

# 1014300000—Capital Projects Administration

## Capital Maintenance & Improvements Marcia Cunningham, General Services Director

General Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
<b>Expenditures</b>					
Salaries & Benefits	\$578,648	\$715,575	\$763,134	\$763,134	\$47,559
Services & Supplies	57,742	113,513	114,418	114,418	905
Centrally-Budgeted Expenses	14,422	15,272	49,514	49,514	34,242
<i>Total Expenditures</i>	\$650,812	\$844,360	\$927,066	\$927,066	\$82,706
Expenditure Reimbursements	(630,810)	(844,360)	(927,066)	(927,066)	(82,706)
<i>Total Appropriations</i>	\$20,002	\$0	\$0	\$0	\$0
<b>Earned Revenues By Source</b>					
Charges For Services	\$19,628	\$0	\$0	\$0	\$0
<i>Total Revenues</i>	\$19,628	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	\$374	\$0	\$0	\$0	\$0
<i>Allocated Positions</i>	6.0	6.0	6.0	6.0	0.0

### Purpose

- (\$18,000) Decrease in reimbursement from County departments.

Management and coordination of capital improvements are the responsibility of the General Services Department (GSD). Staffing and other project-related administrative costs are included in the Capital Projects Administration budget. Staff duties include project planning, contract negotiation and monitoring, construction management, and fiscal administration.

### Major Budget Changes

#### Salaries & Employee Benefits

- \$47,559 Salary and benefits adjustments.

#### Centrally-Budgeted Expenses

- \$33,128 Addition of Countywide Cost Allocation Plan charges.

#### Expenditure Reimbursements

- \$100,706 Increase in reimbursement for project administration.

### Program Discussion

The 2019-2020 recommended budget for Capital Projects Administration totals \$927,066, which is an increase of \$82,706 from the 2018-2019 adjusted budget. This change reflects an increase in salary and benefits adjustments and the addition of Countywide Cost Allocation Plan charges. Reimbursement is from the Public Improvement budgets (#1040148000 and #1040148300) for projects and includes direct charges from County departments for project administration.

In 2018-2019, 53 projects were anticipated to be completed totaling approximately \$4.9 million. For 2019-2020, \$13.2 million in projects are proposed to include \$5.6 million for nine re-budgeted projects, \$1.5 million to augment funding for four existing projects and \$6.1 million for 19 proposed projects with new appropriations.

#### Job Order Contracting

In 2018-2019, for Year 3 of the Job Order Contracting (JOC) Program, 31 projects totaling \$2.7 million were completed. In December 2018, the Board of Supervisors awarded five master construction contracts for Year 4 the JOC Program.

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Under the Program, JOC contractors may be used to perform qualified individual projects during a one-year period. The JOC Program has allowed the GSD and other County departments to complete projects in a more cost-effective, timely, and collaborative manner. Other procurement methods, such as the traditional bid process and Purchasing and Support Services' Uniform Public Construction Cost Accounting Act (UPCCAA) process, will continue to be utilized in addition to the JOC Program.

In 2019-2020, work will continue on outstanding and planned projects related to existing facilities and major construction. A comprehensive listing of planned projects can be found in the Public Improvement budget (#1040148000). As resources allow, Capital Projects Administration may provide reimbursable project management assistance for direct charge to County department projects not included in the 2019-2020 Adopted Public Improvement budget.