

Lead Agency: Department of County

Program Contact: Colleen Bowles

Program Offer Type: Internal Service

Related Programs:

Program Characteristics:

Executive Summary

The Facilities Building Materials and Services program is responsible for procuring and administering inventory and contracted services for a portfolio of 131 buildings with over three million square feet of space serving a diverse client population. Facilities & Property Management (FPM) contracted for and purchased over \$4.5 million in materials and services in FY11.

Program Description

This program provides the materials and services that are required to extend the resources of the in-house Operations & Maintenance (O&M) staff (PO #78003) to supply priority access to critical services and technologies that are needed part-time or intermittently. Services include, but are not limited to, the repair and maintenance of emergency generators, boilers, chillers, and plumbing. Building supplies include mechanical parts and consumables such as oil, fluids, filters and light bulbs. FPM provides professional contracting services and transactional activities required to: procure goods/services to repair and maintain buildings and building systems; reconcile and authorize payment of contractor/vendor invoices; ensure compliance with County guidelines; support the County's wide array of occupant and program delivery requirements; and maintain a prudent but adequate level of inventory.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Contract administration reporting	0	12	12	12
Outcome	Inventory system reporting accuracy	98	99	100	100

Performance Measure - Description

*Create contracts that are aligned, compliant and monitored with adopted policy and regulations, internal polices and administrative procedures.

*Create an accurate and accountable inventory management system that aligns with annual spend history and reporting capability.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$1,193,327	\$0	\$2,323,181
Materials & Supplies	\$0	\$2,565,355	\$0	\$3,875,328
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$650,000	\$0	\$525,000
Total GF/non-GF:	\$0	\$4,408,682	\$0	\$6,723,509
Program Total:	\$4,408,682		\$6,723,509	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$1,372,328	\$0	\$3,187,429
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$2,819,181	\$0	\$3,536,080
Total Revenue:	\$0	\$4,191,509	\$0	\$6,723,509

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: #78011, Facilities Building Materials and Services