

Fremont County
Capital Improvement and Maintenance Program: Long-term (CIMPL)

❖ Vision Statement

- Annually develop a Five Year plan for capital expenditures of the County. The plan will be called the Capital Improvement and Maintenance Program-Long-term (CIMPL).

❖ Goals and Objectives

- Implement a program to identify long-term public facility and infrastructure needs for Fremont County
- Opportunity to gain understanding on a wide scale as to the capital needs of Fremont County
- To reach consensus among Fremont County's elected officials, department heads, municipalities and ~~other~~ nonprofit organizations as to the long-term capital needs of the County
- To have a long-term plan in place with the flexibility to modify as immediate and future needs are identified
- To provide the Commission with a tool to objectively weigh and compare requests from other governmental entities and the public with the needs identified in the CIMPL
- Identify project costs, funding needs, and potential sources of funding

❖ Definitions

- **Qualifying project-** Include anticipated costs and associated sources of funding for capital improvements including buildings, land, infrastructure, major maintenance projects and other commodities that have a cost of **\$250,000 or more.**
- **CIMPL Committee-** A committee charged with administering the CIMPL. The make up of the committee is as follows:
 - One County Commissioner (Liaison to the board)
 - County Treasurer (Finance)
 - County Clerk (Budget)
 - County Transportation Superintendent (Infrastructure manager)
 - County Building Superintendent (Building and improvement construction manager)
 - Two at large members appointed by the County Commission emphasizing representation for public safety and organizations outside of Fremont County general government
 - The Committee will select the Chairman
- **Matrix-** A table designed to score projects based upon various criteria and weights to initially establish prioritization of all projects submitted

❖ **Criteria**

- The criteria used in the matrix to initially rank projects will be established at a meeting of all potential users of the CIMPL. The CIMPL committee did end up combining some of the criteria for the purpose of better organization and efficiency. The following are the criteria as in order of importance as voted on by County Elected Officials and Department Heads, municipalities and other participating entities on December 14, 2009:
 - Legal Mandates
 - Public Health and Safety
 - Sustainability of Operations and Maintenance
 - Deferral Consequences
 - Funding Availability
 - Feasibility
 - Economic Development
 - Community Development
- Subsequent opportunity for input into selection criteria may be done annually, but will not be attempted during the ranking process

❖ **Process**

- An application will be required for all projects with strict adherence to requested information
- All applications will be scored and ranked by the committee.
- A list of prioritized projects will be disseminated to all applicants
- The committee may call upon applicants to present more information
- A CIMPL committee report with ranked projects will be presented to the County Commission. The report will include committee comments as to how conclusions were made. Projects will be ranked over the next five years.
 - Please note: The County Commissioners have the final say as to where projects will be ranked. This is a process to allow for access and input.
- The County Commission will finalize and approve the prioritization. Any alteration from the committee's recommendation will be submitted to the committee in writing
- The office of the County Treasurer will prepare a CIMPL report outlining the sources and uses of funds for the projects over the next five years
- The CIMPL will submit a plan annually to the County Commission
- The County Clerk and Treasurer will review the report for its effect on the County's general operating budget. Any alterations to the funding of the CIMPL from the general operating budget (General fund transfers) will be communicated to the CIMPL and the County Commission
- The CIMPL may be altered as:

- Emergencies arise
 - Priorities change by the time the process is completed
 - Good deals arise that can't be passed up
 - Elected Officials change
 - Anticipated funding sources were not available
- ❖ **The Committee may assist the Commission in drafting policy affecting the CIMPL process:**
- County authorization and support for funding sources i.e. Specific Purpose sales tax proposals, Bond issues, County SLIB grant funding, etc.
 - The committee members will be available to answer questions from the commission, applicants and other interested parties as to why certain projects were given such high or low priority
 - This feedback will enable the committee to fine-tune the criteria and weights to better meet the goals of the County
- ❖ **Additional information:**
- CIMPL is a supplement to annual operating budget
 - CIMPL is a long-term view
 - Funding for some capital projects will come from the operating budget
 - For example part of the 12 mill or other general fund revenue (e.g. severance tax) may be designated for a building sinking fund
- ❖ **Financing and funding**
- Once the list is prioritized, financing and funding will be scrutinized for practicability of securing funding, then implemented into the plan
 - Copies of completed grant applications and awards should be made available to the CIMPL committee
- ❖ **What entities may apply?**
- **Ambulance, E911, Dispatch, etc.**
 - **Library, Fair, Museum, Solid Waste, and other component units**
 - **Municipalities-**
 - **County entities**
 - **Nonprofit organizations**
- ❖ **Process considerations**
- Timeline (see attachment)
 - Capital project requests special considerations:
 - Is the improvement a replacement or is it new to the department
 - Indicate department priority

- Indicate how the Capital Improvement will enable the department to meet its objectives. Will it cut costs or improve service to customers?
- How will the new item affect the net operating costs of the department
- How will the item be funded
 - Capital facility tax
 - Enterprise fund balance or sinking funds
 - Grants
- What other players are involved i.e. funding partners, “Strings attached?”
- When will the item be acquired (over the next five years)
- What will happen should the project not be funded
- Does the County risk incredible liability should the project not be funded
- Estimated Cost
- Useful life
- How does the improvement affect County Government as a whole
- How does the item improve the quality of life for the people of Fremont County
 - How many county residents will benefit
- Is there Countywide support