

Lead Agency: Department of County

Program Contact: John Lindenthal

Program Offer Type: Internal Service

Related Programs: 78003, 78004, 78006A, 78007, 78011

Program Characteristics: In Target, Climate Action Plan

Executive Summary

The Capital Program Section manages the County's long-term replacement plan for the major building systems in all County owned buildings. The program prioritizes required work within available resources and provides management and oversight of all the required construction, renovation and capital maintenance work in these buildings. The majority of the funding for this offer comes from the Capital Improvement Program (CIP) and Asset Preservation (AP) fees.

Program Description

The section provides project management services including planning, design, and construction services. Project Managers ensure compliance with policies and statutory requirements including Federal, State and local regulations, Green Building policies, and Minority Women Emerging Small Business (MWESB) policies. They incorporate sustainable practices in accordance with County policies and the Climate Action Plan. Project managers are also 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. The result are buildings that are usable and functional for their intended uses.

Project Managers assure that 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 coordinating service request work from departments, while taking into account the needs of operating programs and the need to accomplish work in a cost effective manner.

The Capital Program Section is funded by the Capital Improvement Program (#78006) and the Asset Preservation (#78007) 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.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Output Completed Projects Program Offers 78006 and 78007 combined	85.4%	85.0%	73.0%	85.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier 1	66.7%	66.7%	66.7%	66.7%
Outcome	Project Management costs (\$/hr)	91	92	92	95
Quality	Provide monthly FM Capital status Report	0	12	11	12

Performance Measure - Description

The measures for completed projects and project management costs encompass both the Capital Improvement Program(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 the 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. We project to fall short of this metric in FY13, primarily due to the number of staffing vacancies and the large workload spike in completing the East County Courthouse, however we have updated the 5 year project workload to meet completion targets in FY14.

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

Comparable project management costs at the City of Portland in FY13 are \$115/hr.

Monthly Capital Project Status reporting started in November, 2011. December 2012's report was not posted due to delay in project updates and holiday schedules. This will be corrected next year.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2013	2013	2014	2014
Personnel	\$0	\$1,309,869	\$0	\$1,643,439
Contracts	\$0	\$5,000	\$0	\$5,000
Materials & Supplies	\$0	\$35,900	\$0	\$39,408
Internal Services	\$0	\$30,151	\$0	\$125,154
Total GF/non-GF:	\$0	\$1,380,920	\$0	\$1,813,001
Program Total:	\$1,380,920		\$1,813,001	
Program FTE	0.00	11.00	0.00	13.00
Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$0	\$345,592
Other / Miscellaneous	\$0	\$1,380,920	\$0	\$1,467,409
Total Revenue:	\$0	\$1,380,920	\$0	\$1,813,001

Explanation of Revenues

This program is funded through internal service reimbursements from departments and from the Capital Improvement and Asset Preservation Funds.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #78005, Facilities Capital Operating Costs

Two professional engineering positions are being added to the Capital Program. These positions will bring licensed mechanical and electrical engineering staff "in house," reducing our reliance on contracted architectural/engineering firms.