

1014200000—Facilities Management

Capital Maintenance & Improvements Marcia Cunningham, General Services Director

General Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
Expenditures					
Salaries & Benefits	\$4,465,293	\$4,840,590	\$4,871,741	\$4,871,741	\$31,151
Services & Supplies	6,004,637	6,498,129	6,595,078	6,595,078	96,949
Centrally-Budgeted Expenses	249,283	368,003	421,057	421,057	53,054
Other Charges & Uses	329,439	335,798	343,779	343,779	7,981
Total Expenditures	\$11,048,652	\$12,042,520	\$12,231,655	\$12,231,655	\$189,135
Expenditure Reimbursements	(4,059,551)	(3,292,157)	(10,505,625)	(10,505,625)	(7,213,468)
Total Appropriations	\$6,989,101	\$8,750,363	\$1,726,030	\$1,726,030	(\$7,024,333)
Earned Revenues By Source					
Interest/Rents	\$431,523	\$419,139	\$425,572	\$425,572	\$6,433
Charges For Services	201,909	250,455	241,334	241,334	(9,121)
Total Revenues	\$633,432	\$669,594	\$666,906	\$666,906	(\$2,688)
Net County Cost	\$6,355,669	\$8,080,769	\$1,059,124	\$1,059,124	(\$7,021,645)
Staffing					
Allocated Positions	41.0	41.0	41.0	41.0	0.0
Temporary (Full-Time Equivalent)	0.8	0.8	0.8	0.8	0.0
Total Staffing	41.8	41.8	41.8	41.8	0.0

Purpose

The Facilities Management Division provides facility-related services for all County-owned and leased facilities, except for San Joaquin General Hospital and Stockton Metropolitan Airport.

The Division is responsible for providing maintenance, repair, and construction services to 416 structures totaling 3,997,863 square feet. Other services include management of construction projects, major renovations and repair projects to existing structures, and property leasing and management. Three of the facilities that are maintained are 24-hour custodial facilities.

The Division is also responsible for the County's carpool and bus pass programs as well as billing for services such as the Hospital Lift Station, French Camp McKinley Fire District, and reclamation districts. Additionally, the Division is responsible for real property management for County-owned and County-leased facilities.

Major Budget Changes

Salaries & Employee Benefits

- \$31,151 Salary and benefits adjustments.

Services & Supplies

- \$116,148 Increase in costs for professional services, including enhanced on-site security screening at the County Administration Building.
- \$27,387 Increase in janitorial service costs.
- \$8,913 Increase in telephone service costs.
- \$8,790 Increase in fleet services costs.
- \$6,196 Increase in allocated cost for General Services Administration.
- (\$22,400) Decrease in fiscal management services costs.

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- (\$19,869) Decrease in cost of Utility Maintenance Division charges for the Hospital Lift Station.
- (\$19,000) Decrease in cost of Hospital sewer charges based on actual costs.
- (\$18,722) Decrease in cost of alarm service based on contracted actuals.

Centrally-Budgeted Expenses

- \$135,861 Increase in Casualty insurance costs.
- \$7,748 Increase in automation equipment lease costs.
- (\$54,404) Decrease in data processing charges.
- (\$43,440) Decrease in Workers' Compensation insurance costs.

Expenditure Reimbursements

- \$7,221,500 Increase in reimbursement due to addition of Countywide Cost Allocation Plan charges to General Fund departments.
- \$7,107 Increase in reimbursement for non-maintenance work to County departments.
- \$6,947 Increase in reimbursement for services performed on Public Improvement projects.
- (\$22,086) Decrease in reimbursement of Utility Maintenance Division charges for the Hospital Lift Station.

Revenues

- \$10,598 Increase in rent and fee revenue.
- (\$14,463) Decrease in revenue for service costs for the Hospital Lift Station.

Program Discussion

The 2019-2020 recommended budget for Facilities Management totals \$12,231,655, which is an increase of \$189,135 from the 2018-2019 adjusted budget. This increase is primarily attributable to salary and benefits adjustments, the addition of enhanced security screening at the County Administration Building, and increased Casualty insurance costs, offset by decreases in fiscal management services, data processing charges, Hospital sewer charges, and Workers' Compensation insurance costs.

In 2019-2020, Facilities Management will continue to review and assess County facilities in order to identify building deficiencies. Included in this review is an effort to accurately inventory buildings and square footage of space occupied by the County, including County-owned and leased properties, and to provide improved identification of County-owned property that is eligible for sale as surplus property. Having a comprehensive means to track and record facility information will establish improved efficiencies in the identification of preventative maintenance requirements and deferred maintenance needs, as well as current and future space requirements. Currently, there are no long-term plans for funding deferred facility maintenance needs. Maintaining the County's facility infrastructure requires a strategic approach to identify both needs and costs.

Utilities

Increased utility usage and proposed rate increases have the potential to drive costs higher in 2019-2020. Facilities Management will continue to focus on utility cost management for County-owned and leased facilities. Staff will work with the County's utility service providers to review historical usage data and analyze trends, understand increasingly complicated tiered and time-of-use rate structures, identify best management practices, and implement cost-effective energy efficiency measures. The utilities budget will be closely monitored and the Division may return to the Board of Supervisors at midyear with recommendations to address increasing utility costs.

Administration Building On-site Security

The enhanced on-site security screening procedure implemented in 2018-2019 at the County Administration Building will continue in 2019-2020. The procedure requires two additional security guards to operate equipment to screen all visitors, clients, and staff entering the building for improved safety. The recommended Facilities Management budget has been augmented to address this additional cost.

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Workload Data

	-----Actual-----			Est./Act. 2018-2019	Projected 2019-2020
	2015-2016	2016-2017	2017-2018		
<i>Number of Structures</i>	415	415	416	416	416
<i>Square Footage</i>	3,990,465	3,990,465	3,997,863	3,997,863	3,997,863
<i>Maintenance Work Orders</i>	21,784	20,928	24,222	25,818	25,500
<i>Capital Projects/Major Repairs & Renovations</i>	26	15	20	14	15
<i>Service Requests</i>	310	304	339	337	335
<i>Leases Negotiated/Renewed</i>	14	11	9	13	12