

FACILITY MANAGEMENT

The Facility Management Department (formerly the General Services Department) provides a broad base of services to County Departments and agencies in the management of buildings and other facilities, as well as owned and leased workspace to ensure functionality of County Buildings. These services include coordinating County efforts related to planning, designing, and managing buildings and their systems, equipment, and furniture. The Facility Management Department consists of three divisions: Facility Operations, Facility Planning, and Lease Management.

0101 General Fund

Department Revenues by Fund

	FY07 Budget	FY08 Request	Variance	%
0101 RENTS/SURPLUS/REFUNDS	380,480	465,980	85,500	22.5%
OTHER MISCELLANEOUS REVENUES	0	2,950	2,950	0.0%
TOTAL GENERAL FUND REVENUE	380,480	468,930	88,450	23.2%
GENERAL FUND TAX SUPPORT	32,863,880	35,580,330	2,716,450	8.3%
	99%	99%		

Department Expenditures by Fund/Cost Center

	FY07 Budget	FY08 Request	Variance	%
0101 4811000 FACILITY MANAGEMENT ADMINISTRATION *	888,070	865,400	-22,670	-2.6%
4812000 FACILITY MANAGEMENT NORTHWEST	9,726,720	10,192,860	466,140	4.8%
4814000 FACILITY MANAGEMENT SOUTHEAST	6,614,360	7,185,290	570,930	8.6%
4816000 FACILITY MANAGEMENT DETENTION COMPLEX	8,378,410	10,181,480	1,803,070	21.5%
4841000 FAC MGT- ADMINISTRATION **	1,140,050	1,958,760	818,710	71.8%
4841100 FAC MGT - SPACE PLANNING & MANAGEMENT	140,810	0	-140,810	-100.0%
4851000 FAC MGT -LEASE MANAGEMENT	6,355,940	5,665,470	-690,470	-10.9%
TOTAL EXPENDITURES	33,244,360	36,049,260	2,804,900	8.4%

Personnel Summary

	FY07 Budget	FY08 Request	Variance
Total Permanent Positions	150	153	3

* After department re-organization is complete, this center will be renamed Facility Management Operations.

** After department re-organization is complete, this center will be renamed Facility Management Planning.

Summary of Departmental Programs for Total Budget Justification

Facility Management Department
Strategic Focus Area: Effective Government

Program	Classification	Description	FY08 Total Program Allocation (\$)	FTEs	FY09 (2nd Year) Program Allocation (\$)	Performance Measures	Estimated FY08
Facilities and Related Services							
Facility Operations and Maintenance - Northwest		This program maintains and operates 1,031,883 square feet of facilities used by most County Governmental and Courts operations in the northwestern part of the County.					
	Mandatory	Utility Costs	\$3,442,570	43.0	\$3,614,700	Utilities per S.F.	\$3.34
		Personal Services	\$3,023,450		\$3,023,450	Personal Services per S.F.	\$2.93
		Contracted Services	\$2,523,170		\$2,606,790	Contracted Services per S.F.	\$2.44
		Capital	\$0		\$61,800	Capital Cost per S.F.	\$0.90
		Other	\$925,040		\$947,540	Other Cost per S.F.	\$0.00
		Program Total	\$9,914,230		\$10,254,280	Total Cost per S.F.	\$9.61
Facility Operations and Maintenance - Detention		This program maintains 763,530 existing square feet of detention and related facilities operated by the Sheriff's Office					
	Mandatory	Utility Costs	\$4,161,300	43.0	\$4,369,370	Utilities per S.F.	\$5.45
		Personal Services	\$2,900,020		\$2,905,350	Personal Services per S.F.	\$3.80
		Contracted Services	\$703,100		\$738,260	Contracted Services per S.F.	\$0.92
		Capital	\$0		\$25,050	Capital Cost per S.F.	\$0.00
		Other	\$848,210		\$883,360	Other Cost per S.F.	\$1.11
		Program Total	\$8,612,630		\$8,921,390	Total Cost per S.F.	\$11.28
Facility Operations and Maintenance - Southeast		This program maintains and operates 998,796 square feet of interior workspace used by most County Governmental and Courts operations in the southeastern part of the County.					
	Mandatory	Utility Costs	\$2,040,100	33.0	\$2,101,290	Utilities per S.F.	\$2.04
		Personal Services	\$2,364,840		\$2,364,840	Personal Services per S.F.	\$2.37
		Contracted Services	\$1,778,010		\$1,866,920	Contracted Services per S.F.	\$1.78
		Capital	\$84,000		\$40,000	Capital Cost per S.F.	\$0.08
		Other	\$625,810		\$642,410	Other Cost per S.F.	\$0.63
		Program Total	\$6,892,760		\$7,015,460	Total Cost per S.F.	\$6.90
Facility Lease Management		This program manages all aspects of real property leasing and licensing and coordinates public/private partnerships to develop new County facilities.				Cost per Square Foot	\$15.98
	Mandatory		\$5,631,705	8.5	\$5,858,815	Cost per Square Foot (Rent Payments Portion)	\$12.41
Facility Operations and Maintenance - Service Change - Detention		This program service change integrates an additional 160,000 s.f. for the Phase II Health Care Facility and 35,000 s.f. for the former PSTA building into the detention facility portfolio. This service change includes an incremental portion of the Personal Services required to maintain the facility.					
	Mandatory		\$1,076,340	3.0	\$1,123,820		
Facility Operations and Maintenance - Service Change - Northwest	Non-Mandatory	This program service change provides for Capital Outlay to meet critical deferred maintenance and building improvements.	\$492,510	0.0	\$850,000		

Summary of Departmental Programs for Total Budget Justification

Facility Management Department

Strategic Focus Area: Effective Government

Program	Classification	Description	FY08 Total Program Allocation (\$)	FTEs	FY09 (2nd Year) Program Allocation (\$)	Performance Measures	Estimated FY08
Facility Operations and Maintenance - Service Change - Southeast	Non-Mandatory	This program service change provides for enhanced custodial services in response to increased operational needs.	\$292,530	0.0	\$301,310		
Facility Operations and Maintenance - Service Change - Northwest	Non-Mandatory	This program service change provides for enhanced custodial services in response to increased operational needs.	\$278,630	0.0	\$292,560		
Administrative and Asset Management							
Maintenance Planning	Non-Mandatory	This program provides for facilities renewal/replacement planning, central stores administration, and Computerized Maintenance Management System (CMMS) management.	\$549,758	6.5	\$571,058	Average Inventory Days Percentage of Maximo work orders entered within 24 hours	30 days 90% (Target)
Project Management	Non-Mandatory	This program provides for the planning, design, contracting and oversight of facility renovation and renewal projects.	\$547,505	3.4	\$536,775	Percentage of budgeted projects completed each fiscal year	85% (Target)
Space Management	Non-Mandatory	This program will implement the BCC space plan, allocate workspace, and maintain space allocation records.	\$252,543	2.7	\$287,473	Percentage of facilities with current floor plans	30% (Target)
Facility Operations Administration	Administrative	This program provides for Facility Operations Division management and risk management charges.	\$865,400	3.0	\$865,670	Cost per Square Foot	\$0.29
Facility Management Administration	Administrative	This program provides for Department management, budgetary and fiscal affairs, and general administration.	\$642,719	6.9	\$625,049	Cost per Square Foot Administration cost as a % of total department expenditures	\$0.192 1.73%
Program Totals:			\$36,049,260	153.0	\$37,503,660		

Pinellas County FY08 Budget Development

Major Program Budget Service Level Changes

Facility Management

<u>Program/Service</u>	<u>Financial Impact</u>	<u>FTE</u>	<u>Result</u>
Enhanced Janitorial Service Level	\$571,160	0	In response to numerous concerns regarding the current level of Janitorial service, Facility Management is requesting additional appropriation to improve the level of service with the current contractor.
Building Capital Projects	\$492,510	0	Facility Management has identified seven (7) critical deferred maintenance and building projects that need to be completed by FY08 and can't wait for identification of other funding sources.
Detention Center Additional Maintenance Responsibility for the new Jail Medical Wing and former PSTA space	\$1,076,340	3	In FY08, Facility Management will be responsible for a full year of maintenance on 195,000 of additional square feet of space at the Detention Complex. The request includes the cost of three (3) additional craftworkers to perform maintenance functions, \$570,260 of additional Utilities costs to run the new facilities, and \$378,880 of other operating costs to maintain this space.
Total	\$2,140,010	3	

Pinellas County FY08 Budget Development

Budget Summary Analysis

SFA: Effective Government

Department: Facility Management

Fund 0101 – General Fund

- The FY08 Request reflects a continuation increase of \$664,890 or 2% over the Revised Budget. The total FY08 Request reflects an increase of \$2,804,900 or 8.4%.
 - Personal Services includes a 1% lapse factor to reflect the cost savings due to typical employee turnover and short-term vacancies.
 - The Personal Services request includes 11 vacant positions that have been open longer than 90 days. During FY07, Facility Management plans to reclassify eight of these to staff positions in its new Maintenance Planning, Project Management, and Space Management programs.
 - The Space Management and Planning cost center functions (4841100) are now in the Administration cost center (4841000).
 - Operating Expenses continuation includes a Rentals and Leases reduction of \$600,000 and other reductions of \$71,000 in anticipation of the purchase of the Supervisor of Elections facility. These reductions are all in the Lease Management cost center.
 - Operating Expenses continuation also includes a Utilities cost increase of \$263,070 or 2.8%, based upon estimates from Progress Energy.
 - Capital Outlay continuation also includes a reduction of \$45,000 for FY08 in the Lease Management cost center, due to fewer needs for tenant improvements at leased locations.

- Facility Management is re-organizing their department during FY07 to create three new work sections within their administration cost center.
 - The Maintenance Planning Section will improve management controls through the centralization of asset management and information processing activities to achieve central oversight of contracted services, warranties, energy utilization, and Computerized Maintenance Management System (CMMS) input. This new section will require a total of six staff, three of which will be reclassified vacant positions from other areas. Included in the continuation budget are \$155,780 of Operating Expenses and \$20,000 of Capital Outlay to support this program.
 - The Space Management Section will provide formalized and centralized management of workspace to optimize the investment in County buildings. This section will be responsible for facility master planning, allocation of leased and owned space, implementation of space standards, administration of the new space plan, and inventories of building systems and floor plans. This new section will require a total of two staff, both of which will be reclassified vacant positions from other areas. Included in the continuation budget are \$78,560 of Operating Expenses and \$22,000 of Capital Outlay to support this program.
 - The Project Management Section will provide central planning and management of Facility Management construction activities, including centralized management of the job order contracting process. This new section will require a total of three staff, all reclassified vacant positions from other areas. Included in the continuation budget are \$254,725 of Operating Expenses and \$9,000 of Capital Outlay to support this program.
- The FY08 general fund revenues generated by the Facility Management department are increasing by \$88,450 or 23.2% over the FY07 Revised Budget.
 - The increase in Rental Revenues is due to higher rent payments from tenants in the 501 building in St. Petersburg, and a full year of payments from restaurant concession operators within County buildings.

Pinellas County FY08 Budget Development - Growth Trends - 5-Year History

Facility Management

Year	Budget	Increase (Decrease) from Previous Year	Percent Change from Previous Year	Positions	Increase (Decrease) from Previous Year	Percent Staff Change From Previous Year
2002	\$29,547,430			208		
2003	\$29,261,380	(\$286,050)	-1.0%	208	0	0.0%
2004	\$25,715,430	(\$3,545,950)	-12.1%	161	-47	-22.6%
2005	\$26,256,910	\$541,480	2.1%	152	-9	-5.6%
2006	\$29,061,240	\$2,804,330	10.7%	150	-2	-1.3%
2007	\$33,244,360	\$4,183,120	14.4%	150	0	0.0%

Facility Management Budget 2002 - 2007

