

CAPITAL MAINTENANCE PLAN

Code **FBA** Issued **5/16**

Purpose: To establish a long-range plan for the care and maintenance of district facilities.

A five-year capital maintenance plan will be created by the superintendent and approved by the board of trustees annually in conjunction with the creation of the district budget. The following criteria apply:

- The plan will be updated quarterly or at the request of the board of trustees.
- The plan will project forward five years from the date of creation.
- The plan will, at a minimum, be presented by the facilities ~~and maintenance~~management department and will include the tasks required to maintain those facilities, as well as the estimated costs of those tasks.
- The plan will be prioritized by calendar year.
- Updates will, at a minimum, indicate actual costs and savings or shortfalls for each maintenance event.

The following rules apply to projects or tasks funded with sales tax proceeds.

The capital maintenance plan will be executed in the order shown. However, the superintendent may shift tasks with~~within~~ the approved projects as facility conditions, operational priorities shift, and as facility decisions dictate.

The superintendent shall not execute tasks beyond the planned amounts budgeted per approved project. The superintendent has the authority to adjust funding amounts for approved tasks within the approved project's funding limits. The superintendent will not add or remove new tasks to or from the approved project's funding limits without the approval of the board of trustees.

The superintendent will not execute added tasks without the approval of the board of trustees. The superintendent will not shift funds between projects without the approval of the board of trustees.

The following rules apply to projects or tasks funded with 8% debt and reflect management rules similar, but not identical, to annual fixed cost of ownership programs.

The Capital Maintenance Plan will be executed in the order shown. However, the Superintendent or his/her designee may shift within the approved projects as facility conditions, operational priorities, and as facility decisions dictate.

The Superintendent shall not execute tasks beyond the total planned amounts shown for all approved projects.

The Superintendent may adjust funding amounts for approved tasks within the approved projects' funding limits.

The Superintendent or his/her designee may shift funds between projects.

The Superintendent will not add, remove, or execute new tasks to or from the approved projects funding limits without the approval of the Board of Trustees.

Adjustments made by the Superintendent will be reported quarterly to the Board of Trustees.

Adopted 5/23/16