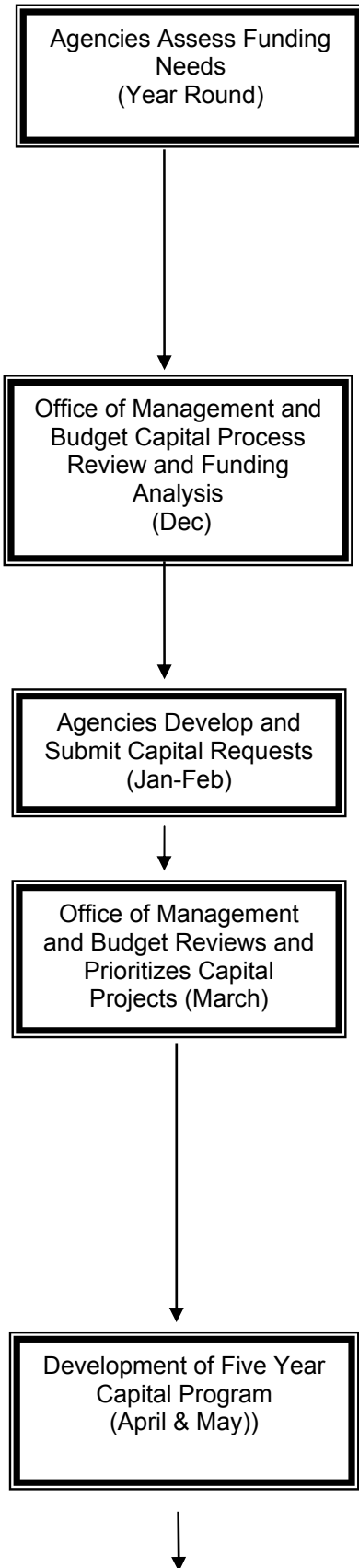


## Capital Program Development Process



### **County Agencies:**

- assess future space, equipment and infrastructure needs based on Commission goals and policies;
- review adopted master plans and Commission goals to identify needed capital projects;
- translate needs into project proposals and cost estimates;
- confirm level of priority and accuracy of cost estimates of projects in current capital program
- estimate the impact each project will have on the operating budget if funding is approved.

### **Office of Management and Budget**

- develops guidelines for agency submissions;
- provides assistance with the capital budget development process;
- evaluates agency estimates of the impact projects will have on the operating budget;
- forecasts revenues available for capital projects over the next five years;
- recommends new sources of funding for capital projects.

Agencies complete their capital project proposals. Departments submit prioritized capital funding requests to the Office of Management and Budget.

The Office of Management and Budget reviews and prioritizes the requested projects using the following criteria:

- Linkage to implementation of County Commission goals and policies;
- Funding availability;
- Protection of public health and safety;
- Compliance with mandates;
- Maintenance of past capital investments;
- Provision of infrastructure concurrent with the impact of new development;
- Maintenance of adopted levels of service;
- Impact on the operating budget, taxes, and fees.

The Office of Management and Budget develops a recommended capital program. The recommended program includes the highest priority capital projects and the revenue sources necessary to support those projects over a five year time frame.

County Administrator Review  
of Recommended Capital  
Program  
(June)



Presentation of  
Recommended Capital  
Program to the County  
Commission  
(July)



County Commission  
Review of Capital Program  
(August)



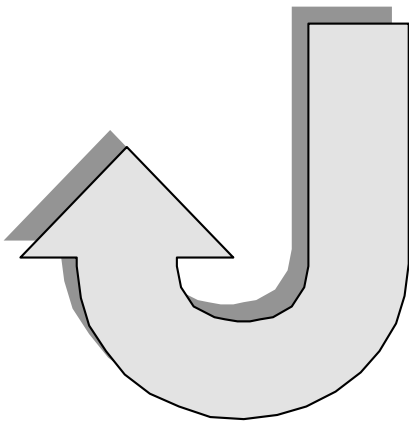
Capital Program Adoption  
(September)

The County Administrator reviews the Office of Management and Budget recommendations and changes are incorporated into the five year program. Because of the tax impact of the General Capital Program, a draft summary is presented to the County Commissioners in workshops for review.

The five year capital program is presented to the Board of County Commissioners.

The County Commission reviews the capital program recommended by the County Administrator at workshop sessions. The County Commission may direct changes to be made within any of the five years of the capital program.

The five year capital program is adopted along with the County budget and tax rates at a public hearing in September.



**Capital Program Development begins the next cycle.**