

**Department:** County Assets **Program Contact:** John Lindenthal  
**Program Offer Type:** Internal Service **Program Offer Stage:** As Adopted  
**Related Programs:** 78006, 78007  
**Program Characteristics:**

**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 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) 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	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Completed Projects -% of planned fiscal year projects to be completed. Prog Offers 78006A & 78007 combined.	58.8%	85.0%	85.0%	85.0%
Outcome	Percent of Primary Owned Buildings rated as Tier 1	66.7%	66.7%	66.7%	66.7%
Quality	Provide monthly FM Capital Status report.	11	12	12	12

**Performance Measures Descriptions**

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.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>
Personnel	\$0	\$1,643,439	\$0	\$1,246,530
Contractual Services	\$0	\$5,000	\$0	\$5,000
Materials & Supplies	\$0	\$39,408	\$0	\$35,300
Internal Services	\$0	\$125,154	\$0	\$39,935
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,813,001</b>	<b>\$0</b>	<b>\$1,326,766</b>
<b>Program Total:</b>	<b>\$1,813,001</b>		<b>\$1,326,766</b>	
<b>Program FTE</b>	0.00	13.00	0.00	9.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$1,813,001	\$0	\$1,604,641
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,813,001</b>	<b>\$0</b>	<b>\$1,604,641</b>

**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**

**Last Year this program was:** 78005 Facilities Capital Operation Costs

Two existing Moves, Adds, and Changes (MAC's) project manager's are being moved to program offer #78004.

Two temporary positions are being added to allow for advance hiring for two planned retirements in FY15. The plan is to hire to allow a turnover and transition period six months in advance of the planned retirements.