

1 **RESOLUTION NO. 8831**

2 A RESOLUTION introduced by Interim City Manager Doug Gerber setting forth the City  
3 of Topeka's policy for the capital improvement program and rescinding  
4 Resolution No. 7553.

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6 WHEREAS, a capital improvement plan (CIP) is an invaluable tool in developing  
7 a timeline for the scheduling of necessary capital improvements and their financing; and

8 WHEREAS, guidelines for the development and implementation of the CIP are  
9 required to avoid a haphazard project by project approach.

10 NOW, THEREFORE, BE IT RESOLVED by the City of Topeka, Kansas, that the  
11 Governing Body hereby adopts the following policy for developing and managing the  
12 capital improvement program for the City of Topeka.

13 Section 1. PURPOSE AND DESCRIPTION.

14 The purpose of this policy is to outline the processes by which the City of Topeka  
15 (City) develops and implements its Capital Improvement Plan (CIP). The CIP is an  
16 annually developed long-range plan used in the development of annual operating and  
17 capital budgets, strategic plans, and long range financial plans. It provides the means  
18 for evaluating facility and infrastructure projects and the mechanism for reviewing  
19 projects.

20 The capital improvement policy will provide a guideline and methodology for the  
21 development and financing of the City's ten (10) year capital improvement plan. The first  
22 three (3) years of the CIP will consist of projects adopted as part of the Capital  
23 Improvement Budget (CIB). The first year of the CIB contains projects that will be  
24 initiated and completed during the proposed operating budget year. The second and  
25 third year projects are those for which plans are prepared for implementation. The

26 projects in the following seven (7) years are those planned for implementation as they  
27 move towards the CIB. Thoughtful planning is essential for all departments submitting  
28 CIP requests. The CIP shall include capital projects funded by all funding sources  
29 including those that are a priority but do not yet have dedicated funding.

30 Section 2. BENEFITS OF A CAPITAL IMPROVEMENT PROGRAM.

31 The CIP provides the following organization benefits:

- 32 1. A platform for independent, critical evaluation of each project on its own  
33 merits and City priorities;
- 34 2. A relationship between the Comprehensive Plan and a document which  
35 can include the scheduling of projects contained in elements of the Comprehensive  
36 Plan;
- 37 3. A plan which balances public facility needs and City financial ability on  
38 both a short and long term basis; and
- 39 4. A communications tool to the public, other governmental units, and the  
40 business community detailing the location and timing of improvements.

41 Section 3. DEFINITION OF A CAPITAL IMPROVEMENT PROJECT.

42 Capital improvement projects meeting one (1) of the following criteria shall be  
43 included in the CIP process:

- 44 1. Real property acquisition.
- 45 2. Construction of new facilities or additions to existing facilities costing a  
46 minimum of fifty thousand dollars (\$50,000).
- 47 3. Remodeling/repair of the interior/exterior of any facility exceeding twenty-  
48 five thousand dollars (\$25,000).

- 49           4.     Infrastructure projects.
- 50           5.     City information technology infrastructure or systems that that require
- 51 technology components costing a minimum of fifty thousand dollars (\$50,000).
- 52           6.     Phased projects may be submitted on a single form indicating the
- 53 scheduled phase for each year. Projects submitted in previous years must be
- 54 resubmitted to be considered for inclusion in the CIP.

55           Section 4.    CAPITAL IMPROVEMENTS PLAN POLICIES.

56           1.     During the development of the CIB the City Manager shall recommend a

57 plan for general obligation bonded projects during the capital improvement budget to be

58 no greater than an aggregate of \$27,000,000.

59           2.     The property tax levy for capital improvements should be maintained at a

60 relatively consistent level from year to year. If movement either upward or downward

61 becomes necessary, it should be done gradually.

62           3.     When considering a consistent capital improvement property tax levy, the

63 City should include the property tax requirements for debt service as well as for projects

64 financed by direct appropriation or other means.

65           4.     The City should maximize utilization of all Federal and State revenue

66 sources for capital improvements, along with cash, private funds, and grants where

67 applicable

68           5.     The CIP is viewed as a long-term program that will continually address

69 capital requirements far into the future. The City should issue debt only for major capital

70 projects in accordance with the City's debt policy. For minimum bonding amounts and

71 bonding policy see Resolution 8818.

72           6.     Approved capital improvement projects should have a funding plan for  
73 maintenance and operating costs identified in the project description and project budget.  
74 When feasible, priority should be given to those projects that will result in a reduction in  
75 operating costs.

76           7.     Enterprise funds should generate sufficient revenue to finance operations  
77 and related capital projects including debt service.

78           8.     The City should fully investigate comprehensive financing sources for its  
79 capital projects, but should use such sources only if it can be clearly shown that they  
80 are in the best interests of the City.

81           9.     The City should maximize utilization of current facilities and should give  
82 higher priority to maintaining present facilities and infrastructure over new construction  
83 where feasible.

84           10.    In order to increase the long-term use of a City facility, as much flexibility  
85 as is consistent with operating efficiency should be built into all new or renovated  
86 facilities projects that the City undertakes.

87           11.    Inflation factors for all projects in the capital improvement program should  
88 be considered each year and appropriate adjustments made to all project estimates.

89           12.    All projects shall be reviewed by the CIP Review Committee for a  
90 recommendation to the City Manager and Governing Body.

91           Section 5.    ANNUAL CAPITAL IMPROVEMENT PLAN CALENDAR.

92           The Director of Finance and Administrative Services shall establish the CIP  
93 calendar for the next CIP cycle. The calendar shall be planned to precede the annual  
94 budget process, and shall adhere to the following provisions:

95           1.     The CIP call for projects shall occur no later than December of the  
96 preceding plan year.

97           2.     In accordance with K.S.A. 12-748(b) the Topeka planning commission  
98 shall review the City's CIP prior to approval of the governing body to ensure consistency  
99 with the comprehensive metropolitan plan.

100          3.     City staff shall include public participation and information events within  
101 the calendar.

102          4.     The City Manager shall present a recommended CIP to the governing  
103 body no later than April 1 each year.

104           Section 6.    TERM DEFINITIONS.

105           "Addition" shall mean a modification of an existing facility, which changes the  
106 structural "footprint" of the facility.

107           "CIP Review Team" shall mean a cross-departmental team which participates in  
108 the review and recommendation of the CIP program to the City Manager. The Team will  
109 review proposed capital projects in regard to accurate costing (design, capital, and  
110 operating) and congruence with City objectives. The Team will prioritize projects by a  
111 set of deterministic criteria. The Team will also review proposed changes to the adopted  
112 capital improvement budget prior to submission to the City Manager and Governing  
113 Body. The Director of Finance and Administrative Services or their appointee will serve  
114 as the lead for the team. Team members include but are not limited to the Budget &  
115 Performance Manager, Public Works Director, Utilities Director, City Engineer, and  
116 Planning Director or their designees.

117           "Facility" shall mean a City fixed asset other than a road, bridge, traffic signal

118 system, water distribution system, storm drainage system, or sewer system.

119 “Fixed Asset” shall include any property, real or personal, or any other tangible  
120 asset, which has an initial cost of five thousand dollars (\$5,000.00) or more and a useful  
121 life expectancy of two (2) years or more.

122 “Infrastructure” shall mean a road, bridge, pedestrian and bicycle facilities, traffic  
123 signal system, water distribution system, storm drainage system, or sewer system.

124 “Project Budget” shall mean the document included in the approved CIP Book.  
125 This action is taken simultaneous to the adoption of the CIP. The Project Budget  
126 outlines all estimated costs and components of the project and is prepared by the  
127 engineering division of the public works department in most cases.

128 “Project Category” shall mean a method to identify projects by overall purpose.

129 1. Neighborhoods: Project to improve infrastructure within neighborhoods  
130 including streets, curbs, gutters, alleys and sidewalks.

131 2. Public Safety: Projects which improve Public Safety.

132 3. Traffic: Projects to improve traffic signal system operations and traffic  
133 safety.

134 4. Facilities: Projects to improve City facilities.

135 5. Streets: Includes maintenance of existing streets and bridges, construction  
136 of new streets and bridges, sidewalk maintenance, snow removal, bike lanes,  
137 streetscape improvements, alley repair, curb and gutter repair, and other physical  
138 components of the transportation network.

139 6. Quality of Life: Projects that benefit quality of life improvements.

140 7. Utilities: Projects to improve or expand utility infrastructure.

141 PASSED and APPROVED by Governing Body on December 6, 2016.

142 CITY OF TOPEKA, KANSAS

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Larry E. Wolgast, Mayor

148 ATTEST:

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Brenda Younger, City Clerk