

MENDOCINO COUNTY POLICY #33	RESERVE FOR MAJOR REPAIR AND MAINTENANCE OF FACILITIES
ADOPTED: March 16, 1999	ADOPTED BY: Minute Order
AMENDED: July 17, 2007	AMENDED BY: Minute Order

I. RESERVE FOR MAJOR REPAIR AND MAINTENANCE OF FACILITIES

A. The County of Mendocino will establish a Reserve for Major Repair and Maintenance of Facilities that will be utilized as we endeavor to accomplish the following goals:

1. Maintain facilities that promote a perception within our customers that they are being served in a professional environment that are sufficient to properly address their service needs.
2. Maintain facilities that promote reasonably safe, comfortable, and productive working environments for the employees of the County.
3. Permit timely repairs to County facilities that serve to minimize the deterioration of those facilities, thereby guarding against a reduction in the value of the assets and the escalating cost of repair due to further deterioration and inflation.
4. Maintain the facility infrastructure of the County in a manner that results in predictable, reasonable, and consistent cash flows from the General Fund; rather than unexpected, significant, and periodic cash flows from the General Fund that may result in an impact to the service delivery system and/or a reduction in the County's General Reserves and Contingency Reserves.

B. In an effort to accomplish the goals enumerated above, the County shall endeavor to fund a Reserve for Major Repair and Maintenance of Facilities in the amount of seventy cents (\$0.70) per square foot of County owned and maintained buildings. This amount is dependent upon available funding as recommended by the County Executive Office.

C. The General Services Agency shall prioritize and schedule major repairs and maintenance from the balance in, and projected accruals to, the reserve. Further, the General Services Agency shall, no less frequently than biennially, evaluate the assumptions of the contribution formula and make recommendations, if necessary, to adjust said formula.

1. Any adjustment to the contribution formula must be submitted to the County Executive Office for consideration.

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- D. Notwithstanding, this policy shall not conflict in any manner with the restrictions of the Countywide Cost Allocation Plan (OMB Circular A-87).

- E. Given that the proposed contributions to the reserve, and the forecasted major repairs and maintenance are based upon the assumption that all facilities are in a reasonable state of repair, it may be necessary for the General Services Agency to request additional, nonrecurring appropriations for currently existing, severely deferred maintenance projects.

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