

# Facilities Maintenance

Fund 10 • Directorate 02 • Division 70 • Department 582

## PROGRAM DESCRIPTION

To protect the public's investment in emergency services and ensure effective and uninterrupted emergency response by maintaining the District's facilities and equipment through inspection and preventive maintenance. Facilities Maintenance manages the District's environmental compliance efforts, including improving overall energy efficiency within the facilities and equipment. Staff also supervises the design and construction of new facilities and seismic upgrades and renovation/remodel projects of existing District facilities.

## BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services	\$809,566	\$721,028	\$859,217	<b>\$880,473</b>
Materials and Services	352,766	759,323	159,506	<b>73,644</b>
Total Expenditures	\$1,162,332	\$1,480,351	\$1,018,723	<b>\$954,117</b>

## PERSONNEL SUMMARY

Position	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Facilities Operations Manager	1.00	1.00	1.00	<b>1.00</b>
Support Services Operations Manager	1.00	0.00	0.00	<b>0.00</b>
Facilities Maintenance Lead Tech	1.00	1.00	1.00	<b>1.00</b>
Facilities Maintenance Technician	4.00	4.00	4.00	<b>4.00</b>
Facilities Maintenance Admin Specialist	1.00	1.00	1.00	<b>1.00</b>
Maintenance Utility Worker	1.00	1.00	1.00	<b>1.00</b>
Total Full-Time Equivalents (FTE)	9.00	8.00	8.00	<b>8.00</b>

## 2012-13 SIGNIFICANT CHANGES

Personnel Services in 2012-13 increased for expected wage and benefit increases.

Reductions in Materials and Services reflect continued use of the new ERP system to allow maintenance coding to the affected facility, and transfers of budget to other departments. Account 5361, M&R Building Repairs and Maintenance includes costs for upkeep of surplus and property purchased for future use.

## *Facilities Maintenance, continued*

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### STATUS OF 2011-12 SERVICE MEASURES

- Maintain corrective maintenance work order efficiency.

**Goal(s):** VII  
**Service Type(s):** Essential, Discretionary  
**Measured By:** "Days to Start" equals an average of two days; number of days it took for Facilities staff to start the work order from the day the customer entered the request into the system. "Days to Complete" equals an average of less than five days; number of days it took for Facilities staff to complete the work order from the day the customer entered the request into the system.  
**Status or Outcome:** Currently on track to meet the goal of two days to start and less than five days to complete.

- Total percentage of travel time is an average of less than 25 hours per month per technician.

**Goal(s):** VII  
**Service Type(s):** Essential  
**Measured By:** An average travel time charge of less than 25 hours per month for each Facility Technician/Utility Worker.  
**Status or Outcome:** Goal is being met.

- Total percentage of labor charged to administrative functions is less than 13%.

**Goal(s):** VII  
**Service Type(s):** Management Services  
**Measured By:** The percentage of billable labor hours charged to an administrative function is less than 12% of total billable labor hours.  
**Status or Outcome:** Goal is being met.

### STATUS OF 2011-12 CHANGE STRATEGIES

- Incorporate and prioritize environmental considerations in purchasing decisions.

**Goal(s)/Call(s) for Action:** VII/B  
**Budget Impact:** Increase required  
**Duration:** Year 5 of 6  
**Budget Description:** There will be continued costs associated with the design, implementation, and construction of LEEDs (although not certified of LEED). The District will continue to purchase Energy Star rated appliances. Additional funding will be required for the continued replacement of outdated lighting fixtures.  
**Partner(s):** Finance, Logistics, Integrated Operations  
**Status or Outcome:** Staff are meeting this goal and putting an energy plan in place to deal with all recommended energy upgrades from Energy Trust of Oregon

### STATUS OF 2011-12 CHANGE STRATEGIES, CONTINUED

- Coordinate implementation of bond-funded major capital construction projects.

**Goal(s)/Call(s) for Action:** V/A, VI/D, VII/B  
**Budget Impact:** Increase required  
**Duration:** Year 5 of 7  
**Budget Description:** The majority of the project management expenses are accounted for within the bond funds; however, additional costs for increased staffing, project management contracts, and other related resources are anticipated.  
**Partner(s):** Logistics, Finance, Integrated Operations  
**Status or Outcome:** The District continues to work with its partners on costs and programs for the new stations.

- Continually reassess and reinvest in infrastructure and lifecycle programs.

**Goal(s)/Call(s) for Action:** VII/D  
**Budget Impact:** Resource neutral  
**Duration:** Year 2 of 5  
**Budget Description:** First year making assessment and estimate costs, which could affect technicians' time and other partners through the planning stages. This process will aid in developing cost per square foot per facility.  
**Partner(s):** Logistics, Integrated Operations  
**Status or Outcome:** There is a lifecycle plan in place that will assist the District with planning financially for its needs in the future.

- Assess energy consumption throughout the District to find ways to reduce cost and consumption.

**Goal(s)/Call(s) for Action:** VII/B  
**Budget Impact:** Increase required  
**Duration:** Year 1 of 3  
**Budget Description:** Work within the organization on education and reducing overall utility costs; this will require technicians to review and ensure all systems are running properly and most efficiently.  
**Partner(s):** Logistics, PGE, all divisions, vendor  
**Status or Outcome:** Staff is currently working with Energy Trust of Oregon and Adapt Engineering to establish cost and energy savings on a District-wide basis.

- Look at model where technicians would have laptops in trucks within the next year.

**Goal(s)/Call(s) for Action:** VII/C  
**Budget Impact:** Increase required  
**Duration:** Year 1 of 1  
**Budget Description:** Work with one technician throughout the year to see if having a laptop in the vehicle would improve efficiency and response time on work orders.  
**Partner(s):** Information Technology, Logistics  
**Status or Outcome:** This has been put on hold for further evaluation.

## Facilities Maintenance, continued

### ADDITIONAL 2011-12 ACCOMPLISHMENTS

- District-wide energy audit completed.
- Capital projects completed in various stations over the summer in the amount of a little over \$500,000.
- Demolition of the Clinton Street houses and the Bethany Property.
- Reorganized all of the station plans and created a resource room with all documents that support facilities.

### 2012-13 SERVICE MEASURES

Service Measure	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Square footage maintained for facilities*	330,465	368,465	351,385	<b>361,659</b>
District costs per square foot	\$3.43	3.16	\$3.34	<b>\$3.51</b>
Efficiency rating	82.18%	84.25%	86.24%	<b>88%</b>
Average days to start corrective maintenance	2.83	1.57	1.85	<b>2.0</b>
Average days to complete corrective maintenance	7.0	3.80	3.83	<b>4.0</b>
Average percentage of labor charged to administrative functions	7.8%	9.63%	10.5%	<b>10.0%</b>
Average travel hours per month by Technicians	22.31	21.18	17.94	<b>22.5</b>
Percentage of total available resource hours required to support capital bond projects	15.9%	8.2%	8%	<b>8%</b>

\*Square footage is calculated to include all facilities that the Facilities Department maintains (e.g., fire stations, CBOC, TC, Jenkins Road, etc.).

- **Maintain corrective maintenance work order efficiency.**

**Goal(s):** VII  
**Service Type(s):** Essential, Discretionary  
**Measured By:** "Days to Start" equals an average of two days; number of days it took for Facilities staff to start the work order from the day the customer entered the request into the system. "Days to Complete" equals an average of less than five days; number of days it took for Facilities staff to complete the work order from the day the customer entered the request into the system.

- **Total percentage of travel time** is an average of less than 25 hours per month per technician.

**Goal(s):** VII  
**Service Type(s):** Essential  
**Measured By:** An average travel time charge of less than 25 hours per month for each Facility Technician/Utility Worker.

- **Total percentage of labor** charged to administrative functions is less than 13%.

**Goal(s):** VII  
**Service Type(s):** Management Services  
**Measured By:** The percentage of billable labor hours charged to an administrative function is less than 12% of total billable labor hours.

### 2012-13 CHANGE STRATEGIES

- Incorporate and prioritize environmental considerations in purchasing decisions.

**Goal(s)/Call(s) for Action:** VII/2  
**Budget Impact:** Increase required  
**Duration:** Year 6 of 6  
**Budget Description:** There will be continued costs associated with the design, implementation, and construction of LEEDs (although not certified of LEED). The District will continue to purchase Energy Star rated appliances. Additional funding will be required for the continued replacement of outdated lighting fixtures.  
**Partner(s):** Finance, Logistics, Integrated Operations

- Continually reassess and reinvest in infrastructure and lifecycle programs.

**Goal(s)/Call(s) for Action:** VII/2, 4  
**Budget Impact:** Resource neutral  
**Duration:** Year 3 of 5  
**Budget Description:** Continued assessment of facilities and costs provides the foundation for the development of a comprehensive long-range facilities plan. The plan will include projections of the lifecycles of capital equipment with depreciation estimates, which will provide for better replacement vs. corrective maintenance decisions. The plan will focus on 10-15 year projections.  
**Partner(s):** Logistics, Integrated Operations, Finance

- Assess energy consumption throughout the District to find ways to reduce cost and consumption.

**Goal(s)/Call(s) for Action:** VII/1 and 2  
**Budget Impact:** Increase required  
**Duration:** Year 2 of 3  
**Budget Description:** Work within the organization on education and reducing overall utility costs; this will require technicians to review and ensure all systems are running properly and most efficiently.  
**Partner(s):** Logistics, PGE, all Divisions, vendor

## Facilities Maintenance, continued

	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
<b>10582 General Fund</b>						
5002 Salaries & Wages Nonunion	485,167	430,277	482,132	500,066	500,066	500,066
5004 Vacation Taken Nonunion	26,960	27,651	47,683	38,182	38,182	38,182
5006 Sick Taken Nonunion	14,023	11,227		7,636	7,636	7,636
5008 Personal Leave Taken Nonunion	2,644	2,889		3,273	3,273	3,273
5010 Comp Taken Nonunion	1,327	4,123				
5015 Vacation Sold	1,403	1,106	10,189	13,112	13,112	13,112
5016 Vacation Sold at Retirement	625	952				
5021 Deferred Comp Match Nonunion	4,642	5,088	18,544	21,818	21,818	21,818
5121 Overtime Nonunion	3,326	1,624	3,500	3,500	3,500	3,500
5123 Comp Time Sold Nonunion		93				
5201 PERS Taxes	85,258	84,325	108,483	117,283	117,283	117,283
5203 FICA/MEDI	39,645	35,292	42,997	44,950	44,950	44,950
5206 Worker's Comp	7,864	8,585	14,051	10,577	10,577	10,577
5207 TriMet/Wilsonville Tax	3,508	3,239	3,888	4,124	4,124	4,124
5208 OR Worker's Benefit Fund Tax	209	192	283	283	283	283
5211 Medical Ins Nonunion	103,273	79,187	98,933	84,503	84,503	84,503
5221 Post Retire Ins Nonunion	6,225	6,968	6,300	7,200	7,200	7,200
5230 Dental Ins Nonunion	14,466	11,011	13,439	12,201	12,201	12,201
5240 Life/Disability Insurance	6,728	5,155	6,295	8,765	8,765	8,765
5270 Uniform Allowance	2,274	2,044	2,500	3,000	3,000	3,000
<b>Total Personnel Services</b>	<b>809,566</b>	<b>721,028</b>	<b>859,217</b>	<b>880,473</b>	<b>880,473</b>	<b>880,473</b>
5300 Office Supplies	2,069	1,628	1,800	1,500	1,500	1,500
5301 Special Department Supplies	4,500	6,497	11,000	6,500	6,500	6,500
5302 Training Supplies			50			
5305 Fire Extinguisher	149		300	400	400	400
5306 Photography Supplies & Process			25			
5320 EMS Supplies		10				
5321 Fire Fighting Supplies	18					
5330 Noncapital Furniture & Equip	7,954	3,816		750	750	750
5350 Apparatus Fuel/Lubricants	12,109	14,416	21,500	17,000	17,000	17,000
5361 M&R Bldg/Bldg Equip & Improv	314,490	604,007	60,500	16,100	16,100	16,100
5362 Storage Tank Expense	1,622		12,360			
5367 M&R Office Equip	1,468	4,030	2,600	4,080	4,080	4,080
5413 Consultant Fees		12,141	20,000			
5414 Other Professional Services			5,000			
5415 Printing	257	394	1,000	1,000	1,000	1,000
5416 Custodial & Bldg Services		106,142				
5432 Natural Gas	211	145	1,965	6,050	6,050	6,050
5433 Electricity	1,965	1,677	3,600			
5434 Water/Sewer	42	34	2,256	5,850	5,850	5,850
5436 Garbage	1,300	644	1,700	4,516	4,516	4,516
5450 Rental of Equip	2,071	324	3,000	5,400	5,400	5,400
5461 External Training	1,390	1,800	5,000	1,400	1,400	1,400
5462 Travel and Per Diem	671		750	1,448	1,448	1,448
5484 Postage UPS & Shipping		26	350	150	150	150

## *Facilities Maintenance, continued*

	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
<b>10582 General Fund</b>						
5500 Dues & Subscriptions	22	841	1,500	920	920	920
5502 Certifications & Licensing		292	1,500	80	80	80
5570 Misc Business Exp	459	461	300	300	300	300
5571 Planning Retreat Expense						
5572 Advertis/Public Notice			750	200	200	200
5575 Laundry/Repair Expense			700			
<b>Total Materials &amp; Services</b>	<b>352,766</b>	<b>759,323</b>	<b>159,506</b>	<b>73,644</b>	<b>73,644</b>	<b>73,644</b>
<b>Total General Fund</b>	<b>1,162,331</b>	<b>1,480,351</b>	<b>1,018,723</b>	<b>954,117</b>	<b>954,117</b>	<b>954,117</b>

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