



**Policy Type:** Board

**Category:** Fiscal and Budget

**Policy Name:** Capital Outlay Policy - Board Policy 4.10

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#### **4.10 CAPITAL OUTLAY POLICY (Adopted 9-23-97; Amended 12-5-06)**

It shall be the policy of the Board of Supervisors of Santa Clara County that Facilities Department General Fund capital projects shall be funded through the Capital Outlay Process which shall include a 10-Year Capital Improvement Plan. The capital project evaluation criteria will continue to guide priority setting.

##### **4.10.1 Capital Budget Concept Paper Phase**

Agencies/Departments prepare a conceptual project description and justification to allow policy makers to arrive at a tentative priority listing as well as assess viability and appropriateness of including the projects in the County's long-range capital outlay plan.

##### **4.10.2 Capital Budget Proposal (CBP)**

Agencies/Departments, in conjunction with the Capital Programs staff, develop the projects and justification to allow the Administrative Capital Committee to be able to make recommendations on whether to request funds for projects selected in the Concept Paper Phase.



**4.10.3 Capital Budget Proposal and 10-Year Plan (Amended 12-5-06)**

Capital Programs makes a final review and analysis of Capital Budget Proposals to advise the Administrative Capital Committee of their appropriateness and readiness to be submitted as part of the County's capital budget submission. A draft priority listing of all projects is completed at this time.

**4.10.4 Preparation and Submission of County's 10-Year Plan and Budget Submission Phase (Amended 12-5-06)**

Once recommendations are reviewed and evaluated, this phase covers the actual development of the 10-Year planning document and budget submission through the County Executive's Office to the Board of Supervisors.

The Plan identifies what the Board is anticipated to consider in the next ten years for physical plant modifications, annual phasing and cash flow for each project and the Plan's project priorities.

**4.10.5 Board of Supervisors Review and Approval Phase (Amended 12-5-06)**

This phase includes several steps: approval from the Administrative Capital Committee and Finance and Government Operations Committee in the development and submission of the 10-Year Plan until its adoption by the Board annually in Budget Hearings.

The Facilities Department will be working very closely with operating departments throughout the entire process.

**Related Policies**



## County of Santa Clara

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None.

### Related Forms and Information

None.

### History

Date	Changes Made
1/30/2014	Policy Uploaded. (Kyle Larson)
12/5/2006	Policy Amended. <a href="#">View legislative file.</a>
9/23/1997	Policy Adopted. <a href="#">View legislative file.</a>