

# Capital Improvement Process Breakthrough

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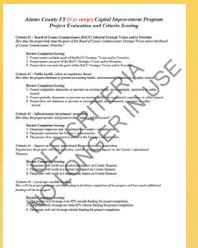
# History/Purpose of Committee

- Local Financing Study adopted by BoCC in August 2018
  - \$4.5 Billion worth of capital projects identified over 30 year time period
  - Recommended formation of committee to prioritize and plan project implementation
- Capital Projects Committee Appointed by County Manager
  - ELT Sponsor
  - Lead Members
  - Subject Matter Experts
  - Staff Support



# Getting Started

- The Committee began meeting in late 2018
  - Ground rules established and agreed to by committee members
- Project evaluation and scoring determined best approach to prioritizing projects
  - Evaluation criteria established and approved by BoCC
- Used existing software capabilities to develop a method for departments to submit capital requests for the committee to review
  - SharePoint
  - Excel
  - Crystal Reports
- Communicated new process to department and elected offices and chose to move forward for 2020 budget process





# Capital Improvement Plan

Search

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- Integrate
- ...

Budget & Finance Home

CIP Home

2020 Adopted CIP

Current CIP Requests

New CIP Request

Recycle bin

Edit

## CIP Request Form ☆

ID	Budget Year	Project Name	Created By
312	2022	Rehab Taxiway "C" and lighting	Bob Lewan
314	2022	Detective Division Vehicles	Yolanda Meza
27	2021	Enclosed Building for Force-on-Force Inflat...	Trace Yang
28	2021	Designated Academy Range and Classroom...	Trace Yang
39	2021	Open Space Projects	Byron Fanning
46	2021	Tubular Assault Pad	Trace Yang

Save Cancel Copy link

### New item

Project Name \*

You can't leave this blank.

Please provide a project name. This field is limited to 30 characters to match JD Edwards.

Contact Name

Please provide the name of the best person for the CIP Committee to contact with questions.

Department

Select your Department.

Budget Year

Which budget year are you requesting funding to start in?

Cost Center

What JD Edwards cost center will this project be requested in?

Estimated Useful Life

Please give your best estimate of useful life, taking into consideration how maintenance can extend the useful life. For example: asphalt roadway pavement designs have a useful life of 20 years, however regular maintenance extends the useful life another 40 years.

Previously Presented

Yes

No

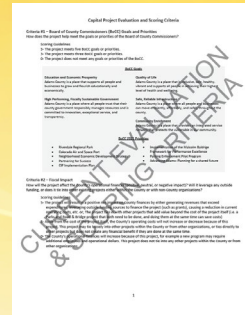
# The CIP Submission Process

- CIP Portal Open for Submission
  - Roundtable Events
- Projects vetted by subject matter experts from Facilities, Building Safety, Land Use, ITi, and Budget prior to being scored by Committee Members
- Submitting Departments Present to Committee
- Committee members apply scoring criteria to requests based on submission in CIP Portal and presentations given by departments
- Scores are aggregated and committee works to develop a final recommendation to the County Manager



# Process Improvement

- Regular follow ups with committee to discuss areas of success, and areas for improvement
  - Better submissions
    - Roundtable events
    - Subject Matter Expert review prior to submission
  - Scoring Fatigue
    - Criteria adjustments
    - Scoring Method Improvements
  - Portal Updates
  - Project Focus
- Financial Constraints vs Human Constraints



# Public Engagement

- [CIP Stories](#)
- Annual Budget Document
- Regular updates to BoCC in Study Session



# Where we are Today

- Three successful submission/review/recommendation cycles
- [Dedicated software for CIP Portal](#)
- [Streamlined submission/scoring layout](#)





# Moving Forward

- Review and follow up of recommended projects by CIP Committee
- Further development of years 3-5 of the 5 year plan
- Continuous submission, and off-cycle project review



# Keys to Success

- BoCC support
- Executive Leadership support
- Committee make-up and participation
- **Just go for it!** Don't wait for the process to become perfect



# From the County Manager's Perspective



# Questions?

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