

Resolution
Board of
Ramsey County Commissioners

Presented By Commissioner McCarty Date February 9, 1987 No. 87-089
Attention:

Budget & Accounting; All Commissioners; Jacqueline Byrd; Terry Schutten

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WHEREAS, The Ramsey County Board of Commissioners desires to establish a Capital Improvement Program; and

WHEREAS, The purpose of the Capital Improvement Program is to provide an orderly and efficient long-term plan for acquiring necessary buildings, land, major equipment and other commodities of significant value which have a useful life of several years; Now, Therefore, Be It

RESOLVED, That the Ramsey County Board of Commissioners establishes the following goals:

- A. To establish a climate in which the opportunity for optimal decision-making occurs by proposers, users and evaluators of capital projects.
- B. To preserve the fiscal integrity of the County by undertaking a thorough analysis of each proposed capital project. This analysis shall include the long-range impact upon operating costs, capital costs, and potential revenue generation.
- C. To maintain a continuum of services - from the protection of life and maintaining the health, safety, and welfare of the residents and employees of Ramsey County to enhancing the County image, - through the preservation, replacement and/or consolidation of public facilities which provide the most efficient, economic, and effective service delivery possible; and

WHEREAS, The Ramsey County Board of Commissioners desires to establish Capital Improvement Program Policies; Now, Therefore, Be It

RESOLVED, That

- A. Citizen participation shall be strongly encouraged throughout the process of developing and adopting the Capital Improvement Program.

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- B. The Capital Improvement Program shall include all of the capital improvement projects requested. Each project shall have funding sources delineated, such as bond proceeds, special tax levies, state or federal grants, donations, special assessments, etc.
- C. Capital projects should be financed to the greatest extent possible through user fees and assessment districts where direct benefit to the user results from the construction of the project (examples are golf courses, nursing homes, watershed districts, etc.).
- D. Grants or private funds should be secured to finance projects whenever possible.
- E. The County should continue its cooperative efforts with other agencies in relation to Capital Improvement projects (examples are the Waste-to-Energy Plant with Washington County; Lake Como restoration project with the City of St. Paul, etc.).
- F. All projects will be reviewed and analyzed as to the overall priority and relative importance according to the following priority order:
- | | |
|-------------------------------|-------------------------------|
| 1. Protect Life/Safety | 6. Protect Property |
| 2. Maintain Public Health | 7. Provide Public Service |
| 3. Replace Facility | 8. Provide Public Convenience |
| 4. Maintain Physical Property | 9. Enhance County Image |
| 5. Reduce Operating Costs | |
- G. Projects which may take more than one year to complete and have already received funding approval for the first year by the County Board, will be given priority consideration in subsequent years;

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WHEREAS, The Ramsey County Board of Commissioners desires to establish a Capital Improvement Program that is a multi-year planning instrument used to identify needed capital projects and to coordinate financing and timing of improvements in a way that maximizes the return to the public; Now, Therefore, Be It

RESOLVED, That:

- A. Each year, the head of each County department, agency, and interested citizens requesting funds for capital improvements from the Board of County Commissioners shall submit their requests for the next ensuing year and for four additional years to the Executive Director at a time set by the Executive Director, using the Capital Improvement Request Forms established and approved by the Executive Director.
- B. The Executive Director shall examine each Capital Improvement Request, meet with each requesting entity, evaluate and prioritize each project, and recommend financing of these projects to the County Board.
- C. Not later than the second Monday in August of each year, the Executive Director shall submit the CAPITAL IMPROVEMENT BUDGET AND PLAN to the County Board.
- D. After submission to the County Board, the County Board shall hold public hearings on the CAPITAL IMPROVEMENT BUDGET AND PLAN. Citizen participation is strongly encouraged throughout the process of developing and adopting the CAPITAL IMPROVEMENT BUDGET AND PLAN.
- E. After the public hearings, the County Board may adopt the CAPITAL IMPROVEMENT BUDGET AND PLAN with or without amendment. The County Board shall adopt the CAPITAL IMPROVEMENT BUDGET AND PLAN by October 10th of each year, pursuant to Minnesota Statutes 275.07.

Diane Ahrens, Chairperson

By 
Chief Clerk - County Board

Resolution
Board of
Ramsey County Commissioners

Presented By Commissioner Hunt Date March 23, 1987 No. 87-162
Attention:

Budget & Accounting; Commissioner Ruby Hunt; Tom Ryan, Legislative Lobbyist

WHEREAS, The Draft Ramsey County Capital Improvement Program, Policy and Procedures document, describing the program's mission statement, policies, responsibilities, planning and procedures, strongly encourages citizen participation; and

WHEREAS, Citizen participation in the capital improvement planning process is best assured through a broad-based citizens' advisory committee; Now, Therefore, Be It

RESOLVED, The Board of Ramsey County Commissioners hereby creates a fourteen-member Capital Improvement Program Citizens' Advisory Committee, to be composed of two residents from each of the seven county commissioner districts appointed by the appropriate county commissioner; and Be It Further

RESOLVED, Nominations for appointment to the citizens' advisory committee may be made by any group or interested individual, including, but not limited to, neighborhood groups, community councils, city councils, and members of the legislative delegation.

Diane Ahrens, Chair

By *John R. Uelin*
Clerk - County Board

Resolution
Board of
Ramsey County Commissioners

Presented By Commissioner Schaber Date March 21, 1989 No. 89-256
Attention: Budget & Accounting

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WHEREAS, Capital Improvement Projects in the past were for a single purpose, such as a nursing home or jail, and involved only one department; and

WHEREAS, Previously, the County Board normally retained a project manager to oversee the budget and administrative procedures of the project; approved all contracts and change order; and authorized payments to contractors to ensure property management of the projects; and

WHEREAS, The County now has a five-year ongoing capital improvement program which involves almost all of the County departments and agencies for which the budget and administrative procedures need to be delineated; Now, Therefore, Be It

RESOLVED, That the same budgetary and administrative procedures used for the operating budget also be used for the capital improvement program; and Be It Further

RESOLVED, That department heads, or their designee, serve as the project representative and be responsible for managing the projects for their department; and Be It Further

RESOLVED, That agencies such as Minnesota Landmarks, Historical Society, etc., be responsible for soliciting bids and awarding contracts for their projects; that bond proceeds for agency projects be disbursed under either of the following two methods:

1. The agency makes the payment to the vendor and requests reimbursement of County Bond proceeds on a regular basis; or
2. The agency recommends approval of the invoices, prepares the disbursement document and the County makes a direct payment to the vendor from the bond proceeds.

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and, Be It Further

RESOLVED, That the Executive Director is authorized to approve supplemental agreements and/or change orders equal to 10 percent of the contract amount or \$25,000, whichever is less, as long as funds are available within the project budget; and Be It Further

RESOLVED, That Resolution 89-224, dated February 28, 1989, be the control authority for road projects in the capital improvement program; and Be It Further

RESOLVED, That actions approved by the Executive Director will be reported annually to the County Board; and Be It Further

RESOLVED, That requests for additional funds of \$25,000 or more from the Contingent Account or other sources will be presented to the CIP Advisory Committee for their recommendation, and then to the County Board for approval.

Hal A. Norgard, Chairman

By *Donnie Chackler*
Chief Clerk - County Board

Resolution

Board of

Ramsey County Commissioners

Presented By: Commissioner McDonough Date: December 16, 2008 No. 2008-382

Attention: Budgeting and Accounting
CIPAC

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WHEREAS, The Capital Improvement Program Citizens' Advisory Committee (CIPAC) provides citizen participation throughout the process of developing and adopting the Capital Improvement Program (CIP); and

WHEREAS, During the 2008-2013 CIP Budget Hearing in August 2007, the Ramsey County Board of Commissioners discussed changes in the CIP since the inception of the program more than twenty years ago; and

WHEREAS, The Ramsey County Board of Commissioners requested the CIPAC review the history of the CIP, best practices, current policies and procedures, and recommend improvements; and

WHEREAS, The CIPAC devoted several of its 2007 and 2008 meetings to review the CIP and develop recommendations; and

WHEREAS, The CIPAC developed recommendations for improvements in the planning, budgeting, and financing of the Ramsey County Capital Improvement Program; Now, Therefore, Be It

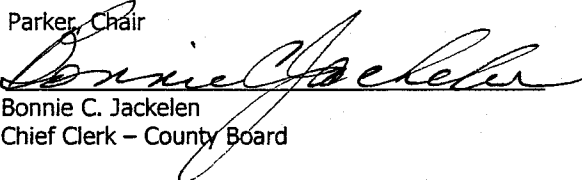
RESOLVED, The Ramsey County Board of Commissioners hereby accepts the Capital Improvement Program Recommendations report from the Capital Improvement Program Citizens' Advisory Committee (CIPAC); and Be It Further

RESOLVED, The Ramsey County Board of Commissioners hereby directs staff to implement the CIPAC recommendations as soon as practicable within the budget constraints.

Ramsey County Board of Commissioners

	YEA	NAY	OTHER
Tony Bennett	X		
Toni Carter	X		
Jim McDonough	X		
Rafael Ortega	X		
Victoria Reinhardt			Absent
Janice Rettman	X		
Jan Parker	X		

Jan Parker, Chair

By: 
Bonnie C. Jackelen
Chief Clerk - County Board