

## Meeting Summary

Following is a summary of issues discussed at the DGS Stat on February 15, 2011. Analysis is provided by StateStat and the Governor's Delivery Unit (GDU).

### Follow Up Items

- **eProcurement.** The schedule for the eProcurement program was requested at the last DGS Stat. DGS submitted the following schedule.
  - DGS does not foresee any of the tasks that would cause a delay in the schedule. They will continue to update on the process.

1/25/11	PRG (recommend 25% goal)
2/1/11	Advertise in eMM
2/10/11	Conduct Pre-Proposal Conference
2/28/11	Proposals Due
3/1/11	Evaluation Committee Approved
3/2/11	First Evaluation Committee Meeting – Proposals Distributed
3/22/11	Second Evaluation Committee Meeting – Rankings/Clarification Questions drafted
3/31/11	Demo/Oral Presentations Conducted – day #1
4/1/11	Demo/Oral Presentations Conducted – day #2/Third Evaluation Committee Meeting
4/4/11	Request Technical Best and Final Offer (BAFO)
4/11/11	Technical BAFOs due
4/12/11	Final Rank Technicals/Open Financial Proposals
4/13/11	Request Financial BAFOs
4/18/11	Financial BAFOs due/Final Evaluation Committee Meeting
4/20/11	Recommendation for Award to Director
4/21/11	Select/NonSelect Letters Distributed
5/2/11	Conduct Debriefings
6/6/11	DGS BPW Cut-off
7/6/11	BPW Agenda
8/1/11	NTP
8/1/11	Advertise Award

- **SHA Traffic Light Replacement.** DGS contacted SHA and ESCO to set up a meeting with key personnel involved with the traffic light replacement project.
  - DGS is working on setting up a meeting with SHA. SHA has communicated that they would be finishing the light replacement project in 2 years. Follow-up will be done to obtain a schedule, plan, and funding for project.

- **Energy Database.** The below 10 agencies fit the criteria of submitting 95% of electricity utility bills in order to proceed with setting energy benchmarks. DGS will be setting up meetings with each of these agencies in order to fill in the gaps in the data, get the facilities square footage numbers, and assign a reduction goal and a time line to each agency.
  - DGS will aim to have meetings set up with these agencies by the end of the month.

1	PUBLIC SAFETY & CORRECTION
2	MD AVIATION ADMINISTRATION
3	MD TRANSIT ADMINISTRATION
4	HEALTH & MENTAL HYGIENE, DEPART.
5	MD STADIUM AUTHORITY
6	MILITARY DEPARTMENT
7	MARYLAND STATE POLICE
8	MOTOR VEHICLE ADMINISTRATION
9	EDUCATION, STATE DEPARTMENT
10	ENVIRONMENT, MARYLAND DEPARTMENT

- **State Properties.** In order to better understand agency lease holdings DGS will report on the net usable square footage (NUSF) of each agency. The current agency NUSFs are found below.
  - DGS reports that this data is fairly stagnant and will update it on a quarterly schedule.

COMMERCIAL LEASES		
DEPT	NUSF	% of Total
DHR	1,552,537	39.47%
DPSCS	365,888	9.30%
MDE	279,020	7.09%
MDOT	221,569	5.63%
JUDC	191,807	4.88%
DJS	142,774	3.63%
MSDE	131,675	3.35%
OAG	110,995	2.82%
DHMH	110,913	2.82%
PDS	74,830	1.90%
MIA	74,530	1.89%
MSLA	72,271	1.84%
WCC	71,078	1.81%
MSRA	60,851	1.55%
DLLR	56,228	1.43%
OAH	54,544	1.39%
MSA	53,940	1.37%
DAT	52,265	1.33%
BCCC	47,630	1.21%
DNR	33,804	0.86%

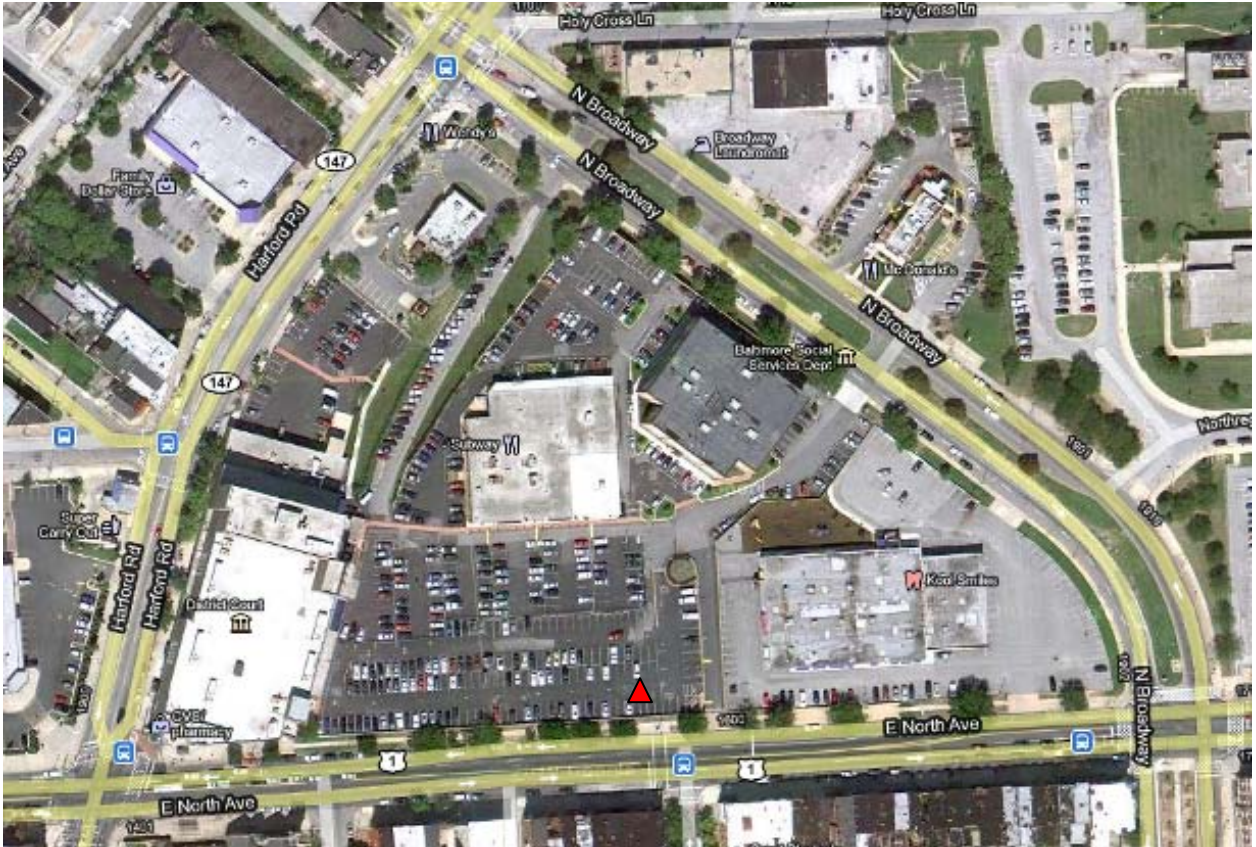
COMMERCIAL LEASES		
DEPT	NUSF	% of Total
JUDA	31,494	0.80%
MHEC	20,000	0.51%
EXEC	19,330	0.49%
MSP	17,847	0.45%
SBEL	12,000	0.31%
COMP	10,779	0.27%
DBED	9,617	0.24%
DHCD	9,409	0.24%
MAIF	7,054	0.18%
DAGR	6,526	0.17%
MDOD	5,738	0.15%
SPO	4,600	0.12%
SIF	4,564	0.12%
MPCT	4,421	0.11%
MIEM	4,256	0.11%
PTAB	3,604	0.09%
UEF	2,149	0.05%
DLS	400	0.01%
CHR	390	0.01%
<b>TOTAL</b>	<b>3,933,327</b>	<b>100.00%</b>

- **Board of Public Works.** During the last meeting, CBRE alluded to potential changes in the way BPW deals with leases. Below are their recommendations:
  - State to provide additional dedicated legal support from AG's office to DGS
  - In many States, Cities and Counties the authority to enter into more routine real estate contracts is delegated to a cabinet level position such as the Chief Budget Officer, Treasurer or Secretary of General Services. For the State of Maryland we recommend delegating authority to enter into leases to the Secretary of the Department of General Services for leases under a certain threshold. Initially, we would recommend that all leases and/or renewals that are less than \$100,000 per year and for terms of less than 10 years be delegated to the Secretary for approval.

According to DGS, the barriers to implementing these recommendations are:

- The current work load for DGS' AAGs office is very heavy, and the ability to dedicate personnel strictly for leases may be difficult.
  - There are currently existing laws and regulations regarding approval authority.
- **Database Compatibility.** DGS is working to connect the work CBRE is doing with Leases with the BITH energy database. A meeting for the week of January 17 is being scheduled between the DGS Energy Group, BITH engineers, and ORE to determine the best method for transmitting data between the two data bases and to formulate a time line to complete this action. DGS Energy Group is supplying passwords to the BITH system to ORE/CBRE in advance of the meeting. DGS will report back to StateStat following the meeting and provide the update timeline.
    - DGS had the meeting and they are currently working on the report.
  - **Utility Inclusive Leases.** In order to better understand compliance for the energy database it is necessary to know how many State leases include utility costs. DGS reported that the distribution of leases that include utility costs is 162 out of 328 or 49 percent. The number of leases in which the State pays the utility bill directly is 168 51percent with a two to three percent error rate. The Office of Real Estate policy encourages leases to pay utility bills directly in as many leases as possible, provided the State tenant is separately metered.
    - DGS will report on cause of error and on their efforts to coordinate with landlords in preparation for the next Stat.
    - DGS will begin coordinating with agencies on updating their Energy Reduction Plans.
  - **Multivista.** On January 18<sup>th</sup>, Multivista gave a presentation to members of DGS and the StateStat. Multivista offers construction photo documentation in order to increase accountability, providing quality assurance, asset protection and remote monitoring and reporting for better construction risk management on the job.

- DGS is searching for a project to try out the Multivista service on. Multivista has met with the treasurer and comptroller of Maryland.
- **2100 Guilford.** 1400 E. North Avenue has been proposed as a relocation site for portions of the functions now housed at 2100 Guilford. The North Avenue site currently houses the District Court and some staff from the Baltimore City Local Department of Social Services. A site visit was made to ascertain the viability of this location.
  - DGS is coming to the end of logistical analysis. Further talks will ensue.

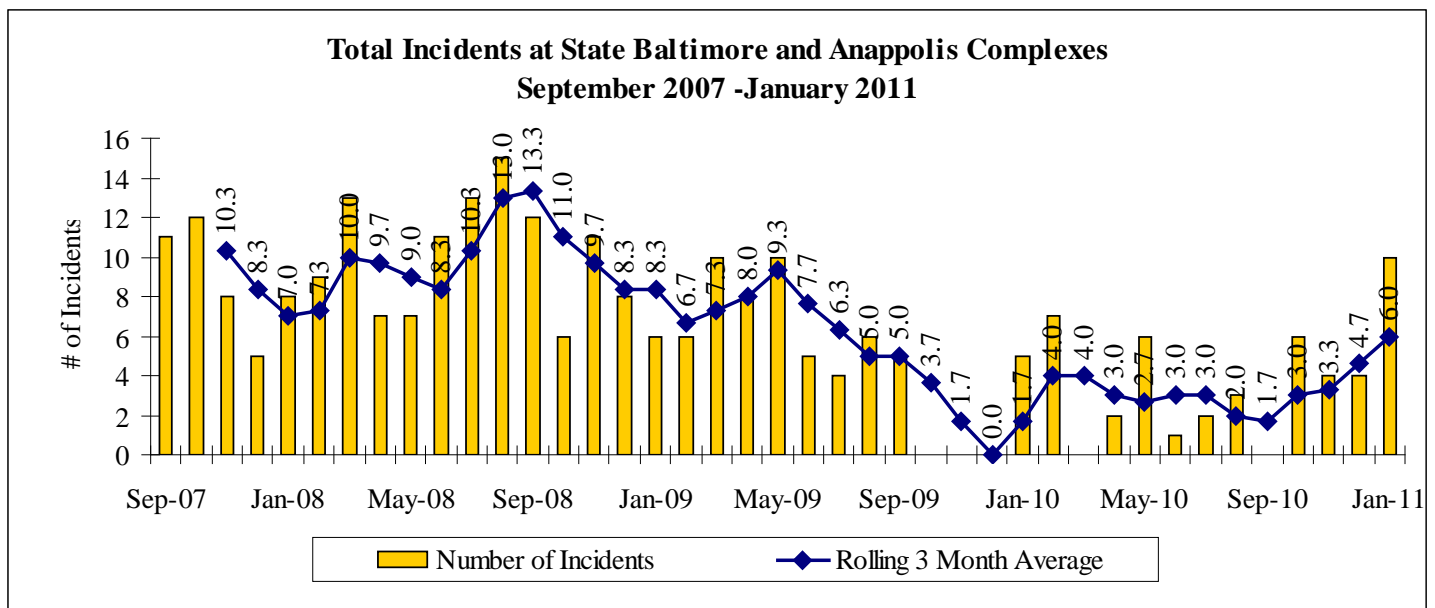


▲ Pictures taken at this location looking north



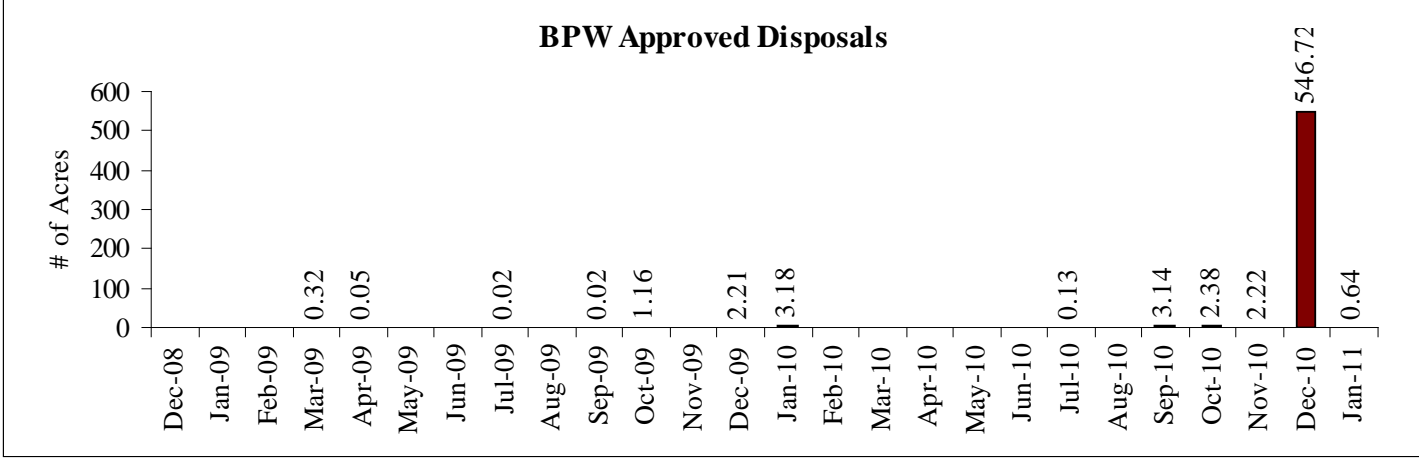
## Security

- **Prox Cards.** Chief Palmere would like to provide an update on Prox Card management.
  - Audits are planned for August and July. There is currently a large amount of turnover related to the Session.
- **Incidents at State Complexes.** Total incidents at the Baltimore and Annapolis Complexes have been down since the beginning of FY2010. Driven by 9 incidents at the Baltimore Complex, the average number of incidents has been rising since September.
  - The increased incidents at the Baltimore campus were due to thefts related to an ongoing Best Buy gift card program.
  - Police department have been trained on the Public Safety Dashboard. They are currently using it as one of their law enforcement tools. DGS will offer a report on the details of their Dashboard use.



## Real Estate

- **Real Estate Disposals.** In December, the BPW approved the disposal of 546 acres of real estate. This is the largest disposal since the metric was first tracked in 2007.
  - The 546 acre disposal is related to a piece of property in Anne Arundel County that was turned over to the County. It is piece of land in the Critical Area that has been conserved by the State and will continue to be conserved by the County.



## Facility Operations and Maintenance

- **Recycling.** As discussed at the previous StateStat meeting, there are certain facilities that do not have pick-ups on a regular basis because the volume is not sufficient to justify it. DGS adjusted the template by reporting the tonnage or quantity of recyclables that triggers a pick-up for each facility. This allowed DGS to identify buildings that should have received a recycling pickup. DGS added a column to the template that lists the trigger point for recycling at all facilities.
  - A recycling pickup must be of at least 792 lbs in order to be carbon neutral in terms of fuel used for pickup and delivery. Members of StateStat and GDU will meet with DGS in order to improve the pickup format.

<b>Recycling</b>	<b>Trigger Point</b>
<b>Baltimore</b>	
201 W. Preston St.	10 gaylords
2100 Guilford	6 shafers
<b>Inner Harbor</b>	
6 St. Paul	4 g - 25 s
201 St. Paul Place	16 shafers
Hilton Heights	8 shafers
Civic Plaza	16 shafers
310 Saratoga	10 gaylords
State Records/Jessup	call
<b>Multi Service Centers</b>	
500 N. Calvert Street	call
Glen Burnie	call
Silver Spring	call
Wabash	call
Ellicott City	call
Essex	call
Catonsville	call
South Baltimore	call
Bel Air	call
Westminster	call
Hyattsville	call
Elkton	call
Prince Frederick	call
Salisbury	call
Denton	call
Centreville	call
<b>Annapolis</b>	
State House	call
Court of Appeals	call
Archives	call
Tawes	call
District Court	call
45 Calvert	call