



## BCWMC Capital Improvement Program (CIP) Process

### January/February/March each year:

- Commission approves 5-year CIP with input and recommendations from Technical Advisory Committee and review of project scoring on the CIP prioritization matrix
- An amendment to the Watershed Management Plan is proposed, if needed to keep the Plan's 10-year CIP up to date. This process includes a **public hearing**, typically held in May.

For projects officially on the CIP (either already on the existing CIP or added through the plan amendment process):



### Two years before levy/implementation year:

- Summer: Commission approves scope of work and budget from the Commission Engineer for completing a feasibility study (see sidebar for feasibility study components)
- Fall: Feasibility study gets underway including **outreach to local residents, businesses, and other stakeholders**
- Fall: A **project webpage** is published with complete and updated information, documents, and announcements

### One year before levy/implementation year:

- Spring: Commission reviews feasibility study and decides on best alternative to implement
- May or June: Commission sets maximum levy for following year. The final levy amount can be lower than the maximum levy, but cannot be higher.
- September: Commission holds a **public hearing**, and considers officially ordering the project including certifying costs to Hennepin County (i.e., setting the final levy) and entering agreements with the entities responsible for design and construction of the projects. (The implementing entity is typically the city where the project is located.)
- Fall: Implementing entity begins project design.

### Year of levy/implementation:

- Spring: 60% Project Design Plans are reviewed by Commission Engineer who then makes recommendation to Commission for approval or changes. Implementing entities typically seek feedback from local residents on the draft designs.
- Summer: 90% Project Design Plans are reviewed by Commission Engineer who then makes recommendation to Commission for approval or changes
- Fall/Winter: Construction begins

### Required Elements of a Feasibility Study

- Clearly analyzed alternatives for the desired outcome with enough specificity for the Commission to judge the merits of each alternative
- Identified Commission goals and objectives (from Watershed Management Plan) that are addressed by each alternative
- Clearly analyzed pros and cons of each alternative
- Estimated annualized costs per pound pollutant removal or cost per acre-foot additional flood storage for each alternative
- Identified permitting requirements for alternatives
- Estimated costs for each alternative that are appropriate for the level of detail in the study
- Estimated life span of the alternatives
- A "30-year cost" for each alternative
- Evaluation of new and/or innovative approaches or technologies, as appropriate.