

# **PUBLIC WORKS CAPITAL PROJECTS**

## **(PROCESS DOCUMENT FOR ADDING 5<sup>TH</sup> YEAR TO THE CAPITAL PLAN)**

### **PURPOSE:**

To identify and detail the process and timeline for how Public Works adds a future year to its Five Year Capital Plan in order to keep it current and up-to-date.

### **RESPONSIBILITY:**

It is the responsibility of the Capital Projects – Business & Finance Manager (CPBFM) to keep current the Five Year Capital Plan for the Department of Public Works.

### **PROCEDURE:**

- The Capital Projects Business and Finance Manager (CPBFM) will assemble a list of potential projects for inclusion in an extensive Department review process. The potential project list will be developed with input from the various Design Divisions (Bridges, Streets and Traffic) as well as the various Maintenance Divisions (Streets, Bridges and Traffic)
- The CPBFM will convene and chair a Departmental meeting to discuss the potential list of projects and determine what projects should be included in the fifth year of the plan. The invitees to this meeting include:
  - Capital Projects Business & Finance Manager
  - City Engineer
  - Bridge, Street and Traffic Design Division Managers
  - Operations Manager
  - Bridge, Street and Traffic Maintenance Division Managers
  - Transportation Planning Division Manager
- Once the fifth year of the plan has been developed, the CPBMF will convene a Risk Assessment meeting to determine any potential issues and/or risks with the projects. The invitees to this meeting include:
  - Capital Projects Business & Finance Manager
  - Director of Public Works
  - Administration Manager
  - Resident Services Manager
  - Representative from Office of Financial Services
- Once the fifth year plan has been through the Risk Assessment Process, the Director of Public Works will present the proposed fifth year of the plan to the Administration and provide it to Councilmembers for their review and information.
- The CPBFM will present the newly established fifth year of the capital plan at a meeting of the Transportation Committee and a meeting of the Capital Improvement Budget Committee. These meetings will be held to 'review and comment' on the 5-year capital plan – no formal action by either group will be taken.
- The newly revised 5-Year Capital Plan will be formally presented by the Director of Public Works during the annual City Council budget review process for the Department of Public Works.

### **TIMELINE (Annually):**

- **June** – CPBFM organizes list of potential projects and sends them out to Design and Operation Divisions.
- **July** – CPBFM convenes a meeting with the Design and Operation Divisions to develop the fifth year of the Capital Plan.
- **August** - CPBFM convenes a meeting with the Risk Assessment Group to identify any issues or risks associated with the projects.
- **September** – the Director of Public Works presents the newly revised Capital Plan to the Administration and sends it out to City Council for review.
- **September/October** – the Director of Public Works formally presents the 5-Year Capital Plan to the City Council during the annual budget review process.
- **November/December** – the CPBFM presents the revised 5-Year Capital Plan to the Transportation Committee and CIB Committee for ‘review and comment.’

### **PROPOSED IMPLEMENTATION FOR 2016:**

- The 2016 process will begin in June 2016 as outlined above in order to develop and establish the capital projects for 2020 and 2021 by October 2016.

### **PROPOSED REVISIONS TO THE 5-YEAR CAPITAL PLAN:**

- Any proposed project revision(s) to any year of the 5-year plan should go through the CPBFM so the information can be distributed to all who are involved in the process.
- The CPBFM will track and document all changes to the 5-year capital plan. This includes project changes as well as budget resolutions.

NOTE: Process Document Initiated: October 2015