

GO COMMITTEE #2  
April 25, 2019

Worksession

MEMORANDUM

April 23, 2019

TO: Government Operations and Fiscal Policy (GO) Committee

FROM: Linda Price, <sup>LP</sup> Legislative Analyst

SUBJECT: Worksession - FY20 Operating Budget: Department of General Services  
FY20 Capital Budget and Amendments to the Capital Improvements Program for  
General Government Projects

PURPOSE: Vote on recommendations for the Council's consideration

Those expected to attend this worksession include:

- David Dise, Director, Department of General Services (DGS)
- Isami Ayala-Collazo, Deputy Director, DGS
- Greg Ossont, Deputy Director, DGS
- Angela Dizelos, Division Chief, Central Services
- Eric Coffman, Chief, Office of Energy and Sustainability
- Bruce Meier, Fiscal and Policy Analyst, OMB

**Budget Summary:**

- The Executive's FY20 Operating Budget for the Department of General Services is \$40,381,913, an increase of \$2,251,955 or 5.91 percent from the FY19 Approved Budget.
- CE amendments transmitted for Americans with Disabilities Act Compliance; Elevator Modernization; Environmental Compliance: MCG; Facility Planning: MCG; Facilities Site Selection: MCG; Life Safety Systems: MCG; Planned Lifecycle Asset Replacement. Amendment introduced for the Council Office Building Renovations project.

**Council Staff Recommendations:**

- Approve the Executive's FY20 Recommended Operating Budget:
  - Add budget resolution language to allow DGS to charge expenditures related to snow removal to the Snow and Storm Cleanup NDA.
- Approve Capital budget amendments as submitted by the executive and add \$2,053,000 to amend the Council Office Building Renovations projects to fund the balance of the project's scope of work.

Relevant pages from the FY20 Recommended Operating Budget are attached on © 1-8.

## OVERVIEW

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. DGS programs include Administration, Facilities Management, Real Estate, Energy and Sustainability, Central Duplicating, Imaging, Archiving, and Mail Services. An updated organization chart for DGS is attached at © 9.

The FY20 Recommended Operating Budget for DGS is \$40,381,913, an increase of \$2,251,955 or 5.91 percent from the FY19 Approved Budget of \$38,129,958. Expenditures in the DGS budget are funded by the General Fund and the Printing and Mail Internal Service Fund (ISF). Building Design and Construction expenditures are charged to the Capital Improvements Program (CIP). The following table shows the FY16 – FY20 funding levels for DGS.

|                                    | <i>FY16<br/>Act.</i> | <i>FY17<br/>Act.</i> | <i>FY18<br/>Act.</i> | <i>FY19<br/>App.</i> | <i>FY20<br/>Rec.</i> | <i># Change<br/>FY19<br/>FY20</i> | <i>% Change<br/>FY19<br/>FY20</i> |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------------------|-----------------------------------|
| <b><i>Expenditures by fund</i></b> |                      |                      |                      |                      |                      |                                   |                                   |
| General Fund                       | \$33,604,642         | \$32,491,254         | \$35,411,754         | \$29,983,204         | \$32,145,871         | \$2,162,667                       | 7.21%                             |
| Printing & Mail ISF                | \$7,500,738          | \$7,610,129          | \$7,891,562          | \$8,146,754          | \$8,236,042          | \$89,288                          | 1.10%                             |
| Grant Fund                         | \$419,125            | \$230,529            | \$150,000            | \$0                  | \$0                  | \$0                               | 0.00%                             |
| <b><i>Expenditures by type</i></b> |                      |                      |                      |                      |                      |                                   |                                   |
| Personnel Cost                     | \$16,408,445         | \$16,684,794         | \$17,494,825         | \$16,501,804         | \$17,670,304         | \$1,168,500                       | 7.08%                             |
| Operating Expenses                 | \$25,116,060         | \$23,610,934         | \$25,864,332         | \$21,268,744         | \$22,352,199         | \$1,083,455                       | 5.09%                             |
| Capital Outlay                     | \$0                  | \$36,184             | \$94,159             | \$359,410            | \$359,410            | \$0                               | 0.00%                             |
| <b><i>Total Expenditures</i></b>   | <b>\$41,524,505</b>  | <b>\$40,331,912</b>  | <b>\$43,453,316</b>  | <b>\$38,129,958</b>  | <b>\$40,381,913</b>  | <b>\$2,251,955</b>                | <b>5.91%</b>                      |
| <b><i>Positions</i></b>            |                      |                      |                      |                      |                      |                                   |                                   |
| Full-Time                          | 223                  | 224                  | 231                  | 231                  | 232                  | 1                                 | 0.43%                             |
| Part-Time                          | 2                    | 2                    | 2                    | 2                    | 1                    | -1                                | -50.00%                           |
| <b><i>FTEs</i></b>                 | <b>161.7</b>         | <b>164</b>           | <b>171</b>           | <b>169.8</b>         | <b>170.3</b>         | <b>0.5</b>                        | <b>0.29%</b>                      |

The following table compares FY19 and FY20 recommended funding within DGS programs.

| <b>Program</b>                   | <b>FY19 Appr.</b> | <b>FY20 Rec.</b> | <b>\$ Change</b> | <b>% Change</b> |
|----------------------------------|-------------------|------------------|------------------|-----------------|
| <b>Central Duplicating</b>       | 8,146,754         | 8,236,042        | 89,288           | 1.10%           |
| <b>Real Estate Program</b>       | 986,463           | 1,020,678        | 34,215           | 3.47%           |
| <b>Energy and Sustainability</b> | 794,079           | 812,785          | 18,706           | 2.36%           |
| <b>Facilities Management</b>     | 25,084,036        | 26,948,951       | 1,864,915        | 7.43%           |
| <b>Administration</b>            | 3,118,626         | 3,363,457        | 244,831          | 7.85%           |

The County Executive has recommended a number of amendments to the FY19-24 Capital Improvements Program (CIP) and FY20 Capital Budget for the Montgomery County General Government projects, administered by the DGS. The Executive’s recommended CIP is attached beginning at © 12. Projects include: Americans with Disabilities Act Compliance; Elevator Modernization; Environmental Compliance: MCG; Facility Planning: MCG; Facilities Site Selection: MCG; Life Safety Systems: MCG; Planned Lifecycle Asset Replacement; and the Council Office Building Renovations project.

### **FY20 OPERATING BUDGET EXPENDITURE ISSUES**

The Executive is recommending a number of changes to the FY20 Recommended Operating Budget from the Approved FY19 Operating Budget. These include several multi-program adjustments with no service impacts. The various same service adjustments are displayed in the following chart. There are also specific changes within the various DGS programs.

#### **I. Multi-Program Adjustments**

| <b>Item</b>  | <b>Amount</b>     | <b>FTEs</b> |
|--|-------------------|-------------|
| <b>General Fund</b>  |                   |             |
| Annualization of FY19 Personnel Costs  | \$20,098          | 0.0         |
| FY20 Compensation Adjustment   | \$506,067         | 0.0         |
| Motor Pool Adjustment  | \$68,011          | 0.0         |
| Retirement Adjustment  | \$10,937          | 0.0         |
| Annualization of ESRI Enterprise Agreement – Shift to DTS  | (\$800)           | 0.0         |
| Recognize Community Use of Public Facilities budget for reimbursement of selected Facilities Maintenance costs | (\$74,542)        | 0.0         |
| <b>Printing &amp; Mail ISF</b>   |                   |             |
| FY20 Compensation Adjustment   | \$117,634         | 0.0         |
| Motor Pool Adjustment  | \$13,920          | 0.0         |
| Retirement Adjustment  | \$6,345           | 0.0         |
| Annualization of FY19 Personnel Costs  | (\$8,472)         | 0.0         |
| OPEB Adjustment  | (\$14,430)        | 0.0         |
| <b>Total</b>   | <b>\$644,7698</b> | <b>0.0</b>  |

#### **II. Administration**

Offices within the Administration program include the Director’s Office, the Office of Planning and Development, and the Division of Central Services. Overall leadership for the Department, oversight of the Smart Growth Initiative and other planning and development activities, and oversight and direction for the preparation and monitoring of the operating and capital budgets are functions of this program.

The Executive’s FY20 Recommended Budget for Administration is \$3,363,457, a \$244,831 or 7.85 percent increase from the approved FY19 budget. The Administration budget accounts for 8.33



percent of the total Department budget. The FY20 increase is entirely due to multi-program adjustments. **Council staff concurs with the Executive’s recommendation.**

### III. Facilities Management

The Division of Facilities Management (DFM) is charged with providing comprehensive planning and delivery of maintenance services and oversight of building-related operations and County facilities used by County staff and residents. DFM is the largest division within the DGS budget, representing 66.74 percent of the total budget. The Executive’s FY20 Recommended Operating Budget for Facilities Management is \$26,948,951, an increase of \$1,864,915 or 7.43 percent over the FY19 approved budget. The Executive’s recommendation includes multi-program adjustments totaling \$232,019 and six additional changes.

- Adjust budget for Lapse to address structural budget deficiencies / \$181,867
- Adjust budget for Overtime to address structural budget deficiencies / \$309,733
- Maintenance budget for new facilities / \$1,066,800
- "Code Compliance: Small Arms Firing Range Lead Abatement and HVAC Maintenance (EnviroSmart)" / \$260,610
- Savings from replacing Alternative Community Service Workers with contractors / (\$152,520)
- American Film Institute Contract / (\$33,594)

#### 1. Personnel Cost Changes

The Executive is recommending two changes to address structural budget deficiencies which have contributed to the DGS budget being overspent every year since its creation in FY11. Lapse has been adjusted by \$181,867 and an additional \$309,733 for overtime has been included. In FY20, DFM plans to fill the following positions that had been vacant or lapsed: HVAC Mechanic I; Building Service Inspector; and Building Service Worker II. **Council Staff concurs with the Executive’s recommendation**

#### 2. New Buildings

The Executive’s recommendation includes an increase of \$1,066,800 for buildings opening in FY20. The following table provides the status and additional funding provided in the operating budget for maintenance in FY20. While Glen Echo Park is not a new building, the County executed a new agreement in July 2018 with the National Park Service to provide full authority to the County to operate and maintain the park. **Council Staff concurs with the Executive’s recommendation.**

| FY   | Facility                          | Net Sq. Ft | Opening Date               | Maintenance Costs |
|------|-----------------------------------|------------|----------------------------|-------------------|
| FY20 | Glen Echo Park                    | 82,654     | July 2018 County Agreement | \$482,035         |
| FY20 | Wheaton Library/Recreation Center | 92,141     | 9/1/2019                   | \$524,765         |

### 3. Other Changes

Three additional changes were recommended within the Facilities budget. The first change would add \$260,610 to comply with EPA requirements for a shooting range. Usage of the facility has increased, which increases the cost of maintenance in compliance with federal regulations. The funding would add \$251,610 for regular maintenance to scrub the shooting range, collect bullet casings, and lead collection. The increase also provides \$9,000 for emergency services. Savings of (\$152,520) has also been created by replacing alternative community service workers with existing maintenance contractors. Finally, the contract for the AFI Silver Theatre has been reduced by 4% to meet target reductions. A total of \$806,261 is budgeted for the AFI contract in FY20.

**Council staff recommends approval of the Executive's recommendation.**

### 4. Maintenance & Housekeeping

#### **Housekeeping & Custodial Services**

The budget for Facilities includes expenditures for maintenance in the following main categories: Grounds; HVAC; Plumbing; Electrical; Structural; and Housekeeping. The Recommended FY20 Operating Budget for housekeeping and janitorial services contracts is \$6,497,996. Additionally, County personnel in Building Services Worker positions account for \$1,448,188 of the FY20 Recommended Budget and 22 FTEs.

In recent years, concerns have been raised regarding the quality of janitorial services in County facilities. To begin to address these issues, the Council enhanced funding in DGS to provide special cleaning services at recreation facilities and libraries. In FY19, DGS began transitioning from time and material contracts to performance-based contracts in a number of facilities. One contract has already been awarded in the Zones 1, 2, 3, which are primarily made up of the Upcounty. The remaining zones 4, 5, 6, and 7 are currently in the bid process.

Performance-based contracts are being implemented to address many of the recurring issues related to cleaning at County facilities, especially at libraries and recreation centers. As mentioned, the prior contract used a time-and-material approach and paid contractors based on the number of hours allocated to clean a given building. Under the new contracts, DGS established specific frequencies (e.g. daily, weekly, etc.) for all cleaning tasks, as well as quality standards. Contractors are paid a fixed monthly cost to clean each building. A copy of the cleaning checklist is available at © 10-11.

Building Service Workers (BSW) are assigned to provide housekeeping services in the Rockville Core facilities. They provide a basic level of service, which includes litter removal, emptying trash cans, bathroom cleaning, spot cleaning, and periodic vacuuming as needed. Other services such as scheduled vacuuming, dusting, surface polishing, floor waxing, polishing/buffing, and carpet cleaning are not supported at the current funding level. The below table illustrates the amount of square feet assigned per BSW.

| Facility         | Square Feet    | Cleaning Staff        | Sq Ft per staff |
|------------------|----------------|-----------------------|-----------------|
| JC (North Tower) | 324,000        | 7                     | 46,286          |
| EOB              | 235,000        | 8                     | 29,375          |
| 401 Hungerford   | 83,000         | 2                     | 41,500          |
| AECC             | 12,000         | 1 (floating position) |                 |
| JC**             |                |                       |                 |
| Red Brick        | 19,000         |                       |                 |
| COB              | 131,000        | 3 (1 position vacant) | 65,500/43,667   |
| <b>Total</b>     | <b>804,000</b> | <b>21</b>             | <b>38,286</b>   |

*\*\* JC Annex is primarily serviced by a contractor*

Since one of the 3 positions assigned to the COB is vacant, the two filled BSWs position are each responsible for covering about 65,500 square feet, which is the largest workload assigned out of all Rockville Core buildings. According to Executive staff, assigned are based on not only square footage, but also take into account the volume of patrons. Also, the JC North Tower operates 24hrs (Mon-Fri). If the full complement of 3 FTEs were all filled in the COB, the workload would come down to 43,667 square feet.

Below are a number of options to bring the workload of the BSWs assigned to the COB more in line with other facilities.

- Ensure that the Executive Branch fills the vacant BSW position and re-assign it to the COB.
- Implement a contract with a service provider to provide additional cleaning services in the COB. For example, the Department of Corrections has a \$55,000 non-competitive contract with the ARC to provide cleaning services in the administrative areas. If implemented, a contract with the Arc could be administered by either DGS or the Council Office. For coordination purposes, it may be more effective for DGS to administer the contract. This could also make it easier for the services to be provided in other facilities in the Rockville Core as well.
- Alternatively, the Council could move the COB onto the performance-based contract. The estimated annual cost is \$168,000.

**Council staff recommends having an additional building service worker position filled in the COB. Funds could be added as well to have supplemental cleaning services provided by the ARC, but an exact figure is still being determined. Council staff does not recommend moving the COB onto the performance-based contract at this time.**

Following the FY19 operating budget review, the T&E Committee recommended holding a follow-up worksession to review implementation of the new performance-based contracts. **Council staff recommends the GO Committee hold this follow-up session in the fall. This will have allowed sufficient time for the execution of all contracts and a transition period.**

## **Snow & Storm Cleanup**

In order to provide additional contingency that is based on actual costs, the Executive recommended increasing the budget in the Snow Removal and Storm Cleanup NDA by \$5 million over the approved FY19 amount. The recommended FY20 budget in the NDA is \$7,884,990 for plowing, applying salt and sand, equipment preparation and cleanup from snow storms, and wind and rain storm cleanup.

The intent of the NDA is to fund the snow removal and storm cleanup costs above the budgeted amounts within the Department of Transportation and DGS. However, no funds are budgeted within DGS for snow removal. Additionally, DGS has not been able to utilize the NDA for snow costs. Therefore, DGS has had to use the existing departmental budget to cover snow removal contracts and personnel costs until a supplemental appropriation is approved at the end of the fiscal year. The table below includes snow removal costs for DGS from FY16-FY19.

| <b>FY</b>    | <b>Personnel Costs</b> | <b>Operating Costs</b> | <b>Total</b> |
|--------------|------------------------|------------------------|--------------|
| FY16         | \$774,121              | \$3,623,518            | \$4,397,639  |
| FY17         | \$103,656              | \$1,446,443            | \$1,550,099  |
| FY18         | \$107,448              | \$2,264,530            | \$2,371,978  |
| FY19 (Suppl) | \$151,921              | \$3,489,742            | \$3,641,663  |

The T&E Committee will be meeting on April 25 and will review the recommended budget for the Snow Removal and Storm Cleanup NDA. While this is a non-departmental account, the tradition has been that only DOT costs have been charged to it. OMB has indicated that it would allow both DOT and DGS costs to be charged to it starting in FY20. **Council staff concurs. Should the Council wish to memorialize this officially, it could choose to do so in a Miscellaneous Provision in the FY20 Operating Budget resolution.**

## **IV. Real Estate**

This program provides for leasing, site acquisition/disposition, space management and site evaluation. The Executive's FY20 Recommended Operating Budget for the Real Estate Program is \$1,020,678, a \$34,215 or 3.47 percent increase over the Approved FY19 Operating Budget. Real Estate Services represents 2.53 percent of the total DGS budget. The FY20 increase is entirely due to multi-program adjustments. **Council Staff concurs with the Executive's recommendation.**

## **V. Energy and Sustainability**

The Office of Energy and Sustainability (OES) is responsible for facilitating comprehensive energy and sustainability strategies across County facilities. Bill 6-14 requires the Office submit to the Council an annual report by February 1 of each year. The FY2018 Green Government Report was recently completed.<sup>1</sup>

The Executive's FY20 Recommended Operating Budget for OES is \$812,785 a \$18,706 or 2.36 percent increase from the FY19 approved budget. Energy and Sustainability represents 2.01 percent of

<sup>1</sup> See <https://www.montgomerycountymd.gov/DGS-OES/Resources/Files/2018GreenGovernmentReport.pdf>.

the total DGS budget. The FY20 increase is entirely due to multi-program adjustments. **Council Staff concurs with the Executive's recommendation.**

**VI. Central Duplicating, Imaging, and Archives**

The Central Duplicating, Imaging, Archiving, and Mail services program is supported by the Printing and Mail Internal Service Fund. The Executive's FY20 Recommended Operating Budget for the program is \$8,236,042 a \$89,288 or 1.1 percent increase over the Approved FY19 Operating Budget. Central Duplicating, Imaging and Archives represents 20.4 percent of the overall department budget.

Cost savings from implementation of the multi-function printer contract have resulted in cost savings of (\$50,000). The Executive is also recommending converting a PT Mail Clerk position to a FT Printer Apprentice, which would add \$24,291 and 0.5 FTE. The position conversation would provide full-time placement for a successful graduate of the Project Search program. **Council staff concurs with the Executive's recommendation.**

**FY20 CAPITAL BUDGET AMENDMENTS**

**VII. Consent Items**

| <b>Project</b>   | <b>Change</b>   | <b>Amount</b> | <b>Source of Funds</b> |
|--|---|---------------|------------------------|
| Americans with Disabilities Act Compliance (P361107) © 12-13 | Technical Adjustment: Bond Premium funding switch                                       | \$0           | GO Bonds               |
| Elevator Modernization (P509923) © 14-15                     | FY18 transfer to Planned Lifecycle Asset Replacement Project for Data Center UPS System | (\$100,000)   | GO Bonds               |
| Environmental Compliance: MCG (P500918) © 16-17              | FY18 transfer to Planned Lifecycle Asset Replacement Project for Data Center UPS System | (\$140,000)   | GO Bonds               |
| Life Safety Systems: MCG (P509970) © 18-19                   | FY18 transfer to Planned Lifecycle Asset Replacement Project for Data Center UPS System | (\$326,500)   | GO Bonds               |
| Facilities Site Selection: MCG © 20                          | Reflects prior year cost savings.   | \$19,000      | Current Revenue        |

**Council staff concurs with the Executive's recommendations.**

**VIII. Facility Planning: MCG © 21-22 (P508768) - Source of Funds: Current Revenue**

This project provides for general government facility planning studies for a variety of projects under consideration in the CIP. The project has been amended to reflect prior year cost savings of (\$18,000). The savings have been generated since some planning activities were done with in-house resources. A status update on candidate projects and studies underway or planned are available at © 23-24). A number of the projects listed are concepts designated for evaluation and study preceding program of requirement development.



**IX. Planned Lifecycle Asset Replacement (PLAR) © 25 (P509514) - Source of Funds: GO Bonds and Current Revenue**

This project provides for a comprehensive lifecycle replacement program to protect the County's investment in facilities and to sustain efficient and reliable facility operation. The project is targeted at slowing the deterioration of key facility and site components based on an inventory of their age and condition. The project includes: mechanical/plumbing equipment; lighting system replacement not covered under the Energy Conservation CIP program; and reconstruction of sidewalks and curbs adjacent to County facilities.

The Executive has transmitted two amendments to the PLAR project. The first amendment was transmitted on January 15 to fund replacement of the uninterruptible power supply (UPS) in the Data Center. The second amendment was transmitted on March 15 and would shift \$220,000 in Current Revenue from the Cost Sharing: MCG for Black Rock Arts Facility renovations.

**1. Data Center UPS Replacement**

A total of \$566,500 in FY18 was transferred from the Elevator Modernization, Environmental Compliance, and Life Safety Systems projects to PLAR to replace the UPS in the Data Center and the associated HVAC/electrical and hydrogen detection systems. The UPS provides temporary power when the main power source fails. Increases in demand have resulted in the Data Center installing additional servers, which in turn caused the UPS system to overheat and trip the circuit breakers. The data center is mission-critical, operating on a 24/7 schedule and must maintain a safe and functional UPS system. The replacement work has already begun and should be completed by the end of June. No impacts to service are expected.

**2. Black Rock Center for the Arts**

Black Rock Center for the Arts is a County facility completed in 2002. Black Rock applied for an Arts Capital grant in the Cost Sharing project. The grant request was transferred to PLAR since it is a County facility. The cost estimate for the project is \$220,000 and the source of funds is current revenue. The scope of work includes replacement of the wood floor in the Dance Theater, replacement of theatrical curtains, replacement of risers, and re-carpeting of the gallery. There may be impacts to service during the renovation period, but the schedule will be coordinated with Black Rock. The project is scheduled to be completed in FY20.

**Council staff concurs with the Executive's recommendations for the UPS replacement and Black Rock Center updates.**

**X. Council Office Building Renovation © 26-27 (P010100) - GO Bonds, Cable TV Fund, Long-Term Financing and PAYGO**

On March 19, 2019, the Council introduced an amendment to the Council Office Building (COB) Renovations project. The amendment would add \$1.8 million in FY20 to fund the balance of the project's scope of work. After additional review by Council staff, the amount needed is \$2.053 million. An amended project description form (PDF) is attached at © 26. Public Hearings were held on April 8, 9, and 10. No testimony was received related to the COB Renovation project.

The COB Renovations project is in three phases. The first phase renovated the hearing room, conference room, and anteroom on the third floor of the Council Office Building (COB) which had not been renovated in 30 years. The first phase was completed in 2009. The second phase replaces the HVAC system, the lighting systems, windows in the rest of the COB, upgrade restrooms to ADA standards, renovates the auditorium on the first floor, provides improved signage inside and outside the buildings, refreshes common areas, and reconfigures space on the fourth, fifth, and sixth floors for the Council Office and the Office of Legislative Oversight (OLO) staff. The third phase would renovate the curtain wall windows in the southern end of the building.

The Council has amended this project twice since phase two was approved in FY15. The first amendment added \$1.3 million in FY18 for curtain wall window renovations, furniture and equipment, wiring, and miscellaneous design changes. The second amendment increased overall funding by \$2.7 million to address correction of code violations, further abatement of hazardous materials, updates to building stairways, and miscellaneous furniture and equipment costs. It also shifted \$5.6 million from FY18 to FY19.

Currently, there is approximately \$1.5 million remaining in the project to complete the remaining renovation items on floors four, five, and six, as well as the renovation work on floors one, two, and three of the COB. **However, this amount does not cover the cost of the work remaining, which is why a \$2.053 million amendment is needed.** The shortage is due to overages caused by additional resources being needed to complete abatement, as well as address code violations, and electrical and fireproofing requirements. This amendment would provide resources for the remaining renovation and construction of the original project scope, as well as items added in previous amendments. A breakdown of the funding request is below.

| Items  | Est. Cost          |
|--|--------------------|
| Lobby design and construction ( <i>Floors 1 – 6</i> )        | \$150,000          |
| Correction of hot water infrastructure ( <i>Floors 4-6</i> ) | \$19,000           |
| Restroom HVAC and ventilation ( <i>Floor 4</i> )             | \$8,000            |
| Code corrections ( <i>Floors 1-2</i> )                       | \$600,000          |
| HAZMAT Abatement ( <i>Floors 1-2</i> )                       | \$200,000          |
| HVAC ( <i>Floors 1-2</i> )                                   | \$700,000          |
| Finishes ( <i>Floors 1-2</i> )                               | \$76,000           |
| Curtain wall study, design, & construction                   | \$1,000,000        |
| Stairway corrections & updates                               | \$800,000          |
| <b>Total</b>   | <b>\$3,553,000</b> |
| <b>Existing Funds</b>  | <b>\$1,500,000</b> |
| <b>Amount Needed</b>   | <b>\$2,053,000</b> |

Final completion of phase two is now scheduled for November 2020. This includes correction of code violations and finishes updates to the building stairways, which the Council added funding for in FY19. The schedule of phase three work to renovate the curtain wall windows is still being developed. The curtain wall windows are the windows on the southern end of the Maryland Avenue wing of the building. The window system runs up the entire height of the building. These windows were due to be

replaced within the scope of the project as the current system is vulnerable to water infiltration, solar heat gain/ thermal comfort issues, and insect infiltration. During the design process, a number of issues became apparent that complicated a simple replacement of the windows. Some of the issues included:

- The entire window system would need to be replaced from the 1<sup>st</sup> through 6<sup>th</sup> floors for each horizontal section;
- One to two months would be needed to replace each section;
- Temporary barriers would need to be built, which would be both expensive, inconvenient for building occupants, and very complex to install and take down; and
- Periods of rain pose significant risk to the building, especially for the Data Center on the 3<sup>rd</sup> floor.

In FY18, the Council approved \$1.0 million to serve as a placeholder and provide funds for investigation, engineering, and renovation of the curtain wall window system to occur. Construction would be performed under a separate contract and occur in FY21. An initial study of the renovation work has been completed, but construction costs have not been finalized. A more accurate cost for the potential options to renovate the window system, as well as the benefits of each option and disruption impacts should be available in December. Initial options estimate the cost of the refurbishment/replacement to be between \$400,000 and \$2.5 million.

Finally, there has been some uncertainty on how much is remaining in the contingency for the project. If there is in fact any remaining contingency, it is possible that actual expenditures may decrease.

**Council staff recommends adding \$2,053,000 to complete the remaining renovation items. If approved, \$2.5 million of the total \$3,553,000 remaining in the project can be shifted to FY21. It is possible that a future amendment or special appropriation may be needed to provide additional construction costs for the curtain wall window renovation.**



# General Services

**RECOMMENDED FY20 BUDGET**  
**\$40,381,913**

**FULL TIME EQUIVALENTS**  
**170.30**

☀ **DAVID DISE, DIRECTOR**

## 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.

## BUDGET OVERVIEW

The total recommended FY20 Operating Budget for the Department of General Services is \$40,381,913, an increase of \$2,251,955 or 5.91 percent from the FY19 Approved Budget of \$38,129,958. Personnel Costs comprise 43.76 percent of the budget for 232 full-time position(s) and one part-time position(s), and a total of 170.30 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 56.24 percent of the FY20 budget.

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**

## DEPARTMENT 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 FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

| Measure   | Actual<br>FY17 | Actual<br>FY18 | Estimated<br>FY19 | Target<br>FY20 | Target<br>FY21 |
|---|----------------|----------------|-------------------|----------------|----------------|
| <b>Multi-Program Measures</b>   |                |                |                   |                |                |
| Internal customer satisfaction: Average score given to all DGS operations in a survey across Montgomery County Government (4 point scale) | 3.13           | 3.07           | 3.09              | 3.11           | 3.12           |

## ACCOMPLISHMENTS

①

- ✓ Reviewed and revised the County's Emergency Operations Plan for compliance with the Americans with Disabilities Act, and presented training for staff designated to work emergency shelters in the event of a disaster or severe weather emergency. Expanded the services for effective communication with people who are deaf or hard of hearing by providing assistive listening systems in County meeting rooms. As of June 30, 2018, twenty-six (26) assistive listening devices have been installed in County buildings and six (6) portable systems have been procured for use by departments using other meeting rooms.
- ✓ Lead the County's efforts to install 7.6 megawatts of solar and other clean energy technologies on County facilities. To date, the program has produced enough clean energy to power more than 800 homes and lowering greenhouse gas emissions as much as planting 192,000 trees.
- ✓ Substantially completed building envelope, lighting, HVAC, HVAC controls, and water conservation retrofits at the Pre-Release Center, Longwood Community Center, Twinbrook Library, Kensington Park Library, and the Silver Spring Health Center that are expected to save the County \$240,439 per year. This includes installing a Combined Heat and Power system at the Pre-Release Center.
- ✓ Installed microgrids at the Public Safety Headquarters and the Montgomery County Correctional Facility that now produce clean energy and low-carbon energy to meet the energy needs of these crucial facilities, and enable them to operate independent of the energy grid during normal operations and prolonged power outages.
- ✓ Installed microgrids at the Public Safety Headquarters and the Montgomery County Correctional Facility that now produce clean energy and low-carbon energy to meet the energy needs of these crucial facilities, and enable them to operate independent of the energy grid during normal operations and prolonged power outages.
- ✓ Multifunction Printers - Eliminated more than 1,000,000 pages being printed (676,666 pages deleted; 406,108 pages expired). Saved or reduced more than 1,382,397 gallons of water, 51,803 lbs. of carbon dioxide and 55 trees. Records Management and Imaging - Shredded 234,178 lbs.

## COLLABORATION AND PARTNERSHIPS

### \* Facilities Management

2018 NACO Award: Using GIS Maps to Improve Contract Management in Facilities Maintenance.

### \* Americans with Disabilities Act

Supported the Department of Technology Services to improve the accessibility of the County's website, including creating accessible map solutions to replace older non-accessible static maps.

### \* Office of Energy and Sustainability

Continue to coordinate the public use of \$41 million in direct financial benefits and other policy commitments as a result of the merger of Pepco Holdings Incorporated and Exelon Corporation. Financial benefits included seed capital for the nation's first Green Bank, funding for low- and moderate-income weatherization, workforce development, and other programs.

Implemented two nationally recognized microgrid projects under a public-private partnership. The Public Safety Headquarters (PSHQ) and the Montgomery County Correctional Facility (MCCF) projects combine clean and low-carbon technologies to allow the facilities to operate independently from the utility grid. Received 2018 NACo Achievement Award for this initiative.

Continue to coordinate the policy and public benefits from the merger of Altgas Ltd and WGL holdings to benefit public infrastructure, multifamily housing, and other uses.

### \* Planning and Development

Secured \$80 million in private investment in FY18, and a cumulative investment of \$178 million since FY14.

Creation of 502 total new housing units including 123 units of affordable housing.

**\* Building Design & Construction**

Received 2018 NACo Achievement Award for authoring a Project Mangement Handbook for Project Managers and Consultants.

**\* Glen Echo Park**

An agreement with the National Park Service was executed July 20, 2018. The Cooperative Agreement delegates all management and operation at Glen Echo Park to Montgomery County. Doing so ensures the Park's operation during federal closures and ensures continuity of programming, as well timely building and grounds maintenance.

**PROGRAM CONTACTS**

Contact Angela Dizelos of the Department of General Services at 240.777.6028 or Bruce Meier of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

**PROGRAM DESCRIPTIONS**

**\* Central Duplicating, Imaging, Archiving, & Mail Services**

This program provides timely and efficient document management to County Government through: high-speed digital printing services,; desktop and electronic publishing, high-speed color digital printing, full service bindery, large format and banner printing, digital imaging, and electronic and physical archiving of County records. The program administers and manages the countywide paper and copier contracts. A full service mail operation processes all classes of incoming, interoffice, and outgoing mail to the U.S. Postal Service and County departments and agencies.

| FY20 Recommended Changes  | Expenditures     | FTEs         |
|---|------------------|--------------|
| <b>FY19 Approved</b>  | <b>8,146,754</b> | <b>34.07</b> |
| Increase Cost: Conversion of Part Time Mail Clerk to Full Time Printer Apprentice   | 24,291           | 0.50         |
| Decrease Cost: Contract Cost Savings  | (50,000)         | 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. | 114,997          | 0.00         |
| <b>FY20 Recommended</b>   | <b>8,236,042</b> | <b>34.57</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 FY17 | Actual FY18 | Estimated FY19 | Target FY20 | Target FY21 |
|---|-------------|-------------|----------------|-------------|-------------|
| Real Estate: Average amount Montgomery County pays in rent (in dollars per square foot) | 28.64       | 19.34       | 19.92          | 20.52       | 21.13       |
| County rent vs. average market rent for leased space <sup>1</sup>                       | 29.91       | 26.88       | N/A            | N/A         | N/A         |

<sup>1</sup> For competitiveness, DGS does not provide real estate projections for future years.

| FY20 Recommended Changes  | Expenditures   | FTEs        |
|---|----------------|-------------|
| <b>FY19 Approved</b>  | <b>986,463</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. | 34,215         | 0.00        |



| FY20 Recommended Changes | Expenditures     | FTEs        |
|--------------------------|------------------|-------------|
| <b>FY20 Recommended</b>  | <b>1,020,678</b> | <b>7.00</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. ES specifically 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<br>FY17 | Actual<br>FY18 | Estimated<br>FY19 | Target<br>FY20 | Target<br>FY21 |
|--|----------------|----------------|-------------------|----------------|----------------|
| Environmental Stewardship: Carbon footprint from facilities and fleet operations (in metric ton carbon dioxide equivalents) <sup>1</sup> | -31,177        | -41,554        | 0                 | 0              | 0              |

<sup>1</sup> Negative net carbon values indicate that the County's greenhouse gas emission reductions due to efficiency, renewable energy initiatives and greenhouse gas offsets exceed its annual emissions. The County government's policy is to achieve zero emissions from its direct operations. The County's renewable energy and carbon offset purchases are planned several years in advance based on estimated consumption. Growth in County consumption has been dramatically lower than forecast. DGS has begun reducing its purchase of renewable energy credits in 2019 to more accurately reflect the amount of offsets necessary to achieve zero emissions.

| FY20 Recommended Changes  | Expenditures   | FTEs        |
|---|----------------|-------------|
| <b>FY19 Approved</b>  | <b>794,079</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. | 18,706         | 0.00        |
| <b>FY20 Recommended</b>   | <b>812,785</b> | <b>5.00</b> |

### ☀ 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, and corrective maintenance; housekeeping; grounds maintenance; recycling; building structure and envelope maintenance; electrical/mechanical systems operations and maintenance; small to mid-sized remodeling projects; snow removal; damage repair from snow, wind, rain, and storm events; and customer service. Through the Building Automation Systems, 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<br>FY17 | Actual<br>FY18 | Estimated<br>FY19 | Target<br>FY20 | Target<br>FY21 |
|--|----------------|----------------|-------------------|----------------|----------------|
| Facilities Maintenance: Quarterly Work Order Completion  | N/A            | 67%            | 87%               | 87%            | 87%            |
| Facilities Maintenance: Number of hours offline for heating / cooling systems  | 25             | 11             | 11                | 10             | 10             |
| Condition of non-critical building systems and aesthetics: Dollars of custodial and ground maintenance on all County properties (\$000) <sup>1</sup> | 6,616          | 6150           | 6566              | 8030           | 8030           |
| Facilities: Customer rating of the aesthetics and comfort of County-maintained buildings (4 point scale)   | 3.82           | 3.76           | 3.76              | 3.76           | 3.76           |

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

| FY20 Recommended Changes  | Expenditures      | FTEs          |
|---|-------------------|---------------|
| <b>FY19 Approved</b>  | <b>25,084,036</b> | <b>108.70</b> |
| Enhance: Maintenance budget for new facilities  | 1,066,800         | 0.00          |
| Increase Cost: Adjust budget for Overtime to address structural budget deficiencies                       | 309,733           | 0.00          |
| Increase Cost: Code Compliance: Small Arms Firing Range Lead Abatement and HVAC Maintenance (EnviroSmart) | 260,610           | 0.00          |
| Increase Cost: Adjust budget for Lapse to address structural budget deficiencies                          | 181,867           | 0.00          |



| FY20 Recommended Changes  | Expenditures      | FTEs          |
|---|-------------------|---------------|
| Reduce: American Film Institute Contract  | (33,594)          | 0.00          |
| Decrease Cost: Savings from replacing Alternative Community Service Workers with contractors  | (152,520)         | 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. | 232,019           | 0.00          |
| <b>FY20 Recommended</b>   | <b>26,948,951</b> | <b>108.70</b> |

### ☀ 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 oversees the County Executive's Smart Growth Initiative 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), 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.

| FY20 Recommended Changes  | Expenditures     | FTEs         |
|---|------------------|--------------|
| <b>FY19 Approved</b>  | <b>3,118,626</b> | <b>15.03</b> |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 244,831          | 0.00         |
| <b>FY20 Recommended</b>   | <b>3,363,457</b> | <b>15.03</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.

| FY20 Recommended Changes | Expenditures | FTEs        |
|--------------------------|--------------|-------------|
| <b>FY19 Approved</b>     | <b>0</b>     | <b>0.00</b> |
| <b>FY20 Recommended</b>  | <b>0</b>     | <b>0.00</b> |

## BUDGET SUMMARY

|  | Actual<br>FY18    | Budget<br>FY19    | Estimate<br>FY19  | Recommended<br>FY20 | %Chg<br>Bud/Rec |
|--|-------------------|-------------------|-------------------|---------------------|-----------------|
| <b>COUNTY GENERAL FUND</b>                 |                   |                   |                   |                     |                 |
| <b>EXPENDITURES</b>                        |                   |                   |                   |                     |                 |
| Salaries and Wages                         | 11,020,619        | 10,000,231        | 10,790,784        | 10,827,819          | 8.3 %           |
| Employee Benefits                          | 3,882,044         | 3,673,744         | 3,908,422         | 3,874,858           | 5.5 %           |
| <b>County General Fund Personnel Costs</b> | <b>14,902,663</b> | <b>13,673,975</b> | <b>14,699,206</b> | <b>14,702,677</b>   | <b>7.5 %</b>    |
| Operating Expenses                         | 20,509,091        | 16,309,229        | 16,294,229        | 17,443,194          | 7.0 %           |
| <b>County General Fund Expenditures</b>    | <b>35,411,754</b> | <b>29,983,204</b> | <b>30,993,435</b> | <b>32,145,871</b>   | <b>7.2 %</b>    |
| <b>PERSONNEL</b>                           |                   |                   |                   |                     |                 |

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## BUDGET SUMMARY

|           | Actual<br>FY18 | Budget<br>FY19 | Estimate<br>FY19 | Recommended<br>FY20 | %Chg<br>Bud/Rec |
|-----------|----------------|----------------|------------------|---------------------|-----------------|
| Full-Time | 198            | 198            | 198              | 198                 | —               |
| Part-Time | 1              | 1              | 1                | 1                   | —               |
| FTEs      | 136.93         | 135.73         | 135.73           | 135.73              | —               |

### REVENUES

|                                     |                |                |                |                |          |
|-------------------------------------|----------------|----------------|----------------|----------------|----------|
| Miscellaneous Revenues              | 107,717        | 120,000        | 120,000        | 120,000        | —        |
| <b>County General Fund Revenues</b> | <b>107,717</b> | <b>120,000</b> | <b>120,000</b> | <b>120,000</b> | <b>—</b> |

### PRINTING & MAIL INTERNAL SERVICE FUND

#### EXPENDITURES

|  |                  |                  |                  |                  |              |
|--|------------------|------------------|------------------|------------------|--------------|
| Salaries and Wages   | 1,878,330        | 2,027,443        | 1,908,416        | 2,134,490        | 5.3 %        |
| Employee Benefits  | 713,832          | 800,386          | 743,897          | 833,137          | 4.1 %        |
| <b>Printing &amp; Mail Internal Service Fund Personnel Costs</b> | <b>2,592,162</b> | <b>2,827,829</b> | <b>2,652,313</b> | <b>2,967,627</b> | <b>4.9 %</b> |
| Operating Expenses   | 5,205,241        | 4,959,515        | 4,959,515        | 4,909,005        | -1.0 %       |
| Capital Outlay   | 94,159           | 359,410          | 359,410          | 359,410          | —            |
| <b>Printing &amp; Mail Internal Service Fund Expenditures</b>    | <b>7,891,562</b> | <b>8,146,754</b> | <b>7,971,238</b> | <b>8,236,042</b> | <b>1.1 %</b> |

#### PERSONNEL

|           |       |       |       |       |          |
|-----------|-------|-------|-------|-------|----------|
| Full-Time | 33    | 33    | 33    | 34    | 3.0 %    |
| Part-Time | 1     | 1     | 1     | 0     | -100.0 % |
| FTEs      | 34.07 | 34.07 | 34.07 | 34.57 | 1.5 %    |

#### REVENUES

|   |                  |                  |                  |                  |               |
|---|------------------|------------------|------------------|------------------|---------------|
| Imaging/Archiving Revenues                                | 1,488,631        | 1,508,760        | 1,508,760        | 1,508,760        | —             |
| Investment Income   | 21,418           | 7,804            | 7,804            | 7,804            | —             |
| Mail Revenues   | 1,976,757        | 2,246,857        | 2,246,857        | 2,246,857        | —             |
| Other Charges/Fees  | 1,945,012        | 1,843,208        | 1,843,208        | 1,843,208        | —             |
| Print Revenues  | 2,383,107        | 2,538,079        | 2,538,079        | 2,488,079        | -2.0 %        |
| <b>Printing &amp; Mail Internal Service Fund Revenues</b> | <b>7,814,925</b> | <b>8,144,708</b> | <b>8,144,708</b> | <b>8,094,708</b> | <b>-0.6 %</b> |

### GRANT FUND - MCG

#### EXPENDITURES

|   |                |          |          |          |          |
|---|----------------|----------|----------|----------|----------|
| Salaries and Wages                      | 0              | 0        | 0        | 0        | —        |
| Employee Benefits                       | 0              | 0        | 0        | 0        | —        |
| <b>Grant Fund - MCG Personnel Costs</b> | <b>0</b>       | <b>0</b> | <b>0</b> | <b>0</b> | <b>—</b> |
| Operating Expenses                      | 150,000        | 0        | 0        | 0        | —        |
| <b>Grant Fund - MCG Expenditures</b>    | <b>150,000</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

|                                  |                |          |          |          |          |
|----------------------------------|----------------|----------|----------|----------|----------|
| State Grants                     | 150,000        | 0        | 0        | 0        | —        |
| <b>Grant Fund - MCG Revenues</b> | <b>150,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>—</b> |

### DEPARTMENT TOTALS

|                                  |                   |                   |                   |                   |                |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| <b>Total Expenditures</b>        | <b>43,453,316</b> | <b>38,129,958</b> | <b>38,964,673</b> | <b>40,381,913</b> | <b>5.9 %</b>   |
| <b>Total Full-Time Positions</b> | <b>231</b>        | <b>231</b>        | <b>231</b>        | <b>232</b>        | <b>0.4 %</b>   |
| <b>Total Part-Time Positions</b> | <b>2</b>          | <b>2</b>          | <b>2</b>          | <b>1</b>          | <b>-50.0 %</b> |
| <b>Total FTEs</b>                | <b>171.00</b>     | <b>169.80</b>     | <b>169.80</b>     | <b>170.30</b>     | <b>0.3 %</b>   |
| <b>Total Revenues</b>            | <b>8,072,642</b>  | <b>8,264,708</b>  | <b>8,264,708</b>  | <b>8,214,708</b>  | <b>-0.6 %</b>  |

## FY20 RECOMMENDED CHANGES

|                                       | Expenditures | FTEs   |
|---------------------------------------|--------------|--------|
| <b>COUNTY GENERAL FUND</b>            |              |        |
| FY19 ORIGINAL APPROPRIATION           | 29,983,204   | 135.73 |
| <u>Changes (with service impacts)</u> |              |        |

## FY20 RECOMMENDED CHANGES

|   | Expenditures      | FTEs          |
|---|-------------------|---------------|
| Enhance: Maintenance budget for new facilities [Facilities Management]  | 1,066,800         | 0.00          |
| Reduce: American Film Institute Contract [Facilities Management]  | (33,594)          | 0.00          |
| <b>Other Adjustments (with no service impacts)</b>  |                   |               |
| Increase Cost: FY20 Compensation Adjustment   | 506,067           | 0.00          |
| Increase Cost: Adjust budget for Overtime to address structural budget deficiencies [Facilities Management]                       | 309,733           | 0.00          |
| Increase Cost: Code Compliance: Small Arms Firing Range Lead Abatement and HVAC Maintenance (EnviroSmart) [Facilities Management] | 260,610           | 0.00          |
| Increase Cost: Adjust budget for Lapse to address structural budget deficiencies [Facilities Management]                          | 181,867           | 0.00          |
| Increase Cost: Motor Pool Adjustment  | 68,011            | 0.00          |
| Increase Cost: Annualization of FY19 Personnel Costs  | 20,098            | 0.00          |
| Increase Cost: Retirement Adjustment  | 10,937            | 0.00          |
| Shift: Annualization of ESRI Enterprise Agreement - Shift to DTS  | (800)             | 0.00          |
| Shift: Recognize Community Use of Public Facilities budget for reimbursement of selected Facilities Maintenance costs             | (74,542)          | 0.00          |
| Decrease Cost: Savings from replacing Alternative Community Service Workers with contractors [Facilities Management]              | (152,520)         | 0.00          |
| <b>FY20 RECOMMENDED</b>   | <b>32,145,871</b> | <b>135.73</b> |

### PRINTING & MAIL INTERNAL SERVICE FUND

|  |                  |              |
|--|------------------|--------------|
| <b>FY19 ORIGINAL APPROPRIATION</b>   | <b>8,146,754</b> | <b>34.07</b> |
| <b>Other Adjustments (with no service impacts)</b>   |                  |              |
| Increase Cost: FY20 Compensation Adjustment  | 117,634          | 0.00         |
| Increase Cost: Conversion of Part Time Mail Clerk to Full Time Printer Apprentice [Central Duplicating, Imaging, Archiving, & Mail Services] | 24,291           | 0.50         |
| Increase Cost: Motor Pool Adjustment   | 13,920           | 0.00         |
| Increase Cost: Retirement Adjustment   | 6,345            | 0.00         |
| Decrease Cost: Annualization of FY19 Personnel Costs   | (8,472)          | 0.00         |
| Decrease Cost: OPEB Adjustment   | (14,430)         | 0.00         |
| Decrease Cost: Contract Cost Savings [Central Duplicating, Imaging, Archiving, & Mail Services]  | (50,000)         | 0.00         |
| <b>FY20 RECOMMENDED</b>  | <b>8,236,042</b> | <b>34.57</b> |

### PROGRAM SUMMARY

| Program Name   | FY19 APPR<br>Expenditures | FY19 APPR<br>FTEs | FY20 REC<br>Expenditures | FY20 REC<br>FTEs |
|--|---------------------------|-------------------|--------------------------|------------------|
| Central Duplicating, Imaging, Archiving, & Mail Services | 8,146,754                 | 34.07             | 8,236,042                | 34.57            |
| Real Estate Program                                      | 986,463                   | 7.00              | 1,020,678                | 7.00             |
| Energy and Sustainability                                | 794,079                   | 5.00              | 812,785                  | 5.00             |
| Facilities Management                                    | 25,084,036                | 108.70            | 26,948,951               | 108.70           |
| Administration   | 3,118,626                 | 15.03             | 3,363,457                | 15.03            |
| Building Design and Construction                         | 0                         | 0.00              | 0                        | 0.00             |
| <b>Total</b>   | <b>38,129,958</b>         | <b>169.80</b>     | <b>40,381,913</b>        | <b>170.30</b>    |

### CHARGES TO OTHER DEPARTMENTS

| Charged Department         | Charged Fund                          | FY19<br>Total\$   | FY19<br>FTES | FY20<br>Total\$   | FY20<br>FTES |
|----------------------------|---------------------------------------|-------------------|--------------|-------------------|--------------|
| <b>COUNTY GENERAL FUND</b> |                                       |                   |              |                   |              |
| General Services           | Central Duplicating (Printing & Mail) | 53,699            | 0.52         | 56,241            | 0.52         |
| Fleet Management Services  | Motor Pool                            | 620,472           | 2.80         | 636,303           | 2.80         |
| Solid Waste Services       | Solid Waste Disposal                  | 48,223            | 0.10         | 68,652            | 0.10         |
| Liquor Control             | Liquor                                | 568,265           | 1.20         | 564,025           | 1.20         |
| CIP                        | Capital Fund                          | 8,170,329         | 55.65        | 8,216,502         | 55.65        |
| Not Defined                | Not Defined                           | 749,029           | 3.50         | 749,029           | 3.50         |
| <b>Total</b>               |                                       | <b>10,210,017</b> | <b>63.77</b> | <b>10,290,752</b> | <b>63.77</b> |

## FUTURE FISCAL IMPACTS

### CE RECOMMENDED (\$000S)

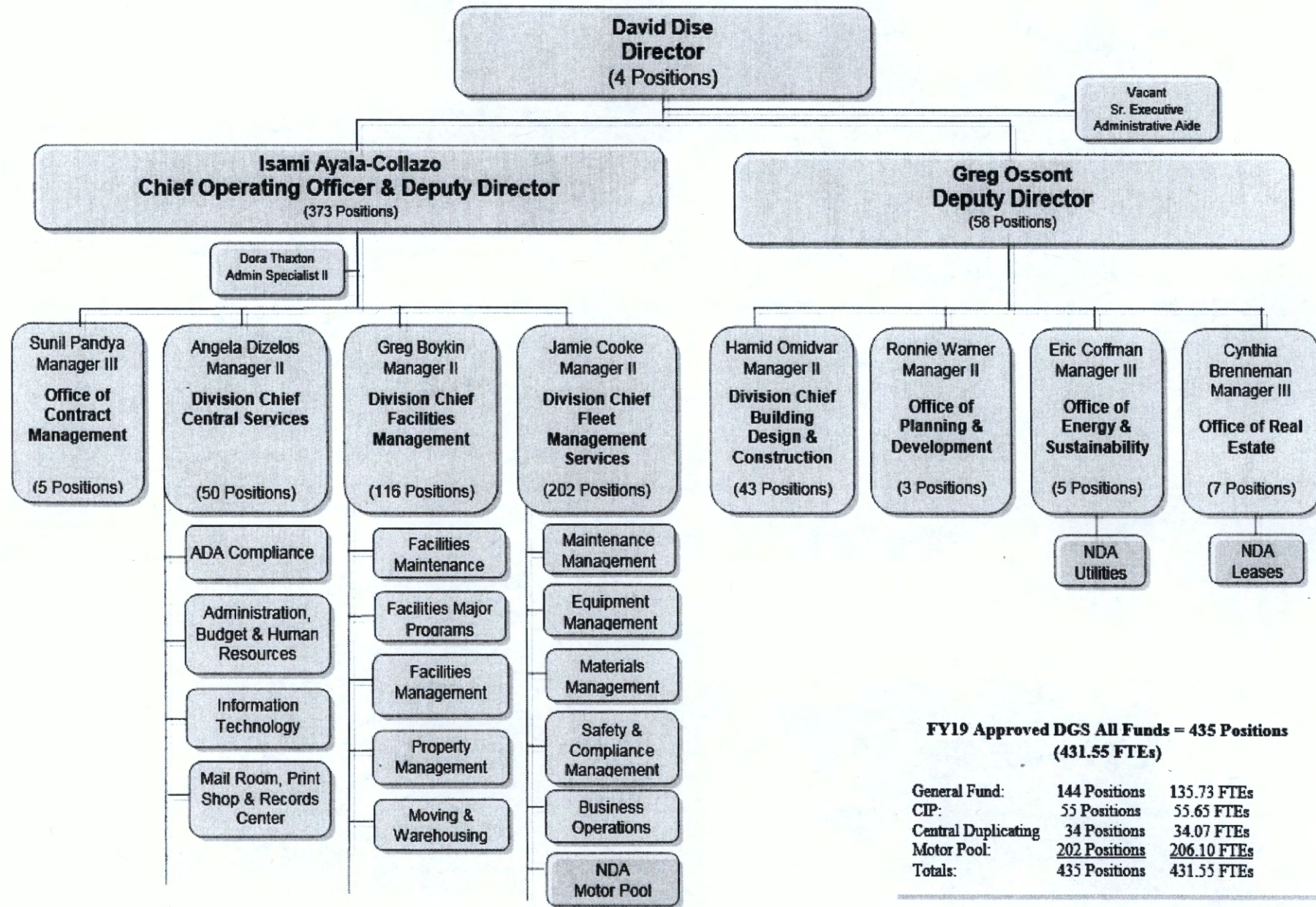
| Title  | FY20   | FY21   | FY22   | FY23   | FY24   | FY25   |
|--|--------|--------|--------|--------|--------|--------|
| <b>COUNTY GENERAL FUND</b>   |        |        |        |        |        |        |
| <b>EXPENDITURES</b>  |        |        |        |        |        |        |
| <b>FY20 Recommended</b>  | 32,146 | 32,146 | 32,146 | 32,146 | 32,146 | 32,146 |
| No inflation or compensation change is included in outyear projections.  |        |        |        |        |        |        |
| <b>Labor Contracts</b>   | 0      | 90     | 90     | 90     | 90     | 90     |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. |        |        |        |        |        |        |
| <b>Subtotal Expenditures</b>   | 32,146 | 32,236 | 32,236 | 32,236 | 32,236 | 32,236 |

## PRINTING & MAIL INTERNAL SERVICE FUND

### EXPENDITURES

|  |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|
| <b>FY20 Recommended</b>  | 8,236 | 8,236 | 8,236 | 8,236 | 8,236 | 8,236 |
| No inflation or compensation change is included in outyear projections.  |       |       |       |       |       |       |
| <b>Retiree Health Insurance Pre-funding</b>  | 0     | (1)   | (2)   | (12)  | (19)  | (24)  |
| <b>Labor Contracts</b>   | 0     | 29    | 29    | 29    | 29    | 29    |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. |       |       |       |       |       |       |
| <b>Subtotal Expenditures</b>   | 8,236 | 8,264 | 8,263 | 8,253 | 8,246 | 8,241 |





**FY19 Approved DGS All Funds = 435 Positions (431.55 FTEs)**

|                     |                      |                    |
|---------------------|----------------------|--------------------|
| General Fund:       | 144 Positions        | 135.73 FTEs        |
| CIP:                | 55 Positions         | 55.65 FTEs         |
| Central Duplicating | 34 Positions         | 34.07 FTEs         |
| Motor Pool:         | <u>202 Positions</u> | <u>206.10 FTEs</u> |
| Totals:             | 435 Positions        | 431.55 FTEs        |



ATTACHMENT F

CUSTODIAL AND CLEANING SERVICES  
DAILY/WEEKLY SERVICE INSPECTION REPORT FORM

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ AREA: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

Should the Contractor fail to perform these services, in part or in total, the County will deduct as chargebacks an amount equal to the market-based price of what would cost the County to perform those services.

Recycling Materials Collection and Removal:

| <i>Recycling Materials Collection and Removal</i>   |                  |                     |                       |
|---|------------------|---------------------|-----------------------|
| <i>Task</i>   | <i>Frequency</i> | <i>Satisfactory</i> | <i>Unsatisfactory</i> |
| Empty all designated containers inside the facility.  | Daily            |                     |                       |
| Transport the collected recyclables to the outdoor collection containers  | Daily            |                     |                       |
| Return all emptied recycling containers to the original location.   | Daily            |                     |                       |
| Clean recycling containers inside the facility  | Daily            |                     |                       |
| Disposal of loose corrugated cardboard inside the facility  | Daily            |                     |                       |
| Outdoor collection area clean and secured   | Daily            |                     |                       |
| <i>Facility's Exterior (within 50ft)</i>  |                  |                     |                       |
| Remove litter including cigarette butts, at all entrances   | Daily            |                     |                       |
| Sweep and pick-up litter from all walks, walkways, steps, stairways and loading dock platforms, areas shall be free of visible litter | Daily            |                     |                       |
| Disposal of the collected litter  | Daily            |                     |                       |
| <i>Trash Receptacles</i>  |                  |                     |                       |
| All trash receptacles within the facility emptied   | Daily            |                     |                       |
| Collection and removal all litter in the facility   | Daily            |                     |                       |
| Diaper disposal containers emptied  | Daily            |                     |                       |
| Receptacle liners replaced  | Daily            |                     |                       |
| Refuse disposed of  | Daily            |                     |                       |
| Refuse containers clean and secured   | Daily            |                     |                       |
| <i>Carpeted Areas</i>   |                  |                     |                       |
| Areas vacuumed and free of dirt   | Daily            |                     |                       |
| Spot clean performed  | Weekly           |                     |                       |
| <i>Restrooms</i>  |                  |                     |                       |
| Surfaces disinfected  | Daily            |                     |                       |
| All metal, hardware and countertops wiped clean   | Daily            |                     |                       |
| Germicidal detergent applied  | Daily            |                     |                       |
| Inside the commodes and urinals mopped  | Daily            |                     |                       |
| Exterior surfaces wiped dry   | Daily            |                     |                       |
| Paper and soap dispensers filled  | Daily            |                     |                       |



|   |                          |  |  |
|---|--------------------------|--|--|
| Stall partitions and both sides of the restroom entrance/exit door cleaned  | Daily                    |  |  |
| Debris removed  | Daily                    |  |  |
| Floors mopped   | Daily                    |  |  |
| Germicidal solution poured into floor drains  | Daily                    |  |  |
| <b>Non-Carpeted Floors</b>  |                          |  |  |
| Dust mop all non-carpeted floors  | Daily                    |  |  |
| Wet mop all non-carpeted floors   | Daily                    |  |  |
| Spray buff hard floors  | Weekly                   |  |  |
| <b>Weight Rooms / Physical Examination Rooms / Conditioning Rooms / Treatment Rooms / Showers / Locker Rooms / Dressing Rooms</b> |                          |  |  |
| Wipe all benches and other furniture surfaces   | Daily                    |  |  |
| Clean pieces of soap from floors of showers   | Daily                    |  |  |
| Apply germicidal solution to shower walls and tubs  | Daily                    |  |  |
| Wet mop shower floor  | Daily                    |  |  |
| Hardware cleaned  | Daily                    |  |  |
| Shower floors scrubbed  | Daily                    |  |  |
| <b>All areas</b>  |                          |  |  |
| Cleaning/disinfection of: Bodily Substance, vomit, excrement, urine spills and blood spills                                       | Daily on as-needed basis |  |  |
| Cleaned all water fountains   | Daily                    |  |  |
| Cleaned mirrors   | Daily                    |  |  |
| Wiped clean all phone sets, table and counter tops  | Daily                    |  |  |
| Cleaned area around vending machines  | Daily                    |  |  |
| Cleaned glass surfaces  | Daily                    |  |  |
| Spot cleaned walls  | Weekly                   |  |  |
| Dusted window blinds  | Weekly                   |  |  |
| Vacuumed all fabric covered furnishings   | Weekly                   |  |  |
| Vacuumed corners, vents, grates, crevices and ceiling diffusers   | Weekly                   |  |  |
| Dusted desk tops, sills, ledges, shelves, bookshelves, furniture, and all horizontal and vertical surfaces.                       | Weekly                   |  |  |
| Cleaned all door tracks and crevices  | Weekly                   |  |  |
| Replaced lamps  | As needed                |  |  |
| Cleaned Escalators  | Weekly                   |  |  |



# Americans with Disabilities Act (ADA): Compliance

(P361107)

**Category** General Government  
**Date Last Modified** 03/12/19  
**SubCategory** County Offices and Other Improvements  
**Administering Agency** General Services  
**Planning Area** Countywide  
**Status** Ongoing

|                                      | Total         | Thru FY18     | Rem FY18     | Total 6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond 6 Years |
|--------------------------------------|---------------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| <b>EXPENDITURE SCHEDULE (\$000s)</b> |               |               |              |               |              |              |              |              |              |              |                |
| Planning, Design and Supervision     | 14,523        | 8,704         | 1,619        | 4,200         | 700          | 700          | 700          | 700          | 700          | 700          | -              |
| Site Improvements and Utilities      | 18,988        | 5,199         | 2,389        | 11,400        | 1,900        | 1,900        | 1,900        | 1,900        | 1,900        | 1,900        | -              |
| Construction                         | 15,462        | 2,279         | 2,083        | 11,100        | 1,850        | 1,850        | 1,850        | 1,850        | 1,850        | 1,850        | -              |
| Other                                | 1,027         | 563           | 164          | 300           | 50           | 50           | 50           | 50           | 50           | 50           | -              |
| <b>TOTAL EXPENDITURES</b>            | <b>50,000</b> | <b>16,745</b> | <b>6,255</b> | <b>27,000</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | -              |

| <b>FUNDING SCHEDULE (\$000s)</b> |               |               |              |               |              |              |              |              |              |              |   |
|----------------------------------|---------------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|---|
| Current Revenue: General         | 3,235         | -             | 235          | 3,000         | 500          | 500          | 500          | 500          | 500          | 500          | - |
| G.O. Bonds                       | 35,401        | 5,381         | 6,020        | 24,000        | 4,000        | 4,000        | 4,000        | 4,000        | 4,000        | 4,000        | - |
| PAYGO                            | 11,364        | 11,364        | -            | -             | -            | -            | -            | -            | -            | -            | - |
| <b>TOTAL FUNDING SOURCES</b>     | <b>50,000</b> | <b>16,745</b> | <b>6,255</b> | <b>27,000</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | <b>4,500</b> | - |

| <b>APPROPRIATION AND EXPENDITURE DATA (\$000s)</b> |  |  |        |  |                          |  |  |  |  |  |        |
|--|--|--|--------|--|--------------------------|--|--|--|--|--|--------|
| Appropriation FY 20 Approp. Request                |  |  | 4,500  |  | Year First Appropriation |  |  |  |  |  | FY11   |
| Cumulative Appropriation                           |  |  | 27,500 |  | Last FY's Cost Estimate  |  |  |  |  |  | 50,000 |
| Expenditure / Encumbrances                         |  |  | 22,586 |  |                          |  |  |  |  |  |        |
| Unencumbered Balance                               |  |  | 4,914  |  |                          |  |  |  |  |  |        |

## PROJECT DESCRIPTION

This program provides for an on-going comprehensive effort to ensure that County buildings and other facilities are built and maintained in compliance with Title II of the Americans with Disabilities Act (ADA) and the ADA 2010 Standards for Accessible Design. This program includes both the correction of deficiencies identified by the United States Department of Justice (DOJ) during its proactive Project Civic Access (PCA) assessment of County facilities, an assessment by the County of all County government buildings and facilities not included in the PCA assessment and remediation of any deficiencies identified by those assessments. The program also includes policy development, advanced technical training for County architects and engineers to ensure that ADA compliance and accessibility are incorporated throughout the County's planning, staff training, design and construction process in order to ensure that County facilities are fully compliant with Title II of the ADA. In September, 2010 revised Title II ADA regulations, including the 2010 Standards, were issued by DOJ. The new 2010 Standards include revisions to the 1991 ADA Accessibility Guideline (ADAAG) standards and supplemental standards for features not addressed in the 1991 ADAAG including pools, recreation facilities, ball fields, locker rooms, exercise rooms, picnic areas, golf courses, playgrounds and residential housing. The Title II ADA regulations require jurisdictions to proactively address the supplemental standards by bringing all features addressed in the supplemental standards into compliance with the 2010 Standards.

## ESTIMATED SCHEDULE

FY18: Olney Swim Center, Pre-Release Center, Executive Office Building, 1301 Piccard Drive Conference Center, Council Office Building, Longwood Community Center

FY19: Grey Courthouse, Long Branch Library, Sandy Spring VFD Station 4, Long Branch Pool, Long Branch Recreation Center, 14701 Avery Road, MLK Swim Center, Damascus Library

## PROJECT JUSTIFICATION

Montgomery County was selected by DOJ for a Project Civic Access review in 2006. Project Civic Access is a proactive, ongoing initiative of the Disability Rights Section (DRS) of the DOJ Civil Rights Division to ensure ADA compliance in local and state governments throughout the country. DOJ has completed reviews and signed settlement agreements with over 150 jurisdictions to date. DOJ has inspected approximately 112 County government buildings and facilities. In addition, they have inspected polling places, ballfields, golf courses, and local parks. Montgomery County signed a legally binding settlement agreement to address the findings in August, 2011. M-NCPPC was a co-signer of the Agreement. The Agreement requires the County to remediate all problems identified by DOJ within a negotiated timeline and to survey all remaining buildings, facilities and programs not surveyed by DOJ. Programs and facilities must be surveyed within a three year time frame, with approximately 80 completed each year. The County is required to send a report of its findings to DOJ each year with a proposed remediation plan and timeline.

## FISCAL NOTE

Funding switch in remaining FY18 for \$2,800,000 between Current Revenue: General and GO Bonds (Bond Premium).

## DISCLOSURES

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Expenditures will continue indefinitely.

**COORDINATION**

United States Department of Justice, Department of Health and Human Services, Department of Transportation, County Attorney's Office, Montgomery County Public Schools, Revenue Authority, Maryland-National Capital Park and Planning Commission, Department of General Services, Montgomery County Public Schools



# Elevator Modernization (P509923)

|                      |                                       |                             |                  |
|----------------------|---------------------------------------|-----------------------------|------------------|
| <b>Category</b>      | General Government                    | <b>Date Last Modified</b>   | 01/10/19         |
| <b>SubCategory</b>   | County Offices and Other Improvements | <b>Administering Agency</b> | General Services |
| <b>Planning Area</b> | Countywide                            | <b>Status</b>               | Ongoing          |

## EXPENDITURE SCHEDULE (\$000s)

| Cost Elements                    | Total         | Thru FY18     | Rem FY18     | Total<br>6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond<br>6 Years |
|----------------------------------|---------------|---------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------------|
| Planning, Design and Supervision | 3,268         | 2,308         | 60           | 900              | 150          | 150          | 150          | 150          | 150          | 150          | -                 |
| Site Improvements and Utilities  | 442           | 442           | -            | -                | -            | -            | -            | -            | -            | -            | -                 |
| Construction                     | 15,716        | 7,952         | 2,664        | 5,100            | 850          | 850          | 850          | 850          | 850          | 850          | -                 |
| Other                            | 128           | 128           | -            | -                | -            | -            | -            | -            | -            | -            | -                 |
| <b>TOTAL EXPENDITURES</b>        | <b>19,554</b> | <b>10,830</b> | <b>2,724</b> | <b>6,000</b>     | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>-</b>          |

## FUNDING SCHEDULE (\$000s)

| Funding Source               | Total         | Thru FY18     | Rem FY18     | Total<br>6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond<br>6 Years |
|------------------------------|---------------|---------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------------|
| G.O. Bonds                   | 19,554        | 10,830        | 2,724        | 6,000            | 1,000        | 1,000        | 1,000        | 1,000        | 1,000        | 1,000        | -                 |
| <b>TOTAL FUNDING SOURCES</b> | <b>19,554</b> | <b>10,830</b> | <b>2,724</b> | <b>6,000</b>     | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>1,000</b> | <b>-</b>          |

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

|                                     |        |                          |        |
|-------------------------------------|--------|--------------------------|--------|
| Appropriation FY 20 Approp. Request | 1,000  | Year First Appropriation | FY99   |
| Cumulative Appropriation            | 14,554 | Last FY's Cost Estimate  | 19,654 |
| Expenditure / Encumbrances          | 12,017 |                          |        |
| Unencumbered Balance                | 2,537  |                          |        |

## PROJECT DESCRIPTION

This project provides for the orderly replacement/renovation of aging and outdated elevator systems in County-owned buildings. This project also includes periodic condition assessments of elevator systems in County buildings.

## ESTIMATED SCHEDULE

FY19: Long Branch Community Center, Upcounty Regional Services Center; Shady Grove Transfer Station  
FY20: Projects will be determined after the new survey is completed in FY19.

## COST CHANGE

FY18 decrease is from the transfer of \$100,000 to Planned Life Cycle Asset Replacement for the Data Center UPS system.

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## **PROJECT JUSTIFICATION**

Many elevator systems in County buildings are inefficient, outdated, and beyond economic repair. The useful life of heavy use equipment (hoist, machine motor generation set, governor, controls, car safety devices, door operator, rails, air conditioning pump units, car buffers, door hardware, etc.) has been exhausted. The existing maintenance program is only capable of keeping the elevator operational, since spare parts are not always readily available in the market, resulting in increased shut down time, greater energy consumption, and higher maintenance costs. Renovation/replacement of aging and outdated elevator systems improves reliability, energy conservation, safety, and code compliance. A new survey is in progress.

## **FISCAL NOTE**

In FY18, \$100,000 was transferred to Planned Life Cycle Asset Replacement for the Data Center UPS system.

## **DISCLOSURES**

Expenditures will continue indefinitely.

## **COORDINATION**

Departments affected by Elevator Modernization projects, Department of General Services





# Environmental Compliance: MCG (P500918)

|                      |                                       |                             |                  |
|----------------------|---------------------------------------|-----------------------------|------------------|
| <b>Category</b>      | General Government                    | <b>Date Last Modified</b>   | 01/10/19         |
| <b>SubCategory</b>   | County Offices and Other Improvements | <b>Administering Agency</b> | General Services |
| <b>Planning Area</b> | Countywide                            | <b>Status</b>               | Ongoing          |

## EXPENDITURE SCHEDULE (\$000s)

| Cost Elements                    | Total         | Thru FY18     | Rem FY18   | Total 6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond 6 Years |
|----------------------------------|---------------|---------------|------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Planning, Design and Supervision | 4,019         | 2,399         | 120        | 1,500         | 250          | 250          | 250          | 250          | 250          | 250          | -              |
| Site Improvements and Utilities  | 681           | 681           | -          | -             | -            | -            | -            | -            | -            | -            | -              |
| Construction                     | 13,879        | 6,265         | 714        | 6,900         | 1,150        | 1,150        | 1,150        | 1,150        | 1,150        | 1,150        | -              |
| Other                            | 3,124         | 3,124         | -          | -             | -            | -            | -            | -            | -            | -            | -              |
| <b>TOTAL EXPENDITURES</b>        | <b>21,703</b> | <b>12,469</b> | <b>834</b> | <b>8,400</b>  | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | -              |

## FUNDING SCHEDULE (\$000s)

| Funding Source                            | Total         | Thru FY18     | Rem FY18   | Total 6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond 6 Years |
|---|---------------|---------------|------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| G.O. Bonds                                | 21,573        | 12,469        | 704        | 8,400         | 1,400        | 1,400        | 1,400        | 1,400        | 1,400        | 1,400        | -              |
| Current Revenue: Water Quality Protection | 130           | -             | 130        | -             | -            | -            | -            | -            | -            | -            | -              |
| <b>TOTAL FUNDING SOURCES</b>              | <b>21,703</b> | <b>12,469</b> | <b>834</b> | <b>8,400</b>  | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | -              |

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

|                                     |        |                          |        |
|-------------------------------------|--------|--------------------------|--------|
| Appropriation FY 20 Approp. Request | 1,400  | Year First Appropriation | FY09   |
| Cumulative Appropriation            | 14,703 | Last FY's Cost Estimate  | 21,843 |
| Expenditure / Encumbrances          | 13,138 |                          |        |
| Unencumbered Balance                | 1,565  |                          |        |

## PROJECT DESCRIPTION

This project develops and implements plans for the prevention of pollution and the abatement and containment of potential pollution sources at County facilities - including the Department of Transportation, the Department of General Services depots and maintenance shops, and other county facilities and offices. This project provides for the design and construction of structural covered areas to ensure appropriate storage of hazardous materials and potential pollution sources at County depots. Work will also include replacement of the salt barns at County depots and addressing environmental compliance issues of petroleum Underground Storage Tanks (USTs) and associated piping at County facilities.

## ESTIMATED SCHEDULE

FY19: Seven Locks Fueling Station, Clara Barton Recreation Center FY20: Germantown Police Station, Milestone Fire Station #34

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## **COST CHANGE**

FY18 decrease is from the transfer of \$140,000 to Planned Life Cycle Asset Replacement for the Data Center UPS system.

## **PROJECT JUSTIFICATION**

This project is supported by the Pollution Prevention Plan (P2) for County facilities and the Storm Water Pollution Prevention Plans (SWPPP) for County facilities to comply with aspects of the Federal Clean Water Act National Pollutant Discharge Elimination System (NPDES) Notice of Intent (NOI). Each of the County maintenance facilities must implement appropriate pollution prevention techniques to reduce contamination of stormwater runoff. Covered areas are required under the NPDES for all hazardous products and liquid drums that are stored outside to avoid the potential of drum deterioration, leakage and/or runoff contamination. Structural improvements of covered areas and salt barn structures are scheduled at the Silver Spring, Poolesville, and Bethesda Depots. This project also includes efforts to address environmental compliance issues of UST's and associated piping at County facilities.

## **FISCAL NOTE**

In FY18, \$140,000 was transferred to Planned Lifecycle Asset Replacement for the Data Center UPS system.

## **DISCLOSURES**

Expenditures will continue indefinitely.

## **COORDINATION**

Department of General Services, Department of Transportation, Department of Permitting Services, Department of Environmental Protection, Maryland Department of the Environment



# Life Safety Systems: MCG

## (P509970)

|                      |                                       |                             |                  |
|----------------------|---------------------------------------|-----------------------------|------------------|
| <b>Category</b>      | General Government                    | <b>Date Last Modified</b>   | 01/10/19         |
| <b>SubCategory</b>   | County Offices and Other Improvements | <b>Administering Agency</b> | General Services |
| <b>Planning Area</b> | Countywide                            | <b>Status</b>               | Ongoing          |

### EXPENDITURE SCHEDULE (\$000s)

| Cost Elements                    | Total         | Thru FY18    | Rem FY18     | Total<br>6 Years | FY 19        | FY 20        | FY 21      | FY 22      | FY 23      | FY 24      | Beyond<br>6 Years |
|----------------------------------|---------------|--------------|--------------|------------------|--------------|--------------|------------|------------|------------|------------|-------------------|
| Planning, Design and Supervision | 2,282         | 995          | 297          | 990              | 289          | 289          | 103        | 103        | 103        | 103        | -                 |
| Site Improvements and Utilities  | 1,113         | 1,113        | -            | -                | -            | -            | -          | -          | -          | -          | -                 |
| Construction                     | 10,062        | 3,515        | 787          | 5,760            | 1,836        | 1,836        | 522        | 522        | 522        | 522        | -                 |
| Other                            | 905           | 905          | -            | -                | -            | -            | -          | -          | -          | -          | -                 |
| <b>TOTAL EXPENDITURES</b>        | <b>14,362</b> | <b>6,528</b> | <b>1,084</b> | <b>6,750</b>     | <b>2,125</b> | <b>2,125</b> | <b>625</b> | <b>625</b> | <b>625</b> | <b>625</b> | -                 |

### FUNDING SCHEDULE (\$000s)

| Funding Source               | Total         | Thru FY18    | Rem FY18     | Total<br>6 Years | FY 19        | FY 20        | FY 21      | FY 22      | FY 23      | FY 24      | Beyond<br>6 Years |
|------------------------------|---------------|--------------|--------------|------------------|--------------|--------------|------------|------------|------------|------------|-------------------|
| G.O. Bonds                   | 14,362        | 6,528        | 1,084        | 6,750            | 2,125        | 2,125        | 625        | 625        | 625        | 625        | -                 |
| <b>TOTAL FUNDING SOURCES</b> | <b>14,362</b> | <b>6,528</b> | <b>1,084</b> | <b>6,750</b>     | <b>2,125</b> | <b>2,125</b> | <b>625</b> | <b>625</b> | <b>625</b> | <b>625</b> | -                 |

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

|                                     |        |                          |        |
|-------------------------------------|--------|--------------------------|--------|
| Appropriation FY 20 Approp. Request | 626    | Year First Appropriation | FY99   |
| Cumulative Appropriation            | 11,236 | Last FY's Cost Estimate  | 14,688 |
| Expenditure / Encumbrances          | 7,738  |                          |        |
| Unencumbered Balance                | 3,498  |                          |        |

## PROJECT DESCRIPTION

This project provides funding for installation of modern life safety systems to protect the County's facilities and to protect buildings in the event of fire emergencies. Implementation of this project will help to minimize the dangers to life from fire, including smoke and fumes. The scope of the project encompasses fire alarms with voice addressable capabilities, sprinklers for fire suppression, fire and smoke detection, smoke control systems, and emergency generators.

## ESTIMATED SCHEDULE

FY19 & 20: Siemens Fire Alarms in the Judicial Center, Judicial Center Annex, and the Executive Office Building; FY20: Bethesda Library, Alternate Emergency Communications Center, Colesville Health Center, Lawton Community Center

## COST CHANGE

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FY18 decrease is from the transfer of \$326,500 to Planned Life Cycle Asset Replacement for the Data Center UPS system.

## **PROJECT JUSTIFICATION**

Numerous existing facilities are in need of modern, basic life safety systems. In many older facilities, there are no emergency generators, fire alarms or sprinklers. Emergency generators are critical to support fire alarms and fire pumps during power outages. Some facilities are 24-hour residential facilities. In case of fire, there could be a significant potential exposure to loss of life and property. Most of the facilities do not meet code and have outdated fire alarm systems for which spare parts are no longer available and which can no longer be kept in reliable operation. Many of these County facilities were built years ago, and thus, were grandfathered under the fire code since the occupancy category has not changed. The outdated systems need to be replaced and upgraded to provide improved protection to County employees and County properties. "The Third Report of the Infrastructure Maintenance Task Force (March 2010)" identified an annual level of effort for life safety systems based on a 25-year lifespan.

## **FISCAL NOTE**

In FY19, \$326,500 was transferred to Planned Life Cycle Asset Replacement for the Data Center UPS system.

## **DISCLOSURES**

Expenditures will continue indefinitely.

## **COORDINATION**

Departments affected by Life Safety Systems projects, Department of General Services



# Facilities Site Selection: MCG (P500152)

|                      |                                       |                             |                  |
|----------------------|---------------------------------------|-----------------------------|------------------|
| <b>Category</b>      | General Government                    | <b>Date Last Modified</b>   | 03/04/19         |
| <b>SubCategory</b>   | County Offices and Other Improvements | <b>Administering Agency</b> | General Services |
| <b>Planning Area</b> | Countywide                            | <b>Status</b>               | Ongoing          |

| Total | Thru FY18 | Rem FY18 | Total<br>6 Years | FY 19 | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Beyond<br>6 Years |
|-------|-----------|----------|------------------|-------|-------|-------|-------|-------|-------|-------------------|
|-------|-----------|----------|------------------|-------|-------|-------|-------|-------|-------|-------------------|

### EXPENDITURE SCHEDULE (\$000s)

|                                  |            |            |          |            |           |           |           |           |           |           |          |
|----------------------------------|------------|------------|----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Planning, Design and Supervision | 378        | 209        | -        | 169        | 44        | 25        | 25        | 25        | 25        | 25        | -        |
| Land                             | 106        | 106        | -        | -          | -         | -         | -         | -         | -         | -         | -        |
| Site Improvements and Utilities  | 8          | 8          | -        | -          | -         | -         | -         | -         | -         | -         | -        |
| Other                            | 3          | 3          | -        | -          | -         | -         | -         | -         | -         | -         | -        |
| <b>TOTAL EXPENDITURES</b>        | <b>495</b> | <b>326</b> | <b>-</b> | <b>169</b> | <b>44</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>-</b> |

### FUNDING SCHEDULE (\$000s)

|                              |            |            |          |            |           |           |           |           |           |           |          |
|------------------------------|------------|------------|----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Current Revenue: General     | 495        | 326        | -        | 169        | 44        | 25        | 25        | 25        | 25        | 25        | -        |
| <b>TOTAL FUNDING SOURCES</b> | <b>495</b> | <b>326</b> | <b>-</b> | <b>169</b> | <b>44</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>-</b> |

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

|                                     |      |                          |      |
|-------------------------------------|------|--------------------------|------|
| Appropriation FY 20 Approp. Request | (49) | Year First Appropriation | FY01 |
| Cumulative Appropriation            | 444  | Last FY's Cost Estimate  | 569  |
| Expenditure / Encumbrances          | 388  |                          |      |
| Unencumbered Balance                | 56   |                          |      |

### PROJECT DESCRIPTION

This project provides for site selection for the following candidate projects: Clarksburg Library, Damascus Depot Relocation, North County Regional Recreation and Aquatic Center, 4th District Police Station, Montgomery Village Fire Station, land for facility reforestation and other site selection activities such as appraisals, geotechnical services, environmental studies, title reports and surveys.

### COST CHANGE

Recognition of prior year savings.

### OTHER

These funds will be used for site selection only. No land will be purchased without notice to the County Council that must include the reasons why the proposed site is appropriate for the specific project being planned, including the expected size of the facility and how the site is responsive to community needs. Any land acquisition will be funded initially through ALARF: MCG, then reimbursed by a future appropriation from the specific project. The County Executive will work with the Maryland-National Capital Park and Planning Commission staff to review future facility needs in master plans and department strategic plans to identify sites beyond those for projects in facility planning and the current CIP for acquisition.

### DISCLOSURES

Expenditures will continue indefinitely.

### COORDINATION

Department of Police, Department of Public Libraries, Department of General Services, Department of Recreation, Department of Fire/Rescue services, Department of Transportation, Maryland-National Capital Park and Planning Commission, Office of Management and Budget, Regional Services Centers



# Facility Planning: MCG (P508768)

**Category** General Government **Date Last Modified** 03/04/19  
**SubCategory** County Offices and Other Improvements **Administering Agency** General Services  
**Planning Area** Countywide **Status** Ongoing

| Total | Thru FY18 | Rem FY18 | Total 6 Years | FY 19 | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Beyond 6 Years |
|-------|-----------|----------|---------------|-------|-------|-------|-------|-------|-------|----------------|
|-------|-----------|----------|---------------|-------|-------|-------|-------|-------|-------|----------------|

### EXPENDITURE SCHEDULE (\$000s)

|                                  |               |              |          |              |            |            |            |            |            |            |          |
|----------------------------------|---------------|--------------|----------|--------------|------------|------------|------------|------------|------------|------------|----------|
| Planning, Design and Supervision | 10,108        | 8,566        | -        | 1,542        | 242        | 260        | 260        | 260        | 260        | 260        | -        |
| Land                             | 87            | 87           | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| Site Improvements and Utilities  | 7             | 7            | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| Construction                     | 412           | 412          | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| Other                            | 222           | 222          | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| <b>TOTAL EXPENDITURES</b>        | <b>10,836</b> | <b>9,294</b> | <b>-</b> | <b>1,542</b> | <b>242</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>-</b> |

### FUNDING SCHEDULE (\$000s)

|                                       |               |              |          |              |            |            |            |            |            |            |          |
|---------------------------------------|---------------|--------------|----------|--------------|------------|------------|------------|------------|------------|------------|----------|
| Current Revenue: General              | 10,191        | 8,649        | -        | 1,542        | 242        | 260        | 260        | 260        | 260        | 260        | -        |
| Current Revenue: Solid Waste Disposal | 20            | 20           | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| G.O. Bonds                            | 625           | 625          | -        | -            | -          | -          | -          | -          | -          | -          | -        |
| <b>TOTAL FUNDING SOURCES</b>          | <b>10,836</b> | <b>9,294</b> | <b>-</b> | <b>1,542</b> | <b>242</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>260</b> | <b>-</b> |

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

|                                     |       |                          |        |
|-------------------------------------|-------|--------------------------|--------|
| Appropriation FY 20 Approp. Request | 116   | Year First Appropriation | FY87   |
| Cumulative Appropriation            | 9,680 | Last FY's Cost Estimate  | 10,980 |
| Expenditure / Encumbrances          | 9,426 |                          |        |
| Unencumbered Balance                | 254   |                          |        |

## PROJECT DESCRIPTION

This project provides for general government facility planning studies for a variety of projects under consideration in the CIP. In addition, facility planning serves as a transition stage for a project between the master plan or conceptual stage and its inclusion as a stand-alone project in the CIP. Prior to the establishment of a stand-alone project, Montgomery County develops a Program of Requirements (POR) that outlines the general and specific features required on the project. Selected projects range in type including: new buildings, renovation of existing buildings, stormwater management, and recycling centers. Facility planning is a decision making process that includes the determination of the purpose of and need for a candidate project, a rigorous investigation of non-County sources of funding, and an estimate of the cost of the design and an estimated range of the cost of construction of the project. Facility planning represents feasibility analysis, planning and preliminary design and develops a POR in advance of full programming of a project in the CIP. Depending upon the results of a facility planning determination of purpose and need, a project may or may not proceed to design and construction. For a full description of the facility planning process, see the CIP Planning Section.

## COST CHANGE

Recognition of prior year savings.

## PROJECT JUSTIFICATION

Facility planning costs for projects which ultimately become stand-alone projects are included here. These costs will not be reflected in the resulting individual project.

## OTHER

The study proposals under this program are developed in conjunction with program departments, the Department of General Services, the Office of Management and Budget (OMB), and consultants to ensure accurate program requirements. Planning studies are underway or to be completed in FY19 or FY20 are listed on the next page. This list includes projects that will potentially be considered for inclusion as stand alone projects in the FY21-26 CIP. Other projects not listed may be planned under urgent situations. Planning for future fire stations will be considered if response time or population data warrant such a need.

## FISCAL NOTE

Funds may also be used to explore opportunities in the event a private developer expresses interest in County property.

## DISCLOSURES

Expenditures will continue indefinitely.

## COORDINATION

Department of Environmental Protection, Department of General Services, Department of Correction and Rehabilitation, Department of Fire and Rescue Services,

**PLANNING STUDIES UNDERWAY OR CANDIDATE PROJECTS TO BE COMPLETED DURING FY19 AND FY20**

**CANDIDATE PROJECTS**

- **WHEATON PARKING LOT 13 REDEVELOPMENT**
- **CHILDRENS' MUSEUM**
- **COUNTY FACILITY REFRESH (NON-LIBRARY)**
- **BUSHEY DRIVE REDEVELOPMENT**
- **DAMASCUS DEPOT**
- **POOLESVILLE SERVICES CO-LOCATION STUDY**

**STUDIES UNDERWAY OR PLANNED FOR FY18**

- **OLNEY CIVIC COMMONS**
- **OLD SILVER SPRING LIBRARY REUSE**
- **WHEATON ARTS AND HUMANITIES CENTER**
- **TAKOMA PARK POOL-ADVENTIST PARTNERSHIP**
- **BETHESDA REGIONAL COMMUNITY RECREATION CENTER**

**AS OPPORTUNITIES OCCUR, COUNTY FACILITIES IN NEED OF REHABILITATION AND/OR EXPANSION MAY BE CONSIDERED FOR FACILITY PLANNING TO LEVERAGE NON-COUNTY FUNDING. EXAMPLES OF SUCH OPPORTUNITIES WOULD BE WHEN REDEVELOPMENT OCCURS OR WHEN LOCAL VOLUNTEER FIRE/RESCUE DEPARTMENTS RENOVATE, ADD TO, OR REPLACE VOLUNTEER-OWNED FIRE STATIONS. EXAMPLES OF PROJECTS WHERE REDEVELOPMENT COULD OCCUR INCLUDE THE 4TH AND 5TH DISTRICT POLICE STATIONS. PROJECTS WHICH MAY ALSO BE CONSIDERED FOR FUTURE FACILITY PLANNING INCLUDE: SHADY GROVE FIRE STATION #36 AND ADDITIONAL IMPROVEMENTS AT THE OUTDOOR FIRING RANGE.**

## **FACILITY PLANNING: MCG (P508768)**

Executive branch staff provided the following status update on candidate projects and studies underway or planned.

### **Candidate Projects**

1. **Wheaton Parking Lot 13 Redevelopment study:** The Wheaton Parking Lot 13 Redevelopment is related to the area of Lot 13 not currently under construction for the Wheaton Redevelopment office tower. In FY19, DGS evaluated the parcel to determine feasibility of future development. In FY20, DGS will continue to coordinate with the Office of the County Executive to identify and evaluate opportunities for the redevelopment of this parcel.
2. **Children's Museum:** DGS continues to evaluate sites for the Kid Museum. DGS will continue to assess buildings and sites to determine capital costs as opportunities present themselves.
3. **County Facility Refresh:** Facility refresh studies are informal reviews with client departments to determine priority projects. In many cases, the facilities reviewed are also included in LOE projects. For FY19, DGS primarily focused on Recreation facilities. In FY20, DGS will primarily focus on HHS facilities.
4. **Bushey Drive Redevelopment:** The County Executive would like to pursue affordable housing opportunities once the Department of Recreation relocates its administrative offices to the new Wheaton office building. DGS will begin the reuse process in FY19.
5. **Damascus Depot:** Due to the PSSM project need to replace the existing tower facility, the only activity in FY19 was related to ensuring that the PSSM projects did not ultimately impede the county's ability to consider reconfiguration of the Damascus depot highway services operations.
6. **Poolesville Services Co-Location:** DGS and other departments continue to collaborate with Town of Poolesville on the Fair Access Partners work group. The FAP group intends to meet quarterly with agency and departmental reps. The FAP proposes to explore opportunities for County agency co-locations in Poolesville.

### **Studies Underway or Planned**

7. **Olney Civic Commons:** The Planning Report for the Olney Town Commons was completed in FY18. Phase 2 of the study, which will include the preliminary program plan, business plan and operational analysis is under development.
8. **Old Silver Spring Library Reuse:** The County Executive transmitted Executive Order 224-18 for the disposition of the property to the Council on March 4, 2019. The public hearing is scheduled for April 10, 2019. Council must approve the Declaration of No Further Need before the County can execute the ground lease of the property with the Martha B. Gudelsky Child Development Center.



9. **Wheaton Arts and Humanities Center:** The consultant completed Phase 1 of its study fall 2018 which included community engagement and material review, a market analysis and a benchmarking study.
10. **Takoma Park Pool-Adventist Partnership:** In light of changes to the Adventist strategic plan, no further study of a pool partnership will occur in FY20.
11. **Bethesda Regional CRC study:** In accordance with the Recreation Facility master plan, DGS continues to evaluate potential P3's for a Bethesda CRC as opportunities present.

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# Planned Lifecycle Asset Replacement: MCG

(P509514)

**Category** General Government  
**SubCategory** County Offices and Other Improvements  
**Planning Area** Countywide  
**Date Last Modified** 03/14/19  
**Administering Agency** General Services  
**Status** Ongoing

|                                      | Total         | Thru FY18    | Rem FY18     | Total 6 Years | FY 19        | FY 20        | FY 21        | FY 22        | FY 23        | FY 24        | Beyond 6 Years |
|--------------------------------------|---------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| <b>EXPENDITURE SCHEDULE (\$000s)</b> |               |              |              |               |              |              |              |              |              |              |                |
| Planning, Design and Supervision     | 2,540         | 1,919        | 141          | 480           | 80           | 80           | 80           | 80           | 80           | 80           | -              |
| Land                                 | 15            | 15           | -            | -             | -            | -            | -            | -            | -            | -            | -              |
| Site Improvements and Utilities      | 481           | 481          | -            | -             | -            | -            | -            | -            | -            | -            | -              |
| Construction                         | 19,107        | 3,418        | 2,449        | 13,240        | 2,170        | 2,390        | 2,170        | 2,170        | 2,170        | 2,170        | -              |
| Other                                | 58            | 58           | -            | -             | -            | -            | -            | -            | -            | -            | -              |
| <b>TOTAL EXPENDITURES</b>            | <b>22,201</b> | <b>5,891</b> | <b>2,590</b> | <b>13,720</b> | <b>2,250</b> | <b>2,470</b> | <b>2,250</b> | <b>2,250</b> | <b>2,250</b> | <b>2,250</b> | -              |

| <b>FUNDING SCHEDULE (\$000s)</b> |               |              |              |               |              |              |              |              |              |              |   |
|----------------------------------|---------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|---|
| Current Revenue: General         | 220           | -            | -            | 220           | -            | 220          | -            | -            | -            | -            | - |
| G.O. Bonds                       | 17,197        | 1,107        | 2,590        | 13,500        | 2,250        | 2,250        | 2,250        | 2,250        | 2,250        | 2,250        | - |
| PAYGO                            | 4,784         | 4,784        | -            | -             | -            | -            | -            | -            | -            | -            | - |
| <b>TOTAL FUNDING SOURCES</b>     | <b>22,201</b> | <b>5,891</b> | <b>2,590</b> | <b>13,720</b> | <b>2,250</b> | <b>2,470</b> | <b>2,250</b> | <b>2,250</b> | <b>2,250</b> | <b>2,250</b> | - |

| <b>APPROPRIATION AND EXPENDITURE DATA (\$000s)</b> |  |  |        |                          |        |
|--|--|--|--------|--------------------------|--------|
| Appropriation FY 20 Approp. Request                |  |  | 2,469  | Year First Appropriation | FY95   |
| Cumulative Appropriation                           |  |  | 10,732 | Last FY's Cost Estimate  | 21,415 |
| Expenditure / Encumbrances                         |  |  | 7,713  |                          |        |
| Unencumbered Balance                               |  |  | 3,019  |                          |        |

## PROJECT DESCRIPTION

This project provides for a comprehensive lifecycle replacement program to protect the County's investment in facilities and to sustain efficient and reliable facility operation. The project is targeted at slowing the deterioration of key facility and site components based on an inventory of their age and condition. The project includes: mechanical/plumbing equipment; lighting system replacement not covered under the Energy Conservation CIP program; and reconstruction of sidewalks and curbs adjacent to County facilities. The scope of this project parallels approved CIP projects of Montgomery County Public Schools, Montgomery College, and the Maryland-National Capital Park and Planning Commission.

## ESTIMATED SCHEDULE

FY19: HHS Health Center at 8818 Georgia Avenue, Pre-Release Center FY20: Black Rock Arts facility and equipment and component replacements at various County facilities to be determined.

## COST CHANGE

FY18 increase is from the transfer of \$566,500 for the Data Center UPS system. Current Revenue was shifted from Cost Sharing to cover a FY20 increase for Black Rock Arts facility renovations.

## PROJECT JUSTIFICATION

The County currently has a significant backlog of facility and site components that result from facility age and past deferrals of deficiencies. Various components are outdated, inefficient, and costly to repair. The replacement of components significantly extends the useful life of County facilities. In FY05, FY06 and FY07, the County engaged a consultant to conduct a comprehensive facility condition assessment survey of 73 County facilities, or approximately 30 percent of the County's facility inventory. Based upon the age and condition of each component and industry-accepted component lifetimes, a priority listing of component replacement was developed. The results of the facility condition assessment of 73 County facilities have been used to prioritize the six-year program.

## FISCAL NOTE

There was a funding switch between GO Bonds and PAYGO for \$1.779M. In FY19, \$566,000 was transferred for the Data Center UPS system.

## DISCLOSURES

Expenditures will continue indefinitely.

## COORDINATION

Departments affected by PLAR projects, Department of General Services

# Council Office Building Renovations (P010100)

**Category** General Government  
**SubCategory** County Offices and Other Improvements  
**Planning Area** Rockville  
**Date Last Modified**  
**Administering Agency** 05/09/18  
**Status** General Services  
 Under Construction

|                                      | Total         | Total FY18    | Rem FY18      | Total 6 Years | FY 18        | FY 19        | FY 20       | FY 21 | FY 22 | FY 23 | FY 24 | Beyond 6 Years |
|--------------------------------------|---------------|---------------|---------------|---------------|--------------|--------------|-------------|-------|-------|-------|-------|----------------|
| <b>EXPENDITURE SCHEDULE (\$000s)</b> |               |               |               |               |              |              |             |       |       |       |       |                |
| Planning, Design and Supervision     | 2657          | 2550          | 976           | 723           | 958          | 854          | 104         | -     | -     | -     | -     | -              |
| Land                                 | 4             | 4             | 4             | -             | -            | -            | -           | -     | -     | -     | -     | -              |
| Site Improvements and Utilities      | 2             | 2             | 2             | -             | -            | -            | -           | -     | -     | -     | -     | -              |
| Construction                         | 41748         | 40444         | 23,707        | 9,085         | 8956         | 7322         | 1634        | -     | -     | -     | -     | -              |
| Other                                | 1580          | 1578          | 62            | 1,356         | 162          | 100          | 62          | -     | -     | -     | -     | -              |
| <b>TOTAL EXPENDITURES</b>            | <b>44,191</b> | <b>44,191</b> | <b>24,751</b> | <b>11,164</b> | <b>8,276</b> | <b>8,276</b> | <b>1800</b> | -     | -     | -     | -     | -              |
|                                      | 45,991        |               |               | 10,076        |              |              |             |       |       |       |       |                |

|                                  | Total         | Total FY18    | Rem FY18      | Total 6 Years | FY 18        | FY 19        | FY 20       | FY 21 | FY 22 | FY 23 | FY 24 | Beyond 6 Years |
|----------------------------------|---------------|---------------|---------------|---------------|--------------|--------------|-------------|-------|-------|-------|-------|----------------|
| <b>FUNDING SCHEDULE (\$000s)</b> |               |               |               |               |              |              |             |       |       |       |       |                |
| Current Revenue: Cable TV        | 1,052         | 800           | 152           | -             | -            | -            | -           | -     | -     | -     | -     | -              |
| G.O. Bonds                       | 40075         | 38,975        | 19,687        | 11,012        | 10076        | 8,276        | 1800        | -     | -     | -     | -     | -              |
| Long-Term Financing              | 4,000         | 4,000         | -             | -             | -            | -            | -           | -     | -     | -     | -     | -              |
| PAYGO                            | 164           | 164           | -             | -             | -            | -            | -           | -     | -     | -     | -     | -              |
| <b>TOTAL FUNDING SOURCES</b>     | <b>44,191</b> | <b>44,191</b> | <b>24,751</b> | <b>11,164</b> | <b>8,276</b> | <b>8,276</b> | <b>1800</b> | -     | -     | -     | -     | -              |
|                                  | 45,451        |               |               | 10,076        |              |              |             |       |       |       |       |                |

| <b>APPROPRIATION AND EXPENDITURE DATA (\$000s)</b> |  |        |                          |
|--|--|--------|--------------------------|
| Appropriation FY 20 Approp. Request                |  |        |                          |
| Cumulative Appropriation                           |  | 1,500  | Year First Appropriation |
| Expenditure / Encumbrances                         |  | 44,191 | Last FY's Cost Estimate  |
| Unencumbered Balance                               |  | 37,807 |                          |
|  |  | 6,384  |                          |
|  |  |        | FY05                     |
|  |  |        | 44,191                   |

## PROJECT DESCRIPTION

This project is in three phases. The first phase renovated the hearing room, conference room, and anteroom on the third floor of the Council Office Building (COB) which had not been renovated in at least twenty five years. The first phase was completed in 2009. The second phase replaces the HVAC system, the lighting systems, windows in the rest of the COB, upgrades restrooms to ADA standards, renovates the auditorium on the first floor, provides improved signage inside and outside the buildings, refreshes common areas, and reconfigures space on the fourth, fifth, and sixth floors for the Council Office and the Office of Legislative Oversight (OLO) staff. Phase III will renovate curtain wall windows in the southern end of the building.

## ESTIMATED SCHEDULE

The project is expected to be finished in ~~Summer 2018~~ *Spring 2020*

## COST CHANGE

There is an increase for additional asbestos abatement and code corrections cost, *additional painting and carpet, additional stairway renovations, and furniture for new conference rooms. renovation and construction of common areas and replaces HVAC systems, lighting, and windows in the rest of the COB.*

## PROJECT JUSTIFICATION

Heating, ventilation, and air conditioning in the COB function poorly and most of the restrooms are not compliant with updated ADA standards or high performance building standards. The Council Office and OLO have far outgrown their space since it was last reconfigured more than 25 years ago. The 1st Floor Auditorium, which is used regularly for County Government staff training and as a meeting place by civic organizations, is extremely substandard.

## FISCAL NOTE

The second phase of the project is partially funded with a \$184,000 unencumbered balance from the first phase and a FY15 transfer of \$2,993,000 in G.O. Bonds from the Montgomery County Government Complex (360901). A FY15 supplemental of \$296,000 in G.O. Bonds occurred. An audit by Energy Service Company (ESCO) has been conducted, and it has determined that \$4 million in savings can be anticipated from this project. An Energy Savings Performance Contract (ESPC) will allow for third-party funding to cover this portion of the contract, so that no G.O. Bonds are required for it. A financing mechanism is in place to cover the cost of the contract and the repayment of debt is guaranteed through the energy savings. FY17 transfer of \$700,000 in Long Term Financing from Energy Systems Modernization.

## DISCLOSURES

A pedestrian impact analysis has been completed for this project.

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**COORDINATION**

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County Council, Department of General Services, Department of Technology Services, Legislative Branch Office, Office of Consumer Protection, Department of Housing and Community Affairs, Ethics Commission. Special Capital Projects Legislation was enacted on June 23, 2015 and signed into law on July 6, 2015 (Bill No. 27-15).

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