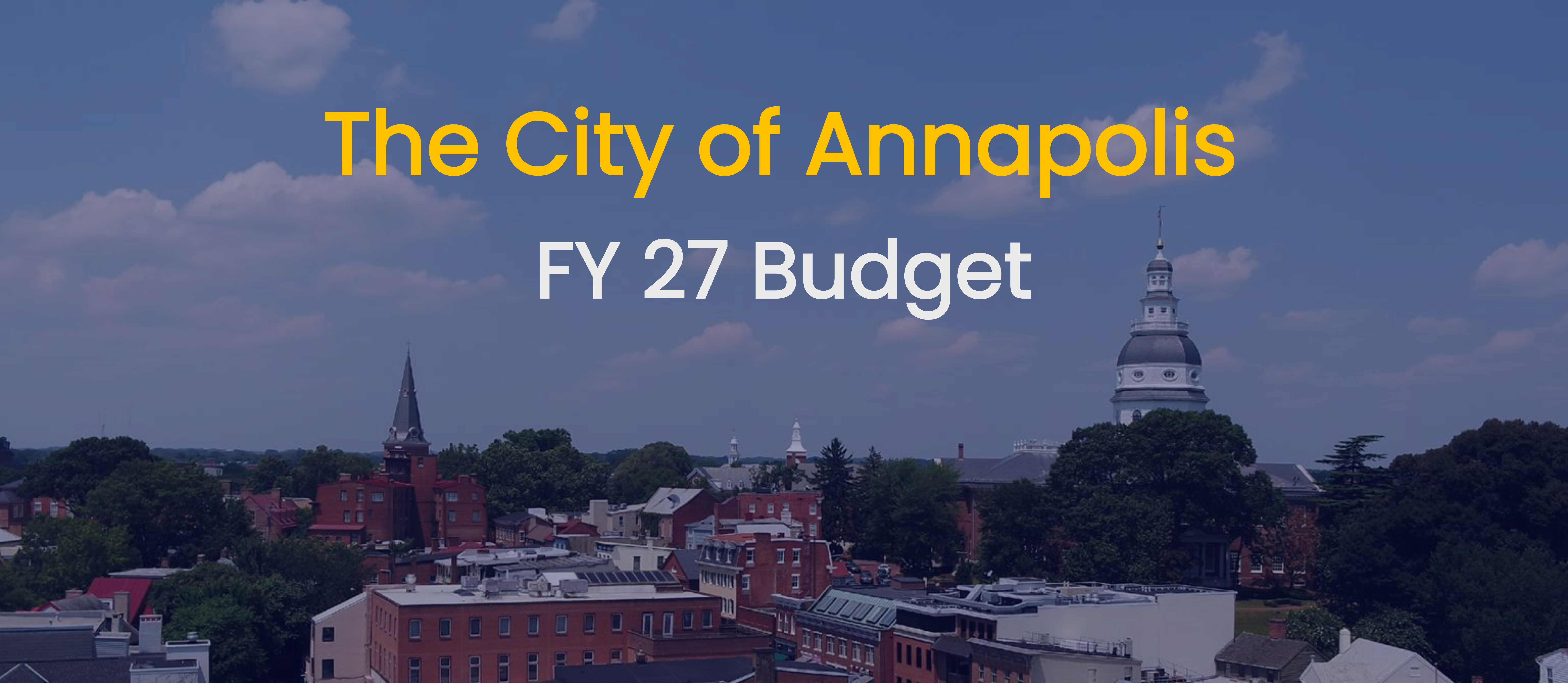
The City of Annapolis

FY 27 Budget



Central Services

Presented By: Matt Flinner, Director

FY 26 Accomplishments

- Interviewed and hired six (6) professionals to fill all positions that were vacant at the creation of Central Services in FY26 and right sized department budget.
  - Administrative Assistant II
  - Facility Maintenance Technician and two (2) Facility Maintenance Engineer I
  - Fleet Manager and Fleet Analyst
- Consolidated all Central Services employees from six (6) scattered worksites into new offices at 25 Shaw Street.
- Reduced procurement process timelines, identified and completed critical facility work orders, modernized fleet operations and replacement, and established departmental roles and responsibilities.

Performance Measures

Performance Measure	Benchmark	FY 25 Actual	FY 26 YTD	FY 26 EOY
Number of work orders completed	750 work orders	550	632	843
Percent of CIPs completed by scheduled completion date	80% of project milestones met on time	100%	-	-
Actual CIP costs compared to CIP budget	All projects completed within budget	100%	-	-
Average number of days for each solicitation type from department request to contract execution	RFI/RFQ = 45 days IFB = 60 days RFP = 120 days	RFI/RFQ = 45 days IFB = 60 days RFP = 180 days	RFI/RFQ = N/A IFB = 226 days RFP = 338 days	RFI/RFQ = N/A IFB = 226 days RFP = 338 days
Average age of Fire Department, Police Department, and All Other Dept Fleets	8 years	10.4 years	-	-
Percent of vehicles that are up to date with preventive maintenance	PM every 6 months	107% vehicles received timely PMs	-	-
Number of emergency road calls	Less than 250 calls	53	-	-
Value of worker's comp claims, number of lost days of work	Less than 60 claims	56 claims	39 claims	52 claims

FY27 Strategic Metrics

Body of work	100% complete	Before 7/1/26	Before 7/1/27
MUNIS invoice workflows for DCS employees?	April 2026		
MUNIS CIP workflows for DCS employees?		X	
Sustainable Procurement Policy and EV chargers?			X
Vehicle Use and Operations Policy?			X
Facility Use Policy and Space Standards?			X
Facility, Vehicle, Procurement Liaison Networks?			X
Fleet software modernization project?			X
Risk mitigation training and fire drills?			X

Budget Enhancements

Personnel Enhancements

Challenge	Solution	Cost	FY27 Budget
1) Deputy Director	**This position will create equity, 10 of 12 depts have a deputy, and provide needed leadership support.**	**$200,138.23**	**No**
2) Real Estate Administrator	**This position will manage real estate workflows which currently have zero staff assigned to them.**	**$156,650.57**	**No**
3) Contract Administrator	**This position will manage DCS contracts which currently have zero staff assigned to them.**	**$139,187.15**	**No**
4) Engineer II	This position will enable DCS to double facility CIP projects and outputs.	$156,650.57	Yes
5) Fleet Parts Specialist	This position will manage fleet operations parts and ordering which currently has zero staff assigned.	$139,187.15	No
6) Risk Management Specialist	This position will manage risk monitoring and training which currently has zero staff assigned.	$139,187.15	Yes
7) Facility Maintenance Technician	This position will enable DCS to have three two-person teams responding to all facility work orders.	$98,287.56	Yes
8) Desk Audits, Career Ladders, and Reclassification	Create compensation equity within DCS and make comparable to other departments and positions.	-	No

Non-Personnel Enhancements

Challenge	Solution	Cost	FY27 Budget
Facilities are in disrepair and critical systems are failing.	Allocate appropriate funds to facility management.	Increases	Yes
Facilities are in disrepair and critical systems are failing.	Identify facility funding outside Central Services.	$297k vs. $607k	Yes
Facilities are in disrepair and critical systems are failing.	Split facility fuel and oil expenses on separate budget.	Moved $50k	Yes
Facilities are in disrepair and critical systems are failing.	Add high priority facility CIPs to FY27 and beyond.	16 new projects $7.6M+ increase	Yes
No Real Estate budgets or workflows.	Create a separate fund for “real estate division”.	Moved $818k	Yes
No Risk Management budgets or workflows.	Create a separate fund for “risk mgmt division”.	Moved $412k	Yes
Central Services budgets and workflows were not centralized.	Identified opportunities and changed budgets in FY27.	15 workflows centralized in DCS	Yes
Fleet operations and replacement process lacks transparency and equity.	Change fleet operations billing model.	$2.91M for fleet ops	Yes

Budget Trends

Central Services Operating Budget

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Salaries & Benefits	N/A	N/A	$61,711	$593,815	$934,900
Contractual Services	N/A	N/A	$78	$5,480	$909,300
Supplies & Other	N/A	N/A	$0	$133,440	$152,400
Capital Outlay	N/A	N/A	$0	$0	$50,000
Total	N/A	N/A	$61,790	$732,735	$2,046,600
Change from previous year (%)	**N/A**	**N/A**	**N/A**	**+1186%**	**+279%**

Central Purchasing Operating Budget

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Salaries & Benefits	N/A	N/A	$356,425	$390,050	$403,500
Contractual Services	N/A	N/A	$9,465	$6,725	$300
Supplies & Other	N/A	N/A	$7,001	$2,612	$64,800
Capital Outlay	N/A	N/A	$0	$0	$0
Total	N/A	N/A	$372,891	$399,387	$468,600
Change from previous year (%)	**N/A**	**N/A**	**N/A**	**+7%**	**+17%**

Facility Management Operating Budget

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Salaries & Benefits	N/A	N/A	$323,913	$359,659	$811,900
Contractual Services	N/A	N/A	$1,437,402	$1,867,556	$2,864,600
Supplies & Other	N/A	N/A	$13,237	$10,843	$238,000
Capital Outlay	N/A	N/A	$0	$0	$0
Total	**N/A**	**N/A**	**$1,774,551**	**$2,238,058**	**$3,914,500**
Change from previous year (%)	N/A	N/A	N/A	+26%	+75%

Fleet Operations Operating Budget

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Salaries & Benefits	N/A	N/A	$990,202	$915,558	$1,071,900
Contractual Services	N/A	N/A	$772,586	$711,817	$840,400
Supplies & Other	N/A	N/A	$781,960	$795,223	$966,900
Interfund Transfers	N/A	N/A	$0	$0	$44,200
Total	**N/A**	**N/A**	**$2,936,250**	**$2,422,598**	**$2,923,400**
Change from previous year (%)	N/A	N/A	N/A	-17%	+21%

Fleet Replacement Operating Budget

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Revenues	N/A	N/A	$4,680,657	$1,307,500	$1,681,850
Expenses - Capital Outlay	**N/A**	**N/A**	**$2,612,080**	**$188,000**	**$916,450**
Expenses - Debt Service	N/A	N/A	$72,036	$1,107,709	$765,400
Total	N/A	N/A	$1,307,500	$1,295,709	$1,681,850
Change from previous year (%)	N/A	N/A	N/A	-93%	+487%

Additional Information

- Central Services promises:
  - All vacant positions will be filled as soon as possible.
  - All budget enhancements will be ethically spent or returned to the general fund.
  - All funding will be allocated to the workflows communicated or returned to the general fund.
- Strategic questions to be answered soon:
  - What are the City's long-term real estate, telework, facility and work space plans, and what actions need to be taken today to realize those goals?
  - What are the City's long-term fleet replacement, take home vehicle, and financial plans, and what actions need to be taken today to realize those goals?


Questions ?