

# Department of General Services

## MISSION

The mission of the Maryland Department of General Services (DGS) is to provide leading-edge professional and technical services to keep State and local government working today and in the future. DGS does this by creating safe and secure work environments; designing, building, leasing, managing and maintaining facilities; leading energy conservation efforts; procuring goods and services; and providing essential functions such as fuel management, disposition of surplus property and records storage. We are committed to Doing Great Service!

## KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

### Goal 1. Operate efficiently and effectively.

- Obj. 1.1 Annually complete 80 percent of small contract procurements within 10 days.
- Obj. 1.2 Annually complete 80 percent of large contract procurements within 90 days.
- Obj. 1.3 Reduce DGS fixed asset inventory loss to one percent or less per year.
- Obj. 1.4 Annually obtain Board of Public Works (BPW) approval of 80 percent of procurement-mandated, newly leased office space within six months of receipt of properly completed agency request.
- Obj. 1.5 Annually complete 100 percent of maintenance work orders submitted by customer agencies.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Percent of small procurements (\$24,999 and below) obtained through e-commerce	80%	80%	N/A	N/A	N/A	N/A	N/A
Percent of small procurements completed within 10 days	93%	67%	N/A	82%	100%	100%	100%
Percent of large procurements (\$25,000 and above) obtained through e-commerce	97%	95%	77%	95%	100%	100%	100%
Percent of large procurements completed within 90 days	78%	81%	77%	83%	93%	93%	95%
Percent of inventory lost or missing	2.9%	1.7%	1.1%	1.0%	1.1%	0.9%	0.8%
Percent of new leases approved by BPW within 6 months of properly completed agency request	85%	86%	70%	100%	83%	85%	85%
Percent of preventative maintenance work orders completed	N/A	N/A	N/A	N/A	100%	100%	100%
Percent of unscheduled work orders completed	N/A	N/A	N/A	N/A	94%	94%	100%

### Goal 2. Provide a safe and secure environment for State employees and visitors.

- Obj. 2.1 One-hundred percent of managed entry points at facilities secured by DGS Maryland Capitol Police (MCP) will have prox, camera surveillance or personnel controlled entry systems.
- Obj. 2.2 Reduce criminal activity at DGS-MCP secured facilities by 15 percent below the 2009 baseline of 46 thefts.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Percent of facilities with prox, camera, or personnel entry systems	100%	100%	100%	100%	100%	100%	100%
Number of thefts at DGS managed facilities	46	21	32	31	23	22	20
Percent change from the 2009 baseline in thefts at DGS managed facilities	0%	-54%	-30%	-33%	-28%	-31%	-38%

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## Goal 3. Provide best value for customer agencies and taxpayers.

- Obj. 3.1** Reduce the rate of change orders resulting from design errors and omissions on capital improvement projects completed during the evaluated fiscal year. (Baseline: fiscal year 2008 = 1.47 percent change orders due to errors and omissions.)
- Obj. 3.2** Annually, complete at least 80 percent of new procurements for DGS-supported agencies on time and on target.
- Obj. 3.3** Annually achieve three percent savings through cooperative contracting and/or through the successful implementation of supply chain initiatives.
- Obj. 3.4** Ensure that at least 88 percent of acquisition and disposal contracts negotiated annually by the Land Acquisition and Disposal (LAD) unit are at or below the accepted appraisal value.

<b>Performance Measures</b>	<b>2013 Act.</b>	<b>2014 Act.</b>	<b>2015 Act.</b>	<b>2016 Act.</b>	<b>2017 Act.</b>	<b>2018 Est.</b>	<b>2019 Est.</b>
Value of approved change orders due to design errors (millions)	\$0.01	\$0.05	\$0.07	\$0.35	\$0.96	\$0.04	\$0.11
Percent change of change orders from original contract amount	0.1%	0.9%	0.5%	2.0%	1.5%	0.3%	0.1%
Percent change in rate of change orders due to design errors and omissions	-96%	-39%	-66%	33%	-1%	-1%	-1%
Number of new procurements	447	374	351	451	354	390	429
Number of new procurements completed on time, on budget and on target	343	307	273	375	293	322	354
Percent of new procurements completed on time, on budget and on target	77%	82%	78%	83%	83%	85%	87%
Total value of annual procurements (millions)	\$357	\$319	\$166	N/A	\$196	\$194	\$195
Estimated annual savings (millions)	\$4	\$4	\$3	N/A	N/A	N/A	N/A
Percent of approved contracts negotiated by LAD with contract price at most favorable contract terms to State	91%	88%	83%	100%	90%	85%	85%

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**Goal 4. Carry out social, economic, and other responsibilities as a State agency.**

- Obj. 4.1** Annually increase by one the number of Equal Employment Opportunity (EEO) categories that meet or exceed statewide diversity goals.
- Obj. 4.2** Annually meet or exceed the Minority Business Enterprise (MBE) participation rate of 29 percent for the Department's total procurement dollars spent.
- Obj. 4.3** Successfully certify and recertify the Small Business Reserve (SBR) program participants from Maryland's small business community and ensure that contract award amounts increase by at least 10 percent annually.

<b>Performance Measures</b>	<b>2013 Act.</b>	<b>2014 Act.</b>	<b>2015 Act.</b>	<b>2016 Act.</b>	<b>2017 Act.</b>	<b>2018 Est.</b>	<b>2019 Est.</b>
Number of EEO job categories that meet or exceed statewide goals	21 19%	20 27%	21 22%	21 15%	21 19%	21 22%	21 25%
Percent MBE participation	5,685	6,183	5,457	5,217	5,864	6,150	6,450
Number of companies that self certify	\$14.0	\$16.6	\$21.0	\$17.4	\$25.6	\$22.0	\$24.0
Dollars realized through State SBR contracts (millions)	-40%	19%	27%	-17%	47%	-14%	1%
Percent change in award amounts annually							

**Goal 5. Reduce State government energy consumption.**

- Obj. 5.1** Reduce State government energy consumption by 15 percent below the 2008 baseline of 13.03 million MMBTUs.

<b>Performance Measures</b>	<b>2013 Act.</b>	<b>2014 Act.</b>	<b>2015 Act.</b>	<b>2016 Act.</b>	<b>2017 Act.</b>	<b>2018 Est.</b>	<b>2019 Est.</b>
Number of Energy Performance Contracts (EPC)	25	26	27	23	24	29	31
Total expenditures on EPCs (millions)	\$210.0	\$204.0	\$210.0	\$235.8	\$242.9	\$288.0	\$306.0
Total energy consumption by all State government facilities (millions of MMBTU's)	11.59	12.06	12.25	11.54	11.40	12.00	11.50
Monetary savings realized from EPC usage (millions)	\$15.8	\$21.5	\$22.0	\$21.5	\$22.3	\$29.7	\$33.3
Percent change from the 2008 base year (13.03 millions of MMBTU's) in energy consumption by all State government facilities	-11.05%	-7.44%	-6.01%	-11.45%	-12.51%	-7.90%	-11.74%

## Department of General Services

### Summary of Department of General Services

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
Number of Authorized Positions	581.00	581.00	581.00
Number of Contractual Positions	22.08	22.93	22.93
Salaries, Wages and Fringe Benefits	45,535,691	47,079,407	47,754,091
Technical and Special Fees	1,088,522	1,129,912	1,062,544
Operating Expenses	52,918,382	52,902,249	52,523,758
Net General Fund Expenditure	69,853,836	67,390,065	66,180,052
Special Fund Expenditure	4,147,689	3,951,547	4,469,974
Federal Fund Expenditure	661,455	1,333,686	1,335,621
Reimbursable Fund Expenditure	24,879,615	28,436,270	29,354,746
Total Expenditure	99,542,595	101,111,568	101,340,393

## Department of General Services

### Summary of Office of the Secretary

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
Number of Authorized Positions	28.00	28.00	28.00
Number of Contractual Positions	0.31	0.00	0.00
Salaries, Wages and Fringe Benefits	2,979,702	2,848,769	2,844,612
Technical and Special Fees	12,969	0	0
Operating Expenses	1,798,494	978,039	1,006,843
Net General Fund Expenditure	4,791,165	3,826,808	3,851,455
Total Expenditure	4,791,165	3,826,808	3,851,455

## Department of General Services

### H00A01.01 Executive Direction - Office of the Secretary

#### Program Description

The Office of the Secretary provides executive direction and coordination for all of the Department's programs and activities. The Secretary also has the authority, delegated by the Board of Public Works, to procure contracts to lease real property, purchase supplies, execute construction projects, and obtain construction, architectural and engineering services.

#### Appropriation Statement

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
Number of Authorized Positions	8.00	8.00	8.00
Number of Contractual Positions	0.31	0.00	0.00
01 Salaries, Wages and Fringe Benefits	1,172,190	1,062,030	1,078,126
03 Communications	5,309	20,822	17,851
04 Travel	7,270	8,167	7,377
07 Motor Vehicle Operation and Maintenance	4,866	4,420	4,770
08 Contractual Services	1,281,351	426,394	468,892
09 Supplies and Materials	33,608	15,494	22,089
10 Equipment - Replacement	1,604	0	0
11 Equipment - Additional	590	0	0
13 Fixed Charges	15,223	20,470	22,308
Total Operating Expenses	1,349,821	495,767	543,287
Total Expenditure	<u>2,522,011</u>	<u>1,557,797</u>	<u>1,621,413</u>
Net General Fund Expenditure	<u>2,522,011</u>	<u>1,557,797</u>	<u>1,621,413</u>
Total Expenditure	<u>2,522,011</u>	<u>1,557,797</u>	<u>1,621,413</u>

## Department of General Services

### H00A01.02 Administration - Office of the Secretary

#### Program Description

The Office of Administration provides personnel, fiscal and technology support services to the Department's other programs.

#### Appropriation Statement

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
Number of Authorized Positions	20.00	20.00	20.00
01 Salaries, Wages and Fringe Benefits	1,807,512	1,786,739	1,766,486
02 Technical and Special Fees	12,969	0	0
03 Communications	243,791	256,913	253,710
04 Travel	435	0	0
07 Motor Vehicle Operation and Maintenance	259	0	0
08 Contractual Services	170,840	195,752	168,173
09 Supplies and Materials	6,444	6,536	7,979
10 Equipment - Replacement	5,147	0	0
11 Equipment - Additional	3,130	0	0
13 Fixed Charges	18,627	23,071	33,694
Total Operating Expenses	448,673	482,272	463,556
Total Expenditure	2,269,154	2,269,011	2,230,042
Net General Fund Expenditure	2,269,154	2,269,011	2,230,042
Total Expenditure	2,269,154	2,269,011	2,230,042

## Department of General Services

### H00B01.01 Facilities Security - Office of Facilities Security

#### Program Description

The Facilities Security Program provides law enforcement and security services to the Annapolis and Baltimore State Office Complexes through the Maryland Capitol Police (MCP). MCP oversees both scheduled and unscheduled demonstrations held on State property and coordinates closely with allied law enforcement on situations of mutual concern. The Program also issues State ID cards to all State employees, contractors, lobbyists and local government officials at its security card processing centers in Baltimore and Annapolis.

#### Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	178.00	178.00	178.00
Number of Contractual Positions	0.87	0.00	0.00
01 Salaries, Wages and Fringe Benefits	12,488,617	12,841,611	13,202,576
02 Technical and Special Fees	32,523	10,921	10,921
03 Communications	38,404	42,094	45,488
04 Travel	8,258	6,803	7,530
07 Motor Vehicle Operation and Maintenance	170,268	131,990	232,535
08 Contractual Services	130,639	413,380	259,218
09 Supplies and Materials	303,648	200,112	231,471
10 Equipment - Replacement	916,994	0	0
11 Equipment - Additional	24,824	12,000	0
13 Fixed Charges	13,447	8,974	82,475
Total Operating Expenses	1,606,482	815,353	858,717
Total Expenditure	14,127,622	13,667,885	14,072,214
Net General Fund Expenditure	10,587,313	9,091,767	9,124,049
Special Fund Expenditure	81,105	59,035	81,108
Federal Fund Expenditure	152,958	300,497	315,131
Reimbursable Fund Expenditure	3,306,246	4,216,586	4,551,926
Total Expenditure	14,127,622	13,667,885	14,072,214
<b>Special Fund Expenditure</b>			
H00314 State ID Badge Revenue	81,105	59,035	81,108
Total	81,105	59,035	81,108
<b>Federal Fund Expenditure</b>			
93.778 Medical Assistance Program	152,958	300,497	315,131
Total	152,958	300,497	315,131
<b>Reimbursable Fund Expenditure</b>			
H00905 Security Services	3,306,246	4,216,586	4,551,926
Total	3,306,246	4,216,586	4,551,926



## Department of General Services

### Summary of Office of Facilities Operation and Maintenance

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
Number of Authorized Positions	203.00	203.00	203.00
Number of Contractual Positions	8.31	0.70	0.70
Salaries, Wages and Fringe Benefits	14,789,707	15,085,654	15,207,087
Technical and Special Fees	368,809	68,305	68,305
Operating Expenses	38,406,270	39,684,634	38,748,944
Net General Fund Expenditure	35,387,132	33,766,182	32,509,398
Special Fund Expenditure	397,909	396,564	371,822
Federal Fund Expenditure	492,660	1,033,189	1,020,490
Reimbursable Fund Expenditure	17,287,085	19,642,658	20,122,626
Total Expenditure	53,564,786	54,838,593	54,024,336

## Department of General Services

### H00C01.01 Facilities Operation and Maintenance - Office of Facilities Operation and Maintenance

#### Program Description

The Facilities Operation and Maintenance Program oversees the operation and maintenance of State-owned buildings and grounds under the Department's jurisdiction. This oversight includes managing operation and maintenance related service contracts.

#### Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	203.00	203.00	203.00
Number of Contractual Positions	8.31	0.70	0.70
<b>01 Salaries, Wages and Fringe Benefits</b>	<b>14,789,707</b>	<b>15,085,654</b>	<b>15,207,087</b>
<b>02 Technical and Special Fees</b>	<b>368,809</b>	<b>68,305</b>	<b>68,305</b>
<b>03 Communications</b>	<b>176,694</b>	<b>284,092</b>	<b>310,012</b>
<b>04 Travel</b>	<b>3,093</b>	<b>684</b>	<b>900</b>
<b>06 Fuel and Utilities</b>	<b>14,362,460</b>	<b>15,866,561</b>	<b>14,707,411</b>
<b>07 Motor Vehicle Operation and Maintenance</b>	<b>784,052</b>	<b>838,302</b>	<b>847,317</b>
<b>08 Contractual Services</b>	<b>15,287,932</b>	<b>15,612,835</b>	<b>15,871,590</b>
<b>09 Supplies and Materials</b>	<b>980,311</b>	<b>994,929</b>	<b>1,005,392</b>
<b>10 Equipment - Replacement</b>	<b>118,968</b>	<b>0</b>	<b>0</b>
<b>11 Equipment - Additional</b>	<b>91,464</b>	<b>0</b>	<b>0</b>
<b>12 Grants, Subsidies, and Contributions</b>	<b>1,367,000</b>	<b>367,000</b>	<b>367,000</b>
<b>13 Fixed Charges</b>	<b>683,639</b>	<b>516,336</b>	<b>537,813</b>
<b>14 Land and Structures</b>	<b>251,745</b>	<b>240,933</b>	<b>0</b>
Total Operating Expenses	<u>34,107,358</u>	<u>34,721,672</u>	<u>33,647,435</u>
Total Expenditure	<u>49,265,874</u>	<u>49,875,631</u>	<u>48,922,827</u>
Net General Fund Expenditure	34,357,204	32,093,588	30,840,488
Special Fund Expenditure	397,909	396,564	371,822
Federal Fund Expenditure	492,660	1,033,189	1,020,490
Reimbursable Fund Expenditure	<u>14,018,101</u>	<u>16,352,290</u>	<u>16,690,027</u>
Total Expenditure	<u>49,265,874</u>	<u>49,875,631</u>	<u>48,922,827</u>
<b>Special Fund Expenditure</b>			
H00302 Rental of Space to Commercial Tenants	52,952	53,370	46,150
H00312 Visitor Parking Revenue	123,292	96,928	105,981
H00317 Day Care Centers	<u>221,665</u>	<u>246,266</u>	<u>219,691</u>
Total	<u>397,909</u>	<u>396,564</u>	<u>371,822</u>
<b>Federal Fund Expenditure</b>			
93.778 Medical Assistance Program	<u>492,660</u>	<u>1,033,189</u>	<u>1,020,490</u>
Total	<u>492,660</u>	<u>1,033,189</u>	<u>1,020,490</u>
<b>Reimbursable Fund Expenditure</b>			
H00904 Rental of Space to State Tenants	13,817,289	16,218,627	16,550,229
H00938 Parking Rent	10,800	10,800	10,800
P00B01 DLLR Division of Administration	<u>190,012</u>	<u>122,863</u>	<u>128,998</u>
Total	<u>14,018,101</u>	<u>16,352,290</u>	<u>16,690,027</u>

## Department of General Services

### H00C01.04 Saratoga State Center - Office of Facilities Operation and Maintenance

**Program Description**

The Saratoga State Center Program provides operating funds for capital projects at the Saratoga State Center in Baltimore.

**Appropriation Statement**

		<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
14	Land and Structures	100,000	100,000	100,000
	Total Operating Expenses	100,000	100,000	100,000
	Total Expenditure	100,000	100,000	100,000
	Reimbursable Fund Expenditure	100,000	100,000	100,000
	Total Expenditure	100,000	100,000	100,000
<b>Reimbursable Fund Expenditure</b>				
H00926	Saratoga State Center-Capital Appropriation	100,000	100,000	100,000
	Total	100,000	100,000	100,000

## Department of General Services

### H00C01.05 Reimbursable Lease Management - Office of Facilities Operation and Maintenance

**Program Description**

This Reimbursable Lease Management Program provides operating funds for management of the reimbursable lease program.

**Appropriation Statement**

		<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
08	Contractual Services	140,514	0	140,514
13	Fixed Charges	3,191,908	3,191,908	3,192,085
	Total Operating Expenses	<u>3,332,422</u>	<u>3,191,908</u>	<u>3,332,599</u>
	Total Expenditure	<u><u>3,332,422</u></u>	<u><u>3,191,908</u></u>	<u><u>3,332,599</u></u>
	Net General Fund Expenditure	163,438	1,540	0
	Reimbursable Fund Expenditure	<u>3,168,984</u>	<u>3,190,368</u>	<u>3,332,599</u>
	Total Expenditure	<u><u>3,332,422</u></u>	<u><u>3,191,908</u></u>	<u><u>3,332,599</u></u>
<b>Reimbursable Fund Expenditure</b>				
H00913	Pass Through of Lease Costs	<u>3,168,984</u>	<u>3,190,368</u>	<u>3,332,599</u>
	Total	<u><u>3,168,984</u></u>	<u><u>3,190,368</u></u>	<u><u>3,332,599</u></u>

## Department of General Services

### H00C01.07 Parking Facilities - Office of Facilities Operation and Maintenance

**Program Description**

The Parking Facilities Program is responsible for the management and maintenance of the 725-space, State-owned parking garage in Annapolis. The appropriation under this code supports the utilities, snow removal, maintenance, cleaning, and debt service of the garage.

**Appropriation Statement**

	<b>2017 Actual</b>	<b>2018 Appropriation</b>	<b>2019 Allowance</b>
06 Fuel and Utilities	541	0	0
07 Motor Vehicle Operation and Maintenance	166,560	166,560	166,560
14 Land and Structures	699,389	1,504,494	1,502,350
Total Operating Expenses	<u>866,490</u>	<u>1,671,054</u>	<u>1,668,910</u>
Total Expenditure	<u><u>866,490</u></u>	<u><u>1,671,054</u></u>	<u><u>1,668,910</u></u>
Net General Fund Expenditure	<u>866,490</u>	<u>1,671,054</u>	<u>1,668,910</u>
Total Expenditure	<u><u>866,490</u></u>	<u><u>1,671,054</u></u>	<u><u>1,668,910</u></u>

## Department of General Services

### H00D01.01 Procurement and Logistics - Office of Procurement and Logistics

#### Program Description

The Procurement and Logistics Program supports State agencies with procurement to the extent that the Department's delegated authority allows. The following procurement units are within the Office: Board of Public Works (BPW) and Management Support, Architectural and Engineering Services related to Construction, Commodity Procurement, Facilities Maintenance, Records Management, State-wide Inventory disposal, and the Office of Business Enterprise.

#### Appropriation Statement

		2017 Actual	2018 Appropriation	2019 Allowance
	Number of Authorized Positions	66.00	66.00	67.00
	Number of Contractual Positions	5.00	8.00	8.00
01	Salaries, Wages and Fringe Benefits	4,542,083	5,433,585	5,770,925
02	Technical and Special Fees	233,511	324,587	251,010
03	Communications	327,575	348,067	344,941
04	Travel	4,753	15,745	15,525
07	Motor Vehicle Operation and Maintenance	183,093	217,277	162,164
08	Contractual Services	617,858	1,677,833	2,612,889
09	Supplies and Materials	19,438	29,787	20,771
11	Equipment - Additional	146,228	0	0
13	Fixed Charges	322,030	284,251	286,756
	Total Operating Expenses	1,620,975	2,572,960	3,443,046
	Total Expenditure	6,396,569	8,331,132	9,464,981
	Net General Fund Expenditure	2,807,152	3,910,394	4,163,326
	Special Fund Expenditure	1,644,700	2,147,784	3,040,998
	Reimbursable Fund Expenditure	1,944,717	2,272,954	2,260,657
	Total Expenditure	6,396,569	8,331,132	9,464,981
<b>Special Fund Income</b>				
H00319	GovDeals	747,360	748,752	733,190
H00322	EMM Administrative Fee	687,846	1,082,782	1,873,680
H00323	ICPA Administrative Fee	125,637	189,660	217,718
H00324	Copier Administrative Fee	83,857	126,590	154,649
H00327	POS Administrative Fee	0	0	61,761
	Total	1,644,700	2,147,784	3,040,998
<b>Reimbursable Fund Income</b>				
H00910	Records Management	694,345	749,695	727,908
H00916	Fuel Management Fee	535,747	605,000	607,262
H00917	Courier Service	98,021	107,000	203,794
H00920	Mail Services	472,588	637,386	612,990
H00921	Auction Service Fee	105,269	107,447	108,703
T00A00	Department of Commerce	38,747	66,426	0
	Total	1,944,717	2,272,954	2,260,657

## Department of General Services

### H00E01.01 Real Estate Management - Office of Real Estate

#### Program Description

The Real Estate Management Program acquires and disposes of real property interests. The Program consists of three units: Lease Management and Procurement, Land Acquisition and Disposal, and Valuation and Appraisal. Lease Management and Procurement acquires lease space on behalf of State agencies, oversees the construction and modification of leased space, and enforces lease terms. Land Acquisition and Disposal evaluates property to be purchased or sold, coordinates program requirements for capital projects, and negotiates contract terms and conditions. Valuation and Appraisal appraises property for State agencies, provides valuation services for State agencies and organizations that receive State grants and loans, provides value recommendations, and maintains a list of approved appraisers.

#### Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	25.00	25.00	24.00
Number of Contractual Positions	0.00	1.23	1.23
<b>01 Salaries, Wages and Fringe Benefits</b>	<b>2,350,564</b>	<b>2,405,608</b>	<b>2,364,401</b>
<b>02 Technical and Special Fees</b>	<b>10,921</b>	<b>45,509</b>	<b>45,509</b>
<b>03 Communications</b>	<b>8,571</b>	<b>23,671</b>	<b>24,484</b>
<b>04 Travel</b>	<b>1,062</b>	<b>3,629</b>	<b>3,629</b>
<b>07 Motor Vehicle Operation and Maintenance</b>	<b>3,957</b>	<b>10,360</b>	<b>4,169</b>
<b>08 Contractual Services</b>	<b>129,941</b>	<b>51,213</b>	<b>42,379</b>
<b>09 Supplies and Materials</b>	<b>5,828</b>	<b>11,381</b>	<b>6,411</b>
<b>13 Fixed Charges</b>	<b>4,558</b>	<b>2,563</b>	<b>2,578</b>
Total Operating Expenses	153,917	102,817	83,650
Total Expenditure	<u>2,515,402</u>	<u>2,553,934</u>	<u>2,493,560</u>
Net General Fund Expenditure	1,683,047	1,625,288	1,542,540
Special Fund Expenditure	263,288	348,873	334,994
Reimbursable Fund Expenditure	569,067	579,773	616,026
Total Expenditure	<u>2,515,402</u>	<u>2,553,934</u>	<u>2,493,560</u>
<b>Special Fund Expenditure</b>			
H00320 Broker's Rebate	263,288	348,873	334,994
Total	<u>263,288</u>	<u>348,873</u>	<u>334,994</u>
<b>Reimbursable Fund Expenditure</b>			
H00924 Lease Compliance	217,317	218,571	264,276
L00A11 Department of Agriculture	351,750	361,202	351,750
Total	<u>569,067</u>	<u>579,773</u>	<u>616,026</u>

## Department of General Services

### H00G01.01 Facilities Planning, Design and Construction - Office of Facilities Planning, Design and Construction

#### Program Description

The Facilities Planning, Design and Construction Program provides architectural and engineering support to State agencies for construction related projects at State facilities. The Program also assists other State agencies in administering the Community College and Public School Construction Programs and other governmental agencies and non-profit entities in administering the Capital Grants and Loans Program.

#### Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	81.00	81.00	81.00
Number of Contractual Positions	7.59	13.00	13.00
<b>01 Salaries, Wages and Fringe Benefits</b>	<b>8,385,018</b>	<b>8,464,180</b>	<b>8,364,490</b>
<b>02 Technical and Special Fees</b>	<b>429,789</b>	<b>680,590</b>	<b>686,799</b>
<b>03 Communications</b>	<b>29,904</b>	<b>52,279</b>	<b>59,550</b>
<b>04 Travel</b>	<b>5,816</b>	<b>1,869</b>	<b>1,839</b>
<b>07 Motor Vehicle Operation and Maintenance</b>	<b>40,717</b>	<b>40,877</b>	<b>37,771</b>
<b>08 Contractual Services</b>	<b>2,176,882</b>	<b>1,116,272</b>	<b>736,579</b>
<b>09 Supplies and Materials</b>	<b>21,304</b>	<b>6,646</b>	<b>15,766</b>
<b>10 Equipment - Replacement</b>	<b>26,887</b>	<b>0</b>	<b>0</b>
<b>11 Equipment - Additional</b>	<b>2,364</b>	<b>0</b>	<b>0</b>
<b>13 Fixed Charges</b>	<b>28,422</b>	<b>30,503</b>	<b>31,053</b>
<b>14 Land and Structures</b>	<b>6,999,948</b>	<b>7,500,000</b>	<b>7,500,000</b>
Total Operating Expenses	9,332,244	8,748,446	8,382,558
Total Expenditure	<u>18,147,051</u>	<u>17,893,216</u>	<u>17,433,847</u>
Net General Fund Expenditure	14,598,027	15,169,626	14,989,284
Special Fund Expenditure	1,760,687	999,291	641,052
Federal Fund Expenditure	15,837	0	0
Reimbursable Fund Expenditure	1,772,500	1,724,299	1,803,511
Total Expenditure	<u>18,147,051</u>	<u>17,893,216</u>	<u>17,433,847</u>
<b>Special Fund Income</b>			
H00326 Renewable Energy Credits	1,557,761	0	0
H00327 POS Administrative Fee	0	0	141,052
SWF316 Strategic Energy Investment Fund	202,926	999,291	500,000
Total	<u>1,760,687</u>	<u>999,291</u>	<u>641,052</u>
<b>Federal Fund Income</b>			
VC.H00 Utility Overcharge Reimbursement	15,837	0	0
Total	<u>15,837</u>	<u>0</u>	<u>0</u>
<b>Reimbursable Fund Income</b>			
H00914 Construction Inspection Services	383,070	493,414	499,623
H00922 Electric Deregulation-Commodity	1,204,951	1,009,079	1,034,361
H00930 Energy Performance Monitoring	184,479	221,806	269,527
Total	<u>1,772,500</u>	<u>1,724,299</u>	<u>1,803,511</u>



### 3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
<b>H00 - Department of General Services</b>						
<b>H00A01 - Office of the Secretary</b>						
<b>H00A0101 - Executive Direction</b>						
Administrator IV	1.00	82,241	1.00	82,247	1.00	82,247
Asst Attorney General VI	1.00	96,137	1.00	96,144	1.00	96,144
Asst Attorney General VIII	1.00	120,078	1.00	118,197	1.00	118,197
Div Dir Ofc Atty General	1.00	134,744	1.00	134,749	1.00	134,749
Exec Assoc III	1.00	58,544	1.00	58,548	1.00	58,548
Exec VII	1.00	134,181	0.00	0	0.00	0
Exec VIII	0.00	0	1.00	138,631	1.00	138,631
Management Assoc OAG	1.00	47,161	1.00	47,063	1.00	47,063
Secy Dept Gen Services	1.00	144,224	1.00	149,678	1.00	149,678
<b>Total H00A0101</b>	<b>8.00</b>	<b>817,310</b>	<b>8.00</b>	<b>825,257</b>	<b>8.00</b>	<b>825,257</b>
<b>H00A0102 - Administration</b>						
Accountant II	2.00	101,705	2.00	94,789	2.00	94,789
Admin Aide	1.00	50,817	1.00	50,818	1.00	50,818
Admin Spec II	1.00	49,026	1.00	48,980	1.00	48,980
Administrator II	1.00	65,620	1.00	65,625	1.00	65,625
Administrator IV	1.00	85,395	1.00	85,401	1.00	85,401
Agency Budget Spec II	1.00	49,578	1.00	49,583	1.00	49,583
Fiscal Accounts Clerk II	1.00	34,179	1.00	34,795	1.00	34,795
Fiscal Accounts Clerk, Lead	2.00	75,637	2.00	76,819	2.00	76,819
Fiscal Accounts Technician II	2.00	91,113	2.00	91,958	2.00	91,958
Fiscal Services Admin II	1.00	51,799	0.00	0	0.00	0
Fiscal Services Admin III	0.00	0	1.00	73,946	1.00	73,946
HR Administrator II	1.00	24,041	1.00	71,972	1.00	71,972
HR Administrator IV	1.00	61,227	1.00	90,112	1.00	90,112
HR Officer I	1.00	31,191	1.00	46,098	1.00	46,098
HR Officer III	1.00	61,979	1.00	61,983	1.00	61,983
Personnel Associate II	1.00	40,402	1.00	40,059	1.00	40,059
Prgm Mgr I	1.00	82,241	1.00	82,247	1.00	82,247
Prgm Mgr Senior I	1.00	100,652	1.00	100,660	1.00	100,660
<b>Total H00A0102</b>	<b>20.00</b>	<b>1,056,602</b>	<b>20.00</b>	<b>1,165,845</b>	<b>20.00</b>	<b>1,165,845</b>
<b>Total H00A01-Office of the Secretary</b>	<b>28.00</b>	<b>1,873,912</b>	<b>28.00</b>	<b>1,991,102</b>	<b>28.00</b>	<b>1,991,102</b>

### 3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
<b>H00B0101 - Facilities Security</b>						
Admin Aide	1.00	13,162	1.00	40,059	1.00	40,059
Admin Officer I	1.00	50,655	1.00	50,659	1.00	50,659
Admin Spec II	4.00	163,763	4.00	165,320	4.00	165,320
Administrator III	1.00	74,810	0.00	0	0.00	0
Administrator IV	0.00	0	1.00	85,401	1.00	85,401
Building Security Officer I	11.00	193,391	10.00	282,081	10.00	282,081
Building Security Officer II	65.00	2,215,387	67.00	2,223,313	67.00	2,223,313
Building Security Officer Trainee	10.00	119,223	9.00	206,772	9.00	206,772
Computer Network Spec II	1.00	68,825	1.00	69,492	1.00	69,492
Management Associate	1.00	57,537	1.00	56,725	1.00	56,725
Office Secy II	1.00	25,637	1.00	28,702	1.00	28,702
Office Secy III	1.00	39,378	1.00	38,346	1.00	38,346
Police Chief II	1.00	78,919	1.00	80,286	1.00	80,286
Police Communications Oper II	12.00	472,497	12.00	493,541	12.00	493,541
Police Officer II	43.00	1,952,681	42.00	2,301,880	42.00	2,301,880
Police Officer Manager	3.00	230,115	3.00	234,676	3.00	234,676
Police Officer Sergeant DGS	20.00	1,244,724	20.00	1,379,477	20.00	1,379,477
Police Officer Trainee	0.00	0	1.00	32,000	1.00	32,000
Prgm Mgr Senior II	1.00	109,491	1.00	109,499	1.00	109,499
Supply Officer II	1.00	30,822	1.00	30,824	1.00	30,824
<b>Total H00B0101</b>	<b>178.00</b>	<b>7,141,017</b>	<b>178.00</b>	<b>7,909,053</b>	<b>178.00</b>	<b>7,909,053</b>

**H00C0101 - Facilities Operation and Maintenance**

Admin Aide	8.00	306,649	8.00	336,723	8.00	336,723
Admin Officer I	1.00	50,947	1.00	50,659	1.00	50,659
Admin Officer II	1.00	54,535	1.00	55,056	1.00	55,056
Admin Officer III	1.00	61,005	1.00	61,009	1.00	61,009
Admin Prog Mgr I	1.00	34,293	1.00	53,193	1.00	53,193
Admin Spec II	1.00	38,632	1.00	38,636	1.00	38,636
Admin Spec III	1.00	43,802	1.00	44,205	1.00	44,205
Administrator I	2.00	109,139	2.00	127,030	2.00	127,030
Administrator II	8.00	368,619	8.00	462,071	8.00	462,071
Administrator III	1.00	70,044	1.00	70,049	1.00	70,049
Administrator IV	1.00	64,656	1.00	64,910	1.00	64,910
Administrator V	1.00	84,473	1.00	84,479	1.00	84,479
Agency Buyer I	1.00	41,811	1.00	41,228	1.00	41,228
Agency Buyer II	1.00	48,578	1.00	48,086	1.00	48,086
Agency Hlth And Safety Spec IV	2.00	107,118	2.00	109,321	2.00	109,321
Automotive Services Specialist	1.00	32,917	1.00	35,980	1.00	35,980
Bldg Construction Engineer	1.00	56,368	1.00	56,374	1.00	56,374
Building Services Supervisor	1.00	42,137	1.00	34,390	1.00	34,390
Building Services Worker	19.50	476,819	19.50	540,291	19.50	540,291
Carpenter Trim	2.00	81,691	2.00	81,962	2.00	81,962
Electrician	4.00	152,030	4.00	153,392	4.00	153,392
Electrician Senior	2.00	83,475	2.00	84,602	2.00	84,602
Electronic Tech II	1.00	41,639	1.00	38,346	1.00	38,346
Electronic Tech IV	1.00	53,254	1.00	52,596	1.00	52,596
Exec Asst III Exec Dept	1.00	86,888	1.00	88,736	1.00	88,736
Exec V	1.00	88,398	1.00	112,500	1.00	112,500
Fiscal Accounts Technician II	4.00	181,500	4.00	172,692	4.00	172,692

### 3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
Government House Asst II	3.00	89,060	3.00	91,860	3.00	91,860
Government House Asst III	2.00	94,356	2.00	93,936	2.00	93,936
Government House Asst IV	3.00	170,917	3.00	175,757	3.00	175,757
Government House Asst V	1.00	82,906	1.00	88,178	1.00	88,178
Groundskeeper	1.50	20,321	1.50	34,061	1.50	34,061
Groundskeeper Lead	2.00	67,313	2.00	66,746	2.00	66,746
Housekeeping Supv IV	3.00	116,641	3.00	115,840	3.00	115,840
Locksmith	3.00	92,775	3.00	96,157	3.00	96,157
Maint Asst	1.00	37,872	1.00	37,204	1.00	37,204
Maint Chief I Non Lic	2.00	54,652	2.00	76,708	2.00	76,708
Maint Chief III Non Lic	2.00	59,556	2.00	82,843	2.00	82,843
Maint Chief IV Lic	2.00	112,090	2.00	115,616	2.00	115,616
Maint Chief IV Non Lic	10.00	438,213	10.00	465,030	10.00	465,030
Maint Mechanic	5.00	172,646	5.00	170,945	5.00	170,945
Maint Mechanic Senior	30.00	940,170	30.00	1,028,271	30.00	1,028,271
Maint Supv I Non Lic	20.00	933,201	20.00	1,005,424	20.00	1,005,424
Maint Supv II	1.00	59,857	1.00	59,861	1.00	59,861
Maint Supv II Non Lic	1.00	52,926	1.00	53,431	1.00	53,431
Maint Supv III	3.00	180,740	3.00	183,468	3.00	183,468
Management Associate	2.00	113,080	2.00	112,427	2.00	112,427
Office Secy I	1.00	35,046	1.00	35,158	1.00	35,158
Painter	6.00	196,093	6.00	223,567	6.00	223,567
Plumber	2.00	44,903	2.00	68,883	2.00	68,883
Prgm Mgr I	2.00	0	0.00	0	0.00	0
Prgm Mgr II	1.00	81,934	2.00	151,177	2.00	151,177
Prgm Mgr IV	4.00	346,835	5.00	442,688	5.00	442,688
Prgm Mgr Senior I	2.00	188,360	2.00	190,168	2.00	190,168
Refrigeration Mechanic	3.00	116,143	3.00	120,760	3.00	120,760
Services Specialist	1.00	6,547	1.00	28,702	1.00	28,702
Stationary Engineer st Grade	2.00	75,697	1.00	47,710	1.00	47,710
Stationary Engineer St Off Complex	11.00	461,440	12.00	550,760	12.00	550,760
Steam Fitter	1.00	37,399	1.00	36,715	1.00	36,715
<b>Total H00C0101</b>	<b>203.00</b>	<b>8,341,106</b>	<b>203.00</b>	<b>9,148,567</b>	<b>203.00</b>	<b>9,148,567</b>

### 3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
<b>H00D0101 - Procurement and Logistics</b>						
Accountant II	1.00	53,427	1.00	53,431	1.00	53,431
Admin Aide	1.00	49,429	1.00	49,890	1.00	49,890
Admin Officer I	2.00	71,361	0.00	0	0.00	0
Admin Officer II	6.00	204,371	3.00	159,058	3.00	159,058
Admin Officer III	0.00	0	1.00	54,451	1.00	54,451
Admin Prog Mgr II	1.00	0	1.00	56,743	1.00	56,743
Admin Spec III	1.00	51,690	1.00	52,183	1.00	52,183
Administrator I	1.00	60,340	1.00	60,340	1.00	60,340
Administrator II	2.00	112,884	2.00	131,250	2.00	131,250
Administrator III	1.00	66,780	1.00	67,425	1.00	67,425
Agency Budget Spec I	1.00	38,566	1.00	39,264	1.00	39,264
Agency Procurement Assoc II	1.00	0	0.00	0	0.00	0
Agency Procurement Spec II	1.00	49,259	0.00	0	0.00	0
Computer Info Services Spec I	1.00	49,734	0.00	0	0.00	0
Control Agency Procurement Associate II	0.00	0	2.00	86,952	2.00	86,952
Control Agency Procurement Associate Trn	0.00	0	2.00	64,502	2.00	64,502
Database Specialist II	1.00	80,462	1.00	80,078	1.00	80,078
DGS Procurement Officer I	3.00	151,424	7.00	390,225	7.00	390,225
DGS Procurement Officer II	9.00	468,033	11.00	716,345	13.00	846,149
DGS Procurement Officer Lead	3.00	145,825	3.00	213,387	3.00	213,387
DGS Procurement Officer Manager	0.00	0	4.00	378,717	4.00	378,717
DGS Procurement Officer Supervisor	3.00	217,869	4.00	332,677	4.00	332,677
Exec Assoc I	0.00	0	1.00	38,880	1.00	38,880
Exec V	1.00	60,404	0.00	0	0.00	0
Exec VI	0.00	0	1.00	121,000	1.00	121,000
Financial Compliance Auditor II	1.00	0	1.00	41,358	1.00	41,358
Office Appliance Clerk II	3.00	91,747	2.00	57,054	2.00	57,054
Office Clerk I	1.00	27,515	0.00	0	0.00	0
Office Clerk II	1.00	24,930	1.00	25,502	0.00	0
Office Services Clerk	2.00	64,507	1.00	31,061	1.00	31,061
Office Services Clerk Lead	1.00	33,582	1.00	34,180	1.00	34,180
Personnel Associate I	1.00	33,944	1.00	33,850	1.00	33,850
Prgm Mgr I	3.00	134,824	2.00	127,972	2.00	127,972
Prgm Mgr II	4.00	121,344	3.00	189,605	3.00	189,605
Prgm Mgr III	2.00	127,669	0.00	0	0.00	0
Prgm Mgr Senior I	1.00	36,621	0.00	0	0.00	0
Prgm Mgr Senior III	0.00	0	1.00	110,373	1.00	110,373
Prgm Mgr Senior IV	1.00	23,664	0.00	0	0.00	0
Services Specialist	2.00	68,480	2.00	69,057	2.00	69,057
Webmaster II	0.00	0	1.00	65,625	1.00	65,625
<b>Total H00D0101</b>	<b>66.00</b>	<b>2,809,716</b>	<b>66.00</b>	<b>3,969,715</b>	<b>67.00</b>	<b>4,074,017</b>

### 3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
<b>H00E0101 - Real Estate Management</b>						
Acquisition Specialist	3.00	170,460	2.00	107,897	2.00	107,897
Acquisition Specialist Senior Adv	0.00	0	1.00	66,888	1.00	66,888
Acquisition Specialist Senior Ld	2.00	136,783	1.00	64,387	1.00	64,387
Admin Officer I	1.00	46,043	1.00	46,208	1.00	46,208
Admin Officer II	2.00	81,690	2.00	97,507	2.00	97,507
Administrator I	1.00	61,492	1.00	61,497	1.00	61,497
Administrator III	3.00	155,439	4.00	267,075	3.00	217,176
Asst Attorney General VI	1.00	97,054	1.00	97,988	1.00	97,988
Asst Attorney General VII	2.00	193,115	2.00	215,216	2.00	215,216
Exec V	1.00	94,746	1.00	94,860	1.00	94,860
Office Secy II	2.00	77,399	2.00	77,725	2.00	77,725
Prgm Mgr I	1.00	73,356	1.00	73,361	1.00	73,361
Prgm Mgr II	2.00	88,804	1.00	68,504	1.00	68,504
Prgm Mgr III	0.00	0	1.00	97,203	1.00	97,203
Prgm Mgr IV	1.00	93,438	1.00	94,335	1.00	94,335
Real Est Review Appraiser II DGS	1.00	73,587	1.00	73,593	1.00	73,593
Real Est Review Appraiser Supv DGS	1.00	79,313	1.00	80,078	1.00	80,078
Reviewing Appraiser II	1.00	53,344	1.00	53,855	1.00	53,855
<b>Total H00E0101</b>	<b>25.00</b>	<b>1,576,063</b>	<b>25.00</b>	<b>1,738,177</b>	<b>24.00</b>	<b>1,688,278</b>
<b>H00G0101 - Facilities Planning, Design and Construction</b>						
Admin Officer I	1.00	22,951	1.00	47,063	1.00	47,063
Admin Officer II	1.00	45,309	1.00	38,880	1.00	38,880
Admin Officer III	1.00	64,147	2.00	123,324	2.00	123,324
Admin Spec III	1.00	45,852	1.00	45,855	1.00	45,855
Administrator I	1.00	65,105	1.00	65,110	1.00	65,110
Administrator II	6.00	399,072	6.00	400,807	6.00	400,807
Administrator III	0.00	0	1.00	71,399	1.00	71,399
Administrator IV	2.00	137,877	2.00	138,546	2.00	138,546
Bldg Construction Engineer	5.00	278,416	5.00	276,435	5.00	276,435
Bldg Construction Insp III	7.00	367,690	7.00	368,172	7.00	368,172
Capital Const EngrArch II	9.00	610,918	9.00	704,822	8.00	626,500
Capital Const EngrArch Sr	8.00	601,238	8.00	665,013	9.00	743,965
Capital Const EngrArch Supv	5.00	496,051	5.00	498,832	5.00	498,832
Capital Maint Proj EngrArch II	12.00	721,331	12.00	824,657	12.00	813,215
Capital Maint Proj EngrArch Supv	5.00	410,051	5.00	411,572	5.00	411,572
Computer Info Services Spec II	1.00	54,315	0.00	0	0.00	0
Exec Assoc I	1.00	53,180	1.00	53,012	1.00	53,012
Exec V	1.00	34,114	1.00	107,500	1.00	107,500
Exec VI	1.00	120,215	1.00	120,360	1.00	120,360
Exec VII	1.00	136,334	0.00	0	0.00	0
Exec VIII	0.00	0	1.00	138,631	1.00	138,631
IT Functional Analyst Supervisor	1.00	70,715	0.00	0	0.00	0
Office Secy III	1.00	39,758	1.00	39,760	1.00	39,760
Prgm Mgr III	6.00	482,562	6.00	513,961	6.00	513,961
Prgm Mgr IV	1.00	92,557	1.00	92,564	1.00	92,564
Prgm Mgr Senior I	2.00	187,760	2.00	193,514	2.00	193,514
Prgm Mgr Senior II	1.00	92,268	1.00	92,275	1.00	92,275
<b>Total H00G0101</b>	<b>81.00</b>	<b>5,629,786</b>	<b>81.00</b>	<b>6,032,064</b>	<b>81.00</b>	<b>6,021,252</b>

### 3 Year Position Summary

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<b>Classification Title</b>	<b>FY 2017 Positions</b>	<b>FY 2017 Expenditures</b>	<b>FY 2018 Positions</b>	<b>FY 2018 Appropriation</b>	<b>FY 2019 Positions</b>	<b>FY 2019 Allowance</b>
<b>Total H00 Department of General Services</b>	581.00	27,371,600	581.00	30,788,678	581.00	30,832,269