

# 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 REET Capital Projects Funds, 2501 Corporate Express Building, and the Building Remodel Projects account in the General Fund.

## **Major Accomplishments in 2007**

Facilities Management staff were heavily involved in restructuring the department, creating several new and upgraded positions: Assistant Director, Construction Division Manager, Maintenance & Operations Division Manager, Real Property Specialist 1 and 2, and two Construction Management Technicians.

Real Property Management (RPM) continues to expand customer services. Lease and site assessment services were provided to a number of departments including the Sheriff, Auditor, Budget and Finance, and Public Works. Program placement and relocation analysis was provided to WSU Extension programs. Marketing of Public Works' 9th Street Pit properties and facilitation of Peacock Hill property transaction helped Public Works. Assistance to Parks & Recreation with their conservations futures program is occurring. New contracts were negotiated for Timber and Parking Lot Management services. Accounting for tax title properties was streamlined with Budget & Finance, utilizing the Assessor/Treasurer Ascend program. Maintenance teamed up with Public Works to provide services at the East Central Maintenance Facility; care to additional facilities will expand in 2008. A variety of projects were completed including extensive duct cleaning at the County-City Building. At Corrections, an office remodel, crisis cell development, and shower door prototype were completed.

Construction celebrated the completion of Phase One County-City Building Courts remodel; phase two is underway. At the 2501 Building, General Services, Sheriff's Property room and Auditor moved into this newly remodeled space. Other projects include upgrading County-City Building elevators; upgrading LESA telecommunications room HVAC system; completing an emergency jail parking lot resurface; upgrading lighting at the Auditor's offices; and sidewalk repairs at the Fleet Garage and the Human Services site.

| <b>DEPARTMENT BUDGETS</b>          |                      |                      |                       |                   |
|------------------------------------|----------------------|----------------------|-----------------------|-------------------|
| Department Name                    | 2007<br>Budget       | 2008<br>Budget       | Absolute<br>Change    | Percent<br>Change |
| Capital Improvement Projects       | \$ 390,000           | \$ 700,000           | \$ 310,000            | 79.5 %            |
| Facilities Management Fund         | 11,435,330           | 12,790,960           | 1,355,630             | 11.9              |
| REET Capital Improvement Fund      | 16,888,970           | 7,656,570            | (9,232,400)           | (54.7)            |
| 2501 Corporate Express Bldg        | 16,077,130           | 2,143,310            | (13,933,820)          | (86.7)            |
| <b>Total Facilities Management</b> | <b>\$ 44,791,430</b> | <b>\$ 23,290,840</b> | <b>\$(21,500,590)</b> | <b>(48.0) %</b>   |

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*Facilities Management*

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## 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 2008 budget includes:

- a) WSU Extension moving costs (\$40,000);
- b) Medical Examiner space remodeling (\$50,000);
- c) Acquisition of clear zone property off the McChord runway (\$500,000); and
- d) District Court: 7<sup>th</sup> Floor Remodel/6<sup>th</sup> Floor furniture (\$110,000).

### FUNDING SOURCES

|                      | 2008<br>Actual      | 2006<br>Actual      | 2007<br>Budget    | 2008<br>Budget    | Absolute<br>Change | Percent<br>Change |
|----------------------|---------------------|---------------------|-------------------|-------------------|--------------------|-------------------|
| General Fund Support | \$ 2,840,327        | \$ 4,649,898        | \$ 390,000        | \$ 700,000        | \$ 310,000         | 79.5 %            |
| <b>Total</b>         | <b>\$ 2,840,327</b> | <b>\$ 4,649,898</b> | <b>\$ 390,000</b> | <b>\$ 700,000</b> | <b>\$ 310,000</b>  | <b>79.5 %</b>     |

### EXPENDITURES

|                          | 2005<br>Actual      | 2006<br>Actual      | 2007<br>Budget    | 2008<br>Budget    | Absolute<br>Change | Percent<br>Change |
|--------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|-------------------|
| Salaries & Wages         | \$ (116)            | \$ —                | \$ —              | \$ —              | \$ —               | — %               |
| Personnel Benefits       | (13)                | —                   | —                 | —                 | —                  | —                 |
| Supplies                 | —                   | 816                 | —                 | —                 | —                  | —                 |
| Other Services & Charges | 2,840,456           | 4,649,082           | 390,000           | 700,000           | 310,000            | 79.5              |
| <b>Total</b>             | <b>\$ 2,840,327</b> | <b>\$ 4,649,898</b> | <b>\$ 390,000</b> | <b>\$ 700,000</b> | <b>\$ 310,000</b>  | <b>79.5 %</b>     |

*Capital Improvement Projects*

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# Facilities Management Fund

## *Internal Service Fund*

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**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.**

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### **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 96<sup>th</sup> Street, 2501 Building, Water Programs Building and Public Works Shops.

### **Budget Highlights:**

The 2008 Facilities Management Fund budget is 11.9% above the 2007 budget. This level of increase will fund:

- a) On-going maintenance and repair activities (adjusted for inflation);
- b) New maintenance expenses at the Corporate Express, Rhodes Lake and Central Maintenance Facility buildings;
- c) One new manager position and implementation costs for the new Lenel security system; and
- d) One new administrative assistant to deal with necessary support functions.

**Facilities Management Fund**

**Performance Measures**

- 1) Ensure that the number of work orders more than 30 days old at month end is less than 15 percent of the work orders received for that month. (Goals H, K)
- 2) Place “cold calls” to owners adjacent to 60 of our tax title properties for potential private negotiations. (Goal H)
- 3) Develop a customer satisfaction survey to be distributed upon project completion to stakeholders involved in larger construction, maintenance and real property projects managed by Facilities Management.
- 4) Fully cross-train 60% of Facilities Maintenance staff by end of year 2008 on 75% of facilities maintained by Facilities Management Department. (Goals H, J)
- 5) Assist other County Departments to promote the health and productivity of county-owned and tax title properties by coordinating timber management, vegetation management, and property cleanup services for a minimum of five parcels. (Goals E, H)

| <b>FUNDING SOURCES</b>        |                        |                        |                        |                        |                            |                           |
|-------------------------------|------------------------|------------------------|------------------------|------------------------|----------------------------|---------------------------|
|                               | <b>2005<br/>Actual</b> | <b>2006<br/>Actual</b> | <b>2007<br/>Budget</b> | <b>2008<br/>Budget</b> | <b>Absolute<br/>Change</b> | <b>Percent<br/>Change</b> |
| Est Use of Begin Fund Balance | \$ —                   | \$ —                   | \$ 277,290             | \$ 677,120             | \$ 399,830                 | 144.2 %                   |
| Intergovernmental Revenue     | 9,252                  | —                      | —                      | —                      | —                          | —                         |
| Charges for Services          | 152                    | 179                    | 120                    | —                      | (120)                      | (100.0)                   |
| Miscellaneous Revenue         | 10,002,645             | 10,362,722             | 11,157,920             | 12,113,840             | 955,920                    | 8.6                       |
| Other Financing Sources       | 582                    | (3,037)                | —                      | —                      | —                          | —                         |
| <b>Total</b>                  | <b>\$ 10,012,631</b>   | <b>\$ 10,359,864</b>   | <b>\$ 11,435,330</b>   | <b>\$ 12,790,960</b>   | <b>\$ 1,355,630</b>        | <b>11.9 %</b>             |

| <b>PROGRAM EXPENDITURES</b>    |                     |                     |                        |                        |                            |                           |
|--------------------------------|---------------------|---------------------|------------------------|------------------------|----------------------------|---------------------------|
|                                | <b>2007<br/>FTE</b> | <b>2008<br/>FTE</b> | <b>2007<br/>Budget</b> | <b>2008<br/>Budget</b> | <b>Absolute<br/>Change</b> | <b>Percent<br/>Change</b> |
| County City Building           | 16.31               | 16.61               | 3,526,330              | 3,951,840              | 425,510                    | 12.1 %                    |
| Medical Examiner Bldg Maint    | 1.00                | 1.02                | 217,080                | 243,830                | 26,750                     | 12.3                      |
| Hess Building Maint            | 0.56                | 0.56                | 120,110                | 134,180                | 14,070                     | 11.7                      |
| LESA Building Maint            | 0.42                | 0.55                | 90,490                 | 131,200                | 40,710                     | 45.0                      |
| Health Building Maint          | 0.05                | 0.05                | 11,700                 | 12,040                 | 340                        | 2.9                       |
| County Annex Building Maint    | 3.87                | 3.95                | 835,860                | 940,050                | 104,190                    | 12.5                      |
| Other Precincts Building Maint | 1.65                | 2.08                | 357,500                | 495,400                | 137,900                    | 38.6                      |
| West Precinct Building Maint   | 0.65                | 0.69                | 140,400                | 165,270                | 24,870                     | 17.7                      |
| Adult Correction Fac Maint     | 11.10               | 11.10               | 2,404,470              | 2,641,240              | 236,770                    | 9.8                       |
| District Court 96Th & Hosmer   | 0.74                | 0.79                | 160,170                | 187,590                | 27,420                     | 17.1                      |
| Remann Hall                    | 7.11                | 6.23                | 1,536,700              | 1,481,380              | (55,320)                   | (3.6)                     |
| County Garage - Fleet          | 0.28                | 0.22                | 59,720                 | 52,200                 | (7,520)                    | (12.6)                    |
| Human Services Bldg Maint      | 6.24                | 6.00                | 1,348,620              | 1,427,760              | 79,140                     | 5.9                       |
| Corporate Express Bldg Maint   | 1.23                | 1.45                | 265,740                | 345,940                | 80,200                     | 30.2                      |
| Ground Maint - Other Locations | 0.56                | 0.38                | 121,810                | 90,170                 | (31,640)                   | (26.0)                    |
| 911 Bldg-Graves                | 0.14                | 0.13                | 30,040                 | 29,770                 | (270)                      | (0.9)                     |
| 925 Bldg-Chief Bighorn         | 0.08                | 0.05                | 16,460                 | 11,570                 | (4,890)                    | (29.7)                    |
| East Central Maint Facility    | 0.14                | 0.88                | 29,800                 | 210,310                | 180,510                    | 605.7                     |
| 945 Building                   | —                   | 0.22                | —                      | 52,230                 | 52,230                     | —                         |
| 950 Building                   | 0.75                | 0.79                | 162,330                | 186,990                | 24,660                     | 15.2                      |
| <b>Total</b>                   | <b>52.88</b>        | <b>53.75</b>        | <b>\$ 11,435,330</b>   | <b>\$ 12,790,960</b>   | <b>\$ 1,355,630</b>        | <b>11.9 %</b>             |

*Facilities Management Fund*

**STAFFING SUMMARY**

|                           | 2003<br>FTE  | 2004<br>FTE  | 2005<br>FTE  | 2006<br>FTE  | 2007<br>FTE  | 2008<br>FTE  |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Dir-Facilities Mgt        | 0.33         | 0.33         | 0.30         | 0.30         | 0.35         | 0.35         |
| Asst Dir - Facilities Mgt | 0.40         | 0.35         | 0.35         | 0.35         | 0.30         | 0.30         |
| Facilities Maint Manager  | —            | —            | —            | 1.00         | 0.80         | 1.00         |
| Security Manager          | —            | —            | —            | —            | —            | 1.00         |
| Building Maint Supt       | 2.00         | 2.00         | 2.00         | 1.00         | 1.00         | 1.00         |
| Facilities Maint Mechanic | 12.00        | 12.00        | 12.00        | 12.00        | 13.00        | 13.00        |
| Contracts/Projects Coord  | —            | 1.93         | 1.88         | 1.88         | 1.60         | 0.80         |
| Facilities Maint Supv     | 4.00         | 4.00         | 4.00         | 4.00         | 4.00         | 4.00         |
| Gardener                  | —            | —            | 6.00         | 6.00         | 6.00         | 6.00         |
| Real Property Mgt Spec    | 0.37         | 0.35         | 0.35         | 0.35         | 0.70         | 0.70         |
| Facilities Engineer       | 5.60         | 5.60         | 5.60         | 5.00         | 5.00         | 5.00         |
| Facilities Services Coord | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Administrative Assistant  | —            | —            | —            | —            | —            | 1.00         |
| Administrative Aide       | 1.00         | 1.00         | 1.00         | 1.00         | 0.80         | 1.00         |
| Facilities Maint Tech     | 6.00         | 6.00         | 7.00         | 7.00         | 7.00         | 7.00         |
| Custodian                 | 8.00         | 8.00         | 8.00         | 9.00         | 9.00         | 9.00         |
| Office Assistant          | 2.63         | 2.75         | 2.10         | 2.10         | 1.75         | 1.60         |
| Construction Project Mgr  | 0.10         | 0.28         | 0.28         | 0.33         | 0.33         | —            |
| Accounting Assistant      | 0.33         | 0.40         | 0.35         | 0.35         | 0.25         | —            |
| Construction Proj Coord   | 0.99         | —            | —            | —            | —            | —            |
| <b>Total</b>              | <b>44.75</b> | <b>45.99</b> | <b>52.21</b> | <b>52.66</b> | <b>52.88</b> | <b>53.75</b> |

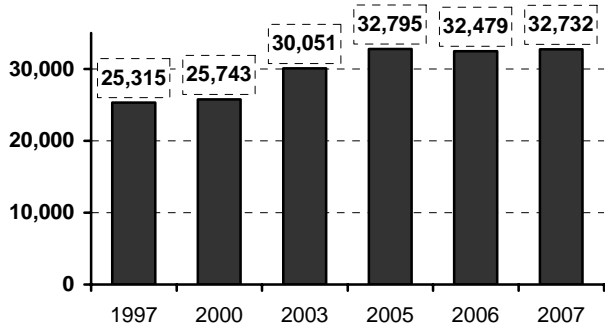
**WORKLOAD SERVICE DATA**

|                                      | Unit of<br>Measure | 2003<br>Actual | 2004<br>Actual | 2005<br>Actual | 2006<br>Actual | 2007<br>Estimate | 2008<br>Estimate |
|--------------------------------------|--------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Public Service Building              | Service call       | 1,160          | 1,389          | 1,841          | 1,966          | 2,140            | 2,198            |
| LESA                                 | Service call       | 144            | 192            | 292            | 321            | 298              | 306              |
| Medical Examiner                     | Service call       | 261            | 260            | 236            | 323            | 426              | 438              |
| County - City Building               | Service call       | 5,428          | 5,151          | 5,066          | 4,947          | 4,532            | 4,654            |
| Correction Facility                  | Service call       | 2,964          | 3,109          | 3,069          | 3,023          | 3,530            | 3,625            |
| Correction - 2002 Addition           | Service call       | 1,740          | 1,715          | 1,656          | 1,856          | 2,102            | 2,159            |
| Remann Hall                          | Service call       | 2,435          | 2,600          | 2,852          | 2,787          | 3,158            | 3,243            |
| Sheriff's East Precinct <sup>1</sup> | Service call       | 270            | 290            | 332            | 272            | 306              | 314              |
| Sheriff's West Precinct              | Service call       | 164            | 149            | 96             | 110            | 108              | 111              |
| District Court                       | Service call       | 219            | 240            | 233            | 241            | 308              | 316              |
| Parking Garage                       | Service call       | 41             | 53             | 67             | 66             | 54               | 55               |
| 950 Building                         | Service call       | 266            | 239            | 343            | 288            | 302              | 310              |
| Human Services Building/Soundwv      | Service call       | 7,208          | 7,636          | 7,343          | 6,443          | 7,346            | 7,544            |
| Fleet Garage                         | Service call       | 43             | 39             | 71             | 76             | 66               | 68               |
| 2501 Building                        | Service call       | —              | 86             | 324            | 289            | 364              | 374              |
| Hess Building                        | Service call       | —              | —              | 225            | 282            | 230              | 236              |
| 925 Building                         | Service call       | —              | —              | 6              | 15             | 20               | 21               |
| 911 Building                         | Service call       | —              | —              | 13             | 86             | 48               | 49               |
| Misc Leased Facilities               | Service call       | —              | —              | 124            | 99             | 190              | 195              |
| New Facilities for 2008              | Service call       | —              | —              | —              | —              | —                | 1,885            |
| <b>Total Service Calls</b>           |                    | <b>22,346</b>  | <b>23,148</b>  | <b>24,189</b>  | <b>23,490</b>  | <b>25,528</b>    | <b>28,102</b>    |
| Space Maintained                     | Square feet        | 1,391,263      | 1,473,127      | 1,515,472      | 1,515,472      | 1,534,472        | 1,652,306        |
| Construction Projects Managed        | Dollars            | 8,913,325      | 10,743,861     | 6,704,075      | 22,387,662     | 33,766,836       | 7,391,250        |

<sup>1</sup>Includes East Precinct, Sheriff Range, Mt. Detachment, Peninsula Substation

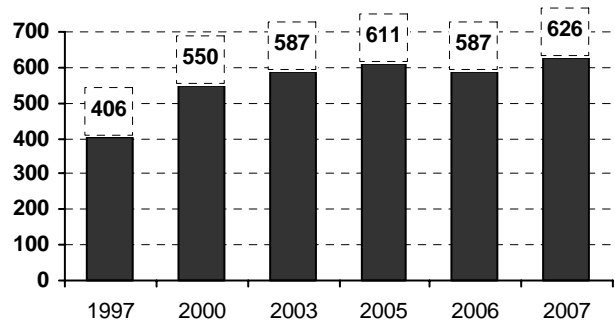
**BUDGET RATIOS**

**Square Feet Maintained per Staff**



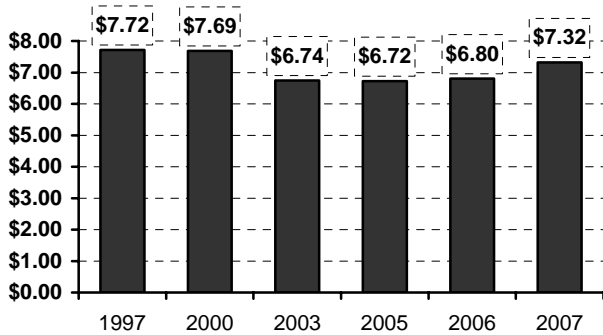
❖ From 1997 to 2007 the number of square feet maintained per Facilities Management staff, except gardeners, and not including the CCB parking garage, increased 29%. The ten year average is 28,469.

**Service Calls per Staff**



❖ From 1997 to 2007 the number of service calls per custodial/maintenance staff in Facilities Management increased 54%. The ten year average is 545.

**Operating Cost per Square Foot**



❖ From 1997 to 2007 the operating cost per square foot for buildings maintained by Facilities Management, not including the CCB parking garage, decreased 5% after adjusting for inflation. The ten year average is \$7.54.

## REET Capital Improvement Fund

### *Capital Project Fund*

**Departmental Summary:**

The 1<sup>st</sup> 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 2008 REET Capital Improvement Fund budget totals \$7,656,570. The proposed projects and activities are shown in the Project Summary Table on the next page.

### FUNDING SOURCES

|                               | 2008<br>Actual      | 2006<br>Actual       | 2007<br>Budget       | 2008<br>Budget      | Absolute<br>Change    | Percent<br>Change |
|-------------------------------|---------------------|----------------------|----------------------|---------------------|-----------------------|-------------------|
| Est Use of Begin Fund Balance | \$ —                | \$ —                 | \$ 10,549,790        | \$ 2,456,570        | \$ (8,093,220)        | (76.7) %          |
| Taxes                         | 6,857,475           | 7,035,569            | 6,000,000            | 5,200,000           | (800,000)             | (13.3)            |
| Intergovernmental Revenue     | 450,759             | 289,830              | 339,180              | —                   | (339,180)             | (100.0)           |
| Charges for Services          | 250                 | —                    | —                    | —                   | —                     | —                 |
| Miscellaneous Revenue         | 59,098              | —                    | —                    | —                   | —                     | —                 |
| Other Financing Sources       | 395,000             | 4,639,250            | —                    | —                   | —                     | —                 |
| <b>Total</b>                  | <b>\$ 7,762,582</b> | <b>\$ 11,964,649</b> | <b>\$ 16,888,970</b> | <b>\$ 7,656,570</b> | <b>\$ (9,232,400)</b> | <b>(54.7) %</b>   |

### EXPENDITURES

|                          | 2005<br>Actual      | 2006<br>Actual      | 2007<br>Budget       | 2008<br>Budget      | Absolute<br>Change    | Percent<br>Change |
|--------------------------|---------------------|---------------------|----------------------|---------------------|-----------------------|-------------------|
| Salaries & Wages         | \$ 224,857          | \$ 217,719          | \$ 282,310           | \$ 357,660          | \$ 75,350             | 26.7 %            |
| Personnel Benefits       | 50,002              | 57,233              | 97,950               | 123,150             | 25,200                | 25.7              |
| Supplies                 | 41,369              | 168,657             | 313,080              | —                   | (313,080)             | (100.0)           |
| Other Services & Charges | 1,490,250           | 1,564,720           | 3,328,460            | 132,460             | (2,996,000)           | (90.0)            |
| Capital Outlays          | 2,176,904           | 5,612,348           | 12,108,870           | 6,091,460           | (6,217,410)           | (51.3)            |
| Debt Service-Principal   | 954,220             | 559,648             | 758,300              | 951,840             | 193,540               | 25.5              |
| <b>Total</b>             | <b>\$ 4,937,602</b> | <b>\$ 8,180,325</b> | <b>\$ 16,888,970</b> | <b>\$ 7,656,570</b> | <b>\$ (9,232,400)</b> | <b>(54.7) %</b>   |

*REET Capital Improvement*

**STAFFING SUMMARY**

|                                | <b>2003<br/>FTE</b> | <b>2004<br/>FTE</b> | <b>2005<br/>FTE</b> | <b>2006<br/>FTE</b> | <b>2007<br/>FTE</b> | <b>2008<br/>FTE</b> |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Dir - Facilities Mgt           | 0.09                | 0.17                | 0.25                | 0.25                | 0.25                | 0.30                |
| Asst Director - Facilities Mgt | —                   | —                   | —                   | —                   | 0.35                | 0.40                |
| Construction Project Mgr       | 0.20                | 0.50                | 0.30                | 0.35                | 0.40                | 0.60                |
| Contracts/Projects Coord       | 1.00                | 1.80                | 1.45                | 1.48                | 1.60                | 2.05                |
| Asst Contracts/Proj Coord      | —                   | —                   | —                   | —                   | 1.00                | 1.00                |
| Accounting Assistant           | 0.15                | 0.42                | 0.42                | 0.45                | 0.50                | 0.65                |
| Office Assistant               | 0.25                | 0.25                | 0.15                | 0.15                | 0.15                | 0.35                |
| Facilities Maint Manager       | —                   | —                   | —                   | —                   | 0.20                | —                   |
| Administrative Aide            | —                   | —                   | —                   | —                   | 0.20                | —                   |
| Admin Program Mgr              | 0.11                | 0.33                | 0.28                | 0.30                | —                   | —                   |
| Project Manager Assistant      | —                   | —                   | —                   | 1.00                | —                   | —                   |
| Construction Proj Coord        | 0.94                | —                   | —                   | —                   | —                   | —                   |
| <b>Total</b>                   | <b>2.74</b>         | <b>3.47</b>         | <b>2.85</b>         | <b>3.98</b>         | <b>4.65</b>         | <b>5.35</b>         |

**PROJECT SUMMARY**

|  | <b>Project</b> | <b>2008<br/>Budget</b> |
|--|----------------|------------------------|
| 950 Building Carpet Replacement              | 3176           | \$ 138,270             |
| Administrative Oversight and Support         | 302K           | 613,270                |
| CCB Remodel Phase 2                          | 3145           | 4,380,000              |
| HS Fire Alarm                                | 3148           | 202,620                |
| HS Electrical Distribution Panel Replacement | 3175           | 473,390                |
| Juvenile Improvements                        | 302J           | 951,840                |
| Public Service Building Carpet Replacement   | 3178           | 200,180                |
| Relocate Radio Communications to EOC Site    | 3177           | 225,000                |
| Security Cameras                             | 3108           | 272,000                |
| General Building Remodel Projects            |                | 200,000                |
| <b>Total</b>                                 |                | <b>\$ 7,656,570</b>    |

## 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 2008 budget reflects the completion of the Emergency Operations Center project.

### FUNDING SOURCES

|                               | 2005<br>Actual      | 2006<br>Actual      | 2007<br>Budget       | 2008<br>Budget      | Absolute<br>Change     | Percent<br>Change |
|-------------------------------|---------------------|---------------------|----------------------|---------------------|------------------------|-------------------|
| Est Use of Begin Fund Balance | \$ —                | \$ —                | \$ 6,743,820         | \$ 1,293,310        | \$ (5,450,510)         | (80.8) %          |
| Intergovernmental Revenue     | —                   | 518,304             | 725,310              | —                   | (725,310)              | (100.0)           |
| Interfund Loan                | —                   | —                   | 5,698,000            | —                   | (5,698,000)            | (100.0)           |
| Other Financing Sources       | 4,924,150           | 1,930,000           | 2,910,000            | 850,000             | (2,060,000)            | (70.8)            |
| <b>Total</b>                  | <b>\$ 4,924,150</b> | <b>\$ 2,448,304</b> | <b>\$ 16,077,130</b> | <b>\$ 2,143,310</b> | <b>\$ (13,933,820)</b> | <b>(86.7) %</b>   |

### EXPENDITURES

|                          | 2005<br>Actual    | 2006<br>Actual      | 2007<br>Budget       | 2008<br>Budget      | Absolute<br>Change     | Percent<br>Change |
|--------------------------|-------------------|---------------------|----------------------|---------------------|------------------------|-------------------|
| Salaries & Wages         | \$ 92,478         | \$ 101,902          | \$ 128,470           | \$ 83,710           | \$ (44,760)            | (34.8) %          |
| Personnel Benefits       | 21,760            | 28,150              | 40,620               | 27,470              | (13,150)               | (32.4)            |
| Supplies                 | 5,301             | 68,151              | —                    | —                   | —                      | —                 |
| Other Services & Charges | 266,887           | 990,576             | 310,970              | 32,130              | (278,840)              | (89.7)            |
| Capital Outlays          | 221,335           | 413,240             | 15,597,070           | 2,000,000           | (13,597,070)           | (87.2)            |
| <b>Total</b>             | <b>\$ 607,761</b> | <b>\$ 1,602,019</b> | <b>\$ 16,077,130</b> | <b>\$ 2,143,310</b> | <b>\$ (13,933,820)</b> | <b>(86.7) %</b>   |

### STAFFING SUMMARY

|                           | 2003<br>FTE | 2004<br>FTE | 2005<br>FTE | 2006<br>FTE | 2007<br>FTE | 2008<br>FTE |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Dir - Facilities Mgt      | —           | —           | 0.10        | 0.10        | 0.20        | 0.10        |
| Asst Dir - Facilities Mgt | —           | —           | —           | —           | 0.20        | 0.10        |
| Construction Project Mgr  | —           | —           | 0.20        | 0.25        | 0.25        | 0.20        |
| Contracts/Projects Coord  | —           | —           | 0.60        | 0.60        | 0.80        | 0.60        |
| Accounting Assistant      | —           | —           | 0.12        | 0.14        | 0.25        | 0.15        |
| Office Assistant          | —           | —           | 0.10        | 0.10        | 0.10        | —           |
| Admin Program Mgr         | —           | —           | 0.17        | 0.20        | —           | —           |
| <b>Total</b>              | <b>—</b>    | <b>—</b>    | <b>1.29</b> | <b>1.39</b> | <b>1.80</b> | <b>1.15</b> |

*2501 Corporate Express Building Fund*

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