

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Action Agenda Communication Form

ITEM DATE: January 27, 2020	ITEM TIME: 2:30PM
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FROM:	Tom Sullivan
TODAY'S DATE:	January 20, 2020
AGENDA TITLE:	Capital Improvement Plan Process and Calendar for 2021 Budget

CHECK ONE THAT APPLIES TO YOUR ITEM:
<input type="checkbox"/> ACTION ITEM
<input checked="" type="checkbox"/> DIRECTION
<input type="checkbox"/> INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

BCC has desired development of a capital improvement plan (CIP) and this item is for final review and direction regarding annual CIP process for requests, review, ranking and BCC annual adoption. Adoption of a 5-year CIP would occur during the annual budget process. This agenda packet includes the CIP program guidelines, a request form and a matrix for ranking projects.

II. RECOMMENDED ACTION:

Direction on calendar for the process.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE:	Identified through annual budget process.
PROPOSED EXPENDITURE:	Identified through annual budget process.
FUNDING SOURCE:	Identified through annual budget process.

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

A CIP program is for internal use by a single entity to identify capital equipment or infrastructure needs and prioritize funding. Identifying needs could lead to participating with other entities for cost sharing and uses.

V. BACKGROUND INFORMATION:

A capital improvement plan (CIP) is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between a county government entity, its comprehensive and strategic plan, and the annual budget.

Routt County has a robust capital equipment replacement plan and since 2007 has discussed CIP to address capital additions. Additional space for emergency communications center and sheriff's office had been discussed and in 2015 Routt County negotiated a combined law enforcement facility with the City of Steamboat Springs. That facility was completed in 2019.

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The BCC has stated its desire to adopt a CIP recognizing the need for additional space for Human Services and Public Health programs. Developing a CIP at this time allows development of a comprehensive grasp of all capital needs and the opportunity for allocation of financial resources. County management sees a CIP calendar including 2 weeks to accept requests, 2 weeks to review and rank requests and funding would be considered within the annual allocation of forecasted budget revenue.

VI. LEGAL ISSUES:

Local governments have authority to develop CIP programs under their budget authority.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

VIII. SUMMARY AND OTHER OPTIONS:

Developing a CIP is a best practice for strategically prioritize allocation of funds for capital facilities.