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.12 Cost Recovery

- **.12.2 Cost of Operation & Maintenance**

The cost of operation and maintenance of all County-owned buildings, facilities or properties will be reviewed annually by Facilities Management Division. Cost recovery rates shall be calculated in accordance with the State of California Accounting Standards and Procedures for Counties (A-87 Cost Allocation Plan).

- **.12.6 Cost Allocation for Services Provided**

Facilities Management Division utilizes cost accounting management software to track, collect and report costs and services rendered by Facilities Management Division. Costs shall be recovered through the County's A-87 Cost Allocation Plan for all costs budgeted and expensed through the Facilities Maintenance Division general fund. Non-general fund costs shall be recovered by direct billing through the County Facilities Internal Service Fund.

- **.12.8 Cost of Utilities**

The cost of utilities shall be passed through to the occupants of the building, facility or property. If no unique or separate utility meter exists for the facility, the cost of utilities shall be calculated according to a cost allocation by occupancy square footage.

- **.12.10 Reports & Surveys**

Facilities Management Division shall provide those County departments participating in the direct bill for service program with a monthly report detailing the work completed on the building, facility or property

they occupy. In addition, Facilities Management Division will solicit an annual survey of departments to obtain input on how to improve the services provided by the Division, and to obtain requests for projects that departments propose for the following fiscal year. A funding source must accompany all requests for projects.

- **.12.14 Cost Modifications, Alterations or Remodels**

The cost of projects to make additions to, modify, alter or remodel County buildings, facilities or properties, including design and preparation, shall be a direct charge to and paid for by the requesting department(s).

Any department that makes modifications, alterations or maintenance to County buildings, facilities or properties without prior approval will be billed for the cost of the inspection of, removal or modification of such work by Facilities Management Division as the Division deems appropriate to ensure that the modification, alteration or maintenance was completed according to proper standards and code requirements.

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Source URL (modified on Apr 6 2016 - 12:11pm): <http://www.countyofglenn.net/cost-recovery-0>