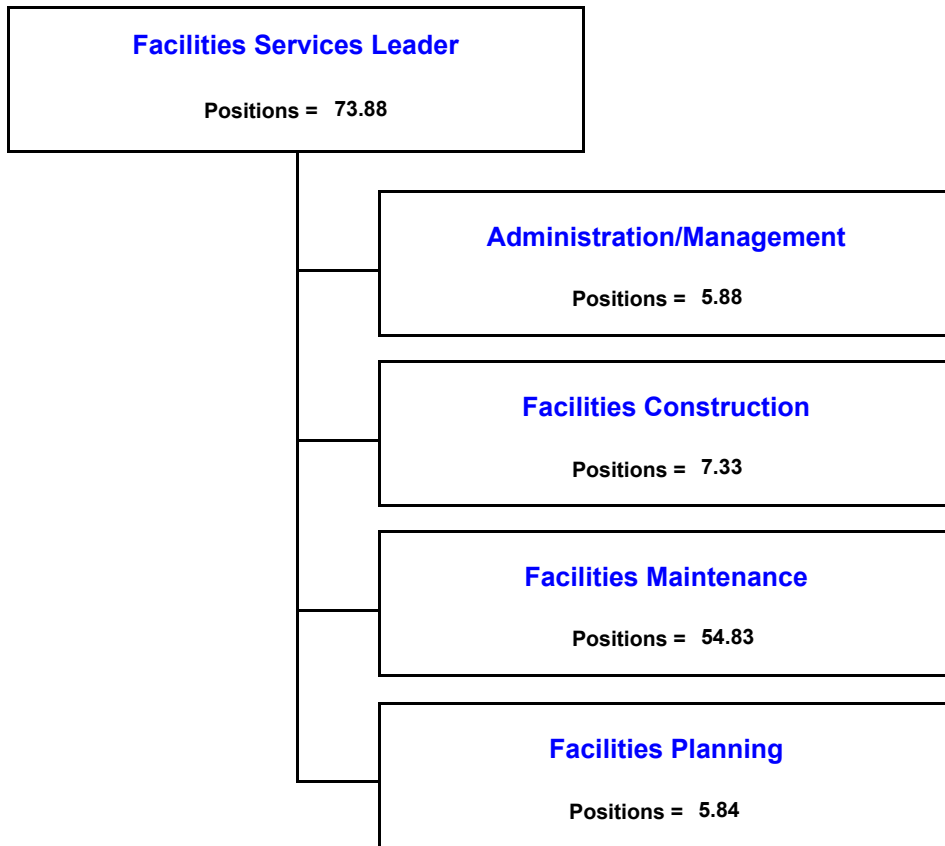


**Facilities Services Core Service**

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## Facilities Services Core Service Organizational Chart



## Facilities Services Core Service

### Mission Statement

To act as a team ensuring the efficient planning, construction, utilization, and maintenance of Sarasota County public facilities.

### Description of Service Provided

We support County Core Services to help them meet community needs, through efficient and effective planning, construction, and maintenance of County facilities.

### Advisory Boards

None

### Deliverables

Master Planning Space Utilization  
Public Building Construction  
Public Building Design  
Public Building Maintenance

## **Facilities Services Core Service**

### **Core Service Message**

Facilities Services is comprised of Facilities Master Planning, Space Utilization, Construction and Maintenance. Together, these Business Units are responsible for the deployment, design, construction, operation, maintenance, renovation, and utilization management of new and existing County facilities as well as administration of Sarasota County's 2020 Master Facilities Plan.

#### Facilities Planning and Space Utilization

For most organizations the cost of providing space is second only to personnel costs. As we look for ways to reduce costs, better utilizing, reducing and avoiding space must be part of the overall cost reduction plan. The goals for Facilities Services in the area of Space Utilization for FY2005 include completing space audits for all two hundred eighty County buildings. We are verifying and documenting current space usage and making recommendations for better utilization and planning future projects. We are also implementing "Archibus," the industry leading software used for space management that will allow a data link to electronic drawings, enabling analyses and comparisons for determining more effective use of space.

As we consolidate staff and functions into the main County buildings, surplus square footage will become available. We will implement a process to evaluate surplus space.

Technology and new ways of doing business have created opportunities to reduce space. We are researching and initiating programs of virtual offices/telecommuting, teaming/shared workspaces, just-in-time inventory systems and digital records storage, among others.

Facilities Master Planning includes projecting what space the County will need in the future, for what purpose and where the future facilities should be located. Currently, we have space needs projected through 2020. Future projects driven by growth in the County will include an addition to the Judicial Center downtown to provide nine additional Courtrooms. This project will also require an expansion of the County Parking Garage.

#### Facilities Design and Construction Projects

Facilities Services provides "cradle-to-grave" design and construction/renovation oversight services not only for general government projects, but also for fire stations, libraries and other enterprise fund projects. Sustainability is a key component of the design process.

#### Facilities Maintenance

Facilities Maintenance is a support unit that provides carpentry, custodial, electrical, HVAC, landscaping, locks, keys, interior and exterior painting, carpet replacement, automatic door repair, roof maintenance, plumbing, and repair and renovation service at all county-owned and operated facilities.

## Facilities Services Core Service Customer Perspective

### Enhance Customer Satisfaction

<u>County Strategic Initiatives</u>			<u>County Strategic Goals</u>			<u>Core Service Deliverables Alignment</u>		
General Government			Promote Economic Opportunity			Public Building Design		
<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<b>Project Teams with Customer Participation</b>					<b>Percent</b>		<b>Quality</b>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	100	100	100	100	100	100	100

### Increase Predictive Maintenance

Increasing Predictive Maintenance Will Ensure Efficient Operation and Performance of Equipment and Provide a Comfortable Environment. Predictive Maintenance Will Extend the Lifecycle of the Equipment and Assist in Budget Forecast Replacement Expenses.

<u>County Strategic Initiatives</u>			<u>County Strategic Goals</u>			<u>Core Service Deliverables Alignment</u>		
General Government			Enhance Community Health Safeguard the Environment			Public Building Maintenance		
<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<b>Predictive/Retrofit and Maintenance Projects Completed</b>					<b>Number</b>		<b>Outcome - Leading</b>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	15	15	15	0	0	0	0

### Safe, Functional, Sustainable Buildings

<u>County Strategic Initiatives</u>			<u>County Strategic Goals</u>			<u>Core Service Deliverables Alignment</u>		
General Government			Promote Economic Opportunity Safeguard the Environment			Public Building Design		
<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<b>Projects Implementing the Use of Sustainable Building Featur</b>					<b>Percent</b>		<b>Quality</b>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	88	90	90	90	90	90

## Facilities Services Core Service Financial Perspective

### Managing Costs

<u>County Strategic Initiatives</u>	<u>County Strategic Goals</u>	<u>Core Service Deliverables Alignment</u>
Fiscal Sustainability	Control Operating Expenditures and Capital Costs	Public Building Design

<u>Performance Measure</u>	<u>Unit of Measure</u>	<u>Measure Type</u>
<b>Construction Project Costs Compared to RS Means</b>	<b>Percent</b>	<b>Efficiency</b>
Percent of Construction Projects Analyzing Contract Cost of Architect and Contractor as a Total and Comparing Cost Per Square Foot to the R S Means Recommendation for a Similar Facility.		
FY 2002 Actual	FY 2003 Actual	FY 2004 Target
0	0	100
FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected
100	100	100
FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
100	100	100

**Sarasota County Government  
Fiscal Year 2005 Adopted Budget Adopted Strategic Financial Plan**

**Facilities Services Core Service  
Internal Process Perspective**

**Clear Goals and Expectations**

This Objective Supports The Enterprise Outcome of Increasing Organizational Capacity And Productivity.

<u>County Strategic Initiatives</u>	<u>County Strategic Goals</u>	<u>Core Service Deliverables Alignment</u>
General Government	Deliver Competitive Services	Master Planning Space Utilization Public Building Design Public Building Maintenance

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Construction Contracts Awarded within 45 Days of Approval</b>				<b>Percent</b>	<b>Efficiency</b>			
Construction Contracts Awarded to Successful Bidder within 45 Days of Approval.								
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	0	90	90	90	90	90

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Design Contracts Awarded Within 45 Days of Approval</b>				<b>Percent</b>	<b>Efficiency</b>			
Design Contracts Awarded to Selected Proponent within 45 Days of Approval.								
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	0	90	90	90	90	90

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Develop Service Level Agreements by Facility Implemented</b>				<b>Number</b>	<b>Output</b>			
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	2	0	2	3	3	3	3

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Drawings in CADD Format</b>				<b>Percent</b>	<b>Output</b>			
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	84	43	90	92	94	94	95

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Projects Having SWFWMD Closure within 120 of Completion</b>				<b>Percent</b>	<b>Effectiveness</b>			
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	0	90	90	90	90	90

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Service Requests Responded to Within 24 Hours</b>				<b>Percent</b>	<b>Effectiveness</b>			
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	100	100	100	100	100	100	100

**Continuously Improve Business Practices**

<u>County Strategic Initiatives</u>	<u>County Strategic Goals</u>	<u>Core Service Deliverables Alignment</u>
General Government	Deliver Competitive Services	Public Building Maintenance

<u>Performance Measure</u>				<u>Unit of Measure</u>	<u>Measure Type</u>			
<b>Equipment Entered into Maximo</b>				<b>Percent</b>	<b>Outcome - Leading</b>			
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	80	0	80	90	95	98	100

## Facilities Services Core Service Internal Process Perspective

### Project Management with Team Approach

This Objective assures the Core Competencies are in place that affect the desired outcome.

<b>County Strategic Initiatives</b>	<b>County Strategic Goals</b>	<b>Core Service Deliverables Alignment</b>
General Government	Increased Organizational Capacity & Productivity	Public Building Maintenance

<b>Performance Measure</b>					Unit of Measure	Measure Type		
<b>Project Team Meetings Attended</b>					<b>Percent</b>	<b>Outcome - Leading</b>		
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	90	90	90	90	90	90

## Facilities Services Core Service Learning & Growth Perspective

### Open and Respectful Communication

This Objective Uses the Team Assessment Results as the Benchmark for Addressing and Adjusting Areas of Concern.

<u>County Strategic Initiatives</u>			<u>County Strategic Goals</u>			<u>Core Service Deliverables Alignment</u>		
General Government			Create a Positive Work Environment			Master Planning Space Utilization		
<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<u>Team Assessment</u>					<u>Number</u>		<u>Effectiveness</u>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0.0	0.0	3.0	5.0	3.0	3.1	3.2	3.3	3.3

### Support Continuing Education

This Objective Aids in Keeping Employees Current with Technical and Leadership Talent.

<u>County Strategic Initiatives</u>			<u>County Strategic Goals</u>			<u>Core Service Deliverables Alignment</u>		
General Government			Develop Proficient Workforce Educate for Future Needs			Master Planning Space Utilization Public Building Construction Public Building Maintenance		
<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<u>Construction Staff Attending Job Related Training Annually</u>					<u>Percent</u>		<u>Outcome - Leading</u>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	90	90	90	90	90	90

<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<u>Employees Attending Training Classes</u>					<u>Percent</u>		<u>Efficiency</u>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	90	90	90	90	90	90	90

<u>Performance Measure</u>					<u>Unit of Measure</u>		<u>Measure Type</u>	
<u>Staff Cross-Trained in Various Disciplines</u>					<u>Percent</u>		<u>Outcome - Lagging</u>	
FY 2002 Actual	FY 2003 Actual	FY 2004 Target	FY 2004 YTD Actual	FY 2005 Adopted	FY 2006 Projected	FY 2007 Projected	FY 2008 Projected	FY 2009 Projected
0	0	5	5	5	5	5	5	5

**Facilities Services Core Service**  
**Business Process Summary**

<u>Process Activities</u>	<u>FY 2005 Adopted</u>	<u>FY 2006 Projected</u>	<u>FY 2007 Projected</u>	<u>FY 2008 Projected</u>	<u>FY 2009 Projected</u>
<b><u>Facilities Construction</u></b>					
Construction Process	383,568	395,293	407,399	437,998	377,878
Design Process	246,644	253,899	261,359	358,614	233,763
Business Process Total	<u>630,212</u>	<u>649,192</u>	<u>668,758</u>	<u>796,612</u>	<u>611,641</u>
<b><u>Facilities Maintenance</u></b>					
Corrective Maintenance	1,337,802	1,378,476	1,424,517	1,444,736	782,532
Preventive Maintenance	735,017	756,875	779,856	795,695	571,185
Repair and Renovation	1,120,853	1,143,666	1,175,680	1,186,647	539,091
Service Level	7,487,436	7,721,218	7,981,313	7,981,211	1,342,558
Business Process Total	<u>10,681,109</u>	<u>11,000,235</u>	<u>11,361,366</u>	<u>11,408,289</u>	<u>3,235,366</u>
<b><u>Facilities Planning</u></b>					
Master Plan Currency	180,846	182,749	181,157	184,916	151,141
Oversight and Allocation of Space	397,362	415,988	419,141	427,370	313,136
Business Process Total	<u>578,208</u>	<u>598,737</u>	<u>600,297</u>	<u>612,286</u>	<u>464,277</u>
Total Operating Budget	<u>11,889,529</u>	<u>12,248,164</u>	<u>12,630,421</u>	<u>12,817,188</u>	<u>4,311,283</u>

**Sarasota County Government**  
**Fiscal Year 2005 Adopted Budget Adopted Strategic Financial Plan**

**Facilities Services Core Service**  
**Deliverable Summary**

<u>Process Activities</u>	<u>FY 2005 Adopted</u>	<u>FY 2006 Projected</u>	<u>FY 2007 Projected</u>	<u>FY 2008 Projected</u>	<u>FY 2009 Projected</u>
<b><u>Master Planning Space Utilization</u></b>					
Oversight and Allocation of Space	397,362	415,988	419,141	427,370	313,136
Master Plan Currency	180,846	182,749	181,157	184,916	151,141
Deliverable Total	<u>578,208</u>	<u>598,737</u>	<u>600,297</u>	<u>612,286</u>	<u>464,277</u>
<b><u>Public Building Construction</u></b>					
Construction Process	383,568	395,293	407,399	437,998	377,878
Deliverable Total	<u>383,568</u>	<u>395,293</u>	<u>407,399</u>	<u>437,998</u>	<u>377,878</u>
<b><u>Public Building Design</u></b>					
Design Process	246,184	253,439	260,899	358,158	233,763
Preventive Maintenance	3,829	3,829	3,828	3,797	0
Deliverable Total	<u>250,013</u>	<u>257,268</u>	<u>264,728</u>	<u>361,955</u>	<u>233,763</u>
<b><u>Public Building Maintenance</u></b>					
Repair and Renovation	1,120,853	1,143,666	1,175,680	1,186,647	539,091
Preventive Maintenance	731,188	753,046	776,028	791,898	571,185
Service Level	7,487,436	7,721,218	7,981,313	7,981,211	1,342,558
Design Process	460	460	460	456	0
Corrective Maintenance	1,337,802	1,378,476	1,424,517	1,444,736	782,532
Deliverable Total	<u>10,677,739</u>	<u>10,996,866</u>	<u>11,357,997</u>	<u>11,404,948</u>	<u>3,235,366</u>
Total Operating Budget	<u>11,889,529</u>	<u>12,248,164</u>	<u>12,630,421</u>	<u>12,817,188</u>	<u>4,311,283</u>

**Sarasota County Government  
Fiscal Year 2005 Adopted Budget Adopted Strategic Financial Plan**

**Facilities Services Core Service  
Operating Budget Summary**

<b>Expenditure Summary</b>	<b>FY 2005 Adopted</b>	<b>FY 2006 Projected</b>	<b>FY 2007 Projected</b>	<b>FY 2008 Projected</b>	<b>FY 2009 Projected</b>
Personal Services	3,937,215	4,095,235	4,259,679	4,430,133	4,311,283
Operating Expenditures	7,221,955	7,415,570	7,642,783	7,659,096	0
Internal Services	56,078	56,078	56,078	56,078	0
Internal Serv - Fleet Maint.	107,649	107,649	107,649	107,649	0
Internal Serv - Fleet Replace	141,691	141,691	141,691	141,691	0
Internal Serv-Info Technology	405,541	405,541	405,541	405,541	0
Capital Outlay	19,400	26,400	17,000	17,000	0
<b>Total Operating</b>	<b>11,889,529</b>	<b>12,248,164</b>	<b>12,630,421</b>	<b>12,817,188</b>	<b>4,311,283</b>

<b>Funding Summary</b>	<b>FY 2005 Adopted</b>	<b>FY 2006 Projected</b>	<b>FY 2007 Projected</b>	<b>FY 2008 Projected</b>	<b>FY 2009 Projected</b>
001 General Fund	11,889,529	12,248,164	12,630,421	12,817,188	4,311,283
<b>Total Funding</b>	<b>11,889,529</b>	<b>12,248,164</b>	<b>12,630,421</b>	<b>12,817,188</b>	<b>4,311,283</b>

<b>Staffing Summary</b>	<b>FY 2005 Adopted</b>	<b>FY 2006 Projected</b>	<b>FY 2007 Projected</b>	<b>FY 2008 Projected</b>	<b>FY 2009 Projected</b>
Administration/Management	5.88	5.88	5.88	5.88	5.88
Facilities Construction	7.33	7.33	7.33	7.33	7.33
Facilities Maintenance	54.83	54.83	54.83	54.83	54.83
Facilities Planning	5.84	5.84	5.84	5.84	5.84
<b>Total FTE</b>	<b>73.88</b>	<b>73.88</b>	<b>73.88</b>	<b>73.88</b>	<b>73.88</b>
<b>Total Authorized Position Count</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>

**Capital Project Budgetary Summary**

<b>Project Expenditures</b>	<b>Appropriated To Date</b>	<b>FY 2005 Adopted</b>	<b>Un-Appropriated Subsequent Years</b>				<b>5 Year Total</b>	<b>CIP Total</b>
			<b>FY 2005</b>	<b>FY 2005</b>	<b>FY 2005</b>	<b>FY 2005</b>		
<b>General Government</b>								
Juvenile Assessment Center	0	0	0	0	665,000	0	665,000	665,000
Robert L. Anderson Administration Center - Phase 3	0	0	0	0	2,475,000	0	2,475,000	2,475,000
<b>General Government Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,140,000</b>	<b>0</b>	<b>3,140,000</b>	<b>3,140,000</b>
<b>Total CIP Budgetary Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,140,000</b>	<b>0</b>	<b>3,140,000</b>	<b>3,140,000</b>

**Capital Project Funding Summary**

<b>Funding Source</b>	<b>Appropriated To Date</b>	<b>FY 2005 Adopted</b>	<b>Un-Appropriated Subsequent Years</b>				<b>5 Year Total</b>	<b>CIP Total</b>
			<b>FY 2005</b>	<b>FY 2005</b>	<b>FY 2005</b>	<b>FY 2005</b>		
<b>Current Revenues</b>								
Infrastructure Surtax (00-09)	0	0	0	0	3,140,000	0	3,140,000	3,140,000
<b>Funding Source Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,140,000</b>	<b>0</b>	<b>3,140,000</b>	<b>3,140,000</b>
<b>Total CIP Funding</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,140,000</b>	<b>0</b>	<b>3,140,000</b>	<b>3,140,000</b>