

Program #78204 - Facilities Capital Operation Costs

2/17/2017

Department:	County Assets	Program Contact:	Henry Alaman
Program Offer Type:	Internal Service	Program Offer Stage:	As Requested
Related Programs:	78205-18, 78206-18, 78213-18		
Program Characteristics:	In Target		

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 (78205-18), the Asset Preservation (78206-18) and Library Construction Fund (78213-18) 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	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Completed Projects - planned % fiscal year projects to be completed. (PO's 78205-18 & 78206-18 & 78213-18)	78.3%	85.0%	70%	75%
Outcome	Percent of Primary Owned Buildings rated as Tier 1	66.7%	56.3%	58%	58%
Quality	Provide monthly FM Capital Status report	12	12	12	12

Performance Measures Descriptions

PM #1: Percent of planned projects that will be completed during fiscal year. Current year estimates are projected to be lower than planned due to vacancies from staff turnover.

PM #2: Percent of Primary Owned Buildings rated as Tier 1.

PM #3: Monthly Capital Project Status reporting.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$0	\$1,362,245	\$0	\$1,422,306
Contractual Services	\$0	\$15,000	\$0	\$26,928
Materials & Supplies	\$0	\$40,281	\$0	\$43,281
Internal Services	\$0	\$42,716	\$0	\$122,213
Total GF/non-GF	\$0	\$1,460,242	\$0	\$1,614,728
Program Total:	\$1,460,242		\$1,614,728	
Program FTE	0.00	10.00	0.00	10.50

Program Revenues				
Other / Miscellaneous	\$0	\$1,445,177	\$0	\$1,614,728
Total Revenue	\$0	\$1,445,177	\$0	\$1,614,728

Explanation of Revenues

Revenue in this offer includes a portion of the Capital Improvement Program (CIP) and Asset Preservation (AP) fees and reimbursement from County capital projects completed by Facilities.

CIP Fees: \$288,526
 AP Fees: \$288,526
 Reimbursement: \$1,037,676

Significant Program Changes

Last Year this program was: FY 2017: 78204 Facilities Capital Operation Costs

In FY18 this program offer includes Capital Improvement Program (CIP) and the Asset Preservation (AP) fees to cover expenses that are not reimbursed through County capital projects.

This offer increases 0.50 FTE from Facilities Client Services (78203) as the position will oversee both programs.