

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

**Lead Agency:** County Management  
**Program Contact:** Doug Butler

**Program Characteristics:** One-Time-Only Request

**Executive Summary**

Facilities and Property Management, with support from the Chair and Budget Office is requesting \$1,200,000 in one-time-only funds to establish a 5% contingency for the Facilities Management Fund 3505.

This one-time offer is proposed for \$1,075,000 in the Executive Budget to reflect the savings anticipated to be captured from reduced Moves, Adds, and Changes (MACs) activity by departments in FY 2009.

**Program Description**

The County's Financial Policies mandate that internal services establish rates high enough to include a contingency or reserve not greater than 5% to ensure that service reimbursements charged to other departments are maintained at a relatively constant level. To achieve financial stability in the Facilities Management Fund managed by FPM we request OTO funding to establish an operating reserve to address unforeseen/unplanned events and emergencies.

Facilities therefore is requesting a 5% contingency to deal with the unforeseen and changing conditions (personnel, contracts and supplies) that have outstripped our ability to shrink the portfolio and reengineer operations to cut operational expenses.

**Program Justification**

Over the past 4 years Facilities has reduced its operating budget by \$4.2M. Facilities has used any past BWC to subsidize rates and absorb increases in both personnel and general operating costs. In FY07, Facilities reached the end of its BWC and was impacted by a \$560,000 shortfall. FY09 rates will include additional funds to ensure against another shortfall. This offer will establish a reserve for operations that should be sustainable in future years.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output		0	0	0	0
Outcome		0	0	0	0

**Performance Measure - Description**

**Legal/Contractual Obligation**

None.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2008	2008	2009	2009
<b>Program Expenses</b>				
Cash Transfer	\$0	\$0	\$1,075,000	\$0
Unappropriated & Contingency	\$0	\$2,422,864	\$0	\$1,075,000
<b>Subtotal: Direct Exps:</b>	<b>\$0</b>	<b>\$2,422,864</b>	<b>\$1,075,000</b>	<b>\$1,075,000</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
<b>Subtotal: Other Exps:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$2,422,864</b>	<b>\$1,075,000</b>	<b>\$1,075,000</b>
<b>Program Total:</b>	<b>\$2,422,864</b>		<b>\$2,150,000</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$0	\$1,075,000
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,075,000</b>

**Explanation of Revenues**

This program offer would transfer a total of \$1,075,000 from General Fund to Facilities Management Fund 3505.

**Significant Program Changes****Last year this program was:**

This is a new OTO program offer.