

**Capital Improvements Plan (CIP)
City of Red Lodge
(2017 Annual Update Process)**

Background

- CIP adopted by the City Council on February 10, 2015.
- Identified a near term (2015-2019) implementation plan for 21 wastewater, cemetery, police, streets, library, storm water, water and parks projects.
- Provision in adopted document that “An annual assessment should be conducted of capital needs for incorporation in the City’s annual budget.” Additionally, “This document should undergo a complete update once every five years.”
- 2016 Annual Assessment adopted by the Council on February 23, 2016, Resolution 3409, Adopting the Annual Assessment of the 2015-2019 CIP.
- Development of a Draft 2017 Annual Assessment for the 2015-2019 CIP requires input from the City Clerk, Public Works Director, Librarian, Police Chief, Mayor, Community Development Director and Council Public Works Committee.
- As was done for the FY 2017 budget (July 1, 2016 – June 30, 2017), the CIP Annual Assessment completed in February should be used to inform the City’s budgeting process that starts in the spring and is completed in draft form by June 30th.

Update Process

- **Section 1, Status Of Adopted 2016-2019 Projects;
Complete By December 2016**
Document the status of each project included in 2016 (12 projects), 2017 (three projects), 2018 (three projects) and 2019 (three projects). Include the following information for each project:
 - Existing and projected/modified cost, including sources of funding as identified in the CIP.
 - Dollar amount spent and/or obligated to date.
 - Rationale.
 - Status, including activity to date and any required modification in project description, cost or schedule.
 - Produce a narrative for Section 1.
- **Section 2, Financial Resources;
Complete By December 2016**
Document the yearly (2015-2019) and continuing (2020 and beyond) financial resources projected to be available for water and sewer CIP projects from the water and sewer enterprise funds due to the rate adjustments per Resolution 3386, Set the Water and Sewer Rates and Charges for the City of Red Lodge for the Next Five Years Effective on July 1, 2015.
 - Produce a narrative for Section 2.

- **Section 3, Potential Projects In The Current CIP In Out Years To Be Brought Into The 2017-2019 Period; Complete By December 2016**
 Identify the potential projects to be brought into the 2017-2019 program from the out year projects currently included in the CIP.

 - Include the cost and detailed rationale for moving the project.
 - Produce a narrative for Section 3.

- **Section 4, Summary of 2017-2019 CIP Projects, Amended; Complete By January 10, 2017**
 Summary of 2017-2019 projects, by year. Include the following information for each project:

 - Cost; note if an amended/updated cost.
 - Year; note if maintained in the current year or if moved from another year. Include the rationale for moving.
 - Source(s) of funding.
 - Produce a narrative for Section 4.

- **January 20, 2017, Council Public Works Committee Review Of Draft Annual Assessment.**

- **January 24, 2017, Discussion Of Draft Annual Assessment At Council Meeting.**

- **February 14, 2017, Public Hearing on Draft Annual Assessment at Council Meeting.**

- **February 28, 2017, Adoption by Council Of 2017 Annual Assessment Of The 2015-2019 CIP.**