

Lead Agency: Department of County
Program Offer Type: Internal Service
Related Programs: 78005

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 for professional services and resource extensions such as requirements that add competitive contracts for such select services as repairs and maintenance of boilers, chillers, emergency generators, plumbing, as well as, building supplies (air, oil and water filters, lights, keys, etc). Facilities & Property Management (FPM) contracted and purchased over \$4.5 million in material and services in FY10 serving our 175+ direct tenant / clients and associated partners.

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 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.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Contract administration quarterly reporting	0	4	4	12
Outcome	Inventory system reporting accuracy	0.0%	90.0%	98.0%	99.0%

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	2011	2011	2012	2012
Contracts	\$0	\$1,297,756	\$0	\$1,193,327
Materials & Supplies	\$0	\$2,801,527	\$0	\$2,565,355
Unappropriated & Contingency	\$0	\$534,444	\$0	\$650,000
Total GF/non-GF:	\$0	\$4,633,727	\$0	\$4,408,682
Program Total:	\$4,633,727		\$4,408,682	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$1,643,869	\$0	\$1,372,328
Other / Miscellaneous	\$0	\$935,000	\$0	\$2,864,181
Total Revenue:	\$0	\$2,578,869	\$0	\$4,236,509

Explanation of Revenues

Facilities receives 79% of its revenues from Departmental Service Reimbursements. Additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% 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: #72074, Facilities Operations of Buildings