

# 14.01.01 County Facilities Planning Steering Committee Project Initiation and Review

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Procedure Title:	County Facilities Planning Steering Committee Project Initiation and Review
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Revision Date:	N/A
Appendices:	<a href="#">14.01.01 Flowchart</a>
Forms:	<a href="#">14.01.01(a) Work Initiation Request Form</a>
Related Procedures:	None
Statutory References:	Wis. Stat. §§ 59.17(2)(b)3, 59.52(6) 51.41
Ordinance References:	None
Department Responsible for Updates:	DAS
Date for scheduled procedure review:	01/18/2020

## 1. OBJECTIVE

To establish County procedures regarding submittal of proposed projects or activities for thorough and timely review by the County Facilities Planning Steering Committee (CFPSC). The CFPSC provides recommendations to the Administration, County Board and Mental Health Board where applicable for all real estate or contractual activities that result in a net gain or loss of County footprint that could have total lifecycle management resource implications.

## 2. DEFINITIONS

- A. County Facilities Planning Steering Committee (CFPSC). Is an advisory committee which leads the total lifecycle planning for all Milwaukee County real property as the “Portfolio Manager”.
- B. Portfolio Manager. The entity ultimately responsible for the maintenance and upkeep of facilities under its jurisdiction, through ownership, lease agreement, operating agreement, or other recognized agreement.
- C. Request. The request for recommendation for approval by the CFPSC for property management, real estate or contractual activities that meet the threshold for review in the CFPSC Charter.
- D. Requestor. The County department or agency that submits a request.

### 3. PROCEDURE

#### A. Purpose: CFPSC actions are primarily focused on the following types of activities:

- i. Property Management
  - o Purchase or sale of County facilities of all size and value (not including County-owned foreclosed property)
  - o Provision of long-term access to County property through easement, right of entry permit, or other means of access
  - o County property leasing activities
  - o Designation of property as surplus
- ii. Move Management meeting the defined cost or area threshold specified in the CFPSC charter and as listed below:
  - o Estimated cost greater than \$25,000, or
  - o Re-purposed space requirements greater than 10,000 square feet
- iii. Property Improvements to existing County facilities meeting the defined budget threshold specific in the CFPSC charter and as listed below:
  - o Improvements funded out of capital budgets with an estimated cost greater than \$100,000
  - o Improvements funded out of operating budgets with an estimate cost greater than \$25,000
- iv. New County Footprint
  - o Improvements that add to the County footprint
  - o Improvements to existing County facilities that increase occupied space
- v. Contractual Obligations
  - o Contracts for use of County facilities (i.e. concessionaire agreements) which oblige the contractor to maintain County property
  - o Contracts for use of County facilities when there is an associated County total lifecycle cost impact
- vi. Centralized Facilities Management Process Improvement
  - o Enterprise-wide facilities operations and maintenance contracts
  - o Portfolio management processes and IT solutions
  - o Portfolio planning and development
  - o Capital project budgeting process review or recommendations
  - o Emergent facility concerns
  - o Overarching facilities management strategic guidance

#### B. Work Initiation. Work initiation requires the submission of a work initiation request form by the requestor. This can be completed prior to submission of supporting documents. Work initiation processing shall be carried out by the following procedure:

- i. Step 1. Complete work initiation request form to describe scope, impacts, schedule, requested action by the CFPSC, and other considerations of the project or activity. All requests should be current, accurate, reviewed and approved by departmental

leadership prior to submittal to the CFPSC. The work initiation request form is available on the CFPSC SharePoint site, or by request from the CFPSC Coordinator. Requestor must identify if the property or facility involves Park or BHD property.

- ii. Step 2. Submit work initiation request form via email to the CFPSC Coordinator.
  - iii. Step 3. CFPSC Coordinator will provide preliminary review of the request, enter the request on the CFP Request Log, and assign a CFPSC tracking number to the request.
  - iv. Step 4. CFPSC Coordinator may request additional details from requestor, and if so, will schedule a meeting with requestor to provide supporting documents and confirm expectations of the requestor and CFPSC regarding:
    - 1. Project justification and alignment with departmental goals
    - 2. Need for and process to develop project charter
    - 3. Analysis of alternatives
    - 4. Strategic or operational partnerships
    - 5. Budget responsibility
    - 6. Desired schedule
    - 7. Points of contact and communication strategies
    - 8. Requests for supporting documentation
  - v. Step 5. Supporting documents are dependent on the type of request, and may include County Board committee reports, resolutions, easements, CSMs, lease agreements, land access agreements, and plans of improvements. Supporting documents may also include forms prepared during development of the request, such as a third-party lease request form.
  - vi. Step 6. CFPSC Coordinator will introduce request at a CFPSC meeting for awareness and to obtain initial CFPSC endorsement if the request appears that it will meet the intent of CFP goals and threshold for CFP approval. Depending on the type and scale of request and level of scrutiny deemed necessary by the CFPSC, CFPSC may choose to recommend approval of the request without additional input or data.
  - vii. Step 7. If the CFPSC provides initial endorsement, and the requestor requires assistance from the CFPSC to further develop the request, the CFPSC Coordinator will coordinate with the requesting department to engage the appropriate project team and resources on the development of the request. Appropriate team and resources may include functional support representatives from County agencies.
  - viii. Step 8. The CFPSC Coordinator will re-introduce the request for recommendations for approval(s) by CFPSC at the appropriate time(s) after additional project development.
- C. Timely Review of Projects. The CFPSC meets every other week or as designated by the CFPSC chair. CFPSC meetings are publicly-noticed, and agendas posted on the County

Legislative Information Center (CLIC) website. Timely review of projects shall be resolved by the following procedure:

- i. Step 1. The CFPSC Coordinator will add the request to the agenda of a CFPSC meeting, when the CFPSC Coordinator determines the request has been developed adequately for the CFPSC to make an informed recommendation. The CFPSC Coordinator will have the agenda and attachments posted to the CLIC website.
  - ii. Step 2. Requestors should be prepared to answer questions as posed by the CFPSC and participate in the CFPSC meeting to answer further questions during the meeting.
- D. Action by CFPSC and Documentation of Results of CFPSC Review. Unless tabled, the CFPSC will act on requests listed on the agenda. The results of the meetings, including action on the requests submitted, will be documented. Documentation shall be accomplished by the following procedure:
- i. Step 1. CFPSC Coordinator will take notes and prepare minutes of the meeting. Meeting minutes will be approved at a future CFPSC meeting.
  - ii. Step 2. CFPSC Chair or Vice-Chair will sign work initiation request form indicating either recommendation of approval or no recommendation of approval. CFPSC Coordinator will forward signed work initiation request form to requestor. CFPSC may also provide explanatory notes on the work initiation request form to summarize the reasoning for the decision.
  - iii. Step 3. Requestor will provide signed work initiation request form with project request documentation to Administration, County Board and/or Mental Health Board as appropriate.
- E. Follow-up action by CFPSC. After the request is acted upon, if the request was recommended for approval, the CFPSC Coordinator will coordinate with the requestor on the next steps in implementing the request, regarding staffing, schedule, resource requirements, etc. If the request was not recommended for approval, the CFPSC Coordinator will provide the requestor with the justification.

#### 4. FORMS

The following attached forms are to be used in compliance with this procedure:

Form #	Form Title
14.01.01(a)	<a href="#">Work Initiation Request Form</a>