

14.01-1 County Facilities Planning Steering Committee Project Review

Procedure Number: 14.01-1
Procedure Title: County Facilities Planning Steering Committee Project Review
Original Issue Date: 06/01/2017
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Appendices: None
Forms: AMOP Form 14.01-1(a) Work Initiation Request Form, AMOP Form 10.02(b) Third Party Lease Questionnaire
Related Procedures: AMOP 14.01 – County Facilities Planning Steering Committee Charter, AMOP 10.02 – Lease Procedures
Statutory References: None
Ordinance References: None
Department Responsible for Updates: DAS
Date for scheduled procedure review: 06/01/2018

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 is an advisory committee which leads the total lifecycle planning for all Milwaukee County real property as the “Portfolio Manager”.~~ 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.

CFPSC actions are primarily focused on the following types of activities:

- Property Management, such as the purchase or sale of County facilities or providing access to County property
- Move Management meeting the defined cost or area threshold
- Property Improvements meeting the defined budget threshold
- New County Footprint
- Contractual Obligations, such as where a third party is obligated to maintain County property
- Centralized Facilities Management Process Improvement, such as providing strategic facility management guidance

~~Please see the CFPSC charter for more information.~~

2. DEFINITIONS

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

3. PROCEDURE

- A. 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 ~~review~~ 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.
 - ii. Step 2. Submit work initiation request form via email to the CFPSC Coordinator.
 - iii. Step 3. CFPSC Coordinator may 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:

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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

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- 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 specific to the proposal in question 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. 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 further development of the request is required, the CFPSC Coordinator will coordinate with the requesting department to engage the appropriate project team and resources on the development of the request.
- ~~iii. Step 3. Provide requested documentation, ready for signature where applicable, and all supporting documents, including exhibits and attachments. 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 specific to the proposal in question, such as a third party lease request form. All requests should be current, accurate and reviewed prior to submittal to the CFPSC.~~
- ~~iv. Step 4. Provide all project documents at least 7 calendar days prior to the CFPSC meeting.~~
- ~~v. Step 5. If documents provided are not in their final form, ready for signature, provide details as to what needs to be finalized and the schedule for finalization.~~
- ~~vi. Step 6. CFPSC Coordinator may enter the request on the CFP Request Log, and assign a CFPSC tracking number to the request.~~
- ~~vii. Step 7. CFPSC Coordinator may request additional information as necessary to provide a complete picture of the request.~~
- ~~viii. Step 8. CFPSC Coordinator will add the request to the agenda for the next CFPSC meeting and distribute the agenda to the County departments. CFPSC Coordinator will also post the agenda on the CFPSC SharePoint site.~~
- B. Timely Review of Projects. The CFPSC meets on a regular basis. CFPSC meetings are publicly-noticed, and agendas posted on the ~~County Legislative Information Center (~~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 CFP to make an informed recommendation. The CFPSC Coordinator will have the agenda and attachments posted to the CLIC website.

- ~~i. Step 1. CFPSC members will review, or assign others to review, the request and project documents for conformance with the CFPSC charter. Review should occur prior to the CFPSC meeting.~~
 - ii. Step 2. Requestors should be prepared to answer questions as posed by the CFPSC ~~during their review~~ and participate in the CFPSC meeting to answer further questions during the meeting.
 - C. Action by CFPSC and Documentation of Results of CFPSC Review. Unless tabled, the CFPSC will ~~take action~~act on requests ~~included~~listed on the agenda. The results of the meetings, including action on the requests submitted, will be documented. Documentation shall be resolved 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 and forward to County department requesting approval. 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 County Executive, County Board and/or Mental Health Board as appropriate.
 - D. Follow-up action by CFPSC. After the request is acted upon, if the proposal was recommended for approval, the CFPSC Coordinator will coordinate with the requestor on the next steps in implementing the proposal, regarding staffing, schedule, resource requirements, etc. If the proposal 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
14.01-1(a)	Work Initiation Request Form
10.02(b)	Third Party Lease Questionnaire