

THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY  
RESOLUTION NO. 2019 - 103

---

A RESOLUTION ADOPTING A CAPITAL PLANNING PROCESS

---

**WHEREAS**, on June 5, 2019, the Board of County Commissioners ("Board") reviewed a capital planning process to facilitate clear, comprehensive, and transparent capital planning; and

**WHEREAS**, the Board has determined that improvements to the County's capital planning process will ensure better planning for and implementation of capital projects; and

**WHEREAS**, the Board recognizes that more thorough planning and vetting of proposed capital improvements will benefit the residents of the County by providing adequate and functional capital facilities countywide.

**NOW, THEREFORE, BE IT RESOLVED** by the Board as follows:

1. The Board adopts the capital planning process outlined in Exhibit A.
2. The Board directs staff to implement this process and make adjustments, as necessary, to ensure the capital improvements planning process is as effective and efficient as possible.

PASSED, APPROVED, AND ADOPTED THIS 13<sup>th</sup> DAY OF August, 2019.

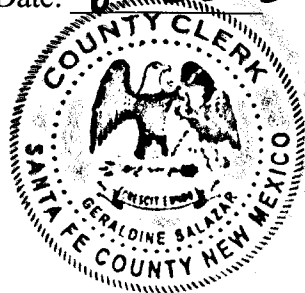
BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY

By: Anna T. Hamilton  
Anna T. Hamilton, Chair

ATTEST:

Geraldine Salazar  
Geraldine Salazar  
Santa Fe County Clerk

Date: 8-20-2019



Approved as to form:

*R. Bruce Frederick*

R. Bruce Frederick  
Santa Fe County Attorney



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC RESOLUTIONS  
PAGES: 3

I Hereby Certify That This Instrument Was Filed for  
Record On The 21ST Day Of August, 2019 at 10:06:24 AM  
And Was Duly Recorded as Instrument # 1894537  
Of The Records Of Santa Fe County

Deputy *Estrella Martinez*  
Witness My Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM

SFC CLERK RECORDED 08/21/2019

**Exhibit A:**

**Santa Fe County Capital Planning Process**

This document outlines the process for planning and implementing a capital project proposed by County staff, commissioners, or constituents.

1. County staff, commissioners, or constituents complete a project request form and submit the form on the capital planning database or to the Capital Planner.
  - Outreach to solicit staff and commissioner proposals in preparation for budget process (November)
  - Outreach to solicit constituent requests in preparation for CIP update process (May)
2. Capital Planner reviews request forms for completeness and works with persons requesting a project to refine proposal.
3. Capital Planner compiles and submits list of proposed projects to the Scoping Committee (December and June).
  - Scoping Committee consists of staff from the Projects Division, facilities maintenance and operations, user office/division (as appropriate), and the IT Department (as appropriate)
  - Scoping may also include Development Review, the County Attorney's Office, the County Manager's Office, the Finance Department
4. Scoping Committee examines user needs, relevant data, project costs, and fiscal impacts of proposed projects.
5. Capital Planner enters scoped projects into County's CIP.
6. Capital Planning Committee determines which proposed projects are basic services, evaluates proposals based on review criteria (January and July).
7. Capital Planning Committee sorts and ranks CIP projects using capital planning tool.
8. Capital Planning Committee reviews staff capacity to implement projects, creates capital project implementation schedule using capacity and scheduling tool (quarterly).
9. Capital Planning Committee and BCC update and adopt ranked and scheduled CIP (September and February).
10. Capital Planning Committee and BCC update and adopt ICIP based on high-priority projects in the Capital Budget (August).
11. Capital Planning Committee and BCC update and adopt annual Capital Budget based on five-year implementation window (May).

NOTE: Non-County entities seeking legislative funds administered by Santa Fe County will be subject to the process outlined in Resolution 2019 103.

SFC CLERK RECORDED 08/21/2019