

**Department:** County Assets

**Program Contact:** Henry Alaman

**Program Offer Type:** Administration

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Facilities Director's Office provides comprehensive strategic and operational guidance for facilities related issues to County executives and operating departments. It directs and supports the strategies, policies, and operations of the Facilities Division within the Department of County Assets and guides the proper operation of all County occupied facilities (owned and leased).

### Program Summary

The Facilities Director's Office provides the oversight and direction that ensures the functionality and safety of the County's built environment by integrating people, place, processes and technology. Working with County departments, the Facilities Division creates safe and cost effective work environments for County programs operating in a wide variety of types of facilities, from office space to jails to health clinics and libraries.

The Director's Office provides leadership and cohesive management of the division's work units, including: Client Services, Strategic Planning, Capital Improvement, Construction Management and Operations & Maintenance. It ensures that division strategies, policies, procedures and activities are guided by County-wide goals and initiatives. This office is responsible for centralizing and maintaining all critical building information, managing the Moves/Adds/Changes (MAC) program, administering the division-wide process improvement projects, and overseeing key performance and benchmark metrics.

### Performance Measures

| Measure Type | Primary Measure  | FY15 Actual | FY16 Purchased | FY16 Estimate | FY17 Offer |
|--------------|--|-------------|----------------|---------------|------------|
| Output       | Percent of employee performance evaluations completed on time. | 100%        | 100%           | 100%          | 100%       |
| Outcome      | Facility Portfolio Performance Report Completed                | N/A         | N/A            | N/A           | 1          |

### Performance Measures Descriptions

PM 1: All employees will receive annual feedback on their performance, develop appropriate work goals and competencies, and assess professional development opportunities.

PM 2: Portfolio performance report demonstrates effectiveness of current initiatives and informs future strategies. New performance measure created for FY17.

Revenue/Expense Detail

|                              | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|------------------------------|-----------------------|----------------------|-----------------------|----------------------|
| Program Expenses             | 2016                  | 2016                 | 2017                  | 2017                 |
| Personnel                    | \$0                   | \$1,390,658          | \$0                   | \$1,398,632          |
| Contractual Services         | \$0                   | \$55,000             | \$0                   | \$109,487            |
| Materials & Supplies         | \$0                   | \$482,767            | \$0                   | \$180,386            |
| Internal Services            | \$0                   | \$2,334,636          | \$0                   | \$2,131,608          |
| Unappropriated & Contingency | \$0                   | \$525,000            | \$0                   | \$500,000            |
| <b>Total GF/non-GF</b>       | <b>\$0</b>            | <b>\$4,788,061</b>   | <b>\$0</b>            | <b>\$4,320,113</b>   |
| <b>Program Total:</b>        | <b>\$4,788,061</b>    |                      | <b>\$4,320,113</b>    |                      |
| <b>Program FTE</b>           | 0.00                  | 10.25                | 0.00                  | 10.25                |

| Program Revenues          |            |                  |            |                    |
|---------------------------|------------|------------------|------------|--------------------|
| Other / Miscellaneous     | \$0        | \$0              | \$0        | \$2,547,545        |
| Beginning Working Capital | \$0        | \$775,000        | \$0        | \$500,000          |
| Service Charges           | \$0        | \$0              | \$0        | \$1,272,568        |
| <b>Total Revenue</b>      | <b>\$0</b> | <b>\$775,000</b> | <b>\$0</b> | <b>\$4,320,113</b> |

Explanation of Revenues

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities as well as beginning working capital from prior years. For FY 2017 revenues are realigned across Facilities to balance program offers.

Other/Misc. Revenue:  
 Dividends & Rebates \$40,000  
 Service Reimbursements \$2,363,706  
 Write off \$144,385

Significant Program Changes

Last Year this program was: FY 2016: 78002-16 Facilities Director's Office

To realign program offer organization structures, this offer now includes the MAC group, previously in Client Services (78203) and the Compliance Unit, previously in this offer, is now in Operations and Maintenance (78202).