



ADMINISTRATIVE POLICIES

SECTION:		POLICY #:	414
TITLE: Capital Improvement Project Plan		PROCEDURE #:	414-A
		ORDER #:	08-47
DEPT: Finance		DIVISION:	
ADOPTED: 4/08	REVIEWED:	REVISED:	

PURPOSE: To establish a policy for a Marion County Capital Improvement Project (CIP) Plan.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials in the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

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. (See Capital Improvement Project Plan Procedures, 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. (See Capital Improvement Project Plan Procedures, Attachment A.)

SUBJECT: CAPITAL IMPROVEMENT PROJECT PLAN

GENERAL POLICY:

It is the policy of Marion County to maintain a sound and workable capital improvement project plan. The CIP plan 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.

The Marion County CIP plan is a long-range plan which identifies CIPs well in advance of need. The Marion County CIP plan will be a rolling plan, extending five years into the future.

The five-year CIP plan will consist of CIPs developed and prioritized by departments, consolidated and validated by the capital improvement project review committee, and approved by the chief administrative officer and budget committee, and adopted by the board of commissioners.

The CIP plan is the basis for management of all CIPs. Any CIP that will be considered for approval and funding must appear on the CIP plan. A project, purchase, or acquisition that does not appear in the CIP plan shall not be considered for approval or funding, except under the most extraordinary circumstances.

The CIP review committee will review production and budget progress at regular review meetings. The capital improvement project coordinator will report the status of all CIPs to the chief administrative officer on a quarterly basis. In this manner, the chief administrative officer will remain well informed of the status of CIPs. The CIP coordinator, or department head, as appropriate, will answer any questions the chief administrative officer has in regard to the overall plan or individual projects.

All CIPs which receive board of commissioner approval for production and funding will be expected to reach completion within the fiscal year. All CIPs that extend over multiple fiscal years shall be identified as such before approval. It is anticipated there will be some public works projects that extend over multiple fiscal years due to the nature of the work or unforeseen environmental circumstances.

POLICY GUIDELINES:

1. Responsibilities:

- a. The chief administrative officer shall tentatively approve all CIP and capital acquisitions prior to December of each year, and then formally propose them during the annual budget process.
- b. Departments will develop a departmental CIP list using the five-year capital improvement project plan format for CIPs required during the proximate five years. In preparation for

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approval of each CIP to be completed in the following year, departments shall prepare a formal project proposal, describing the project schedule and budget.

- c. The CIP plan is administered by the CIP coordinator. The CIP coordinator, in conjunction with representatives from business services, sheriff's office, board of commissioners office and public works, will form the CIP review committee.
2. Exceptions: The chief administrative officer and board of commissioners may grant exceptions to this policy. Exceptions would be based on natural or man-made disasters, unanticipated immediate needs for public safety, and emergent significant financial constraints or increases in funding, or board determination.
3. Implementation: The CIP coordinator shall implement this policy and shall ensure the long-term five-year CIP plan is continuously evaluated and monitored. The CIP coordinator shall make periodic reports to the chief administrative officer to ensure authorized CIPs are completed as approved, or modified or cancelled as appropriate.
4. Periodic Review: This policy shall be reviewed after the first year for improvements that surface during the implementation year, and then at least every three years by the chief financial officer.