

FACILITIES MANAGEMENT

The Facilities Management Department manages facilities “from the ground up”. Our Real Property Division provides services to County departments for purchase, sale and lease of real estate, as well as property management services, both as tenant and landlord; our Construction Division manages new construction and significant remodel projects; our Maintenance & Operations Division provides oversight, maintenance and management of County owned facilities. In addition, our Security function develops and monitors appropriate County-wide security systems, processes and solutions. Budgets included in this section are the Facilities Management and REET Capital Projects Funds, and the Building Remodel Projects account in the General Fund.

MAJOR ACCOMPLISHMENTS IN 2009

For **Facilities Management Department**, finally almost fully staffed, 2009 was a year for assessing long-standing practices, creating more streamlined processes, focusing on department team building and training, and developing the newly created County-wide Security function. The County-City Building screening areas were reconfigured to improve screening efficiency and building security. Security was also responsible for replacing an obsolete magnetometer at Remann Hall. Communication and performance of the security contractor was improved, resulting in a higher level of security provided at several County facilities.

Significant projects completed by the **Construction Division** at the County-City Building included the District Court sixth floor office renovation, installation of HVAC equipment in the seventh floor Information Technology space, and renovation of the east entry off Tacoma Avenue. The Sheriff’s Foothills site improvements were completed. Life safety projects included an upgrade to the Main Jail fire alarm system. The Medical Examiner’s office was remodeled and Radio Communications was relocated into renovated space at the Public Works 112th Street Shop.

Maintenance & Operations Division hired a new Facilities Services Coordinator December 30, 2008. The initial charge of this position was to assess custodial services throughout the County (both contracted and permanent staff) in preparation for new custodial Requests for Proposal. RFP’s were advertised loosely based on Council districts and three new custodial contractors were selected the latter part of the year to service the outlying areas of the County. A fourth contractor will begin providing services at the inner campus facilities in December. Our **Grounds** crew restored the irrigation at the Human Services/Soundview Medical Plaza. This work encompassed approximately 140,000 square feet of area covered by an automated sprinkler system.

Our **Real Property Division** closed on two Conservation futures properties with two more to be completed by year end. Division staff continues to provide support to Economic Development with their Clear Zone project. The 2009 Tax Title auction was held in April selling \$11,500 in tax title properties. An additional forty six properties were declared surplus to be sold in private negotiation or by auction in the coming year. A timber sale on Anderson was awarded and will produce revenue of approximately \$32,000 - \$20,000 for the County and \$12,000 for the taxing districts.

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Facilities Management

DEPARTMENT BUDGETS

Department Name	2009 Budget	2010 Budget	Absolute Change	Percent Change
Annex West Building Fund	\$ 222,950	\$ 53,290	\$ (169,660)	(76.1) %
Capital Improvement Projects	50,000	50,000	—	—
Facilities Management Fund	13,904,900	13,156,030	(748,870)	(5.4)
Reet Capital Improvement Fund	6,938,010	4,251,090	(2,686,920)	(38.7)
Total Facilities Management	\$ 21,115,860	\$ 17,510,410	\$ (3,605,450)	(17.1) %

ANNEX WEST BUILDING FUND

Capital Project Fund

DEPARTMENTAL SUMMARY: This Fund accounts for the remodel and building improvement expenses at the Annex West Building.

BUDGET HIGHLIGHTS: The 2010 budget simply reflects close-out administrative expenses.

FUNDING SOURCES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 222,950	\$ 53,290	\$ (169,660)	(76.1) %
Intergovernmental Revenue	725,312	—	—	—	—	—
Miscellaneous Revenue	450	—	—	—	—	—
Other Financing Sources	3,294,420	950,000	—	—	—	—
Total	\$ 4,020,182	\$ 950,000	\$ 222,950	\$ 53,290	\$ (169,660)	(76.1) %

EXPENDITURES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 135,819	\$ 82,270	\$ —	\$ —	\$ —	— %
Personnel Benefits	40,229	22,382	—	—	—	—
Supplies	523,961	233,321	1,520	—	(1,520)	(100.0)
Other Services & Charges	864,128	444,714	175,760	53,290	(122,470)	(69.7)
Capital Outlays	10,885,375	2,308,315	45,670	—	(45,670)	(100.0)
Interest	44	97,474	—	—	—	—
Total	\$12,449,556	\$ 3,188,476	\$ 222,950	\$ 53,290	\$ (169,660)	(76.1) %

STAFFING SUMMARY

	2005 FTE	2006 FTE	2007 FTE	2008 FTE	2009 FTE	2010 FTE
Dir - Facilities Mgt	0.10	0.10	0.20	0.10	—	—
Asst Dir - Facilities Mgt	—	—	0.20	0.10	—	—
Facilities Const Div Mgr	—	—	—	0.20	—	—
Contracts/Projects Coord	0.60	0.60	0.80	0.60	—	—
Accounting Assistant	0.12	0.14	0.25	0.15	—	—
Contstruction Project Mgr	0.20	0.25	0.25	—	—	—
Office Assistant	0.10	0.10	0.10	—	—	—
Admin Program Mgr	0.17	0.20	—	—	—	—
Total	1.29	1.39	1.80	1.15	—	—

Annex West Building Fund

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 2010 budget simply reflects a \$50,000 allocation for the acquisition of clear zone property near the McChord runway. This amount is to be used as match for federal and state grants.

FUNDING SOURCES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
General Fund Support	\$ 284,385	\$ 696,606	\$ 50,000	\$ 25,000	\$ (25,000)	(50.0) %
Fees/Charges	285	—	—	25,000	25,000	∞
Total	\$ 284,670	\$ 696,606	\$ 50,000	\$ 50,000	\$ —	— %

EXPENDITURES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Supplies	\$ 12,783	\$ (1,594)	\$ —	\$ —	\$ —	— %
Other Services & Charges	271,887	698,200	50,000	50,000	—	—
Total	\$ 284,670	\$ 696,606	\$ 50,000	\$ 50,000	\$ —	— %

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, Annex West 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 the new Roads East Central Maintenance Facility, and the new 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.

Facilities Management 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. The department also oversees building and campus security functions for the county.

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, Annex West Building, Water Programs Building and Public Works Shops.

BUDGET HIGHLIGHTS:

The 2010 Facilities Management Fund budget is 5.4% below the 2009 budget. This budget reflects:

- a) The reduction of six positions;
- b) Cutbacks in repair and capital projects; and
- c) Transition of the PSBH campus maintenance responsibilities to the Facilities Management department.

Given the uncertainty of the costs at the PSBH campus and the need to keep space rental charges to all funds at as low a level as possible, we are recommending the use of \$582,680 in fund balance to support this budget.

Facilities Management Fund

PERFORMANCE MEASURES

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| <p>1) Working with Tacoma Power and other utilities Facilities Management will apply for all possible rebates associated with the planned lighting upgrade and window replacement projects to be completed in 2010. ^(Goal H)</p> <p>2) In 2010, we will realize a ten percent reduction in landscape water usage compared to 2009 usage, due to the installation of water saving devices at facilities maintained by Facilities Grounds Crew. ^(Goal H)</p> <p>3) Develop and obtain Executive’s Office approval for the Facilities Master Plan, which will analyze County facilities, long-term facility needs, program efficiencies, public access and fiscal responsibility. ^(Goal E)</p> | <p>4) In coordination with Information Technology programming staff, Facilities Management will complete the development of the Employee Schedule module of management & Maintenance (MNM) facilities database and fully implement it prior to year-end, 2010. ^(Goals E, H)</p> <p>5) Grant funding will be secured to underwrite an inventory of forest and timber on tax title parcels and County owned property, which in turn will allow us to obtain Forest Stewardship Council (FSC) Certification for the Pierce County timber management program. ^(Goal I)</p> |
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FUNDING SOURCES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 1,554,580	\$ 582,680	\$ (971,900)	(62.5) %
Charges for Services	125	87	—	—	—	—
Miscellaneous Revenue	10,874,747	11,479,516	12,051,060	12,315,530	264,470	2.2
Other Financing Sources	(3,873)	151,271	299,260	257,820	(41,440)	(13.8)
Total	\$10,870,999	\$11,630,874	\$13,904,900	\$13,156,030	\$ (748,870)	(5.4) %

Facilities Management Fund

PROGRAM EXPENDITURES						
	2009	2010	2009	2010	Absolute	Percent
	FTE	FTE	Budget	Budget	Change	Change
County City Building	18.20	20.35	\$ 4,240,310	\$ 4,023,250	\$ (217,060)	(5.1) %
Medical Examiner Bldg Maint	0.80	0.90	238,530	249,620	11,090	4.6
Hess Building Maint	0.40	0.50	149,790	180,830	31,040	20.7
LESA Building Maint	0.70	0.90	153,410	143,470	(9,940)	(6.5)
Health Building Maint	—	—	11,360	12,510	1,150	10.1
County Annex Building Maint	3.80	4.50	1,004,140	991,710	(12,430)	(1.2)
Other Precincts Building Maint	1.00	1.10	528,080	534,320	6,240	1.2
West Precinct Building Maint	—	—	182,610	84,770	(97,840)	(53.6)
Adult Correction Fac Maint	3.00	3.50	2,667,660	2,198,830	(468,830)	(17.6)
District Court 96Th & Hosmer	0.70	0.80	188,220	171,670	(16,550)	(8.8)
Remann Hall	12.70	8.50	1,576,680	1,630,040	53,360	3.4
County Garage - Fleet	0.10	0.10	43,450	39,050	(4,400)	(10.1)
Human Services Bldg Maint	11.80	5.70	1,804,280	1,626,260	(178,020)	(9.9)
Annex West Building Maint	1.50	1.80	396,460	497,770	101,310	25.6
Ground Maint - Other Locations	—	—	97,700	131,180	33,480	34.3
911 Bldg-Graves	0.10	0.10	42,950	46,860	3,910	9.1
925 Bldg-Chief Bighorn	0.20	0.20	17,510	45,930	28,420	162.3
East County Maint Facility	0.60	0.70	299,260	275,270	(23,990)	(8.0)
945 Building	0.10	0.10	67,740	63,570	(4,170)	(6.2)
950 Building	0.60	0.70	194,760	209,120	14,360	7.4
Total	56.30	50.45	\$13,904,900	\$13,156,030	\$ (748,870)	(5.4) %

Facilities Management Fund

STAFFING SUMMARY						
	2005 FTE	2006 FTE	2007 FTE	2008 FTE	2009 FTE	2010 FTE
Dir - Facilities Mgt	0.30	0.30	0.35	0.35	0.35	0.35
Asst Dir - Facilities Mgt	—	—	0.30	0.30	0.30	0.30
Facilities Const Div Mgr	—	—	—	—	0.20	0.20
Facilities Mnt/Op Div Mgr	—	—	—	1.00	0.80	0.80
Security Manager	—	—	—	1.00	1.00	1.00
Facilities Op Mgr	—	—	—	1.00	1.00	1.00
Facilities Maint Foreman	—	—	—	—	1.00	1.00
Construction Project Mgr	0.28	0.33	0.33	0.50	0.80	0.80
Maintenance & Ops Supv	—	—	—	3.00	3.00	3.00
Facilities Maint Mechanic	12.00	12.00	13.00	13.00	13.00	12.00
Gardener	6.00	6.00	6.00	6.00	6.00	6.00
Real Property Mgt Spec	0.35	0.35	0.70	0.70	0.70	0.80
Facilities Engineer	5.60	5.00	5.00	5.00	5.00	5.00
Asst Construction Proj Mgr	—	—	—	—	0.60	0.60
Facilities Services Coord	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	—	—	—	1.00	1.00	1.00
Office Assistant	2.10	2.10	1.75	2.60	2.45	2.00
Accounting Assistant	0.35	0.35	0.25	—	0.10	0.10
Facilities Maint Tech	7.00	7.00	7.00	7.00	7.00	6.00
Custodian	8.00	9.00	9.00	9.00	11.00	7.50
Asst Contracts/Proj Coord	—	—	—	0.30	—	—
Contracts/Projects Coord	1.88	1.88	1.60	—	—	—
Facilities Maint Supv	4.00	4.00	4.00	1.00	—	—
Building Maint Supt	2.00	1.00	1.00	—	—	—
Administrative Aide	1.00	1.00	0.80	—	—	—
Facilities Maint Manager	—	1.00	0.80	—	—	—
Admin Program Mgr	0.35	0.35	—	—	—	—
Total	52.21	52.66	52.88	53.75	56.30	50.45

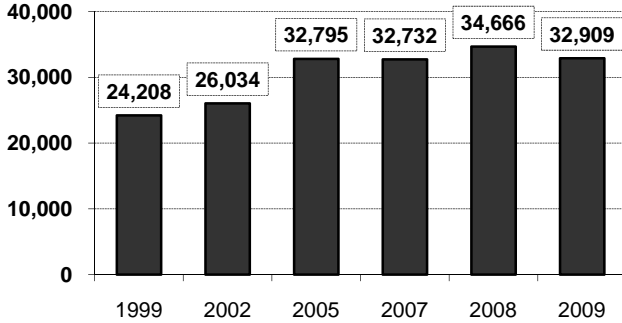
Facilities Management Fund

WORKLOAD SERVICE DATA							
	Unit of Measure	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
Public Service Building	Service call	1,389	1,966	2,190	1,999	1,889	1,889
LESA	Service call	192	321	345	369	305	305
Medical Examiner	Service call	260	323	467	378	410	410
County - City Building	Service call	5,151	4,947	4,546	4,497	3,910	3,910
Correction Facility	Service call	3,109	3,023	3,497	3,417	3,278	3,278
Correction - 2002 Addition	Service call	1,715	1,856	2,106	2,088	2,105	2,105
Remann Hall	Service call	2,600	2,787	3,133	2,949	2,947	2,947
Sheriff's East Precinct ¹	Service call	290	272	314	324	271	271
Sheriff's West Precinct	Service call	149	110	112	111	94	94
District Court	Service call	240	241	281	253	209	209
Parking Garage	Service call	53	66	56	64	67	67
950 Building	Service call	239	288	279	274	221	221
Human Services Bldg/Soundwv	Service call	7,636	6,443	6,811	6,136	4,709	4,709
Fleet Garage	Service call	39	76	77	76	79	79
Annex West Building	Service call	86	289	434	1,138	919	919
Hess Building	Service call	—	282	232	210	365	365
925 Building	Service call	—	15	27	66	50	50
911 Building	Service call	—	86	40	38	41	41
Misc Leased Facilities	Service call	—	99	144	123	170	170
945 Building	Service call	—	—	40	28	31	31
East Central Maintenance	Service call	—	—	23	90	41	41
Traffic Operations	Service call	—	—	—	170	202	202
Equipment Services	Service call	—	—	—	132	192	192
Central Maintenance Facility	Service call	—	—	—	80	259	259
Thun Field	Service call	—	—	—	3	70	70
Total Service Calls		23,148	23,490	25,154	25,013	22,834	22,834
Space Maintained	Square feet	1,473,127	1,515,472	1,534,472	1,655,306	1,655,306	1,655,306
Construction Projects Managed	Dollars \$	10,743,861	22,387,662	18,598,180	12,419,380	8,717,375	9,164,525

¹Includes East Precinct, Sheriff Range, Mt. Detachment, Peninsula Substation

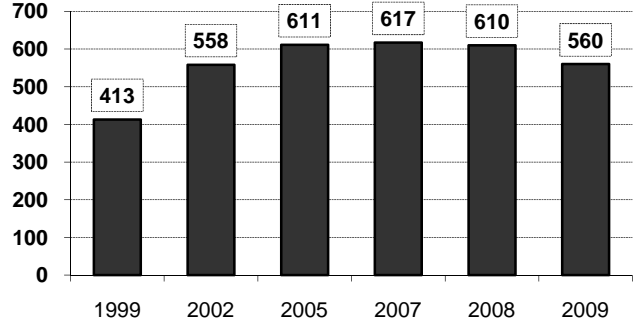
BUDGET RATIOS

Square Feet Maintained per Staff



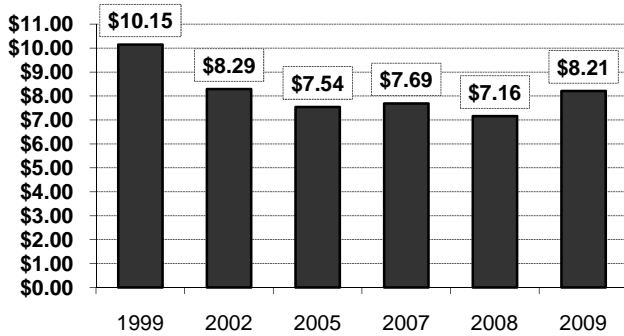
❖ From 1999 to 2009 the number of square feet maintained per Facilities Management staff, except gardeners, increased 36%. The ten year average is 30,900.

Service Calls per Staff



❖ From 1999 to 2009 the number of service calls per custodial/maintenance staff in Facilities Management increased 36%. The ten year average is 572.

Operating Cost per Square Foot



❖ From 1999 to 2009 the operating cost per square foot for buildings maintained by Facilities Management decreased 19% after adjusting for inflation. The ten year average is \$7.80.

REET CAPITAL IMPROVEMENT FUND

Capital Project Fund

DEPARTMENTAL SUMMARY: The 1st REET 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 2010 REET Capital Improvement Fund budget totals approximately \$4.3 million. The proposed projects and activities (staff and support costs, debt service, and capital improvements) are shown in the Project Summary Table on the next page.

FUNDING SOURCES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 3,367,370	\$ 1,961,090	\$ (1,406,280)	(41.8) %
Taxes	5,056,704	3,388,847	3,400,000	2,290,000	(1,110,000)	(32.6)
Intergovernmental Revenue	317,131	601,361	163,250	—	(163,250)	(100.0)
Miscellaneous Revenue	2,219	420	—	—	—	—
Other Financing Sources	628,102	350,000	7,390	—	(7,390)	(100.0)
Total	\$ 6,004,156	\$ 4,340,628	\$ 6,938,010	\$ 4,251,090	\$ (2,686,920)	(38.7) %

EXPENDITURES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 257,465	\$ 354,137	\$ 292,700	\$ 320,800	\$ 28,100	9.6 %
Personnel Benefits	77,019	112,837	100,550	97,240	(3,310)	(3.3)
Supplies	279,058	259,358	367,790	—	(367,790)	(100.0)
Other Services & Charges	3,109,109	1,251,434	1,299,860	258,460	(1,041,400)	(80.1)
Capital Outlays	4,049,666	9,415,477	3,914,830	2,615,000	(1,299,830)	(33.2)
Debt Service-Principal	742,679	648,444	962,280	959,590	(2,690)	(0.3)
Total	\$ 8,514,996	\$12,041,687	\$ 6,938,010	\$ 4,251,090	\$ (2,686,920)	(38.7) %

REET Capital Improvement Fund

STAFFING SUMMARY

	2005 FTE	2006 FTE	2007 FTE	2008 FTE	2009 FTE	2010 FTE
Dir - Facilities Mgt	0.25	0.25	0.25	0.30	0.30	0.35
Asst Director - Facilities Mgt	—	—	0.35	0.40	0.40	0.40
Sustainability Manager	—	—	—	—	1.00	1.00
Facilities Const Div Mgr	—	—	—	0.60	0.40	0.40
Facilities Mnt/Op Div Mgr	—	—	—	—	0.10	0.10
Construction Project Mgr	0.30	0.35	0.40	1.30	1.20	1.20
Asst Construction Proj Mgr	—	—	—	1.00	0.80	0.80
Accounting Assistant	0.42	0.45	0.50	0.65	0.40	0.40
Office Assistant	0.15	0.15	0.15	0.35	0.35	0.35
Contracts/Projects Coord	1.45	1.48	1.60	0.25	—	—
Asst Contracts/Proj Coord	—	—	1.00	0.50	—	—
Facilities Maint Manager	—	—	0.20	—	—	—
Administrative Aide	—	—	0.20	—	—	—
Admin Program Mgr	0.28	0.30	—	—	—	—
Project Manager Assistant	—	1.00	—	—	—	—
Total	2.85	3.98	4.65	5.35	4.95	5.00

PROJECT SUMMARY

Project Name	Project #	2010 Budget
CCB PH1 Lighting A-Wing & six upstairs Courtrooms	3829	\$ 485,000
CCB PH2 Lighting Remaining Areas	3830	770,000
HS Building Lighting	3831	70,000
CCB Window Improvements	3832	850,000
CCB Bathroom Upgrades	3833	85,000
Annex Bathroom Upgrades	3834	40,000
HS Boiler Changes	3835	160,000
Medical Examiner Bldg Security Upgrades	3836	155,000
Subtotal		2,615,000
District Court Hosmer Predesign Study	3837	70,000
Debt Service	302J	959,590
Administration Oversight and Support	302K	606,500
Total		\$ 4,251,090