

**City of Rollingwood**  
**Capital Improvements Plan**  
*PART I - CODE OF ORDINANCES*  
*Chapter 2 - ADMINISTRATION*  
*ARTICLE V. - FINANCE*  
**DIVISION 4. CAPITAL IMPROVEMENTS PLAN**

**Fiscal Year 2023-2024**

**Description**

Per Section 2-338 of the City's Code of Ordinances, *the city council shall establish, adopt, and maintain a capital improvements plan that lists all capital improvements projects that are approved for the current fiscal year and for the five years following the current fiscal year.*

**Definitions**

*Capital improvements project* means a new or expanded physical facility, as opposed to equipment or services that prudent management defines as routine maintenance or repair or operating budget items financed out of current revenue resources. The term "capital improvements project" includes:

- new construction of physical facilities intended for long-term usefulness and permanence;
- renovation, remodeling, major repair, or major maintenance of an existing facility;
- a major landscape improvement;
- land or one-time major equipment purchase;
- utility, street, or public park modification that affects numerous residences, businesses, or citizens; or
- other improvement that enhances the usefulness, productivity, or life expectancy of a new or existing city facility.

Any question regarding the identity of a particular project as a capital improvements project shall be decided by majority vote of the city council.



### **Identification and Funding of Capital Improvements Projects**

Identification or funding for an approved project (including a project proposed by a board or commission) may be established or changed only by majority vote of the city council. The city council may revise the capital improvements plan, including adding or deleting projects from the UPL at any time by majority vote.

### **Budgeting of Projects**

Only capital improvements projects approved by the city council for construction, establishment, or accomplishment in a particular fiscal year may be included in the budget or a budget amendment adopted by either the city or the city community development corporation for that fiscal year.

### **Projected Long Term Asset Replacement**

In September 2023 the city council approved a 10 Year Expenditure Planning Document (**Exhibit A**). This document is designed to aid in the planning for annual budget needs for items that are not part of the base budget and are not an approved project. These items are requested by department heads to support the efficiency and effectiveness of city operations. This exhibit will be reviewed, updated and submitted to the city council for review and approval annually as part of the Capital Improvements Plan.

### **Annual Review or Revision of Capital Improvements Plan**

The capital improvements plan shall be reviewed and may be revised or updated no less than once each fiscal year during the period when the operating budget for the subsequent fiscal year is being considered by the city council.