

Department: County Assets **Program Contact:** Alene Davis
Program Offer Type: Internal Service **Program Offer Stage:** As Requested
Related Programs: 78205, 78206, 78213
Program Characteristics: In Target

Executive Summary

This program consists of the Building Improvement Group, which delivers the projects from the County's 5-year Facilities Capital Improvement Plans. The program 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

This program 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.

Performance Measures

Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer
Output	Percent of projects planned for completion during a fiscal year that are completed in that fiscal year.	57%	80%	80%	80%
Outcome	Percent of Primary Owned Buildings rated as Tier 1.	60%	54%	63%	65%

Performance Measures Descriptions

PM #1: Percent of projects planned for completion during a fiscal year that are actually completed in that fiscal year. Due to lack of staffing resources, some FY19 projects are planned to be completed in FY20 when additional staff will be added to the program. (PO's 78205-19 & 78206-19 & 78213-19).

PM #2: Percent of Primary (vs. Secondary) Owned Buildings rated as Tier 1. Increasing percentage a reflection of investment by County on ensuring adequate facilities to meet County Program needs.

Legal / Contractual Obligation

There are a number of projects carrying over into FY20 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	2019	2019	2020	2020
Personnel	\$0	\$1,372,232	\$0	\$1,448,256
Contractual Services	\$0	\$90,000	\$0	\$90,000
Materials & Supplies	\$0	\$28,900	\$0	(\$319,388)
Internal Services	\$0	\$155,318	\$0	\$582,364
Total GF/non-GF	\$0	\$1,646,450	\$0	\$1,801,232
Program Total:	\$1,646,450		\$1,801,232	
Program FTE	0.00	9.30	0.00	9.30

Program Revenues				
Other / Miscellaneous	\$0	\$1,646,450	\$0	\$1,801,232
Total Revenue	\$0	\$1,646,450	\$0	\$1,801,232

Explanation of Revenues

This program is primarily funded by the Capital Improvement (78205) and the Asset Preservation (78206) funds. Additional revenue comes from other departments in the form of service request work.

CIP Fees: \$807,016

AP Fees: \$994,216

Significant Program Changes

Last Year this program was: FY 2019: 78204-19 Facilities Capital Operation Costs

Internal service increase due to the program receiving its portion of the Administrative Hub Service charge. Negative expenses in M&S due to accounting system changes to offset project manager's overhead burden expenses.