

T&E #2
April 14, 2011

MEMORANDUM

April 12, 2011

TO: Transportation, Infrastructure, Energy, & Environment Committee
FROM: *CHS*
Charles H. Sherer, Legislative Analyst
SUBJECT: Department of General Services in the FY12 Operating Budget (section 30), selected programs; the NDA for Leases (page 65-9); and current revenue projects in the CIP

The following may attend:

David Dise, Director, DGS

Other DGS staff: Annette Cheng, Harold Adams, Marianne Stevenson, Richard Jackson Jim Stiles, Hamid Omidvar

Alex Espinosa, Bruce Meier, Adam Damin, OMB

Current revenue projects in the CIP On March 15, 2011, the Council set a public hearing for April 5-7 regarding potential amendments to the FY11-16 CIP. The Council staff memorandum stated that

“As noted previously, Council staff is also putting forward all Current Revenue-funded projects as potential amendments so that the Council will have in front of it all claims on cash resources as it reviews the aggregate Operating Budget this spring.” The projects are:

ADA Compliance, \$500,000 current revenue expenditures in FY12

Facilities Site Selection: MCG, \$25,000 current revenue expenditures in FY12

Facility Planning: MCG, \$325,000 current revenue expenditures in FY12

Further detail provided by DGS is on the last pages of this memo.

Council staff does not recommend any reductions to these projects now, but may have to recommend reductions in May to reconcile the CIP.

Operating budget 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.

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	FY11 Approved	FY12 CE Recommended	\$ change	% change
Automation	521,800	511,270	(10,530)	-2.0%
Facilities Management	17,967,330	15,885,600	(2,081,730)	-11.6%
Environmental Stewardship	91,210	8,960	(82,250)	-90.2%
Real Estate Program	925,610	910,570	(15,040)	-1.6%
Administration	1,808,250	1,502,800	(305,450)	-16.9%
Total	21,314,200	18,819,200	(2,495,000)	-11.7%

II. Workyears in the General Fund

Program	FY11 Approved	FY12 CE Recommended	# change	% change
Automation	4.9	5.0	0.1	2.0%
Facilities Management	92.3	92.0	(0.3)	-0.3%
Environmental Stewardship	1.3	0.3	(1.0)	-76.9%
Real Estate Program	7.0	7.1	0.1	1.4%
Administration	16.0	14.4	(1.6)	-10.0%
Total	121.5	118.8	(2.7)	-2.2%

Other costs and workyears In addition to the costs and workyears shown above, the Department charges \$7.3 million and 61.4 workyears to the CIP; and \$1.2 million to other departments and funds, as shown on ©8.

Changes from FY11-12 The changes are summarized on ©7 and Executive staff explained the major changes below.

Shifts There are eight shifts in costs, which do not change the cost for the County “as a whole”.

Shift: Facilities snow budget to Snow Removal and Storm Cleanup NDA
Operating Expenses: -\$24,080, 0.0 WY

Shift Move Personnel costs to ERP for one year while assisting with the Work Order Module: -\$103,280. A Program Manager is being detailed to ERP to assist in development of the Work Order Module.

Shift: Half of Manager II to CIP

Personnel Costs: -\$80,000, 0.0 WY

Half the workload for the Manager of DREAMS is CIP related work having to do with ADA and Energy Conservation.

Shift: Move an additional 40% of personnel costs for Management and Budget Specialist to CIP

Personnel Costs: -\$43,210, -0.4 WY

Shifting an additional 40% of the personnel costs for one Management and Budget Specialist will more correctly reflect that half of employee's time is spent on the CIP (10% of personnel costs were already charged to CIP).

Shift: Move 50% of the personnel costs for Redevelopment Supervisor to CIP

Personnel Costs: -\$79,070, -0.5 WY

This shift of one-half work year will more properly reflect the employee's distribution of duties.

Shift: One IT Technician to CIP

Personnel Costs: -\$101,060, -1.0 WY

This position currently works 100% of time on Building Design and Construction services and should be charged to the CIP.

Shift: Two Senior Engineer Positions to CIP

Personnel Costs: -\$27,570, -0.2 WY

Each position has been charging 0.9 WY to the CIP. The remaining 0.1 WY for each position will be moved to the CIP funds and the Division of Building Design and Construction.

Shift: 50% of Facilities Manager Position to CIP Fund

Personnel Costs: -\$40,800, -0.5 WY

The shift of one half workyear from the General Fund to the CIP will more properly reflect the Employee's distribution of duties.

Add a payment to Imagination Stage to pay for their utilities, \$100,000. Imagination Stage is at 4908 Auburn Avenue in Bethesda. The County's website says that "Imagination Stage is a family arts center that nurtures young people of all abilities through participation in professional theatre and arts education experiences."

Executive staff explained that the Executive added this funding "so that there is parity in the County's support of Arts organizations in County-owned space. The County provides funding for some of the utilities costs for Roundhouse, the Germantown Cultural Arts Center, the American Film Institute, and Strathmore among others."

The HHS Committee will discuss this payment on April 13 when it reviews the NDA for the Arts and Humanities Council.

Increase Contract CPI: \$196,000. Provides a 1.9% increase for DGS' major contracts, to avoid service impacts.

Increase cost, \$214,820 and 5.9 WY to restore costs of furloughs in FY11.

Decrease Multilingual Pay Adjustment: -\$19,450. Reduction due to some positions no longer providing multilingual services and therefore not eligible for the premium pay.

Decrease Verizon Point to Point T1 Replacement: -\$42,460. This action would use the County's managed FiberNet system instead of the existing Verizon Point to Point T1 services. Over the past four years, the County has deployed a strategy that utilizes a mix of Point to Point and FiberNet emulated T1's. The reason for this mix of options was the need to ensure connectivity due to the instability of emulated T1 connections during the early stages of the process. With the advances in technology, the stability of the network is no longer in question, enabling DTS to remove the remaining Verizon lease Point to Point T1s and replace them with emulated T1s over FiberNet. This will reduce the operational cost of T1 connectivity for every department, with no impact on current service/performance. The proposed cost savings action is based upon FY10 actual expenditures for service.

Decrease cost: -\$49,050 to reduce retirement costs; and -\$277,900 to reduce group insurance costs. These savings result from the Executive's proposal to reduce County costs for retirement and group insurance and to shift some County costs to employees.

Reduce: Delay repairs: Eliminate stand-by pay

Personnel Costs: -\$186,000, 0.0 WY

Stand-by pay is pay an employee gets for being on-call and available to respond to situations that occur after the normal workday. A prohibition on stand-by pay means situations that might have been handled immediately will not be dealt with until the next business day and at times some non-life threatening work will have to wait until tomorrow to get completed. The risk is that non life-safety incidents will be delayed, perhaps causing greater damage, and therefore greater repair cost, to the asset.

Reduce: Overtime for emergency response to non life safety tasks (OT)

Personnel Costs: -\$154,240, -2.2 WY

This reduces the Facilities overtime budget to roughly \$50,000, which will be used to respond only to life safety incidents in off hours. Work classified as an emergency (but not a life safety issue) in the past will now have to wait until it may be performed during regular business hours. Only life safety tasks will be done on an OT basis.

Decrease Cost: Retirement in Division of Real Estate And Management Services

Personnel Costs: -\$123,000, 0.0 WY

The General Services' Division of Real Estate and Management Services has a large percentage of older, long term employees who may become eligible and choose to retire this fiscal year. As they are replaced with less experienced but also less costly staff, a savings will occur.

Reduce: Environmental Stewardship

Personnel Costs: -\$81,610, -1.0 WY

This is a currently vacant position that has been lapsed during the past budget cycle in order to save money. The position will stay vacant for all of FY12. Some of the County's "green" initiatives will have to wait for implementation. Other duties associated with this position will be performed by current staff. This would delay some efforts on Energy Conservation and Pollution Prevention Planning.

Reduce: Abolish a Planning Specialist position and shift some costs to CIP

Personnel Costs: -\$129,880, -1.0 WY

A Planning Specialist would be abolished, and the duties shifted to a Business Development Specialist and the remaining Manager, with some of their costs shifting to the CIP.

Reduce: Architectural and Engineering Services

Operating Expenses: -\$882,980, 0.0 WY

These services are used for renovation and remodeling work that does not qualify for the CIP. Only A&E Services related to CIP efforts will be used. We will be able to use A&E design services for projects such as HVAC and PLAR.

Decrease Cost: Abolish Maintenance Renovation & Inspection Supervisor

Personnel Costs: -\$26,140, -0.2 WY (already charging 0.8 WY to the CIP)

Loss of this position will cause minor delays in PLAR and renovation CIPs and in minor work done in the CIP. Supervisory functions of Maintenance Renovation & Inspection Supervisors will be the responsibility of MIII in Facilities.

Decrease Cost: Decrease estimated maintenance for Edison Park Facility due to late opening

Operating Expenses: -\$596,670, 0.0 WY

This is a decrease in budgeted Janitorial and groundskeeping at Edison Park because the opening of the facility to the Police and Fire Departments has been delayed. The facility was supposed to open in September 2010 (9-10 months in FY11), but now is expected to open 20 months later, in May 2012 (2-3 months at the end of FY12). The savings here are offset by additional costs of \$929,060 in the Leasing NDA.

Council staff recommends approval of the Executive's recommended budget for the above programs.

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

Program	FY11 Approved	FY12 CE Recommended	Amount change	% change
Central Duplicating, Imaging, Archiving, and Mail Services	6,507,340	8,184,150	1,676,810	25.8%

Workyears

Program	FY11 Approved	FY12 CE Recommended	Amount change	% change
Central Duplicating, Imaging, Archiving, and Mail Services	29.3	29.8	0.5	1.7%

Changes from FY11-12 The changes are summarized on ©7 and the major changes are explained below.

Shift: Copier contract costs

Operating Expenses: \$1,500,000

Central Duplicating is now centrally managing the copier contract, and payments are charged back to user departments. Central management will allow right-sizing of equipment and should provide savings.

Increase cost, \$28,790 and 1.1 WY to restore costs of furloughs in FY11.

Increase cost, \$119,040 for prefunding of retiree health insurance.

Increase Equipment Replacement: \$240,000. Provide funding to replace a Xerox Nuvera printer, a shredder, and other minor equipment.

Decrease cost: -\$45,720 to reduce group insurance costs. No retirement savings are shown because a number of other changes offset retirement savings. These savings result from the Executive's proposal to reduce County costs for retirement and group insurance and to shift some County costs to employees.

Decrease Cost: Lapse one mail clerk position in the Edison Park Mail Room

Personnel Costs: -\$14,330, -0.6 WY.

Savings from the delay of the Public Safety Headquarters opening.

Decrease Elimination of one-time items approved in FY11: -\$70,300. Removes funding provided in FY11 for equipment to operate the Edison Park Mail Room.

Decrease Master lease: -\$80,670. The Master Lease entered into in FY06 for equipment will end.

Council staff recommends approval.

LEASE NDA (©9)

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 ©9, the cost will increase \$2.4 million, from \$20.9 million in FY11 to \$23.3 million in FY12.

The changes to the lease NDA are on ©9 and are explained below.

1. +\$1,089,120 for a new lease for the HHS facility at Rollins Avenue. This is the only new lease, and it commenced 7/1/10, but rent payments start on 7/1/11. The buildout has been going on in the interim.
2. +\$929,060 due to the delay in opening the Edison Park facility mentioned above. As a result of the delay, the County will have to continue to lease space that would have moved into County owned space.
3. +\$348,990 This is a new payment to the State, which represents the State's share of the revenue from leasing closed schools. The rationale for the payment is that the State shared in funding the schools, so the State should get the same share of revenue as the State's share in the cost of building the school.
4. +\$50,000 to hire a consultant. The Division moves tenants from leased space into owned space whenever possible, and the \$50,000 increase for "Space Planning" will be used to hire a consultant to help them to plan how to best provide space for County Government departments and services, including moving County programs from leased space to County-owned space when possible.
5. -\$88,860 resulting from the Executive's proposal to close the police substation at 8505 Piney Branch Road in the Long Branch area. The PS Committee will discuss on April 15.
6. -\$133,180 resulting from terminating the lease for the Conservation Corps (CC) at 14900 Southlawn Lane. Executive staff explained that the new contract between DHHS and the CC requires the CC to pay for its space.

Council staff recommends approval.

Information item DGS staff provided the following update on several topics the Committee discussed in prior years.

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, \$32.8 million in FY11, and \$35.2 million in FY12.

Custodial Services/Cleaning Schedules No changes in custodial services for FY12. Funding and services will consist of daily trash removal and cleaning of restrooms and circulation areas, i.e., lobbies, hallways, etc.

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.
No changes for FY12 on grounds maintenance.

Window cleaning is not funded. The cost to clean windows in all County facilities once a year is \$112,500. **No funds in FY12 to support window cleaning.**

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. **No changes for FY12 on carpet repair and cleaning.**

Painting is not funded and can be done only to protect building structure or when requesting agencies can pay for painting. **No changes for FY12 on cosmetic painting of County facilities.**

CIP Current Revenue (explanation from DGS)

1. ADA Compliance, \$500,000 current revenue expenditures in FY12. The current revenue in this project is for the staff (4.0 workyears) which oversees the planning, budget compliance, retro fit work, training and reporting requirements involved in complying with the Department of Justice (DOJ) findings of deficiencies as elaborated in the Project Civic Access documents. The current program has identified problems of accessibility in 119 of our 345 facilities, and as a condition of our agreement with DOJ we have to correct those identified deficiencies and assess the remaining facilities and any which we use as shelters, athletic fields, or other County purposes including leased or other agency owned properties. The retro fixes are Bond eligible (except leased properties) as adjustments to fixed assets, but our bond eligible expenses have always excluded staff charges except in certain limited applications such as design and construction management, which do not apply in this instance.

Elimination of these funds would require the staff to be funded in the operating budget using current revenue, or place us at significant risk of non-compliance with Federal Law including penalties and fines. We expect to spend or encumber all the funds in this project for FY11 and FY12.

2. Facilities Site Selection: MCG has a current balance of about \$189,000 and the following outstanding work load (in no particular order):

Clarksburg and Damascus Community Recreation and Aquatic Center
Shady Grove Library
Shady Grove Fire Station
East County Fire Station # 37
Centralized Fire Apparatus Maintenance Facility
Laytonsville Fire Station
Strategic Static (Fire) Water Facilities
7th District Police Station
4th District Police Station
West County Outdoor Pool
Kensington Community Recreation Center
Gilchrest Center for Cultural Diversity
North Bethesda Community Recreation Center

Each site selection could cost from \$20,000 to \$30,000. Therefore, the reduction or removal of the scheduled \$25,000 FY12 appropriation could delay some of this work. However, many of these projects are on hold pending internal User Department decisions. Therefore, the reduction or removal of the scheduled \$25,000 FY12 appropriation would have a minimal impact.

3. Facility Planning: MCG has a current balance of about \$181,000 and the following outstanding work load (in approximate order of priority):

(Corrections) Master Confinement Study: Estimated cost = \$250,000. The Master Confinement Study is required in order for the County to apply for State funds – which are needed for the Criminal Justice Center and DOCR Training Center projects.

Children's Resource Center: Estimated cost = \$25,000. The priority of planning for this facility has increased as MCPS has announced plans to reclaim the property on which the facility is presently located in order to build a new elementary school in the Rockville area. Present planning efforts include studies for possible relocation to another site or co-location with the new school.

2nd District Police Station: Estimated Cost = \$5,000. Completion of negotiations and pre-design with developer to build new Bethesda station

Progress Place Relocation: Estimated Cost = \$35,000. Test-Fit of Program onto new site

8818 Georgia Avenue: Estimated Cost = \$125,000. Development of a Program of Requirements for a new 50,000 square-foot facility

Wheaton Redevelopment: Estimated Cost = \$25,000. Pre-planning for major redevelopment effort

Poolesville Depot Improvements: Estimated Cost = \$50,000. Development of a Program of Requirements for complete renovation of facility

Damascus Depot Improvements: Estimated Cost = \$50,000. Development of a Program of Requirements for complete renovation of facility

Laytonsville Fire Station: Estimated cost = \$20,000. Development of a Program of Requirements for new facility/site

Removal or reduction of the scheduled \$325,000 FY12 appropriation would significantly limit the ability to perform the planned facility planning. In particular, removal of the scheduled \$325,000 FY12 appropriation would probably cause a long delay in the (Corrections) Master Confinement Study which would, in turn, delay the Criminal Justice Center.

Other Planning projects presently on hold but which may become active in FY12:

Centralized Fire Apparatus Maintenance Facility – Interim Facility being used
East County Fire Station # 37 – Site needs to be selected and acquired
Fire Stations Facility Assessment Study
Special Operations and Traffic Division Equipment and Vehicle Storage
Supply and Evidence Facility
Shady Grove Library – site needs to be selected
Clarksburg and Damascus Community Recreation and Aquatic Center- Site needs to be selected and acquired

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 FY12 Operating Budget for the Department of General Services is \$29,638,300, a decrease of \$880,280 or 2.9 percent from the FY11 Approved Budget of \$30,518,580. Personnel Costs comprise 49.5 percent of the budget for 240 full-time positions and seven part-time positions for 178.1 workyears. Operating Expenses and Capital Outlay account for the remaining 50.5 percent of the FY12 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 FY11 estimates incorporate the effect of the FY11 savings plan. FY12 and FY13 targets assume the recommended FY12 budget and FY13 funding for comparable service levels.

Measure	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Multi-Program Measures					
Customer Service: DGS Function Average ¹	3.00	3.14	3.28	3.28	3.28
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents)	165,184	140,658	140,658	140,658	140,658
Percent of Procurements Completed in Agreed Upon Time ²	TBD	75	80	80	80

¹ 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).

² These figures represent the average for the following: IFB - 70%; RFP - 75%; and Construction: 90% for FY11, FY12 and FY13.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Department of General Services (DGS) - Procurement is one of twenty Countywide programs that received a NACo Achievement Award and are listed in the NACo Model Program Database.**
- ❖ **DGS - Imaging has completed the records inventory and updated the retention schedules for Health and Human Services, and is currently completing the records inventory for Public Safety.**
- ❖ **Since the County requires all paper orders go through Central Duplicating, the Departments are now receiving 50% recycled 8.5 X 11 20# white copy paper.**
- ❖ **DGS strives to improve its inclusion of local small businesses among the County's contractors, continuing to implement its 11 Point Plan to stimulate the vitality of Montgomery County's economy through the Local Small Business Reserve Program (LSBRP). As part of the effort, DGS drafted Local Small Business Reserve Program Bill 3-09 to increase County spending with local businesses to 20% and the implemented LSBRP Bill #-09 with the**

passage of Montgomery County Executive Regulation 2-09.

- ❖ **Through the use of automation DGS improved services to vendors wishing to become part of the Local Small Business Reserve Program.**
- ❖ **DGS encouraged diversity among vendors through the implementation of Bill 45-09 Contracts & Procurement Amendments; expanded the number of minority certification program participants to ensure diversity in vendor doing business with the County; expanded local and minority contracting opportunities through direct purchases under \$10,000; unbundled large contracts and created opportunities for local small businesses to contract with county; and increased the number of contracting opportunities by appropriately lowering bonding and insurance requirements.**
- ❖ **This year the Facilities Management Division will pilot a program to replace current light bulbs with LED light bulbs in an effort to reduce energy costs.**
- ❖ **The Facilities Management Division is also launching a pilot program to use crews performing Alternative Community Service for grounds maintenance rather than contractors.**
- ❖ **Procurement redesigned its internet site to allow firms to download solicitations directly or by supplying contact information to receive amendment notifications.**
- ❖ **Productivity Improvements**
 - **The Print Shop now has the capabilities to design e-brochures for the County's Internet and Intranet. By providing this additional method of disseminating information the County has reduced paper usage and met the standards established by the County's Green initiative.**
 - **The Print Shop is replacing three older presses with an environmentally friendly, digital press. This press uses non toxic ink, reduces grams of CO2\per day by 5,000 over the old presses and 97% of the parts are recycled or re-manufactured. Additionally, this press will increase our current capabilities and enable us to produce multiple brochures on one sheet of paper. The cost savings, resulting from the purchase of this digital press will be passed on to our customers.**
 - **Hard Wiring of the Record Center increases our processing speed by 60%. Additionally, this hard wiring has increased productivity in the areas of quality control and re-scanning due to a decrease in the time to up-load documents.**

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.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	2,287,710	25.8

	Expenditures	WYs
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-55,430	0.5
FY12 CE Recommended	2,232,280	26.3

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.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Percent of Contract Dollars Awarded to Minority/Female/Disabled owned businesses	21.0	15.6	21.0	21.0	21.0
Value of County contracts awarded to local small businesses (\$000)	15,000,000	13,021,570	20,000,000	20,000,000	20,000,000

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	409,330	3.1
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-6,660	0.1
FY12 CE Recommended	402,670	3.2

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.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	521,800	4.9
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-10,530	0.1
FY12 CE Recommended	511,270	5.0

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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 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.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Hours Offline for Critical Building Systems ¹	TBD	78	80	80	80

¹ In FY10, 78 hours were recorded for utility (PEPCO) electrical outages on various properties. There no outages reported that were caused by in-house utility failure. To date, 52 hours of PEPCO power outages have been reported, none is caused by in-house power failure. Estimate for remaining of FY11 is 80%.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	17,967,330	92.3
Shift: Snow budget to Snow removal and Storm Cleanup NDA	-24,080	0.0
Decrease Cost: Maintenance Renovation & Inspection Supervisor	-26,140	-0.2
Shift: Senior Engineer Position to CIP	-27,570	-0.2
Shift: 50% of Facilities Manager Position to CIP	-40,800	-0.5
Shift: Move Personnel costs to ERP for one year while assisting with the Work Order Module	-103,280	-1.0
Reduce: Emergency response to non life safety tasks (OT)	-154,240	-2.2
Reduce: Delay repairs: Eliminate stand by pay	-186,000	0.0
Decrease Cost: Public Safety Headquarters delay to May 2012 - Custodial and groundskeeping savings	-596,670	0.0
Reduce: Architectural and Engineering Services	-882,980	0.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-39,970	3.8
FY12 CE Recommended	15,885,600	92.0

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.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	91,210	1.3
Reduce: Environmental Stewardship - lapse Manager	-81,610	-1.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-640	0.0
FY12 CE Recommended	8,960	0.3

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.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	6,507,340	29.3

	Expenditures	WYs
Shift: copier contract costs	1,500,000	0.0
Increase Cost: Equipment Replacement	240,000	0.0
Increase Cost: Retiree Health Insurance Pre-Funding	119,040	0.0
Increase Cost: Restore Personnel Costs - Furloughs	28,790	1.1
Decrease Cost: Lapse Edison Park Mail Room	-14,330	-0.6
Decrease Cost: Group Insurance Adjustment	-45,720	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY11	-70,300	0.0
Decrease Cost: Master Lease	-80,670	0.0
FY12 CE Recommended	8,184,150	29.8

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.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
County Rent vs. Average Market Rent for Leased Space	TBD	29.26	30.13	30.13	30.13

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	925,610	7.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-15,040	0.1
FY12 CE Recommended	910,570	7.1

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.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Percent of Projects Meeting Initial Design and Construction Costs	TBD	98	95	95	95
Percent of Projects Meeting Initial Design and Construction Timeline	TBD	57	59	60	60

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	0	0.0
FY12 CE Recommended	0	0.0

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.

FY12 Recommended Changes	Expenditures	WYB
FY11 Approved	1,808,250	16.0
Add: Utility support for Imagination Stage	100,000	0.0
Shift: Move an additional 40 % of personnel costs for Management and Budget Specialist to CIP	-43,210	-0.4
Shift: Move 50% of the personnel costs for Redevelopment Supervisor to CIP	-79,070	-0.5
Decrease Cost: Retirement in Division of Real Estate And Management Services	-123,000	0.0
Reduce: Redevelopment and shift to CIP	-129,880	-1.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-30,290	0.3
FY12 CE Recommended	1,502,800	14.4

BUDGET SUMMARY

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	11,583,050	9,525,910	10,174,820	9,199,490	-3.4%
Employee Benefits	4,060,845	4,131,230	4,036,510	3,150,110	-23.7%
County General Fund Personnel Costs	15,643,895	13,657,140	14,211,330	12,349,600	-9.6%
Operating Expenses	17,051,417	10,354,100	8,283,920	9,104,550	-12.1%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	32,695,312	24,011,240	22,495,250	21,454,150	-10.6%
PERSONNEL					
Full-Time	220	213	213	211	-0.9%
Part-Time	6	6	6	6	—
Workyears	167.5	150.4	150.4	148.3	-1.4%
REVENUES					
Grey Courthouse: Maintenance	0	467,000	467,000	0	—
Solicitation Fee: Non-Construction	740	0	0	0	—
Solicitation Fee: Formal On-Line	9,525	3,210	3,210	3,210	—
Solicitation Fee: Formal	18,005	8,130	8,130	8,130	—
Protest Fees	0	1,000	1,000	1,000	—
Photocopying Fees	0	100	100	100	—
Information Requests	621	600	600	600	—
County General Fund Revenues	28,891	480,040	480,040	13,040	-97.3%
PRINTING AND MAIL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	1,631,823	1,713,580	1,505,680	1,698,220	-0.9%
Employee Benefits	615,452	641,230	596,610	618,270	-3.6%
Printing and Mail Internal Service Fund Personnel Costs	2,247,275	2,354,810	2,102,290	2,316,490	-1.6%
Operating Expenses	3,303,526	3,944,280	5,056,440	5,549,820	40.7%
Debt Service Other	158,815	0	0	0	—
Capital Outlay	21,732	208,250	0	317,840	52.6%
Printing and Mail Internal Service Fund Expenditures	5,731,348	6,507,340	7,158,730	8,184,150	25.8%
PERSONNEL					
Full-Time	30	30	30	29	-3.3%
Part-Time	1	0	0	1	—
Workyears	31.4	29.3	29.3	29.8	1.7%
REVENUES					
Mail Revenues	2,102,109	2,131,740	2,131,740	2,345,690	10.0%
Print Revenues	2,070,949	3,083,270	3,083,270	3,438,840	11.5%
Investment Income	521	600	0	0	—
Other	0	0	1,140,000	1,500,000	—
Imaging/Archiving	1,000,365	1,024,590	1,024,590	1,183,080	15.5%
Printing and Mail Internal Service Fund Revenues	5,173,944	6,240,200	7,379,600	8,467,610	35.7%

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
DEPARTMENT TOTALS					
Total Expenditures	38,426,660	30,518,580	29,653,980	29,638,300	-2.9%
Total Full-Time Positions	250	243	243	240	-1.2%
Total Part-Time Positions	7	6	6	7	16.7%
Total Workyears	198.9	179.7	179.7	178.1	-0.9%
Total Revenues	5,202,835	6,720,240	7,859,640	8,480,650	26.2%

FY12 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY11 ORIGINAL APPROPRIATION	24,011,240	150.4
Changes (with service impacts)		
Add: Utility support for Imagination Stage [Administration]	100,000	0.0
Reduce: Environmental Stewardship - lapse Manager [Environmental Stewardship]	-81,610	-1.0
Reduce: Redevelopment and shift to CIP [Administration]	-129,880	-1.0
Reduce: Emergency response to non life safety tasks (OT) [Division of Facilities Management]	-154,240	-2.2
Reduce: Delay repairs: Eliminate stand by pay [Division of Facilities Management]	-186,000	0.0
Reduce: Architectural and Engineering Services [Division of Facilities Management]	-882,980	0.0
Other Adjustments (with no service impacts)		
Increase Cost: Restore Personnel Costs - Furloughs	214,820	5.9
Increase Cost: Contract CPI	196,000	0.0
Increase Cost: Printing and Mail Adjustment	6,040	0.0
Increase Cost: Help Desk - Desk Side Support	3,130	0.0
Decrease Cost: Verizon Frame Relay Replacement	-4,020	0.0
Decrease Cost: Motor Pool Rate Adjustment	-4,510	0.0
Decrease Cost: Multilingual Pay Adjustment	-19,450	0.0
Shift: Snow budget to Snow removal and Storm Cleanup NDA [Division of Facilities Management]	-24,080	0.0
Decrease Cost: Maintenance Renovation & Inspection Supervisor [Division of Facilities Management]	-26,140	-0.2
Shift: Senior Engineer Position to CIP [Division of Facilities Management]	-27,570	-0.2
Shift: 50% of Facilities Manager Position to CIP [Division of Facilities Management]	-40,800	-0.5
Decrease Cost: Verizon Point to Point T1 Replacement	-42,460	0.0
Shift: Move an additional 40 % of personnel costs for Management and Budget Specialist to CIP [Administration]	-43,210	-0.4
Decrease Cost: Retirement Adjustment	-49,150	0.0
Shift: Move 50% of the personnel costs for Redevelopment Supervisor to CIP [Administration]	-79,070	-0.5
Shift: Half of Manager II to CIP	-80,000	0.0
Shift: One IT Technician to CIP	-101,060	-1.0
Shift: Move Personnel costs to ERP for one year while assisting with the Work Order Module [Division of Facilities Management]	-103,280	-1.0
Decrease Cost: Retirement in Division of Real Estate And Management Services [Administration]	-123,000	0.0
Decrease Cost: Group Insurance Adjustment	-277,900	0.0
Decrease Cost: Public Safety Headquarters delay to May 2012 - Custodial and groundskeeping savings [Division of Facilities Management]	-596,670	0.0
FY12 RECOMMENDED:	21,454,150	148.3
PRINTING AND MAIL INTERNAL SERVICE FUND		
FY11 ORIGINAL APPROPRIATION	6,507,340	29.3
Other Adjustments (with no service impacts)		
Shift: copier contract costs [Central Duplicating, Imaging, Archiving & Mail Svcs.]	1,500,000	0.0
Increase Cost: Equipment Replacement [Central Duplicating, Imaging, Archiving & Mail Svcs.]	240,000	0.0
Increase Cost: Retiree Health Insurance Pre-Funding [Central Duplicating, Imaging, Archiving & Mail Svcs.]	119,040	0.0
Increase Cost: Restore Personnel Costs - Furloughs [Central Duplicating, Imaging, Archiving & Mail Svcs.]	28,790	1.1
Decrease Cost: Lapse Edison Park Mail Room [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-14,330	-0.6
Decrease Cost: Group Insurance Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-45,720	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY11 [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-70,300	0.0
Decrease Cost: Master Lease [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-80,670	0.0
FY12 RECOMMENDED:	8,184,150	29.8

PROGRAM SUMMARY

Program Name	FY11 Approved		FY12 Recommended	
	Expenditures	WYs	Expenditures	WYs
Office of Procurement	2,287,710	25.8	2,232,280	26.3
Office of Business Relations and Compliance	409,330	3.1	402,670	3.0
Automation	521,800	4.9	511,270	5.0
Division of Facilities Management	17,967,330	92.3	15,885,600	92.0
Environmental Stewardship	91,210	1.3	8,960	0.3
Central Duplicating, Imaging, Archiving & Mail Svcs.	6,507,340	29.3	8,184,150	29.8
Real Estate Program	925,610	7.0	910,570	7.1
Building Design and Construction	0	0.0	0	0.0
Administration	1,808,250	16.0	1,502,800	14.4
Total	30,518,580	179.7	29,638,300	178.1

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY11		FY12	
		Total\$	WYs	Total\$	WYs
COUNTY GENERAL FUND					
CIP	CIP	7,005,100	58.7	7,324,310	61.4
Fleet Management Services	Motor Pool Internal Service Fund	625,500	3.8	625,500	3.8
Liquor Control	Liquor Control	344,030	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
Total		8,189,730	63.3	8,508,940	66.0

FUTURE FISCAL IMPACTS

Title	CE REC. (S000's)						
	FY12	FY13	FY14	FY15	FY16	FY17	
This table is intended to present significant future fiscal impacts of the department's programs.							
COUNTY GENERAL FUND							
Expenditures							
FY12 Recommended	21,454	21,454	21,454	21,454	21,454	21,454	
No inflation or compensation change is included in outyear projections.							
CIP Operating Budget Impacts	0	273	257	257	257	257	
These figures represent the impacts on the Operating Budget (Maintenance, custodial, groundskeeping) of projects included in the FY11-16 Capital Improvements Program as recommended for amendment.							
Motor Pool Rate Adjustment	0	191	191	191	191	191	
Public Safety Headquarters	0	1,110	1,110	1,110	1,110	1,110	
These figures represent the annualization of impacts on the Operating Budget (maintenance, janitorial, and groundskeeping) of the Public Safety Headquarters, due to be opened in May, 2012.							
Subtotal Expenditures	21,454	23,029	23,013	23,013	23,013	23,013	
PRINTING AND MAIL INTERNAL SERVICE FUND							
Expenditures							
FY12 Recommended	8,184	8,184	8,184	8,184	8,184	8,184	
No inflation or compensation change is included in outyear projections.							
Restoration of One-Time Reductions Recommended in FY12	0	0	0	0	0	0	
Items recommended for one-time reductions in FY12, including (FILL IN ITEMS), will be restored in the outyears.							
Annualize Edison Park mail room	0	26	26	26	26	26	
When the Public Safety Headquarters at Edison Park is occupied in May of 2012, the complex will require a small mail facility.							
Master Lease Payments	0	-240	-240	-240	-560	-560	
Replacement of Printing, Mail, and Imaging Equipment per Schedule	0	4	261	-28	-106	106	
Reflects projected need for capital outlay replacement on an annual basis.							
Retiree Health Insurance Pre-Funding	0	-15	-44	-91	-94	-95	
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.							
Subtotal Expenditures	8,184	7,959	8,187	7,851	7,451	7,662	

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	420,820	0.0
FY12 CE Recommended	420,820	0.0

Interagency Technology, Policy, & Coordinating Comm.

This NDA supports the operation of the Interagency Technology, Policy, and Coordination Committee (ITPCC). The ITPCC was chartered by the Montgomery County Council to promote strategic planning and coordination in the use of information technology among County agencies. The ITPCC reports biannually to the County Council. By regularly convening the agencies' chief executive and chief information officers, the ITPCC provides an effective forum for the coordinated implementation of technology policies and guidelines. Additionally, the ITPCC facilitates interagency communication, the evaluation and sharing of new technologies, and advises policy makers on the strategic uses of technology.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	5,000	0.0
Decrease Cost: Operating Expenses	-750	0.0
FY12 CE Recommended	4,250	0.0

Judges Retirement Contributions

This NDA provides pensions for retired Judges who were on the bench prior to 1968 in the Circuit Court and the People's Court (District Court) of Montgomery County and for their surviving spouses.

The Circuit Court pension is calculated as one percent of the net supplement paid by the County to the salaries of the Circuit Court Judges as of May 31, 1968, multiplied by the number of years of active service as a Judge (up to a maximum of 20 years). The surviving spouse receives one-half of the pension to which the Judge would have been entitled. The benefits are authorized in Section 12-10 of the Montgomery County Code.

The People's Court (District Court) pension is based on the current salary of a District Court Judge. A retired Judge receives 60 percent of the current salary of a District Court Judge, while a surviving spouse receives one-half of the pension to which the Judge would have been entitled. The benefits are authorized in Article 73B, Section 63(b) of the Annotated Code of Maryland. This NDA may be increased to include a cost of living adjustment at a rate equal to that approved for District Court Judges by the General Assembly. If a cost of living adjustment is approved next fiscal year, the NDA will be adjusted as necessary by a year-end transfer.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	3,500	0.0
Decrease Cost: Adjust to Reflect Actual Expenditure Trend	-500	0.0
FY12 CE Recommended	3,000	0.0

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 80 leased facilities. The inventory of leases is constantly shifting as new leases are added and existing leases are terminated.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	20,945,540	0.0
Increase Cost: Outpatient & Addiction Services lease at 981 Rollins	1,089,120	0.0
Increase Cost: Public Safety HQ Delays	929,060	0.0
Increase Cost: State share of closed school revenues	348,990	0.0
Add: Leases: other adjustments	187,910	0.0
Add: Space Planning	50,000	0.0
Reduce: Long Branch Police Satellite lease	-88,860	0.0
Reduce: Conservation Corps lease	-133,180	0.0
FY12 CE Recommended	23,328,580	0.0

+ 2,383,040

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	A	B	D	E	F	G
1	FY 12 LEASE NDA - CE Rec					
2	Rev. 1/19/11					
3	Location/Occupant	Use	Approved	FY11 Appr.	FY12 Projected	Comments
4	8513 Piney Branch Rd	TESS Center	89,452	76,570	76,570	
5	Metropolitan CAM Charges	BCC Center Office/Day care	89,861	104,900	104,900	
6	199 E. Montgomery Ave	Sheriff's Office	192,178	98,011	0	
7	255 Rockville Pike	General Offices	3,954,598	4,385,540	4,385,540	
8	255 Rockville Pike	Treasury Division	620,683	637,230	637,230	
9	51 Monroe Street, 802	Inspector General	86,811	44,274	0	
11	Bussards Farm	Coop Extension	104,656	106,749	106,749	
15	Core Pkg - 255 Rock Pk & 51 Monroe	100 spaces	49,079	98,334	98,334	Separated from base lease
16	8435 Georgia Avenue	SS Regional SC	127,138	21,346	0	Terminated 8/31/10
17	7940 Airpark Rd.	Hangar Lease	9,186	9,370	9,370	
19	1109 Spring Street	DPWT Parking Maint.	49,429	50,418	50,418	
21	1109 Spring St. Suites 110 & 300	HHS Offices	100,185	93,310	93,310	
23	8516 Anniversary Circle	Warehouse	111,341	103,000	103,000	
25	8536 Anniversary Circle	Records Center	201,417	191,300	191,300	
26	9125 Gaither Road	Police SOD	358,593	213,360	304,800	PSHQ now assumed 5/1/12
27	9210 Corporate Blvd	Police SID	326,023	332,543	332,543	
28	15800 Crabbs Branch Way	Police Stress Reduction Unit	78,934	80,513	80,513	
29	1901 Research Blvd	DFRS Stress Management	26,348	26,875	26,875	
30	800 South Frederick Avenue	Police Internal Affairs	103,513	52,792	75,416	PSHQ now assumed 5/1/12
31	9121-B Gaither Road	Police Evidence Storage	80,723	78,821	78,821	
33	1300 Quince Orchard	ECC	1,051,838	1,072,875	1,072,875	
34	8653 Grovemont	MCFRS - SCBA	47,564	16,171	23,101	PSHQ now assumed 5/1/12
35	8663 Grovemont	MCFRS - Fire Investigation	150,823	136,572	195,103	PSHQ now assumed 5/1/12
36	15825 Shady Grove Rd	DFRS Internal Affairs	136,669	81,317	116,167	PSHQ now assumed 5/1/12
37	4848 Cordell Ave	Bethesda Shelter	182,000	185,640	199,420	
38	Page Elementary	Integrated Daycare	21,618	22,050	22,050	
39	11711 Joseph Mill Road	Viers Mill Daycare	36,122	36,844	36,844	
40	12260 McDonald Chapel Dr.	T. Marshall Daycare	49,056	50,037	50,037	
41	Glen Haven Elementary	Integrated Daycare	31,632	32,265	32,265	
42	12250 Wilkins Ave	Homeless Shelter	105,111	123,000	130,840	
43	451 Hungerford Additional Parking	Parking	18,930	19,309	19,309	
44	8630 Fenton St	Health Center	547,665	525,000	559,200	
45	1335 Piccard Dr	Health Center	653,434	666,503	653,395	lease renegotiated by JLL
47	255 N. Washington	HHS Parking	12,620	12,872	12,872	
49	7300 Calhoun Drive	Juvenile Assmt. Ctr.	1,386,723	1,391,000	1,503,670	
51	Bethesda Metro Center	DTS Antenna	12,645	12,898	12,898	

	A	B	D	E	F	G
1	FY 12 LEASE NDA - CE Rec					
2	Rev. 1/19/11					
3	Location/Occupant	Use	Approved	FY11 Appr.	FY12 Projected	Comments
53	Berkshire Towers - Lockwood Dr	DTS Antenna	23,838	24,315	24,315	
55	NRC Bldg - White Flint	DTS Antenna	41,010	41,830	41,830	
57	Kenwood CC, River Road	DTS Antenna	125,276	127,782	127,782	
59	17101 Darnestown-Germantown Rd	DTS Antenna	97,492	99,442	99,442	
61	21200 Martinsburg Rd - Mirant	DTS Antenna	74,382	75,870	75,870	
63	Riverbend Antenna - Fairfax	DTS Antenna	2,479	2,529	2,529	
65	6601 New Hampshire Ave, Takoma Pk	DTS Antenna	94,602	96,494	96,494	
69	600 E. Jefferson Street	CUPF	282,477	0	208,333	Delays in other moves - moves 5/12 after Fire Inv. Moves to PSHQ
70	12500 Ardennes	Corrections	488,201	525,000	578,500	
72	19627 Fisher Ave.	Poolesville Library	216,654	220,987	211,800	lease renegotiated by JLL for reduction
73	455 E. Gude Dr.	DSWS Storage	4,593	4,685	4,685	
74	47 State Circle, Annapolis	Legislative Affairs	63,326	66,900	66,900	
75	51 Monroe St, suite 1700	HHS Children/Youth/Family	228,117	223,500	235,440	
76	20400 Observation Drive	PS 2000 Training	190,423	113,301	161,859	PSHQ now assumed 5/1/12
77	2729 University Blvd	Wheaton Day Laborers	115,452	117,761	83,661	
78	111 Rockville Pike	DED space plus pkgng	474,387	483,875	483,875	
79	8300 Helgerman Court	Police Evidence Warehouse	163,141	166,404	166,404	
80	701-C Dover Road	MCFRS Warehouse	701,126	715,149	715,149	
81	14900 Southlawn Lane	Conservation Corps	130,567	133,178		Closing
82	11 N. Washington Street, 4th floor	HHS	228,638	271,211	366,290	
83	22610 Gateway Center	Clarksburg Interim FS	219,368	200,000	200,000	
84	8316 Helgerman Ct	Police- FARU, Red Light, Fraud	74,963	44,602	63,717	PSHQ now assumed 5/1/12
85	Connecticut Park Elementary Child Care	HHS child care in BOE space	44,096	23,000	23,000	
86	7676 New Hampshire	Youth Opportunity Center	27,560	55,500	0	HHS required new contractor to provide space
87	8505 Piney Branch Road	Police Sub/LongBranch Red	98,510	88,800	0	Police closing
88	2-1 & 2-4 Metropolitan Court	Libraries Materials Mngmnt	270,022	275,422	275,422	
89	7-1 Metropolitan Ct	Mercy Clinic	199,482	203,472	203,472	
90	8434 Helgerman	Police Speed Camera Van	79,140	55,000	55,000	
91	14935 Southlawn	MCFRS and DLC	2,138,030	2,180,791	2,180,791	
92	51 Monroe St. 3rd Floor	ERP Office	302,232	291,050	291,050	
93	8413 Ramsey	Driver's lounge and Fare Retail	101,900	115,700	115,700	
96	17 B Firstfield	MCFRS Stress Management	27,350	27,897	27,897	
98	4901-43 Nicholson Ct	Transit Small Buses	833,144	849,807	849,807	
100	23201 Stringtown Road	Clarksburg Ombudsman	8,730	8,905	8,905	
102	One Bank Street	DTS overflow from PSCC	72,580	74,032	61,693	nonappropriate in FY12; move to 1300 QO after PSHQ moves - 5/1/12
103	600 E. Jefferson St	Family Justice Center	750,000	725,300	758,090	

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	A	B	D	E	F	G
1	FY 12 LEASE NDA - CE Rec					
2	Rev. 1/19/11					
3	Location/Occupant	Use	Approved	FY11 Appr.	FY12 Projected	Comments
104	18753 N. Frederick Ave.	Board of Elections	375,000	975,420	975,420	
105	51 Monroe, Plaza	MC-311	0	255,264	255,264	
106	45 W. Watkins Mill Road	Interim 6th District Police Station	0	416,320	416,320	
107	Lakeforest Mall	Interim Gaithersburg Library	0	400,000		
108	100 Edison Park Drive	GXS sublease		4,459,897	4,552,880	
109	1110 Bonifant	SS Transit Center CIP Offices		22,400	60,000	
110	981 Rollins	OAS		90,420	1,179,539	
111	One time Payments for Operating Expenses, Taxes, Common Area Maintenance		400,000	400,000	400,000	
112	Sub Total Existing Leases		22,152,024	26,938,820	28,100,861	
113	NEW LEASES FOR FY12 -					
114	Space Planning				50,000	
115	Closed School revenues				348,990	
116	Moving & buildout expenses			100,000	100,000	
117	Subtotal New Leases for FY12			100,000	498,990	
118						
119	Total Gross Leases Budget		22,152,024	27,038,820	28,599,851	
120	LESS CHARGEBACKS:		FY09	FY11 Appr.		
121	255 Rockville Pike	Permitting Services	1,754,260	1,717,806	1,698,573	
122	255 Rockville Pike	MCFRS Code Enforcement	208,407	231,118	200,000	
123	256 Rockville Pike	DEP - WQPF		381,370	381,370	
124	255 Rockville Pike	CUPF	282,477	227,620	246,853	Delays in other moves - moves 5/12 after Fire Inv. Moves to PSHQ
125	7940 Airpark Rd.	Hangar Lease	9,186	9,370	9,370	
126	1109 Spring Street	DPWT Parking Maint.	49,429	50,418	50,418	
127	255 N. Washington	HHS Parking	12,620	12,872	12,872	
129	8653 Grovemont	MCFRS SCBA	47,564	16,171	23,101	moving to PSHQ by 5/12
130	451 Hungerford Additional Parking	Parking/HHS	18,930	19,309	19,309	
131	455 E. Gude Drive	DSWS Storage	4,593	4,685	4,685	
132	1901 Research	DFRS Stress Management	26,348	26,875	26,875	
133	8536 Anniversary Circle	DGS Ops Records Center	201,417	191,300	191,300	
135	11 N. Washington St. 4th Floor	HHS/grant funded	228,638	271,211	366,290	
136	51 Monroe St. 3rd Floor	ERP Office	302,232	291,050	291,050	
137	8413 Ramsey	Driver's lounge and Fare Retail	101,900	115,700	115,700	
139	4901-43 Nicholson Ct	Transit Small Buses	833,144	849,807	849,807	
141	14935 Southlawn	DLC portion	947,147	723,700	723,700	17k sf of this may transfer from DLC to NDA near the end of FY11

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	A	B	D	E	F	G
1	FY 12 LEASE NDA - CE Rec					
2	Rev. 1/19/11					
3	Location/Occupant	Use	Approved	FY11 Appr.	FY12 Projected	Comments
142	Lakeforest Mall	Interim Gaithersburg Library	0	400,000		
143	1110 Bonifant	SS Transit Center CIP Offices		22,400	60,000	
144	Subtotal Chargebacks		5,403,251	5,562,782	5,271,273	
145	TOTAL NET LEASES BUDGET		16,748,773	21,476,038	23,328,577	

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