

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 2004

Facilities Management completed construction of the main jail remodel and inter-tied the old jail chilled water system with the County-City Building system. Phase IV of the County-City Building refinishing and painting was completed as was the Nollmeyer Lane and public parking lot improvements behind the County-City Building. Other projects completed in the courthouse were the latest phase of the restroom remodel project and enhancements to the courthouse security camera system. An underground petroleum storage tank which served the building's emergency generator was replaced. Preliminary design work was initiated in anticipation of the move of the Tacoma Police department from the building in 2005. Several Sheriff department projects were completed or initiated. The building purchased for the Foothills detachment was remodeled in anticipation of the move of the unit from leased space at the end of the year. The East Precinct roof was replaced, and preliminary design and lease application materials were prepared for the sixty acre Fort Lewis property which will house the future Parkland/Spanaway precinct. At Remann Hall, air ducts were cleaned, a new emergency generator was installed and a campus identification sign was installed at the facility entrance. At the Human Services campus, the Soundview Medical building was substantially remodeled for the Community Services Department, who moved from leased space, and the elevator control system at the Human Services buildings was upgraded. At the Public Services Building/2501 Building campus, the 2501 building remodel began with the remodel of space for the Emergency Management offices, and the beginning of architectural design for the Emergency Operations Center and the spaces for the Sheriff property storage, Auditor's ballot warehouse and General Services Division. Facilities Maintenance Division staff completed over 23,000 work orders at twenty-five locations. Twenty tax title properties were sold.

DEPARTMENT BUDGETS				
Department Name	2004 Budget	2005 Budget	Absolute Change	Percent Change
Building Remodel Projects	\$ 2,000,000	\$ 2,869,000	\$ 869,000	43.5 %
Facilities Management Fund	9,918,760	10,171,810	253,050	2.6
Real Estate Excise Tax -Capital Improvement	6,722,680	4,075,940	(2,646,740)	(39.4)
2501 Corporate Express Building	1,494,620	4,794,620	3,300,000	220.8
Total Facilities Management	\$ 20,136,060	\$ 21,911,370	\$ 1,775,310	8.8 %

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Facilities Management

Building Remodel Projects

General Fund

Departmental Summary: This department accounts for major building 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.

Budget Highlights: This budget allocates \$2,869,000 for potential remodeling and improvement projects, most of which will be utilized for the remodeling of the Corporate Express Building.

FUNDING SOURCES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
General Fund Support	\$ 1,428,302	\$ 1,923,366	\$ 2,000,000	\$ 2,869,000	\$ 869,000	43.5 %
Fees/Charges	—	29,734	—	—	—	—
Total	\$ 1,428,302	\$ 1,953,100	\$ 2,000,000	\$ 2,869,000	\$ 869,000	43.5 %

EXPENDITURES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 4,025	\$ —	\$ 5,060	\$ —	\$ (5,060)	(100.0) %
Personnel Benefits	457	—	1,100	—	(1,100)	(100.0)
Supplies	1,435	—	—	—	—	—
Other Services & Charges	1,418,470	1,237,634	1,132,930	2,869,000	1,736,070	153.2
Capital Outlays	3,915	715,466	860,910	—	(860,910)	(100.0)
Total	\$ 1,428,302	\$ 1,953,100	\$ 2,000,000	\$ 2,869,000	\$ 869,000	43.5 %

Building Remodel 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, 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.

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 2005 Facilities Management Fund budget is 2.6% above the 2004 budget. This level of increase will fund on-going operations, maintenance and repair activities (adjusted for inflation), the transfer of the grounds maintenance division from the Parks and Recreation Department, and the O/M expense at the "Hess Building" if it should be acquired by the county.

Performance Measures

- 1) Reduce janitorial complaints/deficiency notices at County owned buildings by 10% from the 2004 level. (Goal K)
- 2) Increase jury and employee parking spaces at the County-City Building by at least 20% once the Tacoma Police Department moves. (Goal K)
- 3) Continue to implement energy conservation strategies to reduce aggregate energy consumption in our facilities by 3%. (Goal H)
- 4) Continue to reduce the inventory of deferred maintenance on County buildings by completing at least ten capital repair projects by December 31, 2005. (Goal K)

Facilities Management Fund

- 5) Reduce elevator down time in the main jail and County-City Building by 50% by completing system improvements recommended by elevator consultant study. (Goal H)

FUNDING SOURCES						
	2002	2003	2004	2005	Absolute	Percent
	Actual	Actual	Budget	Budget	Change	Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 343,350	\$ 460,910	\$ 117,560	34.2 %
Intergovernmental Revenue	34,060	63,410	—	—	—	—
Charges for Services	248	178	—	80	80	∞
Miscellaneous Revenue	8,760,745	9,549,440	9,575,410	9,710,820	135,410	1.4
Other Financing Sources	—	24,012	—	—	—	—
Total	\$ 8,795,053	\$ 9,637,040	\$ 9,918,760	\$ 10,171,810	\$ 253,050	2.6 %

PROGRAM EXPENDITURES						
	2004	2005	2004	2005	Absolute	Percent
	FTE	FTE	Budget	Budget	Change	Change
County City Building	14.49	14.73	\$ 3,281,010	\$ 3,209,860	\$ (71,150)	(2.2) %
Medical Examiner Bldg Maint	0.76	1.03	159,010	178,450	19,440	12.2
Hess Building Maint	—	—	11,470	135,300	123,830	1,079.6
LESA Building Maint	0.45	0.46	72,700	98,750	26,050	35.8
Health Building Maint	—	—	23,350	23,880	530	2.3
County Annex Building Maint	2.91	3.91	715,990	718,430	2,440	0.3
Other Precincts Building Maint	0.62	1.28	286,120	276,760	(9,360)	(3.3)
West Precinct Building Maint	0.26	0.62	140,810	124,860	(15,950)	(11.3)
Adult Correction Fac Maint	9.13	9.16	2,276,410	2,067,350	(209,060)	(9.2)
District Court 1 96Th & Hosmer	0.72	0.90	123,480	139,240	15,760	12.8
Remann Hall	7.12	8.09	1,280,320	1,343,320	63,000	4.9
County Garage - Fleet	0.14	0.14	31,230	37,790	6,560	21.0
Human Services Bldg Maint	8.76	8.74	1,276,960	1,304,820	27,860	2.2
2501 Corporate Express Bldg	0.09	1.22	75,000	218,020	143,020	190.7
Ground Maint - Other Locations	—	—	—	140,140	140,140	—
950 Building	0.54	0.73	164,900	154,840	(10,060)	(6.1)
Total	45.99	51.01	\$ 9,918,760	\$ 10,171,810	\$ 253,050	2.6 %

Facilities Management Fund

STAFFING SUMMARY

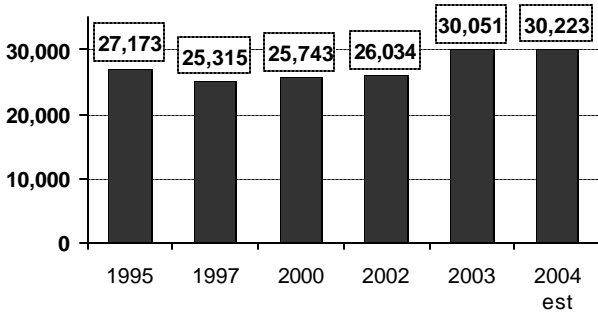
	2000 FTE	2001 FTE	2002 FTE	2003 FTE	2004 FTE	2005 FTE
Dir – Facilities Mgt	0.38	0.33	0.33	0.33	0.33	0.30
Construction Project Mgr	0.25	0.10	0.10	0.10	0.28	0.28
Admin Program Mgr	0.48	0.40	0.40	0.40	0.35	0.35
Building Maint Supt	2.00	2.00	2.00	2.00	2.00	2.00
Facilities Maint Mechanic	10.00	11.00	12.00	12.00	12.00	12.00
Contracts/Projects Coord	0.15	—	—	—	1.93	1.88
Facilities Maint Supv	2.00	3.00	4.00	4.00	4.00	4.00
Gardener	—	—	—	—	—	5.80
Facilities Services Coord	—	—	—	1.00	1.00	1.00
Facilities Engineer	—	5.60	5.60	5.60	5.60	5.60
Real Property Mgt Spec	0.37	0.37	0.37	0.37	0.35	0.35
Administrative Aide	2.00	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	0.58	0.33	0.33	0.33	0.40	0.35
Facilities Maint Tech	11.00	6.00	6.00	6.00	6.00	6.00
Office Assistant	2.25	2.70	2.50	2.63	2.75	2.10
Custodian	8.00	8.00	8.00	8.00	8.00	8.00
Construction Proj Coord	0.40	0.99	0.99	0.99	—	—
Custodial Supervisor	1.00	1.00	1.00	—	—	—
Facilities Maint Tech Lead	1.00	—	—	—	—	—
Maintenance Worker	—	—	—	—	—	—
Total	41.86	42.82	44.62	44.75	45.99	51.01

WORKLOAD SERVICE DATA

	Unit of Measure	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Estimate	2005 Estimate
Public Service Building	Service call	1,342	1,238	1,271	1,160	1,438	1,438
LESA	Service call	185	133	145	144	210	210
Health Building	Service call	—	—	—	—	—	—
Medical Examiner	Service call	190	185	201	261	310	310
County - City Building	Service call	5,249	5,258	5,389	5,428	5,550	5,550
Correction Facility	Service call	3,792	3,571	3,560	2,967	3,116	3,116
Correction - Annex	Service call	1,063	1,243	999	223	—	—
Correction - 2002 addition	Service call	—	—	—	1,740	1,782	1,782
Remann Hall	Service call	2,053	2,049	2,297	2,435	2,614	2,614
Sheriff's East Prec. (incl range)	Service call	234	253	265	270	298	328
Sheriff's West Precinct	Service call	128	204	157	164	164	164
District Court #1	Service call	131	144	224	219	268	268
Parking Garage	Service call	8	38	51	41	60	60
950 Building	Service call	183	265	280	266	300	300
Puget Sound Beh. Health Bldg.	Service call	2,200	1,302	6,582	7,208	7,910	7,910
Fleet Garage	Service call	57	54	43	43	42	42
2501 Building	Service call	—	—	—	—	60	60
Total service calls		16,815	15,937	21,464	22,569	24,062	24,092
Space maintained	Square feet	1,094,798	1,266,124	1,264,625	1,391,263	1,479,251	1,497,765
Construction projects managed	Value	10,991,179	25,643,534	19,275,102	9,145,136	12,509,280	8,816,831

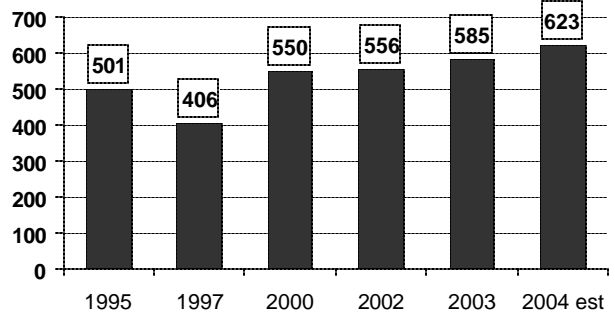
BUDGET RATIOS

Square Feet Maintained per Staff



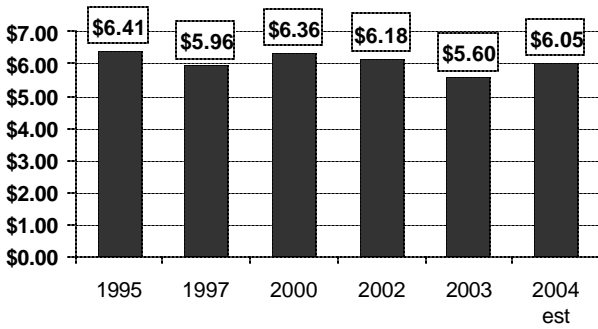
❖ From 1995 to 2004 the number of square feet maintained per Facilities Management staff, not including the CCB parking garage, increased 11%.

Service Calls per Staff



❖ From 1995 to 2004 the number of service calls per custodial/maintenance staff in Facilities Management increased 24%.

Maintenance Cost per Square Foot



❖ From 1995 to 2004 the maintenance cost per square foot for buildings maintained by Facilities Management, not including the CCB parking garage, decreased 6% 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 2005 R.E.E.T. - Capital Improvement Fund budget totals \$4,075,940. The proposed projects are shown in the Project Summary Table on the next page.

FUNDING SOURCES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 2,833,770	\$ 375,360	\$ (2,458,410)	(86.8) %
Taxes	3,203,465	4,301,576	3,456,000	3,600,000	144,000	4.2
Intergovernmental Revenue	545,194	166,152	335,720	100,000	(235,720)	(70.2)
Charges for Services	—	100	—	—	—	—
Miscellaneous Revenue	100	105	—	580	580	∞
Other Financing Sources	907,348	497,712	97,190	—	(97,190)	(100.0)
Total	\$ 4,656,107	\$ 4,965,645	\$ 6,722,680	\$ 4,075,940	\$ (2,646,740)	(39.4) %

EXPENDITURES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ 193,463	\$ 164,728	\$ 232,500	\$ 190,140	\$ (42,360)	(18.2) %
Personnel Benefits	38,012	38,763	54,200	48,540	(5,660)	(10.4)
Supplies	33,486	33,506	73,840	50,000	(23,840)	(32.3)
Other Services & Charges	524,377	682,490	3,004,250	1,625,120	(1,379,130)	(45.9)
Capital Outlays	2,997,157	1,419,337	2,315,030	1,207,920	(1,107,110)	(47.8)
Debt Service-Principal	1,006,920	1,005,998	1,042,860	954,220	(88,640)	(8.5)
Total	\$ 4,793,415	\$ 3,344,822	\$ 6,722,680	\$ 4,075,940	\$ (2,646,740)	(39.4) %

STAFFING SUMMARY

	2000 FTE	2001 FTE	2002 FTE	2003 FTE	2004 FTE	2005 FTE
Dir – Facilities Mgt	0.12	0.09	0.09	0.09	0.17	0.25
Construction Project Mgr	0.20	0.20	0.20	0.20	0.50	0.30
Admin Program Mgr	0.10	0.11	0.11	0.11	0.33	0.28
Contracts/Projects Coord	—	—	1.00	1.00	1.80	1.45
Accounting Assistant	0.15	0.15	0.15	0.15	0.42	0.42
Office Assistant	0.20	0.20	0.20	0.25	0.25	0.15
Construction Proj Coord	0.30	0.94	0.94	0.94	—	—
Total	1.07	1.69	2.69	2.74	3.47	2.85

Real Estate Excise Tax - Capital Improvement

PROJECT SUMMARY

Project Name	Project #	2005 Budget
950 Bldg - Roof Upper Level	3020	\$ 149,200
950 Bldg - HVAC Replace Roof Top Chiller	3022	100,000
Administrative Support	302K	281,110
Annex HVAC Rebalance all Areas	3023	139,860
CCB - Asbestos Abatement Projects	3110	194,890
CCB Building Remodel Design	3116	250,000
CCB - Elevator Upgrade (B Tower)	3026	562,450
CCB - HVAC Duct Cleaning	3028	65,000
CCB - Roof, Courts Wing Addition	3030	256,410
CCB - Seal Pakring Garage by Jail	3031	180,080
CCB Security System	3108	50,000
Jail - HVAC Duct Clean (AHU's 4, 5L, 5E)	3032	64,750
Jail - Seal & Paint all Recreation Yard Floors/Walls	3035	131,590
Parkland Spanaway Precinct Design	3114	250,000
Remann Hall Debt Service	302J	954,220
Superior Court Remodel	SC05	50,000
Various ADA Projects	3091	64,750
Various Carpet and Floor Tile	3036	86,330
Various Energy Conservation Projects	3092	70,310
Various HVAC	3095	74,990
Unallocated		100,000
Total		\$ 4,075,940

2501 Corporate Express Building

Capital Project Fund

Departmental Summary: This Fund accounts for the remodel and building improvement costs at the recently purchased 2501 Corporate Express Building.

Budget Highlights: This budget will finance:

- a) Design and remodeling costs for the departments which will be located in this building..... \$2,535,000
- b) Design and construction expenses for the Emergency Operations Center (2005 costs only) 2,150,000
- c) Related staff and administration expenses 109,620

\$4,794,620

Funding will be provided by the General Fund, the 911 System fund (for the E.O.C.), and an internal loan and/or other short term borrowing.

FUNDING SOURCES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
Est Use of Begin Fund Balance	\$ —	\$ —	\$ 1,336,530	\$ —	\$ (1,336,530)	(100.0) %
Other Financing Sources	—	4,225,000	158,090	4,794,620	4,636,530	2,932.8
Total	\$ —	\$ 4,225,000	\$ 1,494,620	\$ 4,794,620	\$ 3,300,000	220.8 %

EXPENDITURES

	2002 Actual	2003 Actual	2004 Budget	2005 Budget	Absolute Change	Percent Change
Salaries & Wages	\$ —	\$ —	\$ 50	\$ 86,550	\$ 86,500	173,000.0 %
Personnel Benefits	—	—	—	21,580	21,580	∞
Supplies	—	—	500	—	(500)	(100.0)
Other Services & Charges	—	608	604,250	151,490	(452,760)	(74.9)
Capital Outlays	—	2,887,860	889,820	4,535,000	3,645,180	409.7
Total	\$ —	\$ 2,888,468	\$ 1,494,620	\$ 4,794,620	\$ 3,300,000	220.8 %

STAFFING SUMMARY

	2000 FTE	2001 FTE	2002 FTE	2003 FTE	2004 FTE	2005 FTE
Dir-Facilities Mgt	—	—	—	—	—	0.10
Construction Project Mgr	—	—	—	—	—	0.20
Admin Program Mgr	—	—	—	—	—	0.17
Contracts/Projects Coord	—	—	—	—	—	0.60
Accounting Assistant	—	—	—	—	—	0.12
Office Assistant	—	—	—	—	—	0.10
Total	—	—	—	—	—	1.29

2501 Corporate Express Building
