

## Facilities Management Division

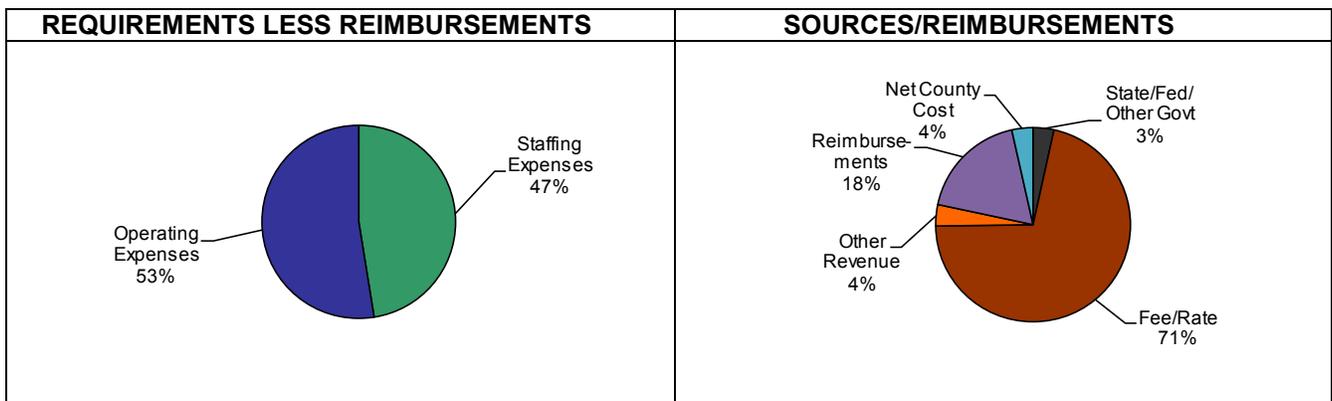
### DESCRIPTION OF MAJOR SERVICES

The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures.

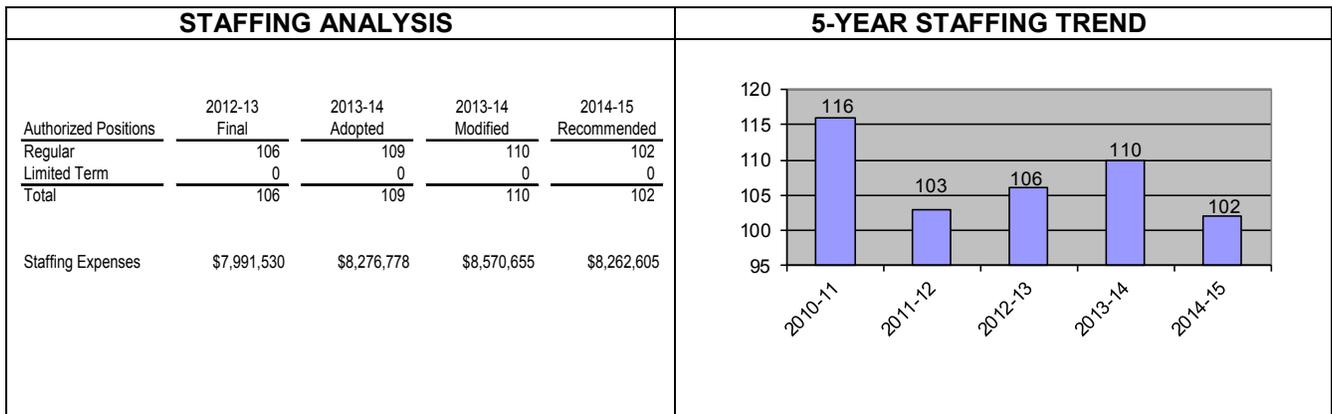
Budget at a Glance	
Requirements Less Reimbursements*	\$17,408,669
Sources/Reimbursements	\$16,795,610
Net County Cost	\$613,059
Total Staff	102
Funded by Net County Cost	4%
<small>*Includes Contingencies</small>	

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

### 2014-15 RECOMMENDED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2014-15 RECOMMENDED BUDGET**

GROUP: Operations and Community Services  
 DEPARTMENT: Real Estate Services- Facilities Management Division  
 FUND: General

BUDGET UNIT: AAA FMD  
 FUNCTION: General  
 ACTIVITY: Property Management

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
<b>Requirements</b>							
Staffing Expenses	7,833,413	7,483,123	7,743,227	8,349,777	8,570,655	8,262,605	(308,050)
Operating Expenses	9,993,926	7,068,796	8,061,333	8,456,838	8,292,944	9,146,064	853,120
Capital Expenditures	20,562	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,847,901	14,551,919	15,804,560	16,806,615	16,863,599	17,408,669	545,070
Reimbursements	(3,170,178)	(2,766,254)	(2,994,605)	(3,195,967)	(3,178,051)	(3,159,438)	18,613
Total Appropriation	14,677,723	11,785,665	12,809,955	13,610,648	13,685,548	14,249,231	563,683
Operating Transfers Out	0	0	4,095	0	0	0	0
Total Requirements	14,677,723	11,785,665	12,814,050	13,610,648	13,685,548	14,249,231	563,683
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	22,564	621,004	1,203,715	899,830	886,866	600,000	(286,866)
Fee/Rate	14,599,529	11,637,129	11,161,422	11,558,445	11,629,179	12,419,930	790,751
Other Revenue	6,517	8,421	1,918,135	811,346	375,000	616,242	241,242
Total Revenue	14,628,610	12,266,554	14,283,272	13,269,621	12,891,045	13,636,172	745,127
Operating Transfers In	10,471	(10,471)	0	0	0	0	0
Total Financing Sources	14,639,081	12,256,083	14,283,272	13,269,621	12,891,045	13,636,172	745,127
Net County Cost	38,642	(470,418)	(1,469,222)	341,027	794,503	613,059	(181,444)
				Budgeted Staffing	110	102	(8)

**MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET**

Staffing expenses of \$8.3 million constitute nearly half of FMD's expenditure authority. Operating expenses of \$9.1 million constitute the other half and fund contracts for grounds, maintenance and custodial services; materials for repairs and maintenance of County facilities and equipment; and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3.2 million and sources of \$13.6 million offset these costs by billing County departments, the Administrative Office of the Courts, and local courts for services provided.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are increasing by \$563,683 primarily due to cost increases to properly maintain County facilities (\$637,131) and an increase in administrative overhead charges (\$202,262). These increases are partially offset by a reduction in staffing expenses (\$308,050) due to the local courts terminating County custodial services by moving out of County-owned facilities and into the new San Bernardino Justice Center.

Sources are increasing by \$745,127 primarily due to an increase of \$790,751 in basic service charges to County departments for grounds, custodial and maintenance services and an anticipated increase of \$241,242 for requisition work requested by County departments, offset by a reduction of \$286,866 in custodial revenue from the local court.

FMD will receive \$613,059 in Net County Cost for Information Services Department (ISD) charges for additional phases of development of the financial reporting system, and to cover basic services for vacant or tenant-occupied County offices.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$8.3 million fund 102 regular positions including the addition of 3 full-time positions (2 Custodian IIs to assist in supervision and 1 Safety and Code Compliance Technician to monitor and track fire, life, and safety issues). These additions are offset by the deletion of 8 Custodian Is, 1 Supervising Custodian, 1



Fiscal Specialist and 1 Supervising Grounds Caretaker primarily due to the local courts terminating County custodial services by moving out of County-owned facilities and into the new San Bernardino Justice Center.

**2014-15 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	9	0	9	8	0	1	9
Maintenance	57	0	57	55	2	0	57
Custodial	32	0	32	30	0	2	32
Grounds	4	0	4	3	1	0	4
<b>Total</b>	<b>102</b>	<b>0</b>	<b>102</b>	<b>96</b>	<b>3</b>	<b>3</b>	<b>102</b>

Administration	Custodial	Grounds
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assistant Director	1 Custodial Services Chief	1 Grounds Services Superintendent
2 Staff Analyst II	3 Supervising Custodian	2 Sprinkler System Worker
1 Safety and Code Compliance Tech	3 Custodian II	1 Grounds Caretaker II
1 Secretary II	24 Custodian I	4 Total
2 Parts Specialist	1 General Services Worker II	
1 Fiscal Specialist	32 Total	
1 Office Assistant II		
9 Total		
<b>Maintenance</b>		
<u>Classification</u>		
1 Building Services Superintendent		
5 Maintenance Supervisors		
8 Air Conditioning Mechanics		
8 Boiler Plant Operators		
1 Facilities Mgmt Project Scheduler		
5 Electricians		
3 Plumbers		
18 General Maintenance Mechanics		
1 Locksmith		
2 Facilities Mgmt Dispatchers		
3 General Maintenance Workers		
2 General Services Worker II		
57 Total		

