

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Support **Program Contact:** Doug Butler  
**Related Programs:** 72042, 72043, 72044, 72047, 72049, 72051

**Program Characteristics:**

**Executive Summary**

The Capital Program Section provides the County with a replacement plan and program for the major building systems in each of our buildings. The 5-year Capital Improvement Plan provides for the near-term project needs. This Program Offer includes the management and staff for the Capital program. The majority of the funding for this Offer comes from the Capital Improvement Program (CIP) and Asset Preservation (AP) assessments.

**Program Description**

The Capital Program Section is mainly funded by the Capital Improvement Program (#72049) and the Asset Preservation (#72051) Program Offers. The Section provides an annual assessment of all Capital facility needs and develops a specific strategy consistent with available funding which permits the completion of improvements in a carefully planned approach.

The Section provides project management services including planning, design, and construction services. Project Manager's ensure compliance with important policies and statutory requirements such as, Federal, State and local regulations, high performance green building policies, Minority Women Emerging Small Business (MWESB) policies and incorporate sustainable practices.

Project managers are responsible for coordinating project activities with building users (both internal and external users), consultants and contractors and are a resource for improving service delivery programs' operations in association with Capital improvements.

**Program Justification**

The Capital Program insures accountability by providing a plan that is accomplished through completed projects. The result are buildings that are usable and functional for their intended uses.

Project Managers assure the County Capital Improvement Program (CIP) projects complete their scopes of work within their approved budgets. Projects' scopes of work are coordinated with operating programs needs and balanced with the overall need for quality buildings and quality building systems. Project Manager's duties, in addition to Capital Improvement Program projects (CIP, Asset Preservation, etc.), include Service Request work from Departments. They do this in a way that takes into account the needs of operating programs and the need to accomplish work in a cost effective manner.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Completed projects (Program offers 72049 & 72051 combined)	92.5%	100.0%	88.5%	100.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier I	57.7%	63.8%	57.7%	60.0%
Outcome	Project Management Costs (\$/hr)	80	96	96	96

**Performance Measure - Description**

The measures for completed projects and project management costs encompass both the CIP and Asset Preservation (AP) program offers.

There are various reasons that individual projects do not meet their scheduled completion. We actively manage project impacts and adjust project schedules on low priority projects to compensate.

\* A Tier I building is one which is designated for long-term retention and which meets current County standards. The percent of Tier I buildings will be lower this FY than originally forecasted due to delays in projected building disposals.

The comparable project management costs at the City of Portland are \$100/hr in FY'08.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2007	2007	2008	2008
Personnel	\$0	\$853,544	\$0	\$976,026
Contracts	\$0	\$5,000	\$0	\$5,000
Materials & Supplies	\$0	\$21,055	\$0	\$20,350
Internal Services	\$0	\$62,438	\$0	\$44,908
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$942,037</b>	<b>\$0</b>	<b>\$1,046,284</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$0</b>	<b>\$942,037</b>	<b>\$0</b>	<b>\$1,046,284</b>
Program Total:	<b>\$942,037</b>		<b>\$1,046,284</b>	
Program FTE	0.00	8.00	0.00	9.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$88,426	\$0	\$0
Other / Miscellaneous	\$0	\$853,611	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$942,037</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

The Capital Improvement Program receives some revenues from Energy Trust Incentives and Business Energy Tax Credits (BETC) from the State of Oregon. The Program received credits totaling approximately \$300,000 in FY'07.

**Significant Program Changes****Last year this program was:**

Program Offer #72048 - Facilities Capital Operating Costs

In FY'07 we looked at ways to become more efficient and reduce costs. For example, we are working to reduce the cost of advertising our projects by referring contractors to County's web site. (NOTE: at the time of this writing, we are still working on this effort. The potential savings are \$15,000 to \$40,000 per year.)

We continue to proactively focus on the program's relationship to the Strategic plan which was adopted by the Board in August 2005. The program continues to look at the long-term County benefits taking into account the following: program needs, building needs, flexibility, cost efficiencies, building operations and maintenance.

One FTE was transferred from within FPM to bring total staff to 9 includes one Program Manager and one business analyst and seven project managers.