

Facilities Management Division

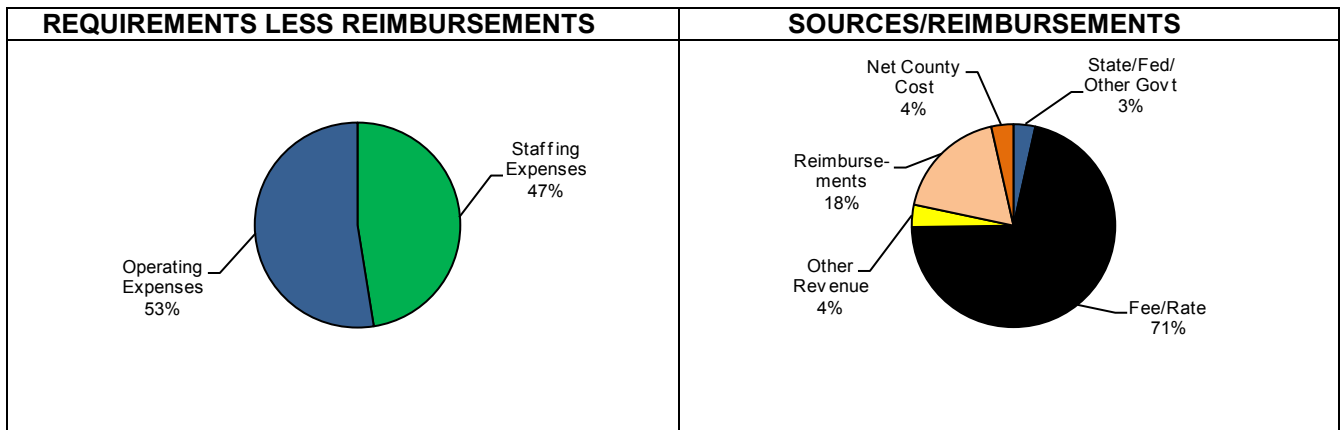
DESCRIPTION OF MAJOR SERVICES

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.

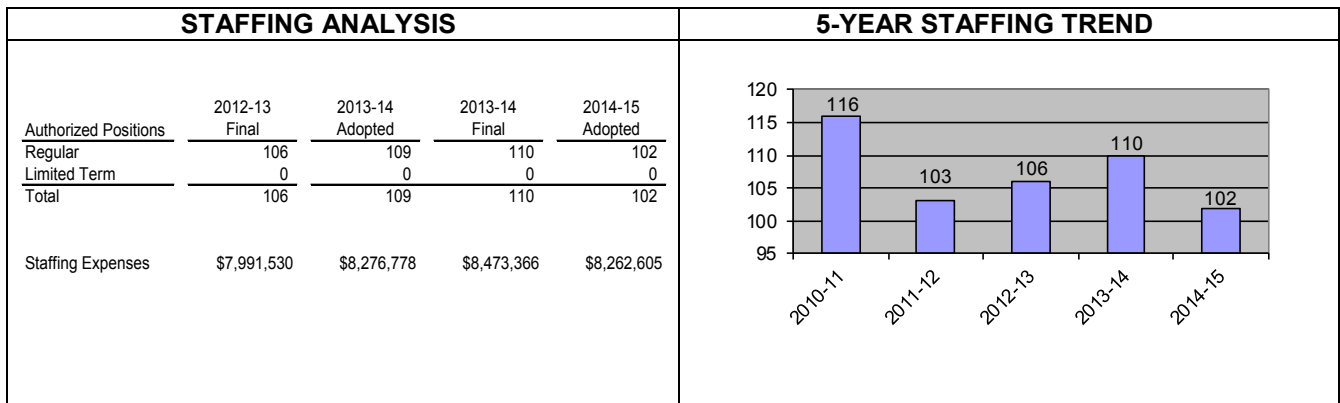
Budget at a Glance	
Requirements Less Reimbursements*	\$17,408,669
Sources/Reimbursements	\$16,795,610
Net County Cost	\$613,059
Total Staff	102
Funded by Net County Cost	4%
<small>*Includes Contingencies</small>	

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 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 ADOPTED 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 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
Requirements							
Staffing Expenses	7,833,413	7,483,123	7,743,227	8,422,233	8,473,366	8,262,605	(210,761)
Operating Expenses	9,993,926	7,068,796	8,061,333	9,119,159	9,124,001	9,146,064	22,063
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	17,541,392	17,597,367	17,408,669	(188,698)
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	14,345,425	14,419,316	14,249,231	(170,085)
Operating Transfers Out	0	0	4,095	0	0	0	0
Total Requirements	14,677,723	11,785,665	12,814,050	14,345,425	14,419,316	14,249,231	(170,085)
Sources							
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	915,695	915,695	600,000	(315,695)
Fee/Rate	14,599,529	11,637,129	11,161,422	11,562,527	11,697,760	12,419,930	722,170
Other Revenue	6,517	8,421	1,918,135	1,079,940	1,011,358	616,242	(395,116)
Total Revenue	14,628,610	12,266,554	14,283,272	13,558,162	13,624,813	13,636,172	11,359
Operating Transfers In	10,471	(10,471)	0	0	0	0	0
Total Sources	14,639,081	12,256,083	14,283,272	13,558,162	13,624,813	13,636,172	11,359
Net County Cost	38,642	(470,418)	(1,469,222)	787,263	794,503	613,059	(181,444)
Budgeted Staffing					110	102	(8)

MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED 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 are from County departments, the Administrative Office of the Courts (AOC), and local courts who are billed for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$170,085 primarily due to a reduction in staffing expenses (\$210,761) 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 a net \$11,359 primarily due to an increase of \$722,170 in basic service charges to County departments for grounds, custodial and maintenance services, offset by decreases in revenue of \$315,695 from the Courts for the reduction of custodial services and an anticipated decrease of \$395,116 for requisition work requested by County departments.

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. Four positions in the Administrative and Fiscal section of Real Estate Services are budgeted in this department.

2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Facilities Administration	5	0	5	4	0	1	5
Administrative and Fiscal-Real Estate Services	4	0	4	4	0	0	4
Maintenance	57	0	57	55	2	0	57
Custodial	32	0	32	30	0	2	32
Grounds	4	0	4	3	1	0	4
Total	102	0	102	96	3	3	102

Facilities Administration		Custodial		Grounds	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Assistant Director	1	Custodial Services Chief	1	Grounds Services Superintendent
1	Safety and Code Compliance Tech	3	Supervising Custodian	2	Sprinkler System Worker
1	Secretary II	3	Custodian II	1	Grounds Caretaker II
2	Parts Specialist	24	Custodian I	4	Total
5	Total	1	General Services Worker II		
		32	Total		
Maintenance		Administrative and Fiscal Real Estate Services			
<u>Classification</u>		<u>Classification</u>			
1	Building Services Superintendent	2	Staff Analyst II		
5	Maintenance Supervisors	1	Fiscal Specialist		
8	Air Conditioning Mechanics	1	Office Assistant II		
8	Boiler Plant Operators	4	Total		
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				

