



SECTION: GA
TOPIC: CAP IMPROVE 01
GENERAL INFO
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: CAPITAL IMPROVEMENT PLAN/MANAGEMENT

A. CAPITAL IMPROVEMENT PLANNING AND BUDGET CYCLE

In the 1992 Dane County Adopted Budget, the County Executive and Board of Supervisors established the expectation that the County would formalize its Capital Planning Process by requiring the development of a five-year capital projects plan. The stated purpose of this longer term plan was to **"...strengthen the County's ability to meet its needs for facility additions and improvements and other capital, within a financially prudent and balanced approach over several years."**

The goals of capital improvement planning are as follows:

- to meet obligations to maintain all existing facilities and equipment in good repair, address potential liability problems, and conform to Federal and State regulations;
- to respond to opportunities to achieve economies in operation through automation, energy efficiency, or other capital investments;
- to consider long-range financing strategies for major capital projects which balance capital needs, operational needs, and fiscal responsibility in a framework which supports priority-setting by policy-makers.
- to provide a basis for justifying and approving capital projects and then accountability for implementation.

B. RELATIONSHIP OF THE CAPITAL PLAN TO THE CAPITAL BUDGET

Concurrent with the mandate to create a long range Capital Improvement Plan for the County, the 1992 Adopted Budget also states in part that:

"Beginning with the 1993 Budget, completely separate Operating and Capital Budgets will be submitted to the County Board, with each referencing the other and showing total capital and operating expenditures recommended. The two budgets will be reviewed simultaneously by the Board using a process similar to that currently employed or a new process to be developed in 1992."

The Capital Improvement Plan provides a guide to County staff and elected officials in selecting priorities for project development and implementation. Each year, the Plan will help identify issues in the capital project arena which the County may face over the next five years, and provide additional information and assign tentative priorities to the projects.

END OF NARRATIVE



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Dane County's capital budget management program is designed to facilitate:

1. Organization of information essential to planning and decision making involving major capital projects and acquisitions.
2. Establishment of procedures which insure an effective capital acquisition program. Specific information needs include:
 - an evaluation of project feasibility;
 - project impact on existing and projected programs;
 - projected consistency with individual program and county policies.

Each year acquisitions or projects which fall under one or more of the following categories shall be identified by requesting departments and submitted to the County Executive as part of their ten (10) year capital plan/budget request. Capital plan/budget requests should impact one or more of the following issues:

1. Maintenance of existing facilities and structures.
2. Program productivity and service efficiency/delivery improvements.
3. Alleviate health and safety hazards.
4. Provide disabled access to public services.
5. Maximize use of existing facilities and resources.
6. Major asset repair, replacement, or maintenance needs.
7. Energy conservation.
8. Mass transit.
9. County economic development.

The scope of Dane County's capital plan/budget policy shall include all acquisitions or projects belonging to one or more of the following categories:

1. Cost \$100,000 or more,
2. Are non-recurring in nature, and
3. Have a ten (10) year life or more.



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The following situations shall be exempted from the provisions of this program:

1. Emergency circumstances which endanger the health, welfare or safety of persons, or result in substantial damage to county property.
2. Programs established by state or federal agencies which mandate county participation.

END OF POLICY



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Please refer to the current budget manual for procedure to be followed.

END OF PROCEDURE