

Pierce County Flood Control Zone District

Capital Improvement Program Process

Administrator Guidance to Project Sponsors

Introduction

The Pierce County Flood Control Zone District (“District”) provides funding for acquisition, construction, maintenance, and operation of flood control improvements in Pierce County. The revised code of Washington, 86.15.140 sets forth the process by which flood control zone districts approve an annual budget.

The District Advisory Committee (“Advisory Committee”) provides expert policy advice to the District Board of Supervisors (“Board”). The Advisory Committee reviews and recommends an annual capital budget for the District, including capital improvement projects and funding levels, subject to approval or approval and modification by the Board. (Chapter 11.06.030 Pierce County Code)

This guidance document concerns the District’s capital improvement program (“CIP”) process and is intended to assist project sponsors that: want to propose a new project for consideration by the Board; to delay or defer a project already approved by the Board; or, to request additional funds for an already approved project.

Capital improvement programs typically cover a six (6) year time frame and are revised and adopted annually. Adjustments to the CIP and to projects can occur for many reasons, such as a change in organizational priorities; complications with permitting; complex design issues; project savings; loss of funding; or unforeseen complications during construction.

Prerequisites

To be considered for inclusion in the CIP, projects must be included within the District’s Approved Comprehensive Plan of Development (“CPOD”) and have received an initial project ranking number (see attached Appendix B & G of the CPOD).

Typical District Annual Capital Budget Process

1. The District provides budget direction to the Advisory Committee related to the capital budget in the late spring each year.
2. The District Administrator prepares draft capital budget scenarios that conform to the District’s direction. The Administrator relies on the ranking of projects from the CPOD and also applies four (4) additional criteria to rank projects for inclusion within the CIP. The criteria include:
 - Ability to leverage other funds;

- Readiness for construction;
- Avoidance of ongoing maintenance costs or repairs; and
- Stakeholder support.

3. The Advisory Committee considers the capital budget scenarios over the summer months and formulates a recommendation for consideration by the Board.
4. The Executive Committee of the Board reviews the Advisory Committee's recommendation in late summer and recommends a capital budget by resolution for action by the Board, usually in October.
5. The Board holds a public hearing on the capital budget.

Note: The Board may make changes to the capital budget at anytime, but any changes must meet the requirements of RCW 86.15.140 and RCW 36.32.120 (7).

Delayed Projects:

- Delayed projects remain on CIP and retain their financial commitment from the District.
- The District Administrator may recommend reallocating a delayed project's previously approved funding in order to advance other approved projects.
- The project proponent must keep the District Administrator informed of a project's progress.
- The District Administrator provides the Board with project status reports on a quarterly basis.

Reallocation of Project Savings:

- Once a project has been constructed and is in the process of final project close out, the project is considered complete.
- The project will be noted as complete and removed from the CIP in the following year.
- The District Administrator will recommend reallocating unspent funds to new or existing projects on the CIP as part of the annual capital budget process.
- When a project cost is less than the project cost estimate, the cost savings realized for the project will be shared with the District based on the percentage of the project paid for by the District.

Process for Project Sponsors Making CIP Requests

New Projects:

- Project sponsors wanting to construct a project ranked within the CPOD may formally request the Administrator to place the project on the CIP.
- To be included within the CIP process for the upcoming year, requests are due to the District Administrator no later than March 1st each year.
- New project requests must include a project description, location, funding plan, and information on stakeholder support, and explain readiness for construction, so that the Administrator can determine eligibility and a project ranking.
- New projects will typically not supplant existing CIP projects.
- Project sponsors should expect to see their projects on the CIP in later years, as current projects are completed and funds become available.

You are encouraged to contact the District to discuss project ideas prior to submitting your request. If you have interest in discussing possible projects or if you have other questions or concerns, please contact Brian Ziegler, District Administrator, at 253-798-3154 or pcfczd@co.pierce.wa.us. Requests may also be sent by US Postal Service to:

Brian Ziegler, District Administrator
Pierce County Flood Control Zone District
2702 South 42nd Street, Suite 201
Tacoma, WA 98409-7322

DEFINITIONS:

Approved Project: A project that is on the CIP and that has received funding.

Capital Plan (Capital Improvement Program): A multi-year financial plan that:

- Lists and describes capital projects a local government plans to undertake, and
- Indicates how projects will be funded.

Delayed Project: A project that is delayed from the original schedule (at time of project approval) but is still advancing toward construction or completion.

Deferred Project: A project that is no longer advancing toward construction or completion and either has no plan to advance within the foreseeable future or is faced with an obstacle beyond the project sponsor's control.

New Project: A project in the CPOD that is proposed to be included on the CIP for the first time.

Project Funding Allocation: An action by the Board to designate specific funds in specific years for an Approved Project.

Project Acceleration: An action by the Board to allocate additional funds to an Approved Project sooner than previously approved by the Board.