

CAPITAL IMPROVEMENT PROGRAM



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Associate Administrative
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Mission Statement

The Capital Improvement Program (CIP) receives and evaluates capital expenditure requests, recommends priorities for the acquisition or improvement of land, facilities and infrastructure, oversees and monitors major capital projects, and guides growth and change of county facilities and infrastructure by anticipating future needs.

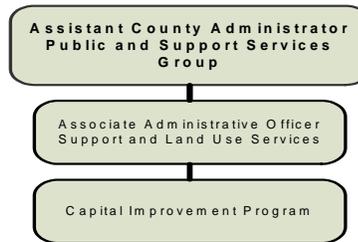
GOALS

**UPDATE BUILDING
CONDITION
INFORMATION FOR ALL
COUNTY FACILITIES**



Central Courthouse

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The CIP is an internal planning tool administered by the County Administrative Office (CAO) to provide the Board of Supervisors with information to assist in the decision-making process to allocate limited resources for capital projects. The CIP provides for the acquisition, construction, reconstruction, initial fixtures and equipment, renovation, rehabilitation or replacement of facilities with life expectancy of at least five years and capital costs in excess of \$5,000. The program:

- Receives and evaluates requests to lease or expand leased space or to vacate, occupy, alter, remodel or construct county-owned space, land, or facilities.
- Recommends priorities for capital projects based on criteria in the Capital Budget Policy for government facilities, regional parks, airports, transportation, and solid waste facilities.
- Prepares the annual CIP budget, monitors and directs implementation of approved projects through Architecture and Engineering (A&E), Facilities Management, Real Estate Services, Airports, Regional Parks and Public Works departments, and provides direct oversight for major capital projects.
- Develops and implements facility standards and maintains land and building inventories.
- Performs long-range planning to:
 - Link department capital and operational budget plans to countywide strategic plans.
 - Conduct physical condition assessments through periodic surveys of facilities to identify major, large-scale projects to repair and rehabilitate county assets.
 - Identify opportunities for energy efficiencies, life-cycle increases, and maintenance operating cost reductions.
 - Identify future space and infrastructure needs of the county.
 - Develop formal estimates of costs, seek adequate project funding, and identify opportunities for public-private partnerships for the development of county facilities.

2007-08 SUMMARY OF BUDGET UNITS

Funding for capital projects is included in the Architecture and Engineering CIP funds.

GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: UPDATE BUILDING CONDITION INFORMATION FOR ALL COUNTY FACILITIES

Objective A: Survey and evaluate plumbing rehab and upgrades for county facilities.

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
1A. Percentage of buildings, and/or building groups, with plumbing condition data compiled and prioritized. (0% in 2005-06)	0%	20%	40%	33%	40%

Status

The evaluation of buildings for plumbing condition data is being completed as part of a building assessment program developed by the CAO in conjunction with the Facilities Management Department (FMD). FMD executed a contract with a vendor for building condition assessments, including plumbing condition data, in November 2006. The contract called for the evaluation of 1.9 million square feet of facilities during the first year with two, one-year options to evaluate an additional 2.0 million square feet each year. The vendor has evaluated the initial 1.9 million square feet representing approximately 33% of the properties to be evaluated. Review of the data collected is expected to be used to identify projects for the 2008-09 CIP process. While the CAO and FMD intend to continue with the evaluation process, translating the consultant's data effectively into the appropriate Computed Aided Facilities Management (CAFM) format has taken longer than first anticipated. Therefore, the projected estimate percent of buildings with plumbing condition data compiled and prioritized for 2007-08 was modified from 40% to 33% and the target for 2008-09 has been set at 40%.

2008-09 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS), INCLUDING NEW CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS, OR BUSINESS PROCESS IMPROVEMENT (BPI) RESERVE FUNDS

The program is not requesting any additional general fund financing for 2008-09.

2008-09 PROPOSED FEE ADJUSTMENTS

The program is not requesting any proposed fee adjustments for 2008-09.

If there are questions about this business plan, please contact Janet Lowe, Administrative Analyst III, at (909) 387-5380.

2006-07 ACCOMPLISHMENTS

- ❖ The CAO reviewed 297 CIP requests in the annual budget review process and approved 100 projects for 2006-07 to be administered by A&E with project budgets totaling \$65.4 million dollars. An additional 66 CIP requests were reviewed and evaluated as mid-year requests and approved projects were assigned to A&E, Facilities Management or Real Estate Services Department for implementation. A&E completed 69 general fund CIP projects with budgets totaling \$18 million.
- ❖ The CAO also monitored and managed the implementation of several major capital improvement program projects during 2006-07, including the seismic retrofit and remodel of the Central Courthouse and remodel and renovation of the 303 Building in San Bernardino.

