

## DESCRIPTION OF CAPITAL IMPROVEMENT PROGRAM BUDGETING PROCESS

The Ramsey County Board of Commissioners adopted Resolution 87-089, dated February 8, 1987, which established the basic policies and procedures to be used in establishing a Capital Improvement Program (CIP) Budget and Plan for Ramsey County. County Board Resolution 87-162, dated March 23, 1987, established a 14-member Capital Improvement Program Citizens Advisory Committee (CIPAC) to provide citizen input to the County Board and County Manager.

**Legislation** - The 1988 Minnesota Legislature approved Chapter 519, titled “Counties Building Funds, Capital Improvement Bonds” giving Minnesota Counties the ability to bond for Capital Improvement Programs. The law required that the Counties’ Capital Improvement Program Budget and Plan be approved by the Minnesota Department of Trade and Economic Development (TED). This authority was used for the CIP Plans from 1989 through 1993.

**Ramsey County Home Rule Charter** - On November 5, 1990, Ramsey County voters approved a Home Rule Charter, effective November 6, 1992. The Charter requires the establishment of a 5-year Capital Improvement Program Plan and authorizes bonding and levy authority to finance the plan. The 2008-2009 CIP Plan recommendations are made using these authorities and complying with the Charter requirements.

**Administrative Procedures** - In January, 1995, the County Manager established the administrative procedures and created the forms necessary for County departments, other agencies, and interested citizens to request Capital Improvement Projects for 2012 through 2017. The forms, general policies, and procedures were distributed December 28, 2010, with a due date of January 26, 2011.

**Workbook and Presentations** - From January 2011 to March 2011, the County Manager’s staff assembled the departments’ requests into a CIP workbook. The CIPAC and County Manager staff used this workbook during department and agency head presentations on March 17 and April 7, 2011.

**County Manager Rating Process** - In March, the County Manager’s staff used the rating system created in 1988, to rate 25 project requests. The rating system assigned weighted points to the nine criteria established by the County Board in Resolution 87-089. Eight County staff rated the requested projects.

**Capital Improvement Program Advisory Committee Rating Process** - Also in March, the Capital Improvement Program Advisory Committee members each rated projects into five groups, first 5, second 5, etc., and fifth group of 5. Projects were assigned points based on the group each rater placed them in and the total points tabulated. Nine CIPAC members rated the requested projects.

**Combined Rank** - The ratings for each project from both the CIPAC and County staff were then statistically combined to prioritize the projects overall into a “Combined Rank,” agreed to by the CIPAC and County Manager. On May 5, 2011, the CIPAC met to discuss the priorities established and recommend projects for funding to the County Board.

**Approval Process** - On July 26, 2011, the 2012-2013 proposed budget, including the 2012-2017 Capital Improvement Program Plan was presented to the County Board. The County Board will hold a Public Hearing on November 28, 2011, to receive public comment on the proposed 2012-2013 Operating Budget and 2012-2017 CIP Plan, and approve them with or without changes.