

RESOLUTION NO. 259
CAPITAL IMPROVEMENT PLAN (CIP)
ADOPTION OF CIP UPDATE

WHEREAS, the primary responsibilities of local government officials is to preserve, maintain and improve a community's stock of buildings, roads, parks, water and sewer facilities, and equipment; and

WHEREAS, the planning for Capital Improvements is a matter of prudent financial management, as well as sound development practices; and

WHEREAS, the Capital Improvement Program (CIP) for the Town of Stevensville is a community plan, for short and long range physical development within the Township; and

WHEREAS, is it intended to link the community's Growth Policy and fiscal plan to physical developments to provide mechanism for: planning, prioritizing, scheduling and implementing projects during the next 5 years; budgeting high priority projects; and informing the public of planned capital improvements; and

WHEREAS, this policy will be an evolving plan which will facilitate meeting the future capital needs of the Town, including public works infrastructure. Knowing there are factors that will influence and affect the Town's planning process, including but not all-encompassing the following:

Forecast Demand for future services and capital facilities, taking into account all applicable demand factors including population, housing units, traffic volume, commercial growth, etc.
Inventory of Existing Capital Facilities to determine future demands for maintenance, repair, rehabilitation or replacement; and to determine adequacy of existing facilities, to meet future needs.

Capital Project Evaluation form, which details the criteria on which projects will be ranked, prioritized and executed. The specific criteria and its ranking and weighting will be subject to recommendation by the CIP Coordinating Committee and the approval of Town Council.

Funding Plan must include soundly rationalized bases for use of public funds. Where use of public debt is planned, the impact on future Town budgets and financial statements must be estimated.

Commitment, active involvement and support by the Town's management staff, elected policy makers and the public.

WHEREAS, the following procedures will be followed for submitting and amending projects: A key element of the CIP is the collection of data to identify future Capital needs. It is the responsibility of Department Managers to initiate requests for new project, modifications, and/or re-prioritizing as soon as need is identified; requests must include justification for preferential ranking if appropriate.

WHEREAS, the following procedures evaluation and preliminary ranking by committee: A CIP Coordinating Committee, consisting of the management staff and elected officials will perform an initial

evaluation and ranking of projects. The Committee will be comprised of Town Mayor, Town Clerk, Superintendent(s) of Water and Wastewater, Superintendent(s) of Streets, sewer and Parks, and if applicable, the CIP Coordinator Official. The Committee will meet as needed, but not less frequently than each calendar year. Copies of all published and revised preliminary project rankings will be provided to all Department Managers prior to review and formal prioritization or re-prioritization by the Town Board.

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WHEREAS, the following procedures will be reviewed and prioritized by the Town Council: The Town Council will conduct workshop sessions as needed to review and approve projects to be included in the CIP, and to prioritize them. Projects will be prioritized in accordance with the annual rating criteria formulated and adopted by the Town Board. Project evaluation will include but not be limited to the following criteria: Public Health and Safety, Economic Development, Availability of Financing, Impacts on Operating Budgets, Expected Life of Improvement, Percent of Population Served, and Public Support for Improvements.

WHEREAS, the following procedures will be implemented by the Town Board to establish capital reserve distribution: Bases upon information supplied by the CIP Coordinating Committee, the Town Clerk and each affected Department Manager and the Town Council may transfer surplus funds which will provide a source of working capital for Capital Projects that evolve from the CIP. The Capital Improvements Project Funds may be used only for projects that have been approved and prioritized in the Capital Improvement Plan.

WHEREAS, the following will be implemented for procedures to develop funding plans for projects with start dates within the next 12 months, and develop tentative funding plans for projects with start dates between the next 12 and 72 months: It is recognized that priority ranking may not necessarily correspond to funding sequence because of limited general revenue streams, the availability of restricted revenue sources, and other possible limitations. Therefore, the priority ranking of projects will be a governing guideline, subject to justifiable reasons for out-of-sequence exceptions.

THEREFORE, THE TOWN COUNCIL WILL ESTABLISH INDIVIDUAL CAPITAL PROJECTS. As each project from the CIP is approved for execution, a specific Capital Project will be established by Resolution, preceded by Public Hearing, which will include the following detail: The complete scope of the project together with a time schedule for expected completion. The Policy Authorization and Establishing a Capital Improvement Plan (CIP), Town of Stevensville adopted October 10, 1990, and formally updated and adopted September 11, 2006. Funds for the CIP Capital Reserve Fund(s) may be transferred to specific Capital Projects in accordance with financing plans approved by the Town Council.

A CIP should contain specific information in order to be useful and effective. In order to meet the CDBG and TSEP funding requirements, at a minimum the CIP must include the following information:

1. An inventory for existing facilities and their general condition.
2. Population projections and their impact on existing facilities.
3. Identification and prioritization of needs or projects.
4. Identification of the year projects are scheduled to be accomplished.
5. Estimated cost for each of the projects.
6. Identification of the amount and potential sources of funding for each of the projects.
7. Identification of the timing and other specific requirements associated with obtaining funding for the projects.

SIGNED: *Lewis Barnell*
Mayor

DATE: 9-13-10

ATTEST: *Ron & King*
Town Clerk/Treasurer

DATE: 9-13-10