

**Mission**

The mission of the Public Facilities Management department is to provide centralized, cost effective, efficient, and professional building services to County employees and visitors, so that they can work and conduct business in a safe, comfortable, functional, and eco-friendly environment.

**Strategic Focus**

**Primary Initiative:** PFM will complete construction projects on time and on budget.

**Primary Issue:** Construction Projects - PFM will continue to provide improved/expanded workspace, more comfortable and safer facilities, and ensure employees workspace meets the operational needs. With the Facility Renovation Bond Fund, Permanent Improvement Fund and General Fund Construction, PFM will continue to conduct facility assessments and make prudent, forward looking decisions. PFM will prioritize action items to ensure we can continue to meet the operational requirements of county agencies as well as complete projects within an established timeframe.

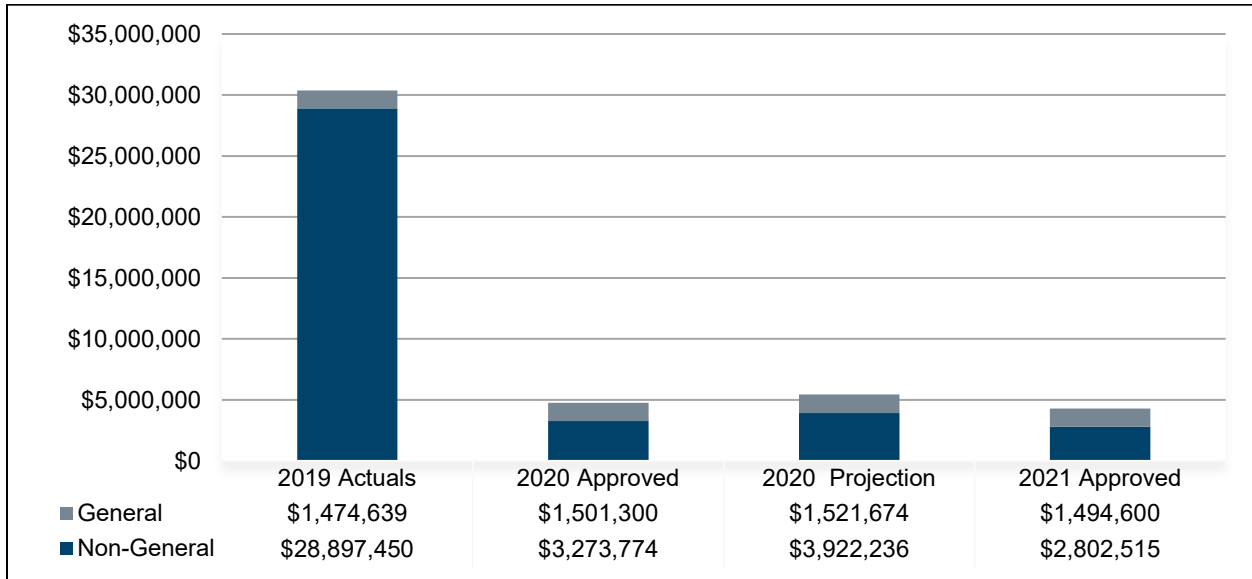
**Performance Spotlight**

**Measure:** Number of projects completed

**Program:** Construction

About this measure		Why it is important	
This measure tracks the number of approved projects that have been completed within the established time frame.		Construction services are important to County agencies and serves the public by having cost efficient and user-friendly facilities. The preservation of an aged portfolio of existing facilities remain a challenge. PFM must consistently shift priorities based upon circumstances. The impact has led PFM to take strides towards conducting facility assessments to all for strategic planning and prioritization of the operational requirements of county offices and agencies.	
What is being done			
PFM will continue to provide improved/expanded workspace, more comfortable and safer facilities, and ensure employees workspace meets the operational needs. With the Facility Renovation Bond Fund, Permanent Improvement Fund, and General Fund Construction, PFM will continue to conduct facility assessments and make prudent, forward looking decisions. Action Items will be prioritized to ensure we continue to meet the operational requirements of county agencies as well as complete the projections within an established timeframe.			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
43	15	27	7

**Budget Summary – Revenues**



**Primary Revenue Sources by Fund Type**

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	<ul style="list-style-type: none"> <li>• General Fund (1000)</li> <li>• Permanent Improvement Fund (4041)</li> </ul>	<ul style="list-style-type: none"> <li>• User Fees from other agencies</li> <li>• Rental Agreements</li> <li>• Recycling Collections</li> <li>• Transfers from the General Fund</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	<ul style="list-style-type: none"> <li>• Public Safety Center Fund (4067)</li> <li>• Facility Renovation Bond Fund (4071)</li> <li>• Corrections Center Bond Fund (4072)</li> </ul>	<ul style="list-style-type: none"> <li>• Transfers from the General Fund</li> <li>• Bond Proceeds</li> </ul>
Enterprise /Internal	<ul style="list-style-type: none"> <li>• Parking Facilities Fund (1002)</li> <li>• Telecommunications Fund (6062)</li> </ul>	<ul style="list-style-type: none"> <li>• User Fees</li> </ul>

**Comparison: 2020 Approved to 2020 Projection**

	<b>2020 Approved</b>	<b>2020 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,501,300	\$1,521,674	\$20,374	1.4%
Non-General Fund	\$3,273,774	\$3,922,236	\$648,462	19.8%
<b>Total</b>	<b>\$4,775,074</b>	<b>\$5,443,910</b>	<b>\$668,836</b>	<b>14.0%</b>

The \$668,836 increase from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Interest earnings on the bond proceeds within the Facilities Renovation Bond Fund and the Corrections Center Bond Fund.

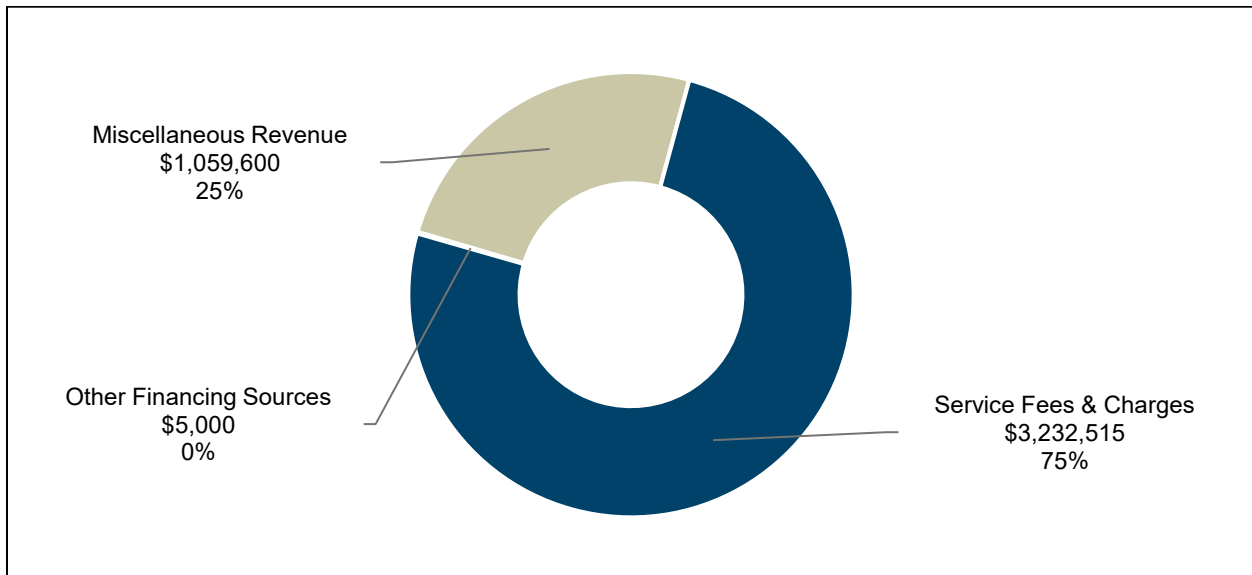
**Comparison: 2020 Approved to 2021 Approved**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,501,300	\$1,494,600	(\$6,700)	-0.4%
Non-General Fund	\$3,273,774	\$2,802,515	(\$471,259)	-14.4%
<b>Total</b>	<b>\$4,775,074</b>	<b>\$4,297,115</b>	<b>(\$477,959)</b>	<b>-10.0%</b>

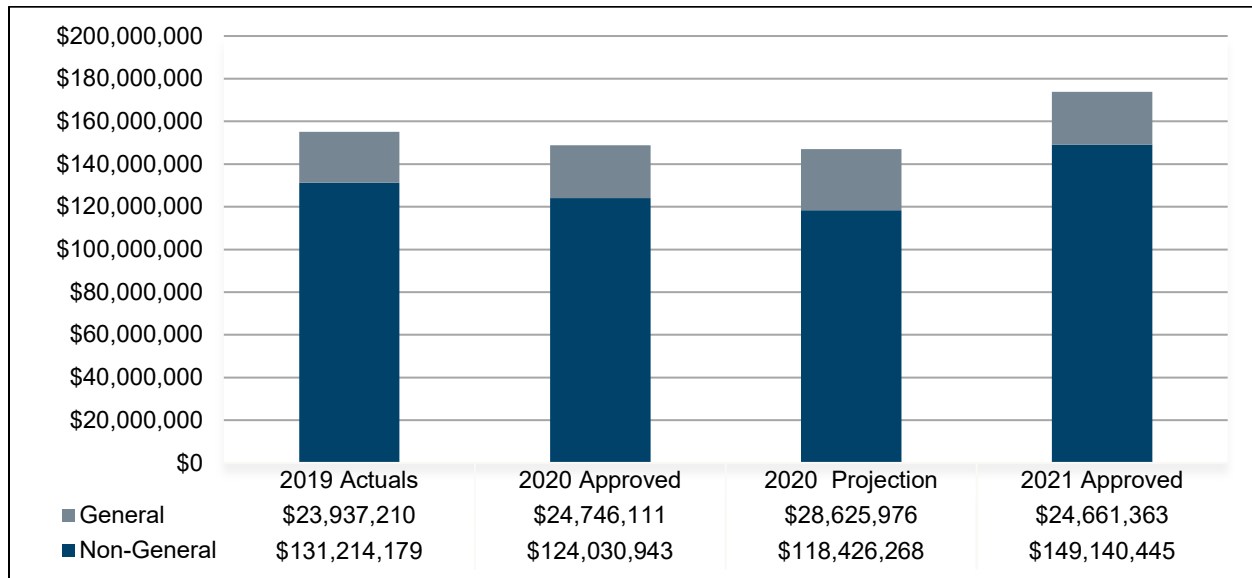
The \$477,959 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- Reduced interest earnings within the Facilities Renovation Bond Fund and the Corrections Center Bond Fund as the bond proceeds are expended.

**2021 Approved Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2021 Approved Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$10,873,987	6.3%
BUILDING CONSTRUCTION	\$119,086,877	68.5%
BLDG REMODELING/REHABILITATION	\$27,155,676	15.6%
ELECTRICITY	\$3,836,497	2.2%
BUILDING MAINTENANCE & REPAIR	\$3,164,233	1.8%
OTHER SERVICES & CHARGES	\$1,629,250	0.9%
MAINTENANCE & REPAIR AGREEMNT	\$1,351,506	0.8%
WATER & SEWER	\$887,387	0.5%
TELEPHONE SERVICES	\$785,000	0.5%
NATURAL GAS	\$727,359	0.4%
OTHER	\$4,304,036	2.5%
<b>TOTAL</b>	<b>\$173,801,808</b>	<b>100.0%</b>

**Comparison: 2020 Approved to 2020 Projection**

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$24,746,111	\$28,625,976	\$3,879,865	15.7%
Non-General Fund	\$124,030,943	\$118,426,268	(\$5,604,675)	-4.5%
<b>Total</b>	<b>\$148,777,054</b>	<b>\$147,052,244</b>	<b>(\$1,724,810)</b>	<b>-1.2%</b>

The \$1,724,810 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- A decrease within the Facilities Renovation Bond Fund, offset by an increase the Public Safety Center Fund, as well as an increase within the General Fund related to COVID-19 expenditures.

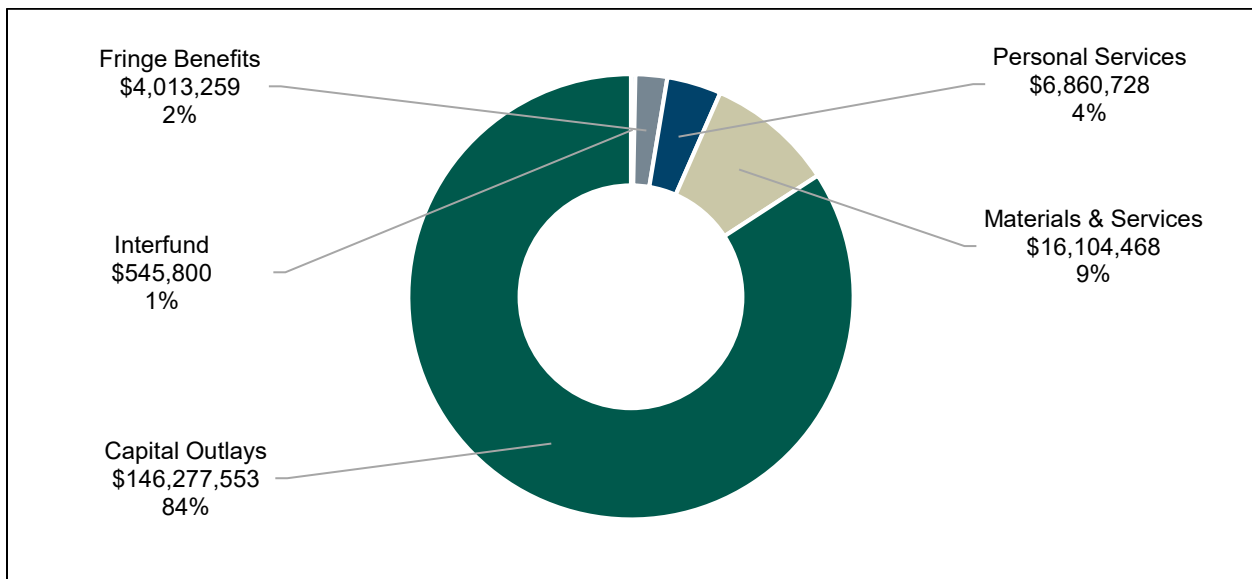
**Comparison: 2020 Approved to 2021 Approved**

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$24,746,111	\$24,661,363	(\$84,748)	-0.3%
Non-General Fund	\$124,030,943	\$149,140,445	\$25,109,502	20.2%
<b>Total</b>	<b>\$148,777,054</b>	<b>\$173,801,808</b>	<b>\$25,024,754</b>	<b>16.8%</b>

The \$25,024,754 increase from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- An increase within the Public Safety Center Fund, offset by decreases in the Facilities Renovation Bond Fund and the Corrections Center Bond Fund, as well as a decrease within General Fund due to the timing of building maintenance and repair agreement expenditures.

**2021 Approved Budget  
Expenditures by Category**



**Budget Summary – FTEs**

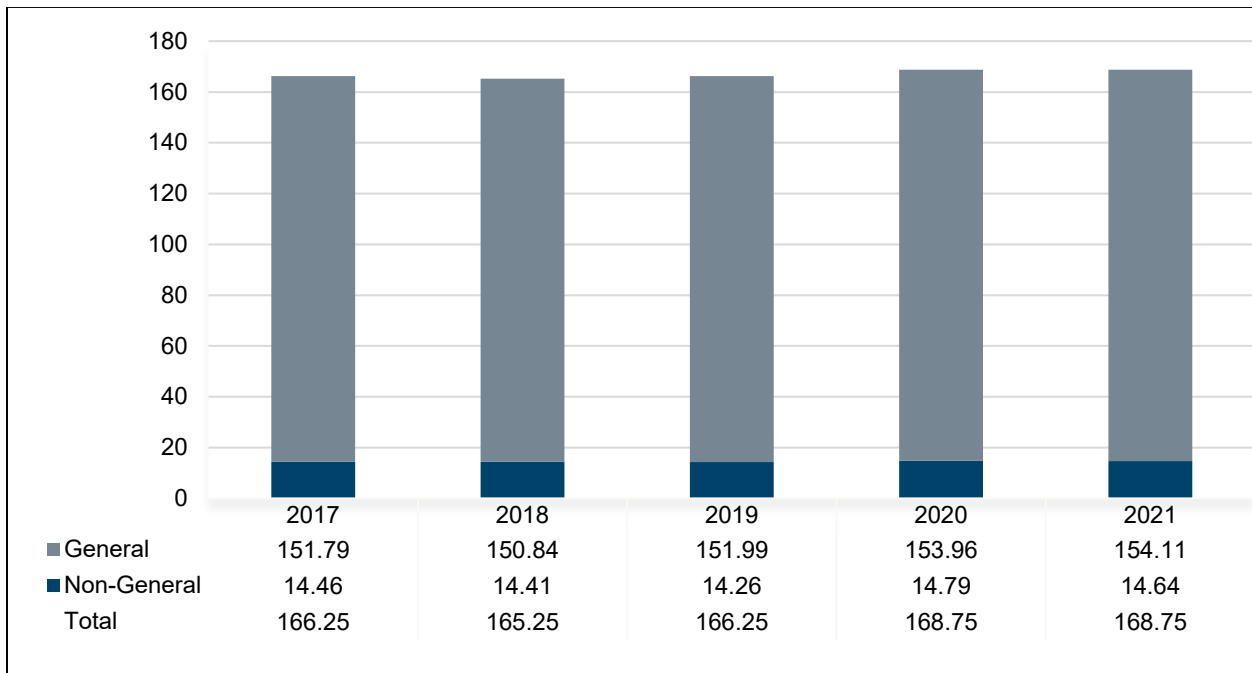
	2020 Budget	2021 Approved	Approved Budget as % of Total FTEs
General Fund	153.96	154.11	91.3%
Non-General Fund	14.79	14.64	8.7%
<b>Total Agency FTEs</b>	<b>168.75</b>	<b>168.75</b>	<b>100.0%</b>

There is no change in Total FTEs from the 2020 Budget to the 2021 Approved Budget.

**New Positions**

Position Title	# of Positions	Annual Salary	Source
<i>None</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

**Budgeted FTE History**



**Vacancy Credit**

The vacancy credit process is designed to more accurately reflect the true expenditures for Personal Services and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used by OMB to estimate an agency's vacancy credit utilizes a four-year history of unused personnel budgets to estimate an appropriate vacancy credit. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

**Salaries & Wages**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	12.0%	11.3%	12.0%	0.0%	0.7%
Parking Fund	3.0%	8.1%	3.0%	0.0%	-5.1%
Telecommunications Fund	0.0%	13.3%	0.0%	0.0%	-13.3%

The vacancy credit within Salaries & Wages for 2021 is in line with the 2020 budget and the four-year average within the General Fund. Due to the number of FTEs in each fund, the vacancy credit is only 3.0% in Salaries & Wages within the Parking Fund and no vacancy credit is included within the Telecommunications Fund.

**Fringe Benefits**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	13.0%	14.0%	13.0%	0.0%	-1.0%
Parking Fund	3.0%	13.4%	3.0%	0.0%	-10.4%
Telecommunications Fund	0.0%	11.0%	0.0%	0.0%	-11.0%

The vacancy credit within Fringe Benefits for 2021 is in line with the 2020 budget and the four-year average within the General Fund. Due to the number of FTEs in each fund, the vacancy credit is only 3.0% in Fringe Benefits within the Parking Fund and no vacancy credit is included within the Telecommunications Fund.

**Request for Results**

A Request for Results is a request for additional appropriations to support a new initiative or expand existing services. A Request for Results contains a detailed description of the new initiative, justification for why the increase in appropriations is necessary, and the expected outcomes. In addition to the amount of additional appropriations, a Request for Results should identify any new revenue or savings expected to be achieved from the new initiative. The Office of Management & Budget reviews each Request for Results to determine if adequate justification is provided and sufficient resources are available. The County Administrator makes a recommendation based on this review, with the Board of Commissioners making the final decision on whether the item is included in the budget.

COVID-19 Expenditures		
Fund Type	Amount Requested	Amount Approved
General Fund	\$6,000,000	\$0
<b>Deferred</b>	<b>Request Description:</b> The County has been impacted by the unprecedented COVID-19 pandemic and it is anticipated to continue into 2021. PFM has strived to ensure the County's facilities and employees are equipped with the necessary material and supplies to provide a safe environment for employees and visitors. PFM is requesting additional funding in the 2021 budget for the continued purchase of necessary services and supplies in order to prioritize our response efforts as recommended by various health entities.	
	<b>Justification:</b> OMB realizes the importance of this request and that it would ensure that Public Facilities Management can continue to provide a safe environment for employees and visitors. This request is deferred pending additional federal funding is available to cover these expenditures (such as another round of Coronavirus Relief Fund support that was authorized by the CARES Act).	



**General Amenities**

**Program Purpose:**

The purpose of the General Amenities Program is to provide supplemental building services and amenities to building residents and visitors so that they can work and conduct business in a comfortable and user-friendly environment.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Building amenities (e.g. AV equipment and ATMs.); directional/informational (e.g. signage and telephone operator); meeting rooms/special event spaces; pool cars; contract compliance for food and vending services.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The General Amenities Program promotes efficient, responsive, and fiscally sustainable government operations by providing efficient and quality centralized services to County agencies and departments so that County staff and visitors can use supplemental building services and amenities to work and conduct business.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$178,499	\$203,478	\$24,979	14.0%
Fringe Benefits	\$117,963	\$138,795	\$20,832	17.7%
Materials & Services	\$117,398	\$163,448	\$46,050	39.2%
<b>Total Expenditures</b>	<b>\$413,860</b>	<b>\$505,721</b>	<b>\$91,861</b>	<b>22.2%</b>

**Telecommunications**

**Program Purpose:**

The purpose of the Telecommunications Program is to provide telecommunication services to County agencies in support of operational requirements.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Basic and IP telephony services; voice mail services; inmate telephones; telephone system maintenance and support; IP system enhancements.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Telecommunications Program promotes efficient, responsive and fiscally sustainable government operations by providing efficient and quality centralized telecommunication services to County agencies and departments so that they can communicate their services and provide information to their customers.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$273,957	\$279,286	\$5,329	1.9%
Fringe Benefits	\$141,038	\$139,859	(\$1,179)	-0.8%
Materials & Services	\$881,374	\$981,597	\$100,223	11.4%
Interfund	\$50,000	\$50,000	\$0	0.0%
<b>Total Expenditures</b>	<b>\$1,346,369</b>	<b>\$1,450,742</b>	<b>\$104,373</b>	<b>7.8%</b>

**Parking Facilities**

**Program Purpose:**

The purpose of the Parking Facilities Program is to provide affordable self-supporting parking opportunities for County employees and visitors.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Parking spaces

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Parking Program promotes efficient, responsive, and fiscally sustainable governmental operations by providing quality customer service to the public through efficient and cost-effective internal services including centralized parking services in close proximity to County facilities. This program also ensures housing County vehicles near to County facilities so that they are readily accessible to County employees for conducting official business in an efficient manner.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$585,260	\$554,881	(\$30,379)	-5.2%
Fringe Benefits	\$368,191	\$335,897	(\$32,294)	-8.8%
Materials & Services	\$1,316,759	\$1,373,066	\$56,307	4.3%
Capital Outlays	\$2,230,027	\$0	(\$2,230,027)	-100.0%
Interfund	\$494,300	\$495,800	\$1,500	0.3%
<b>Total Expenditures</b>	<b>\$4,994,537</b>	<b>\$2,759,644</b>	<b>(\$2,234,893)</b>	<b>-44.7%</b>

**Building Maintenance**

**Program Purpose:**

The purpose of the Building Maintenance Program is to provide maintenance response services to our building residents in County facilities.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Services include: move management; deliveries; fire suppression; housekeeping/cleaning; laundry; kitchen equipment; electrical system; lighting system; plumbing system; HVAC system; painting; carpentry; landscape; snow and ice removal; green space maintenance; IT maintenance, alarm system monitoring and testing; security cameras; ID badges; and access control, locks.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Building Maintenance Program promotes efficient, responsive, and fiscally sustainable government operations by providing efficient and quality centralized services to County agencies and departments and other governmental entities so that building residents and visitors can work and conduct business in well maintained facilities.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$4,920,942	\$4,738,452	(\$182,490)	-3.7%
Fringe Benefits	\$2,923,496	\$2,838,235	(\$85,261)	-2.9%
Materials & Services	\$12,682,115	\$12,031,867	(\$650,248)	-5.1%
Capital Outlays	\$60,198	\$35,000	(\$25,198)	-41.9%
<b>Total Expenditures</b>	<b>\$20,586,751</b>	<b>\$19,643,554</b>	<b>(\$943,197)</b>	<b>-4.6%</b>

**Construction**

**Program Purpose:**

The purpose of the Construction Program is to provide construction services to County agencies so that they can serve the public in cost-efficient and user-friendly facilities.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Major/minor construction projects; repair/renovation projects; energy efficient and sustainable projects; construction administration, architectural and management services; capital planning.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Construction Program provides long range planning and efficient and quality centralized services to County agencies, departments and other governmental entities through construction and renovation and administrative services, so that building staff and visitors can conduct business in facilities that have been constructed, renovated and sustained through appropriate capital planning and efficient use of County resources.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$841,761	\$838,415	(\$3,346)	-0.4%
Fringe Benefits	\$376,586	\$369,555	(\$7,031)	-1.9%
Materials & Services	\$761,204	\$1,432,691	\$671,487	88.2%
Capital Outlays	\$118,898,026	\$146,242,553	\$27,344,527	23.0%
<b>Total Expenditures</b>	<b>\$120,877,577</b>	<b>\$148,883,214</b>	<b>\$28,005,637</b>	<b>23.2%</b>

**Safety**

**Program Purpose:**

The purpose of the Safety Program is to provide equipment, plans, policies, and programs to Safety Team members and building residents so that they will know how to conduct themselves and to direct the general public during drills and emergency situations.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Disaster recovery plans; safety incidents response; safety systems; emergency plans; safety training sessions.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Safety Program promotes efficient, responsive, and fiscally sustainable government operations through delivery of efficient and quality centralized services to County agencies and departments and governmental entities so that building residents can follow and direct the public in established safety practices during facility drills and emergency events.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$46,440	\$47,362	\$922	2.0%
Fringe Benefits	\$46,807	\$70,860	\$24,053	51.4%
Materials & Services	\$109,549	\$96,049	(\$13,500)	-12.3%
<b>Total Expenditures</b>	<b>\$202,796</b>	<b>\$214,271</b>	<b>\$11,475</b>	<b>5.7%</b>

**Sustainability Services**

**Program Purpose:**

The purpose of the Sustainability Services Program is to promote and provide cost-effective, green and sustainable educational programs; facility improvements; and operations to building residents and the public so that they can work and conduct business in an eco-friendly environment.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Surplus management; recycling; green materials, supplies, and services; equipment replacement; educational programs; collaborative efforts with County agencies and community partners.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Sustainability Services Program promotes good stewardship of natural resources, environmental sustainability and civic engagement and promotes responsible and sustainable stewardship of natural resources by providing opportunities to recycle, reduce energy consumption, and learn more about the importance of making responsible environmental decisions, and ultimately reduce the environmental footprint.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$209,782	\$198,854	(\$10,928)	-5.2%
Fringe Benefits	\$123,082	\$120,058	(\$3,024)	-2.5%
Materials & Services	\$22,300	\$25,750	\$3,450	15.5%
<b>Total Expenditures</b>	<b>\$355,164</b>	<b>\$344,662</b>	<b>(\$10,502)</b>	<b>-3.0%</b>