

**Priority:** Accountability  
**Program Offer Type:** Administration  
**Related Programs:** 72046, 72047

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

**Program Characteristics:**

**Executive Summary**

The Facilities Administration and Business Services unit provides strategic direction, budget/finance management, and contracts/procurement management for the Division as well as full plans/construction documentation support for the County's 135 buildings. This work unit is responsible for the Financial Management, Human Resources, and Performance Managements systems of the Division as well for establishing the policies, procedures, and systems which guide and facilitate daily operations.

**Program Description**

The Facilities Administration team provides leadership, strategic direction, and standards for the Division - setting annual goals, developing and maintaining an effective set of benchmarks and metrics, and championing the Facilities vision, goals, strategic plan and budget with County and other leadership. This team proactively manages all Division Personnel/HR administration, as well as, all office administrative functions.

The Business Services teams manage the Division's budget to support the annual workplan, oversee finances to ensure accurate and timely accounting of all revenue and expenditures, provide contracts and procurement support, maintain accurate and detailed building data and CAD support of all County buildings, and develop cost-effective plans for managing Facilities technology and data.

**Program Justification**

Facilities contributes to the accountability priority by assuring both the taxpayer and its internal clients that the Division's programs are focused on maintaining cost effective practices, excellence in customer service, and innovative programs. We have implemented policies, procedures and frameworks which have improved the trust and confidence that clients have in both the Division and Department of County Management. Our business models provide transparent and reliable information for decision-making, as well as, facilitating insight into financial and performance management. Facilities has bolstered the County's support of MWESB and QRF programs, providing 99% of the organization's contracts in these areas.

**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	Invoice payments processed	8,600	9,574	9,532	9,532
Outcome	Timely AP payments within 30 days	88.0%	86.0%	86.0%	88.0%
Output	# of days in AR	30	30	30	30
Output	MWESB	98.0%	95.0%	96.0%	99.0%

**Performance Measure - Description**

- \* Invoice payments processed is an indicator of workload
- \* The AP and AR indicators show that we are staying within County policy and are optimizing cash flow performance.
- \* Support of MWESB contractors is a County priority and Facilities provides almost all of the County's contracts in this area.

MWESB (Minority, Women, Emerging Small Business) participation percentages reflect the following total dollars of \$737,682 or 95.45%

- \* WBE - 36.3% - \$242,000
- \* MBE - 18.8% - \$165,000
- \* ESB - 36.3% - \$295,000
- \* QRF - 4.5% - \$ 11,300
- \* Misc - 4.5% - \$ 23,300

## Legal/Contractual Obligation

Facilities contracts for over \$6M annually for both goods and services. Of this amount, \$3M is with QRFs (Qualified Rehabilitative Firms) as an expanded and constant market for sheltered workshop and activity center products and services. These QRF contracts enhance the dignity and capacity for self support - minimizing dependence on welfare and institutional care. [NOTE: Facilities was named 2006 "Employer of the Year" for our work with QRFs.]

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2008	2008	2009	2009
Personnel	\$0	\$1,531,600	\$0	\$1,584,351
Contracts	\$0	\$101,530	\$0	\$101,530
Materials & Supplies	\$0	\$79,525	\$0	\$77,529
Internal Services	\$0	\$379,374	\$0	\$418,258
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$2,092,029</b>	<b>\$0</b>	<b>\$2,181,668</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$0</b>	<b>\$2,092,029</b>	<b>\$0</b>	<b>\$2,181,668</b>
Program Total:	<b>\$2,092,029</b>		<b>\$2,181,668</b>	
Program FTE	0.00	16.00	0.00	16.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$2,092,029	\$0	\$2,181,668
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$2,092,029</b>	<b>\$0</b>	<b>\$2,181,668</b>

## Explanation of Revenues

84% of revenues are from internal services charges. The remaining 16% comes from leases, service requests, departmental enhancements to service and capital requests outside the capital budget.

## Significant Program Changes

**Last year this program was:** #72042, Facilities & Property Mgmt - Admin and Business Services

- \* In order to improve our productivity, we are upgrading and reconfiguring both SAP and internal technical systems.
- \* We are developing greatly expanded and more sophisticated financial and performance measurement systems to reflect industry best practices.
- \* A Deputy Director position has been added to better support daily operations.
- \* An existing Fin. Spec. Sr is being reclassified to a Data Spec. Sr.