Department of General Services

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	$351,805,956	$388,442,860	$397,322,023	2.3
FTEs	610.2	678.0	675.2	-0.4

The goal of the Department of General Services (DGS) is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees. Further, the agency's mission is to promote the efficient and effective management of the District's real estate investments and interests through strategic portfolio management, construction and facilities management. To this end, DGS will incorporate best management practices from both the public and private sectors where useful.

Summary of Services

The Department of General Services (DGS) carries out a broad range of real estate management functions. In addition to managing capital improvement and construction program for a variety of District government agencies, DGS also executes real property acquisitions by purchase or lease; disposes of property through sale, lease or other authorized method; manages space in buildings and adjacent areas; and provides building management services for facilities owned or operated by the District. Among the services provided are engineering, custodial, security, energy conservation, utility management, general maintenance, inspection, planning, capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following:

- A Focused Dedication to Achieving Efficiency in Operations;
- A Commitment to Quality in Design and Execution;
- An Emphasis on Excellence in Service and Maintenance;
- A Promise to Deliver Secure and Safe Places of Work for District Employees; and
- A Promise to Deliver Aggressive and Attentive Management of the District's Resources.

The agency's FY 2014 proposed budget is presented in the following tables:

FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AM0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides the FY 2011 and FY 2012 actual expenditures.

Table AM0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
General Fund						
Local Funds	7,136	208,936	244,338	262,416	18,077	7.4
Special Purpose Revenue Funds	12,463	4,215	6,579	6,129	-450	-6.8
Total for General Fund	**19,599**	**213,151**	**250,917**	**268,545**	**17,627**	**7.0**
Intra-District Funds						
Intra-District Funds	4,565	138,655	137,525	128,777	-8,748	-6.4
Total for Intra-District Funds	**4,565**	**138,655**	**137,525**	**128,777**	**-8,748**	**-6.4**
Gross Funds	**24,164**	**351,806**	**388,443**	**397,322**	**8,879**	**2.3**

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AM0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

Table AM0-2

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
General Fund						
Local Funds	42.0	598.0	661.0	659.2	-1.8	-0.3
Special Purpose Revenue Funds	23.7	12.1	17.0	16.0	-1.0	-5.9
Total for General Fund	**65.8**	**610.2**	**678.0**	**675.2**	**-2.8**	**-0.4**
Total Proposed FTEs	**65.8**	**610.2**	**678.0**	**675.2**	**-2.8**	**-0.4**

FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

Table AM0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,271	32,926	35,719	41,171	5,452	15.3
12 - Regular Pay - Other	2,473	5,315	6,668	586	-6,082	-91.2
13 - Additional Gross Pay	149	1,094	625	1,400	775	124.0
14 - Fringe Benefits - Current Personnel	929	8,526	9,785	10,063	278	2.8
15 - Overtime Pay	94	2,255	1,961	2,526	565	28.8
Subtotal Personal Services (PS)	**5,916**	**50,116**	**54,758**	**55,747**	**988**	**1.8**
20 - Supplies and Materials	146	1,635	5,125	5,522	396	7.7
30 - Energy, Comm. and Building Rentals	180	91,656	100,444	96,948	-3,495	-3.5
31 - Telephone, Telegraph, Telegram, Etc.	22	162	1	1	0	0.0
32 - Rentals - Land and Structures	0	118,497	130,327	135,672	5,344	4.1
33 - Janitorial Services	0	0	174	0	-174	-100.0
34 - Security Services	82	391	0	40	40	0
40 - Other Services and Charges	3,352	5,231	6,919	8,288	1,369	19.8
41 - Contractual Services - Other	14,454	80,164	89,931	94,314	4,384	4.9
70 - Equipment and Equipment Rental	11	566	763	790	27	3.5
80 - Debt Service	0	3,389	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	**18,249**	**301,689**	**333,684**	**341,575**	**7,891**	**2.4**
Gross Funds	**24,164**	**351,806**	**388,443**	**397,322**	**8,879**	**2.3**

*Percent change is based on whole dollars.

Division Description

The Department of General Services operates through the following 8 divisions:

Asset Management – plans and manages the District's real estate to achieve its highest and best use. This division engages in activities such as lease administration, allocation of owned and leased properties to District agencies, property acquisition and disposition, fixed cost forecasting for District facilities, and rent collection from entities leasing District-owned property.

This division contains the following 5 activities:

- **Lease Management (DGS Realty)** – provides space location and management services for District agencies in both owned and leased buildings;
- **Utility and Fuel Management** – provides management services in the distribution and allocation utilities and fuel;
- **Public Education Realty** – provides asset management services to public and private entities, allowing access and utilization of school building and grounds by entering into use agreements, licenses, and lease agreements;
- **Swing Space** – provides support for services associated with moving agencies from one space to another; and
- **Eastern Market** – provides for the operations and management of Eastern Market through the revenue-generating Eastern Market Enterprise Fund.

Facility Operations – is responsible for the day-to-day operation of many District-owned properties, vacant lots, and homeless shelters, and acts as a liaison for operating purposes between agencies and landlords in leased buildings by maintaining building assets and equipment; performing various repairs and non-structural improvements; and providing janitorial, trash and recycling pickup, postal, and engineering services.

The division contains the following 9 activities:

- **Postal Services** – provides certain postal services to various District agencies in owned property;
- **Facilities/Occupancy** – includes costs associated with operating DGS-managed District buildings. Specifically, Facilities/Occupancy is responsible for elevator and fire alarm maintenance, landscape, air quality, pest control, HVAC and electrical repairs and maintenance, water treatment, salaries for these services, and other related building services contracts;
- **Parking** – provides parking space allocation services and parking revenue monitoring services to the District;
- **RFK/Armory** – provides facilities and security services for Robert F. Kennedy Memorial Stadium and the District of Columbia Armory (non-military portion), based on a Memorandum of Agreement with the District of Columbia Washington Convention and Sports Authority;
- **Janitorial Services** – includes costs associated with operating DGS-managed District buildings;
- **Facilities-Public Education** – includes facility maintenance and repair costs for the District of Columbia Public Schools (DCPS);
- **Facilities-Parks and Recreation** – includes facility maintenance and repair costs for parks and recreation centers under the Department of Parks and Recreation (DPR);
- **Facilities-MPD** – includes facility maintenance and repair costs for Metropolitan Police Department (MPD) buildings; and
- **Facilities-FEMS** – includes facility maintenance and repair costs for Fire and Emergency Medical Services (FEMS) Department buildings.

Protective Services – includes the budget for the Protective Service Police Department (PSPD). PSPD provides 24-hour security and law enforcement services to government operations by protecting employees, resources, and facilities at District-owned and leased properties. Security includes patrol operations, contract security guard management, and electronic access control and security systems. PSPD also assists District and federal agencies during special events and criminal investigations.

Construction Services – implements and manages the public building needs through the Capital Improvements Plan (the Plan) for most District government agencies. The Plan outlines agencies' capital needs, including the rehabilitation of existing properties and construction of new facilities. This division ensures the timely and cost-effective delivery of superior quality engineering and design, construction, as well as a variety of other technical services on all relevant capital development projects in the Plan.

This division contains the following 2 activities:

- **DGS Construction Services –** houses the operating budget costs of the division including non-capital eligible positions and administrative costs; and
- **Public Education Construction Services –** houses the operating budget cost of the Public Education activity including non-capital eligible positions and administrative costs.

Contracting and Procurement – provides service and support to DGS (and other agencies as needed) in procuring goods and services that fall into the following categories: construction, architecture, and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. Additionally, Contracting and Procurement is responsible for vertical construction procurements for any District agency without independent contracting authority.

This division contains the following 2 activities:

- **Contracting and Procurement Services** – holds the operating budget costs of the division including non-capital eligible positions and administrative costs; and
- **Public Education Contracting and Procurement Services** – holds the budget for the employees and administrative costs related to Public Education contracting and procurement.

Energy – contains the forecasted expenditures for utility and energy commodities purchased by DGS: fuel, natural gas, electricity, steam, and water.

This division contains the following 5 activities:

- **Auto Fuel –** includes forecasted automobile and heating fuel expenditures. The District purchases four types of fuel - Oil, Unleaded, E85 Ethanol, and Diesel Oil - that are used to heat facilities, to fuel generators, and to fuel vehicles;
- **Natural Gas –** includes forecasted natural gas expenditures;
- **Electricity –** includes forecasted electricity expenditures;
- **Steam –** includes forecasted steam expenditures; and
- **Water –** includes forecasted water and sewer expenditures.

Rent: In-Lease – includes the budget for in-leasing space, which is the cost of leasing non-District-government-owned buildings. Rent is comprised of four individual components: base rent, operating expenses, real estate tax, and parking. Each one of these four charges is unique to the terms and conditions of the lease agreement with each landlord.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of General Services has no division structure changes in the FY 2014 proposed budget.

FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table AM0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

Table AM0-4

(dollars in thousands)

	Dollars in Thousands				Full-Time Equivalents			
Division/Activity	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(1000) Agency Management Program								
(1010) Personnel	473	453	619	166	3.4	5.0	6.0	1.0
(1015) Training and Employee Development	3	13	13	0	0.0	0.0	0.0	0.0
(1030) Property Management	255	450	461	11	0.0	0.0	0.0	0.0
(1040) Infomation Technology	415	615	234	-382	1.7	2.0	1.0	-1.0
(1051) Financial Services- Public Education	1,147	931	1,514	583	6.0	7.0	12.0	5.0
(1055) Risk Management	65	108	106	-2	0.9	1.0	1.0	0.0
(1070) Fleet Management	322	371	661	290	0.0	0.0	0.0	0.0
(1080) Communications	41	134	51	-82	0.9	1.0	0.0	-1.0
(1085) Customer Service	51	50	51	1	0.9	1.0	1.0	0.0
(1090) Performance Management	1,089	936	1,460	523	9.4	8.0	13.0	5.0
(1095) Energy Management	710	648	831	184	5.2	5.0	5.0	0.0
(1110) Personnel - Public Education	290	265	254	-11	3.4	3.0	3.0	0.0
(1140) Information Technology - Public Education	184	201	405	204	1.7	2.0	3.0	1.0
(1180) Communication - Public Education	269	142	304	162	1.7	1.0	2.0	1.0
(1190) Performance Management - Public Education	850	1,499	650	-849	0.0	5.0	2.0	-3.0
(1195) Environmental - Public Education	415	535	577	41	7.7	4.0	5.0	1.0
No Activity Asigned	1,632	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management Program	**8,211**	**7,350**	**8,191**	**840**	**43.0**	**45.0**	**54.0**	**9.0**
(2000) Asset Management								
(2001) Lease Management	8,001	8,374	6,330	-2,045	10.3	10.0	11.0	1.0
(2002) Utility and Fuel Management	0	0	126	126	0.0	0.0	1.0	1.0
(2003) Capital Construction	1,723	0	0	0	0.0	0.0	0.0	0.0
(2004) Swing Space Funding	1,323	1,338	1,370	32	0.0	0.0	0.0	0.0
(2006) Eastern Market	704	923	1,013	90	0.7	1.0	1.0	0.0
(2101) Realty - Public Education	421	442	449	7	4.3	5.0	5.0	0.0
Subtotal (2000) Asset Management	**12,172**	**11,078**	**9,288**	**-1,790**	**15.3**	**16.0**	**18.0**	**2.0**
(3000) Facility Operations								
(3001) Postal Services	663	671	686	15	5.2	6.0	6.0	0.0
(3002) Facilities	20,897	40,906	45,277	4,371	98.8	116.0	112.0	-4.0
(3004) Parking	441	511	525	14	0.9	1.0	1.0	0.0
(3005) RFK/D.C. Armory (Non-Military) Maintenance	2,564	4,356	2,996	-1,360	11.4	16.0	15.0	-1.0
(3008) Janitorial Services	9,260	0	323	323	5.2	0.0	5.0	5.0
(3009) Facilities - Public Education	42,701	43,276	46,347	3,072	188.8	225.2	219.2	-6.0
(3010) Facilities - Parks and Recreation	8,627	9,794	10,096	301	89.8	94.8	95.0	0.2
(3012) Facilities - MPD	1,214	1,267	1,271	5	4.3	5.0	5.0	0.0
(3013) Facilities - FEMS	620	470	485	15	0.0	0.0	0.0	0.0
Subtotal (3000) Facility Operations	**86,987**	**101,251**	**108,007**	**6,756**	**404.2**	**464.0**	**458.2**	**-5.8**

(Continued on next page)

Table AM0-4 (Continued)

(dollars in thousands)

	Dollars in Thousands				Full-Time Equivalents			
Division/Activity	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(4000) Protective Services								
(4001) Protective Services	26,841	33,039	34,893	1,854	103.9	111.0	111.0	0.0
Subtotal (4000) Protective Services	**26,841**	**33,039**	**34,893**	**1,854**	**103.9**	**111.0**	**111.0**	**0.0**
(5000) Construction Services								
(5001) Construction Services	1,745	2,185	1,894	-290	12.0	16.0	11.0	-5.0
(5101) Construction Division- Public Education	213	229	232	3	1.7	2.0	2.0	0.0
Subtotal (5000) Construction Services	**1,958**	**2,414**	**2,126**	**-288**	**13.8**	**18.0**	**13.0**	**-5.0**
(6000) Contracting and Procurement Services								
(6001) Contracting and Procurement Services	842	1,525	1,530	5	10.3	11.0	11.0	0.0
(6101) Contracting and Procurement Public Education	1,354	1,193	798	-395	19.8	13.0	10.0	-3.0
Subtotal (6000) Contracting and Procurement Services	**2,196**	**2,718**	**2,327**	**-390**	**30.1**	**24.0**	**21.0**	**-3.0**
(7000) Energy - Centrally Managed								
(7001) Auto Fuel	15,545	18,544	19,358	814	0.0	0.0	0.0	0.0
(7002) Heating Fuel	211	870	0	-870	0.0	0.0	0.0	0.0
(7003) Natural Gas	10,842	15,493	13,277	-2,216	0.0	0.0	0.0	0.0
(7004) Electricity	51,480	48,094	47,529	-565	0.0	0.0	0.0	0.0
(7005) Steam	1,218	1,720	1,771	52	0.0	0.0	0.0	0.0
(7006) Water	12,253	15,546	14,884	-662	0.0	0.0	0.0	0.0
Subtotal (7000) Energy- Centrally Managed	**91,549**	**100,266**	**96,818**	**-3,448**	**0.0**	**0.0**	**0.0**	**0.0**
(8000) Rent: In-Lease								
(8001) Rent: In-Lease	121,885	130,327	135,672	5,344	0.0	0.0	0.0	0.0
Subtotal (8000) Rent: In-Lease	**121,885**	**130,327**	**135,672**	**5,344**	**0.0**	**0.0**	**0.0**	**0.0**
(9960) Year End Adjustments								
(9961) Year End Adjustments	7	0	0	0	0.0	0.0	0.0	0.0
Subtotal (9960) Year End Adjustments	**7**	**0**	**0**	**0**	**0.0**	**0.0**	**0.0**	**0.0**
Total Proposed Operating Budget	**351,806**	**388,443**	**397,322**	**8,879**	**610.2**	**678.0**	**675.2**	**-2.8**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2014 Proposed Budget Changes

The Department of General Services' (DGS) proposed FY 2014 gross budget is $397,322,023, which represents a 2.3 percent increase over its FY 2013 approved gross budget of $388,442,860. The budget is comprised of $262,415,652 in Local funds, $6,129,000 in Special Purpose Revenue funds, and $128,777,371 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2013 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The initial adjustments in the budget proposal represent changes that should be compared to the FY 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DGS' FY 2014 CSFL budget is $283,190,443, which represents a $38,852,043, or 15.9 percent, increase over the FY 2013 approved Local funds budget of $244,338,238.

Major CSFL Cost Drivers

The FY 2014 CSFL calculated for DGS included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of $401,940 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; and $38,450,264 in nonpersonal services, which is comprised of $1,861,294, based on the Consumer Price Index factor of 2.4 percent, and $36,588,970 for the Fixed Cost Inflation factor derived from the DGS' forecast of centralized fixed costs. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

Agency Budget Submission

Increase: In an effort to continue managing the utilities and maintenance of District properties, DGS proposed the following budget: In Local funds, Contractual Services was increased by $10,511,842 due to consolidated maintenance contracts. In Other Services and Charges the proposed budget is increased by $1,956,015, mainly in Facilities and Security, based on program spending plans. DGS also proposed an increase of $245,881 to fund estimated salary step increases and Fringe Benefit costs.

Decrease: In Local Funds, DGS projects savings of $9,629,645 in Energy fixed costs by adopting initiatives to reduce consumption. Similarly, savings of $2,378,005 are projected through adjustments to right size the budget in transitioning the costs of personal services of facilities into DGS. Proposed fixed costs for rent are decreased by $534,539 to reflect the conversion of some leased properties to District-owned. The agency also proposes to reduce the budget for Equipment by $171,549, mainly in Facilities and Security based on program spending plans.

In Special Purpose Revenue funds, the proposed budget was decreased by $971,069 based on prior year performance at the RFK/DC Armory facility. Funding for Security at Eastern Market was proposed to be decreased by $133,781 based on a revised forecast. The agency also proposes to reduce funding for personal services by $77,629 and 1.0 FTE, due to lower revenue estimates. Proposed funding for electricity decreased by $47,678 based on a revised forecast for electricity usage. In Intra-District funds, DGS proposes to decrease funding primarily for Energy and Rent by $3,421,286, based on revised estimates and allocations between Local and Intra-District funding sources.

Mayor's Proposed Budget

Enhance: DGS' proposed budget includes $1,671,623 in Local funds across several fixed costs commodities based on revised estimates, and $375,000 to support the Bloomingdale Task Force project. The task force will provide free engineering consulting to residents of the Ledroit Park/Bloomingdale area, which is prone to flooding. The task force also provides a rebate of 90 percent, up to $3,000, for improvements made in accordance with engineering consultation. DGS also proposes an increase of $72,600 to provide security to the D.C. Office on Aging. The agency also proposes $780,000 in Special Purpose Revenue funds to provide leased space.

Cost of Living Adjustment: This agency received a proposed cost of living adjustment (COLA) in both Local and non-Local funds. This adjustment includes $45,061 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds, portion of the COLA, please see the Workforce Investments chapter contained in volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

Decrease: The FY 2014 proposed budget includes a total reduction of $22,894,014 in Local funds comprised of $6,650,450 for consolidated maintenance service contracts, $6,341,858 for city-wide janitorial services, $4,261,302 in the Asset Management program for agency relocations, $4,500,000 to implement energy efficiency measures, and $1,140,404 to migrate inherited security systems onto a central platform. The Special Purpose Revenue funds budget decreased by $45,061 to offset the proposed cost of living adjustment. The agency also proposes a reduction of $5,326,809 in Intra-District funds due to savings in the Electric and Natural Gas energy commodities.

FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

Table AM0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2013 Approved Budget and FTE		**244,338**	**661.0**
Other CSFL Adjustments	Multiple Programs	38,852	0.0
LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)		**283,190**	**661.0**
Increase: Contractual Services due to consolidated maintenance contracts	Agency Management Program	10,512	0.0
Increase: Other Sevices and Charges mainly in Facilities Operations and Security based on program	Multiple Programs	1,956	0.0
Increase: Personal services to align with estimated step increases and Fringe Benefit costs	Multiple Programs	246	0.0
Decrease: Fixed costs for Energy to reflect initiatives to reduce consumption	Facility Operations	-9,630	0.0
Decrease: Adjustment to right size the budget in transitioning the costs of personal services of facilities into DGS	Multiple Programs	-2,378	-1.8
Decrease: Fixed costs for Rent to reflect the conversion of some leased properties to District-owned	Multiple Programs	-535	0.0
Decrease: Equipment based on the agency's spending plans	Multiple Programs	-172	0.0
LOCAL FUNDS: FY 2014 Agency Budget Submission		**283,190**	**659.2**
Enhance: Bloomingdale Task Force recommendation. Provide free engineering consultations and flood proofing and residents in the Bloomingdale LeDroit Park area of the District	Construction Services	375	0.0
Increase: Centralized fixed cost adjustment due to new or renewal of District leased properties	Multiple Programs	1,672	0.0
Increase: Security for new location of the D.C. Office on Aging	Protective Services	73	0.0
Decrease: Consolidated maintenance services contract savings	Facility Operations	-6,650	0.0
Decrease: Services for city-wide janitorial contract savings	Facility Operations	-6,342	0.0
Decrease: Minimize unplanned agency relocations	Asset Management	-4,261	0.0
Decrease: Fund energy efficiency improvements through the capital budget	Agency Management Program	-4,500	0.0
Decrease: Migration of inherited security systems on the central platform	Protective Services	-1,140	0.0
LOCAL FUNDS: FY 2014 Mayor's Proposed Budget		**262,416**	**659.2**
SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE		**6,579**	**17.0**
Decrease: Align budget based on FY 2012 performance in RFK/DC Armory facility	Facility Operations	-971	0.0
Decrease: Revised forecast for Security for Eastern Market	Facility Operations	-134	0.0
Decrease: Personal services as a result of lower revenue estimates	Agency Management Program	-78	-1.0
Decrease: Reductions based on revised forecast for Electricy usage	Energy - Centrally Managed	-48	0.0

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Table AM0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS (continued)			
SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission		**5,349**	**16.0**
Increase: Leased space for the D.C. Health Benefit Exchange Authority	Rent: In-Lease	780	0.0
Cost of Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	45	0.0
Decrease: To offset the proposed cost of living adjustment	Agency Mnagement Program	-45	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget		**6,129**	**16.0**
INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE		**137,525**	**0.0**
Increase: Revised fixed cost estimates primarily in Energy and Rent	Multiple Programs	-3,421	0.0
INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission		**134,104**	**0.0**
Decrease: Energy savings in the electricity and natural Gas commodities	Multiple Programs	-5,327	0.0
INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget		**128,777**	**0.0**
Gross for AM0 - Department of General Services		**397,322**	**675.2**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

Office of the Director

Objective 1: Provide oversight, support and program evaluation of DGS divisions to drive agency-wide performance improvement.

Objective 2: Support Certified Business Enterprises (CBE) through incentive programs and increased compliance on existing and upcoming contracts (One City Action Plan Action 2.2.1).

KEY PEFORMANCE INDICATORS

Office of the Director

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of dollars awarded to CBE firms (Capital) One City Action Plan Action.1.1.6][2]	Not Available	35%	45.5%	50%[3]	50%	50%
Percent of CBE awards (operating) [One City Action Plan Action.1.1.6][2]	Not Available	Not Available	Not Available	50%	50%	50%
Dollars of CBE contracts (operating) [One City Action Plan Action.1.1.6][2]	Not Available	$27M	TBD	$51M	$51M	$51M
Dollars of CBE contracts (Capital) [One City Action Plan Action.1.1.6][2]	Not Available	Not Available	$431,138,096	TBD	TBD	TBD
Dollars spent on Fleet Share vehicles	Not Available	Not Available	$76,667	$84,960	$91,200	$98,500

Capital Construction Services Division[4]

Objective 1: Enhance project management procedures, project oversight and reporting capabilities.

Objective 2: Efficiently manage the planning, modernization and new construction of public safety facilities.

Objective 3: Efficiently manage the planning, modernization and new construction of education facilities and schools (One City Action Plan Action 2.2.1).

Objective 4: Efficiently manage the planning, modernization and new construction of recreation centers, parks, fields, playgrounds, and pools.

KEY PEFORMANCE INDICATORS

Capital Construction Services Division

Measure[5]	FY 2011 Actual	FY 2012 Targetl	FY 2013 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of municipal projects on schedule	Not Available	70%	78%	90%	90%	90%
Percentage of municipal projects on budget	Not Available	Not Available	Not Available	90%	90%	90%
Percentage of education projects on schedule (One City Action Plan Action 2.2.1). [2]	Not Available	Not Available	Not Available	100%	100%	100%
Percentage of education projects on budget (One City Action Plan Action 2.2.1).[2]	Not Available	Not Available	Not Available	90%	90%	90%
Number of public schools with modernization/new construction projects started (One City Action Plan Action 2.2.1)[2]	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of public schools modernized or newly constructed (baseline of 2010) (One City Action Plan Action 2.2.1)[2]	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of recreation projects on schedule	Not Available	80%	100%	90%	90%	90%
Percentage of recreation projects on budget	Not Available	90%	100%	90%	90%	90%
Percentage of eligible active projects that are tracking LEED Silver[6]	Not Available	Not Available	Not Available	90%	90%	90%
Percentage of eligible active projects that are tracking LEED Gold[7]	Not Available	Not Available	Not Available	50%	50%	50%
Percentage of eligible active projects that are tracking LEED Platinum[8]	Not Available	Not Available	Not Available	10%	10%	10%

Facility Management Division[9]

Objective 1: Provide a clean, safe and operational work environment for District agencies through effective and efficient facility management and maintenance.

KEY PEFORMANCE INDICATORS

Facility Management Division

Measure[10]	FY 2011 Actual	FY 2012 Target	FY 2013 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of survey respondents rating facility services a 7 or higher out of 10	1,313	90%	97%	95%	98%	99%
Number of work orders completed within 5 days	Not Available	Not Available	2,000	2,300	2,500	
Emergency maintenance requests responded to within 2 hours	232	Not Available	Not Available	350	400	450
Average number of days to complete new work orders	Not Available	Not Available	Not Available	30	25	20
Percentage of outdoor swimming pools operational by May 24, 2013	Not Available	100%	100%	100%	100%	100%
Percentage of Boilers operational and certified by DCRA by September 30, 2013	Not Available	Not Available	66%	100%	100%	100%

Portfolio Management Division[11]

Objective 1: Generate additional revenue by leasing space in buildings and on grounds through various types of agreements including use, lease and license agreements.

Objective 2: Repurpose vacant or underutilized properties for temporary and/or artistic uses that catalyze neighborhood redevelopment (One City Action Plan Action 1.3.2 and 5-Year Economic Development Strategy 3.10).

Objective 3: Ensure accurate, timely and transparent financial transactions.

Objective 3: Maximize the efficient and effective use of District-owned property by agencies and reduce dependence on leased space.

KEY PEFORMANCE INDICATORS

Portfolio Management Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2013 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Total dollar amount paid for leased space	Not Available	Not Available	$124,897,081	$130,390,955	$128,589,405	$135,018,875
Percentage of rent due actually collected	Not Available	Not Available	96%	96%	96%	96%
Total revenue generated from District owned assets	Not Available	Not Available	$11,998,554	$12,191,198	$12,386,986	$12,585,969
Number of "Temporary Urbanism" licenses given out through streamlined process on DGS website (One City Action Plan Action 1.3.2).[2]	Not Available	Not Available	TBD	TBD	TBD	TBD
Number of underutilized/vacant properties repurposed for use by arts groups (5-Year Economic Development Strategy 3.10)	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of office space leased versus owned	Not Available	Not Available	46.4%	45%	45%	45%
Vacancy rate of leased space[12]	Not Available	Not Available	98%	98%	98%	98%
The difference in the district's average leased rate vs. market rate[13] (dollars)	Not Available	Not Available	-10.62[14]	-10.94[15]	-11.27[16]	-11.60[17]

Sustainability and Energy Division[18]

Objective 1: Reduce energy costs and resource consumption (One City Action Plan Action 1.4.6.)

Objective 2: Increase the diversion percentage of recyclables and compostable waste from landfills.

KEY PEFORMANCE INDICATORS

Sustainability and Energy Division

Measure[19]	FY 2011 Actual	FY 2012 Target	FY 2013 Actual	FY 2013 Projection	FY 2014 Actual	FY 2015 Projection
Weather-adjusted reduction in energy consumption (kBTU/ft) from previous year (One City Action Plan Action 1.4.6)	Not Available	2%	2.5%	7%	7%	7%
Percentage of DGS portfolio for which real-time and interval energy data is available (One City Action Plan Action 1.4.6)	Not Available	Not Available	Not Available	50%	80%	85%
kWh produced by renewable energy sources	Not Available	Not Available	Not Available	600,000	1,500,000	2,500,000
Total recycling diversion rate at core District owned office buildings[20]	Not Available	Not Available	Not Available	54%	56%	58%

Protective Services Police Department

Objective 1: Provide a safe and secure work environment by providing effective and efficient physical security and law enforcement services through a highly-trained and professional security and protective agency.

KEY PEFORMANCE INDICATORS

Protective Services Police Department

Measure	FY 2011 Actual	FY 2012 Target	FY 2013 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of building assessments conducted	34	40	126	34	34	34
Number of penetration tests	Not Available	36-40	144	84	84	84
Percentage of unsuccessful penetration tests[21]	Not Available	75	50	80%	82%	84%

Contracting and Procurement Division

Objective 1: Streamline procurement processes and procedures.

Objective 2: Provide quality trainings that result in increased procurement knowledge and more efficient procurement processing.

Objective 3: Ensure transparency and accountability throughout the procurement process.

Objective 4: Support DC Hiring programs through incentive programs and increased compliance monitoring on existing and upcoming contracts.

Objective 5: Minimize procurement costs and processing times for routine services.

KEY PEFORMANCE INDICATORS

Contracting and Procurement Division

Measure	FY 2011 Actual	FY 2012 Target[13]	FY 2013 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average processing time for a RFP under 1 million dollars (days)	Not Available	90	56	90	90	90
Average processing time for a RFP more than 1 million dollars (days)	Not Available	120	Not Available	120	120	120
Average processing time for small purchases under 10,000 dollars (business days)	Not Available	6	5	5	5	5
Average processing time for small purchases between 10,001 and 100,000 dollars (business days)	Not Available	6	5	10	10	10
Percentage of District residents hours worked on construction projects	Not Available	35%	Not Available	35%	35%	35%
Percentage of District residents hours worked on non-construction projects	Not Available	35%	Not Available	35%	35%	35%

Performance Plan Endnotes:

[1]The DGS FY 2013 Performance Plan is modified to implement best practices that were identified through the consolidation of the predecessor agencies in FY 2012. DGS was established in FY 2012 by consolidating the Department of Real Estate Services, Office of Public Education Facilities Modernization, and the construction and real estate functions of the Department of Parks and Recreation, Fire and Emergency Medical Services, and the Metropolitan Police Department

[2]http://mayor.dc.gov/page/one-city-action-plan.

[3]Measure applies to all new contracts written after October 1, 2012.

[4]This Division corresponds to (5000) Construction Services on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan.

[5]New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD.

[6]LEED Silver, Gold, and Platinum projects meet the industry standards established by the U.S. Green Building Council.

[7]Ibid

[8]Ibid

[9]This Division corresponds to (3000) Facility Operations on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan.

[10]New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD.

[11]This Division corresponds to (2000) Asset Management on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the leases budgeted under (8000) Rent: In Lease of (Table AM0-4).

[12]Although not an industry standard, per se, the industry uses 5 percent in cases of underwriting. This measure is based on the District's specific usage and not the industry. With typical turnover, DGS should not have more than 60,000 square feet of vacant space.

[13]Market rate is obtained from CoStar, a commercial real estate information company.

[14]Market average is $51.06

[15]Market average is $52.59

[16]Market average is $54.17

[17]Market average is $55.78

[18]This Division's FTEs and resources are budgeted under (1095) Energy Management in DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the commodities under (7000) Energy- Centrally Managed.

[19]New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD

[20]Core District owned facilities include: John A. Wilson Building at 1350 Pennsylvania Ave, N.W.; Reeves Municipal Building at 2000 14th St, N.W.; One Judiciary Square at 441 4th St, N.W.; Daly Building at 300 Indiana Ave, N.W., DOES HQ at 4058 Minnesota Ave, N.E., Consolidated Forensic Lab, 401 E St, S.W., and 200 I St, S.E.

[21]PSPD's projections are in line with the achievements and expectations of the Federal Protective Services.