
Department of Real Estate Services

www.opm.dc.gov
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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$89,654,670	\$81,514,795	\$30,652,080	-62.4
FTEs	240.6	289.0	74.5	-74.2

The mission of the Department of Real Estate Services is to support the District Government and residents through strategic real estate management, construction, and facilities management.

Summary of Services

The Department of Real Estate Services (DRES) has primary responsibility for facility management services within the District government. DRES performs acquisition, construction, leasing, facility management, repair and alteration, facility modernization, and security services for the tenant agencies and occupants of its facilities. There are 64 agencies or

independent operating units occupying space in 334 facilities under the control of DRES. DRES is also responsible for the disposal of all city-owned, surplus real property except for sports complexes.

The agency's FY 2011 proposed budget is presented in the following tables:

FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table AM0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table AM0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	16,491	25,504	21,801	11,227	-10,575	-48.5
Special Purpose Revenue Funds	4,979	5,619	13,407	15,086	1,679	12.5
Total for General Fund	21,469	31,122	35,208	26,313	-8,895	-25.3
Federal Resources						
Federal Grant Funds	0	2,000	0	0	0	N/A
Total for Federal Resources	0	2,000	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	67,831	56,532	46,307	4,339	-41,968	-90.6
Total for Intra-District Funds	67,831	56,532	46,307	4,339	-41,968	-90.6
Gross Funds	89,301	89,655	81,515	30,652	-50,863	-62.4

*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 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table AM0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

Table AM0-2

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
General Fund						
Local Funds	375	46.1	54.0	48.5	-5.5	-10.2
Special Purpose Revenue Funds	13.3	9.4	11.0	26.0	15.0	136.4
Total for General Fund	50.8	55.6	65.0	74.5	9.5	14.6
Intra-District Funds						
Intra-District Funds	205.2	185.0	224.0	0.0	-224.0	-100.0
Total for Intra-District Funds	205.2	185.0	224.0	0.0	-224.0	-100.0
Total Proposed FTEs	255.9	240.6	289.0	74.5	-214.5	-74.2

FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table AM0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	18,007	11,960	14,015	3,436	-10,579	-75.5
12 - Regular Pay - Other	308	3,423	1,845	2,125	280	15.2
13 - Additional Gross Pay	681	1,041	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,638	3,157	2,763	1,051	-1,712	-61.9
15 - Overtime Pay	910	1,752	918	62	-856	-93.2
99 - Unknown Payroll Postings	6	0	0	0	0	N/A
Subtotal Personal Services (PS)	22,550	21,333	19,541	6,674	-12,866	-65.8
20 - Supplies and Materials	233	226	240	306	67	28.0
30 - Energy, Comm. and Building Rentals	4,987	6,805	5,334	133	-5,201	-97.5
31 - Telephone, Telegraph, Telegram, Etc.	273	434	445	1	-444	-99.8
32 - Rentals - Land and Structures	441	8,644	0	0	0	N/A
33 - Janitorial Services	358	416	745	0	-745	-100.0
34 - Security Services	1,457	1,379	886	82	-804	-90.7
35 - Occupancy Fixed Costs	1,132	1,161	2,139	0	-2,139	-100.0
40 - Other Services and Charges	6,181	4,032	11,847	8,073	-3,774	-31.9
41 - Contractual Services - Other	51,409	44,708	34,872	15,140	-19,733	-56.6
50 - Subsidies and Transfers	0	0	5,085	0	-5,085	-100.0
70 - Equipment and Equipment Rental	281	518	380	242	-138	-36.2
Subtotal Nonpersonal Services (NPS)	66,750	68,322	61,974	23,978	-37,996	-61.3
Gross Funds	89,301	89,655	81,515	30,652	-50,863	-62.4

*Percent Change is based on whole dollars.

Division Description

The Department of Real Estate Services operates through the following 5 divisions:

Construction - implements and manages the public building needs in the Capital Improvements Plan for most District government agencies. The Plan outlines agencies' capital needs, including the rehabilitation of existing properties and construction of new facilities. The Construction 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 activity:

- **Construction Services** – This activity houses the operating budget costs of the division including non-capital eligible positions and administrative costs.

Contracting and Procurement - formed in May 2009, provides service and support to DRES 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, the Division is responsible for vertical construction procurement for any District agency that does not have independent contracting authority.

This division contains the following activity:

- **Contracting and Procurement Services** - This activity houses the operating budget costs of the division including non-capital eligible positions and administrative costs.

Facility Operations - is responsible for the day-to-day operation of a large number of District-owned properties, vacant lots, and homeless shelters, and acts as a liaison for operating purposes between agencies and landlords in leased buildings. Specifically, this includes maintaining building assets and equipment; performing various repairs and non-structural improvements; and providing janitorial, trash and recycling pickup, postal, and engineering services. In FY 2011, the Facility Operations Division functions

of occupancy and janitorial will be funded under the recently created Municipal Facilities: Non-Capital agency (ZX0).

This division contains the following 3 activities:

- **Postal Services** - provides postal delivery services to District agencies; and
- **Parking** - provides parking space allocation services and parking revenue monitoring services to the District; and
- **RFK /Armory** – provides facilities and security services for Robert F. Kennedy Memorial Stadium and the District of Columbia Armory, based on a Memorandum of Agreement with the District of Columbia Sports and Entertainment Commission.

Portfolio - is responsible for planning and managing the District's real estate to achieve its highest and best use. The Portfolio 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 3 activities:

- **Portfolio Management** - provides space location and management services for District agencies in both owned and leased buildings;
- **Swing Space** - provides support for services associated with moving agencies from one space to another; and
- **Eastern Market** – provides for the operating and administrative support of the Eastern Market through the revenue generating Eastern Market Enterprise Fund.

Note that in FY 2011, the Protective Services Division functions will be funded under the recently created Municipal Facilities: Non-Capital agency (ZX0).

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

Division/Program Structure Change

In FY 2011, the agency will convert to division-based budgeting. The proposed division/program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table AM0-4 contains the proposed FY 2011 budget by division and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

Table AM0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1000) Agency Management Program								
(1010) Personnel	363	236	417	181	4.1	3.0	5.0	2.0
(1015) Training and Employee Development	209	31	20	-12	0.9	1.0	0.0	-1.0
(1030) Property Management	12,456	10,271	661	-9,610	15.3	1.0	0.0	-1.0
(1040) Information Technology	317	170	1,103	933	1.9	3.0	3.0	0.0
(1055) Risk Management	227	84	114	30	2.3	1.0	1.0	0.0
(1070) Fleet Management	551	352	412	59	0.0	2.0	1.0	-1.0
(1080) Communications	0	344	103	-240	0.0	2.0	1.0	-1.0
(1085) Customer Service	275	687	47	-640	0.0	1.0	1.0	0.0
(1090) Performance Management	0	631	1,409	778	0.0	12.0	12.0	0.0
(1095) Energy Management	0	0	4,891	4,891	0.0	0.0	5.0	5.0
No Activity Assigned	4,096	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management Program	18,493	12,807	9,176	-3,631	24.5	26.0	29.0	3.0
(2000) Portfolio								
(2001) Lease Management	13,908	6,920	9,025	2,105	9.4	15.0	12.0	-3.0
(2002) Utility and Fuel Management	0	1,658	0	-1,658	0.0	6.0	0.0	-6.0
(2003) Capital Construction	2,097	584	0	-584	4.0	7.0	0.0	-7.0
(2004) Swing Space Funding	372	5,794	3,935	-1,859	0.0	0.0	0.0	0.0
(2006) Eastern Market	0	0	915	915	0.0	0.0	1.0	1.0
Subtotal (2000) Portfolio	16,376	14,956	13,875	-1,081	13.4	28.0	13.0	-15.0
(3000) Facility Operations								
(3001) Postal Services	851	1,038	868	-171	6.6	7.0	6.0	-1.0
(3002) Facilities	23,876	20,206	0	-20,206	89.9	112.0	0.0	-112.0
(3004) Parking	336	545	499	-46	0.0	1.0	1.0	0.0
(3005) RFK/Armory	0	0	5,085	5,085	0.0	0.0	16.0	16.0
(3006) Facilities - D.C. General Hospital	1,314	5,085	0	-5,085	15.2	0.0	0.0	0.0
Subtotal (3000) Facility Operations	26,377	26,874	6,452	-20,423	111.6	120.0	23.0	-97.0

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Table AMO-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(4000) Protective Services								
(4040) Protective Services	28,409	26,877	0	-26,877	91.1	115.0	0.0	-115.0
Subtotal (4000) Protective Services	28,409	26,877	0	-26,877	91.1	115.0	0.0	-115.0
(5000) Construction Services								
(5001) Construction Services	0	0	504	504	0.0	0.0	4.0	4.0
Subtotal (5000) Construction Services	0	0	504	504	0.0	0.0	4.0	4.0
(6000) Contracting and Procurement Services								
(6001) Contracting and Procurement Services	0	0	645	645	0.0	0.0	5.5	5.5
Subtotal (6000) Contracting and Procurement Services	0	0	645	645	0.0	0.0	5.5	5.5
Total Proposed Operating Budget	89,655	81,515	30,652	-50,863	240.6	289.0	74.5	-214.5

(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 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Budget Changes

Intra-Agency Adjustments: The following adjustments were made in Local Funds: a net increase of \$62,361 within the Agency Management program to align with the assessment charged by the Department of Public Works for use of fleet vehicles, and a net increase of \$271,110 to realign and create the Contracting and Procurement and Construction divisions and add the Energy Management activity with the Agency Management Division in the Department of Real Estate Services (DRES).

Transfers In/Out: DRES will reduce its Intra-district budget by \$46,306,598 that was previously collected by the agency for janitorial, security and occupancy services to District agencies. The functions and budget will be transferred to the new Municipal Facilities: Non-Capital agency (ZX0) to simplify cost budgeting. DRES will transfer out \$9,549,962 in facility and telecommunications fixed costs from Local funds to the new agency and the Office of Finance and Resource Management, and \$601,167 to the Office of Contracting and Procurement and the D.C. Department of Human Resources to fund procurement and human resource services.

Cost Savings: To support closing the District's FY 2011 budget gap, DRES carefully evaluated its expenditures and identified savings that minimally impact the agency's ability to maintain current service levels. As a result, DRES will decrease the amount budgeted for agency moves and swing space, or the cost for temporary space for agencies moving to a new, permanent facility, by \$1,858,662; and reduce the cost associated with nonpersonal services within its Postal Division by \$134,487. Additionally, a temporary delay in the implementation of the Integrated Workforce Management System will save \$400,000 for equipment in the Agency Management program. Finally, through the realignment and reduction of FTE positions, DRES will reduce 7.5 FTE positions within its Agency Management and Portfolio Divisions to achieve a savings of \$668,114 in Local and Special Purpose Revenue funds.

Protected Programs: DRES' five divisions will continue to support the District Government and its residents through strategic construction, facilities, and real estate management. To that point, DRES has

purposefully aligned and created divisions that will allow personnel to identify savings and efficiencies through procurement, lease management, and energy efficient use of government buildings.

Policy Initiatives: The FY 2011 budget introduces a number of DRES policy initiatives to address the FY 2011 budget gap and maintain the quality of service that the agency provides to the District. These initiatives include personnel dedicated to the management of the recently renovated Eastern Market building, the creation of an Energy Management activity to identify how District facilities can further reduce energy consumption, and the creation of the Fixed Cost agency to simplify fixed cost budgeting and management of District facilities into a single cost center. Finally, \$2,100,000 for personal services across multiple programs was restored to fund filled positions.

Stimulus: DRES is working closely with the District Department of the Environment (DDOE) to use American Recovery and Reinvestment funds distributed through the State Energy Program for the purpose of conducting Energy Audits and implementing new building management systems in core government buildings.

FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

Table AM0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2010 Approved Budget and FTE		21,801	54.0
Cost Decrease: Decrease- equipment in Agency Management Program	Agency Management Program	-400	0.0
Cost Increase: Align fleet assessment with DPW estimates	Agency Management Program	62	0.0
Reduce: Reduce FTEs	Agency Management Program	-323	-4.0
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Program	-9,550	0.0
Transfer Out: Transfer out procurement and human resources assessments to OCP/DCHR	Agency Management Program	-601	0.0
Reduce: DRES has less agency moves planned in FY 2011 and thus requires less funding	Asset Management	-583	0.0
Reduce: Realignment of Swing Space expenditures to meet anticipated demand	Asset Management	-1,276	0.0
Reduce: Reduce funding for within Postal Services Nonpersonal Services	Facility Operations	-134	0.0
Cost Decrease: Realignment of FTEs	Multiple Programs	-125	-1.5
Create: Contracting and Procurement Division, Construction Division, and Energy Division programs	Multiple Programs	271	0.0
Enhance: Restoration of Local funding for filled FTEs	Multiple Programs	2,100	0.0
Reduce: Hold salary steps constant	Multiple Programs	-16	0.0
LOCAL FUNDS: FY 2011 Proposed Budget and FTE		11,227	48.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE		13,407	11.0
Cost Decrease: Decrease Nonpersonal Services to align budget with service level	Asset Management	-538	0.0
Create: Establish Eastern Market Activity	Asset Management	836	1.0
Reduce: Reduce 2.0 Portfolio Division FTEs	Asset Management	-220	-2.0
Transfer In: Budget Authority for DCPS Asset Management	Asset Management	1,648	0.0
Cost Decrease: Parking Fund Decrease to align budget with revenue estimates	Facility Operations	-317	0.0
Enhance: Align 16.0 FTEs for RFK with budget	Facility Operations	0	16.0
Enhance: Budget authority increase for Parking Fund	Facility Operations	273	0.0
Reduce: Hold salary steps constant	Facility Operations	-3	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE		15,086	26.0
INTRA-DISTRICT FUNDS: FY 2010 Approved Budget and FTE		46,307	224.0
Enhance: ARRA Funding from DDOE for Energy Audits and Engineers	Asset Management	4,339	0.0
Transfer Out: Fixed Costs to the New Fixed Cost Agency (ZX0)	Facility Operations	-46,307	-224.0
INTRA-DISTRICT FUNDS: FY 2011 Proposed Budget and FTE		4,339	0.0
Gross for AM0 - Department of Real Estate Services		30,652	74.5

Agency Performance Plan

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

1. Facilities Division

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

Facilities Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percent of emergency ¹ repair requests responded to within 2 hours	89%	92%	63%	95%	98%	98%
Percent of non-emergency repair requests responded to within 48 hours	84%	87%	82%	90%	93%	95%
Percent of completed work orders in FAST that are preventive maintenance ²	N/A	N/A	Baseline year	65%	70%	75%
Total completed preventive maintenance work orders in FAST ³			Baseline year	Benchmark	Benchmark	Benchmark
Total reduction in electricity consumption at designated buildings ⁴ , adjusted for weather (heating and cooling days) kwh			Baseline year	2% from baseline	3% from baseline	4% from baseline
Total recycling diversion rate at the Big 4: Wilson, Reeves, One Judiciary Square, Daly (i.e. percent of overall waste that is recycled)	40%	47%	47%	50%	51%	52%

2. Portfolio Division

Objective 1: Ensure accurate, timely and transparent financial transactions.

Objective 2: Maximize the efficient and effective use of District-owned property by agencies and reduce dependence on leased space.

Portfolio Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Reduction of leased space by 700,000 SF over 3 years	3,576,846 SF (DRES) actually decreased leased space by 76,424 SF	3,410,652 SF ⁵	3,597,716 SF ⁶ (DRES) actually decreased leased space by 107,691 SF)	3,442,655 ⁷ SF (DRES plans to decrease leased space by 155,061 SF)		
Percent of leased space that is currently occupied ⁸	87%	87%	85.1%	89%	91%	93%
This is a 2010 case study for efficient space utilization.			Baseline 110,443	110,443 SF/work	N/A	N/A
Number of square feet per FTE at 1125 15th Street NW			SF/work area for 300 FTEs =368 square feet per FTE	area for 421 FTEs =262 square feet per FTE		
Cost per SF for leased space vs. market ⁹	Market = \$50.26 DC Leased = \$34.91	Market = \$51.89 DC Leased = \$38.41	Market = \$40.86 DC Leased = \$37.49	Market = \$41.68 DC = \$38.13	Market = \$42.51 DC = \$38.39	Market = \$43.36 DC = \$39.19

3. Office of the Director

Objective 1: Reduce energy consumption in District space and achieve increased energy efficiency.

Objective 2: Provide oversight, support and program evaluation of DRES divisions to ensure the agency performs efficiently, effectively and to the best of its ability.

Objective 3: Maximize use of District warehouse space.

Office of the Director

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Total reduction in electricity consumption at designated buildings ¹⁰ , adjusted for weather (heating and cooling days) kwh			Baseline	2% from baseline	3% from baseline	4% from baseline
Total recycling diversion rate at the Big 4: Wilson, Reeves, One Judiciary Square, Daly (i.e. percent of overall waste that is recycled)	40%	47%	50%	50%	51%	52%

4. Protective Services Division

Objective 1: Provide a safe and secure work environment for District agencies, visitors, contractors and all persons conducting business with the District through effective and efficient protective and law enforcement services.

Protective Services Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Reduction in contract guard hours utilized	Baseline year	7% (from baseline year)	53% (from baseline year)	0% from previous year	0% from previous year	0% from previous year
Mean time to respond to service calls ¹¹			5.52 min	20 min	20 min	20 min
Percent of calls for service responded to within 20 minutes during all hours			93%	90%	92%	94%
Percent at building checks performed monthly of a subset of 144 DRES owned and leased buildings ¹²			-	90%	92%	94%

5. Construction Division

Objective 1: Support the efficient provision of government services through high quality and efficient stewardship of constructed assets.

Construction Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percent of design and construction projects completed within 10 percent of allotted time for project	80%	83%	56%	84%	84%	84%
Percent of design and construction project completed within 10 percent of original budget	80%	83%	96%	84%	84%	84%
Percent of design or construction projects where DRES- directed change order values do not exceed 5 percent of the original awarded construction contracts	80%	83%	56%	84%	84%	84%
Percent of new DRES capital projects that were assigned to a project manager and had a schedule developed within 7 days of funding	95%	95%	100%	98%	99%	99%

6. Contracting & Procurement Division

Objective 1: To provide quality goods and services for DRES and select District agencies through a coherent and streamlined procurement process that is responsive to the needs of its customers.

Contracting & Procurement Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Average time for processing a simplified acquisition ¹³	N/A	Baseline year	-	6.5 business days	6 business days	6 business days
Percent of DRES construction documents reviewed for legal sufficiency by OAG in 5 business days ¹⁴	N/A	Baseline year	-	91%	92%	93%
Purchase card utilization rate ¹⁵	N/A	Baseline year	-	70%	75%	80%
Average time for awarding an Invitation for Bids (IFB) under \$1 million ¹⁶	N/A	Baseline year	-	90 calendar days	90 calendar days	90 calendar days

Performance Plan Endnotes:

1. Emergency repairs are issues which impact agency operations or the life, safety and health of building occupants.
2. This measure does not include external requests for service.
3. This number will increase as preventive maintenance schedules are developed for DRES managed owned facilities.
4. Designated buildings are the Big 4: Daly, Reeves, One Judiciary Square, Wilson Building
5. The FY 2009 target was based on a baseline of 3,655,388 SF. It differs from the square footage at the end of FY 2008 because DRES developed an Operation Plan which carefully re-examined our inventory. In early FY 2009, DRES began a review of all leases and verification of square footages and updated the FY2009 baseline to 3,726,386 square feet.
6. The FY 2009 YTD and other yearly actual are impacted by lease activity and verification of the actual amount of space occupied by agencies.
7. FY 2010 baseline is 3,597,716 SF.
8. The industry standard for optimizing occupancy rates is to maintain 5 percent of the space as unoccupied. This reserve space provides flexibility to accommodate additional temporary or long-term building occupants or any other changes in space configurations. A 100 percent occupancy rate for leased and District-owned office space therefore refers in actuality to full occupancy of 95 percent of the total space remaining after accounting for the 5 percent set-aside.
9. For FY 2009 YTD data and beyond, market information refers to full service rent for Class B space in the Central Business District extracted from CoStar, assuming a 2 percent increase per year. DRES' current portfolio includes a number of older Class B buildings. Most new deals will be in Class A buildings, average rent for which CoStar lists as \$48.12 in FY 2009. Assuming a 2 percent increase per year, this rate will be \$49.08 in FY 2010, \$50.06 in FY 2011 and \$51.07 in FY 2012. DC lease information is taken from DRES' fixed cost budget and portfolio plan. It includes base rent from actual leases for *office space* + operating expenses + real estate taxes divided by average annual square footage.
10. Designated buildings are the Big 4: Daly, Reeves, One Judiciary Square, Wilson Building
11. The source of this data will change if the Metropolitan Police Department assumes responsibility for PSD dispatch in FY 2010 as planned.
12. During the course of inspections conducted by PSD's Penetration Interdiction and Tracking team (PIT), all electronic screening devices are validated.
13. Tracked from when final scope of work is received by contracting officer to PASS purchase order issue date.
14. Tracked from when OAG assigns a lawyer to review the documents to when DRES receives a letter with their comments.
15. Based on total purchases \$2,500 and below.
16. Tracked from when final scope of work is received by contracting officer to contract award date.

