

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 the Facilities Management and Real Estate Excise Tax – Capital Projects Funds and the Building Improvement projects in the General Fund.

Major Accomplishments in 2003

Facilities Management completed construction of the 1008 bed jail addition, progressed the main jail remodel to 90% completion, and resealed and repainted the main jail. Phase III of the County-City Building exterior resurfacing and painting was completed and additional County-City building campus signage was installed. Other projects at the County-City building included the continuation of the restroom remodeling project, the purchase of new x-ray machines for courthouse security, and the replacement of sidewalk along 9th St. Elevator and electrical system studies were also completed for the County-City building to prepare for future capital improvements. A building reconfiguration plan pending the move of the City of Tacoma was also prepared. The temporary jail was removed and plans were prepared for the reconstruction of the parking lot and associated landscaping. Plans were also prepared for the Nollmeyer Lane improvement project. At Remann Hall two restrooms were refurbished, the parking lot was resealed and reconfigured to add additional parking space, and sidewalks were installed to provide safe pedestrian access for children from Sixth Ave. to the school building. At the 950 Fawcett building, new HVAC and fire alarm systems were installed and sidewalk on 11th Street was replaced. The remainder of the older heat pumps were replaced at the Public Services building and a digital control system was installed to provide for enhanced system control. Maintenance staff completed over 20,000 work orders at a total of twenty-three locations. The energy conservation program at major facilities resulted in a reduction of approximately 18% compared to the base year 2000 and an approximate 7% reduction compared to 2002. Significant real property purchases included the Corporate Express building and a site near Bonney Lake to house the Sheriff's Mountain Detachment. The remainder of the Pacific Block properties were sold to a private developer and fifteen tax title properties were disposed of. Timber thinning was completed on the Russell Tiedman property on the Longbranch Peninsula.

DEPARTMENT BUDGETS				
Department Name	2003 Budget	2004 Budget	Absolute Change	Percent Change
Administration Building Fund	\$ 856,140	\$ —	\$ (856,140)	(100.0) %
Building Improvement Projects	2,000,000	2,000,000	—	—
Corporate Express Building	3,300,000	—	(3,300,000)	(100.0)
Facilities Management Fund	9,621,070	9,918,760	297,690	3.1
Real Estate Excise Tax - Capital Improvement	4,693,170	5,755,460	1,062,290	22.6
Total Facilities Management	\$ 20,470,380	\$ 17,674,220	\$(2,796,160)	(13.7) %

Section Contents	
Building Improvement Projects	351
Facilities Management Fund	353
Real Estate Excise Tax - Capital Improvement	357

Facilities Management

Building Improvement Projects

General Fund

Departmental Summary: This department is established to account for major building remodeling and improvement projects, including possible remodeling of the “Corporate Express Building”.

Budget Highlights: This budget allocates \$2,000,000 for potential remodeling and improvement projects at the County-City Building campus, the Public Services Building campus, the Human Services Building campus, and other county owned or leased facilities.

FUNDING SOURCES

	2001 Actual	2002 Actual	2003 Budget	2004 Budget	Absolute Change	Percent Change
General Fund Support	\$ 750,000	\$ 1,428,302	\$ 2,000,000	\$ 2,000,000	\$ —	— %
Total	\$ 750,000	\$ 1,428,302	\$ 2,000,000	\$ 2,000,000	\$ —	— %

EXPENDITURES

	2001 Actual	2002 Actual	2003 Budget	2004 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ —	\$ 4,025	\$ —	\$ —	\$ —	— %
Personnel Benefits	—	457	—	—	—	—
Supplies	—	1,435	—	—	—	—
Other Services & Charges	750,000	1,418,470	1,664,050	2,000,000	335,950	20.2
Capital Outlays	—	3,915	335,950	—	(335,950)	(100.0)
Total	\$ 750,000	\$ 1,428,302	\$ 2,000,000	\$ 2,000,000	\$ —	— %

Building 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, East, West and Peninsula Sheriff's Precincts, LESA 911 Communications Building, Medical Examiner Building, New Jail, Main Jail, 950 Building, District Court at 96th & Hosmer, the Remann Hall Juvenile Detention facility, the Puget Sound Behavioral Health facility, the Fleet Garage and Public Parking Garage. 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.

Budget Highlights:

The 2004 Facilities Management Fund budget is 3.1% above the 2003 budget. This level of increase will simply fund on-going operations, maintenance and repair activities; adjusted for inflation.

Performance Measure

- 1) Reduce the inventory of deferred maintenance on County buildings by completing at least ten capital repair projects by December 31, 2004. (Goal K)
- 2) Continue to strive to provide a safe working environment for our employees. Increase efforts to discover and eliminate potential environmental hazards in County facilities. (Goal K)
- 3) Improve compliance with the Americans with Disabilities Act (ADA) by completing at least three projects at major county buildings. (Goal K)
- 4) Further reduce energy consumption 2% by completing selected mechanical/electrical upgrades in major facilities by December 31, 2004. (Goal H)
- 5) Further implement exterior signage upgrades at three facilities. (Goal G)

Facilities Management Fund

FUNDING SOURCES

	2001 Actual	2002 Actual	2003 Budget	2004 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 243,430	\$ 343,350	\$ 99,920	41.0 %
Intergovernmental Revenue	2,464	34,060	—	—	—	—
Charges for Services	2,032	248	—	—	—	—
Miscellaneous Revenue	8,213,885	8,760,745	9,377,640	9,575,410	197,770	2.1
Other Financing Sources	75,307	—	—	—	—	—
Total	\$ 8,293,688	\$ 8,795,053	\$ 9,621,070	\$ 9,918,760	\$ 297,690	3.1 %

PROGRAM EXPENDITURES

	2003 FTE	2004 FTE	2003 Budget	2004 Budget	Absolute Change	Percent Change
County City Building	14.15	14.72	\$ 3,038,860	\$ 3,281,010	\$ 242,150	8.0 %
Medical Examiner Bldg Maint	0.58	0.62	152,640	159,010	6,370	4.2
Hess Building Maint	—	—	11,090	11,470	380	3.4
LESA Building Maint	0.39	0.40	74,510	72,700	(1,810)	(2.4)
Health Building Maint	—	—	25,050	23,350	(1,700)	(6.8)
County Annex Building Maint	2.98	3.11	751,050	715,990	(35,060)	(4.7)
Other Precincts Building Maint	0.53	0.55	242,590	286,120	43,530	17.9
West Precinct Building Maint	0.30	0.31	140,230	140,810	580	0.4
Adult Correction Fac Maint	8.88	9.16	2,495,080	2,276,410	(218,670)	(8.8)
District Court 1 96Th & Hosmer	0.60	0.63	122,270	123,480	1,210	1.0
Remann Hall	7.02	7.13	1,105,470	1,280,320	174,850	15.8
County Garage - Fleet	0.45	0.47	31,700	31,230	(470)	(1.5)
Human Services Bldg Maint	8.72	8.72	1,281,510	1,276,960	(4,550)	(0.4)
Corporate Express Bldg Maint	—	—	—	75,000	75,000	—
950 Building	0.15	0.15	149,020	164,900	15,880	10.7
Total	44.75	45.97	\$ 9,621,070	\$ 9,918,760	\$ 297,690	3.1 %

Facilities Management Fund

STAFFING SUMMARY

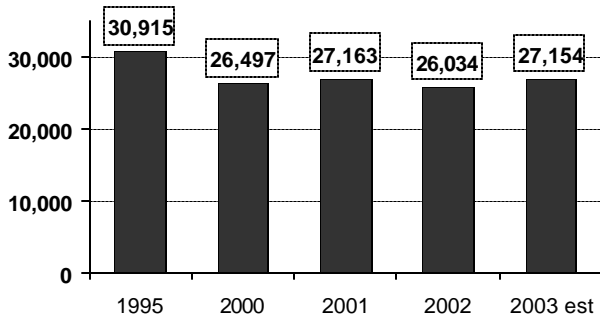
	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE	2004 FTE
Dir – Facilities Mgt	0.55	0.38	0.33	0.33	0.33	0.33
Construction Project Mgr	0.30	0.25	0.10	0.10	0.10	0.28
Admin Program Mgr	0.48	0.48	0.40	0.40	0.40	0.35
Building Maint Supt	1.00	2.00	2.00	2.00	2.00	2.00
Facilities Maint Mechanic	10.00	10.00	11.00	12.00	12.00	12.00
Contracts/Projects Coord	0.40	0.15	—	—	—	0.72
Facilities Maint Supv	2.00	2.00	3.00	4.00	4.00	4.00
Construction Proj Coord	0.65	0.40	0.99	0.99	0.99	1.19
Facilities Services Coord	—	—	—	—	1.00	1.00
Facilities Engineer	—	—	5.60	5.60	5.60	5.60
Administrative Aide	1.00	2.00	1.00	1.00	1.00	1.00
Accounting Assistant	0.58	0.58	0.33	0.33	0.33	0.40
Facilities Maint Tech	6.00	11.00	6.00	6.00	6.00	6.00
Office Assistant	2.44	2.25	2.70	2.50	2.63	2.75
Real Property Mgt Spec	0.37	0.37	0.37	0.37	0.37	0.35
Custodian	8.00	8.00	8.00	8.00	8.00	8.00
Custodial Supervisor	1.00	1.00	1.00	1.00	—	—
Facilities Maint Tech Lead	—	1.00	—	—	—	—
Maintenance Worker	2.00	—	—	—	—	—
Total	36.77	41.86	42.82	44.62	44.75	45.97

WORKLOAD SERVICE DATA

	Unit of Measure	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimate	2004 Estimate
Public Service Building	Service call	1,273	1,342	1,238	1,271	1,204	1,204
LESA	Service call	179	185	133	145	142	142
Health Building	Service call	618	—	—	—	—	—
Medical Examiner	Service call	203	190	185	201	282	282
County - City Building	Service call	4,263	5,249	5,258	5,389	5,536	5,536
Correction Facility	Service call	2,750	3,792	3,571	3,560	3,242	3,242
Correction - Annex	Service call	974	1,063	1,243	999	223	—
Correction - 2002 addition	Service call	—	—	—	—	2,385	2,385
Remann Hall	Service call	1,715	2,053	2,049	2,297	2,538	2,538
Sheriff's East Prec. (incl range)	Service call	216	234	253	265	292	292
Sheriff's West Precinct	Service call	111	128	204	157	152	152
District Court #1	Service call	72	131	144	224	220	220
Parking Garage	Service call	—	8	38	51	44	44
950 Building	Service call	4	183	265	280	244	244
Puget Sound Beh. Health Bldg.	Service call	—	2,200	1,302	6,582	7,038	7,038
Fleet Garage	Service call	—	57	54	43	44	44
Total service calls		12,378	16,815	15,937	21,464	23,586	23,363
Space maintained	Square feet	890,114	1,094,798	1,266,124	1,264,625	1,389,098	1,389,098
Construction projects managed	Value	8,491,118	10,991,179	25,643,534	19,275,102	11,558,146	5,293,630

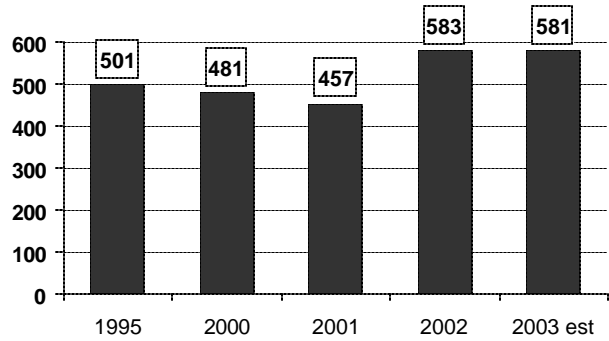
BUDGET RATIOS

Square Feet Maintained per Staff



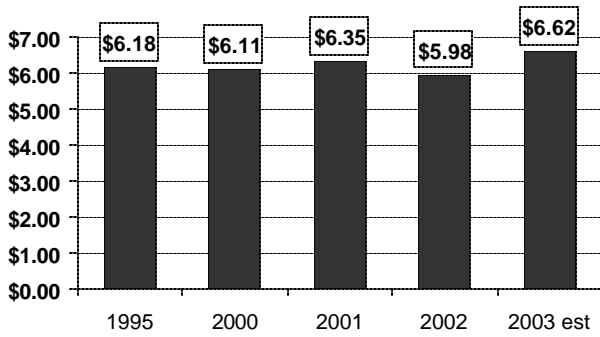
❖ From 1995 to 2003 the number of square feet maintained per Facilities Management staff, not including the CCB parking garage, decreased 12%.

Service Calls per Staff



❖ From 1995 to 2003 the number of service calls per custodial/maintenance staff in Facilities Management increased 16%.

Maintenance Cost per Square Foot



❖ From 1995 to 2003 the maintenance cost per square foot for buildings maintained by Facilities Management, excluding the CCB parking garage, increased 7% after adjusting for inflation.

Real Estate Excise Tax - Capital Improvement

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 2004 R.E.E.T. - Capital Improvement Fund budget totals \$5,755,460. The proposed projects are shown in the Project Summary Table on the next page.

FUNDING SOURCES

	2001 Actual	2002 Actual	2003 Budget	2004 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 1,675,680	\$ 1,963,740	\$ 288,060	17.2 %
Taxes	3,305,105	3,203,465	3,000,000	3,456,000	456,000	15.2
Intergovernmental Revenue	220,050	545,194	—	335,720	335,720	∞
Miscellaneous Revenue	350	100	—	—	—	—
Other Financing Sources	750,000	907,348	17,490	—	(17,490)	(100.0)
Total	\$ 4,275,505	\$ 4,656,107	\$ 4,693,170	\$ 5,755,460	\$ 1,062,290	22.6 %

EXPENDITURES

	2001 Actual	2002 Actual	2003 Budget	2004 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 125,004	\$ 193,463	\$ 195,850	\$ 218,730	\$ 22,880	11.7 %
Personnel Benefits	23,050	38,012	37,590	52,560	14,970	39.8
Supplies	10,793	33,486	10,000	50,000	40,000	400.0
Other Services & Charges	417,668	524,377	1,251,370	2,969,310	1,717,940	137.3
Capital Outlays	2,432,220	2,997,157	2,192,370	1,422,000	(770,370)	(35.1)
Debt Service-Principal	1,001,360	1,006,920	1,005,990	1,042,860	36,870	3.7
Total	\$ 4,010,095	\$ 4,793,415	\$ 4,693,170	\$ 5,755,460	\$ 1,062,290	22.6 %

Real Estate Excise Tax - Capital Improvement

STAFFING SUMMARY

	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE	2004 FTE
Dir – Facilities Mgt	0.02	0.12	0.09	0.09	0.09	0.17
Construction Project Mgr	0.20	0.20	0.20	0.20	0.20	0.50
Admin Program Mgr	0.10	0.10	0.11	0.11	0.11	0.33
Contracts/Projects Coord	0.35	—	—	1.00	1.00	0.99
Construction Proj Coord	0.25	0.30	0.94	0.94	0.94	0.79
Accounting Assistant	0.15	0.15	0.15	0.15	0.15	0.42
Office Assistant	0.20	0.20	0.20	0.20	0.25	0.25
Total	1.27	1.07	1.69	2.69	2.74	3.45

PROJECT SUMMARY

Project Name	Project #	City of Tacoma	REET	Fund Balance	2004 Budget
950 Building Elevator Improvement	3112	\$ —	\$ 67,500	\$ —	\$ 67,500
Administrative Support	302K	—	357,850	—	357,850
County - City Building Asbestos Abatement Projects	3110	91,100	178,900	—	270,000
County - City Building Security System	3108	16,870	33,130	—	50,000
County - City Building Resurface C-Wing Exterior	3084	227,750	—	447,250	675,000
East Precinct Roof	3086	—	189,000	—	189,000
Energy Conservation Projects	3092	—	125,000	—	125,000
Main Jail Chiller Piping Modification	3106	—	101,250	—	101,250
Main Jail Elevator Controls Upgrade	3021	—	945,000	—	945,000
Nollmeyer Lane Beautification - Campus Phase 2	3085	—	—	997,000	997,000
Remann Hall Debt Service	302J	—	1,042,860	—	1,042,860
Remann Hall Hot Water Tank Replacement	3111	—	135,000	—	135,000
Remann Hall Signage	3107	—	50,000	—	50,000
Superior Court Upgrades	3079	—	100,000	—	100,000
Superior Court Wiring (Court Reporting)	3109	—	50,000	—	50,000
Temporary Jail Parking Lot Reconstruction	3103	—	—	425,000	425,000
Unallocated	—	—	5,510	94,490	100,000
Various ADA Upgrades	3091	—	75,000	—	75,000
Total		\$ 335,720	\$ 3,456,000	\$ 1,963,740	\$ 5,755,460