

CAPITAL PROJECTS BUDGET PROCEDURE (FAC-P001)

Clarksville Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the process for identifying needed renovations/new construction to be added to the school system's Capital Projects Budget.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Facilities Engineer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Capital Projects: Projects involving long-term assets such as land or buildings.
- 4.2 Senior Leadership Team (SLT): Director of Schools, Chief Financial Officer, Chief Academic Officer, Director of Education Services, Director of Secondary Education, Director of Elementary Education, Chief Operations Officer, Director of Human Resources, Director of Communications, Director of Technology, Curriculum & Instruction Coordinator, Management Representative and Administrative Assistant.

5.0 PROCEDURE:

- 5.1 Any employee may identify needed renovations/construction projects and submit a recommendation to their facility administrator (Department Head/Principal) for consideration in the Capital Project Budget request.
- 5.2 Facility administrator reviews recommendation in light of established goals and objectives, and if deemed appropriate, the project is forwarded (via school system web site) to the Facilities Engineer for further consideration.
- 5.3 Facilities Engineer reviews request and develops a list of all projects meeting the predetermined criteria (i.e. safety concerns, structural issues, energy conservation, roofing problems, HVAC), broken down by site.
- 5.4 A Capital Projects Review Team, consisting of the Facilities Engineer, the Maintenance Manager, the Elementary and Secondary Director, and the site Facility Administrator, schedules and conducts an on-site visit of the physical plant for a critical review of recommended capital projects.
- 5.5 A Capital Projects Budget request is drafted by the Facilities Engineer. Based on need, urgency and modernization, the projects are prioritized by fiscal year over the next five years (5 Year Capital Projects Plan) and then prioritized by project for year one.
- 5.6 The Review Team meets to verify priorities and make modifications as needed.
- 5.7 Elementary and Secondary Director dialogue with Principals to inform them of decisions made based on foregoing assessment process.
- 5.8 Chief Operations Officer reviews the 5 Year Capital Projects Plan with the Senior Leadership Team and recommends the plan to the Director of Schools and the School Board for consideration and adoption.

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5.9 Adopted 5 Year Capital Projects Plan is forwarded by the Chief Operations Officer to the Chief Financial Officer who forwards it to the Planning Commission as part of the county's 5 Year Plan.

5.10 Year one of the 5 Year Capital Projects is included in the proposed budget request for the school system for the upcoming fiscal year (ref. BUD-P001).

5.11 After school system budget is adopted by the County Commission, the Review Team adjusts the proposed list to correspond with the funding amount, if necessary.

5.12 Approved projects are posted on school system web site.

6.0 ASSOCIATED DOCUMENTS:

6.1 5-year Capital Projects Plan

6.2 Annual Budget (BUD-P001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
5 Year Capital Projects Plan	Facilities Office	5 years	Discard as Desired	Secured Building
Capital Projects Database	Central Office Server	Perpetual	N/A	Electronic Backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
3/11/03		Initial Release
3/19/03	A	Change none to Senior Leadership Team in 4.1
9/03/03	B	Add Capital Projects to 4.0 as 4.1, renumber, add Director of Education Services to 4.2

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Capital Projects Budget Flowchart

