

Department:	County Assets	Program Contact:	Alene Davis
Program Offer Type:	Internal Service	Program Offer Stage:	As Adopted
Related Programs:	78205, 78206, 78213		
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 (78205) and the Asset Preservation (78206) funds.

Performance Measures

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Percent of projects planned for completion during a fiscal year that are completed in that fiscal year	62.5%	75%	77%	80%
Outcome	Percent of Primary Owned Buildings rated as Tier 1	49%	58%	53%	54%

Performance Measures Descriptions

PM #1: Percent of projects planned for completion during a fiscal year that are actually completed in that fiscal year. (PO's 78205-19 & 78206-19 & 78213-19).

PM #2: Percent of Primary Owned Buildings rated as Tier 1. Purchase of homeless shelters lowered anticipated Tier 1%.

Legal / Contractual Obligation

There are a number of projects carrying over into FY19 that have contractual obligations to vendors and/or service providers.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$1,253,372	\$0	\$1,372,232
Contractual Services	\$0	\$72,086	\$0	\$90,000
Materials & Supplies	\$0	\$43,281	\$0	\$28,900
Internal Services	\$0	\$122,213	\$0	\$155,318
Total GF/non-GF	\$0	\$1,490,952	\$0	\$1,646,450
Program Total:	\$1,490,952		\$1,646,450	
Program FTE	0.00	9.50	0.00	9.30

Program Revenues				
Other / Miscellaneous	\$0	\$1,612,000	\$0	\$1,646,450
Total Revenue	\$0	\$1,612,000	\$0	\$1,646,450

Explanation of Revenues

Revenue in this offer includes a portion of the Capital Improvement Program (CIP) and Asset Preservation (AP) fees.

CIP Fees: \$823,225

AP Fees: \$823,225

Significant Program Changes

Last Year this program was: FY 2018: 78204 Facilities Capital Operation Costs

FTE change is the net reallocation of four positions across multiple Facilities program offers to better align management positions across functions.