



Capital Improvement Plan Factsheet

What is a Capital Improvement Plan (CIP)?

A Capital Improvement Plan, or “CIP” for short, is when a local government body (like the Town of Blue River) sits down and takes a look at the next 5 to 10 years to identify what capital projects need to be constructed, when they need to be constructed, and how they will be funded. Once finished, the Plan will identify several needed projects as well as a schedule and planned funding source to complete them. Basically, a CIP is a sort of “To-Do List” of projects for the Town to complete over the next 5-10 years. The steps taken to create the Plan are explained in *Stepping Through the CIP*.

What is considered a capital improvement? What is not considered?

A capital improvement project is a project that helps repair or improve Town infrastructure (roads, town buildings, parks, trails, etc.). Expanding or repairing existing infrastructure, or replacing or constructing brand new infrastructure, is considered in a CIP.

Items *not* considered in a CIP include things that involve the standard operations of the town such as snow plowing or other regular maintenance items.

What stage is the CIP at currently?

Blue River is currently seeking input from its citizens to *Assess Capital Needs*, or in other words, to identify concerns in the Town that could be addressed with a project within the CIP. A preliminary list of potential capital projects already identified by the Town is available on the [Town website](#).

How are projects selected to be included in the CIP?

Blue River has developed a list of 10 criteria that every potential project identified in *Assess Capital Needs* will be evaluated on. Each project’s evaluation will help the Town determine which projects to include in the Plan. The list of 10 criteria can be found on the [Town website](#).

How much input will I be able to provide for the Plan?

The Town of Blue River is dedicated to including its citizens in the CIP process as much as is possible. A constant-contact survey is available on the [Town website](#). There will also be several public meetings along the way and a Formal Public Hearing before the Plan is approved. An approximate schedule for these events is shown to the right.

When will the CIP be complete?

The schedule is subject to change as progress on the Plan is made, but the Town’s desire is to achieve *Final Approval of CIP* in the Fall of 2018 and begin *CIP Implementation* by 2019.

Stepping Through the CIP

- ✓ **ESTABLISH ADMINISTRATIVE STRUCTURE**
Appoint management, create schedule for CIP completion and plan for citizen input.
- ✓ **ESTABLISH POLICY FRAMEWORK**
Develop program and financial policies to be adopted in CIP.
- ✓ **FORMULATE EVALUATION CRITERIA**
Develop list of factors that each project will be evaluated against to help identify which projects to include in the CIP.
- **ASSESS CAPITAL NEEDS**
Take inventory of needs in the Town that could potentially be CIP projects.
- **CREATE CIP PROJECT LIST**
Use Evaluation Criteria to select projects to be considered in CIP.
- **ASSESS AVAILABLE TOWN FUNDING**
Evaluate annual budget available for CIP projects.
- **EVALUATE FUNDING OPTIONS**
ID funding grants, options available to supplement Town funding.
- **DEVELOP CIP PROGRAM**
Compare Project List and Available Town Funding to condense Program into list of priority projects that fit within CIP budget and schedule.
- **FINAL APPROVAL OF CIP**
Town approves Plan, after regular opportunity for comment from citizens throughout process.
- **CIP IMPLEMENTATION**
Plan is implemented, initial projects commence in accordance with Plan.
- **CIP EVALUATION**
CIP process is monitored and adjusted as conditions change.

Public Meeting
Nov 2017

Public Meeting
Feb 2018

Public Meeting
June 2018

Formal Public Hearing
Sept 2018