Capital Improvement Plan Instructions – FY 2026-2027 to FY 2030-2031

This fiscal year I will be updating the Town's Capital Improvement Plan (CIP) for the Mayor and Town Council. The CIP outlines our major capital needs over a five-year planning period. For the past five years Council has been funding projects from this plan on an annual basis through the Capital Budget. We have been fortunate to complete most of the projects within the CIP, however some of these may carry over into the new five-year plan.

I will need you all to update your list of major capital needs for your department. The minimum dollar value for a project to be included in the CIP will remain $25,000. Please use this as your threshold in determining what projects would fall into this category versus smaller capital items that would be included in your annual operating budget. I will then use this information in compiling a CIP to present to Council.

Examples of CIP requests that you should consider would be the following capital items with an individual or cumulative value that exceeds $25,000:

- Land or rights to land.
- Buildings
- Additions or renovations of buildings that add value to the building and extend its useful life.
- Improvements to land other than buildings that add value to the land or improve its utility (such as drainage systems, parking lots, landscaping, greenway trails, and similar construction on land).
- Equipment, vehicles, and furnishings that have useful lives longer than one year, as well as additions to or refurbishing of capital equipment.

Your requests should follow the instructions on the following page titled CIP Request Form Instructions. A spreadsheet table is also attached and must be completed for each individual project request.

CIP requests will be due on Wednesday, November 26. If you should have any questions about this process, please do not hesitate to contact me.

CIP REQUEST FORM INSTRUCTIONS

Directions: The bolded and italicized words below correspond with the parts that need to be completed on the CIP Request Form. Please do not alter in any way the format of the electronic CIP Request Form. Enter information only in the white areas of the CIP Request Form. The blank gray areas contain formulas that will automatically total your dollar figures.

Section 1: Background and Summary Cost Information

- *Project Title* – List the project title of the capital item.
- *Budget Unit* – Name of Department or budget unit requesting capital project.
- *Total Requested Funds* – Total amount requested for the CIP item (including any operating budget expenses outlined in Section III)
- *Total Appropriations to Date*: - Enter the amount of money spent to date on the CIP project/item.
    - *Budget Year 1* – Amount of funding requested for the upcoming budget year.
    - *Year 2* – Amount of funding requested for the 2nd year of the CIP.
    - *Year 3* – Amount of funding requested for the 3rd year of the CIP.
    - *Year 4* – Amount of funding requested for the 4th year of the CIP.
    - *Year 5* – Amount of funding requested for the 5th year of the CIP.
- *Type of Project* – Use your computer mouse to click on the appropriate box to denote if the CIP item is "New," an "Expansion" or "Renovation" of an existing capital item, or for "Replacement" of an existing capital item. If the project requires land acquisition or right-of-way, please click on the "Land/ROW Acq. Required" box.

Section 2: Discussion on the CIP Request

**Please write all statements in complete sentences and proofread your entries.

Description of Capital Item – Concisely describe the capital item and the extent or scale of the item. This would include a description of:

- what is the capital item and its capabilities or characteristics, and
- the purpose of the capital item
- how large is the item or how much space does the item require – if the request involves the major renovations or expansions or construction of buildings

Justification and Linkage to Dept. Goals & Objectives – Briefly state:

- the capital item's demonstrated need (If the demonstrated need is in the form of a legal mandate, state the timeline the mandate must be implemented.). In justifying the item, use of research studies/reports, statistics, and/or performance measurement and benchmarking information is preferred, and
- if the project is linked to any planning documents or statements.

History and Current Status; Impact if Cancelled or Delayed – Briefly state:

- background when the CIP request first appeared on the approved CIP (refer to CIP projects listed in the Town's official budget document)

- if there have been any changes to costs or scope of the project since the first submission of the CIP request
- if the CIP request relates to any other CIP project,
- the current status of the project (for CIP projects that have been approved only in stages, not in entirety). What stages of the project have been completed? What stages remain? And,
- the impact if the capital item were cancelled or delayed.

Section 3: Project Costs

- In the corresponding fiscal year, type the estimated costs associated with the type of expenditure activity.
- If the capital item is planned to be started within the 5-year CIP window, but the total costs and project completion will not be carried out within the 5-years, type the remaining costs required to complete the item in the "Future $$" column. For example: if a $100,000 project is planned to begin in year 5 and $25,000 is spent in year 5, the remaining costs should be entered as $75,000 in the "Future $$" column.
- **The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.**

Section 4: New or Additional Impact on Operating Budget

- In the corresponding fiscal year, type any new or additional operating budget costs that would be incurred with the capital request. Items that should be included are new employees needed to operate new equipment, new professional or consulting services needed to operate the capital item, additional materials and supplies needed to operate the capital item, and maintenance and fuel for the capital item.
- Each future year cost should be calculated with a 2.5% inflation factor.

The spreadsheet will automatically calculate cost totals at the bottom and right side of this section.

Section 5: Methods of Financing

- Type the Funding Source for the capital project and the amount of revenue needed in the corresponding fiscal year.
- If the capital item is not planned to be completed within the 5-year CIP, type the remaining revenue – in the "Future $$" column – required to complete the capital item.
- **The spreadsheet will automatically calculate the revenue totals at the bottom and right side of this section.**
- **NOTE**: Revenues should equal expenditures for each fiscal year and for the entire capital item as a whole.
- **NOTE**: If a CIP request also incurs operating expenses, be sure to identify the non-debt method that will cover the operating expenses.

Section 6: Maps / Charts / Pictures

- Insert (copy and paste) any available items that aid in describing the capital item and/or its location within the Town. Charts may also be used to better convey the demonstrated need.

Section 7: Comments for Other Depts.

- This section has been added for you to add any comments you may have for other

departments related to this project. Use it to alert other departments where their work may be needed for project completion.

Please use the following format when creating a file name for each CIP request:

[dept name] - [project name].xls
Example: Public Works. Automated Refuse Truck.xls

Return CIP requests via email to Mark Biberdorf by close-of-business: November 26, 2025