

Facilities Management

The Facilities Management Department is responsible for the oversight, maintenance and management of all County-owned facilities and major lease agreements except for those under the Public Works and Utilities and Human Services Departments, although Facilities provides some services to these departments as well. Budgets included in this section are Facilities Management and Real Estate Excise Tax – Capital Projects Funds, 2501 Corporate Express Building, and the Building Remodel Projects account in the General Fund.

Major Accomplishments in 2006

In **Facilities Management**, the Real Property Management (RPM) Division initiated the transfer of ownership of three group homes, Gig Harbor Group Home, Mid-County Senior Center and Independence Inn, from Pierce County to tenants; coordinated and completed the Orting Quarry timber sales for Public Works Department, grossing \$369,000; and removed 62 parcels from tax title property status through government transfers, private negotiations, fulfillment deeds, and tax title auctions. The division also coordinated with Prosecuting Attorney’s office to dedicate a full FTE Deputy Prosecuting Attorney to real property functions provided by Facilities Management Department.

Partnerships were established with Public Works, Parks and Recreation, and Human Services to provide Facilities Management construction, maintenance and real property services.

At the County-City Building, the Construction Division replaced the aging roof on the new courts wing and added 13 in-ceiling heat pumps. Various small projects at the Annex were completed. The lawsuits resulting from the New Jail project were settled.

The Maintenance Division completed major flooring projects, earthquake retrofitting on natural gas valves and gas fired equipment, landscaping at Remann Hall and the Annex, replacement of a water line at the West Precinct and major renovations at the Human Services Campus.

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Facilities Management

DEPARTMENT BUDGETS

Department Name	2006 Budget	2007 Budget	Absolute Change	Percent Change
Capital Improvement Projects	\$ 4,650,000	\$ 390,000	\$ (4,260,000)	(91.6) %
Facilities Management Fund	10,675,420	11,435,330	759,910	7.1
Real Estate Excise Tax Capital Improvement Fund	12,639,900	10,295,850	(2,344,050)	(18.5)
2501 Corporate Express Building Fund	12,776,380	7,743,550	(5,032,830)	(39.4)
Total Facilities Management	\$ 40,741,700	\$ 29,864,730	\$ (10,876,970)	(26.7) %

Capital Improvement Projects

General Fund

Departmental Summary:

This account funds major building remodeling projects, acquisition of capital assets, and improvements to county owned or leased facilities.

Budget Highlights:

The 2007 budget allocates for the:

- a) WSU Extension new office space remodeling (\$100,000);
- b) Medical Examiner space remodeling (\$40,000); and
- c) Acquisition of clear zone property off the McChord runway (\$250,000).

FUNDING SOURCES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
General Fund Support	\$ 1,943,991	\$ 2,840,327	\$ 4,650,000	\$ 390,000	\$ (4,260,000)	(91.6) %
Total	\$ 1,943,991	\$ 2,840,327	\$ 4,650,000	\$ 390,000	\$ (4,260,000)	(91.6) %

EXPENDITURES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 12,138	\$ (116)	\$ —	\$ —	\$ —	— %
Personnel Benefits	2,689	(13)	—	—	—	—
Supplies	—	—	3,000	—	(3,000)	(100.0)
Other Services & Charges	612,773	2,840,456	4,647,000	390,000	(4,257,000)	(91.6)
Intergovernmental Services	250,000	—	—	—	—	—
Capital Outlays	1,066,391	—	—	—	—	—
Total	\$ 1,943,991	\$ 2,840,327	\$ 4,650,000	\$ 390,000	\$ (4,260,000)	(91.6) %

Capital Improvement Projects

Facilities Management Fund

Internal Service Fund

The mission of the Facilities Management department is twofold: 1) cost effective provision of safe, clean, and pleasant facilities for citizens and staff, 2) preservation of value of County real property assets.

Departmental Summary:

The Facilities Management Department manages County-owned facilities and real property, and is responsible for providing a safe, clean and well-maintained atmosphere in which to conduct public business. County-owned facilities include the County-City Building, Public Services Building, 2501 Building, East, West and Peninsula Sheriff's Precincts, LESA 911 Communications Building, Medical Examiner Building, New Jail, Main Jail, 950 Building, 901 Building, 911 Building, 925 Building, District Court at 96th & Hosmer, the Remann Hall Juvenile Detention facility, the Human Services buildings, the Fleet Garage, Public Parking Garage and the new Roads East Central Maintenance Facility. In addition to routine repairs, the department manages a preventive maintenance program for major equipment and building components; completes remodels on a limited basis; provides assistance and consulting services to building tenants for electrical, plumbing, carpentry, HVAC, remodeling and other tasks; and ensures buildings meet safety, fire and disability code requirements.

The department also oversees planning and construction or renovation of County facilities; negotiates and oversees agreements for the majority of facilities leased by Pierce County; oversees site-related property acquisition; and manages contracts for timber management, parking lot management, food services, and security services.

Construction management activities include planning and oversight of construction projects, and management of related contracts with architects, engineers, and construction companies. Construction management activities are charged directly to construction projects and therefore are not reflected in this fund.

Facilities Management is also responsible for grounds maintenance of the County-City Building and Parking Garage, Public Services Building, Remann Hall, West Precinct, East Substation, Peninsula Precinct, Medical Examiner's Building, District Court Building at 96th Street, 2501 Building, Water Programs Building and Public Works Shops.

Budget Highlights:

The 2007 Facilities Management Fund budget is 7.1% above the 2006 budget. This level of increase will fund on-going maintenance and repair activities (adjusted for inflation). The budget also reflects new maintenance expenses at the Corporate Express and Rhodes Lake buildings, and one additional maintenance mechanic position.

Performance Measures

- 1) Provide six informational presentations to different County groups regarding the services available to them from the Real Estate Management division of Facilities Management. (Goal G)
weekly or monthly updates about the status of major projects that have broad interest or impact. Formalize and conduct post-project client feedback on major projects and incorporate feedback into future project delivery. (Goals G & L)
- 2) Enhance communication about Facilities Management projects by utilizing the Pierce County Internet for project-appropriate daily,
3) Complete at least ten of the deferred maintenance projects at County owned

Facilities Management Fund

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|---|--|
| <p>facilities (including the Human Services Campus) identified in the annual facilities assessment report. ^(Goal K)</p> <p>4) Develop a master plan for emergency generator use and load management at the</p> | <p>County-City Building and the Main Jail. ^(Goals E & K)</p> <p>5) Complete construction of County Emergency Operation Center. ^(Goals H & K)</p> |
|---|--|

FUNDING SOURCES						
	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 308,070	\$ 277,290	\$ (30,780)	(10.0) %
Intergovernmental Revenue	—	9,252	—	—	—	—
Charges for Services	197	152	120	120	—	—
Miscellaneous Revenue	9,569,322	10,002,645	10,367,230	11,157,920	790,690	7.6
Other Financing Sources	(402)	582	—	—	—	—
Total	\$ 9,569,117	\$ 10,012,631	\$ 10,675,420	\$ 11,435,330	\$ 759,910	7.1 %

PROGRAM EXPENDITURES						
	2006 FTE	2007 FTE	2006 Budget	2007 Budget	Absolute Change	Percent Change
County-City Building	16.86	16.29	3,417,570	3,526,330	108,760	3.2 %
Medical Examiner Bldg Maint	0.90	1.00	182,710	217,080	34,370	18.8
Hess Building Maint	0.69	0.56	139,690	120,110	(19,580)	(14.0)
LESA Building Maint	0.36	0.42	72,110	90,490	18,380	25.5
Health Building Maint	0.05	0.05	10,570	11,700	1,130	10.7
County Annex Building Maint	3.54	3.87	717,250	835,860	118,610	16.5
Other Precincts Building Maint	1.74	1.65	352,910	357,500	4,590	1.3
West Precinct Building Maint	0.59	0.65	118,870	140,400	21,530	18.1
Adult Correction Fac Maint	10.73	11.12	2,175,850	2,404,470	228,620	10.5
District Court 96Th & Hosmer	0.65	0.74	131,490	160,170	28,680	21.8
Remann Hall	6.99	7.11	1,417,290	1,536,700	119,410	8.4
County Garage - Fleet	0.26	0.28	52,780	59,720	6,940	13.1
Human Services Bldg Maint	6.71	6.24	1,360,270	1,348,620	(11,650)	(0.9)
Corporate Express Bldg Maint	0.70	1.23	142,100	265,740	123,640	87.0
Ground Maint - Other Locations	0.72	0.56	145,460	121,810	(23,650)	(16.3)
911 Bldg-Graves	0.16	0.14	33,380	30,040	(3,340)	(10.0)
925 Bldg-Chief Bighorn	0.20	0.08	41,320	16,460	(24,860)	(60.2)
East Central Maint Facility	—	0.14	—	29,800	29,800	—
950 Building	0.81	0.75	163,800	162,330	(1,470)	(0.9)
Total	52.66	52.88	\$ 10,675,420	\$ 11,435,330	\$ 759,910	7.1 %

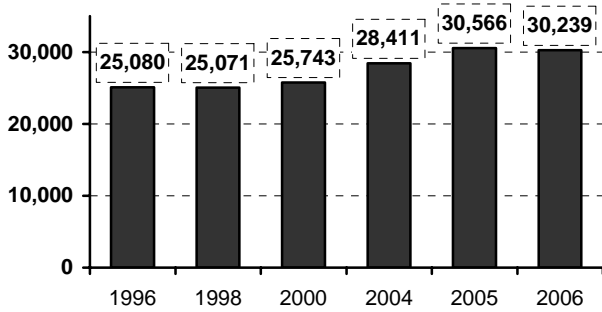
Facilities Management Fund

STAFFING SUMMARY						
	2002 FTE	2003 FTE	2004 FTE	2005 FTE	2006 FTE	2007 FTE
Dir – Facilities Mgt	0.33	0.33	0.33	0.30	0.30	0.35
Construction Project Mgr	0.10	0.10	0.28	0.28	0.33	0.33
Facilities Maint Manager	—	—	—	—	1.00	0.80
Admin Program Mgr	0.40	0.40	0.35	0.35	0.35	0.30
Building Maint Supt	2.00	2.00	2.00	2.00	1.00	1.00
Facilities Maint Mechanic	12.00	12.00	12.00	12.00	12.00	13.00
Contracts/Projects Coord	—	—	1.93	1.88	1.88	1.60
Facilities Maint Supv	4.00	4.00	4.00	4.00	4.00	4.00
Gardener	—	—	—	6.00	6.00	6.00
Facilities Services Coord	—	1.00	1.00	1.00	1.00	1.00
Facilities Engineer	5.60	5.60	5.60	5.60	5.00	5.00
Real Property Mgt Spec	0.37	0.37	0.35	0.35	0.35	0.35
Administrative Aide	1.00	1.00	1.00	1.00	1.00	0.80
Accounting Assistant	0.33	0.33	0.40	0.35	0.35	0.25
Facilities Maint Tech	6.00	6.00	6.00	7.00	7.00	7.00
Office Assistant	2.50	2.63	2.75	2.10	2.10	2.10
Custodian	8.00	8.00	8.00	8.00	9.00	9.00
Construction Proj Coord	0.99	0.99	—	—	—	—
Custodial Supervisor	1.00	—	—	—	—	—
Total	44.62	44.75	45.99	52.21	52.66	52.88

WORKLOAD SERVICE DATA							
	Unit of Measure	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Estimate	2007 Estimate
Public Service Building	Service call	1,271	1,160	1,389	1,841	2,040	2,040
LESA	Service call	145	144	192	292	294	294
Medical Examiner	Service call	201	261	260	236	220	220
County-City Building	Service call	5,389	5,428	5,151	5,066	5,306	5,306
Correction Facility	Service call	3,560	2,967	3,109	3,069	2,828	2,828
Correction - 2002 addition	Service call	—	1,740	1,715	1,656	1,816	1,816
Remann Hall	Service call	2,297	2,435	2,600	2,852	2,702	2,702
Sheriff's East Prec. (see NOTE)	Service call	265	270	290	332	260	260
Sheriff's West Precinct	Service call	157	164	149	96	90	90
District Court	Service call	224	219	240	233	224	224
Parking Garage	Service call	51	41	53	67	78	78
950 Building	Service call	280	266	239	343	294	294
Human Services Building/Soundwv	Service call	6,582	7,208	7,636	7,343	6,600	6,600
Fleet Garage	Service call	43	43	39	71	68	68
2501 Building	Service call	—	—	86	324	234	234
Hess Building	Service call	—	—	—	225	258	258
925 Building	Service call	—	—	—	6	6	6
911 Building	Service call	—	—	—	13	82	82
Misc Leased facilities	Service call	—	—	—	124	100	100
Total service calls		20,465	22,346	23,148	24,189	23,500	23,500
Space maintained	Square feet	1,264,625	1,391,263	1,473,127	1,515,472	1,515,472	1,534,472
Construction projects managed	Value	19,275,102	8,913,325	10,743,861	6,704,075	17,566,144	13,908,614

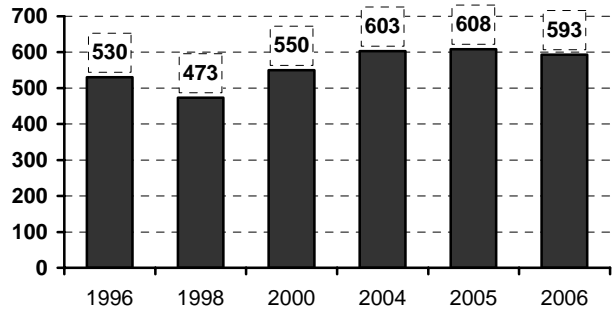
BUDGET RATIOS

Square Feet Maintained per Staff



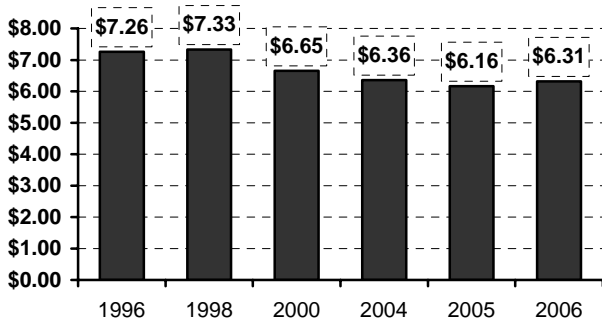
❖ From 1996 to 2006 the number of square feet maintained per Facilities Management staff, except gardeners, and not including the CCB parking garage, increased 21%.

Service Calls per Staff



❖ From 1996 to 2006 the number of service calls per custodial/maintenance staff in Facilities Management increased 12%.

Maintenance Cost per Square Foot



❖ From 1996 to 2006 the maintenance cost per square foot for buildings maintained by Facilities Management, not including the CCB parking garage, decreased 13% after adjusting for inflation.

Real Estate Excise Tax - Capital Improvement Fund

Capital Project Fund

Departmental Summary:

The 1st Real Estate Excise Tax - Capital Improvement Fund is financed through an allocation of 72% of the Real Estate Excise Tax on the sale of real property in unincorporated Pierce County. The monies allocated to the Capital Improvement Fund are used to finance new capital improvement projects or major repairs/enhancements to existing County structures and facilities.

Budget Highlights:

The 2007 R.E.E.T. - Capital Improvement Fund budget totals \$10,295,850. The proposed projects and activities are shown in the Project Summary Table on the next page. It should be noted that \$750,000 will be loaned to the Human Services Construction fund for improvements at the Human Services campus.

FUNDING SOURCES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 2,852,270	\$ 4,001,850	\$ 1,149,580	40.3 %
Taxes	5,433,909	6,857,475	4,915,540	6,000,000	1,084,460	22.1
Intergovernmental Revenue	584,184	450,759	353,960	294,000	(59,960)	(16.9)
Charges for Services	—	250	—	—	—	—
Miscellaneous Revenue	10,050	59,098	—	—	—	—
Other Financing Sources	437,190	395,000	4,511,720	—	(4,511,720)	(100.0)
Total	\$ 6,465,333	\$ 7,762,582	\$ 12,633,490	\$ 10,295,850	\$ (2,337,640)	(18.5) %

EXPENDITURES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 249,429	\$ 224,857	\$ 232,100	\$ 279,700	\$ 47,600	20.5 %
Personnel Benefits	57,882	50,002	59,520	97,680	38,160	64.1
Supplies	68,378	41,369	70	—	(70)	(100.0)
Other Services & Charges	875,657	1,490,250	1,318,380	661,170	(657,210)	(49.8)
Capital Outlays	1,913,331	2,176,904	10,463,760	8,499,000	(1,964,760)	(18.8)
Debt Service-Principal	1,048,860	954,220	559,660	758,300	198,640	35.5
Total	\$ 4,213,537	\$ 4,937,602	\$ 12,633,490	\$ 10,295,850	\$ (2,337,640)	(18.5) %

Real Estate Excise Tax – Capital Improvement

STAFFING SUMMARY

	2002 FTE	2003 FTE	2004 FTE	2005 FTE	2006 FTE	2007 FTE
Dir – Facilities Mgt	0.09	0.09	0.17	0.25	0.25	0.25
Construction Project Mgr	0.20	0.20	0.50	0.30	0.35	0.40
Facilities Maint Manager	—	—	—	—	—	0.20
Admin Program Mgr	0.11	0.11	0.33	0.28	0.30	0.35
Contracts/Projects Coord	1.00	1.00	1.80	1.45	1.48	1.60
Project Manager Assistant	—	—	—	—	1.00	1.00
Administrative Aide	—	—	—	—	—	0.20
Accounting Assistant	0.15	0.15	0.42	0.42	0.45	0.50
Office Assistant	0.20	0.25	0.25	0.15	0.15	0.15
Construction Proj Coord	0.94	0.94	—	—	—	—
Total	2.69	2.74	3.47	2.85	3.98	4.65

PROJECT SUMMARY

Project Name	Project #	2007 Budget
950 Bldg HVAC Replacement (Phase 2)	3157	370,000
950 Bldg Replace Restrooms and Related Water Piping on Floors 2 & 3	3158	180,000
Administrative Oversight and Support	302K	455,550
CCB Carpet Replacement 6th Floor District Court Administration	3153	160,000
CCB Controls Upgrades	3159	85,000
CCB Electrical Systems Upgrades	3149	56,000
CCB HVAC A Wing Addition Remaining 39 Heat Pumps (1989) (Phase 2)	3160	265,000
CCB Remodel Project	3116	5,035,000
CCB Replace A Wing Cooling Tower	3156	56,000
CCB Replace 5th Floor Heat Exchanger	3154	200,000
CCB Security System	3108	50,000
CCB Sheriff Parking Lot Modification	3155	67,000
Downtown County Campus Bldg	3163	100,000
LESA Replace HVAC For Computer and Equipment Rooms	3150	106,000
Remann Hall Debt Service	302J	758,300
Remann Hall Project Design (Phase 1)	3143	516,000
Sheriff East Precinct Upgrade Security Glass	3152	36,000
Sheriff Foothills Detachment Pave Main Parking Lot	3161	100,000
Superior Court Upgrade	SC07	50,000
Tacoma Narrows Airport	3164	1,500,000
Yakima Garage Seal Upper Lot Surface	3151	150,000
Total		\$ 10,295,850

2501 Corporate Express Building Fund

Capital Project Fund

Departmental Summary:

This Fund accounts for the remodel and building improvement expenses at the recently purchased 2501 Corporate Express Building.

Budget Highlights:

The 2007 budget includes funding for the two major projects at this building:

- a) Remodel of the Building for the Sheriff's Property Room, General Services Operation, and the Auditor's Elections Center\$2,058,280
 - b) Construction of the new Emergency Operations Center.....5,685,270
- Total \$7,743,550

Funding will be provided through:

- a) Remodeling Project:
 - Use of Fund Balance\$1,898,280
 - General Services allocation.....160,000

Total \$2,058,280
 - b) E.O.C.:
 - Use of Fund Balance\$166,860
 - Interfund Loan (Self Insurance Fund).....4,768,410
 - 911 Fund allocation.....750,000

Total \$5,685,270
- Grand Total \$7,743,550

FUNDING SOURCES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 5,347,970	\$ 2,065,140	\$ (3,282,830)	(61.4) %
Intergovernmental Revenue	—	—	1,250,000	—	(1,250,000)	(100.0)
Miscellaneous Revenue	100	—	—	—	—	—
Other Financing Sources	2,043,587	4,924,150	6,178,410	5,678,410	(500,000)	(8.1)
Total	\$ 2,043,687	\$ 4,924,150	\$ 12,776,380	\$ 7,743,550	\$ (5,032,830)	(39.4) %

EXPENDITURES

	2004 Actual	2005 Actual	2006 Budget	2007 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 101	\$ 92,478	\$ 98,030	\$ 128,470	\$ 30,440	31.1 %
Personnel Benefits	12	21,760	26,690	40,620	13,930	52.2
Supplies	164	5,301	—	—	—	—
Other Services & Charges	178,079	266,887	2,233,100	310,970	(1,922,130)	(86.1)
Capital Outlays	1,035,187	221,335	10,418,560	7,263,490	(3,155,070)	(30.3)
Total	\$ 1,213,543	\$ 607,761	\$ 12,776,380	\$ 7,743,550	\$ (5,032,830)	(39.4) %

2501 Corporate Express Building Fund

STAFFING SUMMARY						
	2002 FTE	2003 FTE	2004 FTE	2005 FTE	2006 FTE	2007 FTE
Dir-Facilities Mgt	—	—	—	0.10	0.10	0.20
Contstruction Project Mgr	—	—	—	0.20	0.25	0.25
Admin Program Mgr	—	—	—	0.17	0.20	0.20
Contracts/Projects Coord	—	—	—	0.60	0.60	0.80
Accounting Assistant	—	—	—	0.12	0.14	0.25
Office Assistant	—	—	—	0.10	0.10	0.10
Total	—	—	—	1.29	1.39	1.80