

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 approved FY11 Operating Budget for the Department of General Services is \$30,518,580, a decrease of \$3,980,860 or 11.5 percent from the FY10 Approved Budget of \$34,499,440. Personnel Costs comprise 52.5 percent of the budget for 243 full-time positions and six part-time positions for 179.7 workyears. Operating Expenses and Capital Outlay account for the remaining 47.5 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. FY11 and FY12 targets assume the approved FY11 budget and FY12 funding for comparable service levels.

Measure	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Multi-Program Measures					
Customer Service: DGS Function Average ¹	2.86	3.00	3.14	3.28	3.28
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents) ²	158,558	165,184	TBD	TBD	TBD
Percent of Procurements Completed in Agreed Upon Time ³	NA	TBD	TBD	TBD	TBD

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 Projections are under construction because of pending projects scheduled to come on line FY10 and FY11.

³ Percent of procurements completed on time and County rent vs. average market rent measures are under construction.

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.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	2,463,180	27.8
Add: Manager II Position - Temporary Enterprise Resource Planning 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	22,260	-1.0
FY11 Approved	2,287,710	25.8

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 FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
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) ¹	12,078	15,000	20,000	20,000	20,000

¹ The Local Small Business Reserve Program began in January 2006.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	600,410	4.8
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
FY11 Approved	409,330	3.1

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.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	521,010	4.0
Shift: Information Technology Specialist III position from Fleet Mgmt. Svcs. to DGS - Division of Real Estate, Administration, and Management Services	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
FY11 Approved	521,800	4.9

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 FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Hours Offline for Critical Building Systems ¹	NA	TBD	TBD	TBD	TBD
Condition of Non-critical Building Systems and Aesthetics ²	NA	NA	TBD	TBD	TBD

¹ 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.

² Survey is being developed to collect data for the above measures going forward.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	21,610,900	108.8
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	265,310	-4.0
FY11 Approved	17,967,330	92.3

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.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	188,310	2.1
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
FY11 Approved	91,210	1.3

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.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	6,528,490	31.4
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
Decrease Cost: Furlough Days	-28,790	-1.1
Reduce: Mail service	-32,150	-0.5
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	5,930	0.0
FY11 Approved	6,507,340	29.3

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 FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
County Rent vs. Average Market Rent for Leased Space	NA	TBD	TBD	TBD	TBD

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	923,420	7.0
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
FY11 Approved	925,610	7.0

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 FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Percent of Projects Meeting Initial Design and Construction Costs	NA	TBD	TBD	TBD	TBD
Percent of Projects Meeting Initial Design and Construction Timeline	NA	TBD	TBD	TBD	TBD

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	0	0.0
FY11 Approved	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.

FY11 Approved Changes	Expenditures	WYs
FY10 Approved	1,663,720	13.0
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 - Division of Real Estate, Administration, and Management Services. (HR Specialist)	0	1.0
Shift: Program Manager I position moved from Fleet Mgmt. Svcs. to DGS - Division of Real Estate, Administration, and Management Services (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	-138,760	1.0
FY11 Approved	1,808,250	16.0

BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Approved FY11	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	11,137,482	10,662,560	11,444,780	9,525,910	-10.7%
Employee Benefits	3,855,596	4,237,710	4,152,650	4,131,230	-2.5%
County General Fund Personnel Costs	14,993,078	14,900,270	15,597,430	13,657,140	-8.3%
Operating Expenses	17,326,216	13,070,680	8,531,480	10,354,100	-20.8%
Capital Outlay	48,492	0	0	0	—
County General Fund Expenditures	32,367,786	27,970,950	24,128,910	24,011,240	-14.2%
PERSONNEL					
Full-Time	216	220	220	213	-3.2%
Part-Time	6	6	6	6	—
Workyears	166.7	167.5	167.5	150.4	-10.2%
REVENUES					
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	—
County General Fund Revenues	34,056	730,040	480,040	480,040	-34.2%
PRINTING AND MAIL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	1,632,145	1,783,670	1,689,790	1,713,580	-3.9%
Employee Benefits	555,712	671,900	782,280	641,230	-4.6%
Printing and Mail Internal Service Fund Personnel Costs	2,187,857	2,455,570	2,472,070	2,354,810	-4.1%
Operating Expenses	3,832,155	3,526,540	3,709,690	3,944,280	11.8%
Debt Service Other	158,815	0	0	0	—
Capital Outlay	73,610	546,380	71,730	208,250	-61.9%
Printing and Mail Internal Service Fund Expenditures	6,252,437	6,528,490	6,253,490	6,507,340	-0.3%
PERSONNEL					
Full-Time	31	30	30	30	—
Part-Time	1	1	1	0	—
Workyears	31.0	31.4	31.4	29.3	-6.7%
REVENUES					
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	1,024,590	12.4%
Printing and Mail Internal Service Fund Revenues	6,412,550	6,673,050	6,673,650	6,240,200	-6.5%
DEPARTMENT TOTALS					
Total Expenditures	38,620,223	34,499,440	30,382,400	30,518,580	-11.5%
Total Full-Time Positions	247	250	250	243	-2.8%
Total Part-Time Positions	7	7	7	6	-14.3%
Total Workyears	197.7	198.9	198.9	179.7	-9.7%
Total Revenues	6,446,606	7,403,090	7,153,690	6,720,240	-9.2%

FY11 APPROVED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY10 ORIGINAL APPROPRIATION	27,970,950	167.5
<u>Changes (with service impacts)</u>		
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 Enterprise Resource Planning 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
<u>Other Adjustments (with no service impacts)</u>		
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 - Division of Real Estate, Administration, and Management Services. (HR Specialist) [Administration]	0	1.0
Shift: Information Technology Specialist III position from Fleet Mgmt. Svcs. to DGS - Division of Real Estate, Administration, and Management Services [Automation]	0	1.0
Shift: Program Manager I position moved from Fleet Mgmt. Svcs. to DGS - Division of Real Estate, Administration, and Management Services (Contracts Manager) [Administration]	0	1.0
Technical Adj: Fix double abolishment of M2	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
Decrease Cost: Expedited Bill 16-10 - Imputed Compensation Limit	-90,410	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	-214,820	-5.9
FY11 APPROVED:	24,011,240	150.4
PRINTING AND MAIL INTERNAL SERVICE FUND		
FY10 ORIGINAL APPROPRIATION	6,528,490	31.4
<u>Changes (with service impacts)</u>		
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

	Expenditures	WYs
Add: Staff for Edison Park sub station [Central Duplicating, Imaging, Archiving & Mail Svcs.]	34,450	0.5
Reduce: Mail service [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-32,150	-0.5
Other Adjustments (with no service impacts)		
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: Expedited Bill 16-10 - Imputed Compensation Limit	-16,000	0.0
Decrease Cost: Furlough Days [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-28,790	-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
FY11 APPROVED:	6,507,340	29.3

PROGRAM SUMMARY

Program Name	FY10 Approved		FY11 Approved	
	Expenditures	WYs	Expenditures	WYs
Office of Procurement	2,463,180	27.8	2,287,710	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	17,967,330	92.3
Environmental Stewardship	188,310	2.1	91,210	1.3
Central Duplicating, Imaging, Archiving & Mail Svcs.	6,528,490	31.4	6,507,340	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	1,808,250	16.0
Total	34,499,440	198.9	30,518,580	179.7

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY10		FY11	
		Total\$	WYs	Total\$	WYs
COUNTY GENERAL FUND					
CIP	CIP	6,043,940	49.6	7,005,100	58.7
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
Total		7,106,690	53.2	8,189,740	63.3

ANNUALIZATION OF PERSONNEL COSTS AND WORKYEARS

	FY11 Approved		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
Total	31,150	0.5	62,300	1.0

