

## Project Management Division

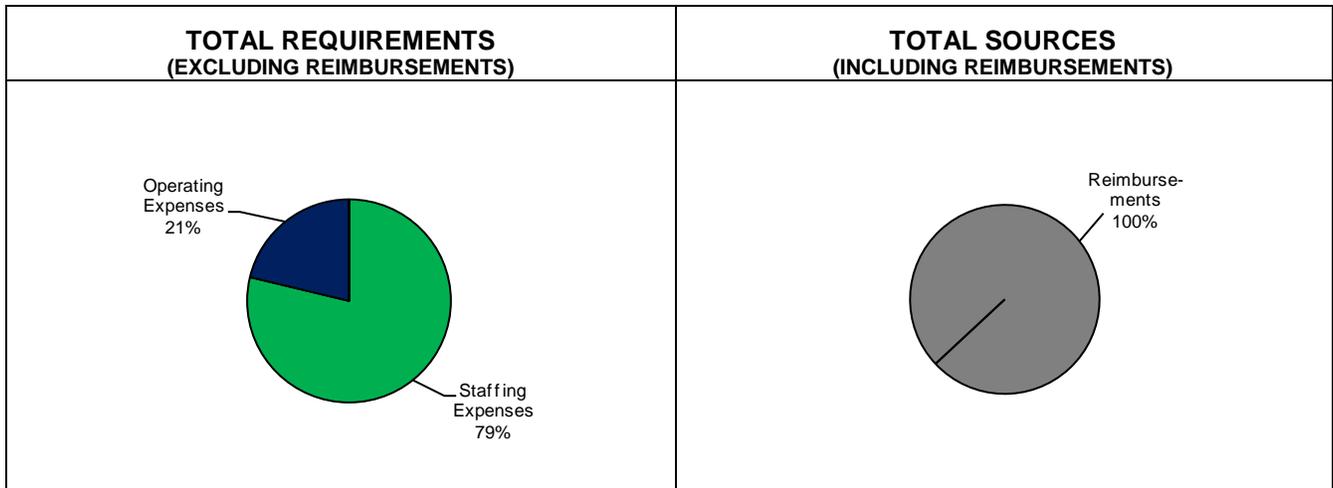
### DESCRIPTION OF MAJOR SERVICES

The Project Management Division (PMD) is responsible for planning and implementing the design and construction of projects for Arrowhead Regional Medical Center, Airports, Regional Parks, Community Development and Housing, and other County departments. These projects are approved as part of the annual Capital Improvement Program (CIP), or added during the year as organizational needs and priorities change. PMD collaborates with County departments and County Finance and Administration to develop the scope, schedule and budget for these projects. Following approval of the project elements, PMD administers the projects from conceptual design through construction to completion and close-out.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$3,092,334
Total Sources (Incl. Reimb.)	\$3,092,334
Net County Cost	\$0
Total Staff	24
Funded by Net County Cost	0%

As a competitive public service organization, PMD takes pride in its ability to respond quickly to changing organizational needs and priorities, while continuing to complete quality projects in a timely and cost effective manner for the benefit of County departments and the public they serve.

### 2016-17 RECOMMENDED BUDGET



**ANALYSIS OF 2016-17 RECOMMENDED BUDGET**

GROUP: Operations and Community Services  
 DEPARTMENT: Real Estate Services  
 FUND: General

BUDGET UNIT: AAA ANE  
 FUNCTION: General  
 ACTIVITY: Property Management

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	(A) <u>2015-16</u>	<u>2015-16</u>	(B) <u>2016-17</u>	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
<b>Requirements</b>							
Staffing Expenses	2,003,957	2,106,223	2,019,315	2,237,387	2,142,291	2,435,639	198,252
Operating Expenses	378,562	243,895	377,643	594,318	588,278	656,695	62,377
Capital Expenditures	53,000	38,574	0	27,000	26,698	0	(27,000)
Total Exp Authority	2,435,519	2,388,692	2,396,958	2,858,705	2,757,267	3,092,334	233,629
Reimbursements	(2,470,129)	(2,357,756)	(2,376,077)	(2,858,705)	(2,811,435)	(3,092,334)	(233,629)
Total Appropriation	(34,610)	30,936	20,881	0	(54,168)	0	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	(34,610)	30,936	20,881	0	(54,168)	0	0
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	1,185	0	0	0	0	0	0
Other Revenue	56,103	0	2,569	0	0	0	0
Total Revenue	57,288	0	2,569	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	57,288	0	2,569	0	0	0	0
Net County Cost	(91,898)	30,936	18,312	0	(54,168)	0	0
Budgeted Staffing*	19	21	22	22	22	24	2

\*Data represents modified budgeted staffing

Note: Real Estate Services – Project Management is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County’s operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$24,938 which represents Real Estate Services – Project Management’s share of costs of other central service departments, such as Human Resources.

**MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET**

Staffing Expenses of \$2.4 million fund 24 positions and make up a majority of PMD’s expenditures within this budget unit. Operating Expenses of \$656,695 fund services and supplies, central services, travel, and transfers to the Information Services Department for support and to the Real Estate Services Department for overhead. Reimbursements of \$3.1 million are for project management and inspection services provided by PMD staff on capital projects.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements (excluding Reimbursements) are increasing by \$233,629 primarily due to the addition of a Staff Analyst II position and a part-time contract Project Executive. Additionally, Operating Expenses are increasing due to an adjustment of overhead charges due to the reorganization of the PMD as a division of the Real Estate Services Department. Reimbursements of \$3.1 million are increasing due to an increase in billable hours and the addition of a part-time Project Executive. The total departmental expenditure authority is fully reimbursed from services provided to the Capital Improvement Program.



**2016-17 POSITION SUMMARY\***

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Administration and Fiscal	8	1	0	0	9	0	9	
Project Management	11	1	0	0	12	1	11	
Project Inspection	3	0	0	0	3	0	3	
<b>Total</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>1</b>	<b>23</b>	

\*Detailed classification listing available in Appendix D.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing Expenses of \$2.4 million fund 23 budgeted regular positions and one limited term position. This includes the addition of a Staff Analyst II position to assist with contract administration and a part-time contract Project Executive to work on specific projects fully reimbursed by the CIP.

