

WEST LAMPETER TOWNSHIP CAPITAL IMPROVEMENT PLAN 2006 - 2015

SUMMARY

One of the primary responsibilities of local government is to preserve, maintain and improve a community's stock of buildings, roads, parks, equipment and other facilities. Planning for capital improvements is a matter of prudent financial management as well as sound development practice. The purpose of the Capital Improvement Plan (CIP) is to provide a planning and funding mechanism for the Township's investment in long-term capital assets which, by their nature, impose incremental costs of use and ownership throughout their lives, costs that will be funded by significant expenditure of public tax receipts.

This CIP, the first of its kind for West Lampeter Township, is a community plan for short- and long-term physical development. It is intended to link the Township's comprehensive plan and fiscal plan to physical developments and provide a mechanism for:

- Estimating capital requirements, including capital needs for the following categories:
 - Road and Transportation
 - Public Works Equipment
 - Police Department
 - Parks & Recreation
 - Pedestrian Access
 - Administration / Building Reserve and Debt Reduction
- Planning, prioritizing, scheduling, and implementing projects during the next 10 years
- Developing revenue policy for proposed improvements
- Budgeting high priority projects
- Inter-fund and inter-department coordinating of projects within the Township
- Informing the public of planned capital improvements

At the writing of this document (12/05), the CIP identifies estimated costs and revenue sources for approximately \$8 million of projects and service improvements.

METHODOLOGY OF PLAN DEVELOPMENT

The West Lampeter Township 2006 – 2015 Capital Improvement Plan is a product of over three years of work, starting with public input. The process began in 2002 with the preparation of the Township's Strategic Comprehensive Plan. Township residents and property owners were surveyed and invited to public forums to provide input on future growth, service delivery and infrastructure improvements during the next 20 years. In December of 2003, the Township formally adopted the Comprehensive Plan.

The list of improvements was enhanced and estimated costs developed through input by Township elected and appointed officials and staff during 2004 and early 2005. At its annual meeting of all boards, commissions and committees in February 2005, a workshop was held in which all in attendance provided input on prioritization of the projects. This information was then summarized and tabulated, and throughout the spring and summer of that year, the Board of Supervisors, department heads and manager further refined the list of projects in a series of workshops. During the 2006 budget process, the Board and Manager discussed on-going funding of the Plan.

IMPLEMENTATION OF PLAN

As with any plan, it is only as good as its implementation. On an annual basis, the Township will review the CIP to affirm implementation for the projects listed for the proceeding fiscal year or re-prioritize projects. The most critical component in implementation is **funding**. This CIP establishes the basis (authority under and in compliance with the 2nd Class Township Code) for

Capital Reserve Funds to be established for general purposes. At the end of each fiscal year the Board of Supervisors and Manager will evaluate the surplus and accumulated fund balance of the General Fund and make appropriations in accordance with the Township's Budgeting and Capital Planning policies.

During each year's budget preparation, the Township Manager will provide a progress report on the CIP and work with the Board of Supervisors to develop and approve financing plan(s) for projects to be executed during the next fiscal year (12-month period) and tentative financing plans for longer term projects (12 to 72 month period).

Financing plans will incorporate the following sources of funds, as appropriate:

- Cash from the General Capital Reserve / Improvement, Park and Highway Aid Funds
- Cash from General fund balance and surplus
- Future budget appropriations
- Program Revenues
- Grant Sources
- Debt Financing

It is recognized that priorities may not necessarily correspond to funding sequence because of limited general revenue streams, the availability of restricted sources, and other possible limitations. Therefore, priority of projects will be a governing guideline, subject to extenuating, justifiable reasons for out-of-sequence exceptions.

Once projects are approved for execution, the Township will move forward with design (as appropriate) and bid preparation. During the design phase, input from appropriate Township boards, departments and the public will be key to implementation. The Township will institute a process to ensure such input prior to implementation of selected projects such as road, park and pedestrian improvements.

UPDATES TO AND MODIFICATION OF PLAN

This Plan is intended to be a dynamic, evolving plan which will facilitate meeting future capital needs of the Township. There are a myriad of factors that will influence and affect the Township's planning process as the CIP continues to develop and mature. Critical factors and inputs include:

- *Forecast Demand* – taking into account such things as population growth and traffic volume; future demand will include expectations of the taxpaying public.
- *Level of Service (LOS) Standards* – measures the facility capacity to actual and potential demand as well as desired output levels
- *Capital Project Requests and Evaluation*– new projects to be added to the CIP will require review and scrutiny
- *Funding Plans* – critical to implementation is a sound plan for use of public funds, grants, partnering and debt as necessary
- *Commitment* – active involvement and support by the Township's appointed and elected policy makers, management, staff, the public and community interest groups

A key element in the CIP is the collection of data to identify ongoing and future Capital needs. It is the responsibility of Department Heads, Manager, Supervisors and the public to initiate requests for new projects, modifications, and/or reprioritization by sending completed Request Forms and supporting information to the Township Manager as soon as the need is identified; requests must include basic project information and justification.

At the annual meeting of all Township boards, commissions, committees, department heads and manager (or subsequently called meeting by the Board of Supervisors), the CIP, progress reports and requests for new projects or plan/project modification will be reviewed. Projects will be prioritized in accordance with evaluation criteria contained on an Evaluation Form. Project evaluation will include, but not be limited to, the following criteria:

- Public Health & Safety
- External Requirements
- Protection of Capital Stock
- Percent of Population Served
- Relationship to Adopted Plans
- Intensity of Use
- Scheduling
- Benefit/Cost
- Economic Development
- Impacts on Operating Budgets
- Expected Life of Improvement
- Availability of Financing
- Special Needs
- Timeliness
- Public Support

The Township's CIP shall be available for public review and comment. Time should be allotted for public input and feedback on the Plan. After input and evaluation, the Board of Supervisors shall make final authorization on amending and/or modifying the CIP.

Resources used for development of CIP:

Capital Improvements Program, City of Winter Springs, FY 2004/2005 – 2009/2010

“Capital Improvement Programming – A Practical Guide for Local Government”, Virginia Department of Housing and Community Development, 1986

“Capital Improvements Programs – Linking Budgeting and Planning”, Robert A. Boyer, American Planning Association, 1993

Commonwealth of Pennsylvania Second Class Township Code, December 31, 2003 edition

“Developing a Capital Improvements Program: A Manual for Massachusetts Communities”, the Municipal Data Management and Technical Assistance Bureau, March 1997

“How to Develop a Multi-Year Capital Plan...Planning Saves Time and Money”, Mike Hattery and Dwane Wilcox, Cornell University Local Government Program, 1999

“Policy for Authorizing and Establishing a Capital Improvement Plan (CIP)”, Town of Queensbury, New York.