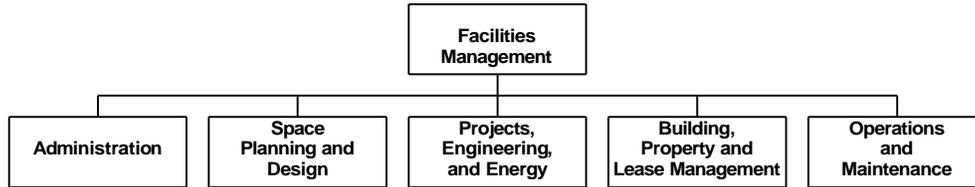


**DEPARTMENT OF PUBLIC WORKS AND  
ENVIRONMENTAL SERVICES  
FACILITIES MANAGEMENT**



# FACILITIES MANAGEMENT

## Agency Position Summary

183 Regular Positions / 183.0 Regular Staff Years

### Position Detail Information

#### DIRECTOR

1 Director  
1 Position  
1.0 Staff Year

#### ADMINISTRATION BRANCH

1 Management Analyst III  
2 Management Analysts I  
1 Administrative Aide  
1 Accountant II  
4 Account Clerks II  
2 Account Clerks I  
1 Material Requirements Specialist  
2 Supply Clerks  
1 Warehouse Supervisor  
1 Office Service Manager I  
3 Clerical Specialists  
1 Warehouse Supervisor  
20 Positions  
20.0 Staff Years

#### SPACE PLANNING & DESIGN BRANCH

1 Planner III  
5 Planners II  
6 Positions  
6.0 Staff Years

#### PROJECTS, ENGINEERING, & ENERGY BRANCH

1 Engineer IV  
2 Engineers III  
2 Engineers II  
7 Engineering Technicians III  
1 Engineering Technician II  
1 Assistant Supervisor Facilities  
1 Administrative Assistant  
15 Positions  
15.0 Staff Years

#### BUILDING, PROPERTY, & LEASE MANAGEMENT

1 Management Analyst IV  
1 Management Analyst III  
1 Management Analyst II  
1 Leasing Agent  
1 Right of Way Agent/Property Analyst  
1 Accounting Technician  
1 Administrative Assistant  
1 Administrative Aide  
2 Clerical Specialists  
10 Positions  
10.0 Staff Years

#### OPERATIONS & MAINTENANCE BRANCH

1 Engineer IV  
2 Asst. Supervisors Facilities Support  
2 Chiefs Utilities Branch  
1 Chief Building Maintenance Section  
1 Senior Mechanical Systems Supervisor  
1 Refrigeration & Air Conditioning Supervisor  
14 Heating & Electrical Maint. Workers  
5 Air Conditioning Equipment Repairers  
1 Senior Electrician Supervisor  
1 Electrician Supervisor  
1 Electronic Equipment Supervisor  
4 Electricians II  
10 Electricians I  
1 Electronic Equipment Technician II  
6 Electronic Equipment Technicians I  
3 Plumbers II  
5 Plumbers I  
2 Carpenter Supervisors  
4 Carpenters II  
11 Carpenters I  
1 Painter Supervisor  
1 Painter II  
5 Painters I  
2 Locksmiths II  
1 Locksmith I  
14 Maintenance Trade Helpers II  
1 Maintenance Worker  
3 General Building Maint. Workers I  
1 Glazer I  
1 Storekeeper  
2 Preventative Maintenance Specialists  
5 Heating Maintenance Mechanics  
1 Chief Custodial Services  
2 Building Supervisors III  
3 Building Supervisors II  
1 Custodian III  
2 Custodians II  
5 Custodians I  
3 Clerical Specialists  
1 Secretary I  
131 Positions  
131.0 Staff Years

# FACILITIES MANAGEMENT

## AGENCY MISSION

*To furnish building services in those County-owned and leased facilities that are under the jurisdiction of Facilities Management Division (FMD) in a manner that provides County agencies, their employees and the public doing business with them, a safe working environment that is conducive to the accomplishment of their missions. These services include custodial, utilities, maintenance, repair, space planning, renovation, energy conservation, moving and related services. To lease, manage, and dispose of real property and facilities as requested by the Board of Supervisors and other County agencies in the best location and in the most cost-effective and expeditious manner possible and to ensure the optional cost effective utilization of County real property.*

## AGENCY SUMMARY

Category	FY 1999	FY 2000	FY 2000	FY 2001	FY 2001
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	184/ 184	184/ 184	183/ 183	183/ 183	183/ 183
Expenditures:					
Personnel Services	\$6,247,819	\$7,099,605	\$6,735,422	\$7,432,942	\$7,618,611
Operating Expenses	23,522,548	24,781,238	28,257,575	27,029,601	27,029,601
Capital Equipment	254,499	0	544,826	0	0
<b>Subtotal</b>	<b>\$30,024,866</b>	<b>\$31,880,843</b>	<b>\$35,537,823</b>	<b>\$34,462,543</b>	<b>\$34,648,212</b>
Less:					
Recovered Costs	(\$5,699,082)	(\$4,463,344)	(\$4,722,676)	(\$4,843,279)	(\$4,848,347)
<b>Total Expenditures</b>	<b>\$24,325,784</b>	<b>\$27,417,499</b>	<b>\$30,815,147</b>	<b>\$29,619,264</b>	<b>\$29,799,865</b>
Income:					
Rent Reimbursements	\$2,319,043	\$2,338,801	\$2,138,293	\$2,568,188	\$2,568,188
Parking Garage Fees	309,395	331,937	331,937	331,937	331,937
City of Fairfax Contract	71,053	72,407	76,903	78,441	78,441
<b>Total Income</b>	<b>\$2,699,491</b>	<b>\$2,743,145</b>	<b>\$2,547,133</b>	<b>\$2,978,566</b>	<b>\$2,978,566</b>
<b>Net Cost to the County</b>	<b>\$21,626,293</b>	<b>\$24,674,354</b>	<b>\$28,268,014</b>	<b>\$26,640,698</b>	<b>\$26,821,299</b>

## SUMMARY BY COST CENTER

Category	FY 1999	FY 2000	FY 2000	FY 2001	FY 2001
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan
Administration	\$8,400,153	\$8,695,549	\$9,762,648	\$10,034,883	\$10,054,484
Custodial Services	3,137,715	3,514,655	3,385,643	3,566,508	0
Space Planning and Design Projects, Engineering and Energy	0	0	0	0	494,007
Property Management	2,761,013	3,229,828	3,895,358	3,499,600	3,520,489
Building, Property and Lease Management	4,787,818	6,132,249	7,643,594	6,884,520	0
Operations & Maintenance	0	0	0	0	6,563,124
	5,239,085	5,845,218	6,127,904	5,633,753	9,167,761
<b>Total Expenditures</b>	<b>\$24,325,784</b>	<b>\$27,417,499</b>	<b>\$30,815,147</b>	<b>\$29,619,264</b>	<b>\$29,799,865</b>

# FACILITIES MANAGEMENT

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As outlined in the FY 2001 Advertised Budget Plan, another stage in the Department of Public Works and Environmental Services (DPWES) reorganization is occurring in FY 2001. The new DPWES was formed in FY 1999 through the merger of the Department of Public Works, the Department of Environmental Management, and the Facilities Management Division, previously in the Department of General Services, which was abolished. It was anticipated at that time that the development of a cohesive organization would be a multi-year process as the Department evaluated its services and overall functionality. DPWES will establish business teams to provide program leadership in stormwater, wastewater, solid waste, land development, capital facilities, and facilities management and numerous functional teams to improve coordination of financial management, human resources, systems administration, and other business support areas. In addition, initiation of customer service strategic initiatives will continue. The reorganization includes transfer of funding and positions between agencies and results in no net General Fund impact.

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## **Board of Supervisors' Adjustments**

*The following funding adjustments reflect all changes to the FY 2001 Advertised Budget Plan, as approved by the Board of Supervisors on April 24, 2000:*

- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in a net increase of \$180,601 to Facilities Management, including \$185,669 in Personnel Services, partially offset by an increase of \$5,068 in Recovered Costs.

*The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:*

- A decrease of \$150,000 is primarily attributable to lower than anticipated lease costs for FY 2000. The cost of rental facilities often includes common area maintenance and renovation expenses, which fluctuate based on market rates and actual needs.
- Net savings of \$206,449, primarily in Personnel Services, are associated with the Close Management Initiatives program. These savings are now available for reinvestment in other County initiatives.



## **Agency Overview**

Facilities Management provides oversight to leased and County owned facilities through building maintenance and repair services, as well as lease services and negotiations. In FY 2001, the agency will be responsible for building maintenance and repair services for two new facilities for an increase of 26,858 square feet, as well as 903,353 square feet of expanded facilities completed in FY 2000. With these additions, the agency is responsible for maintaining 6,666,431 square feet of combined buildings. The new/expanded FY 2000 and FY 2001 facilities and their anticipated opening dates are as follows:

### **FY 2000 Facilities:**

- Stevenson Street Adult Care Residence (18,500 sq. ft., Fall 1999)
- Kingstowne Library (15,000 sq. ft., Winter 1999)
- Herndon/Monroe Park & Ride (539,853 sq. ft., Winter 1999)
- Adult Detention Center Expansion (330,000 sq. ft., Fall 2000)

# FACILITIES MANAGEMENT

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## **FY 2001 Facilities:**

- Great Falls Library (13,000 sq. ft., Summer 2000)
- North Pointe Fire Station (13,858 sq. ft., Winter 2001)

As part of the Department of Public Works and Environmental Services (DPWES) reorganization in FY 2001, Facilities Management is realigning tasks and responsibilities within the agency by creating a new Space Planning and Design Cost Center and merging the Custodial Services Cost Center into the Operations and Maintenance Cost Center. This new structure will allow efficiencies and streamlining of management and task assignments.

The primary program emphasis in the Operations and Maintenance Cost Center will be continuing scheduled preventive maintenance checks on County facilities and equipment using the Facilities Management Maintenance System (FMMS, MP2) preventive maintenance software to enhance energy conservation opportunities and reduce the need for costly repairs. This continued emphasis on preventive maintenance is expected to control operating and repair costs, avoid equipment downtime and increase the operating efficiency of building equipment. Additionally, responsiveness to customer-agency maintenance and repair needs will remain a high priority.

The Building, Property, and Lease Management Cost Center will administer 119 leases at a total cost of \$8,495,632, including rent and renovations, which is a decrease of \$1,072,790 from the FY 2000 Revised Budget Plan due to renovations completed in the current year. These leases comprise 914,451 square feet of space, including 592,959 square feet for expenditure leases, where the County is a tenant, and 321,492 square feet in revenue leases, where the County is a landlord.

The Projects, Engineering, and Energy Cost Center will continue to be responsible for the management of all agency facility contracts such as system service agreements for elevator and HVAC maintenance, grounds maintenance and repair of facility components including overhead doors, plumbing, electrical and fire/security alarms in addition to capital construction projects for roof and carpet replacements, pavement repairs, and other facility renovations. The cost center will continue to improve facility energy efficiency through energy savings performance contracting and the evaluation of designs for new County facilities to ensure the incorporation of energy efficient facility systems. In addition, this cost center will work closely with other divisions within the Department of Public Works and Environmental Services to evaluate the design of all new County facilities to determine the feasibility of incorporating alternative energy systems.



## ***Funding Adjustments***

*The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 program:*

- An increase of \$183,952 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.
- An increase of \$325,753 in Personnel Services due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.
- A decrease of \$176,368 primarily due to adjustments due to the grade of current staff.
- A decrease of \$1,223 for Information technology infrastructure charges based on the agency's historic usage and the Computer Equipment Replacement Fund (CERF) surcharge to provide for the timely replacement of the County's Information Technology infrastructure.
- A decrease of \$1,072,790 for lease costs is due primarily to a number of properties for which needed renovations will be completed during FY 2000.
- A decrease of \$318,124 in electricity costs at County facilities based on actual rates and patterns of usage.

## **FACILITIES MANAGEMENT**

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- An increase of \$165,771 for custodial contracts due to coverage of additional facilities and cost escalation factors included in the contracts.
- An increase of \$129,374 is to provide security at County facilities is primarily due to the anticipation of a new contract in fall 2000 and the included cost escalation factors. An increase of \$303,087 in Operating Costs for security contracts is partially offset by an increase of \$173,713 in Recovered Costs as security costs are recovered for all locations other than Department of Family Services sites and the Herrity, Pennino, and Government Center buildings.
- A decrease of \$15,706 is due to a decrease of \$293,638 in the payments for energy saving projects, partially offset by an increase of \$277,932 in utility costs for new facilities. The energy saving projects payments will fund the retrofit of older buildings with energy saving machinery and equipment to ultimately lower electrical demand.
- A decrease of \$80,505 is primarily due to lower projected repairs and supplies for building maintenance.
- An increase of \$9,010 in Recovered Costs is primarily due to an increase in billable salaries resulting from the Market Pay Study.

*The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999:*

- As part of the FY 1999 Carryover Review, an increase of \$3,643,401 due to encumbered carryover.
- As part of the FY 1999 Carryover Review, an increase of \$110,696 in unencumbered carryover associated with unexpended FY 1999 Close Management Initiatives savings.
- As part of the FY 1999 Carryover Review, a vacant Warehouse Worker-Driver position was abolished in Facilities Management Division and established as an Engineering Technician position in the Project Engineering Division. This transfer was initiated to address increasing workload in the Project Engineering Division and the realignment of tasks and responsibilities within the Facilities Management Division.

# FACILITIES MANAGEMENT

## Cost Center: Administration

**GOAL:** To provide cost-effective administrative, fiscal, supply management support and general guidance to the Division's five operational cost centers: Administration, Space Planning and Design, Operations and Maintenance, Projects, Engineering and Energy, and Building, Property, and Lease Management.

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	22/ 22	22/ 22	20/ 20	20/ 20	21/ 21
Expenditures:					
Personnel Services	\$654,676	\$782,749	\$731,363	\$784,076	\$803,677
Operating Expenses	8,826,591	9,349,624	10,327,410	10,509,164	10,509,164
Capital Equipment	82,457	0	140,699	0	0
<b>Subtotal</b>	<b>\$9,563,724</b>	<b>\$10,132,373</b>	<b>\$11,199,472</b>	<b>\$11,293,240</b>	<b>\$11,312,841</b>
Less:					
Recovered Costs	(\$1,163,571)	(\$1,436,824)	(\$1,436,824)	(\$1,258,357)	(\$1,258,357)
<b>Total Expenditures</b>	<b>\$8,400,153</b>	<b>\$8,695,549</b>	<b>\$9,762,648</b>	<b>\$10,034,883</b>	<b>\$10,054,484</b>
Income:					
City of Fairfax Contract	\$71,053	\$72,407	\$76,903	\$78,441	\$78,441
Parking Garage Fees	309,395	331,937	331,937	331,937	331,937
<b>Total Income</b>	<b>\$380,448</b>	<b>\$404,344</b>	<b>\$408,840</b>	<b>\$410,378</b>	<b>\$410,378</b>
<b>Net Cost to the County</b>	<b>\$8,019,705</b>	<b>\$8,291,205</b>	<b>\$9,353,808</b>	<b>\$9,624,505</b>	<b>\$9,644,106</b>



## Objectives

- To maintain the overall customer satisfaction rating for the agency at 95 percent.



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Outcome:</b>					
Percent of users rating service quality as "satisfactory"	95%	95%	95% / 95%	95%	95%

# FACILITIES MANAGEMENT

## Cost Center: Custodial Services

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	16/ 16	16/ 16	14/ 14	14/ 14	0/ 0
Expenditures:					
Personnel Services	\$483,619	\$568,805	\$430,431	\$513,627	\$0
Operating Expenses	2,845,823	3,144,025	3,153,387	3,307,766	0
<b>Subtotal</b>	<b>\$3,329,442</b>	<b>\$3,712,830</b>	<b>\$3,583,818</b>	<b>\$3,821,393</b>	<b>\$0</b>
Less:					
Recovered Costs	(\$191,727)	(\$198,175)	(\$198,175)	(\$254,885)	\$0
<b>Total Expenditures</b>	<b>\$3,137,715</b>	<b>\$3,514,655</b>	<b>\$3,385,643</b>	<b>\$3,566,508</b>	<b>\$0</b>

## Cost Center: Space Planning and Design

**GOAL:** To provide professional space planning which includes facility planning, furniture management, relocation support, space reconfiguration, internal and external signage, and Computer Aided Design (CAD) services to general County facilities in order to ensure the optimum usage of available space.

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	0/ 0	0/ 0	0/ 0	0/ 0	6/ 6
Expenditures:					
Personnel Services	\$0	\$0	\$0	\$0	\$313,213
Operating Expenses	0	0	0	0	180,794
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$494,007</b>



### **Objectives**

- To achieve a cost per square foot comparison equal to or less than the 50<sup>th</sup> percentile as set by the International Facilities Management Association (IFMA) National Standards for space planning costs per square foot.

# FACILITIES MANAGEMENT



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Output:</b>					
Square feet planned and designed	NA	NA	NA / NA	NA	3,483,648
<b>Efficiency:</b>					
Cost per square foot planned and designed	NA	NA	NA / NA	NA	\$0.26
<b>Service Quality:</b>					
Percent of survey respondents: very satisfied, satisfied and fairly satisfied	NA	NA	NA / NA	NA	TBD
<b>Outcome:</b>					
Variance from 50 <sup>th</sup> Percentile of IFMA National Standards <sup>1</sup>	NA	NA	NA / NA	NA	(\$0.03)

<sup>1</sup> International Facilities Management Association: Research Report #18, "Benchmarks," 1997. The 50th percentile cost per square foot planned and designed was \$0.29. The "Government Mean" cost per square foot was \$0.32. This report is published every three years.

## Cost Center: Projects, Engineering and Energy

**GOAL:** To provide professional energy management, maintenance, repair, alteration, renovation, and grounds maintenance services to general County facilities in order to ensure efficient satisfaction of utility and maintenance needs.

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	13/ 13	13/ 13	15/ 15	15/ 15	15/ 15
Expenditures:					
Personnel Services	\$589,552	\$653,352	\$735,249	\$835,547	\$856,436
Operating Expenses	2,779,102	2,837,501	3,421,134	3,038,776	3,038,776
<b>Subtotal</b>	<b>\$3,368,654</b>	<b>\$3,490,853</b>	<b>\$4,156,383</b>	<b>\$3,874,323</b>	<b>\$3,895,212</b>
Less:					
Recovered Costs	(\$607,641)	(\$261,025)	(\$261,025)	(\$374,723)	(\$374,723)
<b>Total Expenditures</b>	<b>\$2,761,013</b>	<b>\$3,229,828</b>	<b>\$3,895,358</b>	<b>\$3,499,600</b>	<b>\$3,520,489</b>

# FACILITIES MANAGEMENT

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## Objectives

- To achieve a cost per square foot comparison of the 50<sup>th</sup> percentile as set by the IFMA National Standards for utility costs per square foot.



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Output:</b>					
Square footage of facilities <sup>1</sup>	4,028,427	4,101,875	4,457,575 / 4,127,575	5,030,928	5,057,928
<b>Efficiency:</b>					
Utility cost per square foot	\$1.63	\$1.78	\$1.76 / \$1.74	\$1.57	\$1.61
<b>Service Quality:</b>					
Percent of facility and rate structure entries in the Energy Consumption Monitoring System maintained accurately	NA	99%	99% / 99%	99%	99%
<b>Outcome:</b>					
Variance from 50 <sup>th</sup> Percentile of IFMA National Standards <sup>2</sup>	(\$0.61)	(\$0.46)	(\$0.48) / (\$0.50)	(\$0.67)	(\$0.63)

<sup>1</sup> This measure was calculated by excluding parking garages and volunteer fire stations from the rentable square footage.

<sup>2</sup> International Facilities Management Association: Research Report #18, "Benchmarks," 1997. The 50th percentile cost per square foot was \$2.24. The "Mid-Atlantic Mean" cost per square foot was \$2.99.

## FACILITIES MANAGEMENT

### **Cost Center: Property Management**

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	12/ 12	12/ 12	16/ 16	16/ 16	0/ 0
Expenditures:					
Personnel Services	\$544,291	\$600,593	\$629,998	\$820,792	\$0
Operating Expenses	7,754,204	7,794,415	9,530,743	8,728,426	0
Capital Equipment	0	0	4,944	0	0
<b>Subtotal</b>	<b>\$8,298,495</b>	<b>\$8,395,008</b>	<b>\$10,165,685</b>	<b>\$9,549,218</b>	<b>\$0</b>
Less:					
Recovered Costs	(\$3,510,677)	(\$2,262,759)	(\$2,522,091)	(\$2,664,698)	\$0
<b>Total Expenditures</b>	<b>\$4,787,818</b>	<b>\$6,132,249</b>	<b>\$7,643,594</b>	<b>\$6,884,520</b>	<b>\$0</b>
Income:					
Rent Reimbursements	\$2,319,043	\$2,338,801	\$2,138,293	\$2,568,188	\$0
<b>Total Income</b>	<b>\$2,319,043</b>	<b>\$2,338,801</b>	<b>\$2,138,293</b>	<b>\$2,568,188</b>	<b>\$0</b>
<b>Net Cost to the County</b>	<b>\$2,468,775</b>	<b>\$3,793,448</b>	<b>\$5,505,301</b>	<b>\$4,316,332</b>	<b>\$0</b>

### **Cost Center: Building, Property, and Lease Management**

**GOAL:** To provide managerial oversight of leased or owned facilities and properties used by County agencies and tenants in order to maximize use of facilities and properties.

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	0/ 0	0/ 0	0/ 0	0/ 0	10/ 10
Expenditures:					
Personnel Services	\$0	\$0	\$0	\$0	\$665,030
Operating Expenses	0	0	0	0	8,562,792
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,227,822</b>
Less:					
Recovered Costs	\$0	\$0	\$0	\$0	(\$2,664,698)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,563,124</b>
Income:					
Rent Reimbursements	\$0	\$0	\$0	\$0	\$2,568,188
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,568,188</b>
<b>Net Cost to the County</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,994,936</b>

# FACILITIES MANAGEMENT



## Objectives

- To maintain a lease cost per square foot rate equal to or less than the current Building Owners and Managers Association (BOMA) International median rate.



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Output:</b>					
Square footage leased	NA	556,841	524,820 / 524,820	496,450	592,959
<b>Efficiency:</b>					
Lease cost per square foot	NA	\$14.00	\$14.92 / \$14.92	\$15.99	\$17.95
<b>Service Quality:</b>					
Percent of survey respondents: very satisfied, satisfied and fairly satisfied	95%	95%	95% / 95%	95%	95%
<b>Outcome:</b>					
Variance from BOMA median rate <sup>1</sup>	NA	(\$2.59)	(\$2.75) / (\$4.35)	(\$4.24)	(\$3.30)

<sup>1</sup> The FY 1999 BOMA median lease cost per square foot was \$19.27.  
 The FY 2000 BOMA median lease cost per square foot is estimated to be \$20.23.  
 The FY 2001 BOMA median lease cost per square foot is estimated to be \$21.25.

## Cost Center: Operations and Maintenance

**GOAL:** To provide comprehensive, cost efficient and effective maintenance services to facilities housing County agencies so that they can perform their mission.

<b>COST CENTER SUMMARY</b>					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	121/ 121	121/ 121	118/ 118	118/ 118	131/ 131
Expenditures:					
Personnel Services	\$3,975,681	\$4,494,106	\$4,208,381	\$4,478,900	\$4,980,255
Operating Expenses	1,316,828	1,655,673	1,824,901	1,445,469	4,738,075
Capital Equipment	172,042	0	399,183	0	0
<b>Subtotal</b>	<b>\$5,464,551</b>	<b>\$6,149,779</b>	<b>\$6,432,465</b>	<b>\$5,924,369</b>	<b>\$9,718,330</b>
Less:					
Recovered Costs	(\$225,466)	(\$304,561)	(\$304,561)	(\$290,616)	(550,569)
<b>Total Expenditures</b>	<b>\$5,239,085</b>	<b>\$5,845,218</b>	<b>\$6,127,904</b>	<b>\$5,633,753</b>	<b>\$9,167,761</b>

# FACILITIES MANAGEMENT

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## Objectives

- To maintain a 95 percent satisfaction rating while achieving a cost per square foot better than the 50th percentile as set by the IFMA National Standards for Operations and Maintenance Costs per square foot.



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Output:</b>					
Rentable square feet maintained <sup>1</sup>	4,028,427	4,797,338	5,580,635 / 4,835,633	5,597,160	5,619,801
<b>Efficiency:</b>					
Cost per square foot maintained	\$1.36	\$1.32	\$1.29 / \$1.06	\$1.00	\$1.02
<b>Service Quality:</b>					
Percent of survey respondents: very satisfied, fairly satisfied and satisfied	95%	95%	95% / 95%	95%	95%
<b>Outcome:</b>					
Variance from 50 <sup>th</sup> Percentile of IFMA National Standards <sup>2</sup>	(\$0.21)	(\$0.25)	(\$0.28) / (\$0.51)	(\$0.57)	(\$0.55)

<sup>1</sup> This measure was calculated from the gross square footage by excluding common areas such as closets, elevators, and atriums because the International Facilities Management Association benchmarks to "rentable square feet".

<sup>2</sup> International Facilities Management Association: Research Report #18, "Benchmarks," 1997. The 50th percentile cost per rentable square foot was \$1.57 for Operations and Maintenance.