

Priority:	Accountability	Lead Agency:	County Business
Program Offer Type:	Internal Service	Program Contact:	Dave Boyer
Related Programs:	71032		

Frameworks:

Executive Summary

The Compliance Section provides Fire/Life Safety, Environmental and Regulatory support service to ensure a safe & healthy work environment in all County buildings, owned or leased, where County employees work, and the public visits.

Program Description

The Compliance Section is responsible to: 1} Provide all County employees a safe and healthy work environment; 2} Support facilities staff as needed regarding regulatory compliance requirements; 3} Develop policies and procedures to maintain and improve regulatory compliance; 4} Oversee existing fire/life safety and other regulatory requirements to ensure compliance; 5} Reduce complaints and claims related to all types of regulatory compliance issues; 6} Maintain accurate and current databases related to this section's activities; 7} Coordinate and administer in-house mandatory training and certification as needed.

Program Justification

The Compliance Section follows Federal, State, City, and Local laws as well as regulations and policies set by the National Fire Prevention Association, DEQ, State Fire Marshall, OSHA, EPA, Uniform Building Code, State Elevator Inspector, County Food Handler Inspector, Center for Disease Control, State Corrections, and County Insurance provider. These laws, regulations, and policies are directly related to the management of testing and inspection activities including asbestos, lead paint, fire/life safety issues, permitting, hazardous materials, emergency response support, building condition assessment, indoor air quality, contract development, enforcement, and administration.

Performance Measures

Compliance is a new section within Facilities and Property Management and has no statistical history. Since its inception in March 2004, we have worked in tandem with Facilities trade, property and capital staffs' to increase our preventive maintenance (scheduled)and inspections, as well as, improve our collaboration with regulatory compliance agencies. We have efficiently increased our testing, inspections, and/or certifications response from 68% to 80%.

Summary of last year's program results and this year's expected results

There are no program results for FY04 as this is a new section within Facilities and Property Management. We have also provided updates for surveys and inspections as needed for greater compliance to the jurisdictional authorities over the County's buildings. We have created new policies and procedures, as well as, revised existing ones necessary to support both Facilities and auxiliary requirements. We are improving both our tracking of regulatory activities as well as contract language and communications for expiring contracts. We are also moving forward in Safety and Training as we work with County Safety and the Sheriff's Life Safety Officer. We continue to work with Emergency Management and provid emergency response support for pipe breaks, chemical spills, gas leaks, and other reported indoor air quality concerns.

Program Mandate: 4 Program and Funding Level Choice**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
Program Expenses				
Personnel	\$0	\$0	\$0	\$575,238
Contracts	\$0	\$0	\$0	\$385,000
Materials & Supplies	\$0	\$0	\$0	\$310,500
Internal Services	\$0	\$0	\$0	\$58,391
Subtotal: Direct Exps:	\$0	\$0	\$0	\$1,329,129
Administration	\$0	\$0	\$0	\$61,010
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$61,010
Total GF/non-GF:	\$0	\$0	\$0	\$1,390,139
Program Total:	\$0		\$1,390,139	
Program FTE	0.00	0.00	0.00	6.00
Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$0	\$1,329,129
Program Revenue for Admin	\$0	\$0	\$0	\$61,010
Total Revenue:	\$0	\$0	\$0	\$1,390,139

Explanation of Revenues

Compliance Section receives its revenues primarily through the service reimbursements collected from internal departments.

Significant Program Changes

Compliance was restructured and organized as a separate work unit in order to enhance and ensure needed testing and inspection support. The work load has been distributed between six staff and has utilized maintenance trades to provide additional support. We currently utilize outside consulting and vendor support as assist with compliance needs not provided by in-house staffing.