



Meeting Summary

Agency: DGS

Following is a summary of issues discussed at the DLLR Stat on August 17, 2010. Analysis is provided by StateStat and the Governor's Delivery Unit (GDU).

General Observations

- For this briefing, the following issues are highlighted:
 - Follow Up Items
 - MBE
 - Personnel Issues
 - Facilities Operation and Maintenance
 - Procurement and Logistics
 - Security

Follow Up Items

- **Recycling.** Recycling is not picked up on a monthly basis, but on an "as needed" basis. Totals may fluctuate depending on tenant activity. Elevated totals usually indicate activities such as cleaning/purging of files, heavy court dockets, cleaning out storage areas, etc. There are times that buildings will occasionally report a zero for recycling totals for any given month because they are unable to fill enough containers to warrant a contractor pick-up until the following month. Recycling contractors will not pick up unless they have a full load. Some of the smaller multi service centers that only house court related agencies will have lower totals because District Court is mandated by law to shred their sensitive files. Agencies housed in DGS managed buildings recycle their shredded material.
- **Elevator Inspections.** Sam Cook has the elevators in the Annapolis complex inspected after the legislative session each year and assures that all certificates are up to date. Sandy Rose reports that DLLR makes inspections of Inner Harbor elevators at least semi-annually. She has established a spreadsheet listing all of the certificates and expiration dates and has advised her building managers to track the information. Tom Presti verified that all Baltimore complex elevators undergo inspections annually by the elevator service contractor, who notifies DLLR on any problems, completes the repairs and requests new certificates. All current certificates are up to date. Barbara Bauman reported that all Multi-Service Centers have a spreadsheet indicating certificate expiration dates. Each building manager is required to assure elevator inspections are programmed and certificates are up to date. All certificates are currently up to date with the exception of one elevator in Glen Burnie that is undergoing repairs, awaiting new parts, and will be back in service very soon.



MBE Issues

- In June 2010, DGS achieved 22.51 percent MBE, contributing to 30.33 percent MBE YTD. The highest percentage in June was in maintenance, followed by construction related awards.

CURRENTLY AVAILABLE PERIOD (June, 2010)					
Agency Total	Ethnic	Women	Disabled / Non-Profit / Sheltered Workshop	Total MBE/WBE	%
\$14,238,245.80	\$1,405,572.70	\$1,797,956.91	\$1,408.16	\$3,204,937.77	22.51%
	9.87%	12.63%	0.01%		

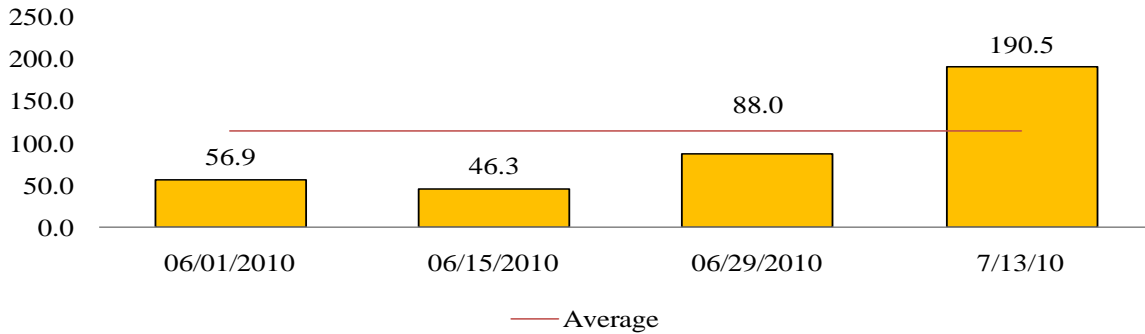
YEAR-TO-DATE					
Agency Total	Ethnic	Women	Disabled / Non-Profit / Sheltered Workshop	Total MBE/WBE	%
\$194,111,804.17	\$18,842,180.86	\$25,640,442.64	\$14,387,510.97	\$58,870,134.47	30.33%
	9.71%	13.21%	7.41%		

	YEAR-TO-DATE			
	Agency Total	Disabled / Non-Profit / Sheltered Workshop	Total MBE/WBE	%
Awards Totals	\$194,111,804.17	\$14,387,510.97 7.41%	\$58,870,134.47	30.33%
Architectural and Engineering	\$4,699,516.18	\$36,616.80	\$853,435.68	18.16%
Construction	\$42,667,055.79	\$0.00	\$11,706,714.65	27.44%
Construction Related	\$5,715,260.00	\$0.00	\$2,104,634.00	36.82%
Maintenance	\$26,752,133.67	\$4,198,584.24	\$11,178,360.63	41.78%
Services	\$1,568,942.00	\$0.00	\$216,707.34	13.81%
Supplies and Equipment	\$109,736,655.74	\$10,152,309.93	\$32,416,275.81	29.54%
IT Services	\$352,800.00	\$0.00	\$0.00	0.00%
IT Supplies and Equipment	\$9,245.00	\$0.00	\$0.00	0.00%
Human, Cultural, Social & Educational	\$0.00	\$0.00	\$0.00	0.00%
Corporate Credit Card	\$615,585.00	\$0.00	\$23,155.00	3.76%
Direct Vouchers	\$1,994,610.79	\$0.00	\$370,851.36	18.59%

Personnel Issues

- In the two-week reporting period beginning 7/13/2010 there were 190.5 security overtime hours, the highest number since the period beginning 02/23/2010. The Department responded that the hours are due to an ID card project, and that the hours are reimbursable from MTA.

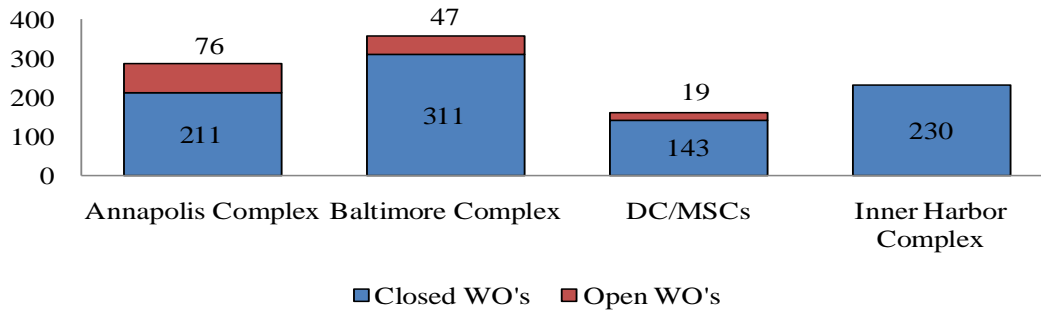
Overtime Hours--Security



Facility Operations and Maintenance

- **Work Orders.** The Inner Harbor Complex closed 100 percent of its work orders during the reporting period of July 2010 as shown in the chart below. The majority of the work orders were janitorial, HVAC, and electrical.

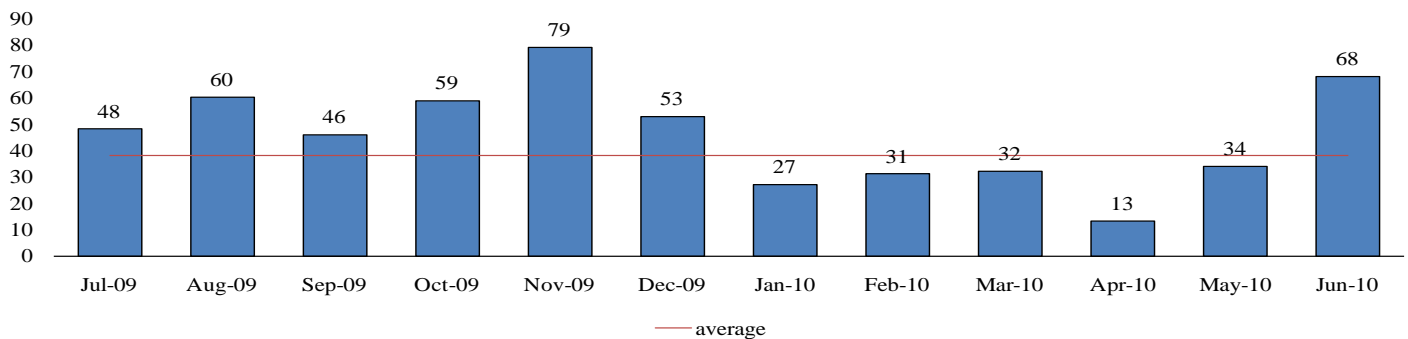
Work Orders Created, Open and Closed July 2010



Procurement and Logistics

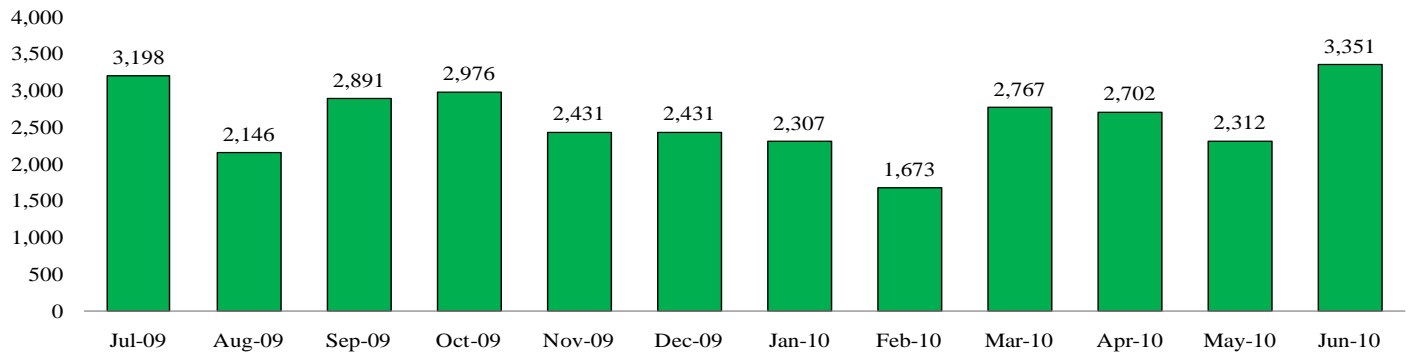
- **Large Procurements.** The number of large procurements doubled from May to June 2010 as shown in the chart below. Meanwhile, the number of small procurements decreased 90 percent as shown in the second chart.

Large Procurements (\$25k and above) FY 2010



- **Ethanol.** The amount of ethanol pumped in gallons increased to 3,351 in June 2010. The increase was due in part to opening new ethanol pumping stations in Easton and La Plata.

**Ethanol Pumped in Gallons
FY 2010**



Security

- **Incidents.** The number of warrants served in the Baltimore complex increased to 70 in July 2010, the highest number since February 2009. The Department indicated that this is due to an initiative to serve more warrants, and that the number in Baltimore will continue to increase.

**Warrants Served, Baltimore Complex
Jan 2009 to July 2010**

