

## Financial Policies - Capital Improvement Program

1. The County will develop an annual five-year plan for capital improvements; it will include project design, development, implementation, and operating and maintenance costs.
2. Each project in the CIP shall show the estimated capital and on-going maintenance costs, known and potential funding sources, and a design and development schedule.
3. As used in the CIP, projects include land acquisition, buildings and facilities construction; these projects do not have a cost threshold.

Also included in the CIP are projects that have a minimum cost threshold of \$100,000 and include: major equipment, major improvements to existing buildings and facilities, transportation projects, water resources projects (i.e., storm drains), resource recovery and waste management projects (i.e., landfills), and major maintenance. Capital projects may include the acquisition of technology systems, including hardware and software, and also include equipment, heavy equipment, and machinery.

4. The development of the capital improvement budget will be coordinated with the development of the operating budget.
5. Annual capital costs shall be budgeted according to the County Auditor-Controller's Capital Asset Policy and Guidelines.
6. Costs for County professional services needed to implement the CIP will be included in the appropriate year's operating budget.
7. Annual operating budgets will provide adequate funds for maintenance of the County's buildings and maintenance and replacement of the County's capital equipment.
8. The County will make all capital improvements in accordance with an adopted and funded capital improvement program.
9. Every funded capital improvement project shall be included in the County's Project Reporting System and project progress shall be reported periodically to the County Executive Office.

**NEW POLICY**

10. Every county project that involves new construction, the remodeling of space, or building maintenance with a cost of \$100,000 or more to facilities staffed by County employees shall be managed by the **General Services Department-Support Services Division** (Facilities Management or Capital Projects).

Included in this definition are all county office and clinic buildings, fire stations, Sheriff's patrol stations, jails, inmate holding facilities, boy's camp facilities and Park Ranger residences.

Excluded are roads and bridges, water and wastewater systems, flood control facilities, and park facilities other than ranger residences.