

Department: County Assets **Program Contact:** Henry Alaman
Program Offer Type: Administration **Program Offer Stage:** As Adopted
Related Programs: 78208 - Facilities Utilities Pass Through; 78321 - Facilities Capital Projects Management
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 and Property Management 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 and Property Management Division creates safe and cost effective work environments for County programs operating in a wide variety 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 and Operations & Maintenance. It ensures that division strategies, policies, procedures and activities are guided by Countywide goals and initiatives, including leading the energy and utility strategy to achieve the Department of County Assets carbon reduction goals and County Climate Action Plan goals. This office is responsible for centralizing and maintaining all critical building information, administering the division-wide process improvement projects, and overseeing key performance and benchmark metrics.

The Director's Office sponsors and provides direction for the implementation of TRIRIGA, the Facilities Asset Management component of the Multco Align ERP system. While the design and initial implementation will be completed in FY 2018, it will not address the need to replace the current Capital Projects application. Program Offer 78321 is being submitted to configure and integrate the TRIRIGA Capital Projects module.

Performance Measures

| Measure Type | Primary Measure | FY17 Actual | FY18 Purchased | FY18 Estimate | FY19 Offer |
|---------------------|---|--------------------|-----------------------|----------------------|-------------------|
| Output | Facility Portfolio Performance Report Completed | 1 | 1 | 1 | 1 |
| Outcome | Percent of employee performance evaluations completed | 80% | 90% | 80% | 90% |

Performance Measures Descriptions

PM #1: Portfolio performance report demonstrates effectiveness of current initiatives and informs future strategies.
PM #2: All employees will receive annual feedback on their performance, develop appropriate work goals and competencies, and assess professional development opportunities. Lower completion rates in FY 2017 and FY 2018 due to turnover and vacancies in supervisory positions.

Revenue/Expense Detail

| | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|------------------------|-----------------------|----------------------|-----------------------|----------------------|
| Program Expenses | 2018 | 2018 | 2019 | 2019 |
| Personnel | \$0 | \$1,195,801 | \$0 | \$1,356,205 |
| Contractual Services | \$0 | \$116,738 | \$0 | \$20,900 |
| Materials & Supplies | \$0 | \$483,120 | \$0 | \$1,235,564 |
| Internal Services | \$0 | \$1,870,402 | \$0 | \$2,026,092 |
| Total GF/non-GF | \$0 | \$3,666,061 | \$0 | \$4,638,761 |
| Program Total: | \$3,666,061 | | \$4,638,761 | |
| Program FTE | 0.00 | 8.75 | 0.00 | 8.75 |

| Program Revenues | | | | |
|---------------------------|------------|--------------------|------------|--------------------|
| Other / Miscellaneous | \$0 | \$2,343,241 | \$0 | \$1,067,034 |
| Beginning Working Capital | \$0 | \$0 | \$0 | \$1,500,000 |
| Service Charges | \$0 | \$1,791,721 | \$0 | \$2,071,727 |
| Total Revenue | \$0 | \$4,134,962 | \$0 | \$4,638,761 |

Explanation of Revenues

Facilities Operating Fund programs such as this one are supported primarily by internal service revenue from County departments, with less than 5% of revenue from external customers. Estimates reflect the amounts needed to cover actual expenses.

Significant Program Changes

Last Year this program was: FY 2018: 78200 Facilities Director's Office

One FTE providing energy and utility management previously included in the Facilities Strategic Planning and Projects program offer has been moved into the Director's Office for FY 2019.

This program offer no longer includes the Moves/Add/Changes (MAC) program which is now stand alone program offer #78207.

The increase in Materials and Supplies reflects an increase in set aside funding for unanticipated costs such as larger than usual equipment failures and other critical projects identified mid-year.