

# **Administrative Procedure**

Resolution Number 19-37  
Review Date: January 28, 2020

Effective Date: October 1, 2019  
Revised Date: April 16, 2019

This Administrative Procedure supersedes and replaces any previous versions

## **Energy Conservation Investment Program**

**Purpose:** To promote capital investments which conserve resources and reduce utility costs. The policy is intended as an annual investment in projects that promote utility conservation, efficiency and or renewable energy.

**Policy:** The Energy Conservation Investment Program (E-CIP) will annually fund capital projects that meet the Board's energy and utility objectives as found in the Comprehensive Plan and Financial Policies. Any E-CIP funds not expended at the end of each fiscal year shall return to the account the following year. Procedure: The County Manager or his/her designee shall annually recommend a prioritized list E-CIP Eligible capital projects to the Master Capital Improvement Program. This policy is effective upon adoption by the Board.

At a minimum, projects shall be documented for their:

1. estimated return on investment;
2. project life and cost;
3. estimated utility and cost avoidance;
4. potential rebates, other funding sources; and
5. projected start date.

AS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS  
RESOLUTION **19-37**  
DATED 4/16/2019