

Priority: Accountability
Program Offer Type: Internal Service
Related Programs: 71032

Lead Agency: County Business
Program Contact: Bob Thomas

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.

This offers adds back to current service level.

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. This offers adds back to current service level.

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 provide 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				
Contracts	\$0	\$0	\$0	\$50,000
Materials & Supplies	\$0	\$0	\$0	\$300,000
Subtotal: Direct Exps:	\$0	\$0	\$0	\$350,000
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$0	\$0	\$350,000
Program Total:	\$0		\$350,000	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$0	\$350,000
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$350,000

Explanation of Revenues

Service reimbursements

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.