

T&E COMMITTEE #3  
April 21, 2010

Worksession

MEMORANDUM

April 16, 2010

TO: Transportation, Infrastructure, Energy, & Environment Committee  
FROM: *CHS*  
Charles H. Sherer, Legislative Analyst  
SUBJECT: Department of General Services in the FY11 Operating Budget (section 30),  
selected programs; **and** the NDA for Leases (page 67-10)

The following may attend:

David Dise, Director, DGS  
Annette Cheng, DGS  
Harold Adams, DGS  
Alex Espinosa, OMB  
Bruce Meier, OMB

**Summary of staff recommendations: Approve all expenditures as the Executive recommended.** Further reductions may be required to respond to the \$168 million reduction in estimated revenues the Council learned about on April 13.

Relevant pages from the operating budget are attached starting at ©1. These pages provide a description of each program. This review covers all programs in this Department **except** Procurement, Business Relations and Compliance, and Fleet Management Services. In the savings plans in FY10, the Department reduced its budget by \$629,350 in round 1 and \$820,250 in round 2, for a total reduction of \$1,449,600/5.2% (©24-27).

The following tables summarize the budget for the programs being reviewed in this memorandum, showing the budget for the current year, the Executive's recommended budget for next year, the amount of change and the % change:

### I. Expenditures in the General Fund

Program	FY10 Approved	FY11 CE Recom.	\$ change	% change
Automation	521,010	521,800	790	0.2%
Facilities Management	21,610,900	17,878,220	(3,732,680)	-17.3%
Environmental Stewardship	188,310	91,210	(97,100)	-51.6%
Real Estate Program	923,420	925,610	2,190	0.2%
Administration	1,663,720	1,787,460	123,740	7.4%
Total	24,907,360	21,204,300	(3,703,060)	-14.9%

### II. Workyears in the General Fund

Program	FY10 Approved	FY11 CE Recom.	# change	% change
Automation	4.0	4.9	0.9	22.5%
Facilities Management	108.8	92.3	(16.5)	-15.2%
Environmental Stewardship	2.1	1.3	(0.8)	-38.1%
Real Estate Program	7.0	7.0	0.0	0.0%
Administration	13.0	15.0	2.0	15.4%
Total	134.9	120.5	(14.4)	-10.7%

**Changes from FY10-11** The changes are summarized on ©8 and the major changes are explained below. As an overview of the workforce reductions, the OLO report based on OHR data showed that 18 positions are being abolished, of which 17 are filled and 1 is vacant. Two positions are grade M2, three are grade 18, five are grade 17, one is grade 13 (the only vacant position), and seven are grade 12. Many of the reductions made in the two FY10 savings plans continue in FY11. OMB prepared the table on ©18 that shows the position changes proposed for FY11 for all programs in the Department: a net change of +6 positions are shifts within the County Government OB and CIP; 5 positions are created; and 17 positions are abolished.

1. Add one position to the operating budget to implement the changes necessary to comply with the requirements of the ADA act, as determined by the Federal Department of Justice in their Project Civic Access, \$156,420. OMB staff explained that “The Recommended budget actually adds four FT positions for Project Civic Access, three workyears of which are charged to CIPs.” The background on these positions follows:

On December 8, 2009, Executive staff briefed the Council in closed session on some compliance issues identified in the Project Civic Access review of County facilities by the Federal Department of Justice. Following this briefing, the FY11-16 CIP had a new project on page 7-3 titled “Americans with Disabilities Act (ADA) Compliance”, which the Council approved. This project will: 1) correct deficiencies identified by the Federal Department of

Justice in their Project Civic Access review of County facilities; 2) assess facilities not included in that review; 3) correct any deficiencies found; and 4) develop policies and training to try to ensure that future County projects comply with ADA standards so that they do not need to be fixed later.

The Council approved the CIP project on March 16, 2010.

2. Add two building service workers (1.5 workyears) for the new Silver Spring Civic Building, \$59,010, which is expected to open in late July 2010.
3. Reduce contract maintenance of plumbing, grounds, painting, and masonry: (\$246,650).
4. Reduce clerical support in the Director's office by abolishing one Senior Executive Administrative Aide position, (\$97,300).
5. Reduce deep cleaning of libraries, (\$300,000).
6. Reduce additional cleaning at recreation centers, (\$413,950).
7. Reduce contract HVAC maintenance, (\$425,700).
8. Reduce contract structural maintenance, (\$447,690). "Structural repairs will be determined on unsafe conditions versus enhancements. This is a continuation of the FY10 savings plan."
9. Reduce oversight of cleaning and maintenance by abolishing ALL seven Building Service Inspectors, all are filled, grade 12, (\$514,110). These building inspectors "oversee vendors providing non-skilled daily building services such as custodial, grounds, trash hauling, and snow removal."
10. Abolish ALL seven carpenter positions, all are filled (two grade 18 and five grade 17), (\$635,420).

With regard to the two reductions above, the Council received a letter dated April 6, 2010 from the President of the Strathmore Hall Foundation asking that the Council retain some of the positions proposed to be abolished (©19).

Council staff asked several questions about these abolishments, and DGS/OMB provided a thorough and detailed response (©20-23). **The purpose of the questions was to determine whether some of the abolished positions could be restored by making reductions elsewhere.**

a) Why were the abolishments concentrated in two job classes rather than being spread among more job classes? The response on ©22 is that these two job classes are a lesser priority than the other job classes which are "mission critical" and which provide "life safety" services: electrical, mechanical, plumbing, fire safety and building ventilation. "The elimination of 7 carpenters, 7 inspectors and the related 14 assigned vehicles based on their services categories will provide \$1.2M savings with less impact on internal customers and building maintenance services."

They also state that the demand for skilled carpentry has decreased “to virtually nothing”, that most of the work required is “of a non-skilled nature”, and that the 14 full time Public Craftworkers will do most of the work. This is their rationale for not abolishing some of the public services craft workers and using the savings to restore some of the carpenter and inspector positions.

“The building inspectors report to seven Area Managers who are responsible to insure service quality at County facilities in their respective areas. To compensate for the elimination of the building inspectors, other staff will be reassigned to support the Area Managers overseeing vendor services. This will include two Public Craft Workers being assigned to each Area Manager. These positions will assist each Area Manager to inspect building conditions and landscaping contract services in addition to performing minor repairs noted during routine inspections.

“All DFM employees assigned to building areas will provide feedback through daily inspections on their assigned facilities. This includes reporting conditions on building components and environmental status to DFM managers.” This appears to Council staff to be an effective response to the budget need to abolish the seven inspector positions.

b) Which buildings will be cleaned by County building service workers instead of by contract, what is the cost of cleaning each building by County staff, and what is the estimated cost to clean those buildings by contract instead of by County staff? If expenditures could be reduced by shifting cleaning from County staff to contract, then the savings could be used to retain some of the abolished positions.

The response to this question reflects significant work by DGS and OMB (©20-21). The County employees 18 full time custodians for the 11 facilities on ©20 at an annual cost of \$655,200. The County has three contracts for the remaining 229 buildings at an annual cost of \$3.5 million. The total cost is almost \$4.2 million. DGS makes two points:

- The cost per hour is roughly the same: \$17.50 per hour for County staff and \$17.25 per hour for contract staff. “If the cost of administering contractors is added to the analysis, then DFM estimates no budgetary savings or improvement of service would occur by changing service providers for County staff or vice versa.”
- Therefore, the only way to reduce janitorial costs would be to reduce the number of hours of County staff and/or contract staff:

“The DFM plan was based on reducing cost with the lowest possible impact on services. Savings on janitorial services have to include reduction or elimination of in-house services to attain significant savings.” If total hours were reduced 25%, the savings would be roughly \$1.0 million. If total hours were reduced 50%, the savings would be roughly \$2.0 million. Any such savings could be used to retain some carpenters, **OR** to contribute to the expenditure reduction needed as a result of the additional \$168 million reduction in estimated revenues the Council learned about on April 13.

Note that the maintenance contracts for custodial services will be reduced \$775,000 in #12 below.

11. Reduce contract electrical maintenance, (\$621,200).
12. Reduce the maintenance contracts for custodial services, (\$775,000). This relates to the options mentioned after #10 above.
13. On May 13, 2009, the Council approved the Executive's FY09 \$12,893,000 supplemental appropriation and CIP amendment for lease/purchase and renovation of the GE Tech Park Building which opened in FY10. OMB staff explained that "While the County began using a part of the facility in April 2009, it did not take possession until October 2009." The Department calculates that the full year cost of maintaining the GE facility is \$717,440 more in FY11 than in FY10.
14. Shift the Silver Spring Redevelopment Program and the Wheaton Redevelopment Program to DGS, two positions and \$260,450. The net impact of this shift to the County as a whole is \$0.
15. Shift three Energy Engineers from the OB to the CIP, (\$230,830). The net impact of this shift to the County as a whole is \$0.
16. Decrease cost of contract services to maintain the Public Safety Headquarters, Edison Park Campus, (\$100,000). "Impact consists of reduced services appropriate to the reduced occupancy during construction phase FY11." OMB staff explained that "During parts of FY11, as buildout is done for those moving in, maintenance will not be needed."
17. Furlough days, (\$428,690).

**III. Expenditures in the Printing and Mail Service Internal Service Fund**

Program	FY10 Approved	FY11 CE Recom.	Amount	%
Central Duplicating, Imaging, Archiving, and Mail Services	6,528,490	6,486,530	(41,960)	-0.6%

**IV. Workyears in the Printing and Mail Service Internal Service Fund**

Program	FY10 Approved	FY11 CE Recom.	Amount	%
Central Duplicating, Imaging, Archiving, and Mail Services	31.4	29.3	(2.1)	-6.7%

**Changes from FY10-11** The changes are summarized on ©8-9 and the major changes are explained below. OLO's report based on data from OHR show that two positions are being

abolished: one full time filled printing technician, grade 16, attributed to the paper reduction initiative; and one part time mail clerk, grade 11.

The proposed 0.6% reduction in expenditures in the table above does not appear to be excessive, given the reductions in other departments and the expected impact of the CAO's paper reduction initiative. (In the Executive's March 15, 2010 operating budget message, he noted that one example of CountyStat's impact in FY10: "Initiated and managed a paper reduction initiative that in FY10 saved the County approximately \$1 million in paper, printing, and related costs while enhancing the County's commitment to environmental stewardship.")

1. Equipment and a part time position will be needed for the mail room at Edison Park to serve the Public Safety Building and the Liquor Warehouse, \$92,450.
2. New software for the electronic records management system, \$54,640. As the County expands the ERMS, the Department states that they need "more software licenses to scan and operate the system."
3. The cost of leasing existing equipment will increase \$377,750, in accordance with a schedule of lease payments that vary from year to year.
4. Based on the fact that "Demand for our shredding services is increasing", the Department will buy a shredder at cost of \$73,250.
5. Furlough days, \$65,600.
6. The budget will be reduced by \$252,710 for one position and supplies to be saved by the paper reduction initiative.
7. Based on the equipment replacement schedule, DGS will replace less equipment in FY11 than in FY10, saving \$462,380.

#### LEASE NDA (©12)

The Division of Real Estate administers the County's many leases for the County's use of leased space (and the County's leases to non-government entities who lease surplus County owned space). As shown on ©12, the cost will increase \$1,719,740, from \$19,225,800 in FY10 to \$20,945,540 in FY11. The major increase in FY11 is the \$4.5 million increased cost of leasing Edison Park, which is partially offset by eight reductions.

1. With regard to the \$4.5 million increase for Edison Park, OMB explained that "We have not purchased the building yet. We signed a lease/purchase agreement and will lease it until we decide to purchase it."
2. The increase of \$242,390 results from DLC's moving its warehouse from Southlawn (and also from Crabbs Branch Way) to the Finmark building. The budget for DLC decreases by the

amount of the FY10 lease. The County will continue to lease the space, so the General Fund will pay the cost starting in FY11.

3. The increase of \$90,420 for the building at 981 Rollins for outpatient addiction services is for the cost of real estate taxes (\$28,420), utilities and maintenance adjusted for vacant period (\$32,500) and security (\$29,500).

Councilmember Elrich asked the following questions: "Have all avenues been explored for cost savings regarding leased space? For example, DOCR has reduced their administrative costs by ~\$175,000 by abolishing their Management Services Division and closing their Central Office at 51 Monroe. Their Central Office staff has been dispersed to a variety of other county-owned DOCR facilities, including the Director moving his office to a smaller space at MCDC. Have any other departments made similar arrangements? For example, how much do the Commission for Women and other small offices and agencies pay for their leased space, and are there other county-owned properties that could accommodate them? With the significant reduction in staffing at our Regional Service Centers, might that free up some space for other small offices to relocate at a reduced cost?"

OMB's response follows.

"A spreadsheet is attached showing each lease (©13-17).

"We have been diligently exploring the termination of leases with the goal of moving agencies from leased spaces into owned spaces - or at least less expensive leased spaces, or leased spaces that we will not be terminating. As you can see from the submission, we anticipate terminating the following leases by non-appropriation in FY11.

1. Corrections Administrative Offices @ 51 Monroe - moving them to various DOCR owned facilities
2. Commission for Women @111 N. Washington St - moving them to 401 Hungerford
3. Clarksburg Ombudsman Office will be terminated as the position also goes away
4. We also are proposing to move the Sheriff's Office and the Inspector General to the Grey Courthouse when it is returned to us by the State. This depends on landlords being willing to accept a mid-year termination - which we have assumed -, as opposed to a full year. If they don't, these will be FY12 terminations.

We are also looking at:

5. Terminating the Elkin Street lease for Gilchrist Center and moving it into newly available space at the Mid County RSC and the Wheaton Library (assumed in budget).
6. Terminating the lease at One Bank Street and moving DTS staff into newly available space at 1300 Quince Orchard Blvd that becomes free as a result of Homeland Security moving to Public Safety HQ (not assumed in budget).
7. By FY12, we anticipate terminating Community Use of Public Facilities at 600 E. Jefferson and moving them to 255 Rockville Pike (assumed), after the new Public Safety Headquarters is filled and the Fire Inspectors vacate their space in 255 Rockville Pike.

We continue to search for leases that can be consolidated into owned spaces. As departments deal with the downsizing and reorganization of staff, more space is being identified as available. This is an ongoing effort.”

**Issues discussed last year in reviewing the FY10 budget** As shown below, reductions to DGS started before the two FY10 savings plans.

**Facilities** At the Council lunch meeting on March 24, 2009, Mr. Leventhal suggested that the fiscal situation might force the Council to consider the need to close temporarily some facilities that are already open. Another option is to delay the opening of new facilities that have not yet opened. The savings would include this amount for maintenance, some utility expense, and personnel costs for positions that would not be needed.

**Deferred maintenance** The Department defines deferred maintenance as “Items that are currently physically or operationally defective and have not been scheduled for corrective action due to lack of resources.” In prior years, facilities staff highlighted their needs for repairs and maintenance, which have been significantly underfunded. The Committee has expressed its concern that spending on maintenance is too low. Some maintenance needs will be fixed in the operating budget and most in the capital budget. Estimated deferred maintenance continues to increase: \$25.5 million in FY07, \$27.9 million in FY08, \$30.4 million in FY09, and \$32.8 million in FY10. The County has received some complaints that County buildings are not maintained at the same level the County requires for non-County buildings.

**Grounds maintenance** The Department notes that the limited budget allows them to mow only 10 times per year and to prune trees and shrubs only once. They do not mulch, aerate, seed, or edge.

**Window cleaning** is not funded. The cost to clean windows in all County facilities once a year is \$112,500.

**Carpet repair and cleaning** is not funded and will only be done when carpets suffer a spill or similar staining or when carpets become sufficiently worn to become a tripping hazard.

**Painting** is not funded and can only be done only to protect building structure or when requesting agencies can pay for painting.

Last year, the Department had to make the following reductions for FY10.

**Decrease \$235,000** by reducing miscellaneous maintenance operating expenses. Department staff explained that “These funds came from Miscellaneous Operating Expenses. Historically, these funds were largely used by facilities mechanics to buy hardware supplies ‘on the road’ doing work in various County facilities. These are mostly small purchases of supplies and parts that it would be impractical and inefficient to return to the Seven Locks shop to pick up.”

**Decrease \$442,000** by assuming efficiencies in Administration from digitizing the work processes. Department staff explained that “Savings will come in form of paper, toner, copier use, paper storage, filing space (cabinets and floor space for them) and general administrative costs. The documents to be digitized include contracts, vendor information including invoices, and construction documents which now take up large expanses of storage space. These documents will be more efficiently retrieved online and save much ‘search time’ looking for paper documents. Some personnel costs savings will also occur, but these will be shifted to use “in-house” resources as a partial offset to some of the contractual service reductions cited below; thereby, minimizing service impacts.”

**Decrease \$1.4 million** by assuming that the cost of the various service contracts for maintaining County facilities can be reduced 11.2% without reducing the level of service. This seems reasonable due to the fact that the economic recession has reduced the demand for such services and the contractors must reduce their prices to attract customers. Department staff explained that “We will accomplish these savings while minimizing impact on services by performing services such as cleaning, emptying trash cans and

# General Services

## MISSION STATEMENT

The Department of General Services proactively serves the diverse business and service requirements of all County departments, providing a single point of government-to-government service, enabling departments to successfully complete their respective missions and, thereby, adding value to the services performed by Montgomery County to county residents. In so doing, the Department of General Services contributes directly towards the County Executive's objectives of "A Responsive and Accountable County Government", "Healthy and Sustainable Neighborhoods", and "A Strong and Vibrant Economy."

## BUDGET OVERVIEW

The total recommended FY11 Operating Budget for the Department of General Services is \$30,374,310, a decrease of \$4,125,130 or 12.0 percent from the FY10 Approved Budget of \$34,499,440. Personnel Costs comprise 52.2 percent of the budget for 242 full-time positions and six part-time positions for 178.7 workyears. Operating Expenses and Capital Outlay account for the remaining 47.8 percent of the FY11 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

## LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Healthy and Sustainable Neighborhoods**
- ❖ **Strong and Vibrant Economy**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY10 estimates incorporate the effect of the FY10 savings plan. The FY11 and FY12 targets assume the recommended FY11 budget and FY12 funding for comparable service levels.

Measure	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
<b>Multi-Program Measures</b>					
Customer Service: DGS Function Average <sup>1</sup>	2.86	3.00	3.14	3.28	3.28
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents) <sup>2</sup>	158,558	165,184	TBD	TBD	TBD

<sup>1</sup> Represents an average of Building Services, Capital Development Needs, Fleet Services, Leased Space Needs, Print/Mail/Archives Services, and Procurement Services average ratings. (Scale: 1 to 4, 1= poor, 4= good).

<sup>2</sup> Projections are under construction because of pending projects scheduled to come on line FY10 and FY11.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Completed the records inventory and up-dated the retention schedules for the Department of General Services and Health and Human Services.**  
  
*Will begin the records inventory for Public Safety.*
- ❖ **The Central Vendor Registration System allows online registration of all vendors. It is linked to the Local Small Business Reserve so that the vendor registration becomes a "one-stop shop" for local small businesses seeking to do business with the County.**
- ❖ **Local Small Business Reserve has implemented regulatory changes which increase thresholds and effectively double opportunities for local business to participate in this County program.**
- ❖ **The Environmental Stewardship Program is aggressively implementing energy conservation as part of the Sustainability Work Group. Building by building outreach to County facilities encourages behavior changes which**

*promote energy conservation.*

- ❖ *The Division of Building Design and Construction website allows County residents to access information on facility construction projects of interest to the community.*
- ❖ *The department is focusing on long-term planning and infrastructure in support of the redevelopment initiatives for Wheaton and Silver Spring.*
- ❖ **Productivity Improvements**
  - *The Print Shop now has the capability to design e-brochures for the County's Intranet and Internet. This additional method of disseminating information has reduced paper usage and met the standards established by the County's Green Initiative.*
  - *Hard wiring of the Record Center has increased processing speed by 60% and productivity in the areas of quality control and re-scanning.*
  - *The DGS IT Group is the driving force behind productivity improvements such as E-Leave Slips, E-Brochures and E-Forms all of which support the Executive's paper reduction initiative.*

## **PROGRAM CONTACTS**

Contact Annette Cheng of the Department of General Services at 240.777.6121 or Bruce R. Meier of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

## **PROGRAM DESCRIPTIONS**

### **Office of Procurement**

The mission of the Office of Procurement is to preserve the public trust and ensure the integrity of the public procurement process through the efficient, effective, and economical procurement of goods, services, and construction in accordance with nationally recognized best practices; resulting in the highest value for County government and its residents.

The core components of this program are to purchase goods, services, and construction required by County departments in the most timely and cost-effective manner possible. Program staff assists departments in the development of procurement strategies and documents to ensure a competitive and fair procurement process in accordance with the County Code and the Procurement Regulations. Program staff also helps vendors understand the County's procurement process and procedures.

Procurement staff also provides County departments with training, assistance and guidance of department contract administrators. Further, Procurement works collaboratively with the Office of Business Relations and Compliance, the Office of Partnerships and other departments to build relationships with and provide training to businesses and non-profits interested in doing business with Montgomery County. Procurement Specialists develop contract administration procedures and research, review, and recommend revisions to County procurement policies and regulations to streamline the procurement process. In addition, testimony and other evidence regarding claims and contract disputes with contractors are reviewed to resolve issues.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>2,463,180</b>	<b>27.8</b>
Add: Manager II Position - Temporary ERP backfill	0	1.0
Shift: Procurement Specialist II increased cost to Special Funds	-15,740	0.0
Reduce: Increase procurement time: clerical support	-80,900	-1.0
Shift: Procurement Specialist II to CIP	-101,090	-1.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	8,700	-1.0
<b>FY11 CE Recommended</b>	<b>2,274,150</b>	<b>25.8</b>

### **Office of Business Relations and Compliance**

The mission of the Office of Business Relations and Compliance (OBRC) is to plan and implement programmatic strategies to expand business opportunities for Minority, Female and Disabled Persons business owners and small businesses in Montgomery County. The office administers the County's Living and Prevailing Wage programs for service and construction contracts. The

OBRC is solely responsible for ensuring the socio-economic programs of the County are compliant with applicable laws.

**Minority, Female and Disadvantage Persons (MFD)**

The MFD program objectives focus on annual goals of awarding a designated percentage of the total dollar value of negotiated contracts over \$50,000 to Maryland Department of Transportation certified minority, female, or disabled-owned businesses by procurement source. In addition, the program identifies MFD firms; encourages and coordinates their participation in the procurement process through community outreach and internal seminars; and monitors contracts subject to MFD participation to ensure compliance.

**Local Small Business Reserve Program (LSBRP)**

The mission of the Local Small Business Reserve Program is to ensure that County departments award a minimum of 10 percent of total contract dollars issued for goods, services or construction to registered local small businesses. The program assists County departments to identify contracting opportunities and solicitations appropriate for LSBRP competition. The program provides training and networking to help local small businesses compete with businesses of similar size and resources for County contracts strengthening in the local small business sector.

**Living Wage**

The mission of the Living Wage program is to ensure that County contractors and subcontractors pay employees, at a minimum, a "living wage" in compliance with the annually adjusted rate established by the Montgomery County Wage Requirements Law on qualifying contracts.

**Prevailing Wage**

The mission of the Prevailing Wage program is to ensure that contractors and subcontractors pay prevailing wages, as established by the Maryland State Commissioner of Labor and Industry for the Montgomery County region, to workers on certain construction projects awarded by the County.

<b>Program Performance Measures</b>	<b>Actual FY08</b>	<b>Actual FY09</b>	<b>Estimated FY10</b>	<b>Target FY11</b>	<b>Target FY12</b>
Percent of Contract Dollars Awarded to Minority/Female/Disabled owned businesses	18.0	21	21	21	21
Value of County contracts awarded to local small businesses (\$000) <sup>1</sup>	12,078	15,000	20,000	20,000	20,000

<sup>1</sup> The Local Small Business Reserve Program began in January 2006.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>600,410</b>	<b>4.8</b>
Shift: Half of Prevailing Wage personnel cost to CIP	-61,100	-0.5
Shift: Program Manager to MC 311	-131,480	-1.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	1,500	-0.2
<b>FY11 CE Recommended</b>	<b>409,330</b>	<b>3.1</b>

**Automation**

The Automation Program provides staffing, material, and support to develop and maintain information systems in support of the Department's business operations. This includes purchase and maintenance of Information Technology (IT) equipment, service and support for major end use systems on a County-wide basis. IT management of system and website design and maintenance is included in this program as well as coordination with the County Department of Technology Services.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>521,010</b>	<b>4.0</b>
Shift: Information Technology Specialist III position from Fleet Mgmt. Svcs. to DGS - DREAMS	0	1.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	790	-0.1
<b>FY11 CE Recommended</b>	<b>521,800</b>	<b>4.9</b>

**Division of Facilities Management**

The Division of Facilities Management's mission is to provide for the comprehensive planning and delivery of maintenance services and oversight of building-related operations at County facilities used by County staff and residents. Components of these programs are routine, preventive, correctional and conditional maintenance; housekeeping; grounds maintenance; recycling; building structure and envelope maintenance; electrical/mechanical systems operations and maintenance; small to mid-sized remodeling projects; snow removal, and damage repair from snow, wind, rain, and storm events; and customer service. The energy management program provides technicians to monitor and maintain heating and cooling systems to ensure the most efficient use of these services. In

In addition, Facilities Management manages several comprehensive Capital Improvements Program (CIP) projects aimed at sustaining efficient and reliable facility operation to protect and extend the life of the County's investment in facilities and equipment.

<b>Program Performance Measures</b>	<b>Actual FY08</b>	<b>Actual FY09</b>	<b>Estimated FY10</b>	<b>Target FY11</b>	<b>Target FY12</b>
Hours Offline for Critical Building Systems <sup>1</sup>	NA	TBD	TBD	TBD	TBD
Condition of Non-critical Building Systems and Aesthetics <sup>2</sup>	NA	NA	TBD	TBD	TBD

<sup>1</sup> Hours Offline for Critical Building Systems, Percent of Projects Meeting Initial Design and Construction Costs, and Percent of Projects Meeting Initial Design and Construction Timeline Performance Measures are near completion and data will be collected accordingly.

<sup>2</sup> Survey is being developed to collect data for the above measures going forward.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>21,610,900</b>	<b>108.8</b>
Increase Cost: Annualization of GE Facility Maintenance	717,440	0.0
Shift: Food Services from Agency Fund	65,820	0.0
Add: Civic Building: Building Services Worker (day shift) (DGS)	37,350	1.0
Add: Civic Building: Building Services Worker (evening/weekend) (DGS)	21,660	0.5
Reduce: Maintenance of Buildings and Structures	-23,760	0.0
Reduce: Maintenance - Contractual Plumbing Services	-50,750	0.0
Reduce: Facilities Maintenance - Contractual Grounds Services	-50,900	0.0
Decrease Cost: Motor Pool charges for 14 vehicles	-62,890	0.0
Reduce: Facilities Maintenance - Contractual Painting Services	-65,000	0.0
Reduce: Facilities Maintenance - Contractual Masonry Services	-80,000	0.0
Decrease Cost: Facilities Maintenance - Contractual Services at the Public Safety Headquarters (Edison Park Campus)	-100,000	0.0
Decrease Cost: Motor Pool Rate Adjustment	-184,780	0.0
Reduce: Deep Cleaning for Libraries	-300,000	0.0
Reduce: Additional cleaning at Recreation facilities	-413,950	0.0
Reduce: Maintenance - Contractual HVAC Services	-425,700	0.0
Reduce: Structural Maintenance - Contractual Services	-447,690	0.0
Reduce: Cleaning and Maintenance oversight: Building Services Inspectors	-514,110	-7.0
Reduce: Maintenance - Contractual Electrical Services	-621,200	0.0
Reduce: Carpentry	-635,420	-7.0
Reduce: Maintenance - Contractual Custodial Services	-775,000	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	176,200	-4.0
<b>FY11 CE Recommended</b>	<b>17,878,220</b>	<b>92.3</b>

### Environmental Stewardship

This newly developed program focuses on maintaining Montgomery County's leadership in environmentally sensitive maintenance, construction, and operation of County facilities. In this role, the program will develop and oversee the energy and facility environmental programs; monitor new and renovated building systems to ensure proper functioning; obtain necessary permits where applicable and ensure compliance with the terms of the permits; perform building systems diagnostics to analyze failures and recommend and coordinate corrective measures implementation; conduct facility assessments of building conditions and retrofit buildings where appropriate, evaluate maintenance standards; and investigate indoor air quality complaints. This program also oversees the utilities management function and implements strategies to maximize cost savings and reduce energy use from utility deregulation throughout the County. In addition this program provides and coordinates the required maintenance of the County's Stormwater Management facilities.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>188,310</b>	<b>2.1</b>
Shift: Energy Engineer to CIP	-97,760	-0.7
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	660	-0.1
<b>FY11 CE Recommended</b>	<b>91,210</b>	<b>1.3</b>

### Central Duplicating, Imaging, Archiving & Mail Svcs.

This program provides timely and efficient document management through: high-speed photocopying service to all County agencies; desktop and electronic publishing; high-speed color copying; bindery; digital imaging; and electronic and physical archiving of County records. This program also serves as point of contact for County printing material produced and completed by Montgomery County Public Schools (MCPS). A print shop consolidation took effect in FY00 in which all County offset printing is provided by MCPS. This program also provides for the daily receipt, sorting, and distribution of mail deliveries from the U.S. Postal Service and inter-office mail to County agencies.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>6,528,490</b>	<b>31.4</b>
Increase Cost: Master Lease Payments	377,750	0.0
Increase Cost: Retiree Health Insurance Pre-Funding	112,240	0.0
Increase Cost: Shredding	73,250	0.0
Add: Edison Park Mail Room equipment	58,000	0.0
Enhance: Software for Electronic Records Management System	54,640	0.0
Add: Staff for Edison Park sub station	34,450	0.5
Increase Cost: Retirement Adjustment	31,660	0.0
Increase Cost: Group Insurance Adjustment	13,580	0.0
Increase Cost: Printing and Mail Adjustment	200	0.0
Decrease Cost: Motor Pool Rate Adjustment	-6,820	0.0
Reduce: Mail service	-32,150	-0.5
Decrease Cost: Furlough Days	-65,600	-1.1
Decrease Cost: Paper Reduction Initiative	-252,710	-1.0
Decrease Cost: Replacement of Printing, mail and Imaging Equipment per Schedule	-462,380	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	21,930	0.0
<b>FY11 CE Recommended</b>	<b>6,486,530</b>	<b>29.3</b>

### **Real Estate Program**

This program provides for leasing, site acquisition/disposition, space management and site evaluation. The leasing function recommends, plans, coordinates, implements, and administers the leasing of real property for both revenue and expense leases, including closed school facilities at the best economic and operational value to the County. Site acquisition/disposition is the purchase of property for County use and disposition is the sale or lease of surplus property. The space management function provides for the efficient and aesthetic utilization of space in County-owned and leased facilities. The site evaluation function provides technical support to site evaluation committees for Capital Improvements Program (CIP) projects.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>923,420</b>	<b>7.0</b>
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	2,190	0.0
<b>FY11 CE Recommended</b>	<b>925,610</b>	<b>7.0</b>

### **Building Design and Construction**

This program provides for the overall management of the Department's facility Capital Improvements Program (CIP). This program includes the comprehensive, timely, economic and environmentally efficient planning, designing and construction of buildings for County use as well as public venues owned by the County. This program also provides comprehensive architectural and engineering services from planning through design. Functional elements include programming, contract administration, planning management, design management, and project management. The planning, design, and construction of facilities is accomplished in accordance with LEED Silver standards as required by County regulation, and following best practices in project design and construction estimating, and the timely delivery of facilities based on project schedules developed for and published in the County CIP.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>0</b>	<b>0.0</b>
<b>FY11 CE Recommended</b>	<b>0</b>	<b>0.0</b>

### **Administration**

Administration services in the Department are provided in three key areas:

- The Director's Office provides overall leadership for the Department, including policy development; planning, accountability, service integration, customer service, the formation of partnerships and the oversight of socio-economic programs which include the Business Relations and Compliance Program. The Director's Office also handles administration of the day-to-day operations of the Department, including direct service delivery, operating and capital budget preparation and administration, training, contract management logistics, and facilities support and human resources.
- The County Executive's Strategic Growth Initiative and other key strategic capital initiatives are also directed through the Office of Planning and Development in the Director's office.
- The Division of Real Estate and Management Services provides oversight and direction of the preparation and monitoring of

the Operating and Capital Improvements Program (CIP) budgets for the department; fuel management; payment processing; Invitations for Bid (IFB), Requests for Proposal (RFP) and contracts; inventory and facility management; the management and administration of computer and office automation activities; oversight of all personnel activities of the Department of General Services; Strategic Planning for the Director; and oversight and management for increasing access to County facilities for residents and employees with disabilities.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>1,663,720</b>	<b>13.0</b>
Shift: Redevelopment Program to DGS	260,450	2.0
Enhance: Americans with Disabilities Act (ADA) Compliance: Project Civic Access	156,420	1.0
Reduce: Professional services - Division of Real Estate and Management Services	87,390	0.0
Increase Cost: Supplies and Materials	78,160	0.0
Increase Cost: Annualization of FY10 Personnel Costs	21,930	0.0
Shift: Administrative Specialist III position moved from Fleet Mgmt. Svcs. to DGS - DREAMS. (HR Specialist)	0	1.0
Shift: Program Manager I position moved from Fleet Mgmt. Svcs. to DGS -DREAMS (Contracts Manager)	0	1.0
Decrease Cost: Printing and Mail Reduction Target	-15,690	0.0
Decrease Cost: Return of staff vehicles and annualization of motor pool reduction	-30,000	0.0
Reduce: Professional Services	-45,000	0.0
Reduce: Clerical support: Abolish Senior Executive Administrative Aide	-97,300	-1.0
Shift: Energy Engineers to CIP	-133,070	-2.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-159,550	0.0
<b>FY11 CE Recommended</b>	<b>1,787,460</b>	<b>15.0</b>

# BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Recommended FY11	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	11,137,482	10,662,560	11,039,000	9,312,520	-12.7%
Employee Benefits	3,855,596	4,237,710	4,058,150	4,221,160	-0.4%
<b>County General Fund Personnel Costs</b>	<b>14,993,078</b>	<b>14,900,270</b>	<b>15,097,150</b>	<b>13,533,680</b>	<b>-9.2%</b>
Operating Expenses	17,326,216	13,070,680	11,424,190	10,354,100	-20.8%
Capital Outlay	48,492	0	0	0	—
<b>County General Fund Expenditures</b>	<b>32,367,786</b>	<b>27,970,950</b>	<b>26,521,340</b>	<b>23,887,780</b>	<b>-14.6%</b>
<b>PERSONNEL</b>					
Full-Time	216	220	220	212	-3.6%
Part-Time	6	6	6	6	—
Workyears	166.7	167.5	167.5	149.4	-10.8%
<b>REVENUES</b>					
Strathmore: Maintenance & Utilities	0	250,000	0	0	—
Grey Courthouse: Maintenance	0	467,000	467,000	467,000	—
Solicitation Fee: Non-Construction	5,364	0	0	0	—
Solicitation Fee: Formal On-Line	12,745	3,210	3,210	3,210	—
Solicitation Fee: Formal	14,495	8,130	8,130	8,130	—
Protest Fees	500	1,000	1,000	1,000	—
Photocopying Fees	0	100	100	100	—
Information Requests	952	600	600	600	—
<b>County General Fund Revenues</b>	<b>34,056</b>	<b>730,040</b>	<b>480,040</b>	<b>480,040</b>	<b>-34.2%</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,632,145	1,783,670	1,748,420	1,674,010	-6.1%
Employee Benefits	555,712	671,900	621,940	659,990	-1.8%
<b>Printing and Mail Internal Service Fund Personnel Costs</b>	<b>2,187,857</b>	<b>2,455,570</b>	<b>2,370,360</b>	<b>2,334,000</b>	<b>-5.0%</b>
Operating Expenses	3,832,155	3,526,540	3,415,900	3,944,280	11.8%
Debt Service Other	158,815	0	0	0	—
Capital Outlay	73,610	546,380	546,380	208,250	-61.9%
<b>Printing and Mail Internal Service Fund Expenditures</b>	<b>6,252,437</b>	<b>6,528,490</b>	<b>6,332,640</b>	<b>6,486,530</b>	<b>-0.6%</b>
<b>PERSONNEL</b>					
Full-Time	31	30	30	30	—
Part-Time	1	1	1	0	—
Workyears	31.0	31.4	31.4	29.3	-6.7%
<b>REVENUES</b>					
Mail Revenues	2,339,030	2,272,510	2,272,510	2,131,740	-6.2%
Print Revenues	3,155,368	3,489,360	3,489,360	3,083,270	-11.6%
Investment Income	3,562	0	600	600	—
Imaging/Archiving	914,590	911,180	911,180	1,003,780	10.2%
<b>Printing and Mail Internal Service Fund Revenues</b>	<b>6,412,550</b>	<b>6,673,050</b>	<b>6,673,650</b>	<b>6,219,390</b>	<b>-6.8%</b>
<b>DEPARTMENT TOTALS</b>					
Total Expenditures	38,620,223	34,499,440	32,853,980	30,374,310	-12.0%
Total Full-Time Positions	247	250	250	242	-3.2%
Total Part-Time Positions	7	7	7	6	-14.3%
Total Workyears	197.7	198.9	198.9	178.7	-10.2%
Total Revenues	6,446,606	7,403,090	7,153,690	6,699,430	-9.5%

# FY11 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY10 ORIGINAL APPROPRIATION</b>	<b>27,970,950</b>	<b>167.5</b>
<b><u>Changes (with service impacts)</u></b>		
Enhance: Americans with Disabilities Act (ADA) Compliance: Project Civic Access [Administration]	156,420	1.0
Reduce: Professional services - Division of Real Estate and Management Services [Administration]	87,390	0.0
Add: Civic Building: Building Services Worker (day shift) (DGS) [Division of Facilities Management]	37,350	1.0
Add: Civic Building: Building Services Worker (evening/weekend) (DGS) [Division of Facilities Management]	21,660	0.5
Add: Manager II Position - Temporary ERP backfill [Office of Procurement]	0	1.0
Reduce: Maintenance of Buildings and Structures [Division of Facilities Management]	-23,760	0.0
Reduce: Professional Services [Administration]	-45,000	0.0
Reduce: Maintenance - Contractual Plumbing Services [Division of Facilities Management]	-50,750	0.0
Reduce: Facilities Maintenance - Contractual Grounds Services [Division of Facilities Management]	-50,900	0.0
Reduce: Facilities Maintenance - Contractual Painting Services [Division of Facilities Management]	-65,000	0.0
Reduce: Facilities Maintenance - Contractual Masonry Services [Division of Facilities Management]	-80,000	0.0
Reduce: Increase procurement time: clerical support [Office of Procurement]	-80,900	-1.0
Reduce: Clerical support: Abolish Senior Executive Administrative Aide [Administration]	-97,300	-1.0
Reduce: Deep Cleaning for Libraries [Division of Facilities Management]	-300,000	0.0
Reduce: Additional cleaning at Recreation facilities [Division of Facilities Management]	-413,950	0.0
Reduce: Maintenance - Contractual HVAC Services [Division of Facilities Management]	-425,700	0.0
Reduce: Structural Maintenance - Contractual Services [Division of Facilities Management]	-447,690	0.0
Reduce: Cleaning and Maintenance oversight: Building Services Inspectors [Division of Facilities Management]	-514,110	-7.0
Reduce: Maintenance - Contractual Electrical Services [Division of Facilities Management]	-621,200	0.0
Reduce: Carpentry [Division of Facilities Management]	-635,420	-7.0
Reduce: Maintenance - Contractual Custodial Services [Division of Facilities Management]	-775,000	0.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Annualization of GE Facility Maintenance [Division of Facilities Management]	717,440	0.0
Increase Cost: Retirement Adjustment	343,820	0.0
Shift: Redevelopment Program to DGS [Administration]	260,450	2.0
Increase Cost: Group Insurance Adjustment	101,600	0.0
Increase Cost: Supplies and Materials [Administration]	78,160	0.0
Shift: Food Services from Agency Fund [Division of Facilities Management]	65,820	0.0
Increase Cost: Annualization of FY10 Personnel Costs	35,690	0.5
Shift: Administrative Specialist III position moved from Fleet Mgmt. Svcs. to DGS - DREAMS. (HR Specialist) [Administration]	0	1.0
Shift: Information Technology Specialist III position from Fleet Mgmt. Svcs. to DGS - DREAMS [Automation]	0	1.0
Shift: Program Manager I position moved from Fleet Mgmt. Svcs. to DGS -DREAMS (Contracts Manager) [Administration]	0	1.0
Decrease Cost: Printing and Mail Reduction Target [Administration]	-15,690	0.0
Shift: Procurement Specialist II increased cost to Special Funds [Office of Procurement]	-15,740	0.0
Decrease Cost: Return of staff vehicles and annualization of motor pool reduction [Administration]	-30,000	0.0
Shift: Half of Prevailing Wage personnel cost to CIP [Office of Business Relations and Compliance]	-61,100	-0.5
Decrease Cost: Motor Pool charges for 14 vehicles [Division of Facilities Management]	-62,890	0.0
Shift: Energy Engineer to CIP [Environmental Stewardship]	-97,760	-0.7
Decrease Cost: Facilities Maintenance - Contractual Services at the Public Safety Headquarters (Edison Park Campus) [Division of Facilities Management]	-100,000	0.0
Shift: Procurement Specialist II to CIP [Office of Procurement]	-101,090	-1.0
Shift: Program Manager to MC 311 [Office of Business Relations and Compliance]	-131,480	-1.0
Shift: Energy Engineers to CIP [Administration]	-133,070	-2.0
Decrease Cost: Motor Pool Rate Adjustment [Division of Facilities Management]	-184,780	0.0
Decrease Cost: Furlough Days	-428,690	-5.9
<b>FY11 RECOMMENDED:</b>	<b>23,887,780</b>	<b>149.4</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>		
<b>FY10 ORIGINAL APPROPRIATION</b>	<b>6,528,490</b>	<b>31.4</b>
<b><u>Changes (with service impacts)</u></b>		
Add: Edison Park Mail Room equipment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	58,000	0.0
Enhance: Software for Electronic Records Management System [Central Duplicating, Imaging, Archiving & Mail Svcs.]	54,640	0.0
Add: Staff for Edison Park sub station [Central Duplicating, Imaging, Archiving & Mail Svcs.]	34,450	0.5

	Expenditures	WYs
Reduce: Mail service [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-32,150	-0.5
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Master Lease Payments [Central Duplicating, Imaging, Archiving & Mail Svcs.]	377,750	0.0
Increase Cost: Retiree Health Insurance Pre-Funding [Central Duplicating, Imaging, Archiving & Mail Svcs.]	112,240	0.0
Increase Cost: Shredding [Central Duplicating, Imaging, Archiving & Mail Svcs.]	73,250	0.0
Increase Cost: Retirement Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	31,660	0.0
Increase Cost: Annualization of FY10 Personnel Costs [Administration]	21,930	0.0
Increase Cost: Group Insurance Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	13,580	0.0
Increase Cost: Printing and Mail Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	200	0.0
Decrease Cost: Motor Pool Rate Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-6,820	0.0
Decrease Cost: Furlough Days [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-65,600	-1.1
Decrease Cost: Paper Reduction Initiative [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-252,710	-1.0
Decrease Cost: Replacement of Printing, mail and Imaging Equipment per Schedule [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-462,380	0.0
<b>FY11 RECOMMENDED:</b>	<b>6,486,530</b>	<b>29.3</b>

## PROGRAM SUMMARY

Program Name	FY10 Approved		FY11 Recommended	
	Expenditures	WYs	Expenditures	WYs
Office of Procurement	2,463,180	27.8	2,274,150	25.8
Office of Business Relations and Compliance	600,410	4.8	409,330	3.1
Automation	521,010	4.0	521,800	4.9
Division of Facilities Management	21,610,900	108.8	17,878,220	92.3
Environmental Stewardship	188,310	2.1	91,210	1.3
Central Duplicating, Imaging, Archiving & Mail Svcs.	6,528,490	31.4	6,486,530	29.3
Real Estate Program	923,420	7.0	925,610	7.0
Building Design and Construction	0	0.0	0	0.0
Administration	1,663,720	13.0	1,787,460	15.0
<b>Total</b>	<b>34,499,440</b>	<b>198.9</b>	<b>30,374,310</b>	<b>178.7</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY10		FY11	
		Total\$	WYs	Total\$	WYs
<b>COUNTY GENERAL FUND</b>					
CIP	CIP	6,043,940	49.6	7,005,100	57.6
Environmental Protection	Water Quality Protection Fund	238,010	2.0	0	0.0
Fleet Management Services	Motor Pool Internal Service Fund	281,850	0.8	281,850	0.8
General Services	County General Fund	0	0.0	121,910	1.0
General Services	Motor Pool Internal Service Fund	0	0.0	221,750	2.0
Liquor Control	Liquor Control	327,790	0.5	344,030	0.5
Parking District Services	Bethesda Parking District	5,010	0.1	5,010	0.1
Parking District Services	Silver Spring Parking District	5,010	0.1	5,010	0.1
Transit Services	Mass Transit	10,020	0.1	10,020	0.1
Utilities	County General Fund	195,060	0.0	195,060	0.0
<b>Total</b>		<b>7,106,690</b>	<b>53.2</b>	<b>8,189,740</b>	<b>62.2</b>

# FUTURE FISCAL IMPACTS

Title	( \$000's )					
	CE REC. FY11	FY12	FY13	FY14	FY15	FY16
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY11 Recommended</b>	<b>23,888</b>	<b>23,888</b>	<b>23,888</b>	<b>23,888</b>	<b>23,888</b>	<b>23,888</b>
No inflation or compensation change is included in outyear projections.						
<b>Americans with Disabilities Act (ADA): Compliance</b>	<b>0</b>	<b>30</b>	<b>70</b>	<b>90</b>	<b>90</b>	<b>90</b>
These figures represent the impacts on the Operating Budget (maintenance, utilities, staff) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Brookville Service Park</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Colesville Depot</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3</b>	<b>-3</b>	<b>-3</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Elevator Modernization</b>	<b>0</b>	<b>-6</b>	<b>-12</b>	<b>-18</b>	<b>-24</b>	<b>-30</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Energy Conservation: MCG</b>	<b>0</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Fuel Management</b>	<b>0</b>	<b>42</b>	<b>-110</b>	<b>-110</b>	<b>-110</b>	<b>-110</b>
These figures represent the impacts on the Operating Budget (maintenance, utilities, staff) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>HVAC/Elec Replacement: MCG</b>	<b>0</b>	<b>-9</b>	<b>-21</b>	<b>-33</b>	<b>-45</b>	<b>-57</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Life Safety Systems: MCG</b>	<b>0</b>	<b>-5</b>	<b>-10</b>	<b>-16</b>	<b>-22</b>	<b>-28</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Montgomery County Radio Shop Relocation</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>194</b>	<b>194</b>	<b>194</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Motor Pool Rate Adjustment</b>	<b>0</b>	<b>186</b>	<b>186</b>	<b>186</b>	<b>186</b>	<b>186</b>
<b>Multi-Agency Driver Training Facility</b>	<b>0</b>	<b>0</b>	<b>-35</b>	<b>-35</b>	<b>-35</b>	<b>-35</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>North County Maintenance Depot</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>847</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Public Safety Headquarters</b>	<b>0</b>	<b>1,581</b>	<b>3,162</b>	<b>3,162</b>	<b>3,162</b>	<b>3,162</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Restore Personnel Costs</b>	<b>0</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>
This represents restoration of funding to remove FY11 furloughs.						
<b>Seven Locks Technical Center Phase II</b>	<b>0</b>	<b>0</b>	<b>-117</b>	<b>-117</b>	<b>-117</b>	<b>-117</b>
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
<b>Subtotal Expenditures</b>	<b>23,888</b>	<b>26,410</b>	<b>27,753</b>	<b>27,891</b>	<b>27,867</b>	<b>28,690</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>						
<b>Expenditures</b>						
<b>FY11 Recommended</b>	<b>6,487</b>	<b>6,487</b>	<b>6,487</b>	<b>6,487</b>	<b>6,487</b>	<b>6,487</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY11</b>	<b>0</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
New positions in the FY11 budget are generally lapsed due to the time it takes a position to be created and filled. Therefore, the amounts above reflect annualization of these positions in the outyears.						
<b>Elimination of One-Time Items Recommended in FY11</b>	<b>0</b>	<b>-70</b>	<b>-70</b>	<b>-70</b>	<b>-70</b>	<b>-70</b>
Items recommended for one-time funding in FY11, including equipment for the Edison Park mail room, will be eliminated from the base in the outyears.						
<b>Master Lease Payments</b>	<b>0</b>	<b>0</b>	<b>-240</b>	<b>-240</b>	<b>-240</b>	<b>-560</b>
<b>Motor Pool Rate Adjustment</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Title	CE REC.					
	FY11	FY12	FY13	(\$000's)		
	FY14	FY15	FY16			
<b>Replacement of Printing, Mail, and Imaging Equipment per Schedule</b>	0	407	224	416	60	60
Reflects projected need for capital outlay replacement on an annual basis.						
<b>Restore Personnel Costs</b>	0	66	66	66	66	66
This represents restoration of funding to remove FY11 furloughs.						
<b>Retiree Health Insurance Pre-Funding</b>	0	56	69	82	96	111
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
<b>Subtotal Expenditures</b>	<b>6,487</b>	<b>6,982</b>	<b>6,572</b>	<b>6,778</b>	<b>6,436</b>	<b>6,131</b>

## ANNUALIZATION OF PERSONNEL COSTS AND WORKYEARS

	FY11 Recommended		FY12 Annualized	
	Expenditures	WYs	Expenditures	WYs
Add: Staff for Edison Park sub station [Central Duplicating, Imaging, Archiving & Mail Svcs.]	31,150	0.5	62,300	1.0
<b>Total</b>	<b>31,150</b>	<b>0.5</b>	<b>62,300</b>	<b>1.0</b>

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>3,740</b>	<b>0.0</b>
<b>FY11 CE Recommended</b>	<b>3,740</b>	<b>0.0</b>

## Leases

This NDA provides the funds necessary to lease privately owned real estate to accommodate County programs. Real property leased by the County includes office, warehouse, and retail space; hangar facilities; child care space in schools; parking spaces; and space for communication antennas. Leasing property allows the County the flexibility to locate programs in the communities they serve and provides space for programs to operate when there is no County-owned space available. Further, it is an economical way to procure highly specialized, location sensitive, or temporary space. Currently, there are approximately 75 leased facilities. The inventory of leases is constantly shifting as new leases are added and existing leases are terminated.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>19,225,800</b>	<b>0.0</b>
Increase Cost: Edison Park	4,459,900	0.0
Shift: Part of Department of Liquor Control lease at Southlawn	242,390	0.0
Increase Cost: Move Outpatient Addiction Services to 981 Rollins	90,420	0.0
Decrease Cost: Move Silver Spring Regional Services Center to Silver Spring Civic Building	-43,490	0.0
Decrease Cost: Move Inspector General to Grey Courthouse January 1	-44,270	0.0
Decrease Cost: Move Sheriff's Office from 199 E. Montgomery to Grey Courthouse January 1	-98,010	0.0
Decrease Cost: Move Corrections from 51 Monroe to County-owned Space	-215,980	0.0
Shift: DEP Lease at 255 Rockville Pike to Water Quality Protection Fund	-381,370	0.0
Decrease Cost: Renegotiations savings	-400,000	0.0
Decrease Cost: Move Commission for Women to County-owned Space	-479,790	0.0
Decrease Cost: FY11 Lease Complement miscellaneous changes	-1,410,060	0.0
<b>FY11 CE Recommended</b>	<b>20,945,540</b>	<b>0.0</b>

## Montgomery Coalition for Adult English Literacy (MCAEL)

This NDA provides funding for the Montgomery Coalition for Adult English Literacy (MCAEL). MCAEL's mission is to strengthen the countywide adult English literacy community of providers' network with resources, training, collaborations, and advocacy to support a thriving community and an optimal workforce. Funding for MCAEL supports program grants to organizations that provide adult English literacy services; technical assistance, training, and networking opportunities that improve program quality and coordination; information resources for the community; and operating expenses to administer the grants and provide the support services. The County's contribution is implemented by a contract between the Department of Public Libraries and MCAEL.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>842,420</b>	<b>0.0</b>
Increase Cost: Rent for ESOL classes at Eastern	25,000	0.0
Reduce: Reduce Operational expenses and grants	-149,570	0.0
<b>FY11 CE Recommended</b>	<b>717,850</b>	<b>0.0</b>

## Motor Pool Fund Contribution

This NDA funds the acquisition of new, additional Motor Pool fleet vehicles, as opposed to replacement vehicles, which are financed through an established chargeback mechanism.

<b>FY11 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY10 Approved</b>	<b>30,000</b>	<b>0.0</b>
Decrease Cost: Elimination of One-Time Items Approved in FY10	-30,000	0.0
<b>FY11 CE Recommended</b>	<b>0</b>	<b>0.0</b>

## Municipal Tax Duplication

The Montgomery County Tax Duplication Program, authorized by Chapter 30A of the Montgomery County Code, reimburses municipalities for those public services they provide that would otherwise be provided by the County. County Council Resolution No. 9-1752, enacted April 27, 1982, increased the scope of program coverage from street-related expenditures to include other public services, such as police supplemental aid; animal control; elderly transportation; parks maintenance; Board of Appeals; and Human Rights.

	A	B	C	D	E	F
1	<b>FY 11 LEASE NDA - Submission</b>					
2	<b>Rev.2/11/10</b>					
3			<b>Square</b>	<b>FY09</b>	<b>FY10</b>	
4	<b>Location/Occupant</b>	<b>Use</b>	<b>Foot</b>	<b>Approved</b>	<b>Approved</b>	<b>FY11 Request</b>
5						
6	8513 Piney Branch Rd	TESS Center	4,800	89,452	91,241	76,570
7						
8	Metropolitan CAM Charges	BCC Center Office/Day care	6,000	89,861	91,658	104,900
9						
10	199 E. Montgomery Ave	Sheriff's Office	6246	192,178	196021.56	98011
11	<b>6 mos rent. Terminate 9/30/10; Move to Grey Cths after State vacate</b>					
12	255 Rockville Pike	General Offices	128,509	3,954,598	4033689.96	4,385,540
13		OCO		138,370	0	
14	255 Rockville Pike	Treasury Division	15,262	620,683	633,097	637,230
15						
16	51 Monroe Street, 802	Inspector General	1,952	86,811	88,547	44,274
17	<b>6 mos rent. Terminate 9/30/10; Move to Grey Cths after State vacates</b>					
18	Bussards Farm	Coop Extension	15,070	104,656	106,749	106,749
19						
20	11319 Elkin Street	Multicultural Center	6,100	99,564	101,555	0
21	<b>Move to MidCo. RSC</b>					
22	Core Pkg - 255 Rock Pk & 51Monroe	100 spaces	N/A	49,079	98,334	98,334
23						
24	8435 Georgia Avenue	SS Regional SC	3,400	127,138	64,840	21,346
25	<b>2 mos rent. Lease to terminate upon completion of SS Civic Bldng 7/10. lease term with 120 day notice</b>					
26	7940 Airpark Rd.	Hangar Lease	1131	9,186	9369.72	9370
27						
28	1109 Spring Street	DPWT Parking Maint.	2,486	49,429	50417.58	50,418
29						
30	1109 Spring St. Suites 110 & 300	HHS Offices	4,366	100,185	102,189	93,310
31						
32	101 Orchard Ridge	DPWT Operations	29,854	1,268,227	1,293,592	0
33	<b>lease terminated</b>	and Homeland Security	5,677			
34						
35	8516 Anniversary Circle	Warehouse	14,400	111,341	113,568	103,000
36						
37	8536 Anniversary Circle	Records Center	26,000	201,417	205,445	191,300
38						
39	9125 Gaither Road	Police SOD	15,994	358,593	365,765	213,360
40	<b>7 mos rent:consolidates to PSHQ lease terminates 2/9/10, need to go mo-mo</b>					
41	9210 Corporate Blvd	Police SID	9897	326,023	332543.46	332543
42						
43	15800 Crabbs Branch Way	Police Stress Reduction Unit	2,474	78,934	80512.68	80,513
44						
45	1901 Research Blvd	DFRS Stress Management	706	26,348	26,875	26,875
46						
47	800 South Frederick Avenue	Police Internal Affairs	3,352	103,513	105,583	52,792
48	<b>try to terminate at 6 mos; otherwise nonappropriate at FY12</b>					
49	9121-B Gaither Road	Police Evidence Storage	4,000	80,723	0	78,821
50						
51	18749 Frederick Rd	Police - Gaith/MV	8,070	261,344	133,571	0
52	<b>terminated 1/10</b>					
53	1300 Quince Orchard	ECC	54,874	1,051,838	1,072,875	1,072,875
54						
55	8641 Grovemont	Police Auto Theft	6,000	99,616	0	0
56	<b>terminated 4/09</b>					

13

	A	B	C	D	E	F
4	Location/Occupant	Use	Foot	Approved	Approved	FY11 Request
57	8653 Grovemont	MCFRS - SCBA	3000	47,564	48515.28	16171
58	4 mos rent; lease ends 9/30/10, need to go mo-mo until consolidates into PSHQ					
59	8663 Grovemont	MCFRS - Fire Investigation	11,662	150,823	248839	136,572
60	7 mos rent, plus \$6k fee:lease ends 9/30/10 for suites A&B. Need to go mo-mo until consolidation.					
61	lease ends 9/30/13 for suite C. early termination fee \$6k during LY3 w/180 days notice					
62	\$25k deducted for 1 time buildout of expansion space in FY10					
63	15825 Shady Grove Rd	DFRS Internal Affairs	3,769	136,669	139,402	81,317
64	7 mos rent;lease exp.6/30/2010; need to go mo-mo until consolidation					
65	4848 Cordell Ave	Bethesda Shelter	4,000	182,000	185,640	185,640
66						
67	Page Elementary	Integrated Daycare	1,397	21,618	22,050	22,050
68						
69	11711 Joseph Mill Road	Viers Mill Daycare	3,091	36,122	36,844	36,844
70						
71	12260 McDonald Chapel Dr.	T. Marshall Daycare	4,095	49,056	50,037	50,037
72						
73	Glen Haven Elementary	Integrated Daycare	2,461	31,632	32,265	32,265
74						
75	12250 Wilkins Ave	Homeless Shelter	8,900	105,111	107,213	123,000
76						
77	451 Hungerford Additional Parking	Parking	N/A	18,930	19,309	19,309
78						
79	8630 Fenton St	Health Center	21,063	547,665	558,618	525,000
80						
81	1335 Piccard Dr	Health Center	27,500	653,434	666,503	666,503
82						
83	255 N. Washington	HHS Parking	N/A	12,620	12,872	12,872
84						
85	7300 Calhoun Drive	Juvenile Assmt. Ctr.	63,594	1,386,723	1,414,457	1,391,000
86						
87	Bethesda Metro Center	DTS Antenna		12,645	12,898	12,898
88						
89	Berkshire Towers - Lockwood Dr	DTS Antenna		23,838	24,315	24,315
90						
91	NRC Bldg - White Flint	DTS Antenna		41,010	41,830	41,830
92						
93	Kenwood CC, River Road	DTS Antenna		125,276	127,782	127,782
94						
95	17101 Darnestown-Germantown Rd	DTS Antenna		97,492	99,442	99,442
96						
97	21200 Martinsburg Rd - Mirant	DTS Antenna		74,382	75,870	75,870
98						
99	Riverbend Antenna - Fairfax	DTS Antenna		2,479	2,529	2,529
100						
101	6601 New Hampshire Ave, Takoma Pk	DTS Antenna		94,602	96,494	96,494
102						
103	401 N. Washington St	Comm. For Women	12,230	470,386	479,794	0
104	Non-appropriate and move to owned location					
105	600 E. Jefferson Street	CUPF	7,247	282,477	250,000	0
106	Non-appropriate and move to 255 Rockville Pike					
107	12500 Ardennes	Corrections	21,778	488,201	497,965	525,000
108						
109	51 Monroe St, Suite 1100	Corrections	4,535	211,747	215,982	0
110	Non-appropriate and move to other Correctional facilities					

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	A	B	C	D	E	F
4	Location/Occupant	Use	Foot	Approved	Approved	FY11 Request
111	19627 Fisher Ave.	Poolesville Library	7000	216,654	220,987	220,987
112						
113	455 E. Gude Dr.	DSWS Storage		4,593	4,685	4,685
114						
115	47 State Circle, Annapolis	Legislative Affairs	1695	63,326	64,593	66,900
116						
117	51 Monroe St, suite 1700	HHS Children/Youth/Family	7517	228,117	232,679	223,500
118						
119	20400 Observation Drive	PS 2000 Training	7536	190,423	194,231	113,301
120	7 mos rent; lease ends 7/31/10, need to go mo-mo until consolidation					
121	2729 University Blvd	Wheaton Day Laborers	1,863	115,452	117,761	117,761
122	Cty to pay lease for contractor					
123	111 Rockville Pike	DED space plus pkg	13013	474,387	483,875	483,875
124						
125	Rockville Core Parking - Colonial	99 spaces	N/A	264,500	269,790	0
126	Remove Duplicate					
127	8300 Helgerman Court	Police Evidence Warehouse	8836	163,141	166,404	166,404
128	NNN					
129	701-C Dover Road	MCFRS Warehouse	33451	701,126	715,149	715,149
130						
131	14900 Southlawn Lane	Conservation Corps	6451	130,567	133,178	133,178
132						
133	11 N. Washington Street, 4th floor	HHS	10000	228,638	271,211	271,211
134						
135	22610 Gateway Center	Clarksburg Interim FS	9823	219,368	223,755	200,000
136	NNN; adj based on actual					
137	8316 Helgerman Ct	Police- FARU, Red Light, Fraud	19462	74,963	76,462	44,602
138	7 mos rent; lease ends 7/31/10, need to go mo-mo until consolidation					
139	Connecticut Park Elementary Child Care	HHS child care in BOE space	1867	44,096	44,978	23,000
140						
141	7676 New Hampshire	Youth Opportunity Center	950	27,560	28,111	55,500
142						
143	8505 Piney Branch Road	Police Sub/LongBranch Red	1800	98,510	175,480	88,000
144	NNN					
145	2-1 & 2-4 Metropolitan Court	Libraries Materials Mngmnt	19800	270,022	275,422	275,422
146	NNN					
147	7-1 Metropolitan Ct	Mercy Clinic	7200	199,482	203,472	203,472
148	NNN; expansion being planned, at Mercy's expense					
149	8434 Helgerman	Police Speed Camera Van	2958	79,140	80,723	55,000
150	NNN					
151	14935 Southlawn	MCFRS and DLC	117000	2,138,030	2,180,791	2,180,791
152						
153	51 Monroe St. 3rd Floor	ERP Office	9669	302,232	308,277	291,050
154	pkg only paid from NDA					
155	8413 Ramsey	Driver's lounge and Fare Retail	3100	101,900	103,938	115,700
156	adj based on actual					
157	1110 Bonifant	Transit Offices	5590	136,097	138,819	0
158	Non-appropriation. Moved to EOB 10th fl					
159	17 B Firstfield	MCFRS Stress Management	1005	27,350	27,897	27,897
160						
161	4901-43 Nicholson Ct	Transit Small Buses	25000	833,144	849,807	849,807
162	NNN					
163	23201 Stringtown Road	Clarksburg Ombudsman	1350	8,730	8,905	0
164	Terminate					

(15)

	A	B	C	D	E	F
4	Location/Occupant	Use	Foot	Approved	Approved	FY11 Request
165	One Bank Street	DTS overflow from PSCC	2739	72,580	74,032	74,032
166	Try to terminate at 7 mos, otherwise, non-appropriate in FY12					
167	600 E. Jefferson St	Family Justice Center	23,907	750,000	765,000	725,300
168	12 mos rent; removed buildout					
169	18753 N. Frederick Ave.	Board of Elections	54,190	375,000	975,420	975,420
170	12 mos rent plus NNN expenses					
171	8663 Grovemont	MCFRS Fire Investigation	0	100,000	0	0
172	consolidated to line 59					
173	51 Monroe, Plaza	MC-311	10511	0	255,264	255,264
174						
175	45 W. Watkins Mill Road	Interim 6th District Police Station	18924	0	208,160	416,320
176	12 mos rent plus NNN expenses					
177	Lakeforest Mall (????)	Interim Gaithersburg Library	TBD	0	400,000	400,000
178						
179	100 Edison Park Drive	GXS sublease	408,000		-158,000	4,459,897
180	Incl rent and taxes					
181	One time Payments for Operating Expenses, Taxes, Common Area Maintenance			400,000	408,949	400,000
182	<b>Sub Total Existing Leases</b>		<b>1,419,149</b>	<b>24,022,737</b>	<b>25,395,707</b>	<b>26,837,585</b>
183						
184	<b>NEW LEASES FOR FY11</b>					
185	1110 Bonifant	SS Transit Center CIP Offices	800		0	22,400
186	New lease due to termination of shared lease					
187	981 Rollins	OAS				90,420
188	FY11: Taxes 28,420; Util & Maint 32,500 Security 29,500					
189	Moving & buildout expenses					100,000
190						
191	<b>Subtotal New Leases for FY11</b>					<b>212,820</b>
192						
193	<b>Renegotiations savings</b>					<b>-400,000</b>
194						
195	<b>Total Gross Leases Budget</b>		<b>1,419,149</b>	<b>24,022,737</b>	<b>25,395,707</b>	<b>26,650,405</b>
196						
197						
198						
199	<b>LESS CHARGEBACKS:</b>		<b>Sq. Feet</b>	<b>FY09 Approved</b>	<b>FY10 Request</b>	<b>FY11 Request</b>
200	255 Rockville Pike	Permitting Services	57,066	1,754,260	1,789,345	1,717,806
201	Reduced need					
202	255 Rockville Pike	MCFRS Code Enforcement	6,782	208,407	212,575	231,118
203	256 Rockville Pike	DEP - WQPF				381,370
204	Funding adjustment					
205	255 Rockville Pike	CUPF	7,247	282,477	250,000	227,620
206	Moved from E. Jefferson					
207	7940 Airpark Rd.	Hangar Lease	4,211	9,186	9,370	9,370
208	1109 Spring Street	DPWT Parking Maint.	2,486	49,429	50,418	50,418
209	255 N. Washington	HHS Parking	N/A	12,620	12,872	12,872
210	11319 Elkin Street	Multicultural Center	6100	99,564	101,555	0
211	Move to MidCo. RSC					
212	8653 Grovemont	MCFRS SCBA	2000	47,564	48,515	16,171
213	4 mos rent; lease ends 9/30/10, need to go mo-mo until consolidates into PSHQ					
214	451 Hungerford Additional Parking	Parking/HHS	N/A	18,930	19,309	19,309
215	455 E. Gude Drive	DSWS Storage		4,593	4,685	4,685
216	1901 Research	DFRS Stress Management	706	26,348	26,875	26,875

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	A	B	C	D	E	F
4	Location/Occupant	Use	Foot	Approved	Approved	FY11 Request
217	101 Orchard Ridge	PLD partial chrgbck	6146	253,645	258,718	0
218	lease terminated					
219	8536 Anniversary Circle	DGS Ops Records Center	26000	201,417	205,445	191,300
220	14900 Southlawn Lane	Conservation Corps/HHS	6435	130,567	133,178	133,178
221	11 N. Washington St. 4th Floor	HHS/grant funded	10000	228,638	271,211	271,211
222	51 Monroe St. 3rd Floor	ERP Office	9,669	302,232	308,277	291,050
223	8413 Ramsey	Driver's lounge and Fare Retail	3,100	101,900	103,938	115,700
224	1110 Bonifant	Transit Offices	5,590	136,097	138,819	0
225	Non-appropriation. Moved to 10fl EOB					
226	4901-43 Nicholson Ct	Transit Small Buses	25,000	833,144	849,807	849,807
227	23201 Stringtown Road	Clarksburg Ombudsman	1,350	8,730	8,905	8,905
228	14935 Southlawn	DLC portion	117,000	947,147	966,090	723,700
229	Funding adjustment					
230	Lakeforest Mall	Interim Gaithersburg Library	TBD	0	400,000	400,000
231	1110 Bonifant	SS Transit Center CIP Offices	800		0	22,400
232						
233	<b>Subtotal Chargebacks</b>		<b>296,888</b>	<b>5,656,896</b>	<b>6,169,907</b>	<b>5,704,865</b>
234						
235	<b>TOTAL NET LEASES BUDGET</b>			<b>18,365,841</b>	<b>19,225,800</b>	<b>20,945,540</b>
236	<b>Net Change</b>					<b>1,719,740</b>

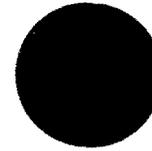
(17)

	A	B	C	D	E
1	<b>DGS GENERAL FUND POSITION CHANGES</b>				
2					
3	<b>CLASSIFICATION</b>	<b>FT</b>	<b>PT</b>	<b>WYs</b>	<b>Notes</b>
4	<b>I. SHIFTS</b>				
5	Engineer	1	-1	0.5	From Part to Full Time
6	Program Manager I	1		0.0	From Fleet to DREAMS; WY charged back to Fleet
7	Admin Spec III	1		0.0	From Fleet to DREAMS; WY charged back to Fleet
8	IT Spec III	1		0.0	From Fleet to DREAMS; WY charged back to Fleet
9	MII	1		1.0	From SS Redevelop.
10	MII	1		1.0	From Wheaton Redevelop.
11	Business Development Spec	1		1.0	From DED, redevelopment
12	Construction Rep III	-1		0.0	To DEP, charged to WQPF
13	Procurement Spec II	0		-1.0	Charged to CIP
14	Senior Engineer *	0		-2.7	Charges to CIP for energy conservation
15	Program Manager I	-1		-1.0	To MC311
16	Program Manager II	0		-0.5	To adminster Prevailing Wage costs related to CIPs
17	MIII	1		1.0	From HHS, for Project Civic Access
18	<b>SUBTOTAL</b>	<b>6</b>	<b>-1</b>	<b>-0.7</b>	
19					
20	<b>II. CREATIONS</b>				
21	MII	1		1.0	Backfill for an ERP detail
22	Building Srvcs Worker I	1	1	1.5	for SS Civic Building
23	Program Spec II	1		0.0	For Project Civic Access, charged to CIP
24	Construction Rep II	1		0.0	For Project Civic Access, charged to CIP
25	OSC	1		0.0	For Project Civic Access, charged to CIP
26	<b>SUBTOTAL</b>	<b>5</b>	<b>1</b>	<b>2.5</b>	
27					
28	<b>III. Abolishments</b>				
29	MII	-1		-1.0	Redevelopment
30	Carpenter I	-5		-5.0	
31	Carpenter II	-2		-2.0	
32	Building Srvcs Insp.	-7		-7.0	
33	Sr. EAA	-1		-1.0	Director's Office
34	PAA	-1		-1.0	Procurement
35	<b>SUBTOTAL</b>	<b>-17</b>	<b>0</b>	<b>-17</b>	
36	<b>TOTAL</b>	<b>-6</b>	<b>0</b>	<b>-15.2</b>	
37					
38	* - These two positions were erroneously shown in the				
39	Recommended Budget as reduced; only the Workyears change.				



April 06, 2010

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RECEIVED  
MONTGOMERY COUNTY  
COUNCIL

The Honorable Nancy Floreen  
President, Montgomery County Council  
100 Maryland Avenue  
Rockville, MD 20850

Reference: Reduction of Workforce in the Department of General Services

Dear Council President Floreen:

First and foremost, thank you and the rest of the County Council for your unwavering and ongoing support of Strathmore Hall Foundation. During these unprecedented economic times, your efforts to support the arts have not fallen on deaf ears. We have, however, become aware of the proposed reduction of the Department of General Services via the elimination of all Carpenter and Inspector positions and wish to let you know our position on this item.

With 11 acres (soon to be 19) and over 250,000 sq ft of educational and performance space, we need a watchful and *skilled* eye to ensure the timely and professional attention to the work orders that are issued each week on our campus. While general craftworkers are responsive, they have no specific expertise and often depend on the skills of our Carpenters to meet our campus' needs.

As the County continues to grow and take on more properties, the Inspector position becomes even more vital as another set of eyes for the Area Managers. Their meticulous eye and rapport with the trade workers push for timely results for all their properties. Strathmore has benefited from the efforts of these employees in that they allow buildings with varying schedules, such as The Music Center, operate at peak efficiency.

The elimination of these positions would create many difficulties in the continued maintenance of our campus and facilities. Strathmore hopes that the Council will keep this in mind as they are faced with the difficult choices ahead.

Sincerely,

Eliot Pfanstiehl  
President and CEO

Mac Campbell  
Operations Manager

Division of Facility Management Budget Recommendations  
Saving Plan Fiscal Year 2011

**General Services Budget Reductions on Division of Facility Management (DFM)**

**QUESTIONS:**

*Which buildings will be cleaned by County staff instead of contractors? Include cost to clean each facility by County staff and estimate to clean by contract staff. What would be the impact of cleaning by contractors instead of County staff?*

Facilities cleaned by DFM and estimated labor rates on custodial services by in-house staff (\$17.50 per hour average including benefits) contract staff (\$17.25 per hour):

**TABLE 1**

**ENVIRONMENTAL SERVICE COST ANALYSIS ON FACILITIES CLEANING  
BY IN-HOUSE FISCAL YEAR 2010**

**DAILY CUSTODIAL HOURS AND COST COMPARISONS BY IN-HOUSE VS. VENDOR  
SERVICES AT CERTAIN COUNTY FACILITIES**

<b>Building</b>	<b>Hours Assigned (5) Days Per Wk.</b>	<b>Daily In-House Cost</b>	<b>Daily Vendor Est. Cost</b>	<b>Daily Est. Cost Difference In-House vs. Vendor</b>
Executive Office Building	40	\$700.00	\$690.00	\$10.00
Council Office Building	16	\$280.00	\$276.00	\$4.00
Judicial Center	40	\$700.00	\$690.00	\$10.00
401 Hungerford	16	\$280.00	\$276.00	\$4.00
Lone Oak Daycare	8	\$140.00	\$138.00	\$2.00
Potomac	4 hrs. 3 days per wk.	\$70.00	\$69.00	\$1.00
Maintenance Shop	3 hrs. 3 days per wk.	\$52.50	\$51.75	\$.75
Grey Brick Courthouse	3	\$52.50	\$51.75	\$.75
Red Brick Courthouse	3	\$52.50	\$51.75	\$.75
209 Monroe Street	3	\$52.50	\$51.75	\$.75
Alternate Emergency Command Center	3	\$52.50	\$51.75	\$.75
<b>Total</b>	<b>136.20</b>	<b>\$2,432.50</b>	<b>\$2,397.75</b>	<b>\$34.75</b>

Division of Facility Management Budget Recommendations  
Saving Plan Fiscal Year 2011

***What would be the impact of cleaning by contractors instead of County staff?***

There is no significant impact and not significant enough impact to meet the savings reduction goal, an estimated \$3.2M for fiscal year 2011. Savings listed in Table 1 under Daily Estimated Cost Difference In-house vs. Vendor Table 1 provides estimated savings based on labor rates used to support custodial environmental services.

The DGS Division of Facilities Management (DFM) manages three contracts providing daily and weekly environmental services on County facilities. These three contractors perform 3,900 weekly hours with 97.5 full time vendor custodians servicing approximately 240 buildings. A County staff of 18 full time custodians performs 720 hours of janitorial service at the 11 County buildings located in Rockville and Potomac as listed in Table 1 above.

The DFM plan was based on reducing cost with the lowest possible impact on services. Savings on janitorial services have to include reduction or elimination of in-house services to attain significant savings. If the cost of administering contractors is added to the analysis, then DFM estimates no budgetary savings or improvement of service would occur by changing service providers for County staff or vice versa

**TABLE 2**

**DFM TOTAL ESTIMATED LABOR ON CUSTODIAL SERVICES  
APPROXIMATELY 240 FACILITIES**

Custodial Service Category	Total Estimated Daily Hours	Total Estimated Weekly Hours	Total Estimated Full Time Custodians	Total Estimated Weekly Cost	Estimated Facilities Per Workforce
All Vendor Services	780	3,900	97.5	\$67,275	229
In-House	144	720	18	\$12,600	11

Average cleanable square footage per DFM custodian is approximately 45,000sf. Services provided by the DFM custodial workforce includes day porter services, grounds maintenance on all properties assigned to the facility, snow removal and special events. Vendor workforce provides day porter and custodial services on interior of the building and debris removal within 50 feet of the building perimeter, walkways, stoops, steps, or other pedestrian access. Vendors are not used to support snow removal, grounds maintenance and special events.

International Facility Management Association (IFMA) 2008 benchmarks on industry average per full time custodial services worker allows 24,000-30,000 of cleanable square foot for building interiors. The industry average does not include day porter services, grounds maintenance, snow removal and special events listed under DFM custodial duties.

Division of Facility Management Budget Recommendations  
Saving Plan Fiscal Year 2011

***Why eliminate (7) carpenter positions and (7) inspector positions versus spreading the RIF over other trades?***

Based on the saving plan DFM realigned its mission to support “mission critical” and “life safety” services on building trades as its top priority. Structural trades and inspectors are not classified as skilled trades that support servicing, repairs or monitoring on mission critical/life safety equipment, i.e., electrical, mechanical, plumbing, fire safety and building ventilation. The elimination of 7 carpenters, 7 inspectors and the related 14 assigned vehicles based on their services categories will provide \$1.2M savings with less impact on internal customers and building maintenance services.

***Carpenters I & II:***

Elimination of the carpenter positions is based on the decline of structural requests by internal customers to support interior renovations, cabinet and/or millwork carpentry. The Carpenter I position is classified as “journeyman” level and Carpenter II as “master” level and are required to provide simple to complex structural services including build-outs, finished carpentry and demolition on interior/exterior buildings structures. No DFM funds are designated in fiscal year 2011 to support renovations or demolitions on structural building components.

The requirement for regular skilled carpentry has diminished to virtually nothing. As an example, during third quarter FY10 the carpentry shop received approximately 400+ service tickets. None of these tickets required interior renovations, cabinet/mill work or other work typically performed by “journeyman” or “master” level carpenters. Instead, the work requested was for only minor repairs such as door closures/hinges/handles, drywall repair, and the like. As a result, in the past five years DFM has reduced its in-house carpentry services by steadily reducing and eliminating carpentry equipment, shop workspace, supplies and materials through previous budget saving reductions.

Since the majority of work required is of a non-skilled nature, DFM will utilize its 14 full time in-house Public Craft Worker positions for most work. These positions perform multi-skilled trades and services on building repairs, furniture assembly/repairs, and also serve as support labor for skilled trade workers such as electrical, plumbing, ventilation and non skilled trades such as grounds maintenance, custodial services, and building inspections.

Over the past 10 years other structural trades (painters, plasters and masonry) have also been reduced or eliminated. Eliminating the seven carpenter positions will also reduce fleet requirements of and estimated \$35,000 annually.

***Building Inspectors:***

DFM building inspectors oversee vendors providing non-skilled daily building services such as custodial, grounds, trash hauling, and snow removal. Estimated annual savings

Division of Facility Management Budget Recommendations  
Saving Plan Fiscal Year 2011

from eliminating this classification is \$514,000, with an additional savings of \$35,000 by eliminating all support vehicle requirements.

DFM building inspectors report to seven Area Managers who are responsible to insure service quality at County facilities in their respective areas. To compensate for the elimination of the building inspectors other staff will be reassigned to support the Area Managers overseeing vendor services. This will include two Public Craft Workers being assigned to each Area Manager. These positions will assist each Area Manager to inspect building conditions and landscaping contract services in addition to performing minor repairs noted during routine inspections.

All DFM employees assigned to building areas will provide feedback through daily inspections on their assigned facilities. This includes reporting conditions on building components and environmental status to DFM managers.

***How many of the (7) carpenter positions and (7) building inspector positions are filled and how many are vacant?***

All positions are currently filled.

***How many carpenter positions and inspector positions were in fiscal year 2010 approved budge? Did you eliminate any in fiscal year 2010 savings plans?***

Seven full time carpenter positions and seven full time inspector positions are listed in DFM fiscal year 2010 budget. No carpenters or inspector positions were eliminated in FY10 savings plans.

Ref No.	Title	\$	Revenue
<b>Environmental Protection</b>			
S3	<b>DECREASE COST: CENTRAL DUPLICATION - OTHER PRINTING</b> DEP is one of the lead agencies to help implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-4,000	0
S4	<b>DECREASE COST: CENTRAL DUPLICATION - POSTAGE BULK</b> DEP is one of the lead agencies to help implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-2,360	0
<b>Environmental Protection Total:</b>		<b>-67,810</b>	<b>0</b>
<b>Ethics Commission</b>			
S1	<b>DECREASE COST: PROFESSIONAL SERVICE EXPENSES</b> The office will reduce consultant service expenses.	-6,130	0
<b>Ethics Commission Total:</b>		<b>-6,130</b>	<b>0</b>
<b>Finance</b>			
S1	<b>DECREASE COST: DELAY PURCHASE OF MCTIME LICENSES</b> Delay purchase of Mctime licenses. Mctime licenses are financed via Master Leases. By deferring the purchase, the first master lease payment would not be due until late in FY10. This action pushes out the payment schedule overall, saving money in FY10, but not increasing costs in FY11.	-219,420	0
<b>Finance Total:</b>		<b>-219,420</b>	<b>0</b>
<b>General Services</b>			
S1	<b>DECREASE COST: ADVERTISING FOR CONTRACTS</b> The \$6,000 decreased cost on advertising contracts will limit the number of media outlets used in our solicitation advertising.	-6,000	0
S2	<b>DECREASE COST: OFFICE SUPPLIES</b> The Office of Procurement and Division of Real Estate and Management Services will reduce office supplies and will shift to digitization	-16,000	0
S3	<b>DECREASE COST: CENTRAL DUPLICATING (PAPER REDUCTION)</b> As an additive part of the Executive's paper reduction initiative the Office of Procurement will reduce duplicating cost and will shift to an electronic method for document sharing.	-7,000	0
S4	<b>DECREASE COST: OUTSIDE PRINTING (PAPER REDUCTION)</b> The Office of Procurement will reduce the outside printing by implementing and utilizing electronic communications more	-3,000	0
S5	<b>REDUCE: OUTSIDE POSTAGE</b> The reduction of outside postage will limit the Office of Procurement capability to mail cure notices and other legal notices that require proof of mailing.	-3,000	0
S6	<b>DECREASE COST: LAPSE - PRINCIPAL ADMINISTRATIVE AIDE</b> The Principal Administrative Aide (PAA) position in the Office of Procurement will lapse in FY10.	-25,000	0
S7	<b>DECREASE COST: MANAGEMENT CONSULTING</b> Division of Real Estate And Management Services will reduce Consulting services, which will reduce our ability to assess issues as they arise.	-5,000	0
S8	<b>DECREASE COST: OTHER PROFESSIONAL SERVICES</b> Reduce other professional services, which will reduce our ability to assess issues as they arise.	-5,000	0
S9	<b>DECREASE COST: MOTOR POOL</b> Division Chief has turned county car in , will use Fleet offered WeCar to attend meetings	-15,000	0
S10	<b>DECREASE COST: COMPUTER SOFTWARE</b> Reducing computer software will limit our ability for technological improvements in General Fund service areas.	-5,000	0

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Round 1  
 FY10 Savings Plan - Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
<b>General Services</b>			
S11	<b>DECREASE COST: COMPUTER EQUIPMENT</b> Reducing computer equipment will prevent hardware upgrades and technological improvements for General Fund service areas	-5,000	0
S12	<b>REDUCE: STRUCTURAL REPAIRS</b> Structural repairs will be based on safety conditions rather than enhancements.	-259,150	0
S13	<b>REDUCE: CARPENTRY</b> Carpentry services will be performed only on a as-needed basis	-238,470	0
S14	<b>REDUCE: PAINTING SERVICES</b> Painting services will be performed on a conditional nature.	-36,730	0
<b>General Services Total:</b>		<b>-629,350</b>	<b>0</b>
<b>Health and Human Services</b>			
S1	<b>DECREASE COST: DEFER OR DELAY HIRING FOR VACANT POSITIONS</b> The department will achieve savings by deferring and delaying hiring for vacant positions and through turnover savings. The department will closely monitor its personnel costs and vacant positions to ensure that we meet our savings plan target.	-728,960	0
S2	<b>DECREASE COST: TEMPORARY OFFICE CLERICAL IN THE OFFICE OF THE DIRECTOR</b> There is no service impact from this reduction.	-6,650	0
S3	<b>DECREASE COST: PRINTING IN MINORITY HEALTH PROGRAMS</b> As part of the paper and printing reduction initiative, printing costs will be reduced in the Minority Health Programs. The savings will be achieved by reducing printing costs in the African American Health Program (\$780), Latino Health Initiative (\$770), and Asian American Health Initiative (\$360). There is no service impact for this reduction.	-1,910	-110
S4	<b>DECREASE COST: NON-ENCUMBERED CONSULTANT FUNDS IN THE OFFICE OF THE CHIEF OPERATING OFFICER</b> There is no service impact from this reduction.	-17,340	0
S5	<b>DECREASE COST: PRINTING IN COMMUNITY OUTREACH PROGRAM</b> As part of the paper and printing reduction initiative, printing costs will be reduced in the Community Outreach program. There is no service impact from this reduction.	-2,800	0
S6	<b>DECREASE COST: MCPS ALTERNATIVE EDUCATION CONTRACT IN CHILDREN, YOUTH, AND FAMILY SERVICES</b> These funds support social worker and therapeutic services for middle and high school students at several MCPS Alternative Schools. Services include case management, crisis intervention, and counseling. This contract provides a small portion of the total funding for these MCPS services. The department will continue to provide \$65,000 in funding to MCPS for social work support for MCPS students in the Emotional Disabilities program. This service is not being reduced. This contract serves about 80 students. MCPS will have to determine how it will manage this reduction. It could result in either the reduction in the number of children served or an increase in the size of caseloads for staff; however, MCPS has additional Title 1 resources from American Recovery and Reinvestment Act (ARRA) sources and are willing to accept this reduction.	-21,250	0
S7	<b>DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN CHILDREN, YOUTH, AND FAMILIES</b> The department will achieve savings by reducing miscellaneous operating expenses in the following areas in Children Youth and Families: Chief's Office (350); Child Welfare Services (5,000); Child & Adolescent Services (5,000); Juvenile Justice Services (5,800); Positive Youth Development (5,000); Early Childhood Services (5,000); Child Care Subsidies (5,000)  There is no service impact from this reduction.	-31,150	-240
S8	<b>DECREASE COST: REDUCE OUTSIDE PRINTING AND COPYING IN AGING AND DISABILITY SERVICES - CHIEF'S OFFICE</b> As part of the paper and printing reduction initiative, the Chief's Office, in Aging and Disability Services will reduce outside printing and copying. There is no service impact with this reduction.	-2,050	0

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Ref No.	Title	\$	Revenue
<b>Finance</b>			
	Suspend training and related travel expenses. Impact: Professional staff may not stay current with trends, opportunities and activities in their field.		
		<b>Finance Total:</b>	<b>-185,980</b>
<b>General Services</b>			
S1	<b>REDUCE: CONTRACT JANITORIAL SERVICES AT EDISON PARK CAMPUS</b> Janitorial services will not be performed on a daily basis	-175,000	0
S2	<b>REDUCE: CONTRACT STRUCTURAL MAINTENANCE AT EDISON PARK CAMPUS</b> Structural repairs will be done on unsafe conditions only.	-85,000	0
S3	<b>REDUCE: CONTRACT JANITORIAL SERVICES AT COUNTY BUILDINGS</b> Custodial services will be performed less frequently at County buildings.	-80,000	0
S4	<b>REDUCE: CONTRACT MASONRY SERVICES</b> Masonry repairs will be done on unsafe conditions only.	-49,000	0
S5	<b>REDUCE: CONTRACT ELECTRICAL MAINTENANCE SERVICES</b> Electrical services will be performed on an as-needed basis only for essential needs.	-50,000	0
S6	<b>REDUCE: CONTRACT ELECTRICAL MAINTENANCE AT SEVEN LOCKS CORRECTIONAL FACILITY</b> Electrical maintenance will be done on an as-needed basis only for essential needs.	-30,000	0
S7	<b>REDUCE: OTHER PROFESSIONAL SERVICES - FACILITIES MAINTENANCE DIVISION</b> This will reduce Facilities' ability to assess and address issues as they arise.	-33,000	0
S8	<b>REDUCE: CONTRACT HVAC MAINTENANCE SERVICES</b> HVAC maintenance services will be performed on an as-needed basis only for essential needs.	-60,000	0
S9	<b>REDUCE: CONTRACT MOVING SERVICES</b> This will eliminate all remaining funds for moving contractors. Any agencies requiring moving services will need to pay for the service from their budgets.	-20,780	0
S10	<b>REDUCE: TEMPORARY OFFICE STAFFING CONTRACT</b> General Services will be unable to hire temporary clerical and similar help. This may slow services to County agencies and make the Department less efficient.	-11,790	0
S11	<b>REDUCE: MOTOR POOL</b> Our contribution to the vehicle replacement fund	-88,750	0
S12	<b>REDUCE: GENERAL OFFICE SUPPLIES</b> DGS Division of Real Estate and Management Services will eliminate all further purchases of office supplies for the remainder of FY10.	-11,000	0
S13	<b>REDUCE: OTHER PROFESSIONAL SERVICES - DIVISION OF REAL ESTATE AND MANAGEMENT SERVICES</b> The Division of Real Estate and Management Services will be unable to purchase any new or additional consulting services for the remainder of FY10, potentially leading to decreased efficiency.	-87,390	0
S14	<b>REDUCE: COMPUTER SOFTWARE</b> Reducing computer software will restrain our ability for technological improvements in general fund service areas.	-20,000	0
S15	<b>REDUCE: BOOKS AND REFERENCE MATERIALS</b> DGS will not be able to purchase updated IT references, Real Estate guide references, leading to decreased efficiency.	-2,540	0
S16	<b>REDUCE: COMPUTER EQUIPMENT PURCHASE</b> DGS will be unable to purchase any new or additional computer equipment for the remainder of FY10 potentially leading to decreased efficiency.	-15,000	0
S17	<b>REDUCE: ADVERTISING -JOBS</b>	-400	0

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Ref No.	Title	\$	Revenue
<b>General Services</b>			
	Given the fiscal realities of the current year, DGS will not be advertising for any new or open positions.		
S18	<b>REDUCE: ADVERTISING - CONTRACTS</b>	-600	0
	In this economic climate, DGS will not be advertising for new contracts.		
	<b>General Services Total:</b>	<b>-820,250</b>	<b>0</b>
<b>Health and Human Services</b>			
S1	<b>DECREASE COST: AFRICAN AMERICAN HEALTH PROGRAM-ELIMINATE BROKER CONTRACT FOR DATA SERVICES</b>	-16,080	0
	There is no service impact. The Department anticipates, BETAH, a communications outreach, professional services, and technical support firm, will absorb this function using grant funds.		
S2	<b>DECREASE COST: LATINO HEALTH INITIATIVE-AMA TU VIDA FESTIVAL</b>	-3,650	0
	There is no service impact. In the past the program has leveraged funds from other sources to support the Ama Tu vida Festival		
S3	<b>DECREASE COST: LATINO HEALTH INITIATIVE-REDUCE FUNDING FOR GRANT DEVELOPMENT</b>	-2,500	0
	There is no service impact.		
S4	<b>DECREASE COST: LATINO HEALTH INITIATIVE-REDUCE OFFICE SUPPLIES EXPENSES</b>	-2,810	-160
	There is no service impact.		
S5	<b>DECREASE COST: ASIAN AMERICAN HEALTH INITIATIVE-MISCELLANEOUS OPERATING EXPENSES</b>	-7,420	-430
	There is no service impact.		
S6	<b>DECREASE COST: COMMUNITY OUTREACH-REDUCE FUNDS FOR EDUCATION AND TRAINING</b>	-15,100	-870
	There is no service impact.		
S7	<b>DECREASE COST: COMMUNITY ACTION AGENCY-REDUCE MISCELLANEOUS OPERATING EXPENSES</b>	-8,000	0
	There is no service impact.		
S8	<b>DECREASE COST: CHILD WELFARE - MEDICAL SUPPLIES</b>	-15,000	0
	There is no service impact.		
S9	<b>SHIFT: FLEX FUNDS FOR INSTITUTIONAL CLOTHING ALLOWANCE - NOW FULLY COVERED BY HB669</b>	-12,670	0
	There is no service impact. These expenses are now fully covered by State HB669 maintenance funds via CHESSIE.		
S10	<b>DECREASE COST: POST ADOPTION CONTRACT</b>	-10,000	0
	There is no service impact. The vendor (Center for Adoption Support and Education (C.A.S.E)) is expected to come in under budget.		
S11	<b>DECREASE COST: FRAMEWORK FOR FAMILIES CONTRACT</b>	-10,000	0
	There is no service impact. The vendor (Family Services, Inc.) is expected to come in under budget.		
S12	<b>SHIFT: PROTECTIVE SERVICES-WEEKEND COVERAGE CONTRACT CHARGES TO STATE HB669 ALLOCATION</b>	-62,800	0
	There is no service impact. FY10 State HB669 dollars are available for this purpose.		
S13	<b>SHIFT: COSTS FOR THREE POSITIONS FROM GENERAL FUND TO HB669-BASED ON FUNDING FROM THE DEPARTMENT OF HUMAN RESOURCES (DHR)</b>	-244,000	-52,140
	DHR provided additional funding for Child Welfare Positions as part of the department's HB669 allocation. The department will shift existing general fund Child Welfare Services (CWS) positions to HB669.		
S14	<b>DECREASE COST: LINKAGES TO LEARNING CONTRACTS</b>	-30,000	0
	There is no service impact. This reduction is due to an error in the inflationary adjustment.		
S15	<b>DECREASE COST: ELIMINATE FUNDING FOR VENDOR STAFF DEVELOPMENT FOR LINKAGES TO LEARNING</b>	-10,000	0