

FACILITIES MANAGEMENT

GENERAL FUND

GENERAL GOVERNMENT

DEPARTMENT - Facilities Management

Mission: Facilities Management provides repair, maintenance, renovations, and minor construction of County facilities ensuring that County government agencies have an effective working environment to carry out their responsibilities in meeting the needs of County citizens.

DEPARTMENT SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	75.00	75.00	70.00	70.00	0.00	0.0
Leases and Rentals	\$ 776,817	\$ 892,303	\$ 766,748	\$ 850,000	\$ 83,252	10.9
TOTAL REVENUES	<u>\$ 776,817</u>	<u>\$ 892,303</u>	<u>\$ 766,748</u>	<u>\$ 850,000</u>	<u>\$ 83,252</u>	10.9
Personnel	\$ 2,683,510	\$ 2,828,452	\$ 2,742,846	\$ 2,827,279	\$ 84,433	3.1
Operating	4,866,294	5,484,251	6,077,856	6,221,712	143,856	2.4
Capital	<u>2,586</u>	<u>78,859</u>	<u>6,890</u>	<u>0</u>	<u>(6,890)</u>	(100.0)
TOTAL EXPENDITURES	7,552,390	8,391,562	8,827,592	9,048,991	221,399	2.5
Interfund Transfer Out	<u>0</u>	<u>12,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL DISBURSEMENTS	<u>\$ 7,552,390</u>	<u>\$ 8,404,062</u>	<u>\$ 8,827,592</u>	<u>\$ 9,048,991</u>	<u>\$ 221,399</u>	2.5

Funding Adjustments for FY 2004 Include:

- Revenues are increased to reflect current rental and lease agreements.
- Personnel expenditures are increased to reflect the actual grades and steps of the incumbents and to accommodate an increase in fringe benefit costs.
- Operating expenditures reflect an increase for the addition of maintenance contracts for operating systems within new buildings that will no longer be under warranty. Offsetting these additional costs are decreases in provisions for custodial, grounds maintenance, pest control services, and electricity and gas primarily for the Judicial Center and the Russell Building. With the Judicial Center in full operation for FY 2003, new estimates have been developed which are more reflective of actual expenditures. The lower costs for the Russell Building reflect that the building is not currently occupied. Operating costs also reflect a decrease in air conditioning and heating supplies due to non-recurring costs in FY 2003 not being re-budgeted.

FACILITIES MANAGEMENT (continued)

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Objectives:

- Maintain 95% documented completion rate of total work orders received versus work orders completed.
- Maintain 100% documented completion rate of total programmed maintenance required versus programmed maintenance completed.
- Inventory variance shall not exceed a tolerance range of 10% in warehouse stock inventory.
- Complete 100% of budgeted projects scheduled.
- Budgeted special project cost estimates shall not exceed 15% of the actual expended costs.¹
- Maintain contracted services expenditures not to exceed budgeted amount.
- Actual utility expenditures shall not exceed budgeted estimates.²
- Document formal safety training and utilize formal training aids.

Performance Measures:

MEASURE:	FY 2002 Actual	FY 2003 Actual	FY 2004 Projected
Output:			
Work orders issued	6,884	7,632	7,550
Programmed maintenance work orders issued	1,359	1,407	1,600
Projects scheduled	37	33	71
Budgeted amount	\$213,392	\$151,500	\$532,000
Total contracted services budgeted	\$2,587,703	\$2,253,196	\$2,576,363
Electric and gas budgeted	\$2,059,171	\$2,560,364	\$2,469,994
Required OSHA courses	12	11	12
Efficiency:			
Percent completed	99.80%	96.27%	99.70%
Programmed maintenance compliance	95.20%	98.65%	100.00%
Percent completed	100.00%	90.00%	100.00%
Percent	68.20%	95.00%	98.00%
Budgeting effectiveness percent	76.30%	80.10%	95.10%
Percent of OSHA recommended	100.00%	91.00%	100.00%
Outcome:			
Work orders completed	6,864	7,347	7,540
Programmed maintenance work orders completed	1,294	1,462	1,600
December inventory variance	5%	3%	4%
June inventory variance	2%	2%	2%
Average variance	4%	3%	3%
Projects completed	37	30	71
Actual cost	\$145,592	\$144,607	\$520,000
Total contracted services actual expenses	\$2,432,402	\$2,044,555	\$2,450,200
Electric and gas actual expenditures	\$1,571,498	\$2,050,329	\$2,350,500
Training courses administered	12	12	12

¹ No special projects were funded for FY 2003 due to budget constraints.

² FY 2003 projections include full-year funding for the Judicial Center and O.T. Wallace Office Building.