

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

4/21/2021

Department:County AssetsProgram Contact:Kate VanceProgram Offer Type:Internal ServiceProgram Offer Stage:As Proposed

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

**Program Characteristics:** 

### **Executive Summary**

The Capital Improvement Program manages the County's long-term improvement and replacement plan for the major building systems in County owned buildings. The program houses the personnel and operating costs associated with the Capital Improvement 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. Decisions are based on these priorities: life, safety, fire, and equity. The majority of the funding for this offer comes from the Capital Improvement Program (CIP), Asset Preservation (AP), and Library Construction Fund 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 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.

This program supports clients internal to Multnomah County to ensure the physical environment supports Multnomah County needs. The majority of the funding for this offer comes from the Capital Improvement Program (CIP), Asset Preservation (AP), and Library Construction Fund fees. However, this group also supports client-funded projects.

Performance Measures									
Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer				
Output	Percent of projects planned for completion during a fiscal year that are completed in that fiscal year.	67%	70%	80%	70%				
Outcome	Percent of Primary Owned Buildings rated as Tier 1.	63%	67%	63%	63%				

#### **Performance Measures Descriptions**

PM #1: Percent of projects planned for completion during a fiscal year that are completed in that fiscal year. Due resource limitations, some planned FY21 projects will be completed in FY22. Includes client funded projects completed by Building Improvements Group.

PM #2: Percent of Primary Owned Buildings rated as Tier 1 vs Tier 2 or 3. Goal is to maintain or increase Tier 1.

# **Legal / Contractual Obligation**

There are a number of projects carrying over into FY 2022 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$0	\$1,083,029	\$0	\$1,111,966
Materials & Supplies	\$0	\$28,126	\$0	\$80,626
Internal Services	\$0	\$836,907	\$0	\$1,104,074
Total GF/non-GF	\$0	\$1,948,062	\$0	\$2,296,666
Program Total:	\$1,948,062		\$2,296,666	
Program FTE	0.00	10.20	0.00	10.90

Program Revenues								
Other / Miscellaneous	\$0	\$909,983	\$0	\$789,070				
Total Revenue	\$0	\$909,983	\$0	\$789,070				

# **Explanation of Revenues**

This program is primarily funded by the Asset Preservation (2509) funds.

AP Fees: \$789,070

# Significant Program Changes

Last Year this program was: FY 2021: 78204 Facilities Capital Operation Costs

- Internal service increase due to the program receiving its portion of the Administrative Hub Service charge.
- 1.00 FTE Project Manager added in FY 2022 to support execution of the AP, CIP, and LIB 5 year capital improvement plan.
- Other FTE changes are reflection of reallocation of resources within FPM
- Due to Covid19 the staff in this program were moved to primarily teleworking instead of reporting to the office. Operational changes include virtual meetings and check ins, communication is primarily through email or google chat, and reporting is emailed and followed up virtually. Projects have slowed due to shortages on materials, longer lead times, slower trade production due to physical distancing requirements, and longer times to gain permits and other reviews by Authorities having Jurisdiction.