

# General Services

## MISSION STATEMENT

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

## BUDGET OVERVIEW

The total recommended FY12 Operating Budget for the Department of General Services is \$29,638,300, a decrease of \$880,280 or 2.9 percent from the FY11 Approved Budget of \$30,518,580. Personnel Costs comprise 49.5 percent of the budget for 240 full-time positions and seven part-time positions for 178.1 workyears. Operating Expenses and Capital Outlay account for the remaining 50.5 percent of the FY12 budget.

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

## LINKAGE TO COUNTY RESULT AREAS

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

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

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY11 estimates incorporate the effect of the FY11 savings plan. FY12 and FY13 targets assume the recommended FY12 budget and FY13 funding for comparable service levels.

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

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

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

## ACCOMPLISHMENTS AND INITIATIVES

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

**passage of Montgomery County Executive Regulation 2-09.**

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

## **PROGRAM CONTACTS**

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

## **PROGRAM DESCRIPTIONS**

### **Office of Procurement**

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

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

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

<b>FY12 Recommended Changes</b>	<b>Expenditures</b>	<b>WYs</b>
<b>FY11 Approved</b>	<b>2,287,710</b>	<b>25.8</b>

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

### Office of Business Relations and Compliance

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

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

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

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

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

#### Living Wage

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

#### Prevailing Wage

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

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

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

### Automation

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

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

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

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

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

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

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

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

FY12 Recommended Changes	Expenditures	WYs
<b>FY11 Approved</b>	<b>6,507,340</b>	<b>29.3</b>

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

## Real Estate Program

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

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

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

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

FY12 Recommended Changes	Expenditures	WYs
<b>FY11 Approved</b>	<b>0</b>	<b>0.0</b>
<b>FY12 CE Recommended</b>	<b>0</b>	<b>0.0</b>

## Administration

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

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

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

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

## BUDGET SUMMARY

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

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

## FY12 RECOMMENDED CHANGES

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

## PROGRAM SUMMARY

Program Name	FY11 Approved		FY12 Recommended	
	Expenditures	WYs	Expenditures	WYs
Office of Procurement	2,287,710	25.8	2,232,280	26.3
Office of Business Relations and Compliance	409,330	3.1	402,670	3.2
Automation	521,800	4.9	511,270	5.0
Division of Facilities Management	17,967,330	92.3	15,885,600	92.0
Environmental Stewardship	91,210	1.3	8,960	0.3
Central Duplicating, Imaging, Archiving & Mail Svcs.	6,507,340	29.3	8,184,150	29.8
Real Estate Program	925,610	7.0	910,570	7.1
Building Design and Construction	0	0.0	0	0.0
Administration	1,808,250	16.0	1,502,800	14.4
<b>Total</b>	<b>30,518,580</b>	<b>179.7</b>	<b>29,638,300</b>	<b>178.1</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY11		FY12	
		Total\$	WYs	Total\$	WYs
<b>COUNTY GENERAL FUND</b>					
CIP	CIP	7,005,100	58.7	7,324,310	61.4
Fleet Management Services	Motor Pool Internal Service Fund	625,500	3.8	625,500	3.8
Liquor Control	Liquor Control	344,030	0.5	344,030	0.5
Parking District Services	Bethesda Parking District	5,010	0.1	5,010	0.1
Parking District Services	Silver Spring Parking District	5,010	0.1	5,010	0.1
Transit Services	Mass Transit	10,020	0.1	10,020	0.1
Utilities	County General Fund	195,060	0.0	195,060	0.0
<b>Total</b>		<b>8,189,730</b>	<b>63.3</b>	<b>8,508,940</b>	<b>66.0</b>

## FUTURE FISCAL IMPACTS

Title	CE REC.					
	FY12	FY13	FY14	FY15	FY16	FY17
<b>(5000's)</b>						
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY12 Recommended</b>	<b>21,454</b>	<b>21,454</b>	<b>21,454</b>	<b>21,454</b>	<b>21,454</b>	<b>21,454</b>
No inflation or compensation change is included in outyear projections.						
<b>CIP Operating Budget Impacts</b>	<b>0</b>	<b>273</b>	<b>257</b>	<b>257</b>	<b>257</b>	<b>257</b>
These figures represent the impacts on the Operating Budget (Maintenance, custodial, groundskeeping) of projects included in the FY11-16 Capital Improvements Program as recommended for amendment.						
<b>Motor Pool Rate Adjustment</b>	<b>0</b>	<b>191</b>	<b>191</b>	<b>191</b>	<b>191</b>	<b>191</b>
<b>Public Safety Headquarters</b>	<b>0</b>	<b>1,110</b>	<b>1,110</b>	<b>1,110</b>	<b>1,110</b>	<b>1,110</b>
These figures represent the annualization of impacts on the Operating Budget (maintenance, janitorial, and groundskeeping) of the Public Safety Headquarters, due to be opened in May, 2012.						
<b>Subtotal Expenditures</b>	<b>21,454</b>	<b>23,029</b>	<b>23,013</b>	<b>23,013</b>	<b>23,013</b>	<b>23,013</b>
<b>PRINTING AND MAIL INTERNAL SERVICE FUND</b>						
<b>Expenditures</b>						
<b>FY12 Recommended</b>	<b>8,184</b>	<b>8,184</b>	<b>8,184</b>	<b>8,184</b>	<b>8,184</b>	<b>8,184</b>
No inflation or compensation change is included in outyear projections.						
<b>Restoration of One-Time Reductions Recommended in FY12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Items recommended for one-time reductions in FY12, including (FILL IN ITEMS), will be restored in the outyears.						
<b>Annualize Edison Park mail room</b>	<b>0</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
When the Public Safety Headquarters at Edison Park is occupied in May of 2012, the complex will require a small mail facility.						
<b>Master Lease Payments</b>	<b>0</b>	<b>-240</b>	<b>-240</b>	<b>-240</b>	<b>-560</b>	<b>-560</b>
<b>Replacement of Printing, Mail, and Imaging Equipment per Schedule</b>	<b>0</b>	<b>4</b>	<b>261</b>	<b>-28</b>	<b>-106</b>	<b>106</b>
Reflects projected need for capital outlay replacement on an annual basis.						
<b>Retiree Health Insurance Pre-Funding</b>	<b>0</b>	<b>-15</b>	<b>-44</b>	<b>-91</b>	<b>-94</b>	<b>-95</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>8,184</b>	<b>7,959</b>	<b>8,187</b>	<b>7,851</b>	<b>7,451</b>	<b>7,662</b>