

Department of General Services

MISSION

The mission of the Maryland Department of General Services (DGS) is to be the accessible, accountable support agency delivering expertise, essential services and facilities operations and management to the State in order to enhance the quality of work and life environments for our stakeholders and the citizens of Maryland.

VISION

To be the premier partner to our sister agencies, delivering support, expertise and essential services as needed to facilitate their missions on behalf of the citizens of Maryland.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Goal 1. Provide best value for customer agencies and taxpayers.

- Obj. 1.1** Annually complete 80 percent of large contract procurements within 90 days.
- Obj. 1.2** Increase sales of surplus property through efficient property processing.
- Obj. 1.3** Annually, 90 percent of transactions negotiated by the Office of Real Estate are at favorable terms to the State (leased space at or below market value, acquisitions at or below market value and disposals at or above market value).
- Obj. 1.4** Annually achieve "very satisfied" customer satisfaction in 85 percent of customer service surveys received.
- Obj. 1.5** Annually complete transactions for 80 percent of bond bills with a term ending that fiscal year within 60 calendar days of the term deadline.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Percent of large procurements completed within 90 days	81%	77%	83%	93%	94%	90%	90%
Number of new procurements	374	351	451	354	223	235	245
Total value of annual procurements (\$ millions)	319	166	N/A	196	166	174	182
Number of statewide contracts available to agencies	N/A	N/A	N/A	N/A	225	400	400
Rate of surplus property turnover	N/A	N/A	94%	97%	95%	96%	96%
Percent of real estate contracts negotiated at favorable terms to the State	N/A	N/A	100%	96%	98%	95%	95%
Percentage of "very satisfied" surveys received	N/A	N/A	N/A	N/A	73%	80%	85%
Percent of bond bills with a term ending that fiscal year, zeroed-out within 60 calendar days of the term deadline	33%	49%	66%	80%	85%	90%	95%

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Goal 2. Provide a safe and secure environment for State employees and visitors in complexes secured by Maryland Capitol Police.

Obj. 2.1 Reduce criminal activity at buildings secured by Maryland Capitol Police.

Obj. 2.2 Develop and offer active assailant, active shooter, and shelter-in-place training for State-served facilities, private institutions and local communities.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Number of thefts at DGS managed facilities	21	32	31	23	30	28	28
Number of building checks	N/A	N/A	N/A	N/A	60,161	63,000	65,000
Total number of individuals participating in DGS-offered trainings	N/A	N/A	N/A	N/A	850	892	950

Goal 3. Carry out social and economic responsibilities.

Obj. 3.1 Annually increase by one the number of Equal Employment Opportunity (EEO) categories that meet or exceed statewide diversity goals.

Obj. 3.2 Annually meet or exceed the Minority Business Enterprise (MBE) participation rate of 29 percent for the Department's total awarded procurement dollars.

Obj. 3.3 Annually meet or exceed Small Business Reserve (SBR) participation of 15 percent of annual payments under designated procurements.

Obj. 3.4 Annually meet or exceed the Veteran Owned Small Business Enterprise (VSBE) participation rate of 1 percent for the Department's total awarded and spent procurement dollars.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Number of EEO job categories that meet or exceed statewide goals	20	21	21	21	21	21	21
Percent MBE participation	27.0%	21.5%	15.3%	19.0%	15.5%	15.0%	17.0%
Total dollars awarded to MBE firms (\$ millions, Prime / Subcontract)	22.8 / 31.1	16.5 / 10.2	21.3 / 37.9	19.4 / 25.7	19.5 / 9.7	N/A	N/A
Total dollars paid to MBE firms (\$ millions, Prime / Subcontract)	N/A	5.4 / 17.0	10.3 / 17.5	10 / 12.7	10.6 / 2.0	N/A	N/A
Dollars paid to SBR firms under designated procurement contracts (\$ millions)	1.9	4.3	4.5	6.2	7.4	10	12
Dollars paid to SBR firms under non-designated procurement contracts (\$ millions)	22.6	16.3	13.5	20.9	24.3	10	12
Dollars awarded / paid to VSBE firms (\$ millions)	0.1 / 0.1	1.2 / 0.6	1.6 / 0.6	10.3 / 1.3	2.4 / 6.4	N/A	N/A

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Goal 4. Effectively maintain the condition of DGS-owned buildings to provide a comfortable environment for State employees and visitors.

Obj. 4.1 Reduce the incidence and cost of emergency maintenance projects through timely, scheduled maintenance

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Ratio of preventive maintenance to unscheduled work orders	N/A	N/A	N/A	1.57:1	1.56:1	4:3	5:3
Annual cost of emergency maintenance projects at DGS-owned facilities (\$ millions)	N/A	N/A	N/A	N/A	2.813	3.525	3.750

Goal 5. Improve the condition of the State's facility assets.

Obj. 5.1 Reduce the number of backlogged system replacement, repair, and systemic projects in Statewide critical maintenance program.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Annual funding appropriation for Statewide maintenance program (millions)	\$20.0	\$20.0	\$13.0	\$7.0	\$22.5	\$28.5	\$32.5
Total estimated dollar value of projects on backlog Statewide (millions)	\$162.0	\$194.0	\$187.0	\$183.0	\$199.3	\$187.3	\$180.6
Percent change in the number of projects on backlog Statewide	3.8%	6.9%	-23.4%	-8.5%	-3.5%	-11.2%	-11.1%
Annual cost of emergency maintenance projects Statewide (millions)	\$6.1	\$3.6	\$4.6	\$3.9	\$6.6	\$4.0	\$4.0

Goal 6. Reduce State government energy consumption.

Obj. 6.1 Reduce State government energy consumption by facilitating energy performance contracts across the State.

Obj. 6.2 Increase the Department's ability to accurately measure Statewide energy consumption.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Number of Energy Performance Contracts (EPC)	26	27	23	24	26	27	29
Total energy savings achieved through EPCs (millions of MMBTUs)	N/A	N/A	N/A	N/A	1.146	1.000	1.000
Percent of Statewide facilities with complete data in the State's Energy Database	N/A	N/A	N/A	N/A	10.4%	15.0%	25.0%

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Summary of Department of General Services

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	581.00	582.00	608.00
Number of Contractual Positions	23.26	23.43	23.43
Salaries, Wages and Fringe Benefits	44,734,287	48,048,902	50,944,592
Technical and Special Fees	1,303,850	1,062,544	1,062,544
Operating Expenses	57,894,662	52,958,185	60,916,765
Net General Fund Expenditure	66,137,333	66,448,592	76,477,459
Special Fund Expenditure	7,984,932	4,929,975	4,503,627
Federal Fund Expenditure	1,286,836	1,336,318	1,412,894
Reimbursable Fund Expenditure	28,523,698	29,354,746	30,529,921
Total Expenditure	103,932,799	102,069,631	112,923,901

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Summary of Office of the Secretary

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	28.00	29.00	30.00
Number of Contractual Positions	0.96	0.00	0.00
Salaries, Wages and Fringe Benefits	3,020,544	2,934,174	3,034,924
Technical and Special Fees	42,598	0	0
Operating Expenses	3,562,556	984,480	646,048
Net General Fund Expenditure	4,125,698	3,918,654	3,680,972
Special Fund Expenditure	2,500,000	0	0
Total Expenditure	6,625,698	3,918,654	3,680,972

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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	8.00	9.00	10.00
01 Salaries, Wages and Fringe Benefits	1,168,772	1,083,193	1,255,346
02 Technical and Special Fees	745	0	0
03 Communications	17,458	17,851	10,350
04 Travel	17,027	7,377	7,377
07 Motor Vehicle Operation and Maintenance	5,930	4,770	7,383
08 Contractual Services	454,899	468,892	419,495
09 Supplies and Materials	22,260	22,089	22,089
10 Equipment - Replacement	660	0	0
11 Equipment - Additional	2,972	0	0
12 Grants, Subsidies, and Contributions	2,500,000	0	0
13 Fixed Charges	25,984	22,308	22,308
Total Operating Expenses	<u>3,047,190</u>	<u>543,287</u>	<u>489,002</u>
Total Expenditure	<u>4,216,707</u>	<u>1,626,480</u>	<u>1,744,348</u>
Net General Fund Expenditure	1,716,707	1,626,480	1,744,348
Special Fund Expenditure	<u>2,500,000</u>	<u>0</u>	<u>0</u>
Total Expenditure	<u>4,216,707</u>	<u>1,626,480</u>	<u>1,744,348</u>
Special Fund Expenditure			
H00325 Catastrophic Event Account	<u>2,500,000</u>	<u>0</u>	<u>0</u>
Total	<u>2,500,000</u>	<u>0</u>	<u>0</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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	20.00	20.00	20.00
Number of Contractual Positions	0.96	0.00	0.00
01 Salaries, Wages and Fringe Benefits	1,851,772	1,850,981	1,779,578
02 Technical and Special Fees	41,853	0	0
03 Communications	258,379	253,710	12,298
04 Travel	1,088	0	0
08 Contractual Services	211,918	145,810	103,262
09 Supplies and Materials	13,675	7,979	7,942
10 Equipment - Replacement	3,302	0	0
11 Equipment - Additional	4,344	0	0
13 Fixed Charges	22,660	33,694	33,544
Total Operating Expenses	515,366	441,193	157,046
Total Expenditure	2,408,991	2,292,174	1,936,624
Net General Fund Expenditure	2,408,991	2,292,174	1,936,624
Total Expenditure	2,408,991	2,292,174	1,936,624

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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	178.00	178.00	178.00
Number of Contractual Positions	0.08	0.50	0.50
01 Salaries, Wages and Fringe Benefits	12,510,416	13,389,946	13,664,404
02 Technical and Special Fees	2,964	10,921	10,921
03 Communications	59,686	45,488	146,948
04 Travel	17,172	7,530	14,830
06 Fuel and Utilities	59,560	0	0
07 Motor Vehicle Operation and Maintenance	292,083	232,535	237,653
08 Contractual Services	281,182	259,218	422,951
09 Supplies and Materials	279,496	231,471	248,104
10 Equipment - Replacement	15,679	0	0
11 Equipment - Additional	27,853	0	0
13 Fixed Charges	10,059	82,475	10,760
Total Operating Expenses	<u>1,042,770</u>	<u>858,717</u>	<u>1,081,246</u>
Total Expenditure	<u>13,556,150</u>	<u>14,259,584</u>	<u>14,756,571</u>
Net General Fund Expenditure	8,962,852	9,310,244	9,725,997
Special Fund Expenditure	81,273	81,449	82,340
Federal Fund Expenditure	295,439	315,965	317,148
Reimbursable Fund Expenditure	4,216,586	4,551,926	4,631,086
Total Expenditure	<u>13,556,150</u>	<u>14,259,584</u>	<u>14,756,571</u>
Special Fund Expenditure			
H00314 State ID Badge Revenue	<u>81,273</u>	<u>81,449</u>	<u>82,340</u>
Total	<u>81,273</u>	<u>81,449</u>	<u>82,340</u>
Federal Fund Expenditure			
93.778 Medical Assistance Program	<u>295,439</u>	<u>315,965</u>	<u>317,148</u>
Total	<u>295,439</u>	<u>315,965</u>	<u>317,148</u>
Reimbursable Fund Expenditure			
H00905 Security Services	<u>4,216,586</u>	<u>4,551,926</u>	<u>4,631,086</u>
Total	<u>4,216,586</u>	<u>4,551,926</u>	<u>4,631,086</u>

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Summary of Office of Facilities Operation and Maintenance

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	203.00	202.00	202.00
Number of Contractual Positions	6.03	0.70	0.70
Salaries, Wages and Fringe Benefits	13,343,030	15,067,244	15,212,702
Technical and Special Fees	316,742	68,305	68,305
Operating Expenses	40,111,146	38,748,944	40,095,693
Net General Fund Expenditure	32,768,533	32,369,715	33,237,673
Special Fund Expenditure	386,601	371,799	394,198
Federal Fund Expenditure	991,397	1,020,353	1,094,288
Reimbursable Fund Expenditure	19,624,387	20,122,626	20,650,541
Total Expenditure	<u>53,770,918</u>	<u>53,884,493</u>	<u>55,376,700</u>

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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	203.00	202.00	202.00
Number of Contractual Positions	6.03	0.70	0.70
01 Salaries, Wages and Fringe Benefits	13,343,030	15,067,244	15,212,702
02 Technical and Special Fees	316,742	68,305	68,305
03 Communications	515,394	310,012	143,155
04 Travel	10,452	900	3,847
06 Fuel and Utilities	15,919,179	14,707,411	15,361,582
07 Motor Vehicle Operation and Maintenance	901,341	847,317	882,883
08 Contractual Services	15,669,835	15,871,590	16,881,852
09 Supplies and Materials	911,435	1,005,392	1,047,765
10 Equipment - Replacement	27,582	0	4,000
11 Equipment - Additional	54,300	0	117,600
12 Grants, Subsidies, and Contributions	367,000	367,000	0
13 Fixed Charges	529,829	537,813	555,475
14 Land and Structures	242,213	0	0
Total Operating Expenses	<u>35,148,560</u>	<u>33,647,435</u>	<u>34,998,159</u>
Total Expenditure	<u>48,808,332</u>	<u>48,782,984</u>	<u>50,279,166</u>
Net General Fund Expenditure	31,096,315	30,700,805	31,572,561
Special Fund Expenditure	386,601	371,799	394,198
Federal Fund Expenditure	991,397	1,020,353	1,094,288
Reimbursable Fund Expenditure	16,334,019	16,690,027	17,218,119
Total Expenditure	<u>48,808,332</u>	<u>48,782,984</u>	<u>50,279,166</u>
Special Fund Expenditure			
H00302 Rental of Space to Commercial Tenants	54,475	45,859	52,035
H00312 Visitor Parking Revenue	185,316	106,071	116,431
H00317 Day Care Centers	146,810	219,869	225,732
Total	<u>386,601</u>	<u>371,799</u>	<u>394,198</u>
Federal Fund Expenditure			
93.778 Medical Assistance Program	991,397	1,020,353	1,094,288
Total	<u>991,397</u>	<u>1,020,353</u>	<u>1,094,288</u>
Reimbursable Fund Expenditure			
H00904 Rental of Space to State Tenants	16,174,533	16,550,229	17,043,305
H00938 Parking Rent	8,100	10,800	10,795
P00B01 DLLR Division of Administration	151,386	128,998	164,019
Total	<u>16,334,019</u>	<u>16,690,027</u>	<u>17,218,119</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

	2018 Actual	2019 Appropriation	2020 Allowance
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
Reimbursable Fund Expenditure			
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

		2018 Actual	2019 Appropriation	2020 Allowance
08	Contractual Services	0	140,514	140,514
13	Fixed Charges	3,191,908	3,192,085	3,191,908
	Total Operating Expenses	<u>3,191,908</u>	<u>3,332,599</u>	<u>3,332,422</u>
	Total Expenditure	<u><u>3,191,908</u></u>	<u><u>3,332,599</u></u>	<u><u>3,332,422</u></u>
	Net General Fund Expenditure	1,540	0	0
	Reimbursable Fund Expenditure	<u>3,190,368</u>	<u>3,332,599</u>	<u>3,332,422</u>
	Total Expenditure	<u><u>3,191,908</u></u>	<u><u>3,332,599</u></u>	<u><u>3,332,422</u></u>
Reimbursable Fund Expenditure				
H00913	Pass Through of Lease Costs	<u>3,190,368</u>	<u>3,332,599</u>	<u>3,332,422</u>
	Total	<u>3,190,368</u>	<u>3,332,599</u>	<u>3,332,422</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

	2018 Actual	2019 Appropriation	2020 Allowance
07 Motor Vehicle Operation and Maintenance	166,560	166,560	166,560
14 Land and Structures	1,504,118	1,502,350	1,498,552
Total Operating Expenses	<u>1,670,678</u>	<u>1,668,910</u>	<u>1,665,112</u>
Total Expenditure	<u><u>1,670,678</u></u>	<u><u>1,668,910</u></u>	<u><u>1,665,112</u></u>
Net General Fund Expenditure	<u>1,670,678</u>	<u>1,668,910</u>	<u>1,665,112</u>
Total Expenditure	<u><u>1,670,678</u></u>	<u><u>1,668,910</u></u>	<u><u>1,665,112</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, and Records Management.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	66.00	53.00	73.00
Number of Contractual Positions	7.49	0.00	0.00
01 Salaries, Wages and Fringe Benefits	5,153,219	4,724,884	6,732,265
02 Technical and Special Fees	371,844	12,421	12,421
03 Communications	356,510	28,135	19,016
04 Travel	48,255	14,744	14,156
07 Motor Vehicle Operation and Maintenance	343,347	1,790	1,454
08 Contractual Services	2,564,158	2,016,364	2,028,380
09 Supplies and Materials	11,721	15,034	15,534
10 Equipment - Replacement	92,735	0	0
11 Equipment - Additional	2,852	0	0
13 Fixed Charges	290,286	216,133	216,659
Total Operating Expenses	3,709,864	2,292,200	2,295,199
Total Expenditure	9,234,927	7,029,505	9,039,885
Net General Fund Expenditure	3,595,772	3,991,648	6,025,929
Special Fund Expenditure	3,377,719	2,309,949	2,241,262
Reimbursable Fund Expenditure	2,261,436	727,908	772,694
Total Expenditure	9,234,927	7,029,505	9,039,885
Special Fund Expenditure			
H00319 GovDeals	1,061,880	1,766	0
H00322 EMM Administrative Fee	1,913,944	1,879,359	1,792,788
H00323 ICPA Administrative Fee	248,038	215,495	230,232
H00324 Copier Administrative Fee	153,857	154,649	153,175
H00327 POS Administrative Fee	0	58,680	65,067
Total	3,377,719	2,309,949	2,241,262
Reimbursable Fund Expenditure			
H00910 Records Management	625,021	727,908	772,694
H00916 Fuel Management Fee	881,449	0	0
H00917 Courier Service	152,285	0	0
H00920 Mail Services	499,830	0	0
H00921 Auction Service Fee	102,851	0	0
Total	2,261,436	727,908	772,694

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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	25.00	24.00	25.00
Number of Contractual Positions	0.22	1.23	1.23
01 Salaries, Wages and Fringe Benefits	2,430,862	2,364,942	2,443,147
02 Technical and Special Fees	19,265	45,509	45,509
03 Communications	15,922	24,484	11,201
04 Travel	4,959	3,629	3,629
07 Motor Vehicle Operation and Maintenance	10,503	4,169	3,954
08 Contractual Services	304,310	42,379	42,379
09 Supplies and Materials	12,265	6,411	6,411
10 Equipment - Replacement	8,075	0	0
11 Equipment - Additional	3,318	0	0
13 Fixed Charges	11,030	2,578	2,578
Total Operating Expenses	370,382	83,650	70,152
Total Expenditure	2,820,509	2,494,101	2,558,808
Net General Fund Expenditure	1,600,688	1,543,056	1,492,918
Special Fund Expenditure	640,048	335,019	325,722
Reimbursable Fund Expenditure	579,773	616,026	740,168
Total Expenditure	2,820,509	2,494,101	2,558,808
Special Fund Expenditure			
H00320 Broker's Rebate	640,048	335,019	325,722
Total	640,048	335,019	325,722
Reimbursable Fund Expenditure			
H00924 Lease Compliance	218,572	264,276	256,338
L00A11 Department of Agriculture	361,201	351,750	483,830
Total	579,773	616,026	740,168

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.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	81.00	77.00	81.00
Number of Contractual Positions	8.48	13.00	13.00
01 Salaries, Wages and Fringe Benefits	8,276,216	7,959,456	8,123,789
02 Technical and Special Fees	550,437	686,799	686,799
03 Communications	58,016	58,478	32,416
04 Travel	12,074	1,839	3,011
07 Motor Vehicle Operation and Maintenance	34,384	37,771	41,159
08 Contractual Services	1,432,257	1,193,369	1,092,560
09 Supplies and Materials	21,103	15,766	18,939
10 Equipment - Replacement	613	0	0
11 Equipment - Additional	9,631	0	0
13 Fixed Charges	30,010	31,053	40,257
14 Land and Structures	7,499,856	7,500,000	12,500,000
Total Operating Expenses	<u>9,097,944</u>	<u>8,838,276</u>	<u>13,728,342</u>
Total Expenditure	<u>17,924,597</u>	<u>17,484,531</u>	<u>22,538,930</u>
Net General Fund Expenditure	15,083,790	14,580,685	19,754,235
Special Fund Expenditure	999,291	1,100,335	706,945
Reimbursable Fund Expenditure	1,841,516	1,803,511	2,077,750
Total Expenditure	<u>17,924,597</u>	<u>17,484,531</u>	<u>22,538,930</u>
Special Fund Expenditure			
H00326 Renewable Energy Credits	0	456,202	0
H00327 POS Administrative Fee	0	144,133	206,945
SWF316 Strategic Energy Investment Fund - RGGI	999,291	500,000	500,000
Total	<u>999,291</u>	<u>1,100,335</u>	<u>706,945</u>
Reimbursable Fund Expenditure			
H00914 Construction Inspection Services	472,337	499,623	499,798
H00922 Electric Deregulation-Commodity	1,169,712	1,034,361	1,309,306
H00930 Energy Performance Monitoring	199,467	269,527	268,646
Total	<u>1,841,516</u>	<u>1,803,511</u>	<u>2,077,750</u>

Department of General Services

H00H01.01 Business Enterprise Administration - Business Enterprise Administration

Program Description

The Business Enterprise Administration provides centralized support services for the Department, including information technology, courier and mail, capital grant and loan administration, and inventory standards.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	0.00	19.00	19.00
Number of Contractual Positions	0.00	8.00	8.00
01 Salaries, Wages and Fringe Benefits	0	1,608,256	1,733,361
02 Technical and Special Fees	0	238,589	238,589
03 Communications	0	317,878	315,880
04 Travel	0	781	3,349
07 Motor Vehicle Operation and Maintenance	0	160,374	153,468
08 Contractual Services	0	596,525	2,393,273
09 Supplies and Materials	0	5,737	5,737
13 Fixed Charges	0	70,623	128,378
Total Operating Expenses	0	1,151,918	3,000,085
Total Expenditure	0	2,998,763	4,972,035
Net General Fund Expenditure	0	734,590	2,559,735
Special Fund Expenditure	0	731,424	753,160
Federal Fund Expenditure	0	0	1,458
Reimbursable Fund Expenditure	0	1,532,749	1,657,682
Total Expenditure	0	2,998,763	4,972,035
Special Fund Expenditure			
H00319 GovDeals	0	731,424	753,160
Total	0	731,424	753,160
Federal Fund Expenditure			
93.778 Medical Assistance Program	0	0	1,458
Total	0	0	1,458
Reimbursable Fund Expenditure			
H00916 Fuel Management Fee	0	607,262	727,345
H00917 Courier Service	0	203,794	159,918
H00920 Mail Services	0	612,990	661,616
H00921 Auction Service Fee	0	108,703	108,803
Total	0	1,532,749	1,657,682

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
H00 - Department of General Services						
H00A01 - Office of the Secretary						
H00A0101 - Executive Direction						
Admin Prog Mgr II	0.00	8,054	0.00	0	1.00	76,885
Administrator I	0.00	0	0.00	0	1.00	44,898
Administrator IV	1.00	82,247	1.00	82,247	1.00	83,892
Administrator V	0.00	24,919	0.00	0	0.00	0
Asst Attorney General VI	1.00	96,144	2.00	192,288	1.00	98,067
Asst Attorney General VIII	1.00	120,610	1.00	118,197	1.00	120,561
Designated Admin Mgr III	0.00	67,796	0.00	0	0.00	0
Div Dir Ofc Atty General	1.00	104,826	1.00	134,749	1.00	127,285
Exec Assoc III	1.00	41,488	1.00	58,548	1.00	70,882
Exec VII	0.00	17,471	0.00	0	0.00	0
Exec VIII	1.00	121,160	1.00	138,631	1.00	141,404
Management Assoc OAG	1.00	47,064	1.00	47,063	1.00	48,005
Secy Dept Gen Services	1.00	146,743	1.00	149,678	1.00	149,678
Total H00A0101	8.00	878,522	9.00	921,401	10.00	961,557
H00A0102 - Administration						
Accountant II	2.00	115,193	2.00	94,789	2.00	119,139
Admin Aide	1.00	20,049	1.00	50,818	0.00	0
Admin Officer III	0.00	48,498	0.00	0	1.00	56,601
Admin Spec II	1.00	6,993	1.00	48,980	0.00	0
Administrator II	1.00	65,625	1.00	65,625	1.00	66,938
Administrator IV	1.00	85,401	1.00	85,401	1.00	87,110
Agency Budget Spec II	1.00	49,583	1.00	49,583	1.00	50,575
Fiscal Accounts Clerk II	1.00	18,729	1.00	34,795	0.00	0
Fiscal Accounts Clerk, Lead	2.00	57,777	2.00	76,819	1.00	37,060
Fiscal Accounts Technician I	0.00	17,564	0.00	0	1.00	37,060
Fiscal Accounts Technician II	2.00	111,543	2.00	91,958	3.00	137,740
Fiscal Services Admin III	1.00	75,972	1.00	73,946	1.00	75,425
HR Administrator II	1.00	71,972	1.00	71,972	1.00	73,412
HR Administrator IV	1.00	90,112	1.00	90,112	1.00	91,915
HR Officer I	1.00	505	1.00	46,098	0.00	0
HR Officer II	0.00	25,767	0.00	0	1.00	58,139
HR Officer III	1.00	61,983	1.00	61,983	1.00	63,223
Management Associate	0.00	40,498	0.00	0	1.00	58,965
Personnel Associate II	1.00	40,059	1.00	40,059	1.00	40,861
Prgm Mgr I	1.00	82,247	1.00	82,247	1.00	83,892
Prgm Mgr Senior I	1.00	100,660	1.00	100,660	1.00	102,674
Total H00A0102	20.00	1,186,730	20.00	1,165,845	20.00	1,240,729
Total H00A01-Office of the Secretary	28.00	2,065,252	29.00	2,087,246	30.00	2,202,286
H00B0101 - Facilities Security						
Admin Aide	1.00	39,925	1.00	40,059	1.00	40,861
Admin Officer I	1.00	50,659	1.00	50,659	1.00	51,673
Admin Spec II	4.00	165,200	4.00	165,320	4.00	168,628
Administrator IV	1.00	83,505	1.00	85,401	1.00	87,110
Building Security Officer I	10.00	249,909	10.00	282,081	8.00	229,070
Building Security Officer II	67.00	2,056,344	67.00	2,223,313	62.00	2,069,148
Building Security Officer Trainee	9.00	97,876	9.00	206,772	16.00	407,696
Computer Network Spec II	1.00	69,492	1.00	69,492	1.00	70,882

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Management Associate	1.00	56,725	1.00	56,725	1.00	57,860
Office Secy II	1.00	33,080	1.00	28,702	1.00	35,491
Office Secy III	1.00	38,347	1.00	38,346	1.00	39,113
Police Chief II	1.00	78,711	1.00	80,286	1.00	83,530
Police Communications Oper II	12.00	463,481	12.00	493,541	12.00	531,786
Police Officer II	42.00	2,200,585	42.00	2,301,880	43.00	2,444,880
Police Officer Manager	3.00	153,924	3.00	234,676	3.00	219,017
Police Officer Sergeant DGS	20.00	1,377,357	20.00	1,379,477	20.00	1,428,894
Police Officer Trainee	1.00	7,715	1.00	32,000	0.00	0
Prgm Mgr Senior II	1.00	109,499	1.00	109,499	1.00	111,689
Supply Officer II	1.00	30,824	1.00	30,824	1.00	31,441
Total H00B0101	178.00	7,363,158	178.00	7,909,053	178.00	8,108,769

H00C0101 - Facilities Operation and Maintenance

Admin Aide	8.00	246,465	8.00	336,723	6.00	255,043
Admin Officer I	1.00	50,659	1.00	50,659	1.00	51,673
Admin Officer II	1.00	55,056	1.00	55,056	1.00	56,158
Admin Officer III	1.00	5,115	1.00	61,009	0.00	0
Admin Prog Mgr I	1.00	65,857	1.00	53,193	1.00	70,659
Admin Spec II	1.00	53,263	1.00	38,636	3.00	122,381
Admin Spec III	1.00	44,205	1.00	44,205	1.00	45,090
Administrator I	2.00	68,939	2.00	127,030	1.00	70,318
Administrator II	8.00	419,795	8.00	462,071	7.00	423,521
Administrator III	1.00	70,049	1.00	70,049	1.00	71,450
Administrator IV	1.00	64,519	1.00	64,910	1.00	66,208
Administrator V	1.00	84,479	1.00	84,479	2.00	161,594
Agency Buyer I	1.00	41,228	1.00	41,228	1.00	42,053
Agency Buyer II	1.00	48,086	1.00	48,086	1.00	49,048
Agency Hlth And Safety Spec IV	2.00	109,322	2.00	109,321	2.00	111,508
Automotive Services Specialist	1.00	35,980	1.00	35,980	1.00	36,700
Bldg Construction Engineer	1.00	56,374	1.00	56,374	1.00	57,502
Bldg Construction Insp III	0.00	0	0.00	0	1.00	51,673
Building Services Supervisor	1.00	0	1.00	34,390	0.00	0
Building Services Worker	19.50	468,141	19.50	540,291	19.50	540,412
Carpenter Trim	2.00	95,130	2.00	81,962	2.00	83,603
Electrician	4.00	151,093	4.00	153,392	4.00	150,875
Electrician Senior	2.00	63,209	2.00	84,602	2.00	76,160
Electronic Tech II	1.00	38,347	1.00	38,346	1.00	39,113
Electronic Tech IV	1.00	52,596	1.00	52,596	1.00	53,648
Exec Asst III Exec Dept	1.00	87,578	1.00	88,736	1.00	90,511
Exec V	1.00	112,500	1.00	112,500	1.00	114,750
Fiscal Accounts Technician II	4.00	150,747	4.00	172,692	4.00	183,265
Government House Asst II	3.00	91,274	3.00	91,860	3.00	93,698
Government House Asst III	2.00	93,937	2.00	93,936	2.00	95,815
Government House Asst IV	3.00	175,758	3.00	175,757	3.00	179,272
Government House Asst V	1.00	87,925	1.00	88,178	1.00	89,942
Groundskeeper	1.50	15,705	1.50	34,061	1.50	40,978
Groundskeeper Lead	2.00	66,747	2.00	66,746	2.00	68,082
Housekeeping Supv IV	3.00	115,841	3.00	115,840	3.00	118,159
IT Functional Analyst II	0.00	5,976	0.00	0	1.00	57,050
Locksmith	3.00	48,309	3.00	96,157	3.00	106,256

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Maint Asst	1.00	37,205	1.00	37,204	1.00	37,949
Maint Chief I Non Lic	2.00	84,508	2.00	76,708	2.00	86,198
Maint Chief III Non Lic	2.00	83,897	2.00	82,843	2.00	97,061
Maint Chief IV Lic	2.00	104,117	2.00	115,616	0.00	0
Maint Chief IV Non Lic	10.00	395,528	10.00	465,030	9.00	465,755
Maint Mechanic	5.00	169,173	5.00	170,945	5.00	174,366
Maint Mechanic Senior	30.00	859,634	30.00	1,028,271	30.00	1,041,883
Maint Supv I Non Lic	20.00	911,911	20.00	1,005,424	19.00	1,010,834
Maint Supv II	1.00	60,445	1.00	59,861	1.00	65,158
Maint Supv II Non Lic	1.00	53,949	1.00	53,431	1.00	58,139
Maint Supv III	3.00	84,170	3.00	183,468	3.00	158,813
Management Associate	2.00	155,253	2.00	112,427	4.00	203,639
Office Secy I	1.00	35,159	1.00	35,158	1.00	35,862
Painter	6.00	170,533	6.00	223,567	6.00	219,869
Plumber	2.00	39,950	2.00	68,883	2.00	70,262
Prgm Mgr II	2.00	151,178	2.00	151,177	2.00	154,202
Prgm Mgr IV	5.00	321,111	5.00	442,688	5.00	397,746
Prgm Mgr Senior I	2.00	190,169	1.00	95,084	1.00	96,986
Refrigeration Mechanic	3.00	120,012	3.00	120,760	3.00	123,176
Services Specialist	1.00	36,729	1.00	28,702	1.00	37,450
Stationary Engineer 1st Grade	1.00	49,019	1.00	47,710	1.00	57,860
Stationary Engineer St Off Complex	12.00	394,908	12.00	550,760	12.00	626,994
Stationary Engineer Supervisor	0.00	0	0.00	0	3.00	212,307
Steam Fitter	1.00	28,568	1.00	36,715	1.00	29,277
Total H00C0101	203.00	7,977,330	202.00	9,053,483	202.00	9,385,954
H00D0101 - Procurement and Logistics						
Accountant II	1.00	25,179	1.00	53,431	1.00	54,500
Admin Aide	1.00	49,890	1.00	49,890	1.00	50,888
Admin Officer II	3.00	159,059	2.00	105,032	2.00	107,134
Admin Officer III	1.00	54,451	1.00	54,451	1.00	55,541
Admin Prog Mgr II	1.00	0	1.00	56,743	0.00	0
Admin Spec II	1.00	37,280	1.00	37,280	1.00	38,026
Admin Spec III	1.00	52,183	0.00	0	0.00	0
Administrator I	1.00	118,432	0.00	0	2.00	105,807
Administrator II	2.00	78,691	0.00	0	0.00	0
Administrator III	1.00	91,457	0.00	0	0.00	0
Administrator V	0.00	0	0.00	0	2.00	180,672
Agency Budget Spec I	1.00	39,264	0.00	0	0.00	0
Control Agency Procurement Associate I	0.00	70,303	0.00	0	2.00	74,314
Control Agency Procurement Associate II	2.00	86,751	2.00	86,952	2.00	88,692
Control Agency Procurement Associate Trn	2.00	791	2.00	64,502	0.00	0
Database Specialist II	1.00	49,922	1.00	80,078	1.00	70,098
DGS Procurement Officer I	7.00	331,282	7.00	390,225	5.00	292,225
DGS Procurement Officer II	11.00	646,539	13.00	846,149	13.00	818,523
DGS Procurement Officer Lead	3.00	216,000	3.00	213,387	4.00	324,227
DGS Procurement Officer Manager	4.00	159,940	4.00	378,717	3.00	282,226
DGS Procurement Officer Supervisor	4.00	268,070	4.00	332,677	3.00	273,431
Exec Aide X	0.00	135,788	0.00	0	1.00	165,750
Exec Assoc I	1.00	0	1.00	38,880	1.00	39,658
Exec VI	1.00	84,866	1.00	121,000	1.00	94,180

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Financial Compliance Auditor II	1.00	0	1.00	41,358	1.00	42,186
Office Appliance Clerk II	2.00	57,055	0.00	0	0.00	0
Office Clerk II	1.00	0	0.00	0	0.00	0
Office Services Clerk	1.00	31,062	1.00	31,061	1.00	31,683
Office Services Clerk Lead	1.00	34,181	0.00	0	0.00	0
Personnel Associate I	1.00	33,850	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	0.00	0	0.00	0	1.00	57,878
Prgm Mgr I	2.00	31,606	1.00	53,193	0.00	0
Prgm Mgr II	3.00	115,132	2.00	130,689	2.00	168,355
Prgm Mgr III	0.00	58,085	0.00	0	0.00	0
Prgm Mgr IV	0.00	36,350	0.00	0	4.00	353,875
Prgm Mgr Senior I	0.00	(2,943)	0.00	0	0.00	0
Prgm Mgr Senior II	0.00	10,301	0.00	0	2.00	205,810
Prgm Mgr Senior III	1.00	110,373	1.00	110,373	1.00	112,581
Procurement Analyst I Bdgt & Mgmt	0.00	0	0.00	0	3.00	148,871
Procurement Analyst II Bdgt & Mgmt	0.00	0	0.00	0	8.00	498,085
Procurement Analyst III Bdgt & Mgmt	0.00	0	0.00	0	2.00	134,763
Services Specialist	2.00	69,057	2.00	69,057	2.00	70,439
Webmaster II	1.00	64,359	0.00	0	0.00	0
Total H00D0101	66.00	3,404,606	53.00	3,345,125	73.00	4,940,418
H00E0101 - Real Estate Management						
Acquisition Specialist	2.00	64,831	2.00	107,897	2.00	110,056
Acquisition Specialist Senior Adv	1.00	66,888	1.00	66,888	1.00	68,226
Acquisition Specialist Senior Ld	1.00	64,387	1.00	64,387	1.00	65,675
Admin Officer I	1.00	46,209	1.00	46,208	1.00	47,133
Admin Officer II	2.00	96,563	2.00	97,507	2.00	99,459
Administrator I	1.00	61,497	1.00	61,497	1.00	62,727
Administrator III	4.00	204,507	3.00	217,176	3.00	193,797
Asst Attorney General VI	1.00	72,485	1.00	97,988	2.00	163,968
Asst Attorney General VII	2.00	215,217	2.00	215,216	2.00	219,521
Exec V	1.00	114,509	1.00	94,860	1.00	110,160
Office Secy II	2.00	77,726	2.00	77,725	2.00	79,281
Prgm Mgr I	1.00	73,361	1.00	73,361	1.00	74,829
Prgm Mgr II	1.00	67,191	1.00	68,504	1.00	69,875
Prgm Mgr III	1.00	97,203	1.00	97,203	1.00	99,148
Prgm Mgr IV	1.00	94,335	1.00	94,335	1.00	96,222
Real Est Review Appraiser II DGS	1.00	73,593	1.00	73,593	1.00	75,065
Real Est Review Appraiser Supv DGS	1.00	80,078	1.00	80,078	1.00	81,680
Reviewing Appraiser II	1.00	53,855	1.00	53,855	1.00	54,933
Total H00E0101	25.00	1,624,435	24.00	1,688,278	25.00	1,771,755
H00G0101 - Facilities Planning, Design and Construction						
Admin Officer I	1.00	47,063	1.00	47,063	1.00	48,005
Admin Officer II	1.00	(1,276)	0.00	0	0.00	0
Admin Officer III	2.00	123,159	2.00	123,324	2.00	125,791
Admin Spec II	0.00	19,303	0.00	0	1.00	43,148
Admin Spec III	1.00	45,856	1.00	45,855	1.00	46,773
Administrator I	1.00	37,374	1.00	65,110	0.00	0
Administrator II	6.00	400,668	5.00	338,824	5.00	345,603
Administrator III	1.00	71,399	1.00	71,399	1.00	72,827
Administrator IV	2.00	124,274	2.00	138,546	2.00	124,916

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Bldg Construction Engineer	5.00	283,331	5.00	276,435	5.00	305,814
Bldg Construction Insp III	7.00	360,043	7.00	368,172	7.00	373,561
Capital Const Engr-Arch II	9.00	584,826	8.00	626,500	8.00	623,030
Capital Const Engr-Arch Sr	8.00	568,222	9.00	743,965	9.00	703,171
Capital Const Engr-Arch Supv	5.00	498,833	5.00	498,832	5.00	508,810
Capital Maint Proj Engr-Arch II	12.00	806,582	12.00	813,215	15.00	1,018,246
Capital Maint Proj EngrArch Supv	0.00	0	0.00	0	1.00	57,878
Capital Maint Proj Engr-Arch Supv	5.00	319,610	5.00	411,572	4.00	322,109
Exec Assoc I	1.00	53,012	1.00	53,012	1.00	54,073
Exec V	1.00	107,500	0.00	0	0.00	0
Exec VI	1.00	120,360	1.00	120,360	1.00	122,767
Exec VII	0.00	17,471	0.00	0	0.00	0
Exec VIII	1.00	60,618	1.00	138,631	1.00	108,908
Maint Engineering Mgr	0.00	77,791	0.00	0	1.00	88,505
Office Secy III	1.00	23,312	1.00	39,760	0.00	0
Prgm Mgr III	6.00	492,268	5.00	416,758	5.00	393,177
Prgm Mgr IV	1.00	51,691	1.00	92,564	1.00	81,177
Prgm Mgr Senior I	2.00	190,365	2.00	193,514	2.00	200,717
Prgm Mgr Senior II	1.00	124,357	1.00	92,275	2.00	203,699
Total H00G0101	81.00	5,608,012	77.00	5,715,686	81.00	5,972,705
H00H0101 - Business Enterprise Administration						
Admin Officer II	0.00	0	2.00	92,906	2.00	94,765
Admin Spec III	0.00	0	1.00	52,183	1.00	53,227
Administrator I	0.00	0	1.00	60,340	1.00	61,547
Administrator II	0.00	0	3.00	193,233	2.00	130,161
Administrator III	0.00	0	1.00	67,425	2.00	142,900
Agency Budget Spec I	0.00	0	1.00	39,264	1.00	40,050
Designated Admin Mgr III	0.00	0	0.00	0	1.00	69,152
Exec V	0.00	0	1.00	107,500	1.00	109,650
Office Appliance Clerk II	0.00	0	2.00	57,054	2.00	58,196
Office Services Clerk Lead	0.00	0	1.00	34,180	1.00	34,864
Personnel Associate I	0.00	0	1.00	33,850	1.00	34,527
Prgm Mgr I	0.00	0	1.00	74,779	0.00	0
Prgm Mgr II	0.00	0	1.00	56,743	0.00	0
Prgm Mgr III	0.00	0	1.00	97,203	2.00	148,602
Prgm Mgr Senior I	0.00	0	1.00	95,084	1.00	96,986
Webmaster II	0.00	0	1.00	65,625	1.00	66,938
Total H00H0101	0.00	0	19.00	1,127,369	19.00	1,141,565
Total H00 Department of General Services	581.00	28,042,793	582.00	30,926,240	608.00	33,523,452