



April 7, 2025

**MEMORANDUM**

TO: Ingrid S. Watson, Chair  
Government Operations and Fiscal Policy (GOFP) Committee

THRU: Joseph R. Hamlin  
Director of Budget and Policy Analysis

FROM: Sylvia S. Singleton  
Senior Legislative Budget Officer

RE: Office of Central Services (OCS)  
Fiscal Year 2026 Budget Review

**Budget Overview – General Fund, Internal Service Funds & Special Revenue Funds**

Beginning in Fiscal Year 2025, with Executive Order Number 2-2024, the county's procurement function was separated from the Office of Central Services (OCS) into its own agency, the Office of Procurement. The FY 2026 proposed budget for the Office of Central Services is ~\$46.1 million, an increase of ~\$4.8 million, or 11.5%, over the FY 2025 approved budget.

- The Office projects that it will require a supplemental appropriation of ~\$1.3 million for the FY 2025 budget due to current-year COLAs and merits not being included in FY 2025 budget levels (\$141.1K), hiring for vacancies that exceeded budgeted attrition levels (\$621.2K), and increases in building repair and maintenance costs.

- High levels of attrition and vacancies (14 unfunded proposed in FY 2026) have created and will continue to create challenges in OCS that strain staff capacity. The budget for overtime reflects the need for critical building emergencies and vehicle repairs outside regular work hours and a competitive job market to support a retiring workforce.

| Fund Types                                                                  | FY 2024              | FY 2025              |                      |                     | FY 2026              | FY26 Vs FY 25       |                   |
|-----------------------------------------------------------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|---------------------|-------------------|
|                                                                             | Actual               | Budget               | Estimate             | Variance            | Proposed             | Amount Change       | Percentage Change |
| General Fund                                                                | \$ 31,837,786        | \$ 25,259,000        | \$ 26,597,500        | \$ 1,338,500        | \$ 27,945,200        | \$ 2,686,200        | 11%               |
| Internal Service Funds<br>(Fleet Management)                                | \$ 15,891,178        | \$ 15,493,800        | \$ 15,290,800        | \$ (203,000)        | \$ 17,410,600        | \$ 1,916,800        | 12%               |
| Special Revenue Funds<br>(Property Management Services & Collington Center) | \$ 414,847           | \$ 572,000           | \$ 460,900           | \$ (111,100)        | \$ 738,000           | \$ 166,000          | 29%               |
| <b>TOTALS</b>                                                               | <b>\$ 48,143,811</b> | <b>\$ 41,324,800</b> | <b>\$ 42,349,200</b> | <b>\$ 1,024,400</b> | <b>\$ 46,093,800</b> | <b>\$ 4,769,000</b> | <b>11.5%</b>      |

- The County's space and facilities continue to grow and include three (3) new buildings added to the portfolio in FY 2025. The Office has looked towards prioritizing the most critical projects with its 10-Year Facilities Master Plan.

- The FY 2026 Proposed Budget for the **General Fund** is ~\$27.9 million, which is ~\$2.7 million, or 10.6%, over the FY 2025 approved level. It includes increased funding for compensation and fringe, while costs for technology, building repair and maintenance, and custodial and landscaping contracts continue to rise.
  - Three (3) new buildings have been added to the Agency’s portfolio – the Special Operations Division Facility, the Health and Human Services building and the Forensics Lab.
  - Increased costs will also result from the removal of personnel recoveries from the Property Management Fund for the Land Acquisition and Real Property (LARP) division.
- The FY 2026 Proposed Budget for the **Internal Service Fund for Fleet Management (ISF)** is ~\$17.4 million, which is ~\$1.9 million, or 12%, over the FY 2025 approved level. It includes funding for compensation and fringe increases attributed to mandated salary requirements and four (4) new previously unfunded positions transferred from the general fund, while costs for training for electric vehicles (EVs), telephone, and vehicle repair are increasing. Capital outlay will fund the installation and maintenance of EV charging stations, vehicle lifts, and fuel control terminals.
  - A significant portion of the fleet’s vehicles have surpassed recommended replacement standards (39% fleet and 43% public safety), but high costs and other non-cost related difficulties have made it extremely hard for the County to secure, upfit, and install equipment on new vehicles in a timely manner. Older vehicles contribute to increases in downtime and maintenance costs.
  - This, along with recent federal mandates related to EVs is impacting several different agencies, such as public safety departments, and has stalled some efforts in the green fleet initiative.
- The FY 2026 proposed **Special Revenue Funds** budget is \$738,000, an increase of \$166,000, or 29%, over the FY 2025 approved budget. In FY 2025, the Property Management Fund was transferred to the Redevelopment Authority according to an interpretation of CB-061-2023. The Property Management Fund will transfer back to OCS, and the Redevelopment Authority will use the fund to manage the County’s surplus inventory program.
  - **Collington Center Special Revenue Fund** - The FY 2026 proposed budget for the Collington Center Special Revenue Fund budget is \$5,000 and remains unchanged from the FY 2025 approved budget.
  - **Property Management Services Special Revenue Fund** - The FY 2026 proposed budget for the Property Management Special Revenue Fund is \$733,000, an increase of \$166,000, or 29.3%, over the FY 2025 approved budget.
    - Increased funding is attributed to advertising, insurance premiums, real estate and legal consulting services, security services and software expenditures, landscaping services for designated surplus lots, costs for Redevelopment Authority personnel recoveries which is being offset by a decrease in OCS personnel recoveries.

### Authorized Staffing – All Classifications

| <b>Authorized Staffing - All Classifications</b> |                             |                             |               |                 |
|--------------------------------------------------|-----------------------------|-----------------------------|---------------|-----------------|
|                                                  | <b>FY 2025<br/>Approved</b> | <b>FY 2026<br/>Proposed</b> | <b>Change</b> | <b>% Change</b> |
| General Fund                                     | 139                         | 136                         | -3            | -2.2%           |
| Internal Service Fund (ISF)                      | 76                          | 79                          | 3             | 3.9%            |
| <b>Total</b>                                     | <b>215</b>                  | <b>215</b>                  | <b>0</b>      | <b>0.0%</b>     |

- The proposed FY 2026 total staffing complement remains unchanged at 215 from the previous fiscal year, with the following shifts in staffing between the General and ISF in FY 2026:
  - Four (4) previously unfunded positions are being transferred from the General Fund to the Fleet Fund.
  - One (1) funded position is being transferred to the General Fund from the ISF.

### Capital Improvement Program (CIP)

- The Office of Central Services was created under the County Charter to administer centralized support services for the County Government. OCS has responsibility for the planning and construction of County buildings and all related activities. Beginning in FY 2026, the Office of Central Services will also manage CIP projects for major renovation, replacement or new construction of Fire/EMS stations. These projects were previously managed internally by the Fire/EMS Department. This change is a continuation of the effort to centralize CIP project management, which also includes projects previously managed by the Police Department, the Department of Corrections, and the Office of the Sheriff.
- The Office of Central Services is guided by the Facilities Master Plan (FMP) and the County's master plan process led by the Maryland-National Capital Park and Planning Commission (M-NCPPC) to determine the number and location of needed facilities and to prioritize and detail the needs of County building renovations and system upgrades.
- The Office's FY 2026-2031 Capital Improvement Program includes ~\$54.6 million in expenditures for FY 2026, which includes prior year unused funding allocations. The program total is ~\$1.3 billion overall for a portfolio of 53 projects, with total project costs having increased due to inflation.
- For FY 2026-2031, there are no new projects, and two (2) deleted projects which have been completed: Collington Athletic Complex and the Shady Glen Fire/EMS Station. Additionally, there are:
  - Increases in all total project costs except two (2), primarily due to inflation and/or revised cost estimates.
  - Decreases in two (2) project costs: Detention Center Housing Renovations & Oxon Hill Fire/EMS Station.
  - Two (2) project schedule delays: Community Corrections Complex & Oxon Hill Fire/EMS Station.

- FY 2026 proposed funding is ~\$56.1 million and consists of ~\$42.8 million in General Obligation bonds (GO) and ~\$13.2 million from Other sources.

### Impact of Known or Anticipated Federal Changes or Actions

- On January 21, 2025, a federal Executive Order titled Unleashing American Energy was issued, which halted the funding of the Green New Deal, stating, "Immediately pause disbursement of funds appropriated under the Inflation Reduction Act of 2022 (Public Law 117-169) or the Infrastructure Investment and Jobs Act (Public Law 117-58)."
- This pause only applies to funds supporting programs, projects, or activities that may be implicated by the policy established in Section 2 of the order.
  - This Executive Order immediately halts any external funding, which was a primary funding source for the County's EV charging station installations.
  - Without this federal funding, automotive manufacturers will scale back their production of electric vehicles, which reduces the supply, makes meeting the County's Green Fleet initiative more costly, and extends the time needed to meet the agency's goals.
  - It is difficult to determine how much time is needed to meet the agency's goals due to the increased costs of metals such as aluminum and copper.
  - Estimated Fiscal Impact: The federal grant proposal from the Metropolitan Washington Council of Governments was written for \$1.8 million dollars. However, the grant was not awarded. A cost cannot be estimated at this time.
  - Existing Projects Impacted: As the electric vehicle (EV) charging station infrastructure was in the planning phase, projects were not impacted. The number of County charging stations remains the same.
- See *Attachment A of the Office's First Round Response* for a letter from the U.S. Department of Transportation about suspending the electric vehicle infrastructure deployment plans.

### Office of Central Service Expenditures by Category- General Fund

#### Expenditures by Category - General Fund

| Category        | FY 2024<br>Actual   | FY 2025<br>Budget   | FY 2025<br>Estimate | FY 2026<br>Proposed | Change FY25-FY26   |              |
|-----------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------|
|                 |                     |                     |                     |                     | Amount (\$)        | Percent (%)  |
| Compensation    | \$12,614,238        | \$9,688,900         | \$10,451,200        | \$11,078,300        | \$1,389,400        | 14.3%        |
| Fringe Benefits | 4,503,314           | 3,487,700           | 3,809,400           | 4,140,800           | 653,100            | 18.7%        |
| Operating       | 16,112,228          | 13,292,900          | 13,485,900          | 13,760,000          | 467,100            | 3.5%         |
| Capital Outlay  | —                   | —                   | —                   | —                   | —                  | —            |
| <b>SubTotal</b> | <b>\$33,229,780</b> | <b>\$26,469,500</b> | <b>\$27,746,500</b> | <b>\$28,979,100</b> | <b>\$2,509,600</b> | <b>9.5%</b>  |
| Recoveries      | (1,391,994)         | (1,210,500)         | (1,149,000)         | (1,033,900)         | 176,600            | -14.6%       |
| <b>Total</b>    | <b>\$31,837,786</b> | <b>\$25,259,000</b> | <b>\$26,597,500</b> | <b>\$27,945,200</b> | <b>\$2,686,200</b> | <b>10.6%</b> |

**Staffing and Compensation**

Authorized Staffing Count- General Fund

|              | <b>FY 2025<br/>Approved</b> | <b>FY 2026<br/>Proposed</b> | <b>Change<br/>Amount</b> | <b>Percentage<br/>Change</b> |
|--------------|-----------------------------|-----------------------------|--------------------------|------------------------------|
| Full-Time    | 139                         | 136                         | -3                       | -2.2%                        |
| <b>Total</b> | <b>139</b>                  | <b>136</b>                  | <b>-3</b>                | <b>-2.2%</b>                 |

- In FY 2026, General Fund compensation expenditures are proposed at ~\$11.1 million, representing an increase of ~\$1.4 million, or 14.3%, above the approved FY 2025 budget, and includes funding for 122 out of 136 full-time employees.
- The top drivers of the proposed compensation increases are: Mandated salary adjustments, a decrease in the budgeted attrition rate from 10% to 5% to fund more vacancies, coupled with a shift in compensation costs as a result of the transfer of one (1) position from the Fleet Fund.
- The number of authorized General Fund full-time positions included in the FY 2026 Proposed Budget is 136, which represents a loss of three (3) positions from the FY 2025 approved level.
- In FY 2026, four (4) previously unfunded General Fund positions are being transferred to the Fleet Fund: three (3) Equipment Mechanic I/II positions and one (1) General Clerk. One (1) Info Tech Project Coordinator position is being transferred to the General Fund from the ISF – Fleet Fund.
- The Office has had 14 separations YTD in FY 2025, leading to an attrition rate of 10.1%. The key factors contributing to attrition are due to a growing population of eligible retirements, several promotions, involuntary dismissals, and a competitive market offering higher salaries for certain job classifications. Positions most impacted by attrition are Heavy Equipment Mechanic (Fleet), Equipment Mechanic (Fleet), Realty Specialist (Land Acquisition/Real Property), Building Engineer (Facilities Operation & Management), and Mail Services (General Services Division) positions.
- Attrition increases the workload of existing staff who serve basic and necessary County government functions, specifically the Fleet and Facilities Operations divisions. The need for overtime, outsized personnel-to-building/vehicle ratios, and the round-the-clock nature of these services contribute to staff fatigue, workplace accidents, and untimely voluntary separations.
- As of March 2025, the Office reported 27 general fund vacancies. To balance agency operations and a limited budget, 14 unfunded positions remain in the FY 2026 Proposed Budget. Positions have been unfunded for several years, with four (4) previously unfunded positions moving to the Fleet Division/Fund and one (1) previously unfunded Building Engineer proposed to be funded in FY 2026.

***Attachment B to the OCS First-round Responses*** provides a detailed list of the vacancies and their current recruitment status.

- Three (3) positions have been assigned to the Office of the County Executive and are expected to continue those assignments in FY 2026. These positions include an Administrative Aide (since 2024) and two (2) Audio Specialists (since 2005 and 2006 respectively).

- The Energy Manager position from the Department of the Environment is assigned to OCS (since 2024) and is expected to continue that assignment in FY 2026.

## **Overtime**

### **General Fund:**

| Year                 | Approved Overtime Budget | Overtime Expenditures |           | Actual vs. Approved Variance (\$) | Actual vs. Approved Variance (%) |
|----------------------|--------------------------|-----------------------|-----------|-----------------------------------|----------------------------------|
| FY 2024              | \$300,000                | Actual:               | \$344,331 | \$44,331                          | 14.8%                            |
| FY 2025              | \$400,000                | Actual YTD:           | \$206,236 | -\$193,764                        | -48.4%                           |
|                      |                          | Projected:            | \$311,000 | -\$89,000                         | -22.3%                           |
| FY 2026              | \$365,000                | Budgeted:             | \$365,000 |                                   |                                  |
| YTD as of: 3/19/2025 |                          |                       |           |                                   |                                  |

- Actual overtime cost for FY 2024 exceeded the budgeted amount by 14.8% and is projected to be less than the Approved Overtime Budget of \$400K for FY 2025 by 22.3%. The FY 2025 Budget proposes reducing the budgeted overtime by \$35,000 to equal \$365,000. This amount aligns with historical costs and is expected to fully cover overtime costs.
- Overtime is driven by critical building emergencies and vehicle repairs required before and after regular work hours, and to minimize system interruptions during daytime operations. Further, a competitive job market and a retiring workforce make it difficult to continuously hire and maintain appropriate staffing levels, resulting in overtime for existing staff.

## **Fringe Benefits**

| Fringe Benefits Historical Trend             |                |                |                |                  |                  |
|----------------------------------------------|----------------|----------------|----------------|------------------|------------------|
|                                              | FY 2022 Actual | FY 2023 Actual | FY 2024 Actual | FY 2025 Approved | FY 2026 Proposed |
| Fringe Benefit Expenditures                  | \$ 3,854,115   | \$ 4,208,260   | \$ 4,503,314   | \$ 3,487,700     | \$4,140,800      |
| Compensation                                 | \$ 11,030,251  | \$ 12,050,420  | \$ 12,614,238  | \$ 9,688,900     | \$11,078,300     |
| Fringe As a % of Total Employee Compensation | 34.9%          | 34.9%          | 35.7%          | 36.0%            | 37.4%            |

- In FY 2026, Fringe benefit expenditures are proposed at ~\$4.1 million, an increase of \$653,100, or - 18.7%, over the FY 2025 budget due to an increase in the fringe benefit rate from 36.0% to 37.4% to align with projected healthcare and pension expenditures.

## **Operating Expenses**

- Operating expenses are proposed at ~\$13.8 million, representing a \$467,100, or 3.5%, an increase from the FY 2025 Approved Budget, largely due to additional funds for custodial and landscaping contracts for three (3) new buildings in the agency's portfolio – the Special Operations Division Facility, the

Health and Human Services building, and the Forensics Lab. Some of the major line items in the operating budget include:

- Operating Contracts ~\$8.7 million
- Building Repair/Maintenance ~\$2.5 million
- Office Automation ~\$1.1 million
- Equipment Lease ~\$638K

| General Fund(1000)                        |                     |                     |                     |                            |                           |                                                              |
|-------------------------------------------|---------------------|---------------------|---------------------|----------------------------|---------------------------|--------------------------------------------------------------|
| Operating Objects                         | FY 2025 Budget      | FY 2025 Estimate    | FY 2026 Proposed    | \$ Change from FY25 Budget | % Change from FY25 Budget | Explain reason for budgetary change for each commitment item |
| Building Repair & Maintenance             | \$1,783,500         | \$4,540,000         | \$2,460,000         | \$676,500                  | 38%                       | Reallocate from contracts                                    |
| Office Automation                         | 764,500             | 765,900             | 1,094,700           | 330,200                    | 43%                       | Reallocate between OOP and OCS                               |
| Charge Back                               | 110,300             | 110,300             | 116,400             | 6,100                      | 6%                        | Office of Law personnel charge                               |
| Vehicle Equipment Repair/Maintenance      | 271,100             | 243,000             | 275,800             | 4,700                      | 2%                        | Increase in Countywide costs for vehicle maintenance         |
| Advertising                               | 5,400               | 5,500               | 5,400               | -                          | 0%                        |                                                              |
| Printing                                  | 6,500               | 7,800               | 6,200               | (300)                      | -5%                       | Right-size w/o OOP divisions                                 |
| Office Equip Rep & Maintenance            | 1,000               | -                   | -                   | (1,000)                    | -100%                     | Not consistently used                                        |
| Postage                                   | 12,000              | 10,000              | 10,800              | (1,200)                    | -10%                      | Right-size w/o OOP divisions                                 |
| Mileage Reimbursement                     | 34,500              | 44,000              | 30,900              | (3,600)                    | -10%                      | Reduce for budget limitations                                |
| Membership Fees                           | 8,000               | 2,500               | 3,700               | (4,300)                    | -54%                      | Reduce for budget limitations                                |
| Telephone                                 | 158,500             | 144,100             | 147,400             | (11,100)                   | -7%                       | Right-size w/o OOP divisions                                 |
| Gas and Oil                               | 119,300             | 121,000             | 106,800             | (12,500)                   | -10%                      | Align with historical average                                |
| Office and Operating Equipment NonCapital | 16,700              | 11,000              | -                   | (16,700)                   | -100%                     | One-off expenditures                                         |
| Training                                  | 37,500              | 30,000              | 20,000              | (17,500)                   | -47%                      | Reduce for budget limitations                                |
| General Office Supplies                   | 159,400             | 175,800             | 135,800             | (23,600)                   | -15%                      | Reduce for budget limitations                                |
| Equipment Lease                           | 771,900             | 771,500             | 638,300             | (133,600)                  | -17%                      | Align with historical average                                |
| Operating Contracts                       | 9,032,800           | 6,503,500           | 8,707,800           | (325,000)                  | -4%                       | Reallocate to Building repair line item                      |
| <b>TOTAL</b>                              | <b>\$13,292,900</b> | <b>\$13,485,900</b> | <b>\$13,760,000</b> | <b>\$467,100</b>           | <b>3.5%</b>               |                                                              |

- Four (4) of the line items show an overall increase in funding from the FY 2025 Approved budgeted levels. Notable increases in Office Automation is due to the reallocation between Office of Procurement and OCS.
- One (1) line item, advertising, remains unchanged from the FY 2025 Approved funding level at \$5,400.
- Twelve of the Operating Budget line items show a proposed decrease in funding from the FY 2025 Approved Budget levels. A majority of the reduction is attributed to the reallocation of Operating Contracts to the Building repair line item (-\$325K) and a reduction in Equipment lease to align with the historical average (-\$133.6K).
- A list of Operating Contracts for FY 2024, FY 2025, and FY 2026 can be found in **Attachment C of the OCS Second-round Responses**. The two (2) largest multi-year contracts are to Mansfield for fuel

management at \$57 million over three (3) years, and BradCorp for custodial services at \$18 million over five (5) years. Multi-year and Personal Services Contracts can be found in the table below.

| Multi-Year and Personal Service Contracts |                                                      |                              |                                          |                       |                                                          |                                                                 |
|-------------------------------------------|------------------------------------------------------|------------------------------|------------------------------------------|-----------------------|----------------------------------------------------------|-----------------------------------------------------------------|
| Vendor/ Contractor Name                   | 1 = MBE<br>2 = CBB<br>3 = CBSB<br>4 = CLB<br>Unknown | Summary of Contract Services | Contract Term (Beginning - Ending Dates) | Total Contract Amount | Contract Status: Executed (E), Planned Not Executed (PE) | Funding Source: General Fund (GF), Grants (GR), Other Fund (OF) |
| Acclaim                                   | 3                                                    | Custodial                    | 07/01/2025 - 06/30/2027                  | \$6,575,000           | PE                                                       | GF                                                              |
| BradCorp                                  | 3                                                    | Custodial                    | 07/01/2025 - 06/30/2030                  | \$18,000,000          | PE                                                       | GF                                                              |
| Community Bridge                          | 3                                                    | Custodial                    | 07/01/2025 - 06/30/2027                  | \$2,875,000           | PE                                                       | GF                                                              |
| Integrity                                 | 3                                                    | Custodial                    | 07/01/2025 - 06/30/2027                  | \$6,250,000           | PE                                                       | GF                                                              |
| BPI Mechanical                            | 3                                                    | HVAC                         | 07/01/2025 - 06/30/2027                  | \$1,333,333           | PE                                                       | GF                                                              |
| RSC                                       | 3                                                    | HVAC                         | 07/01/2025 - 06/30/2027                  | \$5,000,000           | PE                                                       | GF                                                              |
| Mansfield                                 | 3                                                    | Fuel Management              | 07/01/2025 - 06/30/2027                  | \$57,000,000          | PE                                                       | GF                                                              |
| Professional Facility                     | 3                                                    | Landscaping                  | 07/01/2025 - 06/30/2027                  | \$950,000             | PE                                                       | GF                                                              |
| Total                                     |                                                      |                              |                                          | \$97,983,333          |                                                          |                                                                 |

## Recoveries

- Recoveries for FY 2026 are proposed at ~\$1 million, a decrease of \$176,600, or -14.6%, under the FY 2025 budget due to the removal of personnel recoveries for the Land Acquisition and Real Property (LARP) division from the Property Management Fund. Details of the specific recoveries are in the table below and show the largest budgeted recoveries are for CIP project managers for compensation and fringe (\$537,200).

| Details of Total Proposed Recoveries FY2026 |                                                                         |              |             |                | Recoveries Summary, FY 2024, FY2025, and FY 2026 |               |                  |                        |                       |
|---------------------------------------------|-------------------------------------------------------------------------|--------------|-------------|----------------|--------------------------------------------------|---------------|------------------|------------------------|-----------------------|
| Division                                    | Character (i.e., Compensation, Fringe, Operating, Capital Outlay, etc.) | General Fund | CIP Fund    | Total Recovery | Description                                      | FY2024 Actual | FY2025 Estimated | FY2026 Proposed Budget | Fund (GF, IS, Grants) |
| Director's Office                           | Compensation                                                            | \$0          | (\$394,600) | (\$394,600)    | 1 DO - LARP division                             | (\$269,841)   | (\$237,900)      | \$0                    | SR                    |
| Director's Office                           | Fringe                                                                  | \$0          | (\$142,600) | (\$142,600)    | 2 DO - CIP project managers                      | (\$456,309)   | (\$481,000)      | (\$537,200)            | CIP                   |
| FOM                                         | Compensation                                                            | \$0          | (\$132,200) | (\$132,200)    | 3 FOM - CIP personnel activities                 | (\$184,639)   | (\$145,100)      | (\$179,300)            | CIP                   |
| FOM                                         | Fringe                                                                  | \$0          | (\$47,100)  | (\$47,100)     | 4 FOM - Fire operating expenses                  | (\$149,608)   | (\$140,000)      | (\$160,000)            | GF                    |
| FOM                                         | Operating                                                               | (\$160,000)  | \$0         | (\$160,000)    | 5 GSD - printing and copier charges              | (\$149,494)   | (\$145,000)      | (\$157,400)            | GF                    |
| GSD                                         | Operating                                                               | (\$157,400)  | \$0         | (\$157,400)    | 6 CAP- CIP persmmel activities                   | (\$182,103)   | \$0              | \$0                    | CIP                   |
| Total                                       |                                                                         | (\$317,400)  | (\$716,500) | (\$1,033,900)  | Total                                            | (\$1,391,994) | (\$1,149,000)    | (\$1,033,900)          |                       |

## Equipment and Information Technology

- In FY 2025 YTD, eight (8) computer monitors and in-field mobile tablets for HVAC remote monitoring were purchased for \$11,000.

- The table below provides details for the proposed FY 2026 IT funding, which totals \$210,000 as follows:

- **Energy CAP (\$35K):** An enhancement to the newest version of the software is expected for FY 2026, which will assist with capturing electronic utility bills from vendors for payment processing.
- **Vehicle Impound Processing System (\$50K)**

| IT Initiatives |                                   |                                                                                                                                                                                                                                                                                                             |                |                           |                    |                            |                         |
|----------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------|--------------------|----------------------------|-------------------------|
|                | Project Name                      | Summary of Project Purpose and Benefits                                                                                                                                                                                                                                                                     | Year Initiated | Estimated Completion Date | Total Project Cost | Amount of Funding Spent to | Proposed FY2026 Funding |
| 1              | Energy CAP                        | The Facilities Operations and Management Division requests to move the on-premise software solution to a hosted version and upgrade to the newest version. This service will allow FOM to capture County utility bills electronically from utility vendors. This is an annual subscription service.         | 2024           | N/A                       | NA                 | \$24,000                   | \$35,000                |
| 2              | Vehicle Impound Processing System | The General Services Division requests an online application system to process the impounding of vehicles received from County agencies, mainly the Police Department. The system will track processing activities and information on each vehicle like the time of receipt, storage, and release/disposal. | 2025           | TBD                       | \$50,000           | \$0                        | \$50,000                |
| 3              | Spot Bid Management System        | The General Services Division requests an online application to conduct online auctions of surplus items accumulated from various County agencies. The system will have a similar look and feel to standard online bidding sites like Govdeals.com.                                                         | 2025           | 3/31/2025                 | \$125,000          | \$0                        | \$125,000               |

- The system will track processing activities and information on each vehicle, such as the time of receipt, storage, and release/disposal.
- **Spot Bid Management System (\$125K)** - an online application for conducting online auctions of surplus items accumulated from various County agencies, similar to other online bidding sites like Govdeals.com.
- Status of migration data into Facility Force (formerly AssetWorks), the software platform designed to manage capital assets, properties, and leases. The application tracks current and projected holdings, leased versus owned space, and building cost performance data.
  - Lease document packages have been generated and uploaded into the Facility Force Real Estate module.
  - CIP project-related data has been manually entered into the Capital Improvement module, and user training sessions have concluded.
  - The County and the vendor have discussed improvements to the software, including interfacing with the SAP ERP Central Component (ECC) record management system. This will eliminate the current manual data entry processes into Facility Force.
  - Phase 1, \$820,000 has been expended, including annual maintenance costs.
  - \$76,000 is built into the Fleet Fund's proposed budget for the ongoing maintenance of the AssetWorks/Facility Force.
  - The Office of Information Technology (OIT) has funds budgeted in FY 2026 for Phase II, however the project is on hold.

**Facilities/Inventory/Other**

- The Land Acquisition and Real Property Division of the Office of Central Services oversees 4,900+ parcels of land. While the Office does not have market value appraisals for these parcels of land, the estimated assessed value of County real property is between \$650M and \$700M. In coordination with the Office of Risk Management, the Office has issued a request for proposal for the performance of a triennial field asset verification and insurance valuation services of certain County-owned buildings. As of March 2025, the Office of Risk Management is still in the process of finishing the Real Estate RFP (which is now a Multi-Step Invitation for Bid (MSIFB) to put out for bids, which is close to being released to the public.
- The County continues to use the 10-Year Facilities Master Plan to prioritize the most critical projects County-wide for the Capital Improvement Program which includes a list of the projects with a priority status of “High” or “Critical.”
- The Office has acquired three (3) new office facilities and renegotiated and finalized three (3) new leases since July 1, 2024. The projected operational costs for the three new buildings are around \$1.5 million to cover security, landscaping, HVAC, roofing, fire alarm monitoring, and security services. The list of new facilities and renegotiated leases is included below:

**New Office Facilities:**

| Facility                          | Type | Occupancy Source | Asset Type |
|-----------------------------------|------|------------------|------------|
| Health & Human Services (HHS)     | New  | Relocation       | Owned      |
| Forensic Lab                      | Reno | Relocation       | Owned      |
| Special Operations Division (SOD) | New  | Relocation       | Owned      |

**New Office Leases (negotiated and finalized since July 1, 2024):**

| Location              | Agency    | Changes                                                                                | Costs*      |
|-----------------------|-----------|----------------------------------------------------------------------------------------|-------------|
| 1100 Mercantile Ln.   | Elections | Expansion and renegotiated (no renewal options)                                        | \$1,364,391 |
| 8181 Professional Pl. | Sheriff   | Modification for responsibilities of each party regarding construction and development | \$56,827    |
| 9475 Lottsford Rd.    | Finance   | Renew and extend lease for additional terms                                            | \$156,926   |

*\*Costs are presented as annual base rent costs.*

- Two (2) leases were terminated during FY 2025, as noted below, with the Health Department facility on Silver Hill Road being assumed by Employ Prince George’s.

| Location             | User        | Termination Date | Annual Lease Cost | Reason for Termination                   |
|----------------------|-------------|------------------|-------------------|------------------------------------------|
| 1401 University Blvd | Health Dept | 10/31/2024       | \$298,373         | Funding issues                           |
| 5001 Silver Hill Rd  | Health Dept | 10/31/2024       | \$107,644         | Employ Prince George's assumed new lease |

- One (1) surplus property at O Sheriff Rd, Capitol Heights, MD was sold on January 13, 2025, to Juan E. Mendez Aquino for \$24,600.

- A list of the vacant County-owned properties is provided in the following table:

| Facility                             | Location                           | Vacancy Duration | Former Tenant   | Monthly OPEX* | Planned Use |
|--------------------------------------|------------------------------------|------------------|-----------------|---------------|-------------|
| County Service Building              | 5012 Rhode Island Ave, Hyattsville | 6+ years         | Liquor Board    | \$10,000      | Sell        |
| Cora B. Woods                        | 3601 Taylor St, Brentwood          | 3+ years         | House of Ruth   | \$3,000       | Repurpose   |
| Old Marlboro Elementary School       | 14524 Elm St, Upper Marlboro       | 10+ years        | School          | -             | Repurpose   |
| Old Marlboro Elementary School Annex | 14554 Elm St, Upper Marlboro       | 10+ years        | School          | -             | Razed       |
| Fairmont Heights High School         | 6501 Columbia Park Rd, Landover    | 10+ years        | School          | -             | Sell        |
| Fire Administration Annex            | 14500 Church St, Upper Marlboro    | 10+ years        | Fire Department | -             | To be razed |

\* Please note, that the County does not track or segregate costs specifically to a building so there is no data for the monthly expenditures of these facilities specifically. Please see the response to question 38b.

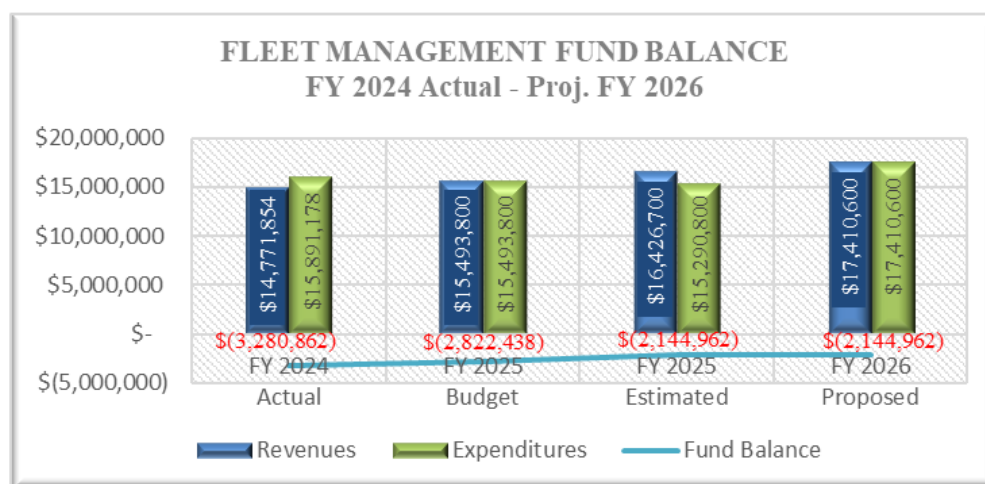
- **Vacant Buildings** status:
  - Six (6) buildings are vacant, with four (4) being vacant for 10+ years.
  - The County plans to sell two (2), repurpose two (2) and raze two (2).
  - The total amount of vacant square footage owned and leased by the County is 275,764 square footage or 4.7% of the total square footage owned and leased by the County.
  - None of the vacant spaces reside in properties leased by the County.
- The County has initiated the redevelopment of underused facilities to consolidate inter-office agencies and reduce operational costs. This effort also has the potential to generate economic development opportunities within the community. When agencies request more space, OCS prioritizes the evaluation of currently unused or underutilized facilities.
- The County has not historically tracked or segregated costs specifically related to underutilized spaces or properties. As a result, there is no comprehensive data available on the financial impact of such properties.
  - Identifying these costs presents a challenge, as expenses related to underutilized spaces- such as maintenance, utilities, and security are often embedded within the overall operating costs of multiple buildings and facilities.
  - However, recognizing the importance of understanding these costs, OCS will begin tracking expenses associated with underutilized spaces moving forward.
  - This effort will help inform future decision-making and optimize the County's property management strategies.
- A primary real estate objective of OCS is to reduce the County's overall lease footprint by maximizing the occupancy of County-owned spaces with County agencies. The construction and renovations of County-owned buildings will achieve this objective. Additionally, the agency is working to identify post-pandemic workplace enhancements across various agencies aimed at improving employee performance and productivity.

- **Lactation Rooms in County Buildings (CB-003-2024)**
  - The newer buildings and some of the older buildings have lactation rooms.
  - OCS surveyed 86 buildings, and 47 buildings needed lactation rooms.
  - The design and construction budget are \$4.7 million (based on 2025 costs).
  - Each year the costs will escalate approximately 6.0 - 7.5%.
  - This initiative would cost about \$5 million.
  - Funding would be in the County Building Renovations II project in the capital program.
  
- **Methane Gas Line** - In FY 2024, the Department of the Environment assumed responsibility for the Methane Gas Line Project, including the development and delivery of an alternative methane gas line solution.

### Internal Service Fund Expenditures by Category- Fleet Management

#### **Expenditures by Category**

| Category        | FY 2024<br>Actual   | FY 2025<br>Budget   | FY 2025<br>Estimate | FY 2026<br>Proposed | Change FY25-FY26   |              |
|-----------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------|
|                 |                     |                     |                     |                     | Amount (\$)        | Percent (%)  |
| Compensation    | \$5,400,779         | \$5,741,700         | \$5,546,800         | \$6,342,600         | \$600,900          | 10.5%        |
| Fringe Benefits | 3,991,682           | 3,878,500           | 3,210,400           | 4,469,000           | 590,500            | 15.2%        |
| Operating       | 6,498,717           | 5,704,600           | 6,378,100           | 6,160,000           | 455,400            | 8.0%         |
| Capital Outlay  | —                   | 169,000             | 155,500             | 439,000             | 270,000            | 159.8%       |
| <b>Total</b>    | <b>\$15,891,178</b> | <b>\$15,493,800</b> | <b>\$15,290,800</b> | <b>\$17,410,600</b> | <b>\$1,916,800</b> | <b>12.4%</b> |
| <b>Total</b>    | <b>\$15,891,178</b> | <b>\$15,493,800</b> | <b>\$15,290,800</b> | <b>\$17,410,600</b> | <b>\$1,916,800</b> | <b>12.4%</b> |



#### **Fund Balance – Fleet Management**

- In FY 2024, expenditures exceeded revenues by ~\$1.1 million; however, in FY 2025, revenues are projected to exceed expenditures by ~\$1.1 million. The ending fund balance for FY 2024 - Proposed FY 2026 continues to be in the red, but it decreases from approximately -\$3.3 million in FY 2024 to ~\$2.1 million in FY 2026.

#### **Staffing and Compensation – Fleet Management**

##### Authorized Staffing Count- General Fund

|              | FY 2025<br>Approved | FY 2026<br>Proposed | Change<br>Amount | Percentage<br>Change |
|--------------|---------------------|---------------------|------------------|----------------------|
| Full-Time    | 76                  | 79                  | 3                | 3.9%                 |
| <b>Total</b> | <b>76</b>           | <b>79</b>           | <b>3</b>         | <b>3.9%</b>          |

- The FY 2026 authorized staffing county for the Fleet Management Internal Service Fund is 79 employees, an increase of three (3) from the FY 2025 staffing complement. Four (4) previously

unfunded positions are being transferred from the General Fund to the Fleet Fund - three Equipment Mechanic I/II positions and one General Clerk 4G position.

- Compensation in FY 2026 is proposed at ~\$6.3 million, an increase of \$600,900, or 10.5%, from the FY 2025 Approved Budget. The increase is primarily due to the addition of the four (4) positions to the Fleet Fund from the General Fund, additional funding for the annualization of FY 2025 and anticipated FY 2026 salary adjustments, and the transfer of one Info Tech Project Coordinator position to the General Fund from the Fleet Fund. Compensation includes funding for all 79 full-time employees.
- As of March 2025, the Office reported seven (7) vacancies, one (1) of which, an Equipment Mechanic I/II, was unfunded in FY 2025 but funded in FY 2026.

### **Overtime – Fleet Management**

- Actual overtime costs were 23% less than the funded amount in FY 2024 and are expected to be on target with the FY 2025 budgeted amounts. The FY 2026 Budget is being proposed at \$25K and accounts for a projected decrease in overtime costs attributed to staffing transfers and funding for all positions.

| Internal Service Fund (1901) |                          |                       |          |                                   |                                  |
|------------------------------|--------------------------|-----------------------|----------|-----------------------------------|----------------------------------|
| Year                         | Approved Overtime Budget | Overtime Expenditures |          | Actual vs. Approved Variance (\$) | Actual vs. Approved Variance (%) |
| FY 2024                      | \$20,000                 | Actual:               | \$15,424 | -\$4,576                          | -22.9%                           |
| FY 2025                      | \$35,000                 | Actual YTD:           | \$29,615 | -\$5,385                          | -15.4%                           |
|                              |                          | Projected:            | \$35,000 | \$0                               | 0.0%                             |
| FY 2026                      | \$25,000                 | Budgeted:             | \$25,000 |                                   |                                  |
| YTD as of: 3/19/2025         |                          |                       |          |                                   |                                  |

### **Fringe Benefits – Fleet Management**

|                                              | FY 2022 Actual | FY 2023 Actual | FY 2024 Actual | FY 2025 Approved | FY 2026 Proposed |
|----------------------------------------------|----------------|----------------|----------------|------------------|------------------|
| Fringe Benefit Expenditures                  | \$ 3,712,773   | \$ 2,251,931   | \$ 3,991,682   | \$ 3,878,500     | \$ 4,469,000     |
| Compensation                                 | \$ 4,948,357   | \$ 5,539,023   | \$ 5,400,779   | \$ 5,741,700     | \$ 6,342,600     |
| Fringe As a % of Total Employee Compensation | 75.0%          | 40.7%          | 73.9%          | 67.5%            | 70.5%            |

- Proposed FY 2026 Fringe benefit expenditures increase to ~\$4.5 million, which is \$590,500, or 15.2%, over the FY 2025 budget to align with projected healthcare and pension costs. Fringe benefit expenditures include funding for other post-employment benefits (OPEB) totaling \$1,424,600.

### **Operating Expenses – Fleet Management**

- Operating expenses are proposed at ~\$6.2 million, representing a \$455,400, or 8%, increase from the FY 2025 Operating Budget. Some of the major line-items in the operating budget include:

- Vehicle Repair & Maintenance ~\$4.5 million
  - Office Automation ~\$772K
  - Other Equipment Maintenance \$375K
  - Training \$103K
- Nine (9) of the line items show an overall increase in funding from the FY 2025 budget. The most notable of these increases are primarily due to training for electric vehicles (\$82.2K), vehicle repair and maintenance expenditures (\$339K) and an increase in the OIT technology charge (\$306K).
  - Four (4) line items for utilities show an overall decrease, with three (3) being aligned with historical expenses and one (1) as a result of an accounting rule change.
  - Five (5) line items see no change in funding.

*(Internal Service Fund – Expenditures - below)*

| Internal Service Fund (1901) |                    |                    |                    |                            |                                                              |
|------------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------------------------------------------|
| Commitment Items             | FY 2025 Budget     | FY2025 Estimate    | FY 2026 Proposed   | \$ Change from FY25 Budget | Explain reason for budgetary change for each commitment item |
| Vehicle Repair               | \$4,156,600        | \$4,938,600        | \$4,495,400        | \$338,800                  | Increases for auto body repair costs                         |
| Office Automation            | \$465,800          | \$452,600          | \$771,700          | \$305,900                  | Countywide technology charge                                 |
| Training                     | \$20,500           | \$14,000           | \$102,700          | \$82,200                   | Electric vehicle trainings for all staff                     |
| Telephone                    | \$35,800           | \$62,200           | \$45,000           | \$9,200                    | Telephones for additional staff                              |
| Office Supplies              | \$67,300           | \$210,200          | \$75,000           | \$7,700                    | Supplies for 4 additional staff                              |
| Real Property Improve.       | \$15,000           | \$17,000           | \$17,000           | \$2,000                    | Increases for building improvements                          |
| Operating Contracts          | \$8,500            | \$8,200            | \$9,200            | \$700                      | Increase in insurance costs                                  |
| Oper Equip Non-cap           | \$84,400           | \$50,000           | \$85,000           | \$600                      | Align with historical expenses                               |
| Periodicals                  | \$100              | \$300              | \$300              | \$200                      | Anticipate book purchases                                    |
| Printing                     | \$300              | \$300              | \$300              | \$0                        |                                                              |
| Membership Fees              | \$1,800            | \$2,100            | \$1,800            | \$0                        |                                                              |
| Gas and Oil                  | \$40,000           | \$40,000           | \$40,000           | \$0                        |                                                              |
| Interagency Charges          | \$2,500            | \$2,500            | \$2,500            | \$0                        |                                                              |
| Depreciation                 | \$10,000           | \$0                | \$10,000           | \$0                        |                                                              |
| Equipment Lease              | \$10,000           | \$6,600            | \$7,100            | (\$2,900)                  | Align with historical expenses                               |
| Utilities                    | \$85,000           | \$78,500           | \$77,000           | (\$8,000)                  | Align with historical expenses                               |
| Oper Equip Maint.            | \$496,000          | \$455,000          | \$375,000          | (\$121,000)                | Align with historical expenses                               |
| Building Rental              | \$205,000          | \$40,000           | \$45,000           | (\$160,000)                | GASB rule change                                             |
| <b>TOTAL</b>                 | <b>\$5,704,600</b> | <b>\$6,378,100</b> | <b>\$6,160,000</b> | <b>\$455,400</b>           |                                                              |

### Capital Outlay – Fleet Management

- Proposed FY 2026 Capital outlay costs increase to \$439K, which is \$270K, or 159.8%, over the FY 2025 budget due to funding for the installation and maintenance of electrical vehicle charging stations, vehicle lift replacements and fuel control terminal expenditures.

| Capital Outlay, FY 2024, FY 2025, and FY 2026 |                                      |                   |                      |                               |                                            |                                 |
|-----------------------------------------------|--------------------------------------|-------------------|----------------------|-------------------------------|--------------------------------------------|---------------------------------|
|                                               | Description                          | FY 2024<br>Actual | FY 2025<br>Estimated | FY 2026<br>Proposed<br>Budget | Purpose for Request                        | Fund<br>(GF, IS, EF,<br>Grants) |
| 1                                             | Replace Fuel Control Terminals       | \$0               | \$50,700             | \$90,000                      | Replace for operational efficiency         | IS                              |
| 2                                             | Green Fleet Funding                  | \$0               | \$0                  | \$180,000                     | Install electric vehicle charging stations | IS                              |
| 3                                             | Vehicle Lifts                        | \$0               | \$104,800            | \$130,000                     | Replacing two drive-on lifts               | IS                              |
| 4                                             | Electric Vehicle Equipment and Tools | \$0               | \$0                  | \$39,000                      | Needed for new electric vehicles           | IS                              |
|                                               | <b>Total</b>                         | <b>\$0</b>        | <b>\$155,500</b>     | <b>\$439,000</b>              |                                            |                                 |

### Fleet Management Workload and Program Key Points

- As of March 2024, the percentage of the County’s available fleet that exceeds vehicle replacement standards was 39% and 43% for public safety vehicles.
- To bring the County's vehicle inventory into compliance with the seven-year or 100,000-mile replacement policy, a vehicle replacement fund of \$40 million is recommended. This increase from the previously recommended \$30 million is informed by the current automotive industry's price inflation and the operational demands of agencies:
  - Tariffs and inflation for vehicle procurement costs**
    - The recently implemented 25% tariffs on vehicles and equipment from Canada and Mexico have significantly increased the cost of fleet replacements.
    - Rising inflation in vehicle manufacturing, limited materials such as aluminum, and vehicle technology have made fleet procurement more expensive than in prior years.
  - Aging public safety vehicles**
    - Public safety agencies such as the Fire/EMS and Police Departments and the Office of the Sheriff operate the oldest vehicles in the County's fleet.
    - These agencies rely on fleet availability to immediately respond to County and regional emergencies.
    - Aging public safety vehicles require more frequent repairs, experience longer vehicle downtimes, and higher parts costs.
  - Evolving agency demands and growing service needs –**
    - As County operations continue to grow in both scale and complexity, many agencies require specialized vehicles to execute new initiatives and meet County expectations.

- There are several non-cost factors that play a role in the delay of vehicle replacements and order deliveries:
  1. **COVID-19 and Original Equipment Manufacturer (OEM) supply limits/delays -**
    - The Covid-19 pandemic severely impacted the automotive industry, delaying vehicle production from OEMs like Ford.
    - Delivery times now range from 6-18 months for standard fleet vehicles and three years for fire apparatus due to qualified personnel, limited material availability such as aluminum, and slow production.
  2. **Upfitting and equipment installation delays**
    - Limited vendor capacity and supply of emergency lights, radios, and specialty equipment delay vehicle deployment, especially for public safety agencies.
  3. **Increased vehicle utilization and an aging fleet –**
    - Expanded agency operations have increased vehicle use, accelerating wear and tear.
    - Older vehicles also require frequent repairs, which increases the downtime and maintenance costs.
- The Office is managing its fleet as follows:
  1. **Strategic Planning –**
    - The Fleet Management Division (FMD) has begun meeting with various agencies one (1) year in advance to create a strategy to right-fit their fleets, replace older equipment with new equipment and incorporate the Original Equipment Manufacturers (OEMs) and/or upfitter to ensure low-cost pricing without compromising quality.
    - FMD has also obtained free vehicle demos for County agencies to ensure a vehicle is a right fit for their operational needs before a purchase is made.
  2. **Diversifying the County Fleet –**
    - As the County is primarily comprised of Ford vehicles, FMD has been incorporating other OEMs such as Stellantis and Toyota.
    - Utilizing these OEMs to diversify the fleet helps the County meet its Green Fleet Initiative and reduce its dependency on a single vendor.
    - This is beneficial when an OEM issues high-volume recalls or if the OEM's make and model has increased repairs and maintenance.
  3. **Strengthening Vendor Relationships –**
    - FMD is actively working with various OEMs and upfitters to secure priority production slots and explore alternative procurement options with various upfitters such as Reading Truck, LLC (Clinton, MD).
- A summary of the FY 2025 Vehicle Maintenance Charges report showing maintenance costs for each category of vehicle can be found on the following page. The number of non-public safety vehicles exceeding replacement standards is 497. (See Attachment F of *OCS First Round Responses*)

*(Annual Maintenance Charges by Vehicle Class – Next page)*

| Vehicle Class                | Annual Maintenance Charges |
|------------------------------|----------------------------|
| Cargo Van                    | \$2,690                    |
| Compact Sedan                | \$2,350                    |
| Compact SUV                  | \$2,800                    |
| Full Passenger Van           | \$4,100                    |
| Full Size Pick Up            | \$4,500                    |
| Full Sedan                   | \$3,500                    |
| Full Size SUV                | \$4,500                    |
| Hybrid Sedan                 | \$2,700                    |
| Intermediate Pick Up         | \$4,000                    |
| Intermediate SUV             | \$3,500                    |
| Police Pursuit               | \$6,500                    |
| Prisoner Van                 | \$4,600                    |
| Public Safety Sedan          | \$4,700                    |
| Public Safety SUV            | \$4,750                    |
| Marked SO Cruiser            | \$6,400                    |
| Unmarked Public Safety Sedan | \$4,900                    |
| Vice Car                     | \$3,000                    |

- A breakdown of FY 2025 public safety vehicle and equipment cost, categorized by agency, can be found in *Attachment E to the OCS First Round Responses*.
- The proposed cost of vehicles to be purchased in FY 2026 is \$3.2 million. A breakdown of the type of vehicle, quantity, and estimated cost organized by agency can be found in *Attachment G to the OCS First Round Responses*.
- A schedule of proposed FY 2026 depreciation for vehicles is included in *Attachment H of the OCS First Round Responses*.
- **Green Fleet Initiative**
  - FMD is on track to meet the Green Fleet Initiative goal of 2.3% electric vehicles (EVs) in FY 2025 and 3% in FY 2026.
  - FMD is piloting "Blue Dot," an app that allows County employees to charge EVs at charging stations nationwide (including Level 3).
  - Through its partnership with the Maryland Soybean Board, FMD secured pilot products and participated in a rebate grant program, maximizing resources beyond its budget.
  - FMD also procured two (2) Chevrolet Blazer EV PPVs for the Office of the Sheriff, further integrating EVs into public safety agencies.
  - To date, \$13,000 has been spent on green fleet initiatives in FY 2025.
  - For FY 2026, FMD plans to utilize the newly awarded rebate grant with the Maryland Soybean Board for soy bio-based products for shop operations, install Level 3 charging stations to support the EV fleet, and increase EV purchases to meet Green Fleet FY 2026 target of 3%.

### Special Revenue Fund by Category- Property Management Services

The Property Management Special Revenue Fund manages the sales proceeds and costs associated with disposing of surplus real property. In FY 2026, this fund was returned to the Office of Central Services from the Redevelopment Authority.

#### **Expenditures by Category**

| Category     | FY 2024<br>Actual | FY 2025<br>Budget | FY 2025<br>Estimate | FY 2026<br>Proposed | Change FY25-FY26 |              |
|--------------|-------------------|-------------------|---------------------|---------------------|------------------|--------------|
|              |                   |                   |                     |                     | Amount (\$)      | Percent (%)  |
| Operating    | \$410,847         | \$567,000         | \$455,900           | \$733,000           | \$166,000        | 29.3%        |
| <b>Total</b> | <b>\$410,847</b>  | <b>\$567,000</b>  | <b>\$455,900</b>    | <b>\$733,000</b>    | <b>\$166,000</b> | <b>29.3%</b> |
| <b>Total</b> | <b>\$410,847</b>  | <b>\$567,000</b>  | <b>\$455,900</b>    | <b>\$733,000</b>    | <b>\$166,000</b> | <b>29.3%</b> |

### Special Revenue Fund by Category- Collington Center

The Collington Center Fund monitors revenue from the sale of properties within the Center and finances costs associated with managing the fund.

#### **Expenditures by Category**

| Category     | FY 2024<br>Actual | FY 2025<br>Budget | FY 2025<br>Estimate | FY 2026<br>Proposed | Change FY25-FY26 |             |
|--------------|-------------------|-------------------|---------------------|---------------------|------------------|-------------|
|              |                   |                   |                     |                     | Amount (\$)      | Percent (%) |
| Operating    | \$4,000           | \$5,000           | \$5,000             | \$5,000             | \$—              | 0.0%        |
| <b>Total</b> | <b>\$4,000</b>    | <b>\$5,000</b>    | <b>\$5,000</b>      | <b>\$5,000</b>      | <b>\$—</b>       | <b>0.0%</b> |
| <b>Total</b> | <b>\$4,000</b>    | <b>\$5,000</b>    | <b>\$5,000</b>      | <b>\$5,000</b>      | <b>\$—</b>       | <b>0.0%</b> |

- The FY 2026 Proposed Budget for the Collington Center Special Revenue Fund supports the annual \$5K fee to The Collington Center Association and will be sourced by the use of fund balance. This funding remains unchanged from the FY 2025 Approved Budget level.
- FY 2025 ending fund balance is estimated at \$120,974 and projected at \$115,974 in FY 2026.
- A list of the Collington Center parcels that are remaining to be sold can be found in *Attachment I of the OCS First Round Responses*.
  - The four (4) remaining parcels are assessed at ~\$8.4 million, with three (2) being under the Collington Athletic Complex LDA for ground lease and one (1) parcel that is not sold is assessed at \$811,500.

### **FY 2026 – FY 2031 Capital Improvement Program (CIP)**

Since FY 2024, the Office of Central Services (OCS) oversees the Capital budgets for OCS, the Police Department, and the Department of Corrections. Beginning in FY 2026, OCS will manage projects for major renovation, replacement or new construction of Fire/EMS stations. These projects were previously managed internally by the Fire/EMS Department. This change is a continuation of the effort to centralize CIP project management. Not all Fire/EMS projects will be managed in FY 2026 by OCS.

- Beginning in FY 2026, the combined FY 2026-2031 Capital Improvement Plan for all four (4) of these agencies is presented below. Some projects stayed with the Fire Department because their staff was so entrenched in its management that they thought it would be more efficient to keep Fire staff in the lead on those projects than try to start from scratch with OCS staff. Most of the projects OCS took were either not started or on hold.
- 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 new Fire Stations, which include:
  - Roof repairs, concrete, and other interior/exterior needs;
  - Replace or repair 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 2026 – FY 2031 Proposed CIP for Office of Central Services is approximately \$1.3 billion and includes 53 projects. This represents a significant increase in the number of projects managed by the Office compared to the 21 projects listed in the FY 2025 - FY 2030 CIP.
- *Appendix A1-A3* of this report provides a list of all 53 of the projects for the Office of Central Services' from the *Proposed FY 2026 - FY 2031 CIP Book pages 313-315*. The list includes the project ID#, name, address, Council District, class, total project cost, and completion date.
- Total expenditures of approximately \$54.6 million are being budgeted in FY 2026. Funding of approximately \$56.1 million is being proposed in FY 2026 for eleven (11) of the fifty-three (53) projects sourced from GO Bonds (~\$42.8M) and Other (~\$13.2M).
- The total budget includes all funds expended to date (~\$330.2M), estimated expenditures for FY 2025 (~\$112.8M), the total expected expenditures for the next six (6) years (including the proposed budget year ~\$291.6M), and the dollars anticipated for the projects beyond 6 years (~\$560.8M). The accompanying table provides a breakdown of the expenditure and funding for the Office of Central Services' Proposed FY 2026 - FY 2031 CIP.

*(CIP FY 2026 – 2031 Program Summary – Next page)*

**Program Summary**

| Category/<br>Description | Total<br>Project<br>Cost | Life to<br>Date<br>Actual | FY 2025<br>Estimate | Total 6<br>Years | Budget<br>Year<br>FY 2026 | FY 2027         | FY 2028         | FY 2029         | FY 2030         | FY 2031         | Beyond 6<br>Years |
|--------------------------|--------------------------|---------------------------|---------------------|------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| <b>EXPENDITURE</b>       |                          |                           |                     |                  |                           |                 |                 |                 |                 |                 |                   |
| PLANS                    | \$53,991                 | \$6,277                   | \$11,915            | \$1,299          | \$—                       | \$—             | \$—             | \$1,299         | \$—             | \$—             | \$34,500          |
| LAND                     | 39,948                   | 2,196                     | 5,452               | —                | —                         | —               | —               | —               | —               | —               | 32,300            |
| CONSTR                   | 1,040,364                | 231,034                   | 86,639              | 274,343          | 52,163                    | 47,402          | 53,590          | 36,960          | 42,380          | 41,848          | 448,348           |
| EQUIP                    | 48,493                   | 6,342                     | 4,546               | 6,105            | 200                       | 400             | 2,300           | 433             | 1,635           | 1,137           | 31,500            |
| OTHER                    | 112,573                  | 84,331                    | 4,237               | 9,841            | 2,211                     | 760             | 3,405           | 128             | 2,018           | 1,319           | 14,164            |
| <b>TOTAL</b>             | <b>\$1,295,369</b>       | <b>\$330,180</b>          | <b>\$112,789</b>    | <b>\$291,588</b> | <b>\$54,574</b>           | <b>\$48,562</b> | <b>\$59,295</b> | <b>\$38,820</b> | <b>\$46,033</b> | <b>\$44,304</b> | <b>\$560,812</b>  |
| <b>FUNDING</b>           |                          |                           |                     |                  |                           |                 |                 |                 |                 |                 |                   |
| GO BONDS                 | \$1,136,068              | \$266,317                 | \$68,080            | \$241,277        | \$42,833                  | \$38,562        | \$57,591        | \$30,704        | \$37,283        | \$34,304        | \$560,394         |
| STATE                    | 8,292                    | —                         | 8,292               | —                | —                         | —               | —               | —               | —               | —               | —                 |
| DEV                      | 1,000                    | 100                       | 900                 | —                | —                         | —               | —               | —               | —               | —               | —                 |
| OTHER                    | 150,009                  | 86,198                    | 570                 | 63,241           | 13,241                    | 10,000          | 10,000          | 10,000          | 10,000          | 10,000          | —                 |
| <b>TOTAL</b>             | <b>\$1,295,369</b>       | <b>\$352,615</b>          | <b>\$77,842</b>     | <b>\$304,518</b> | <b>\$56,074</b>           | <b>\$48,562</b> | <b>\$67,591</b> | <b>\$40,704</b> | <b>\$47,283</b> | <b>\$44,304</b> | <b>\$560,394</b>  |

**Project Description and Highlights for Certain Select Projects**

- Highlights are provided for certain select projects. Cumulative appropriations will continue to support the planned work of several projects not included in this list, but which can be found in the *FY 2026 – FY 2031 Proposed CIP Budget*.
- 1. **Central Control/Administrative Wing Expansion**
  - Description: This project will expand the County Detention Center Administrative Building by 8,000 square feet to allow more space for central control operations, storage, and office space.
  - In FY 2026, it is in the design phase and includes major updates to the control room software.
  - Construction is expected to begin in FY 2027.
  - Cumulative appropriation will support the planned work in FY 2026.
  - The total project costs have increased due to inflation.
- 2. **The County Administration Building (CAB) Refresh Project**
  - Description: This project provides for restoration, upgrade, modernization, infrastructure reconstruction, and rehabilitation of major systems, including fire, heating, ventilation and air conditioning, boiler and machinery, and general facelift.
  - In FY 2026, construction will continue to update critical systems like HVAC, plumbing, fire, windows, the roof, elevator upgrades, code-compliant bathrooms, and general renovations.
  - Plans to move several agencies (Sheriff and certain functions of the Clerk of the Circuit Court) to the CAB.
  - The Office of the Sheriff is expected to move into the facility in the spring of FY 2026.
  - The total project costs have increased due to inflation and revised cost estimates.

**3. The County Building Renovations II Project**

- **Description:** This project provides funding for renovations and repairs to county-owned properties. 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 ADA requirements may also be completed pursuant to this project.
- The Facilities Master Plan (FMP), funded by the American Rescue Plan Act (ARPA), detailed maintenance and structural upgrades for each County building. In FY 2026, funding will continue to support the implementation of the recommended upgrades.
- An additional \$2.75 million will be allocated for upgrades at the animal shelter. The renovations will improve the safety, health, and welfare of staff, pets, visitors, and volunteers.

**4. The Detention Center Housing Renovations Project**

- **Description:** The Detention Center Housing Renovations project will upgrade the original 14 housing units in the County Detention Center.
- The planned upgrades include roof and HVAC replacements. The Detention Center Improvements 2 project supports exterior and public bathroom upgrades. Plans also include electrical, boiler, sewer ejector pumps, and critical equipment replacements.
- FY 2026 funding supports the completion of the renovations to housing units 5 and 6 and the beginning of renovations to units 14 and 15.
- Each unit will be gutted and upgraded.
- Repairs will continue for the sprinkler system, flooring, light fixtures, and plumbing.
- The cost of repairs is based on current industry standards and yearly inflation in the construction business.
- 'Other' funding in FY 2026 is public safety surcharge revenue.

**5. The District VI Police Station Project**

- **Description:** This project involves constructing a new, 20,000-square-foot District IV police facility in Oxon Hill, close to the National Harbor and Tanger Outlets.
- Supports the design and construction of a new station, including temporary swing space in the same location for officers during construction.
- The total project costs have increased due to inflation.

**6. The National Harbor Public Safety Building Project**

- **Description:** This project involves constructing a joint public safety facility at National Harbor, which will include the Maryland National Capital Park Police, Prince George's County Police, and Fire/EMS departments, as well as a community room.
- This project is in the permitting phase and will begin the procurement process in FY 2026.
- The balance of a \$1 million contribution from the developer is also pending to begin the procurement process. The contribution is milestone driven as follows:
  - ✚ The County received the initial \$100,000 in July 2021, as required in the original agreement with the Peterson Company, once an architecture and engineering team was on board.

- ✚ The amended agreement with the Peterson Company states that \$500,000 is due once the foundation is complete.
- ✚ Additionally, \$250,000 is due when the roof is complete.
- ✚ Finally, the remaining \$250,000 is due upon temporary and/ or permanent use and occupancy.
- As of March 2025, the Chesapeake Bay Critical Area review is needed and is presently underway for approval. Once that is complete, DPIE will issue a construction permit to proceed. Once the construction permit is issued, the project will go out to bid. The bidding process should take only 4-6 weeks.
- The total project costs have increased due to inflation.
- 'Other' funding in FY 2026 is public safety surcharge revenue.

**7. The FY 2026 budget for the Police Station Renovations Project**

- Description: This project provides needed improvements and rehabilitation of several Police Department facilities in various locations in the County. This also includes installing new security systems as needed in various locations.
- In FY 2026, there is an additional \$3.0 million to support the implementation of the Facilities Master Plan (FMP) recommendations for police stations.
- Funding will support code compliance, HVAC, bathroom and security camera upgrades.
- 'Other' funding in FY 2026 is public safety surcharge revenue.

**8. The Prince George's Homeless Shelter Project**

- Description: This project will 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 design phase will be complete in FY 2025 and construction will begin in FY 2026.
- The total project costs have increased due to inflation and revised cost estimates to stabilize poor site conditions.

**9. The Promise Place Children's Shelter Project**

- Description: This project will provide 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 work space 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.
- In FY 2025 land was purchased and in FY 2026 a parking feasibility study and a small construction project are planned.
- The total project costs have increased due to inflation.

**10. The Shepherd's Cove Family Shelter Project**

- Description: This project provides for the expansion and retrofitting of existing housing for families with children experiencing homelessness in Prince George's County. This includes work space for street outreach, case management and appropriate crisis intervention services. The shelter will provide drop-in space for day/evening informal engagement with access to storage, showers, computers, workshops, basic health care and food. It will have single room transitional housing units with support services, affordable housing units for mixed populations including seniors with limited income and a series of store fronts with affordable rent for leasing.
- Will complete the design and permitting phase FY 2025 and construction is expected to begin in FY 2026.
- The total project costs have increased due to inflation.
- Cumulative appropriation will support the planned work in FY 2026.

**11. The Special Operations Division (SOD) Facility project**

- Description: This project will accommodate the Special Operations Division.
- The main project will be complete in FY 2025, which continues with the renovation of the community space portion of the project at the former Barlowe Road site.
- The Boys and Girls Club subproject will continue construction into FY 2026.
- The total project costs have increased due to design changes.
- SOD has \$570,000 in public safety surcharge revenue in FY 2025.
- Other' funding in FY 2026 is public safety surcharge revenue.

**12. The Warm Nights Homeless Shelter**

- Description: This project is to purchase, renovate and/or build a new expansion facility to permanently add critical emergency shelter beds for persons experiencing homelessness. The facility will provide up to 65 overflow shelter beds in one or more fixed locations.
- The original appropriation of \$8 million was to quickly start the project with the American Rescue Plan Act grant funds.
- Now that the funding source is general obligation (GO) bonds and the project is pushed to the future, the funding for this project is aligned with benchmark costs for a shelter of similar scope, including inflationary costs associated with the delay at \$8.7M.

## Appendix A.1

### Project Listing

| CIP ID#   | Project Name                                   | Address                                         | Planning Area               | Council District | Project Class    | Total Project Cost (000) | Completion Date |
|-----------|------------------------------------------------|-------------------------------------------------|-----------------------------|------------------|------------------|--------------------------|-----------------|
| 4.51.0023 | Allentown Fire/EMS #832                        | 8709 Allentown Road, Ft. Washington             | Henson Creek                | Eight            | Rehabilitation   | \$10,000                 | TBD             |
| 3.51.0015 | Apparatus Maintenance Facility                 | Location Not Determined                         | Not Assigned                | Not Assigned     | Replacement      | 24,400                   | TBD             |
| 3.51.0012 | Aquasco Fire/EMS                               | Location Not Determined                         | Not Assigned                | Nine             | New Construction | 16,500                   | TBD             |
| 3.51.0003 | Beechtree Fire/EMS Station                     | Leeland Road, Upper Marlboro                    | Upper Marlboro and Vicinity | Six              | Replacement      | 21,558                   | TBD             |
| 3.51.0009 | Beltsville Fire/EMS Station #831               | Beltsville Area, Beltsville                     | Fairland Beltsville         | One              | Replacement      | 21,009                   | TBD             |
| 3.51.0016 | Berwyn Heights Fire/EMS #814                   | 8811 60th Avenue, Berwyn Heights                | Greenbelt and Vicinity      | Three            | Rehabilitation   | 10,000                   | TBD             |
| 4.51.0026 | Bowie Fire/EMS #839                            | 15454 Annapolis Road, Bowie                     | City of Bowie               | Four             | Rehabilitation   | 10,000                   | TBD             |
| 3.51.0010 | Branchville Fire/EMS #811                      | Location Not Determined                         | Not Assigned                | One              | New Construction | 16,500                   | TBD             |
| 3.51.0013 | Camp Springs Fire/EMS Station #827             | Camp Springs Area, Camp Springs                 | Not Assigned                | Eight            | Replacement      | 16,500                   | TBD             |
| 4.56.0006 | Central Control/ Administrative Wing Expansion | 13400 Dille Drive, Upper Marlboro               | Upper Marlboro and Vicinity | Six              | Addition         | 5,935                    | FY 2027         |
| 3.51.0017 | Chillum Fire/EMS #834                          | 7833 Riggs Road, Adelphi                        | Takoma Park-Langley Park    | Two              | Rehabilitation   | 10,000                   | TBD             |
| 4.51.0015 | Chillum Fire/EMS Station #844                  | 6330 Riggs Road, Hyattsville                    | Takoma Park-Langley Park    | Two              | Rehabilitation   | 10,000                   | TBD             |
| 4.51.0025 | Clinton Fire/EMS #825                          | 9025 Woodyard Road, Clinton                     | Clinton and Vicinity        | Nine             | Rehabilitation   | 10,000                   | TBD             |
| 4.56.0007 | Community Corrections Complex                  | 4605 Brown Station Road, Upper Marlboro         | Upper Marlboro and Vicinity | Six              | New Construction | 11,124                   | FY 2031         |
| 8.31.0003 | Contingency Appropriation Fund                 | Countywide                                      | Not Assigned                | Countywide       | Non Construction | 60,000                   | Ongoing         |
| 4.31.0003 | County Administration Building Refresh         | 14741 Governor Oden Bowie Drive, Upper Marlboro | Upper Marlboro and Vicinity | Nine             | Rehabilitation   | 49,049                   | FY 2030         |
| 4.31.0001 | County Building Renovations II                 | Countywide                                      | Not Assigned                | Countywide       | Rehabilitation   | 225,021                  | Ongoing         |
| 4.56.0001 | Detention Center Housing Renovations           | 13400 Dille Drive, Upper Marlboro               | Upper Marlboro and Vicinity | Six              | Rehabilitation   | 49,580                   | Ongoing         |
| 4.56.0002 | Detention Center Improvements 2                | 13400 Dille Drive, Upper Marlboro               | Upper Marlboro and Vicinity | Six              | Rehabilitation   | 18,329                   | Ongoing         |

## Appendix A.2

### Project Listing *(continued)*

| CIP ID#   | Project Name                                | Address                                           | Planning Area                            | Council District | Project Class    | Total Project Cost (000) | Completion Date |
|-----------|---------------------------------------------|---------------------------------------------------|------------------------------------------|------------------|------------------|--------------------------|-----------------|
| 3.50.0007 | District IV Police Station                  | 6501 Clipper Way, Oxon Hill                       | Henson Creek                             | Eight            | New Construction | 17,500                   | TBD             |
| 3.50.0002 | District V Police Station                   | Location Not Determined                           | Clinton and Vicinity                     | Nine             | New Construction | 17,250                   | TBD             |
| 3.50.0001 | District VI Police Station                  | 4321 Sellman Road, Beltsville                     | Fairland Beltsville                      | One              | New Construction | 20,920                   | FY 2028         |
| 3.31.0007 | Domestic Violence/Human Trafficking Shelter | Location Not Determined                           | Not Assigned                             | Not Assigned     | New Construction | 10,821                   | TBD             |
| 3.31.0009 | Driver Training Facility & Gun Range        | 4920 Ritchie Marlboro Road, Upper Marlboro        | Upper Marlboro and Vicinity              | Six              | New Construction | 98,678                   | TBD             |
| 3.51.0008 | Fire Department Headquarters                | Presidential Parkway, Upper Marlboro              | Westphalia and Vicinity                  | Six              | New Construction | 24,650                   | TBD             |
| 4.51.0018 | Fire Services Building                      | 6820 Webster Street, Hyattsville                  | Defense Hgts. - Bladensburg and Vicinity | Three            | Rehabilitation   | 10,000                   | TBD             |
| 4.50.0001 | Forensics Lab Renovations                   | 1739 Brightseat Road, Landover                    | Landover and Vicinity                    | Five             | Rehabilitation   | 38,250                   | FY 2025         |
| 3.51.0027 | Forestville Fire/EMS Station (Westphalia)   | Presidential Parkway Near Route 4, Upper Marlboro | Westphalia and Vicinity                  | Six              | Replacement      | 16,500                   | TBD             |
| 3.51.0014 | Greenbelt Fire/EMS Station #835             | Greenbelt Area, Greenbelt                         | Greenbelt and Vicinity                   | Four             | Replacement      | 16,500                   | TBD             |
| 4.51.0024 | Kentland Fire/EMS #846                      | 10400 Campus Way South, Largo                     | Largo-Lottsford                          | Six              | Rehabilitation   | 10,000                   | TBD             |
| 4.51.0014 | Kentland Fire/EMS Station #833              | 7701 Landover Road, Hyattsville                   | Landover and Vicinity                    | Five             | Rehabilitation   | 10,000                   | TBD             |
| 3.51.0002 | Konterra Fire/EMS Station                   | Laurel Area, Laurel                               | Northwestern                             | One              | New Construction | 16,500                   | TBD             |
| 4.51.0028 | Landover Hills Fire/EMS #830                | 6801 Webster Street, Landover Hills               | Defense Hgts. - Bladensburg and Vicinity | Three            | Rehabilitation   | 10,000                   | TBD             |
| 3.51.0005 | Laurel Fire/EMS Station #849                | Laurel Area (Route 197), Laurel                   | Northwestern                             | One              | Replacement      | 21,588                   | FY 2031         |
| 4.51.0022 | Marlboro Fire/EMS #845                      | 7710 Croom Road, Upper Marlboro                   | Rosaryville                              | Nine             | Rehabilitation   | 10,909                   | TBD             |
| 3.51.0011 | Marlboro Fire/EMS Station #820              | Upper Marlboro Area, Upper Marlboro               | Upper Marlboro and Vicinity              | Six              | Replacement      | 21,001                   | TBD             |
| 3.50.0008 | National Harbor Public Safety Building      | North Cove Terrace, Oxon Hill                     | South Potomac                            | Eight            | New Construction | 4,794                    | TBD             |
| 3.51.0007 | Nottingham Fire/EMS Station                 | Croom Road and Baden - Naylor Road, Nottingham    | Baden Area                               | Nine             | New Construction | 16,500                   | TBD             |

## Appendix A.3

### Project Listing (continued)

[illegible]