

**Office of Central Services  
Fiscal Year 2022 Budget Review Summary**

**Proposed FY 2022 Operating Budget**

<b>Expenditures by Fund Type</b>						
<b>Fund</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Budget</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$22,990,385	\$22,734,800	\$24,147,900	\$ 23,065,800	\$ 331,000	1.5%
Internal Service Funds	13,045,646	14,518,600	13,879,900	14,462,700	\$ (55,900)	-0.4%
Special Revenue Funds	590,822	605,000	605,000	605,000	\$ -	0.0%
Grant Funds	1,860,980	-	563,000	-	\$ -	0.0%
<b>Total</b>	<b>\$38,487,833</b>	<b>\$37,858,400</b>	<b>\$39,195,800</b>	<b>\$ 38,133,500</b>	<b>\$ 275,100</b>	<b>0.7%</b>

<b>Authorized Staffing - All Classifications</b>				
<b>Fund</b>	<b>FY 2021 Approved</b>	<b>FY 2022 Proposed</b>	<b>Change</b>	<b>% Change</b>
General Fund	171	172	1	0.6%
Internal Service Funds	75	75	0	0.0%
Grant Funds	9	9	0	0.0%
<b>Total</b>	<b>255</b>	<b>256</b>	<b>1</b>	<b>0.4%</b>

**FY 2022 Proposed Budget – Key Highlights**

**General Fund**

- The Office reports that it will require a supplemental budget appropriation for FY 2021 of approximately \$1.9 million to cover compensation and fringe costs (\$1.4 million), Thermo Machines for COVID-19 (\$28,750), and deep cleaning costs (\$448,800) for County agencies, including the Department of Corrections.
- Compensation/Fringe is increased by \$668,200 due to the creation of one new procurement officer position to assist the Health Department as well as funding for additional vacant positions.
- Operating Costs are proposed to decrease by \$337,200 due to a reduction in equipment lease and other office automation charges partially offset by increases in janitorial services, compliance maintenance software and technology costs.
- Recoveries are proposed at approximately \$1.2 million which is consistent with FY 2021 Approved Level. The Office's recoveries are for costs associated with salaries, fringe, and operating costs from various CIP projects, recovery of agency print/copy costs, and salaries related to the sale of surplus property.

**Internal Service Fund**

- Compensation/Fringe are proposed to be reduced by approximately \$183,300 due to anticipated staff attrition.
- Operating Costs are proposed to increase by \$127,400 due primarily to increased vehicle equipment repair and maintenance costs offset by a reduction in office automation costs .

**Special Revenue Funds- (Property Management Services and Collington Center)**

- Funding remains consistent with FY 2021 Approved Level of \$600,000 and \$5,000 for the Property Management Services and Collington Center, respectively.
- These funds manage the sales and related costs associated with the surplus properties and properties located in the Collington Center.

**Grant Fund**

- The Office does not anticipate receiving grant funds in FY 2022. The FY 2021 estimate reflects the ongoing efforts to process TNI clean energy program grants, which was previously appropriated in FY 2019.

**Staffing**

- Vacancies (As of 3/12/21): Twenty-two (22) FT General Fund positions; two (2) full-time Internal Fund positions, and five (5) Limited-term grant positions.
- Key Initiatives: To provide assistance to County-based and minority businesses and to provide facilities, fleet, inventory, and real property management services at County-owned facilities and to County agencies in order to (1) achieve safe well-maintained facilities, (2) support the County's transportation needs, (3) account for all County assets, and (4) ensure efficient and effective use of office space and land.

**Office of Central Services Fund Budgets**

<b>Category General Fund</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Budget</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Proposed</b>	<b>Change Amount</b>	<b>% Change</b>
Compensation	\$ 10,234,100	\$ 9,728,800	\$ 10,820,200	\$ 10,256,400	\$ 527,600	5.4%
Fringe Benefits	3,440,991	3,346,600	3,722,200	3,487,200	\$ 140,600	4.2%
Operating Expenses	10,571,247	10,885,600	10,831,700	10,548,400	\$ (337,200)	-3.1%
Capital Outlay	548	-	-	-	\$ -	0.0%
Recoveries	(1,256,501)	(1,226,200)	(1,226,200)	(1,226,200)	\$ -	0.0%
<b>Total</b>	<b>\$ 22,990,385</b>	<b>\$ 22,734,800</b>	<b>\$ 24,147,900</b>	<b>\$ 23,065,800</b>	<b>\$ 331,000</b>	<b>1.5%</b>

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

**Proposed FY 2022 -FY 2027 Capital Improvement Program**

	<b>Expended to Date</b>	<b>Proposed FY22 Capital Budget</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>Total Proposed CIP Funding Beyond 6 years</b>
<b>11 Projects</b>	<b>\$ 223,752,000</b>	<b>\$ 29,851,000</b>	<b>\$ 27,670,000</b>	<b>\$ 36,000,000</b>	<b>\$ 49,200,000</b>	<b>\$ 21,000,000</b>	<b>\$ 19,085,000</b>	<b>\$ 44,717,000</b>

**Highlights**

- Funded by General Obligation Bonds (55.5%) and Other (44.5%).
- Key FY 2022 Funded Projects: Driver Training Facility & Gun Range, County Building Renovations II, County Administration Building Refresh, Prince George's Homeless Shelter and the Contingency Appropriation Fund.



**THE PRINCE GEORGE'S COUNTY GOVERNMENT**  
**Office of Audits and Investigations**

May 3, 2021

**MEMORANDUM**

TO: Calvin S. Hawkins, II, Chair  
 Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor

FROM: Larry Whitehurst Jr., Audit Manager

RE: Office of Central Services (OCS)  
 Fiscal Year 2022 Budget Review

**Budget Overview**

The FY 2022 Proposed Budget for the Office of Central Services (OCS) is approximately \$38.1 million, which is an increase of \$275,100, or 0.7%, above the FY 2021 Approved Budget. The increase is primarily driven by an increase in General Fund compensation and fringe costs to fund a new procurement officer position, and vacant positions, offset by a reduction in operating expenditures.

FY 2021 estimated total General Fund expenditures are approximately \$24.1 million, which is approximately 6.0% above the FY 2021 Approved budgeted level. As a result, the Office does expect to require a supplemental budget appropriation of approximately \$1.9 million to cover Compensation and Fringe Benefit costs (\$1.4 million), Thermo Machines for COVID-19 (\$28,750), and deep cleaning costs (\$448,800) for County agencies, including the Department of Corrections.

Fund	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	% Change Est vs App	FY 2022 Proposed	\$ Change	% Change
General Fund	\$ 22,990,385	\$ 22,734,800	\$ 24,147,900	6%	\$ 23,065,800	\$ 331,000	1.5%
Grants	1,860,980	-	563,000	N/A	-	-	0.0%
Fleet Management Internal Service Fund	13,045,646	14,518,600	13,879,900	-4%	14,462,700	(55,900)	-0.4%
Property Mgmt Svc	585,822	600,000	600,000	0%	600,000	-	0.0%
Collington Center	5,000	5,000	5,000	0%	5,000	-	0.0%
<b>Total</b>	<b>\$ 38,487,833</b>	<b>\$ 37,858,400</b>	<b>\$ 39,195,800</b>	<b>2%</b>	<b>\$ 38,133,500</b>	<b>\$ 275,100</b>	<b>0.7%</b>

**Authorized Staffing - All Classifications**

	FY 2021 Approved	FY 2022 Proposed	Change	% Change
General Fund	171	172	1	0.6%
Internal Service Fund	75	75	0	0.0%
Grant Program Fund (Limited Term)	9	9	0	0.0%
<b>Total</b>	<b>255</b>	<b>256</b>	<b>1</b>	<b>0.4%</b>

**Budget Comparison – General Fund**

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

Category	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	\$ Change	% Change
Compensation	\$ 10,234,100	\$ 9,728,800	\$ 10,820,200	\$ 10,256,400	\$ 527,600	5.4%
Fringe Benefits	3,440,991	3,346,600	3,722,200	3,487,200	140,600	4.2%
Operating Expenses	10,571,247	10,885,600	10,831,700	10,548,400	(337,200)	-3.1%
Capital Outlay	548	-	-	-	-	0.0%
Sub-Total	\$ 24,246,886	\$ 23,961,000	\$ 25,374,100	\$ 24,292,000	\$ 331,000	1.4%
Recoveries	(1,256,501)	(1,226,200)	(1,226,200)	(1,226,200)	-	0.0%
<b>Total</b>	<b>\$ 22,990,385</b>	<b>\$ 22,734,800</b>	<b>\$ 24,147,900</b>	<b>\$ 23,065,800</b>	<b>\$ 331,000</b>	<b>1.5%</b>

Authorized Positions - General Fund

	FY 2021 Approved	FY 2022 Proposed	Change Amount	% Change
Full-Time	171	172	1	0.6%
<b>Total</b>	<b>171</b>	<b>172</b>	<b>1</b>	<b>0.6%</b>

**Staffing Changes and Compensation**

- FY 2022 General Fund Compensation is increasing by \$527,600, or 5.4%, due to the creation of one new procurement officer position to assist the Health Department, as well as funding for additional vacant positions.
- The FY 2022 Proposed Budget includes authorization for 172 full-time General Fund positions, which is an increase of one position when compared to the FY 2021 approved staffing level. The Office reports that 153 of its 172 authorized positions in FY 2022 are funded, leaving nineteen (19) unfunded positions.
- As of March 12, 2021, the Office reported 22 vacant General Fund full-time positions.

- The Office has two (2) Audio Visual Specialists and one (1) Administrative Aide assigned to the Office of the County Executive. The Office also has a Procurement Officer assigned to its office from the Department of the Environment (DOE).
- As of March 2021, nine (9) employees have separated from the Office. Some key factors that have led to these separations 1) Growing population of personnel eligible for retirement, 2) Salaries not competitive for Building Engineer and Procurement Officers' classes of work, 3) Contracts Administration understaffed as compared to other jurisdictions, and 4) Lack of fringe benefit offerings for Limited-Term Grant funded staff.
- Prior to the pandemic, 100% of the Office's staff worked on-site within the County's various locations. Currently, 72% of the Office's staff must complete their daily duties on-site, while 21% are able to telework, and 7% work in a hybrid-mode.
- The Office projects overtime expenses will total \$300,000 for FY 2021, which is \$150,000 over the budgeted amount of \$150,000. In FY 2022, the Office's Proposed Budget includes funding in the amount of \$150,000 for overtime expenses, the same level of funding as the FY 2021 Approved Budget.

**Fringe Benefits**

- Fringe benefit expenditures are proposed to increase by \$140,600, or 4.2%, above the FY 2021 Approved Level due to compensation adjustments.
- A five-year trend analysis of Fringe Benefit expenditures is included below.

<b>Fringe Benefits Historical Trend</b>					
	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Proposed</b>
Fringe Benefit Expenditures	\$ 3,149,142	\$ 3,115,337	\$ 3,440,991	\$ 3,722,200	\$ 3,487,200
As a % of Compensation	33.7%	32.8%	33.6%	34.4%	34.0%
Annual % Change		-1.1%	10.5%	8.2%	-6.3%

**Operating Expenses**

- FY 2022 Operating Expenses are proposed at approximately \$10.5 million and are comprised of the following major items:
  - Operating Contracts \$ 6,025,800
  - Building Repair and Maintenance 1,659,000
  - Office Automation 1,554,700
  - Equipment Lease 629,700
  - Vehicle Equipment Repair and Maintenance 174,600
  - Telephone 124,900

- Overall, Operating Expenses are decreasing by \$337,200, or 3.1%, below the FY 2021 Approved level. The accompanying table compares the FY 2022 Proposed Budget Operating Expenditures with FY 2021 Approved Budget Operating Expenditures.
- In four (4) of the categories, the FY 2022 Proposed Budget increases planned spending from the FY 2021 Approved Budget. In eleven (11) of the categories, the FY 2022 Proposed Budget level is decreasing when compared to FY 2021 Approved Budget level.

Operating Objects	FY 2021 Approved	FY 2022 Proposed	FY 2021 - FY 2022	
			\$ Change	% Change
Operating Contracts	\$ 5,939,500	\$ 6,025,800	\$ 86,300	1.5%
Building Repair/Maintenance	1,576,900	1,659,000	82,100	5.2%
Vehicle Equipment Repair/Maintenance	167,300	174,600	7,300	4.4%
Mileage Reimbursement	33,000	36,000	3,000	9.1%
Membership Fees	7,000	5,600	(1,400)	-20.0%
Training	83,400	77,400	(6,000)	-7.2%
Telephone	133,000	124,900	(8,100)	-6.1%
Printing	28,500	9,400	(19,100)	-67.0%
Gas and Oil	89,500	64,800	(24,700)	-27.6%
General & Administrative Contracts	104,200	77,000	(27,200)	-26.1%
Advertising	49,200	16,400	(32,800)	-66.7%
General Office Supplies	113,700	76,400	(37,300)	-32.8%
Office and Operating Equipment Non-Capital	78,100	16,700	(61,400)	-78.6%
Equipment Lease	753,600	629,700	(123,900)	-16.4%
Office Automation	1,728,700	1,554,700	(174,000)	-10.1%
<b>TOTAL</b>	<b>\$ 10,885,600</b>	<b>\$ 10,548,400</b>	<b>\$ (337,200)</b>	<b>-3.1%</b>

- The most significant increase between the FY 2022 Proposed Budget and the FY 2021 Approved Budget is in Operating Contracts (\$86,300 increase) and it is due to an increase in contractual costs.
- The most significant dollar reduction between the FY 2022 Proposed Budget and the FY 2021 Approved Budget is Office Automation (\$174,000 reduction) and it is due primarily to the decrease in these charges related to the implementation of the Ariba and Asset Works systems.

**Recoveries**

- Recoveries for the General Fund activity of the Office are proposed at approximately \$1.2 million in FY 2022, which is consistent with the FY 2021 Approved Budget. These recoveries are for costs associated with salaries, fringe, and operating costs from various CIP projects, recovery of agency print/copy costs, and salaries related to the sale of surplus property.

## **Highlights**

### **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 has 28 leased properties covering approximately 311,250 square feet of space. The Office also reports the County owns 97 properties covering approximately 5,119,098 square feet of space.
- 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 H of the responses to the First Round FY 2022 Proposed Budget Questions for the Building Condition Report.*)
- The County continues to investigate ways to identify, stabilize and manage its real estate space requirements, and facility occupancy costs and enhance workplace performance and employee productivity. After this assessment is completed a Program of Requirement (POR) and scenario analysis that incorporates recommended collaboration and support space standards will be completed. Some of the properties identified as being underutilized include the County Administration Building, Inglewood Business Center 2, and the OCS (LARP) Building.
- Historically, the Office has targeted leases near expiration, they will seek to avoid costs by: establishing longer 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 following leases have been terminated in FY 2021:
  - 6200 Sheridan Ave – Property housed the Health Department staff but was terminated on October 1, 2020 because staff are relocating to new site.
  - 6404 Ivy Lane– Property housed the State's Attorney's staff but was terminated on December 31, 2020 because staff are relocating to new site.
- The Office reports that 24 surplus properties were sold in the past 12 months. *For a complete listing of these properties refer to the Office's First Round response to Question#43.*

### **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. Currently, there are eight (8) unfunded vacancies for Building Engineers. Additionally, FOM was given the task of installing COVID-19 signage and safety equipment in County owned buildings, which further put a strain on the Division's staffing.
- The Office has identified 20 properties that are proposed to be included in the Major Renovations budget for FY 2022. Some of the properties included are as follows:

- Consolidated Admin. Service & Warehouse Building -7600 Jefferson Avenue, Landover, Maryland (gross square footage 100,836);
- Largo Government Center – 9201 Basil Court, Largo, Maryland (gross square footage 85,000);
- Consolidated Fleet Facility Building - 8019 Central Avenue, Capital Heights, Maryland (gross square footage 52,000);
- Inglewood Centre 3 - 9400 Peppercorn Place, Largo, Maryland (gross square footage 131,338);
- RMS – 1400 McCormick Drive, Largo, MD (gross square footage 64,860).

*For a complete listing of these properties see Attachment G for the Office's First Round Responses.*

- 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 previously reported 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. Currently, the Office reports that there is a need for a few features to be implemented and a need for the mobility function to work as intended. The Office is looking to implement notifications onto the users' phone so that when a ticket has been entered, they will receive the notification to their phone. Several issues that the Office has faced with the system include lack of understanding and ease of use, mobility being down for over a year, and the inability to close out work orders as it relates to material cost.
- The pandemic has changed the way janitorial services are administered and janitorial work is performed. Previous janitorial contracts were based on minimum standards demanded by prior year County fiscal restraints. Although many COVID-19 related expenses have been billed to grant funds, standard expenses for janitorial services have increased due to adjustments in procedures to ensure safety beyond the previous minimum standards. This trend is expected to continue into FY 2022 and into the future, and will have a major impact on the division's budget because custodial services is the largest single expenditure item.

### **Contract Administration and Procurement (CAP) Division**

- One of the top priorities in FY 2022 for the CAP is to improve the quality of customer service by adopting service level agreements and to develop more efficient processes. CAP has consulted with sister jurisdictions such as Montgomery and Fairfax Counties, to develop strategies to jointly improve both operations.
- 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. The Office has implemented Phase I of the SAP Ariba eProcurement system (SPEED), which includes sourcing and contracting. Phase II, which is the supplier lifecycle platform,



will be implemented after technical approval is received from the Office of Information and Technology. When the Office adopts the final phase of the SAP Ariba eProcurement system (SPEED), the Office will have a fully integrated system from procurement to payment and the SAP payment module will eventually be phased out.

- CAP is still experiencing some on-going challenges with the SAP system, some of which include the following:
  - Reporting- Issues with modifying the “fields” needed to create required reports for compliance purposes;
  - Grants- The inability to close out grant contracts when they have expired. A manual process of adjusting each individual contract has to be completed by procurement officers instead of a universal change to all expiring contracts;
  - Contract Administration- Simple correction errors that require additional approvals that cause severe delays in the approval of purchase orders.
  
- CAP reported that it currently has an approved staffing complement of ten (10) Procurement Officers with three (3) vacancies. CAP has lost four (4) employees in the last two months with exit interviews revealing that resignations were due to the overwhelming workload. With thirty-nine (39) agencies in the County and seven (7) active Procurement Officers, CAP reported that it is virtually impossible to provide the level of procurement efficiency desired by the user agencies. The chronic lack of adequate procurement staff has negatively impacted the County’s procurement operations resulting in the following:
  - Slower response times to customer agencies;
  - Longer lead times for acquiring goods and services; and
  - A significant backlog of critical procurement actions to be delivered.

**Supplier Development Diversity Division (SDDD)**

- The Office implemented new software, Certification Compliance System (CCS), which tracks all certified businesses in the County’s vendor directory. There has been a 15% increase in the total number of certifications and re-certification for County-based, County-located and minority businesses. SDDD reported the following are registered with the County:
  - 677 Minority Business Enterprises (MBE);
  - 351 In-County Businesses that are MBEs
  - 41 County Based Businesses (CBB); and
  - 459 County Based Small Businesses (CBSB).
  
- The Office reported that the FY 2020 CB-30 report is still being developed.

- The Office reports that the number and dollar value of contracts awarded to certified businesses for FY 2020 and FY 2021, are as follows:

<i>Business Certification Status</i>	<b>Number of Contract Awarded</b>		<b>Dollar Value Awarded</b>	
	<b>FY 2020</b>	<b>FY 2021 (YTD) As of 3/1/2021</b>	<b>FY 2020</b>	<b>FY 2021 (YTD)</b>
<b>Non – MBE/CBB</b>	349	265	\$ 185,401,910	\$ 86,352,724
<b>MBE</b>	11	14	4,318,390	2,521,847
<b>CBB</b>	7	12	1,669,529	6,015,105
<b>SB</b>	51	23	49,918,865	5,812,632

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

- A Disparity Study Task Force was formed to review the findings and to prioritize the recommendations for consideration for implementation. MGT of America Consulting LLC, the company that was awarded the contract to conduct the actual disparity study, was selected to partner with the Office to assist with managing the implementation. The total amount of the deliverables from the implementation is \$51,410.
- In prior years, the Division has identified a need for a larger outreach budget to assist with hosting more strategic outreach events, which 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 People for Change, Metropolitan Washington Airports Authority, and the Maryland Department of Transportation in order to conduct technical training workshops and to present opportunities to the local business community.

**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. Each team member of the Compliance Unit is assigned to monitor specific agencies. Staff attend pre-bid conferences to explain the County’s compliance requirements to potential bidders. Furthermore, compliance staff attend work initiation conferences, where they provide each awardee with project specific requirements for achieving compliance throughout the duration of the contract period. These requirements include Supplier Utilization Reporting, Prompt Payment and Living/Prevailing Wage Requirements.
- The Office has expressed a need for funding to purchase software for their annual prevailing wage survey collection process, which helps the County’s Wage Determination Board review and set the County’s annual prevailing wages rates. The current process of manually compiling, mailing and receiving over 600 surveys each year is very arduous and tedious.

**General Services Division (GSD)**

- The pandemic has affected the General Services Division’s ability to recover on operating expenditures. It has also created additional overtime to support lapses in their ability to fill vacancies coupled with

supporting COVID related illnesses. The Division hopes that these occurrences will not have any carryover in FY 2022 as the County slowly returns to post-pandemic operations.

- The pandemic highlighted the need to keep PPE supplies on hand for future emergencies due to shortages and supply chain disruptions. The GSD acquired, inventoried, and warehoused millions of PPE related items, which grew the County’s inventory by over 300%. Although temporary storage for these supplies have been adequate, the Office may need other options in the future for well-planned long-term systems.
- The GSD was able to reduce its average monthly operational costs by 7.5% (\$30,000 per year) by negotiating better leases/contracts to self-perform more services utilizing technology and industry advancements.
- The GSD continues to partner with the Office of the State’s Attorney to improve the record storage and retrieval process for the records located at the Jefferson Avenue location. The SAO is the GSD’s highest requesting client, and the search response time for the SAO was improved from five (5) days to three (3) days.

**Budget Comparison – Fleet Management Fund**

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

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

**Authorized Staffing Count - Fleet Management Fund**

	FY 2021 Approved	FY 2022 Proposed	Change Amount	Percentage Change
Full-Time	75	75	0	0.0%
<b>Total</b>	<b>75</b>	<b>75</b>	<b>0</b>	<b>0.0%</b>

**Staffing Changes and Compensation**

- The FY 2022 Proposed Budget includes authorization for 75 full-time Fleet Management Fund positions, which is the same level of staffing as the FY 2021 approved level. As of March 2021, the Office reported two (2) vacancies within the Fleet Management Division and they both will be fully funded in

FY2022.

- Compensation for this fund is decreasing by \$26,600, or 0.5%, and is due to increased attrition.
- The Office projects overtime expenses will total \$50,000 for FY 2021. In FY 2022, the Office’s proposed level of overtime expenses is anticipated to remain at the same level as the FY 2021 Approved Budget level of \$50,000.

**Fringe Benefits**

- Fringe benefit expenditures are proposed to decrease by \$156,700, or 5.9%, below the FY 2021 approved level due to compensation adjustments and a decrease 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.

<b>Fringe Benefits Historical Trend</b>					
	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Proposed</b>
Fringe Benefit Expenditures	\$ 1,919,310	\$ 2,081,682	\$ 2,884,848	\$ 2,568,700	\$ 2,488,900
As a % of Compensation	51.5%	47.4%	58.3%	51.5%	48.7%

**Operating Expenses**

- FY 2022 proposed operating expenses for the Fleet Management Division are increasing by \$127,400, or 2%, above the FY 2021 approved level. The accompanying table compares the FY 2022 Proposed Budget operating expenditures with the FY 2021 Approved Budget operating expenditures. In two (2) of the categories, the FY 2022 Proposed Budget increases planned spending compared to the FY 2021 budget. In five (5) categories the FY 2022 Proposed Budget level is decreasing compared to the FY 2021 budget. FY 2022 expenditure level remains the same for the other twelve (12) operating expense categories.

Operating Objects	FY 2021 Budget	FY 2022 Proposed	FY 2021 - FY 2022	
			\$ Change	% Change
Vehicle Eq. Repair/Maintenance	\$ 4,184,500	\$ 4,828,200	\$ 643,700	15.4%
Telephone	22,000	36,500	14,500	65.9%
General Office Supplies	48,100	48,100	-	0.0%
Office & Op. Eq. Non	71,000	71,000	-	0.0%
Other Op. Eq. Maintenance	496,000	496,000	-	0.0%
Membership Fees	900	900	-	0.0%
Depreciation	282,200	282,200	-	0.0%
Office Building Rental	190,000	190,000	-	0.0%
Real Property	35,000	35,000	-	0.0%
Gas & Oil	55,000	55,000	-	0.0%
Equipment Lease	12,400	12,400	-	0.0%
Interagency Charges	2,500	2,500	-	0.0%
Printing	300	300	-	0.0%
Periodicals	200	200	-	0.0%
Training	16,000	14,500	(1,500)	-9.4%
Utilities	79,000	77,500	(1,500)	-1.9%
Op. Contract Services	8,500	4,000	(4,500)	-52.9%
Misc.	15,500	-	(15,500)	-100.0%
Office Automation	906,700	398,900	(507,800)	-56.0%
<b>TOTAL</b>	<b>\$ 6,425,800</b>	<b>\$ 6,553,200</b>	<b>\$ 127,400</b>	<b>2.0%</b>

- The most significant increase between the FY 2022 Proposed Budget and the FY 2021 Approved Budget is in Vehicle Equipment Repair/Maintenance (\$643,700 increase) and it is due to an increase in contractual costs.
- The most significant dollar reduction between the FY 2022 Proposed Budget and the FY 2021 Approved Budget is Office Automation (\$507,800 reduction) and it is due primarily to the decrease in costs related to the implementation of the Asset Works system annual maintenance.

### **Capital Outlay**

- Proposed capital outlay for FY 2022 is \$310,000, which remains unchanged from the FY 2021 approved level. Funding is provided for several scheduled projects including fuel pump replacement, fuel site backup generators, tire balancer machine, vehicle lift, and electric and alternative fuel vehicles.

### **Highlights**

- Administrative vehicles assigned to an agency head are eligible for retirement/replacement when it has reached four (4) 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 34% of the County's available fleet and 36% of the public safety fleet currently exceeds the replacement standard.
- In FY 2017, in an effort to get the County's vehicle inventory into compliance with the vehicle replacement policy of 10-year, or 100,000-mile standard, a five-year replacement plan was initiated. At that point 44% of light fleet exceeded the standard. To prepare for this plan, the Office's Fleet Division

developed a five-year replacement model based on actual and projected mileage over the five-year period. Entering the last year of the plan in FY 2022, yearly funding (\$25 million per year) has been steady, which has reduced the light fleet that exceed the standard from 44% to 36%. Although this reduction was less than planned due to the diversion of funding to other County needs, the Office does anticipate that if funding of between \$10-\$13 million can be maintained the percentage can be significantly reduced.

- The FY 2021 Certificate of Participation (COP) purchases are still under development and the FY 2022 COP list has not been developed. A list of scheduled public safety vehicle purchases for FY 2021 are as follows:
  - Police Department (approx. \$8 million) – 60 marked patrol vehicles, 30 unmarked units, 24 unmarked patrol vehicles, nine (9) EST trucks, two (2) K9 vehicles, three (3) traffic vehicles, and a major mobile data computer refresh needed for body camera implementation.
  - Office of the Sheriff (approx. \$1.3 million) – 24 patrol vehicles and a cargo van.
  - Fire Department (approx. \$6.8 million) – ten (10) ambulances, three (3) utility pickups, three (3) Battalion Chief vehicles, two (2) cargo vans, five (5) hybrid utility vehicles, a ladder truck, an engine and tanker truck, and miscellaneous replacement mobile data computers and radios.
  - Office of the State’s Attorney (\$137,650) – five (5) investigator vehicles.
  - Department of Corrections (\$205,420) – six (6) passenger vehicles, K9 vehicle, and a cargo van.
- Fleet reported that it has implemented several sustainability measures. To date, a total of 23 plug-in charging stations have been installed at County facilities (not including libraries or revenue locations) at a total cost of approximately \$130,000 in County funds and \$77,000 in Maryland Energy Administration (MEA) funds. Thirteen (13) of the twenty-three (23) charging ports are available for public/employee use. Also, in the spring of 2021, four (4) level 2 charging stations will be installed at 1400 McCormick Drive with an additional four (4) scheduled for the Facilities Management building in Forestville to be installed in the Summer 2021. Previously Fleet reported having 57 hybrid electric vehicles (HEV), nine (9) parallel hybrid electric vehicles, and 21 dedicated propane auto gas powered vehicles. Two (2) Autogas dispensing stations have been installed at an approximate cost to the County of \$47,000.
- The estimated FY 2022 beginning fund balance in the Fleet Management Fund is approximately \$11.5 million. In FY 2022, the Office anticipates \$630,200 of fund balance will be used, leaving the budgeted fund balance at the end of FY 2022 at approximately \$10.8 million. (*See Attachment A for fund balance details.*)

**Budget Comparison – Property Management Services Special Revenue Fund**

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

Category	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	Change Amount	Percentage Change
Operating Expenses	\$ 585,822	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
<b>Total</b>	<b>\$ 585,822</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>0.0%</b>

**Operating Expenses**

- Overall, proposed operating expenses remains unchanged for FY 2022. Chargebacks for Salaries & Fringe related to the disposition of surplus real property make up the \$392,600 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 the FY 2021 current budget of \$25,000 by 60% due to the increased activities related to the enhancement of aesthetic appearance of County-owned buildings. Additionally, the increased maintenance consisting of the removal of illegal dumping at vacant County-owned properties coupled with increased engagement of third-party advisory appraisal and escrow services will contribute to the increase in expected expenditures. Other operating expenses for training and conferences due to increased use of virtual platforms are expected to be below FY 2021 projections.
- The estimated FY 2022 beginning fund balance in the Property Management Services Special Revenue Fund is \$1,052,666. In FY 2022, proposed revenues are sufficient to cover proposed expenses; therefore, the use of fund balance is not anticipated, leaving a surplus of \$1,052,666 at the end of FY 2022. (See Attachment B for fund balance details.)

**Budget Comparison – Collington Center Special Revenue Fund**

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

Category	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	Change Amount	Percentage Change
Operating Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0.0%</b>

**Operating Expenses**

- Operating expenditures remain the same as the FY 2021 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 finance costs incurred from managing the fund.
- The Office reported that the only sales that occurred with respect to this fund in FY 2021 were as follows:
  - The sale of 800 Prince George’s Boulevard for \$200,000 on February 5, 2021. The Office is still trying to determine if this property is located in the Collington Center or in the Prince George’s International Commerce Center.
  - The anticipated sale of 16100 Branch Court in March 2021 for \$110,000.
  - There are no FY 2022 anticipated sales of properties maintained within this fund at this time. *A list of the properties remaining in Collington Center is provided in the Office’s 1<sup>st</sup> Round Responses Attachment L.*
- The estimated FY 2022 beginning fund balance in the Collington Center Special Revenue Fund is \$137,974. Fund balance proposed to be appropriated for use in FY 2022 is \$5,000, leaving the budgeted fund balance at the end of FY 2022 at \$132,974. *(See Attachment C for fund balance details.)*

**Budget Comparison – Grants**

Approved Fiscal Year 2021 to Proposed Fiscal Year 2022

Category	FY 2020 Actual	FY 2021 Approved	FY 2021 Estimated	FY 2022 Proposed	Change Amount	Percentage Change
Compensation	\$ 192,767	\$ -	\$ 220,000	\$ -	\$ -	N/A
Fringe Benefits	18,631	-	33,000	-	-	N/A
Operating Expenses	1,649,582	-	310,000	-	-	N/A
<b>Total</b>	<b>\$ 1,860,980</b>	<b>\$ -</b>	<b>\$ 563,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

**Staffing Changes and Compensation**

- In FY 2022, previously appropriated grant funding in the amount of \$761,300 will be spent to support nine (9) limited term grant funded positions and the operations of the program. The nine (9) positions are consistent with the FY 2021 Approved staffing level. As of March 2021, the Office reports five (5) grant funded vacancies.



**Grant Highlights – Energy Sustainability**

- The Office does not anticipate receiving grant funds in FY 2022, which represents the same level as FY 2021 Approved Budget. The FY 2021 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.
- The Office of Central Services serves as the lead agency for the grant programs related to energy sustainability. Sustainable Energy did not receive grants funds in FY 2021. In FY 2022, Sustainable Energy plans to perform the following projects affecting government buildings;
  - Install 4 megawatts of solar carports at Inglewood Business Center 1, 2, 3, Largo Government Center, and RMS Building with the goal of completing the projects in the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 2022. Partner with internal agencies and utilities to install public purpose charging stations at various government buildings and parking lots such as Oxon Hill and Clinton Park and Rides. The completion timeframe of at least two (2) sites is anticipated for the 2<sup>nd</sup> quarter of 2022.
  - Utilize a portion of AltaGas/Washington Gas funds to perform energy efficient upgrades to natural gas furnaces, boilers, or kitchen equipment in government buildings. The anticipated completion timeframe is 2<sup>nd</sup> quarter of 2022.

Delays are expected with all of the above projects due to COVID-19 impacts.

- Sustainable Energy and the Fleet Divisions have partnered with the Metropolitan Washington Council of Governments to conduct a study designed to develop a strategic plan for electrifying the fleet and developing related charging infrastructure. The completed study should be delivered in the Spring 2021.
- Due to the pandemic, Sustainable Energy stopped accepting grant applications for six (6) months. Additionally, the pandemic delayed construction activities related to the installation of 4 megawatt of solar carports. The acceptance of grant applications resumed in September 2020.

**FY 2022 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:
  - Roof repairs, 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.
  
- The FY 2022-FY 2027 Proposed Capital Improvement Program for the Office of Central Services (OCS) is approximately \$532 million and it includes a total of 11 projects. *Please see page 19 of this report for a full listing all OCS CIP Projects.* The total budget includes all funds expended to date, estimated expenditures for FY 2021, the total expected expenditures for the next six (6) years (including the proposed budget year) and the dollars anticipated for the projects beyond six years. There were no new projects added and no projects were deleted from the Office's proposed budget. The total project funding request for FY 2022 is approximately \$29.9 million, which is a decrease of approximately \$41.2 million, or approximately 58%, below FY 2021. Funding in FY 2022 is included for five (5) of the eleven (11) projects. The FY 2022 CIP are funded 55.5% by General Obligation Bonds, and 44.5% from other sources.

**Facilities**

- The following table provides a breakdown of the expenditure budget comparison for the Office of Central Services' Proposed FY 2022 - FY 2027 CIP to that which was approved in FY 2021.

Project Name	Est. Comp.	Approved FY 2021 - 2026 CIP		Proposed FY 2022 - 2027 CIP		Change in Fiscal Year Budget FY 21 to FY 22		Change in Total Funding	
		Approved FY 2021	Total Approved	Proposed FY 2022	Total Proposed	\$ Change	% Change	\$ Change	% Change
Collington Athletic Complex	2021	19,217,000	19,217,000	-	19,217,000	(19,217,000)	-100.0%	-	0.0%
Contingency Appropriation Fund	Ongoing	10,000,000	60,000,000	10,000,000	60,000,000	-	0.0%	-	0.0%
C.A.B. Refresh	2023	1,400,000	11,400,000	5,000,000	11,400,000	3,600,000	100.0%	-	0.0%
County Building Renovations II	Ongoing	7,000,000	164,316,000	10,000,000	177,316,000	3,000,000	42.9%	13,000,000	7.9%
Domestic Violence / Human Trafficking Shelter	TBD	200,000	10,200,000	-	10,200,000	(200,000)	-100.0%	-	0.0%
Driver Training Facility and Gun Range	TBD	16,754,000	134,048,000	3,290,000	114,048,000	(13,464,000)	-80.4%	(20,000,000)	-14.9%
Energy Upgrades	2021	-	1,644,000	-	1,644,000	-	0.0%	-	0.0%
Prince George's Homeless Shelter	2024	4,223,000	16,808,000	1,561,000	18,368,000	(2,662,000)	-63.0%	1,560,000	9.3%
Promise Place Children's Shelter	TBD	-	21,154,000	-	21,154,000	-	0.0%	-	0.0%
Regional Administration Building	2022	8,769,000	78,164,000	-	78,164,000	(8,769,000)	-100.0%	-	0.0%
Shepherd's Cove Womens Shelter	2026	3,460,000	20,460,000	-	20,460,000	(3,460,000)	100.0%	-	0.0%
		\$ 71,023,000	\$ 537,411,000	\$ 29,851,000	\$ 531,971,000	\$ (41,172,000)	-58.0%	\$ (5,440,000)	-1.0%

**Highlights**

- **County Administration Building (CAB) Refresh** (FY 2022 Funding Proposal: \$5 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. Condition assessment of buildings is set to begin in FY 2021 to determine approach and magnitude of refresh. The project is delayed until remaining County agencies are relocated.
- **Collington Athletic Complex** – (FY 2022 Funding Proposal: none) 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). Previous updates included the following: 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 2022 Funding Proposal: \$10 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. Some of the projects contemplated for FY 2022 includes funding for Animal Services Facility, Beltsville Police Station, Bowie Police Station, Glenn Dale Fire Station, and the Largo Government Center.

- **Driver Training Facility and Gun Range** - (FY 2022 Funding Proposal: approximately \$3.3 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 Department of Environment 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. The fire-arm facility will be completed in FY 2021. The K-9 unit has been pushed out to FY 2027 to address concerns with debt affordability.
- **Prince George's Homeless Shelter** - (FY 2022 Funding Proposal: approximately \$1.6 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 has been awarded but has been placed on hold pending further discussions with the community. The project will be delayed, and the completion date has been pushed out to FY 2024.
- **Regional Administration Building** - (FY 2022 Funding Proposal: none) The Regional Administration Building houses the Office of the County Executive as well as other Agencies. Construction close-out and completion of the 2<sup>nd</sup> and 3<sup>rd</sup> floors are scheduled for July 2021 and the project is scheduled to be completed in FY 2022.
- **Shepherd's Cove Women's Shelter** – (FY 2022 Funding Proposal: none) This project provides for the expansion and retrofitting of existing housing for single women and families with children experiencing homelessness in the County. This includes workspace 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 project completion date has been pushed out to FY 2026.
- **Regional Health and Human Services Center (HHS)**. The Office is also facilitating the design and construction of HHS. 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 developer will be completing the shell construction by September 2021. The Office's CIP is working on the construction drawings for the interior fit-out. The fit-out construction is set to start in September 2021 and be completed by December 2022. There are no additional costs from the developer to date other than minor changes and the project will be completed within the allocated CIP budget. The CIP team is working with the State Health Department for its share for furniture, fit-out and IT requirements.

The County has received a \$850,000 grant from the State Department of Aging for the fit-out special needs.

Attachments:

Attachment A – Fleet Management Internal Service Fund

Attachment B – Property Management Services Special Revenue Fund

Attachment C – Collington Center Special Revenue Fund

## Attachment A

### Fleet Management Internal Service Fund

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

## Attachment B

### Property Management Services Special Revenue Fund

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

## Attachment C

### Collington Center Special Revenue Fund

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