

PLANNING COMMISSION REPORT
Regular Agenda – Public Hearing Item

PC Staff Report
04/17/06

ITEM NO. 9: CAPITAL IMPROVEMENT PLAN (CIP) FOR YEARS 2007-2012

GENERAL INFORMATION

Hold public hearing on Capital Improvements Plan (CIP) for years 2007-2012.

KSA 12-748 provides the basis for the Capital Improvements Plan (CIP), which is a planning document that helps to guide City investments in constructing public facilities or utilities that are in conformance with the adopted comprehensive plan. The Planning Commission's role in the CIP process is to review the six-year plan for specific public improvements (roads, utilities, buildings, parks and sports facilities) or other improvements for conformance with Horizon 2020.

The Planning Commission forwards their recommendations for conformity with the comprehensive plan to the City Commission for final action. Projects listed in the CIP may not be built in accordance with the timeframe outlined in the plan. The City Commission decides which projects will be funded when they adopt the Capital Budget as part of the annual budget process. Public comment will be received at the April 17, 2006 Planning Commission meeting.

THE PROCESS

This year was the second year of the new process developed last year.

The departments again submitted their proposed projects using project request forms. The forms were reformatted this year. Membership of the Administrative Review Committee was again made up of representative of several City Departments and City Management, a City Commissioner, and a Planning Commissioner. David Schauer served as the City Commission representative and Grant Eichhorn represented the Planning Commission.

The Committee again used the scoring criteria and matrix to review each project at a series of meetings. Through the Committee's discussion, a consensus was reached for each score for all of the projects submitted for all six years of the plan, with the exception of the Water and Wastewater Utility projects. These projects were not scored because they are prioritized through a Master Plan and are funded by utility user fees and charges, according to a rate study.

Unlike last year, the Committee was able to score non-utility projects in all years of the plan, not just the first two.

The scoring matrix the Committee used is attached, along with a table showing all of the projects and the scores they received for each of the criteria.

Once the projects were scored, they were compiled into the draft plan before you for your consideration. Projects are included in the plan in the year recommended by the department that submitted the project.

The Capital Improvement Plan consists of the following information:

- Narrative explaining the capital improvement planning process, the role of the Administrative Review Committee, the scoring matrix used, the anticipated funding sources, etc.;
- A summary section that includes a table showing the relevant chapter(s) and policies in the comprehensive plan for each project, the total cost of all project over all six years of the plan and the scores provided by the Administrative Review Committee, as well as a summary of the total project costs and anticipated funding sources for all six years of the plan;
- A section for each year of the plan that includes a table showing the costs and anticipated funding sources for projects in that year and the Project Request Forms for each project which include a description and justification as well as a map showing the location of the project. (Many of the maps will be added at a later date.)

STAFF RECOMMENDATION

Planning Staff recommends the Planning Commission make a finding that the projects presented in the CIP are in conformance with the comprehensive plan of the City and forward a recommendation to the City Commission for approval.