000	10,885,600	848,200	8.5%
Sub-Total	\$ 22,122,909	\$ 24,407,100	\$ 23,227,700	\$ 25,407,800	\$ 1,000,700	4.1%
Recoveries	(1,335,225)	(1,604,900)	(1,335,200)	(1,226,200)	378,700	-23.6%
Total	\$ 20,787,684	\$ 22,802,200	\$ 21,892,500	\$ 24,181,600	\$ 1,379,400	6.0%

Authorized Positions - General Fund

	FY 2020 Approved	FY 2021 Proposed	Change Amount	% Change
Full-Time	171	171	0	0.0%
Total	171	171	0	0.0%

Staffing Changes and Compensation

- FY 2021 General Fund compensation is increasing by \$156,400, or 1.5%, due to funding anticipated for cost-of-living adjustments and merit increases.
- The FY 2021 Proposed Budget includes authorization for 171 full-time General Fund positions, which is the same level of staffing as the FY 2020 approved level. Compensation includes funding for 164 out of the 171 full time employees.
- As of March 12, 2020, the Office reported 35 vacant General Fund full-time positions. The Proposed FY 2021 Budget includes funding for 28 of these vacant positions. The remaining seven (7) positions will remain unfunded in the upcoming fiscal year.

- The Office has two (2) Audio Visual Specialists and one (1) Administrative Aide assigned to the Office of the County Executive.
- The Office projects overtime expenses will total \$274,600 for FY 2020, which is \$124,600 over the budgeted amount of \$150,000. In FY 2021, the Office’s proposed budget includes funding in the amount of \$150,000 for overtime expenses, the same level of funding as the FY 2020 Approved Budget.

Fringe Benefits

- Fringe benefit expenditures are proposed to decrease by \$3,900, or 0.1%, under the FY 2020 approved level to align with actual costs.
- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Approved	FY 2021 Proposed
Fringe Benefit Expenditures	\$ 2,775,919	\$ 3,149,142	\$ 3,115,337	\$ 3,720,900	\$ 3,717,000
As a % of Compensation	33.3%	33.7%	32.8%	34.9%	34.4%
Annual % Change	-9.4%	13.4%	-1.1%	19.4%	-0.1%

Operating Expenses

- FY 2021 operating expenses are proposed at \$10,855,600 and are comprised of the following major items:
 - Operating Contracts \$5,939,500
 - Office Automation 1,728,700
 - Building Repair and Maintenance 1,576,900
 - Equipment Lease 753,600
 - Gas and Oil 89,500
 - Training 83,400
- Overall, operating expenses are increasing by \$848,200, or 8.5%, above the FY 2020 approved level. The accompanying table compares the FY 2021 Proposed Budget operating expenditures with the FY 2019 Actual and FY 2020 Approved Budget operating expenditures.
- In six (6) of the categories, the FY 2021 Proposed Budget increases planned spending from the FY 2020 budget. In twelve (12) of the categories, the FY 2021 Proposed Budget level remains the same compared to the FY 2020 budget. The FY 2021 expenditure level is decreasing in one (1) category, Building Repair and Maintenance.

Operating Objects	FY 2019	FY 2020	FY 2021 Proposed	FY 2020 - FY 2021	
	Actual	Approved		\$ Change	% Change
Office Automation	\$ 651,699	\$ 920,400	\$ 1,728,700	\$ 808,300	87.8%
Training	18,250	41,500	83,400	41,900	101.0%
Telephone	148,613	103,100	133,000	29,900	29.0%
Printing	16,364	22,100	28,500	6,400	29.0%
Gas and Oil	72,527	86,000	89,500	3,500	4.1%
Vehicle Equipment Repair/Maintenance	149,237	164,500	167,300	2,800	1.7%
Operating Contracts	5,505,587	5,939,500	5,939,500	-	0.0%
Membership Fees	6,210	7,000	7,000	-	0.0%
Office and Operating Equipment Non-Capital	42,465	78,100	78,100	-	0.0%
Periodicals	1,684	-	-	-	N/A
Miscellaneous	56,895	-	-	-	N/A
Utilities	(5,678)	-	-	-	N/A
General & Administrative Contracts	115,033	104,200	104,200	-	0.0%
Equipment Lease	543,919	753,600	753,600	-	0.0%
Advertising	36,095	49,200	49,200	-	0.0%
Mileage Reimbursement	38,477	33,000	33,000	-	0.0%
Travel: Non-Training	2,118	-	-	-	N/A
General Office Supplies	146,213	113,700	113,700	-	0.0%
Building Repair/Maintenance	1,970,577	1,621,500	1,576,900	(44,600)	-2.8%
TOTAL	\$ 9,516,285	\$ 10,037,400	\$ 10,885,600	\$ 848,200	8.5%

- The most significant increase between the FY 2021 Proposed Budget and the FY 2020 Approved Budget is in Office Automation (\$808,300 increase) largely due to the added enhancement for the procurement system and Asset Works annual maintenance.
- Training costs are increasing by \$41,900, or 101% due to the increase in additional staff members. Also, the Office anticipates an increase in telephone expenditures as a result of the increase in the number of cell phones needed, due to filling the following key vacancies:
 - New Deputy Director for Technical Services
 - Human Resource Manager
 - Contract and Procurement Manager
 - Asset Manager
 - Building Manager
 - Various vacant positions in Fleet, Facilities Operations and Maintenance, and the General Services Division
- In FY 2021, the Office anticipates a decrease of \$44,600 in Building Repair/Maintenance to align with FY 2020 anticipated estimates.

Recoveries

- Recoveries for the General Fund and CIP activity of the Office are proposed at \$1,226,200 in FY 2021, which represents a decrease of \$378,700, or 23.6%, compared to the FY 2020 Approved Budget. These recoveries are for costs associated with salaries, fringe, and operating costs for various CIP/renovation projects, recovery of agency print/copy costs, revenue from the sale of surplus property, and salaries related to real estate activities.

Highlights

I. Land Acquisition and Real Property Division

- The OCS Land Acquisition and Real Property Division (LARP) manages the County’s existing lease portfolio, including the day-to-day management of County-owned and leased real property. The Office reports that the County currently does not have any vacant leased space. The total square footage of owned and leased space is approximately:
 - Leased 311,250 sq. ft.
 - Owned 4,992,197 sq. ft.
- In its Building Condition Report, the Office stated that 51% of County-owned space is in good condition, 48% in fair condition, and approximately 1% is in poor condition. (*See Attachment E of the responses to the First Round FY 2021 Proposed Budget Questions for the Building Condition Report.*)
- The County is in the early stages of conducting a space utilization study.
- The Office reports that as the targeted leases near expiration, they will seek to avoid costs by: establishing longer firm term leases; negotiating favorable rates; reducing rentable square feet by utilizing the Office’s Total Workplace Program; backfilling vacant County or leased spaces; and accelerating lease cycle time. The Office has acquired the following new office facilities to fulfill the needs of mission critical County agencies:
 - 5746 Silver Hill Road – Leased new premises for a relocation requirement
 - 425 Brightseat Road (Suite 101D) to 9201 Basil Court (Suite 318A) to backfill relocation
 - 6404 Ivy Lane, one-year renewal extension, term renegotiated
- The following surplus properties were sold in the past 12 months.

Principal Buyer	Location	Amount
West Hyattsville Property Company	2 portions of Ager Road Right of Way	\$34,000
MD State Highway Administration	Queens Chapel Road at MD 500 Right of Way	\$9,940
Prince County Public Schools	63 rd Place, Riverdale, MD	Zero consideration
MD State Highway Administration	13809 Brandywine Road, Brandywine, MD	\$9,513
Total		\$53,453

II. Facilities Operation and Management Division (FOM)

- The Facilities Operation and Management Division (FOM) continues to be short staffed, which inhibits timely response to service calls and adversely affects the performance of preventative maintenance.
- The following buildings are proposed to be included in the Major Renovations budget for FY 2021:
 - Multi-Cultural Center Feasibility Study
 - Subsurface and surface restoration preparation for Solar
 - Major Systems Repairs and Replacement for Code Compliance
 - Elevator Upgrades
 - American Disability Act (ADA) Modifications and Modernization Efforts
 - Window, Doors and Masonry work
- During FY 2018, the Office implemented the Work Order Management (WOM) System which integrates Facilities Operation and Management into SAP for greater workflow management, extensive reporting, business analytics, and web-based mobility. The Office reports technical difficulties within the SAP (WOM) system, including the inability for the mobile devices to add and track information for the costs of materials and amount of labor hours to be associated with any given work request. The Office also reported that training is sometimes general and may not provide the end-user with solutions to particular problems. The difficulties created with using the program with the devices provided creates under-reporting and gives false representation of the productivity of FOM employees, which has negative impacts on funding and staffing within the Division.

III. Contract Administration and Procurement (CAP) Division

- The Contract Administration and Procurement Division (CAP) reports that a major program success is the significant reduction of expired contracts in SAP. At the beginning of FY 2020, there were a large quantity of expired contracts and staff worked to reduce that amount.
- Other accomplishments of the CAP Division included:
 - Identifying seven (7) candidates to fill vacancies;
 - Creating written flow charts to establish realistic turnaround times for solicitations and non-competitive procurements; and
 - Developing several resources such as the Ratification/Confirming Purchasing Form, Notice of Noncompliance, Best and Final Offer, and other documents to aid staff in procurement transactions.

- CAP reported that program goals and objectives have fallen short of expectations in the ability to utilize SAP as a data source to collect, monitor and report on key performance measurements. The lack of familiarity with how to run reports in SAP, and the fact that some needed data is not housed in the system, results in manual data collection from various sources which is time consuming and compromises data integrity.
- CAP reported that it continues to enter all contracts (term and two-party agreements) in the SAP Contract Module. CAP also has decreased the number of Purchase Orders (POs) that are not linked to a contract entered in SAP. After the initiative to scan legacy hard copy files have been completed, CAP plans to enter these contracts into the SAP Contract Module.
- CAP continues its on-going efforts to do outreach to vendors who have not completed their registration in SAP to get the vendors to either complete the process or to remove them if their registration is incomplete. This helps to ensure that vendors listed in SAP are completely registered and available to do business with Prince George's County.
- CAP reported plans to begin the implementation process for the SAP Ariba e-Procurement System starting on March 2, 2020. SAP Ariba will have a positive impact on operations by improving speed of delivery with solicitations and improved efficiency for all procurement activities. Due to budget limitations, the County will take a tiered approach to implementing SAP Ariba. The first two modules will be implemented in FY 2020 and the third module will be implemented in FY 2021.
 - The adoption of the eProcurement system, along with hiring additional staff and the development of standard operating procedures will be in place to ensure the continuity of services consistent with the Office's mission and core functions. The Office reported that the ability to provide continuity of service with valid contracts is one of the main service priorities that will suffer if resources are not available.
 - To track performance measures, CAP has developed a spreadsheet "CAP Monthly Report/Agency Templates". These reports track the following performance measures: number of current contracts, number of expired contracts, number of active solicitations, and the current workload of each Procurement Officer.
- CAP reported that it does not have robust standard operating procedures, which will be a challenge when creating roles, responsibilities and workflows.
- CAP reported that it currently has an approved staffing complement of thirteen (13) Procurement Officers. To date, the County has over 192 expired contracts, representing a significant backlog of solicitations to be processed for award, as well as, numerous pending procurement actions requiring extensive documentation for execution. With thirty-nine (39)

agencies in the County and ten active Procurement Officers, CAP reported that it is virtually impossible to provide the level of procurement efficiency desired by the user agencies. The County is at risk of exposure to the cease of delivery of critical goods and services and/or the risk of losing offerors due to long solicitation periods.

IV. Supplier Development Diversity Division (SDDD)

- The Supplier Development Diversity Division (SDDD) utilizes the B2G NOW software system which houses all current vendor and certification documents.
- The Office implemented new software, Certification Compliance System (CCS), which tracks all certified businesses in the County’s vendor directory. SDDD reported the following are registered with the County:
 - 870 Minority Business Enterprises (MBE);
 - 41 County Based Businesses (CBB);
 - 560 County Based Small Businesses (CBSB); and
 - 54 County Located Businesses (CLB).
- The Office number and dollar value of contracts awarded to certified businesses for FY 2019 and FY 2020, are as follows:

<i>Business Certification Status</i>	Number of Contract Awarded		Dollar Value Awarded	
	FY 2019	FY 2020 (YTD)	FY 2019	FY 2020 (YTD)
Non – MBE/CBB	62	45	\$59,057,590	\$17,823,469
MBE	12	18	\$10,753,200	\$6,485,151
CBB	13	4	\$1,421,752	\$588,618
SB	74	26	\$50,047,019	\$8,117,673

(Note: MBE-Minority Business Enterprise, CBB- County Based Business, SB- Small Business)

- The Division has identified a need for a larger outreach budget to assist with hosting more strategic outreach events. This is essential in order to host in venues that can accommodate a larger number of suppliers as the vendor directory continues to grow. SDDD has been creative in partnering with organizations such as Prince Georges Community College, Metropolitan Washington Airports Authority, and the University of Maryland Global Campus in order to host effective outreach events.

- Disparity Study – After receiving the final report of the Disparity Study in January 2020, it was determined that additional resources and manpower will be required to begin implementing recommended strategies to remedy and provide support to SDDD’s programs and objectives. The Office reported that the total cost of the disparity study was \$429,730. The study recommendations include the following actions:
 - Adopt the 2019 Utilization and Availability Report by the County Council;
 - Develop a Plan of Action;
 - Prioritize recommendations;
 - Develop an Implementation Strategy;
 - Update the Supplier Diversity Program Policy; and
 - Develop Supporting legislation.

V. Contract Compliance Unit (CCU)

- The Contract Compliance Unit (CCU) is responsible for reviewing contract compliance and reporting requirements of the Jobs First Act of 2011 and the Jobs Opportunity Act of 2016. In an effort to ensure the County is in compliance with various County mandates, the Contract Compliance Unit implemented the following practices:
 - Attend Pre-bid and Work Initiation Conferences where CCU outlines the County’s requirements for staying in compliance throughout the duration of the contract;
 - Attend the Contract Review Committee (CRC) meetings held by agencies with delegated procurement authority to ensure these agencies are aware of legislative changes and to ensure that their award process adheres to the County code;
 - Review the bid document templates to ensure all of the information necessary to fully monitor contracts for compliance with the County code is captured in the documents;
 - Review monthly compliance reports from awardees based on First Source and Local Hiring Reporting, Supplier Utilization Reports and Prevailing Wage Monitoring reports;
 - Track award data with new software (B2GNow) to create a process that allows prime contractors to submit monthly utilization reports and requests for plan modifications in the system; and
 - Assist the Wage Determination Board in conducting annual wage surveys in order to establish prevailing wage rates for employees of contractors performing work on behalf of the County. The Compliance Unit launched a rebranded software in September 2019, Certification and Compliance System (CCS) which has allowed the Office to be able to monitor supplier utilization reports in CCS and eliminate the need for paper-based submissions.

VI. General Services Division (GSD)

- The General Services Division continues to work with the Office of Information Technology (OIT) to utilize the document management contract with Open Text Enterprises/Information Management Services. The Record Center continues to work with the contractor to define needs and requirements. The pilot has been completed and GSD is currently awaiting a meeting with the Project Manager to better define the Records Manager’s role in this endeavor.

- The GSD is partnering with the State’s Attorney’s Office to improve the record storage and retrieval process for the records maintained at the Jefferson Avenue location.

- The Graphics and Reproduction Center accounts for the largest expense, based on equipment leases.

- The Office reported the following activity for GSD in FY 2020:
 - The Graphics and Reproduction Center acquired a new Duplo Slitter/Cutter/ Creaser;
 - The Mail Services Unit upgraded all mail processing and tracking systems; and
 - The Mail Services Unit completed the insertion, addressing and mailing of more than 9,135 W-2s; 6,800 IRS 1099 Forms, and 7,636 tax bills.

Budget Comparison – Fleet Management Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Budget	FY 2020 Estimate	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ 4,390,206	\$ 5,003,800	\$ 4,757,400	\$ 5,278,300	\$ 274,500	5.5%
Fringe Benefits	2,081,682	2,882,200	2,740,200	2,718,300	(163,900)	-5.7%
Operating Expenses	5,168,907	5,668,100	5,506,900	6,425,800	757,700	13.4%
Capital Outlay	-	310,000	310,000	310,000	-	0.0%
Total	\$ 11,640,795	\$ 13,864,100	\$ 13,314,500	\$ 14,732,400	\$ 868,300	6.3%

Authorized Staffing Count - Fleet Management Fund

	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
Full-Time	75	75	0	0.0%
Total	75	75	0	0.0%

Staffing Changes and Compensation

- The FY 2021 Proposed Budget includes authorization for 75 full-time Fleet Management Fund positions, which is the same level of staffing as the FY 2020 approved level.
- The Office reported six (6) vacancies within the Fleet Management Division, as of March 12, 2020. Fleet reported that it has been proactive about filling its vacancies.
- Compensation for this fund is increasing by \$274,500, or 5.5%, due to anticipated cost-of-living adjustments and merit increases.
- The Office projects overtime expenses will total \$50,000 in FY 2020. In FY 2021, the Office’s proposed level of overtime expenses is anticipated to remain at the same level as the FY 2020 Approved Budget.

Fringe Benefits

- Fringe benefit expenditures are proposed to decrease by \$163,900, or 5.7%, below the FY 2020 approved level due to a change in the fringe benefit rate to align with anticipated costs.
- Proposed fringe benefits for the Fleet Management Fund include a \$854,000 contribution for Other Post-Employment Benefits (OPEB).
- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Fringe Benefit Expenditures	\$ 2,263,726	\$ 1,919,310	\$ 2,081,682	\$ 2,740,200	\$ 2,718,300
As a % of Compensation	58.8%	51.5%	47.4%	57.6%	51.5%

Operating Expenses

- FY 2021 proposed operating expenses for the Fleet Management Division are increasing by \$757,700 above the FY 2020 approved level, or 13.4%. The accompanying table compares the FY 2021 Proposed Budget operating expenditures with the FY 2020 Approved Budget operating expenditures.

- In four (4) of the categories, the FY 2021 Proposed Budget increases planned spending compared to the FY 2020 budget. In two (2) categories the FY 2021 Proposed Budget level is decreasing compared to the FY 2020 budget. FY 2021 expenditure level remains the same for the other operating expense categories.

Operating Objects	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed	FY 2020 - FY 2021	
				\$ Change	% Change
Telephone	\$ 25,935	\$ 19,200	\$ 22,000	\$ 2,800	14.6%
Utilities	78,374	75,900	79,000	3,100	4.1%
Printing	6,191	300	300	-	0.0%
Periodicals	2,149	200	200	-	0.0%
Office Automation	137,900	167,600	906,700	739,100	441.0%
Training	12,985	16,000	16,000	-	0.0%
Membership Fees	623	1,300	900	(400)	-30.8%
GA Contracts	1,966	-	-	-	0.0%
Op. Contract Services	7,647	8,500	8,500	-	0.0%
General Office Supplies	51,249	51,000	48,100	(2,900)	-5.7%
Office & Op. Eq. Non	26,895	71,000	71,000	-	0.0%
Other Op. Eq. Maintenance	348,015	496,000	496,000	-	0.0%
Vehicle Eq. Repair/Ma	3,940,806	4,168,500	4,184,500	16,000	0.4%
Gas & Oil	47,236	55,000	55,000	-	0.0%
Bldg. Repair/Maintenance	352	-	-	-	0.0%
Interagency Charges	1,883	2,500	2,500	-	0.0%
Misc.	6,755	15,500	15,500	-	0.0%
Depreciation	243,702	282,200	282,200	-	0.0%
Grants/Contracts	1,177	-	-	-	0.0%
Real Property	23,286	35,000	35,000	-	0.0%
TOTAL	\$ 5,168,907	\$ 5,668,100	\$ 6,425,800	\$757,700	13.4⁹%

- The most significant increase is in Office Automation (\$739,100 increase) due to funding phase 2 of the electronic procurement management system (ARIBA), asset works software annual maintenance fee, and allocated funding for the increase in the technology cost allocation charges

Capital Outlay

- Proposed capital outlay for FY 2021 is \$310,000, which remains unchanged from the FY 2020 approved level. Fleet used capital funding for several scheduled projects including fuel pump replacement and fuel site backup generator, both replacement generators were converted over to clean burning propane fuel. Fleet is on pace to meet the purchasing requirements under CR-028-2014.

Highlights

- Administrative vehicles assigned to an agency head are eligible for retirement/replacement when it has reached four years or 70,000 miles. All other sedans and light trucks, including pursuit and non-pursuit vehicles, are eligible for retirement or replacement once they reach a maximum of 100,000 miles and/or ten years. The Office reports that 40% of the County’s available fleet and 40% of the public safety fleet currently exceeds the replacement standard.

- In an effort to get the County’s vehicle inventory into compliance with the vehicle replacement policy, the Fleet Division has submitted a multi-year plan for fleet replacement at an estimated cost of \$10 million to \$13 million per year for the light vehicle fleet.

Plan Year	Agency	Vehicle Type	Costs (million)
2018	Various	Light Fleet	\$10.80
	DoE	Land Fill Trucks	\$0.60
	Fire	Heavy Apparatus Fleet	\$4.50
	DPW&T	Trucks and Equipment	\$2.50
2019	Various	Light Fleet	\$8.80
	DoE	Roll off trash truck and a bulldozer	\$1.00
	Fire	Heavy Apparatus Fleet	\$11.00
	DPW&T	Heavy Vehicles and Equipment	\$3.00
2020	Various	Light Fleet	\$9.5
	DoE	Land Fill Trucks	\$0.18
	Fire	Heavy Apparatus and Light Fleet	\$3.8
	DPW&T	Heavy Vehicles and Equipment and Light	\$3.06

- The FY 2020 Approved Budget for public safety vehicles included funding to purchase the following public safety vehicles:
 - Police Department (\$6.4 million) – 60 marked patrol SUVs, 30 administrative sedans, 20 unmarked SUVs, five (5) LT Tahoe SUVs, one (1) prisoner transport van, one (1) F350 truck, two (2) fusion administrative sedans, and 2 transit mini command vans; and
 - Office of the Sheriff (\$1.5 million) – 31 marked sedans and eight (8) marked SUVs.
- Additionally, the following vehicles have been ordered for non-public safety Agencies:
 - Command SUV (5)
 - Mid-Size SUV (2)
 - Passenger Vans (2)
 - Prisoner Transport (1)
 - Intermediate Sedans (4)
 - Small SUV (2)
 - Breathing Apparatus Truck (1)
 - Ambulance (2)
 - FD Bus (1)
 - Rescue Squad Truck (1)
 - Hybrid Sedan (2)
 - Rosco Vehicle Camera (10)
 - Pickup with Plow (3)
 - Pierce Enhanced Engine (1)
 - Pierce Engine (2)
 - Pierce Ladder Truck (3)
 - K-9 SUV (1)

- Fleet reported that it has implemented a number of sustainability measures. To date, a total of 14 plug in charging stations have been installed at County facilities to extend the infrastructure for electric vehicles. Fleet currently has 57 hybrid electric vehicles (HEV), nine (9) parallel hybrid electric vehicles, and 21 dedicated propane autogas powered vehicles.
- The Division's green fleet initiatives also include a pilot program for extended life oil filters and converting the three (3) most recent fuel site emergency generators to clean burning propane gas.
- Fleet worked with Maryland Energy Administration (MEA) to use funding available in their Freedom Fleet Voucher program to aid with the County's green fleet initiative. MEA has provided funding to assist with incremental costs for a total of 16 vehicles to date. \$280,000 of County money was spent with \$152,000 of MEA expenditures. In the FY 2020 Approved Budget and FY 2021 Proposed Budget, green fleet funds for the following initiatives:
 - Plug-In Electric Infrastructure
 - Liquid Propane Auto-gas Dispensing
 - Plug-in Hybrid Electric Vehicles (PHEV)
 - Hybrid Electric Vehicles (HEV)
 - Parallel Hybrid Electric Vehicles
 - Dedicated Propane Auto-gas Powered Vehicles
 - Bi-Fuel Propane Auto Gas Powered Vehicles
 - Petroleum reduction efforts in the Shop (pilot)
 - Conversion of fuel site emergency generators
- Fleet has uploaded the fixed asset control numbers from SAP into its fleet maintenance database so that sorting, tracking and reporting on vehicle assets can be done using a more flexible and easier to use fleet database. This tool is used to conduct the annual fleet asset inventory of County vehicles and equipment.
- The Proposed FY 2021 budget (Non-Departmental) includes a \$25 million Certificate of Participation (COP) to replace various County fleet and equipment. The list of equipment to be purchased has not yet been determined.
- Fleet was named the best to the 100 Best Fleets list, being named the #20 fleet in North and the #43 Green Fleet in North America.
- The estimated FY 2021 beginning fund balance in the Fleet Management Fund is \$11.5 million. In FY 2021, the Office anticipates \$1,165,000 of fund balance will be used, leaving the budgeted fund balance at the end of FY 2021 at \$10.35 million. (*See Attachment A for fund balance details.*)

Budget Comparison – Property Management Services Special Revenue Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	Change Amount	Percentage Change
Operating Expenses	\$ 294,169	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
Capital Outlay	46,100	-	-	-	-	N/A
Total	\$ 340,269	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	N/A

Operating Expenses

- Overall, proposed operating expenses remains unchanged for FY 2021. Chargebacks for Salaries & Fringe related to the disposition of surplus real property make up the \$346,500 of proposed operating expenses.

Highlights

- This fund accounts for the receipt of revenues from the disposition of surplus real property and the various costs related to the disposition of properties.
- Landscaping Services expenditures are expected to exceed FY 2020 projection levels due to increased resident calls for nuisance vacant lots complaints while the property is marketed and sold as part of a long-term strategy. The expected level of expenditures is by 35%.
- Other operating contract expenses are expected to exceed FY 2020 projections due to increases in real estate activities valuation, highest and best use, litigation, and arbitration issues. The expected level of expenditures is by 25% more than the FY 2020 projections.
- The estimated FY 2021 beginning fund balance in the Property Management Services Special Revenue Fund is \$921,899. In FY 2021, proposed revenues are sufficient to cover proposed expenses; therefore, the use of fund balance is not anticipated, leaving a surplus of \$921,899 at the end of FY 2021. (See Attachment B for fund balance details.)

Budget Comparison – Collington Center Special Revenue Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Fringe Benefits	-	-	-	-	-	N/A
Operating Expenses	5,000	5,000	5,000	5,000	-	0.0%
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%

Operating Expenses

- Operating expenditures remain the same as the FY 2020 approved level. A \$5,000 annual assessment fee is the only item budgeted for the Collington Center Fund.

Highlights

- This fund is a special revenue fund used to account for revenues from the sale of properties within the Center and to finance costs incurred from managing the fund.
- The Office reported that none of the Collington Center properties were sold during FY 2020. Six (6) parcels are remaining to be sold in FY 2021 and one (1) anticipated sale in FY 2020 that is under contract, with no sales anticipated in FY 2021.
- The estimated FY 2021 beginning fund balance in the Collington Center Special Revenue Fund is \$142,974. Fund balance proposed to be appropriated for use in FY 2021 is \$5,000, leaving the budgeted fund balance at the end of FY 2021 at \$137,974. *(See Attachment C for fund balance details.)*

Budget Comparison – Grants

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ 49,119	\$ -	\$ 433,000	\$ -	\$ -	N/A
Fringe Benefits	-	-	65,000	-	-	N/A
Operating Expenses	871,387	-	310,000	-	-	N/A
Total	\$ 920,506	\$ -	\$ 808,000	\$ -	\$ -	N/A

- The Office does not anticipate receiving grant funds in FY 2021, which represents the same level as FY 2020 Approved Budget. The FY 2020 estimate reflects the ongoing efforts to process TNI clean energy program grants. All of the TNI clean energy funding was previously appropriated in FY 2019. In FY 2021, funding in the amount of \$781,400 will be spent to support nine positions and the operations of the program.
- The FY 2021 Proposed Budget includes authorization for nine (9) limited term grant funded positions. This is an increase of three positions to expand the Sustainable Energy Program administration of funds from the Pepco and Alta/Gas mergers. The Office reported six (6) grant funded vacancies.

Highlights – Energy Sustainability

- The Office of Central Services serves as the lead agency for the grant programs related to energy sustainability. Sustainable Energy has installed over 1 MW of solar energy generation on County government buildings and will begin the process to install an additional 4 MW on County buildings in March 2020. The projects are scheduled to be completed in 2022.
- Sustainable Energy reviewed 292 grant applications from residents and businesses during the period of July 1, 2019 to February 14, 2020. It takes about 45 – 60 days for the County to complete its review of an application including processing the invoice.
 - As of February 2020, the Office of Central Services and the Office of Finance paid invoices for 172 Clean Energy Grant applications (\$5,000 maximum per energy efficiency application and \$10,000 maximum for solar PV applications). The remaining applications were disqualified due to low energy savings or work completed but Sustainable Energy is awaiting final invoice.
 - The Office reports that the total dollars spent/granted is approximately \$1.148 million. As a result of these grant awards:
 1. Saved approximately 917,000 kilowatt hours of electricity saved annually

2. Avoided approximately 648 metric tons of carbon dioxide

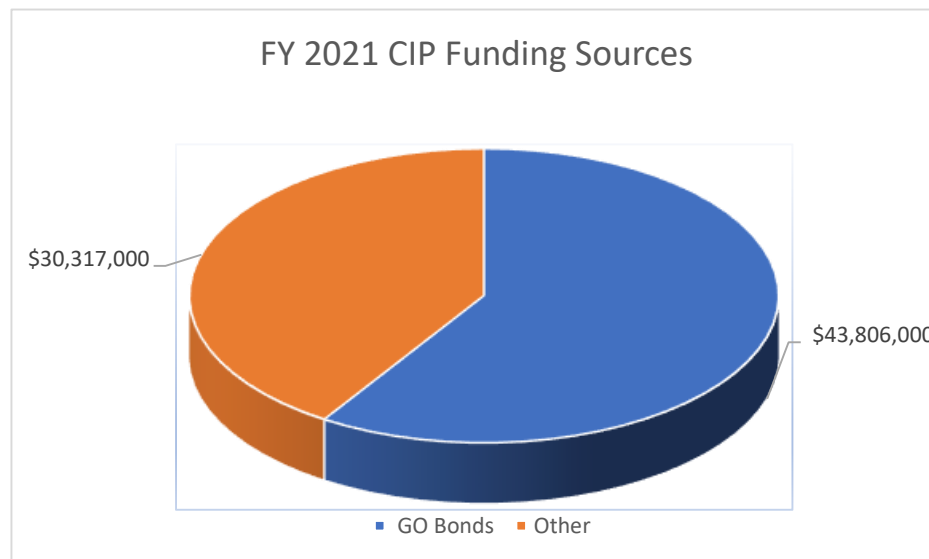
- The Sustainable Energy workforce program is focusing on creating “Pathways Out of Poverty” by providing training or renewable energy, energy efficiency and construction, and skill trades specific to the energy sector.
 - The program has a Sustainable Energy Advisory Council to provide input into the design and structure of the workforce initiative and potentially hire graduates of the program.
 - The grant agreement with Employ Prince George’s ended and a second agreement was awarded to Prince George’s County Community College for \$347,750 to perform energy training, provide stipends to students to complete applicable certifications.
 - In December 2020, nine students completed solar and weatherization training and certificate process.
- Sustainable Energy, in partnership with the Office of Human Resources, managed about 200 summer youth’s participation in the inaugural year of the SYEP Capstone initiatives with a focus on energy literacy. In partnership with Exelon/Pepco, Prince George’s County Public Schools (PGCPS) and Sustainable Energy office, the National Energy Education Development (NEED) implemented the STEM (Science, Technology, Engineering and Math) educational initiative with a specific emphasis on energy efficiency, conservation and alternative energy.
- Sustainable Energy partnered with FSC First with issuing the first C-PACE loan.
- Sustainable Energy partnered with PGCPS to install its first three solar systems at Glenarden Woods, Greenbelt Middle School and Oxon Hill. The systems are estimated to generate about 1 MW of clean energy annually, starting in the second quarter of 2020.
- AtlaGas relocated its U.S. power head office to Prince George’s County.
- Sustainable Energy obtained an in-kind service from Metropolitan Washington Council of Governments (MWCOG) valued at \$30,000 to assist in the development of electric vehicle charging station plan for County government operations.

FY 2021 Capital Improvement Program (CIP)

- The Office of Central Services has responsibility for the planning and construction of County buildings and related activities. OCS operates, maintains, and renovates all County facilities and fire stations which includes:
 - Repair roofs, concrete and other interior/exterior needs;
 - Replace or repairing mechanical, electrical, plumbing and life-safety systems;
 - Renovate surplus schools for citizen and administrative use;
 - Renovate offices to better utilize existing space;
 - Convert building systems from electricity/fuel operations to more energy efficient systems; and
 - Renovate buildings to comply with applicable health, safety, and Americans with Disabilities Act (ADA) code regulations.

FY 2021 Funding Sources

- The FY 2021 Proposed Capital Budget for the Office of Central Services is \$74.1 million. This represents an increase of approximately \$3 million, or 4%, over the FY 2020 Approved Capital Budget. The breakdown of the FY 2021 funding sources is shown below.



- The FY 2021 - FY 2026 CIP total funding request is \$537.5 million which is an increase of \$128.2 million, or approximately 31%, above the total funding approved for FY 2020 – FY 2025 total project costs.
- The FY 2021 CIP budget request includes funding for nine (9) of the eleven (11) existing projects.

Facilities

- The following table provides a breakdown of the budget comparison for the Office of Central Services’ Proposed FY 2021 - FY 2026 CIP Budget to that which was approved in FY 2020.

Project Name	Est. Comp.	Approved FY 2020 - 2025 CIP		Proposed FY 2021 - 2026 CIP		Change in Fiscal Year Budget FY 20 to FY 21		Change in Total Funding	
		Approved FY 2020	Total Approved	Proposed FY 2021	Total Proposed	\$ Change	% Change	\$ Change	% Change
Collington Athletic Complex	2021	19,217,000	19,217,000	19,217,000	19,217,000	-	0.0%	-	0.0%
Contingency Appropriation Fund	Ongoing	10,000,000	10,000,000	10,000,000	60,000,000	-	0.0%	50,000,000	500.0%
C.A.B. Refresh	2022	-	11,400,000	1,400,000	11,400,000	1,400,000	100.0%	-	0.0%
County Building Renovations II	Ongoing	6,000,000	155,904,000	7,100,000	164,416,000	1,100,000	18.3%	8,512,000	5.5%
Domestic Violence / Human Trafficking Shelter	TBD	200,000	10,200,000	200,000	10,200,000	-	0.0%	-	0.0%
Driver Training Facility and Gun Range	TBD	12,500,000	64,291,000	19,754,000	134,048,000	7,254,000	58.0%	69,757,000	108.5%
Energy Upgrades	2021	-	1,644,000	-	1,644,000	-	0.0%	-	0.0%
Prince George's Homeless Shelter	2021	9,563,000	16,808,000	4,223,000	16,808,000	(5,340,000)	-55.8%	-	0.0%
Promise Place Children's Shelter	TBD	-	21,154,000	-	21,154,000	-	0.0%	-	0.0%
Regional Administration Building	2021	13,739,000	78,164,000	8,769,000	78,164,000	(4,970,000)	-36.2%	-	0.0%
Shepherd's Cove Womens Shelter	2022	-	20,460,000	3,460,000	20,460,000	3,460,000	100.0%	-	0.0%
		\$ 71,219,000	\$ 409,242,000	\$ 74,123,000	\$ 537,511,000	\$ 2,904,000	4.1%	\$ 128,269,000	31.3%

- Projects slated to be completed in FY 2021 are:
 - Collington Athletic Complex
 - Prince George’s Homeless Shelter
 - Regional Administration Building
 - Energy Upgrades

- The most significant increases in the FY 2021 Proposed Budget are due to the following projects:
 - CAB Refresh
 - Driver Training Facility and Gun Range
 - Shepherd’s Cove Women’s Shelter
 - County Building Renovations II

Highlights

- **County Administration Building (CAB) Refresh** (FY 2021 Funding Proposal: \$1.4 million) This project will include the restoration, upgrade, modernization, infrastructure reconstruction, and rehabilitation of major systems, including fire, heating and air conditioning, boiler, machinery and a general face lift. The project is in concept design and will not fully occur until all office moves have been made to the Wayne K. Curry building.

- **Collington Athletic Complex** – (FY 2021 Funding Proposal: \$19.2 million) This project includes the design and construction of a 76-acre multi-field sports facility off Route 301 and Trade Zone Avenue. Funding for this project will come from several sources to include, developer contributions, \$7.5 million or more from the Maryland-National Capital Park and Planning Commission (M-NCPPC), and three (3) State bonds bills (totaling \$5.0 million, dated 2012, 2013 and 2015). Project construction commencement is scheduled for late FY 2020. The land disposition and development agreement has been executed by the County and sports complex operator and the County is finalizing the ground lease agreement with the operator as well as land exchanges with M-NCPPC to facilitate the project.
- **County Building Renovations II** - (FY 2021 Funding Proposal: \$7.1 million) This project provides funding for renovations and repairs to County owned properties. These funds may be used to purchase land in conjunction with renovation projects and to build-out spaces newly acquired or leased by the County. Lead and asbestos abatement, environmental remediation, energy efficiency projects and construction costs to meet Americans with Disabilities Act (ADA) requirements may also be completed pursuant to this project. The projects contemplated for FY 2021 includes funding for major equipment replacements at the County owned buildings and multi-cultural center feasibility study. The Multicultural Center would also hold events that promote inclusivity in a safe and welcoming environment. The FY 2020 project funds will be encumbered in March 2020.
- **Domestic Violence / Human Trafficking Shelter** - FY 2021 Funding Proposal: \$200,000) This project provides preliminary funding for a feasibility study in FY 2020 to build a domestic violence and human trafficking shelter in the southern part of the County. Site assessment, program needs and feasibility study for the new shelter will be completed in FY 2021. The funding for this project will be General Obligation Bonds. There is currently no start date for this project. Programming is anticipated to begin in April 2020 and Design to start first quarter 2021.
- **Driver Training Facility and Gun Range** - (FY 2021 Funding Proposal: \$19.8 million) This project provides funding to construct a driver training and test facility to service the Police and Fire Departments. The facility will replace the former training course, which is currently being used by the DoE for its lawn and waste recycling program. This new facility will contain a precision driving course, a highway response and pursuit course, and a skid pad to simulate wet road conditions and miscellaneous support facilities. Total project cost has increased based on actual contractual costs for the Gun Range and the inclusion of the Fire Training and Leadership Academy, Burn Village and additional parking and technology needs. This project is underway with a September FY 2020 expected completion. Current expenditures to date are \$7 million and the expected cost for FY 2020 is \$45 million.
- **Prince George's Homeless Shelter** - (FY 2021 Funding Proposal: \$4.2 million) This project replaces the current 81 bed emergency and transitional shelter. The new shelter will also offer on-

site employment readiness/job placement assistance, computer training, substance abuse services, life skills training and medical care. The project is expected to be completed in FY 2021. Permits have been issued and construction will begin on or about April 1, 2020. The project has expensed \$549,000 to date with a completion expected on or before May 2021.

- **Regional Administration Building** - (FY 2021 Funding Proposal: \$8.8 million) The Regional Administration Building houses the Office of the County Executive as well as other Agencies. County Council Chambers, Council and M-NCPPC phases will be completed in FY 2021. This is a 3-year project, expected to be completed in FY 2022 and is funded with \$62 million with \$43 million expended to date. Construction will be completed by the third quarter of FY 2021.
- **Shepherd's Cove Women's Shelter** – (FY 2021 Funding Proposal: \$3.5 million) This project provides for the expansion and retrofitting of existing housing for single women and families with children experiencing homelessness in the County. This include work space for street outreach, case management and appropriate crisis intervention services. The shelter will provide drop-in space for day/evening informal engagement with access to storage, showers, computers, workshops, basic health care and food. It will have single room transitional housing units with support services, affordable housing units for mixed populations including seniors with limited income and a series of store fronts with affordable rent for leasing. The architect started this project in March 2020; planning will continue in FY 2021.
- The Office is also facilitating the design and construction of the **Regional Health and Human Services Center**. The HHS Building is an 115,000 square foot office building that will consolidate Family Services, Social Services and the Department of Health into a headquarters facility. This is part of an overall revitalization of the 277,000 square foot Hampton Park shopping center in Capital Heights. The base building work has started by the developer with an expected delivery of February 2021. The project budget for the base building is \$32 million. The tenant for the HHS will be handled by OCS. The project budget is \$24 million. OCS will award the design contract in April 2020, tenant construction to start in March 2021 and to be completed in March 2022.

Attachments: Attachment A – Fleet Management Internal Services Fund

Attachment B – Property Management Services Special Revenue Fund

Attachment C – Collington Center Special Revenue Fund

FLEET MANAGEMENT INTERNAL SERVICE FUND - 1901
FUND OPERATING SUMMARY

Revenues:	Actual FY 2019	Budget FY 2020	Estimated FY 2020	Proposed FY 2021	Dollar Change	Percentage Change
Maintenance Charges	\$ 12,637,364	\$ 12,838,100	\$ 12,838,100	\$ 12,960,400	\$ 122,300	1.0%
Warranty Recoveries	-	12,000	-	12,000	-	0.0%
Miscellaneous Revenue	10,307	25,000	11,700	25,000	-	0.0%
Fuel Tax Refund	418,497	185,800	400,000	400,000	214,200	115.3%
Motor Pool	162,634	170,000	170,000	170,000	-	0.0%
Appropriated Fund Balance	-	633,200	-	1,165,000	531,800	84.0%
Total Revenues	\$ 13,228,802	\$ 13,864,100	\$ 13,419,800	\$14,732,400	\$868,300	6.3%

Expenditures:	Actual FY 2019	Approved FY 2020	Estimated FY 2020	Proposed 2021	FY Dollar Change	Percentage Change
Compensation	\$ 4,390,206	\$ 5,003,800	\$ 4,757,400	\$ 5,278,300	\$ 274,500	5.5%
Fringe Benefits	2,081,682	2,882,200	2,740,200	2,718,300	(163,900)	-5.7%
Operating Expenses	5,168,907	5,668,100	5,506,900	6,425,800	757,700	13.4%
Capital Outlay - Heavy Equip	-	310,000	310,000	310,000	-	0.0%
Total Expenditures	\$ 11,640,795	\$ 13,864,100	\$ 13,314,500	\$ 14,732,400	\$ 868,300	6.3%

Beginning Fund Balance	\$ 9,817,005	\$ 10,542,905	\$ 11,405,012	\$ 11,510,312	\$ 967,407	9.2%
Fund Bal. Appropriated	-	(633,200)	-	(1,165,000)	(531,800)	84.0%
Excess of Revenues Over Expenditures	1,588,007	-	105,300	-	-	0.0%
Ending Fund Balance	\$ 11,405,012	\$ 9,909,705	\$ 11,510,312	10,345,312	\$ 435,607	4.4%

OFFICE OF CENTRAL SERVICES
PROPERTY MANAGEMENT SERVICES SPECIAL REVENUE FUND - 2900
FUND OPERATING SUMMARY

Revenues	Actual FY 2019	Approved FY 2020	Estimated FY 2020	Proposed FY 2021	Dollar Change	Percentage Change
Sale of Property	\$ 29,446	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
Interest and Dividends	-	-	-	-	-	N/A
Appropriated Fund Balance	-	-	-	-	-	N/A
Total Revenues	<u>\$ 29,446</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>0.0%</u>

Expenditures	Actual FY 2019	Approved FY 2020	Estimated FY 2020	Proposed FY 2021	Dollar Change	Percentage Change
Operating Expenses	\$ 294,169	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
Capital Outlay	\$ 46,100	-	-	-	-	-
Total Expenditures	<u>\$ 340,269</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>0.0%</u>

Beginning Fund Balance	\$ 1,232,722	\$ 1,406,541	\$ 921,899	\$ 921,899	\$ (484,642)	-34.5%
Revenues Over/(Under) Expend.	(310,823)	-	-	-	-	N/A
Fund Bal. Appropriated	-	-	-	-	-	N/A
Ending Fund Balance	<u>\$ 921,899</u>	<u>\$ 1,406,541</u>	<u>\$ 921,899</u>	<u>\$ 921,899</u>	<u>\$ (484,642)</u>	<u>-34.5%</u>

OFFICE OF CENTRAL SERVICES
COLLINGTON CENTER SPECIAL REVENUE FUND - 2903
FUND OPERATING SUMMARY

Revenues	Actual FY 2019	Approved FY 2020	Estimated FY 2020	Proposed FY 2021	Dollar Change	Percentage Change
Sale of Property & Principal	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Appropriated Fund Balance	-	5,000	5,000	5,000	-	0.0%
Transfer	-	-	-	-	-	N/A
Total Revenues	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	0.0%
<hr/>						
Expenditures	Actual FY 2019	Approved FY 2020	Estimated FY 2020	Proposed FY 2021	Dollar Change	Percentage Change
Operating Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Contingency Reserve	-	-	-	-	-	N/A
General Fund Transfer	-	-	-	-	-	N/A
Total Expenditures	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	0.0%
<hr/>						
Beginning Fund Balance	\$ 152,974	\$ 152,974	\$ 147,974	\$ 142,974	\$ (10,000)	-6.5%
Revenues Over/(Under) Expend.	(5,000)	-	-	-	(10,000)	N/A
Fund Bal. Appropriated	<u>-</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>-</u>	0.0%
Ending Fund Balance	<u><u>\$ 147,974</u></u>	<u><u>\$ 147,974</u></u>	<u><u>\$ 142,974</u></u>	<u><u>\$ 137,974</u></u>	<u><u>\$ (10,000)</u></u>	-6.8%