



ADMINISTRATIVE PROCEDURES

TITLE: Capital Improvement Project Plan		PROCEDURE #: 414-A
DEPT: Finance		DIVISION:
EFFECTIVE DATE: 4/08	REVIEWED:	REVISED:

OBJECTIVE: To establish procedures for the maintenance of a countywide five-year capital improvement project (CIP) plan.

REFERENCE: Policy #414

POLICY STATEMENT: It is the policy of Marion County to maintain a sound and workable five-year capital improvement project plan. The CIP plan shall be a system for the proposal, approval, execution, oversight, and monitoring of all county capital improvement projects on production and financial bases.

APPLICABILITY: All Marion County employees.

DEFINITIONS: Capital Improvement Project: A construction, remodeling, or maintenance project that projected cost exceeds \$100,000 (public works) or \$5,000 (other departments), and is expected to have a useful life of over one year (Attachment A).

Capital Improvement Project Plan: A five-year rolling plan that shall be the basis for a system for the proposal, approval, execution, oversight, and monitoring of all Marion County capital improvement projects on financial and production bases.

Capital Acquisition: A purchase that projected cost exceeds \$5,000, and is expected to have a useful life of over one year (Attachment A).

PROCEDURES: Marion County will implement a long-range CIP plan that identifies CIPs well in advance of need. The Marion County CIP plan will extend five years into the future. The five-year CIP plan will consist of CIPs developed and prioritized by departments, then consolidated and validated by the capital improvement project review committee, and approved by the chief administrative officer and budget committee on an annual basis.

Procedures include the following:

1. There shall be a five-year rolling plan for CIP planning purposes, called the CIP plan. Within the CIP plan, CIPs will be considered collectively and prioritized on a countywide basis. Simpler, lower-cost capital acquisitions are numerous, and will not be included in the CIP plan. CIPs are defined and differentiated from capital acquisitions in Attachment A.

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2. A list shall be prepared by the requesting departments to identify the CIPs to be included in the five-year CIP plan (Attachment B). The list shall be limited to CIPs which can be started and completed within one fiscal year. It is anticipated there will be some public works projects that extend over multiple fiscal years due to the nature of the work and unforeseeable environmental circumstances. Certain large-scale projects may be planned to extend over multiple fiscal years, but they must be clearly identified in remarks included in the line item in the departmental list. Each department shall forward a copy of their five-year capital improvement list to the capital improvement project coordinator at the beginning of November.
3. Projects may be developed at any time during the year for the following fiscal years. During November, departments will validate the necessity and funding for their CIPs and reconsider their priority for the next fiscal year. By the end of November, departments will submit copies of project proposals (Attachment C) to the CIP review committee for review. Life-cycle costs will be considered in each project proposal. All validated requested projects shall be considered and included in the CIP plan with the appropriate countywide priority.
4. During early December, the CIP review committee shall meet with departments and comprehensively review and consider all CIPs. Special attention shall be given to capital improvement project proposals that departments have completed and submitted for the next fiscal year. By mid-December, the CIP review committee will make recommendations to the chief administrative officer. By January, the chief administrative officer will identify some or all of the CIPs for the following fiscal year, or may direct that different or additional projects from the five-year CIP plan be included. The CIP calendar is described in Attachment D.
5. Once the CIP has been approved for budget submission, the responsible department head shall include a capital improvement project request (Attachment G), in the county budget preparation software for review and final approval by the budget officer, chief administrative officer, and budget committee during the budget preparation cycle. Requests not included in the five-year plan will not be considered until the next fiscal year.
6. The CIP plan review committee shall convene as necessary each fiscal year to review production progress and budget status, and consider any necessary adjustments before forwarding recommendations to the chief administrative officer. Departmental lists including new CIPs, or CIPs placed in an updated priority, shall be considered for inclusion in the five-year CIP plan, for approval and funding in future years.
7. During regular status meetings, departments will provide production and budget progress reports for each CIP under their purview to the CIP review committee. The CIP coordinator will utilize the capital improvement project progress report (Attachment E) to review project status with each department. Additionally, the CIP coordinator may review the status of each department's capital acquisition requests, as appropriate, and shall use the capital acquisition progress report (Attachment F) to monitor and report on production and acquisition progress. Further, any proposed change to project schedule or budget shall be presented.

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8. Following each meeting, the CIP coordinator will submit to the chief administrative officer:
 - a. An updated capital improvement project progress report.
 - b. A list of any new project proposals received or re-prioritized.
 - c. An updated and prioritized five-year CIP plan for out-years two through five.
 - d. Proposed changes to current year project schedule or budget.
9. All non-public works CIPs shall have a formally assigned project manager from facilities management. Public works CIPs will have a project manager from public works. When projects are sufficiently large as to require a project management contractor, the project manager will be the owner's (county's) representative and be the central point of contact.
10. Project managers will be responsible for management of production, financial progress and reporting. Department heads will ensure project managers carry out their duties in a professional manner.
11. New mid-year capital improvement projects conceived under non-emergency circumstances shall not be considered for immediate action, but may be submitted to the capital improvement project plan review committee for prioritization and inclusion in the five-year capital improvement project plan.
12. Facilities management will provide recommendations for disapproval for proposals if the project proposal is unsound on structural, mechanical, electrical, or ventilation bases. Further, when appropriate, facilities management will recommend the use of outside architects or engineers when a project is sufficiently complex.
13. In no case will any Marion County employee or elected official begin work or make financial obligations toward a CIP or capital acquisition without written approval of the chief administrative officer.
14. Marion County Facilities or Public Works will obtain all required building permits and will abide by all codes of governing jurisdictions.
15. All potential CIPs and capital acquisitions shall be screened and approved by information technology, fleet acquisition, facilities, or public works, as appropriate.

ATTACHMENTS: A–H

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

Marion County Capital Improvement Project Plan

Definitions:

Capital Improvement Projects

Criteria:

1. All new construction, remodeling, or maintenance projects less than \$100,000, with a useful life over one year, excluding public works.
2. Any project over \$100,000, with a useful life over one year.
3. Projects may extend over fiscal years.
4. Examples:
 - a. New construction projects.
 - b. Major maintenance projects, such as remodeling, repair, and renovation, which maintain or increase the value or service life of existing county capital assets (new roof).
 - c. Complex projects requiring expert coordination of activities and selection of materials.
 - d. Public works projects on county infrastructure.
 - e. Does not include capital acquisitions of construction equipment.

Capital Acquisition

Criteria:

1. Purchases \$5,000 or greater per unit cost, and
2. Have a useful life over one year, and
3. Will start and complete in the budgeted fiscal year, with the exception of certain large public works equipment.
4. Examples:
 - a. Vehicles
 - b. Construction and maintenance equipment
 - c. Major office equipment
 - d. Other equipment
 - e. IT equipment
 - f. Software

Note: These items should not be included in the capital improvement project plan, but should be included in each year's budget request. Please use the capital acquisition request form (Attachment H), available on the finance department intranet.

Attachment A

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

**MARION COUNTY
CAPITAL IMPROVEMENT PROJECT
PROPOSAL**

<u>Project Information</u>	
PM No.: Eng. Use only	Project No.: if Assigned
Date:	Project Name:
Contact:	Contact Phone:
Contact Division:	Division or Agency if 'Other':
Work By: Internal Forces: <input type="checkbox"/> By Contract: <input type="checkbox"/> Both: <input type="checkbox"/>	
Cost Center:	Target Construction Date:
<u>Project Proposals will be Reviewed Monthly by CIP Coordinator</u>	

Repair Replace New Multi-year-phased

Project Description:

Project Scope:

Alternatives:

Benefits:

Risks:

Estimated Life Cycle Costs:

Other Information:

Initial Project Estimates:

Fiscal Year	Total Budget Estimate	Equipment Estimate	Personnel Estimate
	\$0.00		

Funding Source:

Source if 'Other':

Attachment C

414-A.6

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

Organizations & Additional Stakeholders Involved			
Organization	Contact Name	Phone	Type Involvement

Project Sponsor:

Sponsor Signature: _____ Date: _____
Name: _____ Title: _____
Phone: _____ Email: _____

Approvals:

Approved for further project development.

Yes No

Remarks:

Authorizing Signature: _____ Date: _____
Name: _____ Title: _____

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Marion County
Capital Improvement Project Plan

The Capital Improvement Project Plan Calendar

November	Departments update their five-year CIP Plan, complete project proposals and budgets for projects scheduled for the next fiscal year, and submit all to capital improvement project plan review committee.
December	Departments meet with the capital improvement project review committee and update the five-year capital improvement project plan.
December	Capital improvement project review committee makes recommendations to the chief administrative officer. Departments participate as required.
December	Chief administrative officer reviews recommendations with the board of commissioners. Capital improvement project plan review committee and department heads participate as required.
February/March	Proposed CIPs included in departmental requested budget.
May	CIPs approved by budget committee.
May	Five-year CIP Plan will be approved by the budget committee by a separate motion.
June	CIPs formally approved with board of commissioner's adopted budget.

Attachment D

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

Capital Acquisition Progress Report FY07-08									
Project Name	CA-FY07-08	Plan Start Date	Actual Start Date	Plan Comp Date	Actual Comp Date	Budget Cost	Actual Cost	Remarks	
Facilities									
Heating System for Juvenile Counseling House									
Lower Roof Replacement for Jail C Pod									
Courthouse Drain System Crossover									
HVAC Equipment at Jail: Annual PMS									
AC Unit for PW Computer Room									
Courthouse 5th Floor Damper Replacement									
Pre-Heat Coils in CH Mechanical Room									
Water Heater Replacement at Jail									
Seal Floors in Jail C4 Pod									
CH2 Working Platforms SAFETY									
Clerk									
Envelope Printers (2)									
Health									
Raintree Software									

Attachment F

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

CAPITAL IMPROVEMENT PROJECT REQUEST FY07-08 (BUD)

DEPARTMENT		FUND - COST CENTER		ACCOUNT	
PROJECT TITLE		CATEGORY (e.g., Building Construction)		BOC TENTATIVELY APPROVED? YES <input type="checkbox"/> NO <input type="checkbox"/>	
CONTACT PERSON	PHONE	START DATE	COMPLETION DATE	SIGNATURES	
BRIEF PROJECT DESCRIPTION				DEPARTMENT HEAD	DATE
				FACILITIES MANAGEMENT	DATE
				FLEET MANAGEMENT	DATE
CHANGES TO APPROVED PROPOSAL				INFORMATION TECHNOLOGY	DATE
				CIP COORDINATOR	DATE
				CHIEF ADMINISTRATIVE OFFICER	DATE

RESOURCES	PRIOR YEARS ACTUAL TOTAL	FY 2007-08	FY 2008-09	FY 2009-10	ALL FUTURE YEARS	PROJECT TOTAL
General Fund						
Intergovernmental						
Fees and Charges						
Transfers In						
Net Working Capital						
Other:						
TOTAL						

REQUIREMENTS	PRIOR YEARS ACTUAL TOTAL	FY 2007-08	FY 2008-09	FY 2009-10	ALL FUTURE YEARS	PROJECT TOTAL
Equipment:						
Vehicles						
Building and Improvements						
Other:						
TOTAL						

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

CAPITAL ACQUISITION REQUEST FY08-09

Item to be Purchased:		
Department:		Contact Person:
<input type="checkbox"/> Additional Requirement <input type="checkbox"/> Replacement	Estimated Purchase Date:	Estimated Delivery Date:
Detailed Description:		
Justification:		
Expected Useful Life:	Alternatives Considered:	
Purchase Price Plus 5% Contingency:		
Fund: Name _____ Number _____	Cost Center: Name _____ Number _____	Account: Name _____ Number _____
Other Information (Optional):	Department Head	Date
	Facilities Management	Date
	Fleet Management	Date
	Information Technology	Date
	Capital Improvement Coordinator	Date
	Budget Officer	Date