

**Lead Agency:** County Management

**Program Contact:** John Lindenthal

**Program Offer Type:** Internal Service

**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. Strategic projects does the upfront planning and develops ideas, concepts and strategies for SPACE optimization and 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. Strategic projects develops, evaluates and recommends various portfolio planning options for a cost effective portfolio.

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. The Project Manager 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 (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Output Completed Projects (Program offers 72071 and 72072 combined)	71.6%	85.0%	65.5%	85.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier 1*	58.8%	58.8%	60.0%	60.0%
Outcome	Project Management Costs (\$/hr)	92	95	95	91

**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 FY10 to date, we continue to have a larger than expected number of unplanned/emergency projects. This year it includes Stimulus (ARRA) projects. This unplanned and unscheduled work affects planned projects completion. Further, new project management personnel has required training in project and contract processes and has affected project delivery.

\*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 was disposed of in FY10. Comparable project management costs at the City of Portland are \$103/hr in FY'09 (last year).

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2010	2010	2011	2011
Personnel	\$0	\$1,558,236	\$0	\$1,633,508
Contracts	\$0	\$55,000	\$0	\$55,000
Materials & Supplies	\$0	\$26,930	\$0	\$34,500
Internal Services	\$0	\$63,684	\$0	\$39,540
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,703,850</b>	<b>\$0</b>	<b>\$1,762,548</b>
<b>Program Total:</b>	<b>\$1,703,850</b>		<b>\$1,762,548</b>	
Program FTE	0.00	14.00	0.00	15.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$490,065	\$0	\$572,776
Intergovernmental	\$0	\$216,885	\$0	\$0
Other / Miscellaneous	\$0	\$996,900	\$0	\$1,309,716
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,703,850</b>	<b>\$0</b>	<b>\$1,882,492</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 in addition to Asset Preservation and CIP fees.

## Significant Program Changes

### Last year this program was:

Last year this program was: #72070, Facilities Capital Operating Costs. Three full-time employee (FTE) project manager positions were bumped out of their positions due to lay-offs. Project Management was consolidated under the Capital program in FY10. The net gain in project management personnel is 2.0 FTE. Training on project management procedures and expectations slowed project progress this year.