

## Resolution 227 CIP Implementation Plan

**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 PRACTICE 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** IT IS INTENDED TO LINK THE COMMUNITY'S COMPREHENSIVE PLAN AND FISCAL PLAN TO PHYSICAL DEVELOPMENTS TO PROVIDE A MECHANISM FOR:  
Planning, prioritizing, scheduling, and implementing projects during the next 5 years  
Budgeting high priority projects  
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 the 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 in the CIP is the collection of data to identify future Capital needs. It is the responsibility of Department Managers to initiate requests for new projects, modifications, and/or re-prioritization 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 Coordinating 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 Town Board

**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 & 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**

Based on information supplied by the CIP Coordinating Committee, the Town Clerk, and each affected Department Manager, 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 Improvement Project Fund 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 NEXT 12 MONTHS**  
**DEVELOP TENTATIVE FUNDING PLANS FOR PROJECTS WITH START DATES 12 - 72 MONTHS**

It is recognized that priority rankings 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 Authorizing and Establishing a CAPITAL IMPROVEMENT PLAN (CIP) TOWN OF Stevensville Adopted October 10, 1990. Funds in 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 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. Indication 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 \_\_\_\_\_  
Mayor-Town of Stevensville

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
Town Clerk-Stevensville

DATE \_\_\_\_\_

Town of Stevensville  
 Capital Improvement  
 Projects  
 2006-2010

Project Title	FY 2006		FY 2007		FY 2008		FY 2009		FY 2010	
		Cost		Cost		Cost		Cost		Cost
<b>Office</b>										
Office Improvements-design-building										
Carpeting/flooring		\$5,000		\$10,000		\$5,000		\$5,000		
Computers										\$10,000
Desks				\$4,000		\$10,000				
upgraded office equipment				\$2,000		\$2,000		\$1,000		
Upgraded phone system				\$7,500						
<b>Fire Equipment</b>										
Type One Engine										
14 new SCBA				\$45,000						\$225,000
Rescue/Squad						\$100,000				
Chiefs Vehicle				\$20,000						
<b>Court</b>										
Separate Court office				\$5,000						
office furniture suitable for court				\$2,000						
<b>Police Department</b>										
New office facilities						\$10,000				
Patrol car						\$25,000		\$25,000		

**Town of Stevensville  
Capital Improvement  
Projects  
2006-2010**

<b>Water</b>						
Engineering Study for Water Plant						
pump well test No. 1	\$82,000					
Identify lost water and repair	\$97,265					
consolidated well field testing	\$170,000					
Option Tank Site	\$39,038					
Meter Improvements	\$13,000					
New Supply Transmission		\$327,093				
New Water Supply Wells & Booster Station		\$1,587,208				
Distribution System Improvements			\$3,297,747			
Decommission Infiltrations Gallery & Treatment			\$1,188,697			\$56,250
<b>Sewer</b>						
Sewer Main Improvements to meet EPA standards						
New discharge structure & 750 lineal feet pipe	\$42,000					
Purchase 2.5 ac. of lands for wetlands & and prep	\$395,000					
Ultraviolet disinfection system & clarifier	\$50,000					
Upgrade old primary clarifier into sedimentation b.	\$20,000					
Additional sludge drying beds	\$60,000					
Arc screen grinder/solids removal auger	\$70,000					
Move existing meter manhole of clarifier discharge	\$16,000					
<b>Building</b>						
Upgrade facilities for office improvements (office, police, planning and court)		\$30,000	\$30,000			20,000
<b>PARKS AND RECREATION</b>						
Pool Up-grade relining lawnmower		\$40,000				
Pool Up-grade			30,000			\$15,000

Town of Stevensville  
 Capital Improvement  
 Projects  
 2006-2010

<b>CEMETERY</b>					
Lawn Mower					
Landscape Improvements Riverside		\$15,000			\$15,000
Road Improvements			\$30,000		
Fencing	\$10,031				
<b>AIRPORT</b>					
Administrative expense- Airport Improvements	869.00				
Engineering Fees- SRE Building	36,296.00				
Construction- SRE Building	13,972.53				
Rel Gas - ALP		100,000			
AWOS - Rel Gas- FAA		175,000			
Fuel System/MP/EA/AWOS/Rel Gas		485,000			
EA-Master Plan- ALP			250,000		
EA Master Plan-FFA			150,000		
Runway Design-			160,000		
1,000 Ext/overlay-ALP				1,334,000	
Widen&Rehab Exist. Runway-FFA				981,000	
Widen&Rehab Exist. Runway				1,000,000	
Apron Exp./Pav. Maint./Hangar T/W-ALP					1,265,000
1,000 Feet runway					1,200,000
<b>TOTAL</b>	<b>\$ 1,120,472</b>	<b>\$ 2,854,801</b>	<b>\$ 5,288,444</b>	<b>\$ 3,452,250</b>	<b>\$ 2,700,000</b>

SIGNED

*J. William H. Keiser*  
Mayor-Town of Stevensville

DATE \_\_\_\_\_

SIGNED

*Randy Towell*  
Town Clerk-Stevensville

DATE *9-11-06*