

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package G - MAINTENANCE MANAGEMENT
 Program MAINTENANCE & OPERATIONS

Priority 7
 One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Services | 0 | 0 | 0 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 0 | 0 | 0 | 0 | 0 |

Description

Funding request includes: a maintenance operations assistant manager position and associated supplies & services expenditures (office supplies, motor pool, chair) and a new computer. This position will manage the maintenance trade in the Downtown, Outlying, Mission Road, Ajo Corridor and Correctional Centers, thus allowing the current Maintenance Operations Manager to perform his required duties.

Personal Services

Includes request for a maintenance operations assistant manager- class 2151 and associated benefits to manage the maintenance trade in the Downtown, Outlying, Mission Road, Ajo Corridor and Correctional Centers.

Supplies & Services

Includes funding for office supplies, motor pool charges (assistant manager will need to perform on-site monitoring of the supervisors and employees under his/her management) and a new chair.

Capital Request

A computer is requested in order for the assistant manager to be able to communicate, have access to information and perform required job duties.

Revenues

None

Impact if not Funded

Facilities Management will be behind and will not be able to fulfill its obligation to service all areas in an efficient, productive and timely basis because the Maintenance Operations Manager will be behind in setting priorities, resolving issues and managing the trades.

Source of Mandate

None

Goals & Objectives

To have each trade supervisor meet with a trade management level employee to review projects on a weekly basis.
 To have all trade employees receive annual reviews within one week of being due.
 To have a trade management level employee visit each project costing more than \$100,000, at least once a week.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|---|------------------------|----------------------|----------------------|
| Review projects/problems weekly | 60% | 75% | 90% |
| Annual reviews done within one week of due date | 50% | 80% | 90% |
| Visit projects costing >\$100,000 on a weekly basis | 25% | 50% | 75% |

Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package H - FM COORDINATORS
 Program MAINTENANCE & OPERATIONS

Priority 8

One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Services | 0 | 0 | 0 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 0 | 0 | 0 | 0 | 0 |

Description

The supplemental package request is for two positions and associated supplies and services and capital. One Facilities Management Coordinator is being requested for the new building service coordination program. This program will supply County departments with a single assigned point of contact for all building related issues. County departments presently work with individuals from several divisions of Facilities Management to address building related issues. Provision of a single point of contact will reduce time spent by County departments contacting multiple individuals in the FM department to work through the many, but related building issues that occur. In addition, this program will provide a proactive approach to monitoring the condition of buildings and the timely completion of both routine repairs and small projects. A Tech. Training /Safety Coordinator (Industrial Hygienist) is being requested to assist the Environmental Services Officer, who happens to be the only industrial hygienist for the entire County workforce. This position will provide occupational health and safety related exposure assessments for Pima County. This includes, but is not limited to asbestos, mold and mandated OSHA safety issues. The need for this position is due to the increase in employee population as well as the facility inventory (additional buildings) of Pima County.

Personal Services

The supplemental package request is for two positions: One Facilities Management Coordinator is being requested for the new building service coordination program. This position will be the point of contact for all building related issues and will monitor the condition of buildings and the timely completion of both routine and repairs and small projects. In addition, this position will inspect, coordinate and evaluate projects involving multiple disciplines within Facilities Management. A Tech. Training /Safety Coordinator (Industrial Hygienist) is being requested to assist the Environmental Services Officer, who happens to be the only industrial hygienist for the entire County workforce. This position will provide occupational health and safety related exposure assessments for Pima County. This includes, but is not limited to asbestos, mold and mandated OSHA safety issues. Additional duties will include: preparation of necessary reports for federal, state and local governmental agencies, as required by state statute; arrange training schedules and conduct training sessions on health related and hazardous materials issues for the protection of Pima County employees and the general public. The need for this position is due to the increase in employee population as well as the facility inventory (additional buildings) of Pima County.

Supplies & Services

The FM Coordinator supplies include: startup supplies for new position, modular furniture for a workstation, phone line and new phone equipment and reimbursement for mileage. The modular furniture and phone equipment will be one time expenditures. The Tech. Training /Safety Coordinator (Industrial Hygienist) position supplies include: books/subscriptions to provide updates pertaining to environmental issues, modular furniture for a workstation, printer/scanner, phone line and new phone equipment, in-state and out-of-state training. The modular furniture and phone equipment will be one time expenditures.

Capital Request

The capital request consists of two computers, one for each new position being requested in order for staff to perform their required job duties.

Revenues

None

Impact if not Funded

If FM Coordinator position and associated supplies/capital is not funded, County departments will continue to experience some frustration in working with Pima County Facilities Management. County buildings will continue to deteriorate over time, which will lead to the need for major refurbishments at higher costs. If the industrial hygienist position and associated supplies/capital request is not funded, the current Environmental Services Officer will be further behind in his work load and by not meeting the work load, Pima County may have increased its potential for liability with regard to occupational health and safety hazards.

Source of Mandate

None

Goals & Objectives

Simplify the interface between County personnel and Facilities Management to make better use of involved parties time.
Increase the amount of preventative and periodic maintenance to prevent deterioration of County buildings.
Train all Pima County employees within one month of employment on what are hazardous materials and how they are handled.
Answer incoming requests pertaining to hazardous materials on same day, depending on request.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|--|--------------------------------|------------------------------|------------------------------|
| % of buildings inspected annually for identificati | n/a | 75% | 100% |
| % of buildings with an annual written evaluation o | n/a | 75% | 100% |
| Answer requests for hazardous materials testing wi | 50% | 85% | 100% |
| Train new employees on hazardous materials within | 20% | 70% | 85% |

Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package I - ADDITIONAL STAFF - DESIGN DIVISION
 Program DESIGN
 One Time Cost Continuing Cost
 Priority 9

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 73,377 | 95,390 | 95,390 | 95,390 | 95,390 |
| Supplies & Services | 12,734 | 1,234 | 1,234 | 1,234 | 1,234 |
| Capital | 4,200 | 0 | 0 | 0 | 0 |
| Total Expenditures | 90,311 | 96,624 | 96,624 | 96,624 | 96,624 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 90,311 | 96,624 | 96,624 | 96,624 | 96,624 |

Description

This supplemental package request is for additional staffing needs in the Design Division. Two positions are being requested to help handle the increased work load assigned to the Design Division due to increased responsibilities of handling the design and procurement of fixtures, furniture and equipment for all County departments, except Juvenile Court and Superior Court, and to provide for the anticipated repair and remodeling of several new County buildings scheduled to be brought on-line in FY 2005/06 (Main Jail and Kino Public Health Complex). Projection of the first two months workload for FY 2004/05 indicate the work load will increase 150% in FY 2004/05, from a total of 673 projects to a projected 1,686 projects. This trend is expected to continue into FY 2005/06. In addition start up supplies, phone equipment/lines, software and computers are being requested in order to support two positions.

Personal Services

Two positions are being requested (Design Specialist and an Architect) to help handle the increased work load assigned to the Design Division due to increased responsibilities of handling the design and procurement of fixtures, furniture and equipment for all other County departments, except Juvenile Court and Superior Court, and to provide for the anticipated repair and remodeling of several new County buildings scheduled to be brought on-line in FY 2005/06 (Main Jail and Kino Public Health Complex).

Supplies & Services

Supplies & Services request include one time expenditures of systems furniture (includes cubicle panels, work surfaces, accessories and ergonomic task chair), phone equipment and software for two positions. Also included are continuing costs for office supplies, phone lines and pagers.

Capital Request

Capital request includes two computer systems, one for the Design Specialist and one for the Architect.

Revenues

None

Impact if not Funded

Design Division goals will not be met and service to County clients will continue to degrade and be delayed due to shortage of manpower.

Source of Mandate

None

Goals & Objectives

To be able to respond to our client's needs within five (5) working days of issuance of a work authorization.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|------------------------------|------------------------|----------------------|----------------------|
| Initial Client Response Time | 7-10 working days | 5-7 working days | 3-5 working days |

Supplemental Package Recommended As Requested.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package J - ARCHITECT-PLANNING DIVISION
 Program PLANNING

Priority 10

One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 20,668 | 26,868 | 26,868 | 26,868 | 26,868 |
| Supplies & Services | 10,480 | 10,480 | 10,480 | 10,480 | 10,480 |
| Capital | 2,300 | 0 | 0 | 0 | 0 |
| Total Expenditures | 33,448 | 37,348 | 37,348 | 37,348 | 37,348 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 33,448 | 37,348 | 37,348 | 37,348 | 37,348 |

Description

Passage of the 2004 Bond Program has added an additional number of CIP projects to those remaining from the 1997 Bond Program. From FY 04/05 through FY 06/07 the Planning Division will have 30 known active capital projects divided between two project managers. With increased emphasis on project accountability and more effective management of capital projects it is imperative that additional resources be made available. Supplemental request is for an architect position (will serve as a project manager), associated startup supplies & capital and continued supplies & services items. Direct labor hours for the position will be charged out to CIP projects. It is estimated that about 75% of direct labor hours will be charged as represented in the supplies & services reduction account. Benefits and vacation/sick time take are not able to be charged out and will need funding for this. The project manager (architect) will spend some time doing administrative work, which will not be able to charge out to CIP projects.

Personal Services

Passage of the 2004 Bond Program has added an additional number of CIP projects to those remaining from the 1997 Bond Program. From FY 04/05 through FY 06/07 the Planning Division will have 30 known active capital projects divided between two project managers. With increased emphasis on project accountability and more effective management of capital projects it is imperative that one architect position be approved for funding. The architect position will serve as a project manager assigned to capital improvement projects for FM department. The project manager represents the County, has overall responsibility and authority to facilitate delivery of the capital project on time and on budget. It is estimated that 75% of direct labor hours (salary) will be charged out to CIP projects.

Supplies & Services

The supplies & services request includes: office supplies, initial software purchase such as AutoCAD, modular furniture for workstation, telephone equipment & associated monthly charges, training, dues, and a supplies & services reduction representing the amount of direct labor hours that will be charged out to CIP projects. One time supplies & service expenditures are associated with the software purchase, modular furniture and phone equipment.

Capital Request

The capital request is for a computer for the architect to perform required job duties.

Revenues

None

Impact if not Funded

There will be a lack of project oversight and reporting which can result in extended project delivery and budget overage. Project manager (architect) services will need to be provided via consultants at much higher cost per project. Consulting project managers retained on a project by project basis not as effective since they are not familiar with county policies, administrative procedures and practices.

Source of Mandate

Pima County Code-Chapter 3.06 Bond program accountability, disclosure and implementation.

Goals & Objectives

CIP Reporting- Keep percentage of all FM projects in the CIP Monthly Discrepancy Report less than 15%.
 Schedule Management- For FM's CIP projects with baseline schedules, stay within 5% of the scheduled completion time, excluding events beyond the department's control.
 Budget Management- For FM's CIP projects, stay within the approved budget at the end of the fiscal year, excluding events beyond the department's control.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|--|--------------------------------|------------------------------|------------------------------|
| # of times/year Discrepancy Report >15% | 4 | 2 | 1 |
| % of baseline scheduled projects within 5% of sche | 75% | 85% | 85% |
| % of projects within approved budget | 75% | 85% | 90% |

Supplemental Package Recommended As Requested.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
Package K - FM CONSTRUCTION COORDINATOR **Priority** 11
Program CONSTRUCTION MANAGEMENT SERVICES **One Time Cost** **Continuing Cost**

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Services | 0 | 0 | 0 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 0 | 0 | 0 | 0 | 0 |

Description

Due to the increased construction activity, the present staff is unable to do timely inspections which causes delays in projects being completed by established deadlines. This causes many projects to go over costs. In addition, due to the present workload, the present staff is unable to spend sufficient time per job site to adequately monitor construction projects. One Construction FM Coordinator is being requested in order to help current staff deal with the increased construction activity. Associated supplies & services, as well as capital outlay are also requested in order for the Construction Coordinator to perform his/her job duties. This Construction Coordinator works as the County's representative on all Pima County owned construction building projects. Construction FM Coordinators monitor construction activities for compliance with Pima County Standards and International Building Codes.

Personal Services

One Construction FM Coordinator is being requested in order to help current staff deal with the increased construction activity. There has been an increase in projects in terms of size, number of projects and accumulative project costs due to additional staffing in the Design and Planning Division as well as new bond projects. The Construction Coordinator works as the County's representative on all Pima County owned construction building projects. Construction FM Coordinators monitor construction activities for compliance with Pima County Standards and International Building Codes.

Supplies & Services

Request for supplies and services includes the necessary items in order for the Construction FM Coordinator to perform his/her job duties. Startup supplies, books subscriptions, training, phone equipment, dues, motor pool, tools are some items budgeted under supplies & services.

Capital Request

Capital request if for one 1/2 Ton Pickup Truck in order for Construction Coordinator to be able to travel to various job sites in order to assure construction projects are inspected on a timely basis. A request for a PC Tablet is also being made in order for the Construction Coordinator to enter documentation directly in the notebook, eliminating the need to write notes and then transfer these notes to an office computer.

Revenues

None

Impact if not Funded

Projects will not be inspected on a timely basis, delaying project completion within time frame defined, which could result in needless penalties and fines for Pima County and/or contractor. Projects could cost Pima County, the contractor(s) and requesting department more if inspectors are not available on a timely basis causing undue delays in the construction process.

Source of Mandate

This position performs inspections as mandated by the International Codes as adopted by Pima County.

Goals & Objectives

Minimize cost overruns to within 5% of accepted bid.
 Minimize construction schedule overruns to within 110% of original calendar days per contract schedule.
 Minimize amount of document review turn around time.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|--|--------------------------------|------------------------------|------------------------------|
| Cost overruns within 5% of bid | 65% | 75% | 85% |
| Projects completed within 110% of schedule | 60% | 80% | 90% |
| Review completed with 7 days of receipt | 55% | 85% | 95% |

Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package L - SYNERGEN-HARDWARE
 Program ADMINISTRATION

Priority 12
 One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Services | 0 | 0 | 0 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 0 | 0 | 0 | 0 | 0 |

Description

Additional hardware including eight computers, 15 scanners and 54 networked pocket PCs is necessary for the comprehensive implementation of the Synergen system. Facilities Management is scheduled to go "live" using this system in July 2005. Entry of information and data will need to occur at the time and point of service, replacing the processing of paperwork after the fact that is done now. Scanners will be used to attach backup information including reference materials such as procedures, legal documents and correspondence related to a work order or project. Computers will be allocated to permit data entry from an increased number of employees. Pocket PCs are necessary to permit employees working in the field to access information and order materials and supplies while performing repair duties in the field without traveling to or contacting their base location.

Personal Services

None

Supplies & Services

Supplies & Services request includes one time expenditures for printers, scanners, pocket PCs and new data lines. Continuing funding will be needed for the unlimited data air time and voice air time for the 54 requested pocket PCs.

Capital Request

Capital request is for eight additional PCs that will be needed in order for staff to enter and access information in Synergen. These computers are for staff that currently don't have a computer, but will require one due to Synergen.

Revenues

None

Impact if not Funded

Information intended to be made readily available through the Synergen system will not be able to be accessed electronically. Data entry bottlenecks will occur. Service and repair work in the field will be delayed while contact is made with other staff to arrange the purchase of materials. Alternatively, Synergen will not be utilized in real time and "work around" procedures will be developed to permit data entry at a later time. Invoices against annual purchase orders and contracts will likely continue to be managed and processed by the users. Financial information will not be current.

Source of Mandate

None

Goals & Objectives

The comprehensive implementation of the Synergen system in Facilities Management is intended to provide access to current financial information and the ability to track costs associated with each project, repair job, building or other associations that will be useful to management. In addition, project management and the department's business affairs will be managed through Synergen, eliminating many processes now done on paper and duplicative data entry.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|--|------------------------|----------------------|----------------------|
| Data entry will be current on daily basis | n/a | 60% | 90% |
| Financial information will be available in "real t | n/a | Yes | Yes |

Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 1900000 - FACILITIES MANAGEMENT
 Package M - MT LEMMON COMFORT STATION
 Program MAINTENANCE & OPERATIONS

Priority 13
 One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

| | FY2005/06 Recommended | FY2006/07 Annualized | FY2007/08 Annualized | FY2008/09 Annualized | FY2009/10 Annualized |
|-----------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Personal Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Services | 26,525 | 26,525 | 26,525 | 26,525 | 26,525 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 26,525 | 26,525 | 26,525 | 26,525 | 26,525 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| Fund Balance Support | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 26,525 | 26,525 | 26,525 | 26,525 | 26,525 |

Description

Prior to the Aspen Fire, WWM had been cleaning the Mt. Lemmon Comfort Station. However, after the fire, Facilities Management purchased and installed new facilities. WWM department is currently being charged for the Janitorial Services and they are paying the water and electric bills. WWM department does not believe they should continue to pay for these expenditures and feel that Facilities Management should be paying for them. This supplemental package is for the O&M associated with the Mt. Lemmon Comfort Station. The County Administrator suggested these expenditures be picked up Facilities Management and a supplemental package prepared for it. O&M expenditures includes janitorial services, water, sewer and electricity.

Personal Services

None

Supplies & Services

O&M expenditures includes janitorial services, water, sewer and electricity.

Capital Request

None

Revenues

None

Impact if not Funded

If not funded, there will be no funding for janitorial services, water, sewer and electric expenditures for the comfort station.

Source of Mandate

None

Goals & Objectives

Respond to service requests at the comfort station.
 Facility kept clean for general public use.

| Performance Measure | FY2004/05 Estimated | FY2005/06 Planned | FY2006/07 Planned |
|--|------------------------|----------------------|----------------------|
| Service Requests responded to within 1 day of rece | n/a | 90% | 95% |
| Facility kept clean to acceptable standards | n/a | Yes | Yes |

Supplemental Package Recommended As Requested.