

Priority: Accountability

Lead Agency: County Management

Program Offer Type: Support

Program Contact: John Lindenthal

Related Programs:

Program Characteristics:

Executive Summary

The Capital Program Section provides the County with a long-term replacement plan for the major building systems in each of our buildings. It then prioritizes required work within available resources and provides all of the required construction, renovation and capital maintenance work in these buildings. 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) fees.

Program Description

The Capital Program Section is mainly funded by the Capital Improvement Program (#72050) 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 is buildings that are usable and functional for their intended uses. Project Managers assure the County capital projects are completed as planned and within their approved budgets. Project Manager's duties, in addition to Capital Improvement Program projects (CIP, Asset Preservation, etc.), include Service Request work from Departments. They do this work 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 (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Completed Projects (Program offers 72050 and 72051 combined)	86.3%	100.0%	71.0%	85.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier 1*	56.6%	60.0%	58.8%	58.8%
Outcome	Project Management Costs (\$/hr)	96	96	96	92

Performance Measure - Description

Completed projects (Program offers 72050 & 72051 combined)

The measures for completed projects and project management costs encompass (i.e. are the total of) both the CIP and Asset Preservation (AP) program offers. The metric (output) for completed projects are those adopted stand-alone projects that are scheduled (planned) to be completed in current fiscal year. Only multi-year projects which are scheduled for completion in the subject year are included in the metric. The project completion metric is set at 85%. This allows for flexibility in adjusting project schedules due to County needs and unforeseen circumstances. There were two unplanned projects that have taken significant project manager resources which affected estimated FY08 project completions.

*A Tier I building is one which is designated for long-term retention and which meets current County standards.

There is a change in the FY09 project management rate calculation and the Program Manager is no longer in the calculation. 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	2008	2008	2009	2009
Personnel	\$0	\$1,299,416	\$0	\$1,321,411
Contracts	\$0	\$5,000	\$0	\$5,000
Materials & Supplies	\$0	\$24,550	\$0	\$22,550
Internal Services	\$0	\$59,008	\$0	\$60,322
Subtotal: Direct Exps:	\$0	\$1,387,974	\$0	\$1,409,283
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$1,387,974	\$0	\$1,409,283
Program Total:	\$1,387,974		\$1,409,283	
Program FTE	0.00	9.00	0.00	12.00
Program Revenues				
Fees, Permits & Charges	\$0	\$341,690	\$0	\$199,283
Other / Miscellaneous	\$0	\$0	\$0	\$1,210,000
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$341,690	\$0	\$1,409,283

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 in addition to Asset Preservation and CIP fees.

Significant Program Changes

Last year this program was: #72048, Facilities Capital Operating Costs

In FY'08 we continue to look at ways to become more efficient and reduce costs. In late FY'07 and early FY'08, a major opportunity to reduce the County's building liability did not occur (Lincoln Building). We are looking at options to manage the ongoing liability until another opportunity can be found. 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. Total staff includes one Program Manager, one Data Analyst Sr, seven CIP project managers and 3 MAC's (Moves, Adds and Changes) project managers.