

Lead Agency: County Management
Program Offer Type: Internal Service
Related Programs: 72068, 72069, 72075

Program Contact: Jon Schrotzberger

Program Characteristics:

Executive Summary

This program includes materials & services costs related to operating the portfolio of 131 buildings, over 3 million sq ft of space for a diverse client population.

Costs include over \$4.5M: professional services (janitorial, security, landscaping), resource extensions (specific requirements that add competitive contracts for such select services as repairs and maintenance of boilers, chillers, emergency generators, plumbing, etc) and building supplies (air, oil and water filters, lights, keys, etc).

Program Description

This is the materials and services that are required to extend the resources of the in-house O&M staff (PO #72068) to supply priority access to critical services and technologies that are not needed full time.

Facilities & Property Management (FPM) provides professional contracting services and the transactional efforts required to: purchase and receive goods and services for repair and maintenance of building systems; reconcile and authorize payment of contractor / vendor invoices; administer contracts to comply with county guidelines; maintain a prudent but adequate level of inventory; and support the county's variety of occupant and program delivery requirements.

FPM contracted and purchased over \$4.5 million in material and services in FY09 serving our 175+ direct tenant / clients and associated partners.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Contract administration quarterly reporting	0	0	0	4
Outcome	Inventory system reporting accuracy	0.0%	0.0%	0.0%	90.0%

Performance Measure - Description

* Create reporting compliant with Administrative Review outcome recommended.

* In response to our Audit of Inventory Management: Facilities presented in May of 2009, we have set as our goal, to create an accurate and accountable inventory management system and reporting capability.

Legal/Contractual Obligation**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Contracts	\$0	\$0	\$0	\$439,600
Materials & Supplies	\$0	\$2,506,734	\$0	\$2,942,430
Unappropriated & Contingency	\$0	\$2,396,436	\$0	\$534,444
Total GF/non-GF:	\$0	\$4,903,170	\$0	\$3,916,474
Program Total:	\$4,903,170		\$3,916,474	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$2,201,170	\$0	\$2,206,474
Intergovernmental	\$0	\$0	\$0	\$900,000
Other / Miscellaneous	\$0	\$2,702,000	\$0	\$810,000
Total Revenue:	\$0	\$4,903,170	\$0	\$3,916,474

Explanation of Revenues

Facilities receives 82% of its revenues from Departmental Service Reimbursements. Additional 7% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 11% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services beyond basic building needs.

Significant Program Changes

Last year this program was: #72068, Facilities Operations and Maintenance

This year we split the prior years offering (72068) into 72068 (cost centers / staff) and this offer (72074, required goods / materials and professional services).