

#### Program #78204 - Facilities Capital Operation Costs

**Program Contact:** John Lindenthal 6/30/2016

County Assets **Department:** 

**Program Offer Type:** Program Offer Stage: As Adopted Internal Service

78205-17, 78206-17, 78213-17 **Related Programs:** 

**Program Characteristics:** 

### **Executive Summary**

The Capital Program Section manages the County's long-term improvement and replacement plan for the major building systems in all County owned buildings. The program prioritizes required work with available resources, and provides management and oversight of all the required improvements, 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 Summary**

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)(COBID) 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 is 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, and Library District) 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 (78205-17), the Asset Preservation (78206-17) and Library Construction Fund (78213-17) 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	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer			
Output	Completed Projects - planned % fiscal year projects to be completed. (PO's 78205-17 & 78206-17 & 78213-17)	78.3%	85.0%	92.3%	85.0%			
Outcome	Percent of Primary Owned Buildings rated as Tier 1	66.7%	56.3%	56.3%	56.3%			
Quality	Provide monthly FM Capital Status report	12	12	12	12			

#### **Performance Measures Descriptions**

PM #1: Combination metric CIP & AP program offers set at 85%. This allows flexibility for changes due to County needs. PM #2: Percent of Primary Owned Buildings rated as Tier 1. Note: Overall the Capital program was without 3 project

managers for several months each during FY15.

PM #3: Monthly Capital Project Status reporting.

# Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$1,234,866	\$0	\$1,347,180
Contractual Services	\$0	\$15,000	\$0	\$15,000
Materials & Supplies	\$0	\$37,300	\$0	\$40,281
Internal Services	\$0	\$41,134	\$0	\$42,716
Total GF/non-GF	\$0	\$1,328,300	\$0	\$1,445,177
Program Total:	\$1,328,300		\$1,445,177	
Program FTE	0.00	9.00	0.00	10.00

Program Revenues							
Other / Miscellaneous	\$0	\$1,475,288	\$0	\$1,445,177			
Total Revenue	\$0	\$1,475,288	\$0	\$1,445,177			

## **Explanation of Revenues**

Revenue in this offer includes reimbursement from internal County departments and external customers served by Facilities. For FY 2017 revenues are realigned across Facilities to balance program offers.

# Significant Program Changes

Last Year this program was: FY 2016: 78006-16 Facilities Capital Operation Costs

This offer adds one FTE in FY 2017 for capital project support.