



MEMORANDUM

Date: January 8, 2015

To: Capital Improvement Program Departments
Finance and Risk Management

From: C.H. Huckelberry
County Administrator 

Re: **Budgeting for Fiscal Year 2015/16 Capital Projects**

In 2009, the Board of Supervisors approved Administrative Procedure 3-28, Implementation of the Project Management Manual and Exit Gate Process. The data provided with the project charter and gate process is valuable in identifying project needs and tracking project progress. In the initial implementation of the procedure, some projects, primarily those with lower construction value, were allowed to bypass this process. Adequate time has passed to enable all departments to fully implement the process and develop the necessary competencies to comply with the requirements in the procedure.

Effective immediately, all projects with construction cost estimates greater than \$100,000 will require a charter, an entry gate meeting and any subsequent gate meetings deemed necessary for the project(s) as stated in the procedure. All charters must be signed by the Department Director and the respective Deputy County Administrator or Assistant County Administrator Nanette Slusser. An ad hoc committee from the CIP Advisory Council is revising the charter form. The revised form will be available by the end of January on the Project Management Office's website.

I have advised Finance staff that any projects currently in the system without an approved charter will not be included in the Fiscal Year 2015/16 Requested CIP Budget.

CHH/mjk

Distribution:

Chris Cawein, Director, Natural Resources, Parks and Recreation
Nancy Cole, Manager, Project Management Office, Public Works
Priscilla Cornelio, Director, Transportation
Jackson Jenkins, Director, Regional Wastewater Reclamation
Michael Kirk, Director, Facilities Management
Neil Konigsberg, Manager, Real Property Services, Public Works
Linda Mayro, Director, Office of Sustainability and Conservation
Jesse Rodriguez, Director, Information Technology
Suzanne Shields, Director, Regional Flood Control District

Capital Improvement Program Departments
Re: **Budgeting for Fiscal Year 2015/16 Capital Projects**
January 8, 2015
Page 2

- c: Hank Atha, Deputy County Administrator for Community and Economic Development
- John Bernal, Deputy County Administrator for Public Works
- Jan Leshner, Deputy County Administrator for Medical and Health Services
- Nanette Slusser, Assistant County Administrator for Public Works
- Tom Burke, Director, Finance and Risk Management
- Mary Tyson, Program Manager, Finance and Risk Management