

Proposed Countywide Policy 1102 Capital Project Planning Guidelines Amendments

This draft is intended to address the following concerns:

- Better define which projects are subject to this policy.
- Clarify the role and scope of Facilities Management.
- Distinguish and clarify appropriate funding streams and associated approval processes.
- Create a more user-friendly policy.

Summary of policy changes:

1. Changed the title to: Capital Project Planning, Approval and Administration
2. Purpose – updated to clarify that the policy should be used to plan, fund and administer capital projects and notes this is not to be confused with *capitalization*.
3. Definitions section –
 - a. Added “Capital Project” definition that encompasses capital development, improvement and maintenance
 - b. Added definitions for five types of “Capital Projects”
 - i. Facility Capital Projects – associated with a county-owned building
 - ii. Other Capital Projects – not associated with a county-owned building
 - iii. Capital Improvement – replaced “capital improvement project”
 - iv. Deferred Capital Improvement – Did not exist before
 - v. Capital Development – replaced “capital development project”
 - c. Removed \$10,000 threshold from definitions section – In order to achieve the purpose of this policy (i.e. protection of capital assets), it is necessary to clarify which agency has oversight and responsibility for capital projects. Distinguishing between “facility” and “other” capital projects is a more useful method of clarifying the planning, funding and administrative paths of projects as opposed to an arbitrary threshold amount.
 - d. Added four additional definitions that did not exist previously for clarification: Pre-Development Planning, Facility Capital Project Proposal, Facilities Management & County- Owned Building
4. Scope – simplifies scope by referring to new “Capital Project” definition

5. Added two sections that outline planning, approval and administration of both “Facility Capital Projects” and “Other Capital Projects” for greater clarity:
 - a. Facility Capital Projects –
 - i. Facilities Management shall be involved in the creation of a project scope, timelines, design estimates, construction and project costs.
 - ii. Other agencies, such as Real Estate, Mayor’s Finance, Contracts and Procurement etc. shall also be involved as necessary.
 - iii. Project planning should include a review of the Facility Condition Assessment
 - iv. Establishes the Capital Improvement Prioritization Committee that review 450 funds and outlines purpose and the recommendation process.
 - v. Names Facilities Management as the lead project manager for “Facility Capital Projects”
 - b. Other Capital Projects – essentially states that planning, approval and administration takes place in accordance with respective boards and/or approval requirements specific to the individual agency.
6. Creates a “Capital Project Budget Section”
 - a. States that Facilities Management is responsible for preparing a countywide Capital Project summary annually for the Mayor (this was previously in “scope”). It is the hope that with a new Mayor’s Finance Budgeting system, that this responsibility would transfer to Mayor’s Finance.
 - b. Includes sections on:
 - i. Interim Submissions
 - ii. Capital Project Budget Adjustments
 - iii. Capital Project Termination
7. Per customer feedback:
 - a. Added language as section 5.4 to address accounting approvals requested. (Mayors Finance)
 - b. Added the District Attorney as an agency to engage in the pre-development planning section 3.1.1 (District Attorney)
 - c. Added language to section 3.3.1 to include delegation authority on project management. (Center for the Arts)
 - d. Made sure definitions were consistent throughout the policy and added “and other” projects to section 3.2.2.2 because not all 450 funds are for “facility” projects. (Public Works)

- e. Removed “Deferred Capital Improvements” from the definitions because it is not referenced in this policy and needs to be fully addresses in another policy (Council Central Staff)