



TO: Board of Estimates, Office of the Comptroller
FROM: Maggie Keenan, Assistant Director, BBMR
SUBMITTING AGENCY: Finance
DATE: 19 September 2022

SUBJECT: FY22 Year End Appropriation Adjustment Order (AAO) –
Supplemental - DGS

CONTRACT/GRANT NUMBER: N/A

ACTION REQUESTED OF B/E: Approval of FY22 Year End AAO – Supplemental
Appropriation Request for the Department of General
Services

PERIOD OF CONTRACT/AGREEMENT: N/A

AMOUNT OF MONEY AND SOURCE: \$10,485,000

BACKGROUND/EXPLANATION: The City must close each fiscal year with sufficient
appropriation to cover total expenditures. The Board of Estimates and the City Council approve
the annual budget by Service. Since Service is the level of legal control, it is at this level that
appropriation must be equal to or exceed total expenditures. This AAO seeks to increase
appropriation to the Baltimore City Department of General Services. Please see attachments
for additional information.

MBE/WBE PARTICIPATION: N/A

AFFECTED COUNCIL DISTRICT: N/A

EMPLOY BALTIMORE: N/A

LIVING WAGE: N/A

LOCAL HIRING: N/A

1% FOR PUBLIC ART: N/A

*The headers below are for use by reviewing departments ONLY. Please leave them as blank
spaces for official endorsements and signatures.*

FINANCE HAS REVIEWED:

BBMR Approved, *Maggie Keenan*, 09.17.2022

Robert Cennamo, 09/17/2022

LAW DEPARTMENT HAS REVIEWED:

Clerk, Board of Estimates

MWBOO HAS REVIEWED:

By Celeste.Amato at 12:54:28 PM, 10/19/2022

FROM	NAME & TITLE	Robert Cename, Chief <i>Robert Cename</i>	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Bureau of the Budget and Management Research Room 432, City Hall (410) 396-4941		
	SUBJECT	Appropriation Adjustment Order – Department of General Services		

DATE:

TO

The Honorable President and Members
of the Board of Estimates

September 6, 2022

Dear President and Members:

ACTION REQUESTED OF B/E:

Approval of an Appropriation Adjustment Order (AAO), increasing appropriation in the Department of General Services. This request increases the Department’s final year end budget by 9%.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

Service	Budget Account Number	Amount of Increase
Administration	1001-000000-1981-194600-603026	\$750,000
Capital Projects Division	1001-000000-7340-721700-603026	\$675,000
Facilities Management	1001-000000-1982-709500-603096	\$660,000
Facilities Management	2029-000000-1982-709500-601002	\$8,400,000
TOTAL		\$10,485,000

This request is supported by a surplus of General Fund revenue, specifically in Transfer Taxes, collections of which exceeded what was anticipated in the budget by more than \$50 million.

Revenue Offset	Budget Account Number
Transfer Taxes	1001-000000-1500-103000-400250

BACKGROUND AND EXPLANATION:

This action is necessary to balance the budget at the Service level.

MBE/WBE PARTICIPATION:

N/A

BALTIMORE CITY RESIDENTS FIRST (BCRF):

BCRF Applicable: ____yes no

APPROVED BY BOARD OF ESTIMATES

____ *M. Amato* _____ 10/19/2022

DATE

CLERK