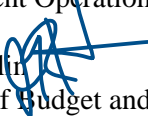




May 1, 2023

MEMORANDUM

TO: Edward P. Burroughs, III, Chair
 Government Operations and Fiscal Policy (GOFP) Committee

THRU: Josh Hamlin 
 Director of Budget and Policy Analysis

FROM: Malcolm Moody - *mm*
 Budget and Policy Analyst

RE: Office of Central Services (OCS)
 Fiscal Year 2024 Budget Review

Budget Overview

- The FY 2024 Proposed Budget for the Office of Central Services is nearly \$48.4 million, which is an increase of approximately \$3.4 million, or 7.5%, above the FY 2023 Approved Budget.
- FY 2023 estimated total General Fund expenditures are approximately \$29.7 million, which is approximately 3.0% above the FY 2023 approved budgeted level. As a result, the Office does expect to require a supplemental budget appropriation of at least \$866,700, which may increase to \$1 million based on future spending requirements. The supplemental appropriation would be necessary to fund the expenses related to maintaining the decommissioned Prince George’s County Hospital. The expenses will include costs for security, staff for the on-site power plant and janitorial services.

Fund	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	% Change Est vs App	FY 2024 Proposed	Proposed vs Approved Change, \$	Proposed vs Approved Change, %
General Fund	\$ 25,425,113	\$ 28,866,100	\$ 29,752,800	3.1%	\$ 32,062,300	\$ 3,196,200	11.1%
Grants	-	-	-	0.0%	-	-	0.0%
Fleet Management Internal Service Fund	13,865,716	15,498,100	14,926,300	-3.7%	15,493,800	(4,300)	0.0%
Property Management Services Special Revenue Fund	587,548	600,000	600,000	0.0%	800,000	200,000	33.3%
Collington Center Special Revenue Fund	4,000	5,000	5,000	0.0%	5,000	-	0.0%
Total	\$ 39,882,377	\$ 44,969,200	\$ 45,284,100	0.7%	\$ 48,361,100	\$ 3,391,900	7.5%

Authorized Staffing - All Classifications

	FY 2022 Approved	FY 2023 Approved	FY 2024 Proposed	Change	% Change
General Fund	172	171	174	3	1.8%
Internal Service Fund	75	75	75	0	0.0%
Grant Program	9	0	0	0	0.0%
Total	256	246	249	3	1.2%

Budget Comparison – General Fund

- FY 2024 General Fund is proposed at \$32,062,300, representing a \$3,196,200, or 11.1%, increase above the FY 2023 General Fund Approved Budget. The increase is primarily driven by an increase in funding for General Fund compensation and fringe costs for mandated salary increases, three (3) new positions, increased operating expenses related to the Wayne K. Curry Administration Building maintenance, various operating contracts, contract for equipment leases, and the Office of Information Technology (OIT) charges.

Category	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	FY 2024 Proposed	\$ Change	% Change
Compensation	\$ 11,030,251	\$ 11,627,100	\$ 12,259,300	\$ 13,132,500	\$ 1,505,400	12.9%
Fringe Benefits	3,854,115	4,461,600	4,312,300	5,082,400	620,800	13.9%
Operating Expenses	11,802,248	13,851,900	14,449,400	15,717,900	1,866,000	13.5%
Capital Outlay	751	-	-	-	-	0.0%
Sub-Total	\$ 26,687,365	\$ 29,940,600	\$ 31,021,000	\$ 33,932,800	\$ 3,992,200	13.3%
Recoveries	(1,262,252)	(1,074,500)	(1,268,200)	(1,870,500)	(796,000)	74.1%
Total	\$ 25,425,113	\$ 28,866,100	\$ 29,752,800	\$ 32,062,300	\$ 3,196,200	11.1%

Authorized Positions - General Fund

	FY 2022 Budget	FY 2023 Budget	FY 2024 Proposed	Change Amount	% Change
Full-Time	172	171	174	3	1.7%
Total	172	171	174	3	1.7%

Staffing Changes and Compensation

- FY 2024 General Fund Compensation is increasing by approximately \$1.5 million, or 12.9%, due to the planned salary adjustments and funding three (3) new positions: two (2) new Capital Improvement Program (CIP) Project Coordinators and a new Deputy Director for the Contracts and Procurement Division.
- The FY 2024 Proposed Budget includes authorization for 174 full-time General Fund positions, which is an increase from the FY 2023 approved staffing level of three (3) positions. The Proposed Budget Book notes that 161 of its 174 authorized positions in FY 2024 are funded, leaving 13 unfunded positions; in response to the Budget Review Questions, the Office replied that there is a 15% vacancy rate built into the Office’s proposed budget.
- As of March 20, 2023, the Office reported 34 vacant General Fund full-time positions, representing 19.9% vacancy rate.

- The Office has two (2) Audio Visual Specialists and one (1) Administrative Aide assigned to the Office of the County Executive.
- As of March 2023, 16 employees have separated from the Office. Some key factors that have led to these separations include: (1) growing population of personnel eligible for retirement; and (2) challenges in meeting marketplace salaries for various classes of work. Building Engineers, Procurement Officers, and Supply Clerk positions are most affected by attrition.
- The Office projects General Fund overtime expenses will total \$457,500 for FY 2023, which is \$307,500 above the budgeted amount of \$150,000. In FY 2024, the Office’s Proposed Budget includes \$300,000 in funding for General Fund overtime expenses.

Fringe Benefits

- Fringe Benefit expenditures are proposed to increase by \$620,800, or 13.9%, above the FY 2023 approved level due to an increase in the fringe benefit rate.
- A five-year trend analysis of Fringe Benefit expenditures is presented in the accompanying table:

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Proposed
Compensation	\$10,234,100	\$11,406,029	\$11,030,251	\$11,627,100	\$13,132,500
Fringe Benefit Expenditures	\$ 3,440,991	\$ 4,081,331	\$ 3,854,115	\$ 4,461,600	\$ 5,082,400
Fringe Benefits As a % of Total Employee Compensation	25.2%	26.4%	25.9%	27.7%	27.9%
Annual % Change		18.6%	-5.6%	15.8%	13.9%

Operating Expenses

- FY 2024 Operating Expenses are proposed at approximately \$15.7 million , representing an increase of approximately \$1.8 million, or 13.5%, above the FY 2023 approved level. The accompanying table compares the FY 2024 Proposed Budget Operating Expenditures with FY 2023 Approved Budget Operating Expenditures.

Operating Objects	FY 2023 Approved	FY 2024 Proposed	FY 2023 - FY 2024	
			\$ Change	% Change
Telephone	168,400	193,900	25,500	15.1%
Utilities	200,000	-	(200,000)	-100.0%
Printing	12,400	10,000	(2,400)	-19.4%
Postage	-	10,000	10,000	100.0%
Office Automation	1,607,000	1,834,800	227,800	14.2%
Training	51,800	56,500	4,700	9.1%
Advertising	20,000	20,000	-	0.0%
Membership Fees	5,600	9,900	4,300	76.8%
Mileage Reimbursement	39,500	39,500	-	0.0%
General & Administrative Contracts	177,000	20,000	(157,000)	-88.7%
Operating Contracts	\$ 8,362,800	\$ 10,033,600	\$ 1,670,800	20.0%
General Office Supplies	147,300	147,300	-	0.0%
Office and Operating Equipment Non-Capital	16,700	16,700	-	0.0%
Vehicle Equipment Repair/Maintenance	213,600	236,200	22,600	10.6%
Gas and Oil	74,500	110,000	35,500	47.7%
Equipment Lease	650,000	950,000	300,000	46.2%
Building Repair/Maintenance	1,883,500	1,783,500	(100,000)	-5.3%
Interagency chargebacks	221,800	246,000	24,200	10.9%
TOTAL	\$ 13,851,900	\$ 15,717,900	\$ 1,866,000	13.5%

- In 10 of the categories, the FY 2024 Proposed Budget increases planned spending from the FY 2023 approved budget. In four (4) categories, the FY 2024 Proposed Budget level is decreasing when compared to FY 2023 approved budget level. In three (3) of the categories proposed spending will remain the same.
- The most significant increase between the FY 2024 Proposed Budget and the FY 2023 Approved Budget is in Equipment Lease (\$300,000 million increase) primarily due to operating leases for General Services Division (GSD).
- The most significant dollar reduction between the FY 2024 Proposed Budget and the FY 2023 Approved Budget is Utilities (\$200,000 reduction) and it is due to Utilities going to the non-Departmental budget.

Recoveries

- Recoveries for the General Fund activity of the Office are proposed at approximately \$1.9 million in FY 2024, which is \$796,000, or 74.1% above, the FY 2023 Approved Budget. These recoveries are due to additional personnel expenditures being recovered from the CIP fund.

Highlights

Land Acquisition and Real Property Division

- The Land Acquisition and Real Property Division (LARP) manages the County’s portfolio which over 4.7 million square feet of County-owned properties and more than 300,000 square feet of private third party leased space.
- The core focus areas of the LARP Division are:

- The Acquisition/Disposition Group provides cohesive real estate acquisition; leasing; development monitoring; and disposition services for Prince George's County Government.
 - The Asset Management Group administers the County's diverse in-lease and out-lease, license portfolio.
 - The Corporate Services Group is tasked with planning, organizing, and executing transactions that support all of the County's facility needs.
 - The Valuation Group engages vendors to provide opinions of value to support all operations, which require real estate appraisal services.
- No new office facilities were acquired in FY 2023. Four (4) agencies relocated their office facilities, and six (6) lease agreements have been renegotiated. See *Attachment C* in response to the *First Round FY 2024 Proposed Budget Questions* for the list of all relocated office facilities and renegotiated lease agreements. No leases were terminated during FY 2023.
 - A list of all facilities owned and/or leased by the County is provided in *Attachment D* in response to the *First Round FY 2024 Proposed Budget Questions*.
 - Information on the County owned/leased vacant properties is provided in response to the *First Round FY 2024 Proposed Budget Question No. 43 (page 18-19)*.
 - Historically, the Office has targeted leases near expiration and 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.
 - One of the Office's critical IT initiatives is Aims/Facility Force, which will support the operations of the LARP and CIP divisions by providing a software for managing properties, leases and capital projects. This project is expected to be completed in FY 2023.

Methane Gas Line Project

- The Office reports that the Methane Gas Line Project continues to progress and has made the most advancement on the project design. The Office anticipates the project receiving a DPIE design approval by Spring, which will allow the procurement process to be completed by the Summer. The construction phase is projected to be four months. In total the project is estimated to be completed before the end of CY 23.

Facilities Operation and Management Division (FOM)

- The Facilities Operation and Management (FOM) Division is responsible for the maintenance of county-owned and leased facilities. The Division oversees the operation of more than 100 County occupied buildings, including fire and police stations, County and State Court Houses, a child day care center, and the County's Correctional Facility. FOM is also responsible for the overall management direction of the County's vertical construction program.
- In its Building Condition Report, the Office stated that 57% of County-owned space is in good condition, 33% in fair condition, and approximately 10% is in poor condition. See *Attachment E* in response to the *First Round FY 2024 Proposed Budget Questions* for the *Building Condition Report*.

- *The Facilities Master Plan For 20 County-Owned Properties* report was completed on December 30, 2022.
 - The objective of the Facilities Master Plan (FMP) was to identify current unmet facility needs and provide a 10-year building system maintenance and replacement program (inclusive of estimated budgets) for 20 County-owned properties.

No.	Address	Name	Council District
1	13400 Dille Drive	County Correctional Center	6
2	9200 Basil Court	Inglewood Business Center 1	6
3	1801 McCormick Drive	Inglewood Business Center 2	6
4	9400 Peppercorn Place	Inglewood Business Center 3	6
5	9201 Basil Court	Largo Government Center	6
6	1400 McCormick Drive	RMS Building	6
7	7600 Jefferson Avenue	Jefferson Avenue Warehouse & Supply (JAWS)	5
8	8019 Central Avenue	Consolidated Fleet Facility	6
9	3415 North Forest Edge Road	Forestville Maintenance Shop (FOM)	6
10	8401 D'Arcy Road	PW Transit Operations & Vehicle Maintenance Facility	6
11	8400 D'Arcy Road	PW Marburger Building	6
12	8414 D'Arcy Road	PW Trip Center	6
13	6820 Webster Street	Cranford-Graves Fire Services Building	3
14	7915 Anchor Street	Homeland Security Public Safety Complex	5
15	17321 Melford Boulevard	Public Safety Communications Center 911	4
16	5310 Judges Drive	Child Day Care Facility	9
17	14701 Governor Oden Bowie Drive	Gabriel Duvall Law Building	9
18	14735 Main Street	Prince George's County Court House	9
19	3603 Taylor Street	Cora B. Wood Multi-Services Center	2
20	6420 Allentown Road	Harriet Hunter Senior Center	8

- The FMP creates a baseline reference document that will be an aid to the capital planning process, utilizing current data to produce a well-developed plan to address the current needs of facilities in the County, support strategic capital investment, and identify and reduce risk.
- The Office reports that *“utilizing the 10-Year Facilities Master Plan Initiative (FMP) report information/data the agency has aligned available funding with the most pressing needs such as roof replacement, HVAC controls and facility plumbing systems at various locations”*. Spending priorities for FY 2024 are still being finalized and will be available at a later date.
- The Work Order Management (WOM) system was implemented in FY 2018 and it integrates FOM Division 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. Last fiscal year, the Office reported that they were planning to implement additional features of the WOM module. This year the Office reports that it *“continues to coordinate with OIT”* regarding the WOM system and that *“OIT is investigating system needs*

and mobility functionality.” It is not clear what is the operational impact of not having a Work Order Management system that fully meets the Office’s operational needs.

- Since the pandemic, standard expenses for janitorial services have increased due to adjustments in procedures to ensure safety beyond minimum standards. This trend continues and has a major impact on the Division’s budget because custodial services is the largest single expenditure item.

Contract Administration and Procurement (CAP) Division

- The Contract Administration and Procurement Division is the primary agency for the procurement of goods and services for Prince George’s County Government.
- According to the Office, the Procure-to-Pay platform “*will integrate the purchasing and accounts payable systems to allow for requisitioning, sourcing, direct or catalogue ordering, receiving and reconciliation and invoicing and payment within a single system for greater efficiencies*”. The Office is in the 2nd phase of the Procure-to-Pay implementation as of February 2023. The Supplier Lifecycle Platform (SLP) of SPEED implementation will commence after the 2nd phase is completed. The Office is currently implementing Buying and Invoicing and Commerce Automation modules. The implementation will be for 26-weeks and has an estimated culmination date of September 2023. The funding of \$1,772,300 for the project is included in the OIT’s budget.
- The Office previously reported that the average processing time for County Council contracts were twenty-one (21) business days. Since implementing the SAP ARIBA eProcurement system (SPEED), the average processing time for County Council contracts (Section 315) now averages less than ten (10) business days for processing Section 315 requests.
- In the past the Office has reported that the CAP was experiencing on-going challenges with the SAP system including reporting issues (inability to modify the “fields” needed to create required reports for compliance purposes) and contract administration challenges (simple correction errors that require additional approvals that cause severe delays in the approval of purchase orders). It is not clear to what extent these challenges continue to impede the Office’s operations in FY 2023, and what improvements can be anticipated in FY 2024.
- Historically, the CAP has had problems retaining staff due to the overwhelming workload. The lack of 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.

It is not clear what improvement have been made or are being planned to address these staffing concerns.

Supplier Development Diversity Division (SDDD)

- The Supplier Development & Diversity Division (SDDD) is the primary advocate for local, small, disadvantaged, minority and veteran-owned businesses seeking to do business with Prince George’s County Government and serves as the official authorized certification authority for the County.

- SDDD reported the following are registered with the County:
 - 748 Minority Business Enterprises (MBE);
 - 406 In-County Businesses that are MBEs;
 - 49 County Located Businesses (CLB);
 - 42 County Based Businesses (CBB); and
 - 510 County Based Small Businesses (CBSB).
- The Office reports that a total of \$148,559,151 has been awarded in FY 2023 YTD to MBE, certified CBB and certified CBSB, representing 48% of all awarded funds. Multiyear data is provided in the accompanying tables:

Number of Contracts Awarded Distribution by Business Certification Status					
Business Certification Status	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 YTD
Minority Business Enterprise (MBE)	12	11	13	44	28
Certified County Based Business (CBB)	13	7	7	6	12
Certified Small Business (SB)	74	51			
Certified County Based Small Business (CBSB)			35	30	104
Non - MBE/CBB	62	349	157	468	510
Total	161	418	212	548	654
<i>Non - MBE/CBB as % of Total</i>	<i>38.5%</i>	<i>83.5%</i>	<i>74.1%</i>	<i>85.4%</i>	<i>78.0%</i>

Contract Dollar Value Awards Distribution by Business Certification Status					
Business Certification Status	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 YTD
Minority Business Enterprise (MBE)	\$10,753,200	\$4,318,390	\$7,597,350	\$144,455,275	\$39,271,813
Certified County Based Business (CBB)	\$1,421,752	\$1,669,529	\$4,113,409	\$5,347,139	\$11,587,521
Certified Small Business (SB)	\$50,047,019	\$49,918,865	\$50,996,259		
Certified County Based Small Business (CBSB)				\$173,878,237	\$97,699,817
Non - MBE/CBB	\$59,057,590	\$185,401,910	\$84,132,672	\$263,674,229	\$159,581,101
Total	\$121,279,561	\$241,308,694	\$146,839,690	\$587,354,880	\$308,140,252
<i>Non - MBE/CBB as % of Total</i>	<i>48.7%</i>	<i>76.8%</i>	<i>57.3%</i>	<i>44.9%</i>	<i>51.8%</i>

- Information on the MBE participation in service contracts, commodities contracts, and construction contracts for FY 202 and FY 2023 YTD is provided in response to the *First Round FY 2024 Proposed Budget Question No. 55c (page 23)*.
- A total of 19 non-competitive awards were made in FY 2023 through March 9, 2023, with a total value of \$4,362,762. Details on these awards are provided in the *Attachment G* provided in response to the *First Round FY 2024 Proposed Budget Question No. 50*.
- The Supply Schedule Program relaunched for all 10 category opportunities for small and minority businesses in February of 2023.
- 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. To address the findings of the Study, in FY 2023 the Office took the following steps:

- Deployed of a new on-line certification and compliance system for local, small, and minority business certification;
- Created a new digital one-stop information portal;
- Implemented a new electronic procurement system;
- Launched a new digital platform for procurement opportunities exclusive to small and minority businesses;
- Established a new mentor-protégé program for small and minority business; and
- Developed new supply schedule program for direct contracting with small and minority businesses.

Contract Compliance Unit (CCU)

- The Compliance Unit is responsible for monitoring the contracting activity of all agencies that procure goods and services through the Office of Central Services, as it pertains to:
 - Supplier Utilization Plan Requirements
 - Prevailing Wage Requirements
 - Living Wage Requirements for County Service Contracts
 - First Source & Local Hiring Agreements
- 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.
- The Office has previously 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. In response to the Budget Review Questions, the Office stated that "*in FY 2023, the Office will issue a request for quote to procure available software to assist with the prevailing wage survey*". It is not clear what is the current status of the Office's efforts to secure such software and when it is expected to be operational.

General Services Division (GSD)

- The General Services Division (GSD) is responsible for the overall management and direction of the County's records center, consolidated warehouse, graphics center, reproduction centers, mail and courier services, and surplus personal property.
- As mentioned in previous years, the GSD continues to partner with the Office of the State's Attorney (SAO) to improve the record storage and retrieval process for the records located at the Jefferson Avenue location. The SAO has been the GSD's highest requesting client, and the search response time for the SAO has improved from previous years.

Budget Comparison – Fleet Management Fund

- The Fleet Management Division, which manages the County’s pool of over 3,000 vehicles, provides services through the Fleet Management Internal Service Fund. FY 2024 Fleet Management Internal Service Fund budget is proposed at \$15,493,800, representing a \$4,300 decrease below the FY 2023 Approved Budget.

Category	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	FY 2024 Proposed	Change Amount	Percentage Change
Compensation	\$ 4,948,357	\$ 5,563,900	\$ 5,697,700	\$ 5,746,600	\$ 182,700	3.3%
Fringe Benefits	3,712,773	3,691,900	3,885,700	3,936,400	244,500	6.6%
Operating Expenses	5,197,333	6,165,300	5,292,900	5,641,800	(523,500)	-8.5%
Capital Outlay	7,253	77,000	50,000	169,000	92,000	119.5%
Total	\$ 13,865,716	\$ 15,498,100	\$ 14,926,300	\$ 15,493,800	\$ (4,300)	-0.03%

- In FY 2023, \$756,100 was budgeted to be appropriated from the Fund balance, and the FY 2024 Proposed Budget Book estimates that the Fund balance will not be used to fund any expenditures in FY 2023. In FY 2024 the proposed budget includes \$384,600 to be appropriated from the Fund balance.
- The estimated FY 2024 beginning fund balance in the Fleet Management Fund is approximately \$7.8 million. In FY 2024, the Office anticipates \$384,600 of fund balance will be used, leaving the budgeted fund balance at the end of FY 2024 at approximately \$7.4 million. Attachment A to this Report provides additional fund balance details.

Year	Beginning Fund Balance, Actual	Approved Budget	Actual Expenditures	Ending Fund Balance	Difference (Budgeted vs. Actual), \$	Difference (Budgeted vs. Actual), %
FY 2019	\$9,817,005	\$13,191,900	\$11,640,795	\$11,405,012	\$1,551,105	11.8%
FY 2020	\$11,400,887	\$13,864,100	\$13,045,646	\$11,777,062	\$818,454	5.9%
FY 2021	\$11,777,062	\$14,518,600	\$14,810,876	\$9,885,264	-\$292,276	-2.0%
FY 2022	\$9,885,264	\$14,462,700	\$13,865,716	\$9,100,137	\$596,984	4.1%
FY 2023 Est.	\$9,100,137	\$15,498,100	\$14,926,300	\$7,793,037	\$571,800	3.7%
FY 2024 Proposed	\$7,793,037	\$15,493,800				

Authorized Staffing Count - Fleet Management Fund

	FY 2023 Approved	FY 2023 Approved	FY 2024 Proposed	Change Amount	Percentage Change
Full-Time	75	75	75	0	0.0%
Total	75	75	75	0	0.0%

Staffing Changes and Compensation

- The FY 2024 Proposed Budget includes authorization for 75 full-time Fleet Management Fund positions, representing no change from the FY 2023 approved level. As of March 2022, the Office reported four (4) vacancies within the Fleet Management Division, which are funded in FY 2024.

- The Fleet Management Internal Service Fund FY 2024 compensation budget is proposed at \$5,746,600, representing a \$182,700, or 3.3%, increases due to mandated salary requirements.
- The Office projects that the Fleet Management Internal Service Fund overtime expenses will total \$17,500 for FY 2023. In FY 2024, the Office’s proposed level of overtime expenses is \$20,000.

Fringe Benefits

- The Fleet Management Internal Service Fund fringe benefit expenditures are proposed at \$3,936,400, representing an increase of \$244,500, or 6.6%, above the FY 2023 approved level to align with projected costs. Proposed Fringe Benefits for the Fleet Management Fund include a \$1,867,600 contribution for Other Post-Employment Benefits (OPEB).
- A five-year trend analysis of fringe benefit expenditures is included below.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Proposed
Fringe Benefit Expenditures	\$ 2,884,848	\$ 3,602,013	\$ 3,712,773	\$ 3,691,900	\$ 3,936,400
Compensation	\$ 4,946,337	\$ 5,063,568	\$ 4,948,357	\$ 5,563,900	\$ 5,746,600
Fringe As a % of Total Employee Compensation	36.8%	41.6%	42.9%	39.9%	40.7%
Annual % Change	27.4%	24.9%	3.1%	-0.6%	6.6%

Operating Expenses

- FY 2024 operating expenses for the Fleet Management Division are proposed at \$5,641,800, representing a decrease of \$523,500, or 8.5%, below the FY 2023 approved level. The accompanying table compares the FY 2024 Proposed Budget operating expenditures with the FY 2023 Approved Budget operating expenditures.

Operating Objects	FY 2023 Budget	FY 2024 Proposed	FY 2023 - FY 2024	
			\$ Change	% Change
Telephone	\$ 36,500	\$ 36,500	\$ -	0.0%
Utilities	77,500	100,000	22,500	29.0%
Printing	300	300	-	0.0%
Periodicals	200	200	-	0.0%
Office Automation	428,300	462,300	34,000	7.9%
Training	14,500	20,500	6,000	41.4%
Membership Fees	900	2,100	1,200	133.3%
Operating Contract Services	4,000	9,000	5,000	125.0%
General Office Supplies	48,100	75,000	26,900	55.9%
Office & Operating Equipment Non- Departmental	71,000	85,000	14,000	19.7%
Other Operating Equipment	496,000	352,500	(143,500)	-28.9%
Vehicle Equipment Repair/Maintenance	4,681,200	4,216,500	(464,700)	-9.9%
Gas and Oil	55,000	40,000	(15,000)	-27.3%
Equipment Lease	12,400	10,000	(2,400)	-19.4%
Office/Building Rental	190,000	205,000	15,000	7.9%
Interagency Charges	4,400	1,900	(2,500)	-56.8%
Depreciation	10,000	10,000	-	0.0%
Real Property	35,000	15,000	(20,000)	-57.1%
TOTAL	\$ 6,165,300	\$ 5,641,800	\$ (523,500)	-8.5%

- In eight (8) of the categories, the FY 2024 Proposed Budget increases planned spending compared to the FY 2023 budget. In six (6) categories the FY 2024 Proposed Budget level is decreasing compared to the FY 2023 budget. FY 2024 expenditure level remains the same for the other four (4) operating expense categories.
- The most significant dollar increase between the FY 2024 Proposed Budget and the FY 2023 Approved Budget is in the Office Automation category (\$34,000 increase) as a result of an increase in the OIT technology allocation charges.
- The most significant dollar reduction between the FY 2024 Proposed Budget and the FY 2023 Approved Budget is in the Vehicle Equipment Repair/Maintenance (\$464,700 reduction).

Capital Outlay

- FY 2024 Capital Outlay costs are proposed at \$169,000, representing an increase of \$92,000 when compared to the FY 2023 approved level. Funding is provided for additional lift in the central garage and to replace four (4) fuel control terminals.

Highlights

- Vehicle replacement:
 - 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 39% of the County's available fleet and 42% of the public safety fleet currently exceeds the replacement standard, which is an increase when compared to the prior two (2) years.
 - Due to the pandemic, the replacement of County vehicles has been extremely slow forcing older vehicles to remain on the road longer.
 - The factors impacting the vehicle replacement process are expected to continue through CY 2025 at a minimum and make it difficult to catch up on the replacement schedule. These factors include: significant increase in prices due to inflation; unprecedented order cancellations by vehicle manufacturers; delays in the order fulfillment time (for example, some fire apparatus will take 44 months to be delivered).
 - It is not clear to what extent vehicle replacement efforts can be adjusted to mitigate the newly emerged challenges.
- The FY 2023 list of vehicles to be purchased for Public Safety agencies includes:
 - \$7.2 million for Police Department,
 - \$9.5 million for Fire/Emergency medical Services Department,
 - \$2.5 million for the Office of the Sheriff, and
 - \$90,000 for the Department of Corrections.

Given the vehicle replacement challenges, it is not clear whether the identified vehicle replacements are being fulfilled in FY 2023. Details about the FY 2023 vehicle replacements for public safety agencies and FY 2023 fleet maintenance charges by vehicle type are provided in response to the *First Round FY 2024 Proposed Budget Question No. 57d-e (page. 25)*.

- Information about the FY 2024 proposed vehicle replacements for each agency is provided in response to the *First Round FY 2024 Proposed Budget Question No. 58 (page. 26)*.
- The Fleet Management Division reported that it has implemented several Green Fleet initiatives:
 - Electric vehicle charging infrastructure: To date, a total of 39 plug-in charging stations have been installed at County facilities (not including libraries or revenue locations) at a total cost of approximately \$309,000 in County funds and \$104,000 in Maryland Energy Administration (MEA) funds. An additional 14 charging stations are set to be installed over the next year in conjunction with County building and facility upgrades.
 - The Fleet Management Division also purchased two (2) LP Autogas Dispensing stations with \$47,000 from the Green Fund.
 - Fleet purchasing: Green Fund money was used to purchase 11 Battery Electric Vehicles, 41 Plug-In Hybrid Electric Vehicles, and 230 Hybrid Electric or LP Autogas powered Vehicles.
 - The Fleet Management Division has also implemented an Idle/Fuel Consumption Reduction program that uses a tool to reprogram the fuel consumption on selected vehicles. Depending on the type of vehicle the program has reduced fuel consumption by 12-15%. The program began with two types of vehicles, full size vans and non-hybrid police patrol vehicles. To date ninety (90) vehicles have been reprogrammed at a cost of \$40,000.
 - FY 2024 funding for the Green Fleet program is \$65,000.

Budget Comparison – Property Management Services Special Revenue Fund

- The Property Management Services Special Revenue Fund manages the sale proceeds and costs associated with the disposition of surplus real property. FY 2024 Property Management Services Special Revenue Fund budget is proposed at \$800,000, representing a \$200,000 increase above the FY 2023 Approved Budget.

Category	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	FY 2024 Proposed	Change Amount	Percentage Change
Operating Expenses	\$ 600,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 200,000	33.3%
Total	\$ 600,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 200,000	33.3%

- Operating expenses: In FY 2024 operating expenses for the Property Management Services Special Revenue Fund are proposed to increase by \$200,000, or 33.3%, above the FY 2023 approved spending level. Operating expenses include professional development, legal support and contract services like landscaping and economic development consulting. The Office reports that “*The Property Management Fund expects to end the FY 2023 budget year within budget but anticipates exceeding authorized expenditures in categories like operating contracts (IWMS Facility Force data migration documents) and landscaping*”. The FY 2024 proposed budget includes additional \$200,000 to support expanded landscaping services for the County buildings, which will

be funded using the Fund balance (the remaining \$600,000 in expenditures will be funded through the sale of property).

- The Estimated FY 2024 beginning fund balance in the Property Management Services Special Revenue Fund is approximately \$1.2 million. The Property Management Services Special Revenue Fund balance was not used in the prior years, and in FY 2024 \$200,000 is proposed to be appropriated from the Fund balance. See *Attachment B* to this Report for additional details.

Year	Beginning Fund Balance, Actual	Approved Budget	Actual Expenditures	Ending Fund Balance	Difference (Budgeted vs. Actual), \$	Difference (Budgeted vs. Actual), %
FY 2019	\$1,232,722	\$600,000	\$340,269	\$921,899	\$259,731	43.3%
FY 2020	\$921,898	\$600,000	\$585,822	\$397,466	\$14,178	2.4%
FY 2021	\$397,466	\$600,000	\$676,569	\$424,156	-\$76,569	-12.8%
FY 2022	\$424,156	\$600,000	\$587,548	\$1,210,693	\$12,452	2.1%
FY 2023 Est.	\$1,210,693	\$600,000	\$600,000	\$1,210,693	\$0	0.0%
FY 2024 Proposed	\$1,210,693	\$800,000				

- The Office reports that 11 surplus properties were sold/transferred in the past 12 months. For a complete listing of these properties refer to the *Attachment F* provided in response to the *First Round FY 2024 Proposed Budget Question No. 42*.

Budget Comparison – Collington Center Special Revenue Fund

- The Collington Center Special Revenue Fund monitors the revenue from the sale of properties within the Center and finance costs incurred from managing the Fund. The FY 2024 proposed budget for the Collington Center Special Revenue Fund remains unchanged from the FY 2023 level of \$5,000.

Category	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	FY 2024 Proposed	Change Amount	Percentage Change
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: The Collington Center Special Revenue Fund operating expenditures remain the same as the FY 2023 approved level of \$5,000. A \$5,000 annual assessment fee is the only item budgeted for the Collington Center Fund.
- The Estimated FY 2024 beginning fund balance in the Collington Center Special Revenue Fund is \$128,974. Fund balance proposed to be appropriated for use in FY 2024 is \$5,000, leaving the projected fund balance at the end of FY 2024 at \$123,974. See *Attachment C* to this Report for fund balance details.)

Year	Beginning Fund Balance, Actual	Approved Budget	Actual Expenditures	Ending Fund Balance	Difference (Budgeted vs. Actual), \$	Difference (Budgeted vs. Actual), %
FY 2019	\$152,974	\$5,000	\$5,000	\$147,974	\$0	0.0%
FY 2020	\$147,974	\$5,000	\$5,000	\$142,974	\$0	0.0%
FY 2021	\$142,974	\$5,000	\$5,000	\$137,974	\$0	0.0%
FY 2022	\$137,974	\$5,000	\$4,000	\$133,974	\$1,000	20.0%
FY 2023 Est.	\$133,974	\$5,000	\$5,000	\$128,974	\$0	0.0%
FY 2024 Proposed	\$128,974	\$5,000				

- For a list of the properties in the Collington Center see *Attachment I* in response to the *First Round FY 2024 Proposed Budget Questions*.

Agency-Wide Highlights

- The Office’s key achievements in FY 2023 include:
 - Implementation of the County’s first facilities Appearance Audit
 - Completion of the County’s first 10-year Facilities Master Plan (for 20 County-owned buildings)
 - Implementation of the new Prince George’s Supply Schedule Program
 - Implementation of a new Procure-to-Pay platform
 - Receiving the Development Award for the College Park Metro Project
 - Beginning construction for the new Forensic Laboratory facility.
- Key priorities for FY 2024 are:
 - Increase the number and capacity of certified County-based, County-located and certified minority businesses.
 - Increase the percentage of County government buildings (managed by OCS) with a facilities Condition Index rating of “Good”.
 - Increase the percentage of 100% battery electric vehicles available within the County fleet.
 - Increase revenues through the transfer of County-owned surplus real property back to public ownership.
 - Use key agency performance indicators coupled with related staff performance goals to track and monitor progress.
- The Sustainable Energy Program has been transferred to the Department of the Environment.
- The Office has identified potential operational and fiscal impact of several legislations including SB 0486 (non-gender specific public restrooms), SB 0854 (regarding gray water systems), SB 0528 (Climate Solutions Act) and CB-012-2022 (nursing mother’s right to feed). Please see response to the *First Round FY 2024 Proposed Budget Question No. 35 (page 17)* for the Office’s discussion of the impact of this legislation on the Office’s operations.

FY 2024 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 2024-FY 2029 Proposed Capital Improvement Program for the Office of Central Services (OCS) is approximately \$851 million, and it includes a total of 24 projects. This represents a significant increase in the number of CIP projects managed by the Office as CIP projects previously managed by the Police Department and the Department of Corrections will be managed by the Office of Central Services beginning in FY 2024. This shift is driven by an effort to “centralize CIP project management”.
 - At this point it is not clear what are all the potential “pros” and “cons” of a centralized approach, and to what extent the Office has sufficient resources (especially personnel with the necessary expertise, etc.) to meet the increased CIP project management workload.
 - The FY 2024 Proposed Budget includes funding for (2) new CIP Contract Project Coordinators, which fall under “Maintenance Services Attendant” classification.
 - The number of CIP projects managed by the Office is proposed to increase from 12 in FY 2023 to 24 in FY 2024.

- The total budget includes all funds expended to date, estimated expenditures for FY 2023, 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. The total project funding for FY 2024 is approximately \$63.8 million. Funding in FY 2024 is included for twelve (12) of the twenty-four (24) projects. The FY 2024 CIP projects are funded 71.5% by General Obligation Bonds, 23.5% from other sources, and 5.1% from State sources.

- The accompanying table provides a breakdown of the expenditure budget comparison for the Office of Central Services’ Proposed FY 2024 - FY 2029 CIP to the Approved FY 2023 – FY 2028 CIP Budget.

Project Name	Approved FY 2023 - 2028 CIP			Proposed FY 2024 - 2029 CIP				Change in Total Funding	
	Est. Comp.	Approved FY 2023	Total Approved	Est. Comp.	Estimated FY 2023	Proposed FY 2024	Total Proposed	\$ Change	% Change
Central Control/Administrative Wing Expansion	FY 2024	2,038,000	2,762,000	FY 2024	2,290,000	472,000	2,762,000	-	0.0%
Collington Athletic Complex	TBD	-	19,217,000	TBD	19,217,000	-	19,217,000	-	0.0%
Community Corrections Complex	FY 2025	566,000	9,556,000	FY 2026	566,000	-	9,556,000	-	0.0%
Contingency Appropriation Fund	Ongoing	10,000,000	60,000,000	Ongoing	-	10,000,000	60,000,000	-	0.0%
County Administration Building Refresh	FY 2024	-	11,400,000	FY 2029	5,920,000	2,500,000	29,900,000	18,500,000	162.3%
County Building Renovations II	Ongoing	-	183,316,000	Ongoing	10,799,000	15,967,000	199,518,000	16,202,000	8.8%
Detention Center Housing Renovations	Ongoing	6,962,000	63,463,000	Ongoing	13,611,000	3,067,000	49,987,000	(13,476,000)	-21.2%
Detention Center Improvements 2	Ongoing	4,170,000	22,009,000	Ongoing	5,815,000	6,170,000	23,179,000	1,170,000	5.3%
District IV Police Station	TBD	-	16,800,000	TBD	-	-	16,800,000	-	0.0%
District V Police Station	FY 2026	-	16,700,000	TBD	-	-	16,700,000	-	0.0%
District VI Police Station	TBD	-	15,800,000	FY 2027	-	-	15,800,000	-	0.0%
Domestic Violence / Human Trafficking Shelter	TBD	-	10,200,000	TBD	399,000	-	10,200,000	-	0.0%
Driver Training Facility and Gun Range	TBD	9,310,000	96,158,000	TBD	9,598,000	-	96,158,000	-	0.0%
Energy Upgrades	FY 2022	-	1,644,000	FY 2023	71,000	-	1,644,000	-	0.0%
Forensics Lab Renovations	FY 2024	3,000,000	37,550,000	FY 2024	30,660,000	4,500,000	37,550,000	-	0.0%
National Harbor Public Safety Building	FY 2023	2,000,000	4,000,000	FY 2023	3,849,000	-	4,000,000	-	0.0%
Police Station Renovations	Ongoing	600,000	9,471,000	Ongoing	3,057,000	600,000	10,071,000	600,000	6.3%
Prince George's Homeless Shelter	FY 2026	-	18,368,000	FY 2028	541,000	459,000	18,368,000	-	0.0%
Promise Place Children's Shelter	TBD	-	21,154,000	FY 2024	-	5,000,000	21,154,000	-	0.0%
Regional Administration Building	FY 2023	-	78,164,000	FY 2022	706,000	-	78,164,000	-	0.0%
Shepherd's Cove Family Shelter	FY 2026	-	20,460,000	FY 2028	1,500,000	3,220,000	20,460,000	-	0.0%
Special Operations Division Facility	FY 2024	9,480,000	18,715,000	FY 2024	9,476,000	10,235,000	20,715,000	2,000,000	10.7%
Training/Administrative Headquarters	FY 2022	-	81,219,000	FY 2023	661,000	-	81,219,000	-	0.0%
Warm Nights Homeless Shelter	TBD	5,000,000	8,000,000	FY 2024	8,000,000	-	8,000,000	-	100.0%
Total		\$ 53,126,000	\$ 826,126,000		\$ 126,736,000	\$ 62,190,000	\$ 851,122,000	\$ 24,996,000	3.0%

- Projects, which have dedicated funding in FY 2023 and/or FY 2024, i.e. "active" projects
- Projects for which either completion date or projects cost (*excluding ongoing projects*) have changed
- Projects that were previously managed by the Police Department
- Projects that were previously managed by the Department of Corrections

Project Description and Status Update

- **Central Control/Administrative Wing Expansion** – (FY 2024 Funding Proposal: \$472,000, Estimated Completion: FY 2024) This project includes funding to expand the Administrative Building by 8,000 square feet which will allow more space for central control operations, storage, and office space.
- **Collington Athletic Complex** – (FY 2024 Funding Proposal: none, Estimated Completion: TBD) 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.
- **Community Corrections Complex** - (FY 2024 Funding Proposal: none, Estimated Completion: FY 2026) This project provides funding to allow an expansion to house all the alternative to incarceration programs. The programs include Home Detention, Pretrial Release Case Management, Drug Laboratory and Community Service programs. Note that completion date for this project was moved from FY 2025 (provided in FY 2023 Budget) to FY 2026 included in the Proposed Budget.
- **Contingency Appropriation Fund** – (FY 2024 Funding Proposal: \$10,000,000, Actual Completion: Ongoing) This project will be used the County Executive to approve appropriation transfers up to \$250,000 for approved projects. Amounts over \$250,000 and the new project authorization will require the County Council approval. The project also includes a mechanism for transferring appropriations and funds to approved projects and is a source of minor cash outlays. It also provides the means to temporarily charge blanket encumbrances pending permanent cost allocation and serves as a holding account for Federal, State, or other funds received unexpectedly. No funds will be spent from this project for this latter purpose.
- **County Administration Building Refresh** – (FY 2024 Funding Proposal: \$2,500,000, Estimated Completion: FY 2029) This project will prove for the restoration, upgrade, modernization, infrastructure reconstruction and rehabilitation of major systems, including fire, heating ventilation and air conditioning, boiler and machinery and general face lift. This project completion date has changed from FY 2024 (provided in the FY 2023 Approved CIP Budget) to FY 2029 included in the Proposed Budget. In addition, the total cost of the project is increasing from \$11.4 million to \$29.9 million.
- **County Building Renovation II** – (FY 2024 Funding Proposal: \$15,967,000, Actual Completion: Ongoing) This project provides funding for renovations and repairs to County owned properties. The funds for the project 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 ADA requirements may also be completed pursuant to this project.
- **Detention Center Housing Renovations** – (FY 2024 Funding Proposal: \$3,067,000, Actual Completion: Ongoing) This project will provide funding for the upgrade of the original fourteen (14) housing units in the County Detention Center.

- **Detention Center Improvements 2** – (FY 2024 Funding Proposal: \$6,170,000, Actual Completion: Ongoing) This project provides funding for renovation and improvements to various areas in the Detention Center. The funds are used to repair and upgrade mechanical, electrical, and plumbing systems as well as replace inoperable or obsolete major equipment. The project will also include replacing the cooling tower and repairing the foundation to prevent water leaks in the basement and refurbishing inmate visiting booths.
- **District IV Police Station** - (FY 2024 Funding Proposal: none, Estimated Completion: TBD) This project provides funding for construction of a police facility near the National Harbor and Tanger Outlets in Oxon Hill.
- **District V Police Station** - (FY 2024 Funding Proposal: none, Estimated Completion: TBD) This project provides funding for a new police station to upgrade and relocate the existing district station on Brandywine Road in Clinton. The new stations will be located at the southern portion of the Route 301 corridor and will be approximately 18,000 square feet and contain sufficient space for both police and administrative functions. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was FY 2026, the Proposed Budget specifies completion date as “TBD”.
- **District VI Police Station** - (FY 2024 Funding Proposal: none, Estimated Completion: FY 2027) This project provides funding for a new police station to upgrade and relocate the existing district station in Beltsville. The new stations will be located along the Route 198 corridor and will be approximately 18,000 square feet and contain sufficient space for both police and administrative functions. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was “TBD”, the Proposed Budget specifies completion date as FY 2027.
- **Domestic Violence/Human Trafficking Shelter** - (FY 2024 Funding Proposal: none, Estimated Completion: TBD) This project provides funding for a shelter for domestic violence and human trafficking victims in the southern part of the County.
- **Driver Training Facility and Gun Range** - (FY 2024 Funding Proposal: none, Estimated Completion: TBD) 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 building is occupied and in use.
- **Energy Upgrades** - (FY 2024 Funding Proposal: none, Estimated Completion: FY 2023) This project provides funding for the installation of energy conservation measures at eight County facilities. These measures include upgrades to lighting and lighting controls, steam traps, HVAC controls, building envelope upgrades, and water conservation techniques. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was FY 2022, the Proposed Budget provides a new completion date of FY 2023.
- **Forensics Lab Renovations** – (FY 2024 Funding Proposal: \$4,500,000, Estimated Completion: FY 2024) This project will provide funding for the consolidation of all forensic labs to include the DNA/Serology Laboratory, the Drug Analysis Laboratory, the Firearms Examination Unit, the Regional Automated Fingerprint Identification System (RAFIS), and the property warehouse.
- **National Harbor Public Safety Building** - (FY 2024 Funding Proposal: none, Estimated Completion: FY 2023) This project funding is for a joint public safety facility located at National Harbor that consists of the

National Capital Park Police, Prince George's County Police and Fire/EMS Departments and a community room.

- **Police Station Renovations** – (FY 2024 Funding Proposal: \$600,000, Actual Completion: Ongoing) This project will provide funding for needed improvements and rehabilitation of several Police Department facilities in various locations in the County. This will include installing new security systems as needed in various location.
- **Prince George's Homeless Shelter** – (FY 2024 Funding Proposal: \$459,000, Estimated Completion: FY 2028) This project will provide funding to replace the current 81 bed emergency and transitional shelter. The shelter would also offer on-site employment readiness/job placement assistance, computer training, substance abuse services, life skills training and medical care. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was FY 2026, the Proposed Budget specifies new completion date as FY 2028.
- **Promise Place Children's Shelter** – (FY 2028 Funding Proposal: \$5,000,000, Estimated Completion: FY 2024) This project will provide funding for new housing for an average of 50 homeless and unaccompanied youth and young adults ages 13-24 experiencing homelessness in Prince George's County. Included in this shelter will be workspace for street outreach, 24/7 case management, family reunification teams and appropriate crisis intervention services providers. The shelter includes a drop-in space for day/evening informal youth engagement with access to storage, showers, computers, workshops, basic health care and food. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was unknown, the Proposed Budget specifies a completion date of FY 2024.
- **Regional Administration Building** - (FY 2024 Funding Proposal: none, Actual Completion: FY 2022) The Regional Administration Building houses the Office of the County Executive as well as other Agencies. Construction was completed in FY 2022 (was expected to be completed in FY 2023 based on the FY 2023 – FY 2028 Approved CIP Budget).
- **Shepherd's Cove Family Shelter** - (FY 2024 Funding Proposal: \$3,220,000, Estimated Completion: FY 2028) This project provides funding for the expansion and retrofitting of existing housing for families with children experiencing homelessness in Prince George's 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 identified in the FY 2023 – FY 2028 Approved CIP Budget was FY 2026, the Proposed Budget specifies new completion date as FY 2028.
- **Special Operations Division Facility** - (FY 2024 Funding Proposal: \$10,235,000, Estimated Completion: FY 2024) This project provides funding to accommodate the Special Operations Division. The total cost of this project has increased from \$18.7 million identified in the FY 2023 – FY 2028 Approved CIP Budget was FY 2026 to \$20.7 million specified in the Proposed Budget.

- **Training/Administrative Headquarters** – (FY 2024 Funding Proposal: none, Estimated Completion: FY 2023) This project will provide a combined public safety facility that will be used by police personnel in the County. It will serve the training requirements for both County and municipal police departments operating in the jurisdiction.

- **Warm Nights Homeless Shelter** - (FY 2024 Funding Proposal: none) (Estimated Completion: FY 2024) This project funding is for to purchase/renovate/build a new expansion facility that will permanently add critical emergency shelter beds for those experiencing homelessness. Up to sixty-five (65) overflow beds will be provided in one or more fixed locations. The project completion date identified in the FY 2023 – FY 2028 Approved CIP Budget was “TBD”, the Proposed Budget specifies a completion date as FY 2024. The Office however reports that this project is currently on hold, nothing has been expended to date and there is no anticipated completion date.

Attachment A

Fleet Management Internal Service Fund

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Proposed	FY 2023-2024	
					Change \$	Change %
BEGINNING FUND BALANCE	\$9,885,264	\$8,272,764	\$9,100,137	\$7,793,037	\$(479,727)	-5.8%
REVENUES						
Maintenance Charges	\$12,555,665	\$13,843,500	\$12,782,700	\$14,531,300	\$687,800	5.0%
Miscellaneous Revenue	17,766	25,000	15,000	25,000	—	0.0%
Fuel Tax Refund	354,257	400,000	350,000	400,000	—	0.0%
Motor Pool	152,901	170,000	168,000	152,900	(17,100)	-10.1%
General Fund Transfer	—	303,500	303,500	—	(303,500)	-100.0%
Appropriated Fund Balance	—	756,100	—	384,600	(371,500)	-49.1%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$13,080,589	\$15,498,100	\$13,619,200	\$15,493,800	\$(4,300)	-0.03%
EXPENDITURES						
Compensation	\$4,948,357	\$5,563,900	\$5,697,700	\$5,746,600	\$182,700	3.3%
Fringe Benefits	3,712,773	3,691,900	3,885,700	3,936,400	244,500	6.6%
Operating	5,197,333	6,165,300	5,292,900	5,641,800	(523,500)	-8.5%
Capital Outlay	7,253	77,000	50,000	169,000	92,000	119.5%
Total Expenditures	\$13,865,716	\$15,498,100	\$14,926,300	\$15,493,800	\$(4,300)	-0.03%
EXCESS OF REVENUES OVER EXPENDITURES	(785,127)	—	(1,307,100)	—	—	0.0%
OTHER ADJUSTMENTS	—	(756,100)	—	(384,600)	371,500	-49.1%
ENDING FUND BALANCE	\$9,100,137	\$7,516,664	\$7,793,037	\$7,408,437	\$(108,227)	-1.4%

Attachment B

Property Management Services Special Revenue Fund

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Proposed	FY 2023-2024	
					Change \$	Change %
BEGINNING FUND BALANCE	\$424,156	\$1,175,456	\$1,210,693	\$1,210,693	\$35,237	3.0%
REVENUES						
Sale of Property	\$1,374,085	\$600,000	\$600,000	\$600,000	\$—	0.0%
Miscellaneous Collections	—	—	—	—	—	0.0%
Appropriated Fund Balance	—	—	—	200,000	—	0.0%
Transfers	—	—	—	—	—	0.0%
Total Revenues	\$1,374,085	\$600,000	\$600,000	\$800,000	\$200,000	33.3%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	587,548	600,000	600,000	800,000	200,000	33.3%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$587,548	\$600,000	\$600,000	\$800,000	\$200,000	33.3%
EXCESS OF REVENUES OVER EXPENDITURES	786,537	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	(200,000)	(200,000)	0.0%
ENDING FUND BALANCE	\$1,210,693	\$1,175,456	\$1,210,693	\$1,010,693	\$(164,763)	-14.0%

Attachment C

Collington Center Special Revenue Fund

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Proposed	FY 2023-2024	
					Change \$	Change %
BEGINNING FUND BALANCE	\$137,974	\$132,974	\$133,974	\$128,974	\$(4,000)	-3.0%
REVENUES						
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%
Total Revenues	\$—	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXPENDITURES						
Compensation	\$—	\$—	\$—	\$—	\$—	0.0%
Fringe Benefits	—	—	—	—	—	0.0%
Operating	4,000	5,000	5,000	5,000	—	0.0%
Capital Outlay	—	—	—	—	—	0.0%
Total Expenditures	\$4,000	\$5,000	\$5,000	\$5,000	\$—	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	(4,000)	—	—	—	—	0.0%
OTHER ADJUSTMENTS	—	(5,000)	(5,000)	(5,000)	—	0.0%
ENDING FUND BALANCE	\$133,974	\$127,974	\$128,974	\$123,974	\$(4,000)	-3.1%