Facilities Management Division

DESCRIPTION OF MAJOR SERVICES

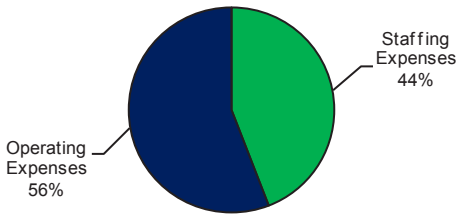
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures.

Budget at a Glance	
Requirements Less Reimbursements	$19,046,622
Sources/Reimbursements	$18,838,622
Net County Cost	$208,000
Total Staff	107
Funded by Net County Cost	1%

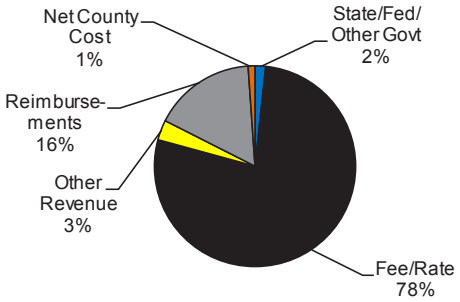
FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

2015-16 ADOPTED BUDGET

REQUIREMENTS LESS REIMBURSEMENTS



SOURCES/REIMBURSEMENTS



ANALYSIS OF 2015-16 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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
Requirements							
Staffing Expenses	7,483,124	7,743,227	8,422,233	7,687,188	7,850,605	8,400,721	**550,116**
Operating Expenses	7,068,796	8,061,333	9,119,159	9,526,641	9,547,939	10,645,901	**1,097,962**
Capital Expenditures	0	0	0	77,073	110,125	0	**(110,125)**
Total Exp Authority	14,551,919	15,804,560	17,541,392	17,290,902	17,508,669	19,046,622	**1,537,953**
Reimbursements	(2,766,254)	(2,994,605)	(3,195,967)	(3,357,483)	(3,159,438)	(3,131,064)	**28,374**
Total Appropriation	11,785,665	12,809,955	14,345,425	13,933,419	14,349,231	15,915,558	**1,566,327**
Operating Transfers Out	0	4,095	0	0	0	0	**0**
Total Requirements	11,785,665	12,814,050	14,345,425	13,933,419	14,349,231	15,915,558	**1,566,327**
Sources							
Taxes	0	0	0	0	0	0	**0**
Realignment	0	0	0	0	0	0	**0**
State, Fed or Gov't Aid	621,004	1,203,715	915,695	331,768	600,000	325,000	**(275,000)**
Fee/Rate	11,637,129	11,161,422	11,562,527	12,373,972	12,419,930	14,770,558	**2,350,628**
Other Revenue	8,421	1,918,135	1,079,940	1,577,560	716,242	612,000	**(104,242)**
Total Revenue	12,266,554	14,283,272	13,558,162	14,283,300	13,736,172	15,707,558	**1,971,386**
Operating Transfers In	(10,471)	0	0	0	0	0	**0**
Total Financing Sources	12,256,083	14,283,272	13,558,162	14,283,300	13,736,172	15,707,558	**1,971,386**
Net County Cost	(470,418)	(1,469,222)	787,263	(349,881)	613,059	208,000	**(405,059)**
Budgeted Staffing*	103	106	110	102	102	107	**5**

* Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Staffing expenses of $8.4 million constitute nearly half of FMD's expenditure authority. Operating expenses of $10.6 million 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 $3.1 million and sources of $15.7 million are from County departments, the Judicial Council of California, and local courts who are billed for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by $1.6 million primarily due to the addition of providing maintenance services at the High Desert Detention Center (HDDC), including contracted services, material purchases, and the addition of five staffing positions.

Sources are increasing by $2.0 million primarily due to an increase in basic service charges to County departments for grounds, custodial and maintenance services including rate increases in each service division and the addition of the HDDC.

FMD will receive $208,000 in Net County Cost for Information Services Department (ISD) charges for additional phases of support and maintenance of the financial reporting system, and to cover basic services for vacant or tenant-occupied County offices.

2015-16 POSITION SUMMARY*

Division	2014-15 Final Staffing	Adds	Deletes	Reorgs	2015-16 Adopted	Limited	Regular
Administrative and Fiscal	9	0	0	0	9	0	9
Maintenance	57	5	0	0	62	0	62
Custodial	32	0	0	0	32	0	32
Grounds	4	0	0	0	4	0	4
Total	102	5	0	0	107	0	107

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of $8.4 million fund 107 regular positions. This includes the addition of 5 positions (1 Supervising Building Plant Operator, 1 Building Plant Operator, 1 Air Conditioning Mechanic, 1 General Maintenance Mechanic, and 1 General Maintenance Worker) that will assist in providing services at the HDDC facility.