

Resolution 2018-011

A resolution establishing procedure for the Jefferson County Capital Improvement Plan.

Capital Improvement Plan Procedures

Policy:

It is the policy of the Jefferson County Board of County Commissioners to adopt a five-year Capital Improvement Program (CIP). The CIP will be published annually to the County website.

The CIP shall be reviewed, evaluated, prioritized and updated on an annual basis in conjunction with the operating budget cycle. The CIP shall include a schedule of capital improvement projects by year, including the estimated total capital cost, estimated annual operating costs or savings, and anticipated funding sources for each project.

Definitions:

A capital improvement project is an investment of public and/or private funds of at least \$20,000 that has a useful life of at least 10 years.

Examples of a capital improvement project include, but are not limited to:

1. Land Acquisition
2. New construction or acquisition of public buildings or structures
3. Remodeling and/or additions to public buildings or structures.
4. Construction of new and replacement infrastructure projects.
5. Soft costs relating to 1 through 4 above, including legal costs, engineering costs, and architectural design costs.
6. Studies less than \$20,000 that are preparatory for a capital improvement project of at least \$20,000.

Road and bridge projects will be evaluated and prioritized by the Director of Public Works as a separate process applying principles and criteria set herein.

Responsibilities:

The BOCC is responsible for adopting a five-year CIP on an annual basis.

Elected Officials, Agency Directors, and department directors are responsible for preparing, submitting, explaining and justifying capital improvement project requests for the annual CIP. The CIP requests should be submitted prior to the budget process each year. The request shall include department name, name of project, priority of project, explanation and justification for project, cost, and estimated time frame.

Objectives:

A five-year CIP will be adopted by the BOCC on an annual basis to accomplish the following:

1. To reflect strategic planning regarding the future development of Jefferson County
2. To identify all CIP project requests in the five-year period covered by the CIP.
3. To link plans for physical facilities to financial resources
4. To calculate the estimated financial impact of the five-year CIP on the County's debt structure and budget.
5. To facilitate intergovernmental coordination of capital planning in Jefferson County.

Procedure:

The annual CIP process will include a CIP review committee. This committee will be comprised of the following positions.

1. A representative for the County Commissioners
2. The County Clerk
3. The Public Works Director
4. The County Treasurer
5. Three additional members appointed by the Commission
6. The three additional members cannot be from the same department/office.

The CIP Committee is responsible for reviewing capital improvement project requests and submitted a recommendation for the 5-year plan to the BOCC.

The CIP Committee will meet as needed to review project requests, evaluate project request according to a number of criteria, and prepare a recommendation for the CIP.

Criteria for Prioritizing Requests:

Priority 1- (imperative, must do) Projects that cannot reasonably be postponed without causing harmful or otherwise undesirable consequences.

1. Corrects a condition dangerous to the public health or safety
2. Satisfies a legal obligation (law, regulation, court order or contract)
3. Alleviates an emergency service disruption or deficiency
4. Prevents irreparable damage to valuable public facility

Priority 2- (essential, should do) Projects that meet clearly demonstrated needs or objectives.

1. Rehabilitates or replaces an obsolete public facility or attachment to the facility
2. Stimulates economic growth and private capital investment
3. Reduces further operating and maintenance costs
4. Leverages available state or federal funds

Priority 3- (important, could do) Projects that benefit the community but could be delayed without impairing basic services.

1. Provides a new or expanded level of service
2. Promotes intergovernmental cooperation
3. Reduces energy consumption
4. Enhances cultural or natural resources

Priority 4-(unacceptable) Not well developed, addresses no pressing need, or doesn't make sense for proposed surface.

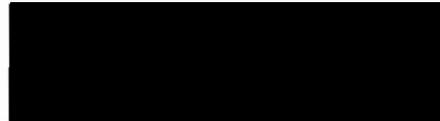
Additional Criteria for Consideration in Prioritization:

1. The number of people impacted
2. Shovel readiness
3. Evaluation of available financing

Now be it therefore resolved that the above procedures be adopted (as amended) for the Jefferson County Capital Improvement Plan.



Richard Malm, Chair



Wayne Ledbetter, Vice-Chair



Lynn Luck, Member

Attest



Linda M Buttron, County Clerk

Procedure for Committee appointments Amended 5/21/2018 (see Commissioner minutes)

