

---

# 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 FY14 Operating Budget for the Department of General Services is \$34,723,067, an increase of \$1,493,528 or 4.5 percent from the FY13 Approved Budget of \$33,229,539. Personnel Costs comprise 46.3 percent of the budget for 249 full-time positions and four part-time positions. A total of 183.08 FTEs includes these positions as well as any seasonal, temporary, and positions charged to or from other departments or funds. Operating Expenses and Capital Outlay account for the remaining 53.7 percent of the FY14 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 FY13 estimates reflect funding based on the FY13 approved budget. The FY14 and FY15 figures are performance targets based on the FY14 recommended budget and funding for comparable service levels in FY15.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***The Department of General Services received the 2012 Public Sector Chamber Partner of the Year award by the Montgomery County Chamber of Commerce (MCCC).***
- ❖ ***The Office of Procurement received the FY12 National Association of Counties Award (NACo) for the Workflow Management System as a no-cost re-engineering initiative that can be maintained in-house and reflects a responsive and accountable County government.***
- ❖ ***Continued implementation of an Electronic Records Management System to ensure that records are being managed in accordance with Federal, State, and County regulations. To date, six departments have completed a records inventory.***
- ❖ ***Increased redevelopment through support of multiple private sector projects, master plan and zoning revisions, and the creation of the \$66 million Wheaton redevelopment project.***
- ❖ ***Piloted the "Healthy Vending Machine Program" by installing the first healthy food vending machine in the Executive Office Building (EOB) to support the obesity prevention program.***
- ❖ ***Continued the paper reduction initiative by centralizing paper purchases.***

- ❖ **Increased the percentage of contract dollars awarded to Minority/Female/Disabled (MFD) at 19.33% and Local Small Business Reserve Programs (LBSRP) at 23.7% , even though the total value of contracts declined. Increased outreach and networking with vendors on both programs.**
- ❖ **Improved customer services rating according to County Stat's 2012 Internal Customer Survey.**
- ❖ **The Office of Procurement implemented several Contract Administrators forums to inform and train contract administrators on a variety of topics including Risk Management, Ethics, Contract Negotiation, Sustainable Purchasing and Procurements.**
- ❖ **Productivity Improvements**
  - **Piloted a project through an Energy Performance Contract to provide for facility improvements funded solely through energy savings.**
  - **The Office of Procurement designed a no-cost web-based workflow management system web-based solution that allows the Operations Sections to communicate and track contract lifecycle information using a customizable dashboard which displays various contract indicators.**
  - **The Transit Equipment Section (TES) within DFMS has been working to improve its on-time Preventive Maintenance (PM) performance. Due to various productivity enhancements, DFMS achieved the FTA required 80% on time mark.**

## **PROGRAM CONTACTS**

Contact Angela Dizelos of the Department of General Services at 240.777.6028 or Erika Lopez-Finn of the Office of Management and Budget at 240.777.2771 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, transparent, and fair procurement process in accordance with the County Code and the Procurement Regulations. Program staff also educates vendors about the County's procurement process and procedures.

Procurement staff also provides County departments with training, assistance and guidance of department contract administrators. Procurement works collaboratively with the Office of Business Relations and Compliance, the Office of Community Partnerships and other departments to build relationships with and provide training to local small and minority businesses and non-profit organizations 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.

Procurement staff participates with local, state, and national procurement buying associations to promote and teach continuing procurement education and learning credits; latest industry trends; latest source selection methods; and cooperative purchases. Also, staff participates and leads in recognized professional purchasing organizations at the local, state, and national levels.

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Percent of Procurements Completed in Agreed Upon Time <sup>1</sup>	78.3	79.6	75.0	75.0	78.0

<sup>1</sup> These figures represent the average for the following: Invitation For Bid - 73%; Request For Proposals - 72%; and Construction: 90% for FY11, FY12 and FY13.

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>2,322,982</b>	<b>27.30</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	461,096	-1.00
<b>FY14 CE Recommended</b>	<b>2,784,078</b>	<b>26.30</b>

Notes: Beginning in FY13 and throughout FY14, General Services is reorganizing its structure which impacts the Office of Business Relations and Compliance and Administration.

## **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 Montgomery County small businesses. The office administers the County's Living and Prevailing Wage programs as well as the Domestic Partner Benefits Law 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 Disabled Persons (MFD):** The MFD program objectives focus on ensuring that contracts awarded by Montgomery County include equitable participation by certified minority, female, or disabled-owned businesses. 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 Local Small Business Reserve Program ensures that County departments award a minimum of 20 percent of total eligible contract dollars issued for goods, services or construction to registered local small businesses. The program certifies local small businesses that meet the requirements set by Bill 03-9, assists County departments to identify contracting opportunities and solicitations appropriate for LSBRP competition, and 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 Living Wage Law program ensures that County contractors and subcontractors pay employees a "living wage" in compliance with the annually adjusted rate established by the Montgomery County Wage Requirements Law.
- **Prevailing Wage:** The Prevailing Wage program ensures that contractors and subcontractors performing construction services over \$500,000 pay prevailing wages, as established by the Maryland State Commissioner of Labor and Industry for the Montgomery County region.
- **Domestic Partner Benefits:** The Domestic Partner Benefits program ensures the County's contractors or subcontractors, as employers, provide the same benefits to an employee with a domestic partner as provided to an employee with a spouse.

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Percent of Contract Dollars Awarded to Minority/Female/Disabled owned businesses	19.0	19.0	20.0	20.0	20.0
Value of County contracts awarded to local small businesses (\$000)	47,000,000	72,500,000	55,000,000	60,000,000	60,000,000

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>405,809</b>	<b>3.20</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-19,275	0.80
<b>FY14 CE Recommended</b>	<b>386,534</b>	<b>4.00</b>

## **Automation**

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

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>511,270</b>	<b>5.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	89,988	0.00
<b>FY14 CE Recommended</b>	<b>601,258</b>	<b>5.00</b>

## **Division of Facilities Management**

The Division of Facilities Management's mission is to provide for the comprehensive planning and delivery of maintenance services and oversight of building-related operations at County facilities used by County staff and residents. Components of these programs are routine, preventive, correctional and conditional maintenance; housekeeping; grounds maintenance; recycling; building structure and envelope maintenance; electrical/mechanical systems operations and maintenance; small to mid-sized remodeling projects; snow removal, and damage repair from snow, wind, rain, and storm events; and customer service. The Energy Management Program provides technicians to monitor and maintain heating and cooling systems to ensure the most efficient use of these services. In addition, Facilities Management manages several comprehensive Capital Improvements Program (CIP) projects aimed at sustaining efficient and reliable facility operation to protect and extend the life of the County's investment in facilities and equipment.

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Condition of Non-critical Building Systems and Aesthetics <sup>1</sup>	3,700,000	4,020,310	5,367,680	6,432,410	6,432,410
Hours Offline for Critical Building Systems <sup>2</sup>	169	229.5	336	170	170

<sup>1</sup> This dollar figure represents the custodial and ground maintenance on all County properties. No cosmetic upgrades (painting, carpet, replacement, furniture/equipment replace) were completed in FY11 and FY12.

<sup>2</sup> FY13 includes 180 hours for hurricane Sandy

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>19,036,848</b>	<b>95.48</b>
Enhance: Custodial Services and Grounds Maintenance for County Facilities	500,000	0.00
Enhance: Maintenance of Judicial Center Annex	345,000	1.00
Increase Cost: Motor Pool Adjustment	254,064	0.00
Increase Cost: Substation Electrical Switchgear	70,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	147,515	0.80
<b>FY14 CE Recommended</b>	<b>20,353,427</b>	<b>97.28</b>

## **Environmental Stewardship**

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

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents)	139,689	151,615	148,754	148,746	148,746

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>8,960</b>	<b>0.30</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	92,481	0.70
<b>FY14 CE Recommended</b>	<b>101,441</b>	<b>1.00</b>

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

This program provides timely and efficient document management through: high-speed photocopying service to all County agencies; desktop and electronic publishing; high-speed color copying; bindery; digital imaging; and electronic and physical archiving of County records. This program also serves as point of contact for County printing material produced and completed by Montgomery County Public Schools (MCPS). A print shop consolidation took effect in FY00 in which all County offset printing is

provided by MCPS. This program also provides for the daily receipt, sorting, and distribution of mail deliveries from the U.S. Postal Service and inter-office mail to County agencies.

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>8,503,416</b>	<b>30.90</b>
Decrease Cost: Abolish Printing Tech Position at Stonestreet Print Shop	-56,185	-1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-106,715	-0.40
<b>FY14 CE Recommended</b>	<b>8,340,516</b>	<b>29.50</b>

Notes: Central Duplication is undergoing restructuring in response to the Paper Reduction Initiative.

## Real Estate Program

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

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
County Rent vs. Average Market Rent for Leased Space <sup>1</sup>	22.18	19.52	20.20	20.91	21.64

<sup>1</sup> In FY11 the Market Rent for space was \$29.26, per square foot. The savings on the rent paid by the County versus the Average Market Rent for leased space is \$7.08, per square foot. FY14 and FY15 include 3.5% increase.

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>931,728</b>	<b>7.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	60,247	0.00
<b>FY14 CE Recommended</b>	<b>991,975</b>	<b>7.00</b>

## Building Design and Construction

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

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Percent of Projects Meeting Initial Design and Construction Costs	84	87	93	93	93
Percent of Projects Meeting Initial Design and Construction Timeline <sup>1</sup>	53	68	74	76	78

<sup>1</sup> taking average of design and construction

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>0</b>	<b>0.00</b>
<b>FY14 CE Recommended</b>	<b>0</b>	<b>0.00</b>

Notes: This program is funded through the Capital Improvements Program budget, not the operating budget.

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

<b>Program Performance Measures</b>	<b>Actual FY11</b>	<b>Actual FY12</b>	<b>Estimated FY13</b>	<b>Target FY14</b>	<b>Target FY15</b>
Customer Service: DGS Function Average <sup>1</sup>	2.78	2.85	2.87	2.90	3.00

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

<b>FY14 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY13 Approved</b>	<b>1,508,526</b>	<b>14.40</b>
Increase Cost: Printing and Mail Adjustment	2,374	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-347,062	-1.40
<b>FY14 CE Recommended</b>	<b>1,163,838</b>	<b>13.00</b>

Notes: Beginning in FY13 and throughout FY14, General Services is reorganizing its structure which impacts Office of Business Relations and Compliance and Administration.

# BUDGET SUMMARY

	Actual FY12	Budget FY13	Estimated FY13	Recommended FY14	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	10,001,066	9,747,362	10,030,412	9,884,346	1.4%
Employee Benefits	3,692,597	3,870,881	3,995,669	3,901,345	0.8%
<b>County General Fund Personnel Costs</b>	<b>13,693,663</b>	<b>13,618,243</b>	<b>14,026,081</b>	<b>13,785,691</b>	<b>1.2%</b>
Operating Expenses	13,838,281	11,107,880	11,939,575	12,596,860	13.4%
Debt Service Other	25	0	0	0	—
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>27,531,969</b>	<b>24,726,123</b>	<b>25,965,656</b>	<b>26,382,551</b>	<b>6.7%</b>
<b>PERSONNEL</b>					
Full-Time	211	216	216	220	1.9%
Part-Time	6	6	6	3	-50.0%
FTEs	148.30	152.68	152.68	153.58	0.6%
<b>REVENUES</b>					
Clerk of the Court Business Licenses	-25	0	0	0	—
Miscellaneous Revenues	928,816	100,420	100,420	100,420	—
Other Charges/Fees	-2,177	13,040	13,040	13,040	—
<b>County General Fund Revenues</b>	<b>926,614</b>	<b>113,460</b>	<b>113,460</b>	<b>113,460</b>	—
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	646	0	0	0	—
Employee Benefits	99	0	0	0	—
<b>Grant Fund MCG Personnel Costs</b>	<b>745</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
Operating Expenses	0	0	0	0	—
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>745</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
<b>REVENUES</b>					
Federal Grants	745	0	0	0	—
<b>Grant Fund MCG Revenues</b>	<b>745</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,567,919	1,791,208	1,635,116	1,614,862	-9.8%
Employee Benefits	622,801	702,648	646,068	693,398	-1.3%
<b>Printing and Mail Internal Service Fund Personnel Costs</b>	<b>2,190,720</b>	<b>2,493,856</b>	<b>2,281,184</b>	<b>2,308,260</b>	<b>-7.4%</b>
Operating Expenses	5,505,990	5,691,720	5,853,870	5,546,876	-2.5%
Debt Service Other	79,408	0	0	0	—
Capital Outlay	0	317,840	0	485,380	52.7%
<b>Printing and Mail Internal Service Fund Expenditures</b>	<b>7,776,118</b>	<b>8,503,416</b>	<b>8,135,054</b>	<b>8,340,516</b>	<b>-1.9%</b>
<b>PERSONNEL</b>					
Full-Time	29	30	30	29	-3.3%
Part-Time	1	1	1	1	—
FTEs	29.80	30.90	30.90	29.50	-4.5%
<b>REVENUES</b>					
Imaging/Archiving Revenues	1,254,206	0	0	0	—
Investment Income	0	2,490	0	0	—
Mail Revenues	1,725,330	2,345,690	2,345,690	2,325,815	-0.8%
Miscellaneous Revenues	2,633	0	0	0	—
Print Revenues	3,314,430	3,187,805	3,187,805	3,413,156	7.1%
Other Charges/Fees	0	2,683,080	2,683,080	2,772,905	3.3%
<b>Printing and Mail Internal Service Fund Revenues</b>	<b>6,296,599</b>	<b>8,219,065</b>	<b>8,216,575</b>	<b>8,511,876</b>	<b>3.6%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>35,308,832</b>	<b>33,229,539</b>	<b>34,100,710</b>	<b>34,723,067</b>	<b>4.5%</b>
<b>Total Full-Time Positions</b>	<b>240</b>	<b>246</b>	<b>246</b>	<b>249</b>	<b>1.2%</b>
<b>Total Part-Time Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>-42.9%</b>
<b>Total FTEs</b>	<b>178.10</b>	<b>183.58</b>	<b>183.58</b>	<b>183.08</b>	<b>-0.3%</b>
<b>Total Revenues</b>	<b>7,223,958</b>	<b>8,332,525</b>	<b>8,330,035</b>	<b>8,625,336</b>	<b>3.5%</b>

## FY14 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY13 ORIGINAL APPROPRIATION</b>	<b>24,726,123</b>	<b>152.68</b>
<b><u>Changes (with service impacts)</u></b>		
Enhance: Custodial Services and Grounds Maintenance for County Facilities [Division of Facilities Management]	500,000	0.00
Enhance: Maintenance of Judicial Center Annex [Division of Facilities Management]	345,000	1.00
Enhance: Maintenance of new facilities opening in FY14	185,616	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: FY14 Compensation Adjustment	446,617	0.00
Increase Cost: Motor Pool Adjustment [Division of Facilities Management]	254,064	0.00
Replace: Personnel Costs Previously Funded Through the Tech Mod Project	235,000	0.00
Increase Cost: Increase in Contractual Costs due to CPI	167,816	0.00
Increase Cost: Retirement Adjustment	113,111	0.00
Increase Cost: Substation Electrical Switchgear [Division of Facilities Management]	70,000	0.00
Increase Cost: Other Labor Contract Costs	30,466	0.00
Increase Cost: Printing and Mail Adjustment [Administration]	2,374	0.00
Technical Adj: FTE Adjustment due to Rounding	0	-0.10
Decrease Cost: Group Insurance Adjustment	-20,567	0.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-270,901	0.00
Increase Cost: Annualization of FY13 Personnel Costs	-402,168	0.00
<b>FY14 RECOMMENDED:</b>	<b>26,382,551</b>	<b>153.58</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>		
<b>FY13 ORIGINAL APPROPRIATION</b>	<b>8,503,416</b>	<b>30.90</b>
<b><u>Changes (with service impacts)</u></b>		
Add: Replacement of Printing, Mail, and Imaging Equipment per Schedule	167,540	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: FY14 Compensation Adjustment	60,315	0.00
Increase Cost: Group Insurance Adjustment	32,843	0.00
Increase Cost: Retirement Adjustment	21,976	0.00
Increase Cost: Other Labor Contract Costs	4,123	0.00
Technical Adj: Technical Adjustment to align BASIS and Hyperion	0	-0.40
Decrease Cost: Motor Pool Adjustment	-1,614	0.00
Decrease Cost: Printing and Mail Adjustment	-9,190	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding	-36,040	0.00
Decrease Cost: Abolish Printing Tech Position at Stonestreet Print Shop [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-56,185	-1.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-56,193	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY13	-98,000	0.00
Increase Cost: Annualization of FY13 Personnel Costs	-192,475	0.00
<b>FY14 RECOMMENDED:</b>	<b>8,340,516</b>	<b>29.50</b>

## PROGRAM SUMMARY

Program Name	FY13 Approved		FY14 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Office of Procurement	2,322,982	27.30	2,784,078	26.30
Office of Business Relations and Compliance	405,809	3.20	386,534	4.00
Automation	511,270	5.00	601,258	5.00
Division of Facilities Management	19,036,848	95.48	20,353,427	97.28
Environmental Stewardship	8,960	0.30	101,441	1.00
Central Duplicating, Imaging, Archiving & Mail Svcs.	8,503,416	30.90	8,340,516	29.50
Real Estate Program	931,728	7.00	991,975	7.00
Building Design and Construction	0	0.00	0	0.00
Administration	1,508,526	14.40	1,163,838	13.00
<b>Total</b>	<b>33,229,539</b>	<b>183.58</b>	<b>34,723,067</b>	<b>183.08</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY13		FY14	
		Total\$	FTEs	Total\$	FTEs
<b>COUNTY GENERAL FUND</b>					
CIP	CIP	7,325,175	57.92	7,265,605	56.90
Fleet Management Services	Motor Pool Internal Service Fund	625,496	3.80	555,313	3.80
Liquor Control	Liquor Control	344,032	0.50	344,032	1.20
Parking District Services	Bethesda Parking District	5,010	0.10	5,268	0.05
Parking District Services	Silver Spring Parking District	5,010	0.10	5,269	0.05
Solid Waste Services	Solid Waste Disposal	0	0.00	97,670	0.60
Transit Services	Mass Transit	10,020	0.10	91,026	0.80
Utilities	County General Fund	195,060	0.00	195,060	0.00
<b>Total</b>		<b>8,509,803</b>	<b>62.52</b>	<b>8,559,243</b>	<b>63.40</b>

## FUTURE FISCAL IMPACTS

Title	CE REC.		(\$000's)			
	FY14	FY15	FY16	FY17	FY18	FY19
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY14 Recommended</b>	<b>26,383</b>	<b>26,383</b>	<b>26,383</b>	<b>26,383</b>	<b>26,383</b>	<b>26,383</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>595</b>	<b>747</b>	<b>747</b>	<b>747</b>	<b>747</b>
These figures represent the estimated cost of general wage adjustments, new service increments, and associated benefits.						
<b>Labor Contracts - Other</b>	<b>0</b>	<b>-1</b>	<b>-22</b>	<b>-22</b>	<b>-22</b>	<b>-22</b>
These figures represent other negotiated items included in the labor agreements.						
<b>Annualization of New Building Maintenance</b>	<b>0</b>	<b>1,008</b>	<b>1,008</b>	<b>1,008</b>	<b>1,008</b>	<b>1,008</b>
<b>Subtotal Expenditures</b>	<b>26,383</b>	<b>27,985</b>	<b>28,116</b>	<b>28,116</b>	<b>28,116</b>	<b>28,116</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>						
<b>Expenditures</b>						
<b>FY14 Recommended</b>	<b>8,341</b>	<b>8,341</b>	<b>8,341</b>	<b>8,341</b>	<b>8,341</b>	<b>8,341</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>80</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>
These figures represent the estimated cost of general wage adjustments, new service increments, and associated benefits.						
<b>Labor Contracts - Other</b>	<b>0</b>	<b>0</b>	<b>-3</b>	<b>-3</b>	<b>-3</b>	<b>-3</b>
These figures represent other negotiated items included in the labor agreements.						
<b>Master Lease Payments</b>	<b>0</b>	<b>0</b>	<b>-320</b>	<b>-320</b>	<b>-320</b>	<b>-320</b>
Portions of the Master Leases will expire in the outyears reducing the cost until they all expire in FY16.						
<b>Replacement of Printing, Mail, and Imaging Equipment per Schedule</b>	<b>0</b>	<b>-273</b>	<b>-351</b>	<b>-140</b>	<b>-40</b>	<b>0</b>
Reflects projected need for capital outlay replacement on an annual basis.						
<b>Retiree Health Insurance Pre-Funding</b>	<b>0</b>	<b>-6</b>	<b>-13</b>	<b>-20</b>	<b>-28</b>	<b>-40</b>
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
<b>Subtotal Expenditures</b>	<b>8,341</b>	<b>8,141</b>	<b>7,752</b>	<b>7,957</b>	<b>8,049</b>	<b>8,077</b>

