

 Lake County Policy	3.X Facilities Capital Investment Policy
	Approved by the County Board on: Month DD, YYYY

1. Purpose and Intent

1.1 The purpose and intent of this policy is to provide clear guidance on the planning, programming, budgeting, execution, and reporting requirements for the Facilities Capital Investment Program.

2. Background

- 2.1 Lake County Policy 3.5 Budget Development Policy provides general guidelines for planning and budgeting for Capital Improvement.
- 2.2 The Facilities and Construction Services Department (FCS) manages Lake County’s facilities and delivers life-cycle investments aligned to the strategic initiatives, goals, and policies of the County.
- 2.3 FCS has formalized the prioritization of the Facilities Capital Improvement Plan (CIP) through an iterative and transparent project evaluation process involving every department and elected official.
- 2.4 FCS utilizes the CIP to plan, program, and budget funding of Corporate Capital Improvement Program (CCIP) and Facilities Assessment Program (FAP) capital funding as part of the annual budget review and submission.

3. Scope

3.1 This policy applies to the execution and management of the Lake County Facilities Capital Investments over which the Lake County Board has authority.

4. Authority

- 4.1 The County Administrator, through the FCS, is directed to implement a solution or solutions that meets the requirements of this policy in accordance with all applicable policies and ordinances.
- 4.2 The Finance and Administration Committee has oversight of this policy and will be the final arbiter of any conflicts or concerns with the implementation of this policy.

5. Policy

5.1 The County Administrator, through the FCS Director, shall establish a Facilities Capital Investment Program that ensures the planning (setting priorities and determining funding) and execution of facilities construction and maintenance and repair (as defined below) projects to meet the County’s requirements.

5.1.1 Construction.

5.1.1.1 Any construction, development, conversion, or extension of any kind carried out with respect to a Lake County facility, whether to satisfy temporary or permanent requirements, or any acquisition of land or construction.

5.1.1.2 Includes conversions of an existing facility for another purpose, alterations solely to improve the use of a facility for its current functional purpose, physical additions, expansions, and extensions of the facility, and complete replacement of the facility.

5.1.2 Maintenance and Repair.

5.1.2.1 Maintenance and repair is the recurring, day-to-day, periodic, or scheduled work required to sustain a facility, building equipment, and security systems such a condition that it may be used for its designated purpose.

5.1.2.2 Includes work undertaken to prevent damage to a facility that otherwise would be more costly to repair.

5.1.2.3 Includes restoring or replacing a facility, system, or component to such a condition that it may effectively be used for its designated functional purpose.

5.2 The Facilities Capital Investment Program for Lake County facilities and sites must be:

5.2.1 Consistent with laws, County policy, and guidance.

5.2.2 In direct support of Lake County operational requirements.

5.2.3 Designed and accomplished in an integrated, continuously improving, efficient, and sustainable manner.

5.2.4 Compliant with all environmental and clean-up laws and regulations including those addressing natural and cultural resources.

5.2.5 Performed with full consideration for total life cycle and ownership costs (including initial capital investment and hidden costs such as, equipment installation, utilities and energy, operations, sustainment, maintenance, and replacement costs).

5.2.6 Accomplished through the most economic and fiscally sound means; and

5.2.7 Contracts for all architect-engineer, construction, utilities, energy, and facilities support are administered by Finance-Purchasing in accordance with Lake County Purchasing ordinance.

5.3 The County's Facilities Capital Investment Program shall include processes to solicit requirements and priorities from departments and elected officials to inform the County Administrator's consolidated priority list.

- 5.4 The County's Facilities Capital Investment Program will consist of two sub-programs: The Corporate Capital Improvement Program (CCIP) and the Facilities Assessment Program (FAP).
- 5.5 Corporate Capital Improvement Program (CCIP).
 - 5.5.1 CCIP projects include all work necessary to produce complete and usable facilities; or to complete usable improvements to existing facilities, in support of Lake County departments, offices, and commissions regardless of funding sources.
 - 5.5.2 Major construction projects valued over \$1.0 million.
 - 5.5.3 Major maintenance and repair projects valued over \$2.0 million.
 - 5.5.4 In compliance with Lake County Policy 3.5 Budget Development Policy, the County Administrator will provide a Facilities Capital Improvement Plan containing prioritized CCIP projects on an annual basis. This plan will incorporate guidance and input from the County Board, Elected Officials, and Departments.
 - 5.5.5 All CCIP projects will be programmed and approved in the budget by the Lake County Board as part of the annual budgeting process.
- 5.6 Facilities Assessment Program (FAP).
 - 5.6.1 Minor construction projects valued up to \$1.0 million.
 - 5.6.2 Major maintenance and repair projects valued up to \$2.0 million.
 - 5.6.3 The County Administrator will manage the development and execution of the Facilities Assessment funded projects on an annual basis.
 - 5.6.4 The County Administrator shall carry out maintenance and repair projects on facilities using annually budgeted Facilities Assessment capital funds. There are no budgetary limitations or caps on this authority, but projects must meet the classifications of construction under \$1.0 million or major maintenance and repair projects under \$2.0 million.
 - 5.6.5 If during the fiscal year any project exceeds these thresholds, the County Administrator must notify the Finance and Administration Committee of the decision to carry out the project. The notification must include a cost estimate and a justification for the project.
 - 5.6.6 This authority also prohibits the construction of CCIP projects.

