

Facilities Management Division

DESCRIPTION OF MAJOR SERVICES

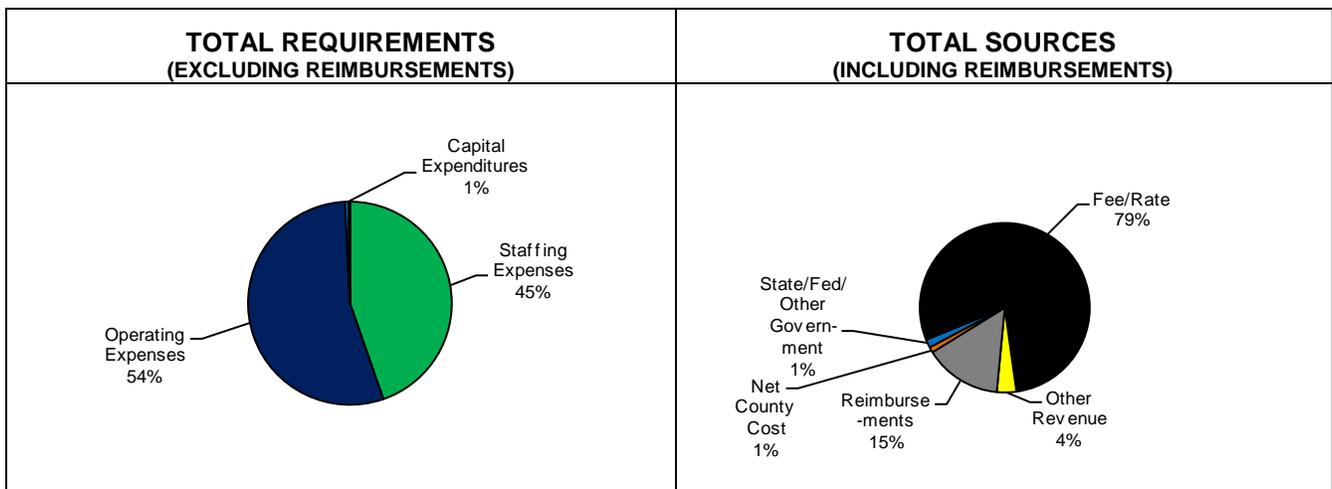
The Facilities Management Division (FMD) provides routine maintenance, grounds, and custodial services to ensure County facilities are well maintained, including 24 hours per day – seven days per week emergency building maintenance. Services also include repairing building structures, equipment, and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

Budget at a Glance

Total Requirements (Excl. Reimb.)	\$20,246,619
Total Sources (Incl. Reimb.)	\$20,038,619
Net County Cost	\$208,000
Total Staff	113
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.

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	7,743,227	8,422,233	7,687,188	8,400,721	8,247,114	9,043,849	643,128
Operating Expenses	8,061,333	9,119,159	9,526,641	10,870,386	10,663,481	11,045,470	175,084
Capital Expenditures	0	0	77,073	0	0	117,300	117,300
Total Exp Authority	15,804,560	17,541,392	17,290,902	19,271,107	18,910,595	20,206,619	935,512
Reimbursements	(2,994,605)	(3,195,967)	(3,357,483)	(3,131,064)	(3,175,184)	(2,973,142)	157,922
Total Appropriation	12,809,955	14,345,425	13,933,419	16,140,043	15,735,411	17,233,477	1,093,434
Operating Transfers Out	4,095	0	0	45,000	45,000	40,000	(5,000)
Total Requirements	12,814,050	14,345,425	13,933,419	16,185,043	15,780,411	17,273,477	1,088,434
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	1,203,715	915,695	331,768	325,000	327,888	325,000	0
Fee/Rate	11,161,422	11,562,527	12,373,972	14,840,043	14,801,082	15,988,477	1,148,434
Other Revenue	1,918,135	1,079,940	1,577,560	812,000	1,248,808	752,000	(60,000)
Total Revenue	14,283,272	13,558,162	14,283,300	15,977,043	16,377,778	17,065,477	1,088,434
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	14,283,272	13,558,162	14,283,300	15,977,043	16,377,778	17,065,477	1,088,434
Net County Cost	(1,469,222)	787,263	(349,881)	208,000	(597,367)	208,000	0
Budgeted Staffing*	106	110	102	111	111	113	2

*Data represents modified budgeted staffing

Note: Real Estate Services – Facilities Management is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$321,230 which represents Real Estate Services – Facilities Management's share of costs of other central service departments, such as Human Resources.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$9.0 million fund 113 positions and include the majority of FMD's expenditure authority. Operating Expenses of \$11.0 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 \$3.0 million and Sources of \$17.1 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 \$1.1 million primarily due to the addition of two staffing positions, a capital improvement project to increase security, and fixed asset purchases consisting of three trucks and equipment.

Sources are increasing by \$1.1 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.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Administration	8	0	0	1	9	0	9	
Custodial	33	0	0	0	33	0	33	
Grounds	4	0	0	0	4	0	4	
Maintenance	66	2	0	-1	67	0	67	
Total	111	2	0	0	113	0	113	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$9.0 million fund 113 budgeted regular positions. This includes the addition of two positions: one Office Assistant III that will assist maintenance supervisors to allow more time in the field and one Facilities Project Manager that will manage minor capital improvement projects which were previously handled by the Project Management Division. Also, an Office Assistant II was moved from Maintenance to Administration.

