



Internal Facility Improvements

Scope: CITYWIDE

Policy Contact

Jerry Way

Director

Public Works

(916) 808-6381

JWay@cityofsacramento.org

Table of Contents

Policy Statement

Procedures

Regulatory References

[Resolution 2015-0169 Approving the Fiscal Year 2015/16 Operating and Capital Improvement Program Budgets](#)

[Resolution 2015-0169](#) (*Page 11-Section 10 Capital Improvements 10.2.1*) provides the City Manager the authority to approve improvements and minor construction projects under \$100,000 in City facilities for improved operations. All requests for such improvements shall be reviewed and approved by the Public Works Director.

The following procedures apply to the approval, funding and delivery of internal facility improvements for city operations ranging from \$0-100,000 in cost.

PROCEDURES

1. Projects under \$20,000

- Complete and submit a work order request via the intranet.
- Facilities Maintenance staff will provide an estimate.
- If the estimate remains under \$20,000, Facilities Maintenance staff will work directly with the requesting department to complete the work.
- If the estimate is over \$20,000, please see below.

2. Projects between \$20,000 and \$100,000

- Submit project description(s) including funding options to the Public Works Director for approval.
- If approved, the Public Works Director will coordinate project development with the Facilities Manager and develop a project estimate.
- Public Works administration staff will create a Capital Improvement Project in eCAPS and notify the requesting department. The requesting department will prepare the appropriate budget journal entries to transfer their funds to the CIP for the project
- The Facilities and Real Property Management Division staff will deliver the project.

3. Projects over \$100,000

- Any project over \$100,000 requires the approval of City Council. The requesting department will take the lead on the development of the staff report in coordination with the Public Works Facilities Division.
- If the project is approved by City Council, the work order will be submitted and Facilities staff will complete the work.
- Submit project description(s) including funding options to the Public Works Director for approval.
- If approved, the Public Works Director will coordinate project development with the Facilities Manager and develop the project estimate.
- Public Works administration staff will create a Capital Improvement Project in eCAPS and notify the requesting department. The requesting department will prepare the appropriate budget journal entries to transfer their funds to the CIP for the project.
- The Facilities and Real Property Management Division staff will deliver the project.