

Section #130: Capital Improvement Program Procedures

130.1 Introduction

Procedures:

1. The County Manager is responsible for appointing a Capital Improvement Program (CIP) Coordinator. The CIP Coordinator is responsible for coordinating the annual CIP process, including the development, distribution, and collection of forms used to submit capital improvement project requests.
2. The CIP Coordinator shall distribute capital improvement project request forms by **March 1st** of each year to agencies and departments. All agencies and departments shall submit capital improvement project requests according to the instructions and forms provided by the CIP Coordinator.
3. The Budget and Financial Planning Department shall maintain documentation for all capital improvement projects requested in the five-year CIP.
4. The annual CIP process will include a CIP Review Committee. This committee will be comprised of the following positions:
 - County Manager or his/her designee(s)
 - Director of Budget and Financial Planning or his/her designee(s)
 - CIP Coordinator
 - Director of Facilities
 - Director of Planning or his/her designee(s)
 - Director of Information Technology
 - Director of Infrastructure
 - Director of Wastewater
 - At-large member from the Human Services area appointed by the County Manager or his/her designee (this position will rotate every two years)
 - At-large member to represent the governing boards (Airport, Developmental Supports, Library, Mental Health, Park and Recreation); this position will be reviewed annually by the County Manager or his/her designee in conjunction with the Executive Directors of the governing boards
 - At-large member to represent elected officials (District Attorney and Sheriff); this position will be reviewed annually by the County Manager or his/her designee in conjunction with the District Attorney and the Sheriff.

The CIP Review Committee is responsible for reviewing capital improvement project requests and submitting a recommended five-year CIP to the County Manager. The CIP Review Committee will meet periodically to review project requests, evaluate project requests according to a number of criteria, and prepare a recommended five-year CIP.