



A 6-year plan, updated annually, that identifies capital projects and equipment purchases; provides a planning schedule, and identifies options for financing.

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10B.1 INTRODUCTION

The Capital Improvement Program (CIP) is a six year short-term plan that identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing. While preceding sections of this Element have addressed capital facility needs and projects by type or use of facility, this final section is intended to summarize the CIP development process. Such a summary enables both the reader and decision maker to examine the complete expenditure plan for project prioritization, revenue sufficiency, timing, and capital budget preparation.

Each year the six year CIP must be updated. The annual update must be completed before the County's budget is adopted in order to incorporate the capital improvements from the updated CIP in the County's annual budget. Counties shall perform their activities and make budget decisions in conformity with their comprehensive plan (see RCW 36.70A.120).

Also in accordance with the Planning Enabling Act, "each governmental body whose jurisdiction lies within the county, except incorporated cities and towns, whose functions include preparing and recommending plans for, or constructing major public works, shall submit to the respective planning agency a list of the proposed public works being recommended for initiation or construction during the ensuing year," (RCW 36.70.520). The planning agency is required to prepare and submit a report to the Board through the Planning Director on "how each project relates to all other proposed projects on the list and to all features of the comprehensive plan both as to location and timing," (RCW 36.70.530).

10B.2 SCHEDULE FOR ANNUAL REVIEW AND AMENDMENT ADOPTION OF THE ISLAND COUNTY CAPITAL IMPROVMENT PROGRAM

The following schedule should be followed each year to ensure public participation in the process and to ensure the timely completion of the CIP update.

Table A-1. Schedule for Adoption of the Island County Capital Improvement Program Annual Review and Amendment of the Capital Facilities Element

Table with 2 columns: Month/Week and Description of Activity. Rows include March (first week) for input request, April (first week) for input due, April (third week) for draft CIP submission, May (second week) for Planning Commission Hearing, June for Public Meetings and adoption, and July-December for Capital Improvement Budget prepared and adopted.

Spring:

- Request inputs from the Board, Departments, Agencies, and the Public
- Review and evaluate new inputs and previously identified projects
- Develop first draft of the CIP

Summer

- Review various departments' draft portions of the CIP
- Present a first draft of the CIP to the Board of Island County Commissioners
- Include public and agency input summary
- Revise draft CIP based on project evaluations, fund balances, and direction from the BOCC
- May require multiple iterations
- Public comment on the draft CIP and scheduling of a Public Hearing at a public meeting
- BOCC adopts the CIP through a Public Hearing
- The adopted CIP is submitted to the planning agency

10B.3 SIX-YEAR CAPITAL IMPROVEMENT PROGRAM

The most recently adopted Island County Capital Improvement Program can be found on the Island County Public Works website under “documents online.” ~~is attached to this Element.~~