

Priority: Accountability **Lead Agency:** County Management
Program Offer Type: Internal Service **Program Contact:** John Lindenthal
Related Programs: 72068, 72071, 72072, 72075

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. Special projects does the upfront planning and develops ideas, concepts and strategies for various portfolio options.

Program Description

The Capital Program Section is mainly funded by the Capital Improvement Program (#72071) and the Asset Preservation (#72072) 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 Managers 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. Special projects develops, evaluates and recommends various portfolio planning options for a cost effective portfolio.

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 (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Output Completed Projects (Program offers 72071 and 72072 combined)	64.5%	85.0%	60.5%	85.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier 1*	57.7%	58.8%	58.8%	58.8%
Outcome	Project Management Costs (\$/hr)	96	92	92	95

Performance Measure - Description

Completed projects (Program offers 72071 & 72072 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.

In FY09 to date(six months), Project Manager's project workload includes an additional 37% of unplanned/emergency projects. This unplanned and unscheduled work affects planned projects completion. Also, a staff vacancy (7 months) affected the start of several projects this year.

*A Tier 1 building is one which is designated for long-term retention and which meets current County standards.

The Primary Owned Tier 1 building percentage change is due to the Martha Washington building. It is still projected to be disposed of by the end of the FY09 (06/30/09).

Comparable project management costs at the City of Portland are \$103/hr in FY'09 (this year).

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$0	\$1,154,925	\$0	\$1,558,236
Contracts	\$0	\$15,000	\$0	\$55,000
Materials & Supplies	\$0	\$62,401	\$0	\$26,930
Internal Services	\$0	\$45,191	\$0	\$63,684
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Subtotal: Direct Exps:	\$0	\$1,277,517	\$0	\$1,703,850
Administration	\$19,001	\$650,468	\$20,982	\$1,765,408
Program Support	\$29,254	\$0	\$29,625	\$0
Subtotal: Other Exps:	\$48,255	\$650,468	\$50,607	\$1,765,408
Total GF/non-GF:	\$48,255	\$1,927,985	\$50,607	\$3,469,258
Program Total:	\$1,976,240		\$3,519,865	
Program FTE	0.00	12.00	0.00	14.00
Program Revenues				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$224,168	\$0	\$490,065
Intergovernmental	\$0	\$0	\$0	\$216,885
Other / Miscellaneous	\$0	\$1,053,349	\$0	\$996,900
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$1,277,517	\$0	\$1,703,850

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

✔ Significantly Changed

Last year this program was:

Last year this program was: #72049, Facilities Capital Operating Costs

Three full-time employee (FTE) positions are being transferred within the Facilities Division as a consolidation of project management functions. This will bring greater efficiencies for project delivery and create a small projects group.

Special projects was included in the Facilities Asset Management program offer #72052 last year and has been reassigned to the Capital Program. 1 additional FTE is being transferred from with the Facilities Division.

Also, the Moves, Adds and Changes (MAC's) project manager group is no longer a part of this program offer. It was reorganized and transferred to Operations and Maintenance (Program offer 72068).