

Attachment B: 12-Month Capital Improvement Program Cycle

August/September-Project Solicitation

- Solicitation memo for facility improvement projects is sent to County Departments
- Departments are provided a submission form: Project Description, 5-Year Cost Breakdown, Priority Level, Project Type
- Solicitation for projects from partnering departments, Public Works and Community Services District

October – Project Evaluation

- Project submissions are evaluated, scored and ranked by a steering committee consisting of six representatives from various departments
- Project submissions are evaluated based on 10 defined criteria
- Evaluation forms are built into Excel for easy compilation

November – Steering Committee Feedback and Partnering Department Update

- Evaluation data is compiled into a project summary sheet
- General Services meets with steering committee to discuss scoring and ranking and gather feedback to improve process
- General Services provides update to partnering departments

December – County Executive Office Review

- A list of the scored and ranked projects is presented to Assistant CEO who oversees Municipal Service Departments
- Assistant CEO recommends projects based on ranking order; on anticipated available funding; and additional County priority considerations (if applicable)

January/February – Document Preparation

- CIP Team comprised of General Services, Public Works and Community Services Departments prepare annual book and presentation
- Documents are circulated for review and concurrence by Director of General Services, CEO, County Counsel, Risk Management, and Auditor Controller

March – Board Presentation

- CIP Team presents list of planned, fiscal year projects or programs requesting General Funds to the Board
- Board files and receives the 5-Year Capital Improvement Program

April – Budget Hearings

- Annual budget hearings are held in April
- Departments present proposed annual budgets

June – Budget Approval

- Annual approval of Fiscal Year Budget

September/October Fund Allocation

- Allocation of funds to approved Capital projects and programs