



**Committee:** GO  
**Committee Review:** Completed  
**Staff:** Naeem M. Mia, Legislative Analyst  
**Purpose:** Receive briefing and have discussion – no vote expected  
**Keywords:** #DGS #CIP

AGENDA ITEM #7  
**\*REVISED\***  
 May 11, 2022  
**Worksession**

**SUBJECT**

Department of General Services (General Fund & Print and Mail Fund) – FY23 Operating Budget

Department of General Services – FY23-28 Capital Improvements Program (CIP)

**EXPECTED ATTENDEES**

None

**FY23 COUNTY EXECUTIVE RECOMMENDATION**

General Services	FY22 Approved	FY23 CE Recommended	Change from FY22 Approved
<b>General Fund</b>	<b>\$32,919,541</b>	<b>\$33,529,842</b>	<b>\$610,301 1.9%</b>
Personnel Costs	\$14,778,205 134.73 FTEs	\$14,991,577 135.06 FTEs	\$213,372 0.33 FTEs
Operating Costs	\$18,141,336	\$18,538,265	\$396,929
<b>Print &amp; Mail Fund (ISF)</b>	<b>\$8,326,894</b>	<b>\$8,369,856</b>	<b>\$42,962 5.15%</b>
Personnel Costs	\$3,109,081 34.57 FTEs	\$3,213,966 34.57 FTEs	\$104,885 0.00 FTEs
Operating Costs	\$4,858,403	\$4,796,480	(\$61,923)
Capital Outlays	\$359,410	\$359,410	\$0
<b>Total Expenditures (All Funds)</b>	<b>\$41,246,435</b>	<b>\$41,899,698</b>	<b>\$653,263</b>

**COMMITTEE RECOMMENDATIONS**

- Approve 2-0 (Navarro not present) as recommended by Council staff, including recommendations for:
  - a. Capital Asset Management System CIP (new project);
  - b. Red Brick Courthouse Structural Repairs (acceleration);
  - c. Montgomery County Lynching Memorial (new project); and

d. State Aid for MCPS Playgrounds (new project0

- Council staff concurs with the County Executive’s recommended operating budget and capital budget

## **SUMMARY OF KEY ISSUES**

- None

### **This report contains:**

Staff Report

Pages 1-6

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**MEMORANDUM**

May 2, 2022

TO: Government Operations (GO) Committee

FROM: Naeem M. Mia, Legislative Analyst

SUBJECT: **FY23 Recommended Operating Budget – Department of General Services (DGS) (General Fund / Print & Mail Internal Service Fund)**

**FY23-26 Recommended Capital Improvements Program (CIP) – Department of General Services – County Offices & Other Improvements & Other General Government**

PURPOSE: Make Committee recommendations for Council Consideration

**Expected Participants:**

- David Dise, Director, DGS
- Jamie Cooke, Deputy Director, DGS
- Greg Ossont, Deputy Director, DGS
- Richard Taylor, Section Chief, Print Shop, DGS
- Mary Beck, CIP Manager, Office of Management and Budget (OMB)
- Rachel Silberman, Lead Fiscal and Policy Analyst, OMB
- Anita Aryeetey, Lead Fiscal and Policy Analyst, OMB

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**Council Staff Recommendation(s):**

- 1) *Approve the FY23 Recommended Operating Budget for DGS General Fund and Print & Mail Fund as requested by the County Executive;*
  - 2) *Approve the CE's recommendations for the following CIP projects: Capital Asset Management System, Red Brick Courthouse Structural Repair, Montgomery County Lynching Memorial, and State Aid for MCPS Playgrounds.*
-

**Summary of FY23 Recommended Budget:**

<b>General Services</b>	<b>FY22 Approved</b>	<b>FY23 CE Recommended</b>	<b>Change from FY22 Approved</b>
<b>General Fund</b>	<b>\$32,919,541</b>	<b>\$33,529,842</b>	<b>\$610,301 1.9%</b>
Personnel Costs	\$14,778,205 134.73 FTEs	\$14,991,577 135.06 FTEs	\$213,372 0.33 FTEs
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Capital Outlays	\$359,410	\$359,410	\$0
<b>Total Expenditures (All Funds)</b>	<b>\$41,246,435</b>	<b>\$41,899,698</b>	<b>\$653,263</b>

**Public Hearing/Testimony:**

There were no speakers or testimony related to the Department of General Services operating budget or the March and April CIP amendments during the Council’s April 2022 operating budget public hearings.

**A. Key Operating Budget and Discussion Items**

**1. Custodial Services and Trash/Hauling Contracts (General Fund) (+ \$272,436)**

Due to scheduled contractual cost increases, the CE is requesting an additional \$272,436, an increase of 3.3% over the FY22 base budget funding level of \$8.18 million.

*Council staff recommendation: Approve as requested by the County Executive.*

**2. Six Percent Increase of Non-Profit Contracts (General Fund) (+ \$58,280)**

The CE is recommending a six percent increase in the contracted amounts for inflation adjustments; the total increase for the DGS General Fund is \$58,280. The adjustment funds increases for contracts administered by DGS with various non-profit providers (including the American Film Institute, Inc., The Consortium of Silver Spring, Inc., The Roundhouse Theater, Inc.) that operate County facilities.

Council staff recommends that inflationary adjustments for non-profit provider and partners remain consistent across *all* departments. Staff notes that the HHS Committee, at its April 21, 2022 worksession for the Department of Health and Human Services (DHHS), recommended adding to the Reconciliation List two additional tranches to *increase* the inflationary adjustment to 8% and 10%.

The GO Committee may wish to recommend a similar increase for DGS (General Fund) or may wish to defer any adjustments until further consideration in mid-FY23. The table below provides the estimated additional impact to the FY23 General Fund when compared to the base FY22 Approved budget.

<b>Non-Profit Providers (General Fund)</b>				
	<u>CE Recommended</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
% Increase:	6.00%	3.00%	8.00%	10.00%
Additional vs. FY22:	\$ 58,280	\$ 29,140	\$ 70,710	\$ 97,150

***Council staff recommendation: Discuss option for additional tranches.***

**3. Technical Adjustments (General Fund) (+ \$279,585)**

DGS’s FY23 recommended budget also includes several technical and personnel adjustments to reflect updated personnel costs from the approved FY22 and proposed FY23 compensation agreements, retirement adjustments, reduced chargebacks to other departments, and print and mail chargebacks.

***Council staff recommendation: Approve as requested by the County Executive.***

**4. Technical Adjustments (Print & Mail Fund) (+ \$42,962)**

Similarly, the Print and Mail Fund also includes a number of technical and personnel adjustments to reflect updated personnel costs from the approved FY22 and proposed FY23 compensation agreements, retirement adjustments, reduced chargebacks to other departments, and print and mail chargebacks.

There are no other changes to the Print & Mail Fund.

***Council staff recommendation: Approve as requested by the County Executive.***

**B. March and April CIP Amendments**

The County Executive transmitted several CIP amendments (including new projects) in March and April 2022 to be administered by DGS under the General Government CIP subcategory, including:

**1. NEW PROJECT: Capital Asset Management System (\$1,000,000, Current Revenue: General) (COUNTY OFFICES AND OTHER IMPROVEMENTS)**

	<u>6-Year</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
FY23-28, Recommended	1,000	-	-	1,000	-	-	-	-	-
FY21-26, Approved	-	-	-	-	-	-	-	-	-
Difference	1,000	-	-	1,000	-	-	-	-	-

*Source of Funds: Current Revenue: General*

The CE is recommending \$1,000,000 of current revenue to fund the implementation of a new IT system to track, monitor, and provide long-range planning for the maintenance and/or replacement of the County's capital stock in a timely and cost-effective manner. The Department of General Services (DGS) has previously completed an inventory and condition assessment of the County's critical facilities.

The Capital Asset Management System (CAMS) will house the asset inventory information and will link to the work order system to update the status of the County's asset inventory. Users can automatically track and schedule maintenance activities, allowing them to operate proactively while reducing downtime and increasing operational efficiency. The CAMS will also streamline work orders and provide critical information on facility and asset management for decision making.

The County's building portfolio consists of over 400 facilities of varying sizes, functions, complexity, and age. This has resulted in significant difficulties in providing timely maintenance and repair, often resulting in unplanned expenses and operational challenges for departments, customers, and the public. Currently, the County does not have a system that provides for adequate tracking of work orders, with information limited to the building level. This in turn affects DGS' ability to adequately plan maintenance schedules, track expenditures and equipment life expectancy.

The magnitude of the County's facilities portfolio warrants improvements on its work order management system. The integrated asset management system will produce a listing of the top priority CIP infrastructure asset replacement needs and allow for evidenced-based decision-making.

Current long-term data collection, forecasting and planning functions are limited; while DGS possesses significant data on various infrastructures systems, such data has yet to be analyzed to provide significant aide in long-term decision-making. DGS has previously requested funding to acquire this system in prior budget cycles. The recommended PDF is found on circle 11.

***Council staff recommendation: Approve as requested by the County Executive.***

**2. ACCELERATION: Red Brick Courthouse Structural Repairs (COUNTY OFFICES AND OTHER IMPROVEMENTS)**

	<u>6-Year</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
FY23-28, Recommended	10,023	-	-	1,058	3,032	5,933	-	-	-
FY21-26, Approved	10,027	-	-	-	1,062	3,032	5,933	-	-
Difference	(4)	-	-	1,058	1,970	2,901	(5,933)	-	-

Source of Funds: GO Bonds

The CE is recommending acceleration of funding by two years in order to complete the renovations and commemorate the County’s 250<sup>th</sup> anniversary in 2026. Significant renovation work to the exterior of this historic structure is now expected to begin in FY24 (vs. FY26 in the previously approved CIP).

**Council staff recommendation: Approve as requested by the County Executive.**

**3. NEW PROJECT: Montgomery County Lynching Memorial (\$50,000; Current Revenue: General) (OTHER GENERAL GOVERNMENT)**

	<u>6-Year</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
FY23-28, Recommended	50	-	-	50	-	-	-	-	-
FY21-26, Approved	-	-	-	-	-	-	-	-	-
Difference	50	-	-	50	-	-	-	-	-

Source of Funds: Current Revenue: General

At its March 29, 2022 CIP worksession on the General Government CIP subcategory, the Council straw-voted to approve funding a new CIP project to identify locations and plan for the installation of a memorial (to be provided by the Equal Justice Initiative, or EJI) on County property, including potentially the Council Office Building (COB). The memorial recognizes the history of lynching within the County.

The CE, in his March 15<sup>th</sup> operating budget, had originally recommended \$50,000 of funding for this purpose in the Office of Racial Equality and Social Justice (ORESJ). Following the Council’s straw vote on March 29, the CE has transmitted April budget amendments to reflect the shift of \$50,000 (current revenue) from ORESJ to this new CIP project. The recommended PDF is found on circle 12.

**Council staff recommendation: Approve as requested by the County Executive and County Council.**

**4. NEW PROJECT: State Aid for MCPS Playgrounds (\$1,350,000; State Aid) (OTHER GENERAL GOVERNMENT)**

	<u>6-Year</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
FY23-28, Recommended	1,350	-	-	1,350	-	-	-	-	-
FY21-26, Approved	-	-	-	-	-	-	-	-	-
Difference	1,350	-	-	1,350	-	-	-	-	-

Source of Funds: State Aid

During the recent 2022 state budget process, the state legislature approved \$1.35M of state aid in FY23 to fund playground replacements at nine (9) specific elementary schools. Administration of the funding is assigned to DGS but the selection, ordering, and installation of the playground equipment will remain MCPS' responsibility.

An additional \$1.35M of state aid may be available in FY24 depending on next year's state budget deliberations.

***Council staff recommendation: Approve as requested by the County Executive.***

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**This report contains:**

	<b><u>Circle Page #</u></b>
1. FY23 Publication Pages – DGS	©1-10
2. PDF - Capital Asset Management System	©11
3. PDF – Montgomery County Lynching Memorial	©12
4. PDF - State Aid for MCPS Playgrounds	©13
5. PDF - Red Brick Courthouse Structural Repairs	©14-15





# General Services

## RECOMMENDED FY23 BUDGET

\$41,899,698

## FULL TIME EQUIVALENTS

169.63

DAVID DISE, DIRECTOR

## MISSION STATEMENT

The Department of General Services (DGS) 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.

## BUDGET OVERVIEW

The total recommended FY23 Operating Budget for the Department of General Services is \$41,899,698, an increase of \$653,263 or 1.58 percent from the FY22 Approved Budget of \$41,246,435. Personnel Costs comprise 43.45 percent of the budget for 235 full-time position(s) and one part-time position(s), and a total of 169.63 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 56.55 percent of the FY23 budget.

As part of the County's response to the COVID-19 pandemic, the Department of General Services was tasked with managing the procurement and distribution of masks and other protective equipment, enhanced cleaning and sanitation services, and other supplies and services necessary to address the public health emergency. Increased operating expenditures related to these activities in FY21 and FY22 are reflected in the Budget Summary section of this publication.

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

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- A Greener County**
- Effective, Sustainable Government**
- A Growing Economy**

## INITIATIVES

- Provide funds through the capital budget to implement a capital asset management system to track, monitor, and provide long-range planning for the maintenance and/or replacement of the County's capital assets. This promotes more effective and

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efficient preventative maintenance and more timely replacement of building systems that have reached the end of useful life.

## Employee Input

- ★ DGS's County Space Strategy will reduce the leased space footprint, relocate County staff and programs to owned space, promote efficiencies by consolidating staff and programs, and reduce the energy footprint. Immediate efforts include an inventory of existing lease space, identifying portions of the leased portfolio that should not be renewed, and developing an exit strategy. Work will include expanded telework and activating underutilized assets by employing new space use strategies such as shared workspaces and hoteling where appropriate.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Completed an inventory of major capital assets and performed preventative maintenance, repair, and groundskeeping for 435 County-owned and County-leased facilities.
- ★ Salted, sanded, plowed and removed snow for 8.0 million square feet of parking lots, and over 83 miles of sidewalks during the snow season.
- ★ Continue to install energy reduction measures and improved air filtration systems in all County facilities.
- ★ Energy efficiency and climate related work includes developing a Combined Heat & Power plant with the MLK Jr Swim Center renovation; completing 20 LED lighting projects; expanding public electric vehicle charging stations to all County facilities; expanding a Monitoring Based Pilot to reduce energy consumption by 3 million kWh annually; and complete Scotland Neighborhood Center "Resiliency Hub" and solar installation. This model will expand to six more neighborhood centers to create "Hubs" throughout the County with an equity-focused distribution.
- ★ Produced building signage for all County facilities concerning COVID-related access requirements and protocols and managed all logistics to distribute COVID testing kits to distribution centers throughout the County.
- ★ Advanced work on public-private partnerships and other projects including childcare at the former Silver Spring Library, converting the former Recreation headquarters property to an affordable housing development through a public-private partnership, redevelopment of the former Public Safety Training Academy, locating a site for the Wheaton Arts and Cultural Facility, evaluating properties for future transitional housing development, and relocation of the Montgomery County Public School Shady Grove Bus Depot.
- ★ Managed the use of leased space to optimize the County's leasing footprint, increase utilization rates, and consolidate and terminate leased spaces to minimize costs and respond to evolving telecommuting trends.

## PROGRAM CONTACTS

Contact Angela Dizelos of the Department of General Services at 240.777.6028 or Rachel Silberman of the Office of Management and Budget at 240.777.2770 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Recommended Budget and funding for comparable service levels in FY24.

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## PROGRAM DESCRIPTIONS

### Administration

The Administration program provides services in three key areas: 1) The Director's Office provides overall leadership for the Department including policy development, strategic planning, emergency preparedness and operations, accountability, service integration, performance measures, and customer service; 2) The Office of Planning and Development in the Director's Office supports the County Executive's redevelopment and other key strategic capital initiatives; 3) The Division of Central Services provides oversight and direction for the preparation and monitoring of the Operating and Capital Improvements Program (CIP) budgets for the Department; payment processing; management and administration of information technology; oversight of all personnel activities; and oversight and management for compliance with the Americans with Disabilities Act (ADA), and increasing access to County facilities for residents and employees with disabilities. The Division of Central Services also handles administration of the day-to-day operations of the Department including direct service delivery, training, and oversight of procurements and contract management for the Department.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>3,544,343</b>	<b>16.03</b>
Increase Cost: Six Percent Inflationary Increase to Non-Profit Service Provider Contracts	58,280	0.00
Re-align: Personnel Cost Transfer	0	0.83
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(49,289)	0.00
<b>FY23 Recommended</b>	<b>3,553,334</b>	<b>16.86</b>

### Building Design and Construction

This program provides for the overall management of the Department's Capital Improvements Program (CIP) for facilities. This program includes the comprehensive, timely, economic, and environmentally efficient planning, design, 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. Each County project includes an array of sustainable features to reduce the impact of the facility on the environment and lifecycle costs. These features are derived from an integrated design process that evaluates each measure, such as energy efficiency, onsite renewables environmental site design, and enhanced monitoring, collectively reducing utility and other costs. The planning and design of facilities follows best practices in project design and construction estimating and the timely delivery of facilities based on project schedules in the County CIP. This program is fully charged to the CIP.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>0</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>0</b>	<b>0.00</b>

### Central Duplicating, Imaging, Archiving, & Mail Services

This is an Internal Service fund program that provides timely and efficient document management to County Government through

high-speed digital printing services, graphic design, electronic publishing, high-speed color digital printing, full-service bindery, large format and banner printing, digital imaging, electronic and physical archiving of County records. The program administers and manages the countywide paper and multi-functional printer contracts, as well as a full-service mail operation that processes and scans all classes of incoming/interoffice mail. Mail operations also processes outgoing mail to the U.S. Postal Service and delivers mail/partial packages to all County departments and agencies.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of printing orders completed <sup>1</sup>	6,917	5,090	5,090	5,090	5,090
Print/Mail/Archives: Internal customer survey satisfaction rating (scale of 1-4)	3.35	3.49	3.49	3.49	3.49
Print/Mail/Archives: Internal customer survey responsiveness rating (scale of 1-4)	3.31	3.49	3.49	3.49	3.49

<sup>1</sup> The Digital Storefront (DSF) records one requisition. However, a customer may have multiple requests within the requisition.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>8,326,894</b>	<b>34.57</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	42,962	0.00
<b>FY23 Recommended</b>	<b>8,369,856</b>	<b>34.57</b>

## Energy and Sustainability

The Energy and Sustainability (ES) program is responsible for facilitating comprehensive energy and sustainability strategies across County operations. It leads the County's green government programs which crosscuts County Departments and DGS Divisions. Specifically, ES supports, implements, or facilitates programs to improve energy efficiency, expand clean energy use, promote sustainable sites, enable clean transportation, encourage environmentally preferable purchasing, and foster resource saving behaviors by County employees. These initiatives foster collaboration, leadership, innovation, and performance measurement to ensure the County delivers the highest quality services at the lowest environmental impact.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Amount of grants and incentives received for Energy and Sustainability initiatives (in dollars)	3,959,710	1,895,581	795,290	636,232	508,986
Utility savings delivered by Energy and Sustainability initiatives (in dollars)	1,872,812	1,846,856	1,203,369	890,171	1,478,660
Reduction in greenhouse gas emissions delivered by Energy and Sustainability initiatives (metric tons of carbon dioxide equivalent)	17,374	5,943	5,289	4,550	7,405
County facility, fleet, and streetlight greenhouse gas emissions (metric tons of carbon dioxide equivalent)	114,685	107,740	101,469	95,957	87,609

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>808,409</b>	<b>5.00</b>
Re-align: Personnel Cost Transfer	0	(0.50)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	17,005	0.00
<b>FY23 Recommended</b>	<b>825,414</b>	<b>4.50</b>

## Facilities Management

The Division of Facilities Management's mission is to provide 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, and corrective maintenance;
- custodial and housekeeping, grounds maintenance, recycling, and trash removal services;
- building structure and building envelope maintenance;
- engineering support services and various project management services;
- electrical/mechanical systems operations and maintenance;
- small to mid-sized building remodeling projects;
- snow removal and storm damage repair from snow, wind, rain, and storm events; and
- internal customer services.

Through Building Automation Systems (BAS), technicians implement an energy management program to monitor and maintain heating and cooling systems, ensuring the most efficient use of these services.

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

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Condition of non-critical building systems and aesthetics: Dollars of custodial and ground maintenance on all County properties (\$000) <sup>1</sup>	\$7,438	\$7,597	\$7,908	\$7,908	\$7,908
Average percent of work orders completed in quarter	76.4%	71.2%	85%	85%	85%
Facilities Maintenance: Internal customer survey satisfaction rating (scale of 1-4)	2.80	3.15	3.15	3.15	3.15

<sup>1</sup> Dollars reflect budget numbers.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>27,628,547</b>	<b>106.70</b>
Increase Cost: Custodial Services and Trash/Hauling Contracts	272,436	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.	326,360	0.00
<b>FY23 Recommended</b>	<b>28,227,343</b>	<b>106.70</b>

## Real Estate Program

This program provides for leasing, site acquisition/disposition, space management, and site evaluation. The leasing function recommends, plans, coordinates, implements, and administers the leasing of real property for both revenue and expense leases, including closed school facilities, at the best economic and operational value to the County. Site acquisition 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 FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of square feet of leased space managed	926,754	816,008	926,549	948,057	948,057
Average amount Montgomery County pays in rent (in dollars per square foot)	\$31.90	\$30.43	\$31.34	\$32.28	\$33.25

General Services

General Government 32-5  
(5)

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Leased Space Needs: Internal customer survey responsiveness rating (scale of 1-4)	3.17	3.33	3.33	3.33	3.33
Leased Space Needs: Internal customer survey satisfaction rating (scale of 1-4)	3.10	3.32	3.32	3.32	3.32

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>938,242</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.	(14,491)	0.00
<b>FY23 Recommended</b>	<b>923,751</b>	<b>7.00</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	11,908,613	11,305,481	12,326,177	11,648,690	3.0 %
Employee Benefits	3,561,342	3,472,724	3,493,785	3,342,887	-3.7 %
<b>County General Fund Personnel Costs</b>	<b>15,469,955</b>	<b>14,778,205</b>	<b>15,819,962</b>	<b>14,991,577</b>	<b>1.4 %</b>
Operating Expenses	69,095,976	18,141,336	19,580,863	18,538,265	2.2 %
Capital Outlay	47,265	0	0	0	—
<b>County General Fund Expenditures</b>	<b>84,613,196</b>	<b>32,919,541</b>	<b>35,400,825</b>	<b>33,529,842</b>	<b>1.9 %</b>
<b>PERSONNEL</b>					
Full-Time	198	200	200	201	0.5 %
Part-Time	1	1	1	1	—
FTEs	134.73	134.73	134.73	135.06	0.2 %
<b>REVENUES</b>					
FEMA Reimbursement	31,002,801	0	4,181,981	0	—
Miscellaneous Revenues	153,334	80,000	80,000	60,000	-25.0 %
<b>County General Fund Revenues</b>	<b>31,156,135</b>	<b>80,000</b>	<b>4,261,981</b>	<b>60,000</b>	<b>-25.0 %</b>

## PRINTING & MAIL INTERNAL SERVICE FUND

<b>EXPENDITURES</b>					
Salaries and Wages	2,249,215	2,324,931	2,301,474	2,423,227	4.2 %
Employee Benefits	738,468	784,150	779,414	790,739	0.8 %
<b>Printing &amp; Mail Internal Service Fund Personnel Costs</b>	<b>2,987,683</b>	<b>3,109,081</b>	<b>3,080,888</b>	<b>3,213,966</b>	<b>3.4 %</b>
Operating Expenses	4,874,699	4,858,403	4,836,596	4,796,480	-1.3 %
Capital Outlay	26,853	359,410	359,410	359,410	—
<b>Printing &amp; Mail Internal Service Fund Expenditures</b>	<b>7,889,235</b>	<b>8,326,894</b>	<b>8,276,894</b>	<b>8,369,856</b>	<b>0.5 %</b>
<b>PERSONNEL</b>					
Full-Time	34	34	34	34	—
Part-Time	0	0	0	0	—
FTEs	34.57	34.57	34.57	34.57	—

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
<b>REVENUES</b>					
Imaging/Archiving Revenues	1,540,186	1,584,603	1,584,603	1,599,725	1.0 %
Investment Income	1,829	7,804	1,620	9,670	23.9 %
Mail Revenues	2,316,562	2,226,593	2,226,593	2,296,374	3.1 %
Other Charges/Fees	2,014,864	1,869,320	1,869,320	1,869,320	—
Print Revenues	1,586,263	2,478,951	2,478,951	2,632,335	6.2 %
<b>Printing &amp; Mail Internal Service Fund Revenues</b>	<b>7,459,704</b>	<b>8,167,271</b>	<b>8,161,087</b>	<b>8,407,424</b>	<b>2.9 %</b>

### GRANT FUND - MCG

#### EXPENDITURES

Salaries and Wages	576,821	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Grant Fund - MCG Personnel Costs</b>	<b>576,821</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	(7,782,893)	0	0	0	—
<b>Grant Fund - MCG Expenditures</b>	<b>(7,206,072)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

#### PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—

#### REVENUES

Federal Grants	(7,206,072)	0	0	0	—
<b>Grant Fund - MCG Revenues</b>	<b>(7,206,072)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

### DEPARTMENT TOTALS

<b>Total Expenditures</b>	<b>85,296,359</b>	<b>41,246,435</b>	<b>43,677,719</b>	<b>41,899,698</b>	<b>1.6 %</b>
<b>Total Full-Time Positions</b>	<b>232</b>	<b>234</b>	<b>234</b>	<b>235</b>	<b>0.4 %</b>
<b>Total Part-Time Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>—</b>
<b>Total FTEs</b>	<b>169.30</b>	<b>169.30</b>	<b>169.30</b>	<b>169.63</b>	<b>0.2 %</b>
<b>Total Revenues</b>	<b>31,409,767</b>	<b>8,247,271</b>	<b>12,423,068</b>	<b>8,467,424</b>	<b>2.7 %</b>

## FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY22 ORIGINAL APPROPRIATION</b>	<b>32,919,541</b>	<b>134.73</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Custodial Services and Trash/Hauling Contracts [Facilities Management]	272,436	0.00
Increase Cost: Annualization of FY22 Compensation Increases	266,808	0.00
Increase Cost: FY23 Compensation Adjustment	213,527	0.00

## FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: Motor Pool Adjustment	61,390	0.00
Increase Cost: Six Percent Inflationary Increase to Non-Profit Service Provider Contracts [Administration]	58,280	0.00
Increase Cost: Printing and Mail Adjustment	4,823	0.00
Re-align: Personnel Cost Transfer [Administration]	0	0.83
Re-align: Personnel Cost Transfer [Energy and Sustainability]	0	(0.50)
Decrease Cost: Retirement Adjustment	(266,963)	0.00
<b>FY23 RECOMMENDED</b>	<b>33,529,842</b>	<b>135.06</b>

### PRINTING & MAIL INTERNAL SERVICE FUND

	FY22 ORIGINAL APPROPRIATION	8,326,894	34.57
<b><u>Other Adjustments (with no service impacts)</u></b>			
Increase Cost: Annualization of FY22 Compensation Increases	70,544		0.00
Increase Cost: FY23 Compensation Adjustment	58,944		0.00
Increase Cost: Printing and Mail Adjustment	600		0.00
Decrease Cost: Motor Pool Adjustment	(20,893)		0.00
Decrease Cost: Retirement Adjustment	(24,603)		0.00
Decrease Cost: OPEB Adjustment	(41,630)		0.00
<b>FY23 RECOMMENDED</b>	<b>8,369,856</b>		<b>34.57</b>

## PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 REC Expenditures	FY23 REC FTEs
Administration	3,544,343	16.03	3,553,334	16.86
Building Design and Construction	0	0.00	0	0.00
Central Duplicating, Imaging, Archiving, & Mail Services	8,326,894	34.57	8,369,856	34.57
Energy and Sustainability	808,409	5.00	825,414	4.50
Facilities Management	27,628,547	106.70	28,227,343	106.70
Real Estate Program	938,242	7.00	923,751	7.00
<b>Total</b>	<b>41,246,435</b>	<b>169.30</b>	<b>41,899,698</b>	<b>169.63</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
<b>COUNTY GENERAL FUND</b>					
Recycling and Resource Management	Solid Waste Disposal	72,033	0.10	73,972	0.30
Alcohol Beverage Services	Liquor	602,077	1.20	779,642	2.40



## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
CIP	Capital Fund	8,344,014	56.65	8,381,039	56.32
Administration and Support	General Fund	749,029	3.50	749,029	3.50
<b>Total</b>		<b>9,767,153</b>	<b>61.45</b>	<b>9,983,682</b>	<b>62.52</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY23 Recommended</b>	<b>33,530</b>	<b>33,530</b>	<b>33,530</b>	<b>33,530</b>	<b>33,530</b>	<b>33,530</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>656</b>	<b>656</b>	<b>656</b>	<b>656</b>	<b>656</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>33,530</b>	<b>34,186</b>	<b>34,186</b>	<b>34,186</b>	<b>34,186</b>	<b>34,186</b>
<b>PRINTING &amp; MAIL INTERNAL SERVICE FUND</b>						
<b>EXPENDITURES</b>						
<b>FY23 Recommended</b>	<b>8,370</b>	<b>8,370</b>	<b>8,370</b>	<b>8,370</b>	<b>8,370</b>	<b>8,370</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>8,370</b>	<b>8,546</b>	<b>8,546</b>	<b>8,546</b>	<b>8,546</b>	<b>8,546</b>

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# Capital Asset Management System (P362307)

<b>Category</b>	General Government	<b>Date Last Modified</b>	03/12/22
<b>SubCategory</b>	County Offices and Other Improvements	<b>Administering Agency</b>	General Services
<b>Planning Area</b>	Countywide	<b>Status</b>	Planning Stage

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
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### EXPENDITURE SCHEDULE (\$000s)

Other	1,000	-	-	1,000	1,000	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,000</b>	-	-	<b>1,000</b>	<b>1,000</b>	-	-	-	-	-

### FUNDING SCHEDULE (\$000s)

Current Revenue: General	1,000	-	-	1,000	1,000	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>1,000</b>	-	-	<b>1,000</b>	<b>1,000</b>	-	-	-	-	-

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	1,000	Year First Appropriation	FY23
Appropriation FY 24 Request	-	Last FY's Cost Estimate	-
Cumulative Appropriation	-		
Expenditure / Encumbrances	-		
Unencumbered Balance	-		

### PROJECT DESCRIPTION

This project provides for the implementation of a capital asset management system to track, monitor, and provide long-range planning for the maintenance and/or replacement of the County's capital stock in a timely and cost-effective manner. The Department of General Services (DGS), has completed an inventory and condition assessment of the County's critical facilities. The Capital Asset Management System will house the asset inventory information and will link to the work order system to update the status of the County's asset inventory. Users can automatically track and schedule maintenance activities, allowing them to operate proactively while reducing downtime and increasing operational efficiency. The Capital Asset Management System will streamline work orders, and provide critical information on facility and asset management for decision making.

### ESTIMATED SCHEDULE

Project implementation will take place in FY23.

### PROJECT JUSTIFICATION

The County's building portfolio consists of over 400 facilities of varying sizes, functions, complexity, and age. This has resulted in significant difficulties in providing timely maintenance and repair, often resulting in unplanned expenses and operational challenges for departments, customers, and the public. Currently, the County does not have a system that provides for adequate tracking of work orders, with information limited to the building level. This in turn affects DGS' ability to adequately plan maintenance schedules, track expenditures and equipment life expectancy. The magnitude of the County's facilities portfolio warrants improvements on its work order management system. The integrated asset management system will produce a listing of the top priority CIP infrastructure asset replacement needs and allow for evidenced-based decision-making.

### COORDINATION

Department of General Services, Department of Finance, Department of Technology and Enterprise Business Solutions.



# Montgomery County Lynching Memorial (P362308)

<b>Category</b>	General Government	<b>Date Last Modified</b>	04/14/22
<b>SubCategory</b>	Other General Government	<b>Administering Agency</b>	General Services
<b>Planning Area</b>	Rockville	<b>Status</b>	Planning Stage

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
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### EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	50	-	-	50	50	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>50</b>	-	-	<b>50</b>	<b>50</b>	-	-	-	-	-

### FUNDING SCHEDULE (\$000s)

Current Revenue: General	50	-	-	50	50	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>50</b>	-	-	<b>50</b>	<b>50</b>	-	-	-	-	-

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	50	Year First Appropriation	
Appropriation FY 24 Request	-	Last FY's Cost Estimate	-
Cumulative Appropriation	-		
Expenditure / Encumbrances	-		
Unencumbered Balance	-		

### PROJECT DESCRIPTION

This project provides funding for identifying and preparing a site for the installation of a memorial in remembrance of the known victims of lynching in Montgomery County.

### LOCATION

At a County facility to be determined.

### PROJECT JUSTIFICATION

Established in 2018, the Montgomery County Remembrance and Reconciliation Commission's goal is to build a community dialogue about our racial history, and how to promote reconciliation, peace, and justice. Part of the Commission's work plan is to partner with the Alabama-based Equal Justice Initiative (EJI) and other stakeholders to help our County claim and install a monument commemorating the three Montgomery County locations where lynchings have been documented. While EJI manufactures and ships the County's memorial, additional expenses, including planning and installation of the memorial, identifying the land, and constructing the site around it, are local responsibilities that will be funded through this project.

### COORDINATION

The Office of Human Rights, Office of Racial Equity, Department of General Services, and Equal Justice Initiative.



# State Aid for MCPS Playgrounds (P362309)

<b>Category</b>	General Government	<b>Date Last Modified</b>	04/18/22
<b>SubCategory</b>	Other General Government	<b>Administering Agency</b>	General Services
<b>Planning Area</b>	Countywide	<b>Status</b>	Planning Stage

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
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### EXPENDITURE SCHEDULE (\$000s)

Construction	1,350	-	-	1,350	1,350	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,350</b>	-	-	<b>1,350</b>	<b>1,350</b>	-	-	-	-	-

### FUNDING SCHEDULE (\$000s)

State Aid	1,350	-	-	1,350	1,350	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>1,350</b>	-	-	<b>1,350</b>	<b>1,350</b>	-	-	-	-	-

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	1,350	Year First Appropriation	
Appropriation FY 24 Request	-	Last FY's Cost Estimate	-
Cumulative Appropriation	-		
Expenditure / Encumbrances	-		
Unencumbered Balance	-		

### PROJECT DESCRIPTION

State budget legislation has directed funding to Montgomery County Government to fund Maryland County Public School playgrounds throughout the County. FY23 State Aid will be used for playgrounds at the following elementary schools: Burning Tree, Burtonsville, Gaithersburg, JoAnn Leleck, Kemp Mill, New Hampshire Estates, Ronald McNair, Sargent Shriver, and Stedwick Elementary Schools.

### FISCAL NOTE

The State legislature has also pre-authorized FY24 funding of \$1,350,000 for this purpose.

### DISCLOSURES

The County Executive asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

### COORDINATION

Department of General Services, Montgomery County Public Schools.



# Red Brick Courthouse Structural Repairs (P500727)

<b>Category</b>	General Government	<b>Date Last Modified</b>	04/15/22
<b>SubCategory</b>	County Offices and Other Improvements	<b>Administering Agency</b>	General Services
<b>Planning Area</b>	Rockville	<b>Status</b>	Final Design Stage

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
<b>EXPENDITURE SCHEDULE (\$000s)</b>											
Planning, Design and Supervision	2,954	294	-	2,660	1,058	845	757	-	-	-	-
Site Improvements and Utilities	428	-	-	428	-	143	285	-	-	-	-
Construction	7,230	295	-	6,935	-	2,044	4,891	-	-	-	-
Other	1	1	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>10,613</b>	<b>590</b>	<b>-</b>	<b>10,023</b>	<b>1,058</b>	<b>3,032</b>	<b>5,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>FUNDING SCHEDULE (\$000s)</b>											
G.O. Bonds	10,613	590	-	10,023	1,058	3,032	5,933	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>10,613</b>	<b>590</b>	<b>-</b>	<b>10,023</b>	<b>1,058</b>	<b>3,032</b>	<b>5,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>APPROPRIATION AND EXPENDITURE DATA (\$000s)</b>			
Appropriation FY 23 Request	10,023	Year First Appropriation	FY07
Appropriation FY 24 Request	-	Last FY's Cost Estimate	10,613
Cumulative Appropriation	590		
Expenditure / Encumbrances	590		
Unencumbered Balance	-		

## PROJECT DESCRIPTION

Phase I of this project provided for the rehabilitation of the flooring system in the Red Brick Courthouse at 29 Courthouse Square in Rockville. The structural integrity of the flooring system was weakened by modifications made over the years to accommodate various electrical, mechanical, and plumbing systems. Phase II will provide for a limited historic rehabilitation of the Courthouse and preserve the building exterior. Work will include the replacement of Life Safety systems, modifications to make the facility compliant with the requirements for the Americans with Disabilities Act (ADA), repair for moisture infiltration issues, and repair and replacement of the building exterior, masonry, copper fittings, and roofing. All work will be performed in compliance with requirements and oversight of the Maryland Historical Society and per existing County regulation and easements.

## LOCATION

29 Courthouse Square Rockville, Maryland 20850.

## ESTIMATED SCHEDULE

Construction will begin in FY24 and be completed in FY25 prior to the 250th anniversary of Montgomery County.

## PROJECT JUSTIFICATION

For Phase I, a structural engineer determined that some areas of the terra cotta arch and beam flooring system have been compromised by modifications that have been made for various electrical, mechanical, and plumbing systems. Access to certain areas on the first and second floors will be restricted until the problem is resolved. Phase II is the historic renovation of the building, which dates back to the 1800's. In 1995, the Courthouse had a small renovation to upgrade the HVAC and to provide an elevator. Currently, the slate roofing is deteriorating, as is the copper metal roofing on the steeple (both of which have reached the end of service life). The masonry joints need to be tuck-pointed on the exterior walls and parapets. This deterioration has allowed moisture infiltration, which has damaged the building, with repair efforts slowing but not stopping the problems. Along with accessibility issues, the HVAC, plumbing, and electrical systems are at the end of useful life. The fire prevention systems require redesign and installation to provide for better safeguards to prevent potential loss of the historic wood structure.

## OTHER

This facility has been designated as a historic structure.

## COORDINATION

Department of General Services, Circuit Court, Department of Technology and Enterprise Business Solutions, City of Rockville, Montgomery County Sheriff, Department of Human Resources, Peerless Rockville, Maryland Historical Society, and Montgomery County Historical Society.

