Capital Improvements Plan
2012 to 2016
City of Mitchellville, Iowa

Bill Roberts, Mayor

City Council Members

Chad Snyder
Steve Zook
Jim Scott
Deb Thomas
Dean McGhee

City Administrator – Kris May
Public Works Director – Tim Brandt
Fire Chief – Mike Twohey
Interim Police Chief – Joe Cook
Library Director – Gisele Veatch

Prepared by:
Patrick Callahan – Snyder & Associates
pcallahan@snyder-associates.com
(563) 599-3708
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City of Mitchellville, Iowa

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Mitchellville Capital Improvements Plan
2012-2017

GENERAL OVERVIEW

1. Introduction

The Mayor and City Council decided to prepare a capital improvements plan (CIP) for future capital projects in Mitchellville in 2011. The two basic components of a CIP are to identify the projects and the estimated costs of each and to then devise a way to pay for these projects. Addendum I is an overall summary of what constitutes a capital improvements plan.

2. The CIP – What it is and is Not

A capital improvement plan is a "tool" for the scheduling, planning, and financing of large construction projects and major pieces of equipment. It is a "blueprint" for the future infrastructure improvements in the City. It is a written document that links together he City's comprehensive plan with the City's annual budget. It provides the mayor, city council, city staff and the citizens with a listing of capital projects that the City will need to complete over the next six years.

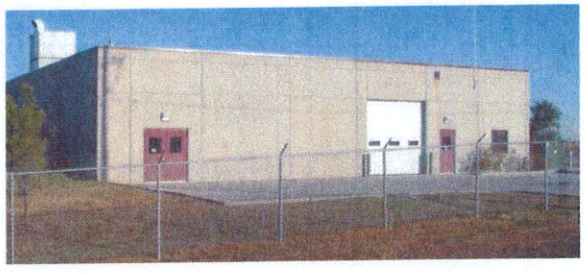
On the other hand, a capital improvements plan is not "cast in stone." It is a planning document that can be revised at any time. It is not a legal commitment by the city council to complete any particular project within a specified period of time. The adoption of the CIP does not obligate future city councils to any course of action. It merely provides an indication of the projects that might be completed, when they might be accomplished, and how they could be funded. The final decision as to whether a project will be built will be decided by the city council during the preparation of the annual city budget and the actual award of a contract to complete the project.

3. Annual CIP Reviews

After the CIP has been adopted, it will need to be reviewed and updated on an annual basis by the city staff. Completed projects will be deleted from the CIP. New projects will be added to the CIP. Some projects will be revised and updated, as new information becomes available. The ideal time to update the CIP is in October or November of each year or prior to the preparation of the next city budget.

4. Previous Construction Projects

The City of Mitchellville has completed numerous capital improvement projects in recent years in order to keep pace with the City's growth. The City has identified many other capital improvement projects that will need to be completed in the next five years in order to meet the needs of a growing community. While the City has completed some engineering reports and feasibility studies on individual municipal services, the City had never developed a capital improvements plan in order to get the "big picture" on all of these needs and capital projects. Therefore, the City Council voted to contract with Snyder & Associates in 2011 to complete a capital improvements plan for the community.



While the City Council was aware of the need for many capital projects, questions remained as to how to pay for them, when to construct them, or how to rank them. In other words, the City needed a capital improvements plan that would identify all the potential projects, the sources of funding for the projects, and the proposed timetable for construction.

5. Phase I – Identification of Potential Capital Projects

The first major phase of the preparation of the CIP was to identify all potential capital projects and the possible sources of revenue to finance these projects. The Mayor, City Council Members, City Department heads, and City Administrator, identified almost 67 potential projects in July and August, 2011. The City conducted a comprehensive review to identify potential capital projects. While it is readily acknowledged that the City does not have the financial capacity to finance all the projects that were identified, the process of listing all the potential projects did provide the City with an overview of the City's long term infrastructure needs.

The list of capital projects that were identified were obtained from the following sources and documents:

1. City Department Heads suggestions
2. Mayor and Council Members suggestions
3. City Boards and Commissions
4. City of Mitchellville Comprehensive Plan – 2009
5. North Area Storm Drainage Study – 2009
6. Iowa DNR Mitchellville Wastewater Treatment Facility Inspection Report – 2009
7. U.S. EPA Notice of Administrative Compliance Order – July, 2011

6. Phase II – Ranking of Capital Projects

The second phase of the CIP process involved the ranking of the proposed projects by the Mayor and City Council in November, 2011. The Mayor and Council Members were asked to assign a rating of A,B ,C and D for each capital project. The following A to D ratings were used:

- An "A" ranking would mean that this is a very important project that should be completed within the next two fiscal years – July 1, 2011 to June 30, 2013.

- A "B" ranking of a project would indicate that this is a high priority project that should be included in the CIP. These projects would hopefully be completed within the next three to four fiscal years – July 1, 2013 to June 30, 2015.

- A "C" ranking of a project would indicate "moderate priority" meaning that the project could be delayed for five to six years. If funds are available, these projects could be scheduled for July 1, 2015 to June 30, 2017.

- Lastly a "D" ranking would indicate that this project should be postponed to some date beyond July 1, 2017. While the project may be worthwhile or beneficial, the funds for such a project would probably not be available within the next five years.

The City Administrator calculated an average score for each of the projects based upon the individual rankings completed by the Mayor and City Council in November, 2011. A complete list and ranking of all capital projects with average scores is attached as Exhibit A.

Addendum II is CIP summary of the proposed capital projects and equipment as individually ranked by the Mayor and City Council members.