

Capital Improvement Plan Process

Monday August 16, 2021

How Projects Are Identified

Parks and Rec

1. Parks and Recreation projects are selected from the *2013 Parks, Recreation and Open Space Master Plan*
 - a. Significant public input utilized for development of plan
 - b. Includes two specific plans with priorities identified:
 - i. 2013 Neighborhood Parks Plan
 - ii. 2013 Trails Plan
 - c. Plan was reviewed and approved by various City commissions and ultimately, City Council.
 - d. 2013 P&R Master Plan projects are entered into CIP.
2. Staff input based on maintenance, cost savings or smaller projects not identified in the plan.

How Projects Are Ranked

Parks and Rec

1. Parks and Recreation Needs Assessment Citizen Survey conducted by ETC/Leisure Vision.
 - a. Establish priorities for the future improvement of P&R facilities.
 - b. Establishes basic allocation of Park Sales Tax funds.
2. Staff input based on maintenance, programming needs and impact to operations. Revenue generation or cost savings also considered for selection.
3. Meetings with other government departments/agencies (CVB, CPSD, Utilities, Public Works, MDC, DNR, etc)

How Projects Are Ranked

Parks and Rec

4. Meetings with co-sponsored/partner agencies to determine their needs (Columbia Trail Association, PedNet Coalition, Sporting Columbia, Diamond Council, CYBA, CYFL, etc.)
5. Continue or complete park development projects with multiple years of funding (Phased projects, ex: Battle Park)
6. City Commissions input (P&R, Bike & Ped, Energy & Environment, P&Z, etc)
7. CIP/Implementation plan approved by Council.

How Projects Are Identified

Public Works

Capital planning for transportation needs takes place for these three categories:

1. **Street Projects:** Identified through the CATSO Major Roadway Plan and the 2050 Long Range Transportation Plan. Individual street projects are also identified from problems with congestion, safety needs, improving older streets to today's standards, and by the City Council.

How Projects Are Identified

Public Works

2. Sidewalk Projects: Identified by the Sidewalk Master Plan. Individual sidewalk projects are also identified for connectivity and repair needs are proposed by the Bicycle/Pedestrian Commission, neighborhoods, various interested parties, and by the City Council.
3. Major Maintenance: Identified by the Pavement Management Plan. Major maintenance projects are identified for roads which have the rehabilitative rating and improvements include subsurface repairs, pavement repairs, and sidewalk repairs.

How Projects Are Ranked

Public Works

Various funding sources are utilized to complete transportation capital improvement projects:

- Quarter-Cent Capital Improvement Program (CIP) Sales Tax
- County Road Rebate Tax
- Development Fees
- Developer Contributions
- Various Federal and State Grants.

How Projects Are Ranked

Public Works

Quarter-Cent CIP Sales Tax Ballot (January 2016-December 2025):

- Projects identified for the ballot are presented to voters for their approval. This list was developed by staff/council recommendations and public input.
- Annual funds for projects such as sidewalk improvements and traffic calming, are identified throughout the 10-year ballot period.
- The ballot project list was approved by Council and the City's public improvement process is followed for each project.

How Projects Are Identified

Utilities

Projects are identified from various sources:

1. Management/Master Plans
 - a. Integrated Management Plan for Wastewater and Stormwater
(approved by Council December 2018)
 - a. Integrated Electric Resource and Master Plan *(pending)*
 - a. Water Master Plan *(FY 2022 budget)*
2. Staff input based on operation and maintenance needs.

How Projects Are Identified

Utilities

Projects are identified from various sources:

3. Citizen/Customer Requests (PCCE for example)
4. Council Requests
5. Required to meet regulatory requirements
6. Coordination with projects by others
7. Development Driven (*ex: Swift Foods*)

How Projects Are Ranked

Utilities

1. Regulatory Compliance and projects required by agreements.
2. Operation and maintenance needs.
3. Coordination with projects by others.
4. Funding availability.
5. Storm Water utilizes a scoring system.

Current CIP Process

Schedule	Task
January	Projects are discussed within departments
February	Priorities are discussed with City administration
March	Final project requests are submitted by departments
March/April	Requests reviewed by City Manager and CIP Dashboard updated
July	The Planning & Zoning Commission reviews the CIP Dashboard
August	CIP, with funding needs, is presented to Council; CIP Hearing is held
September	CIP document is prepared, reflecting any changes and approved by Council

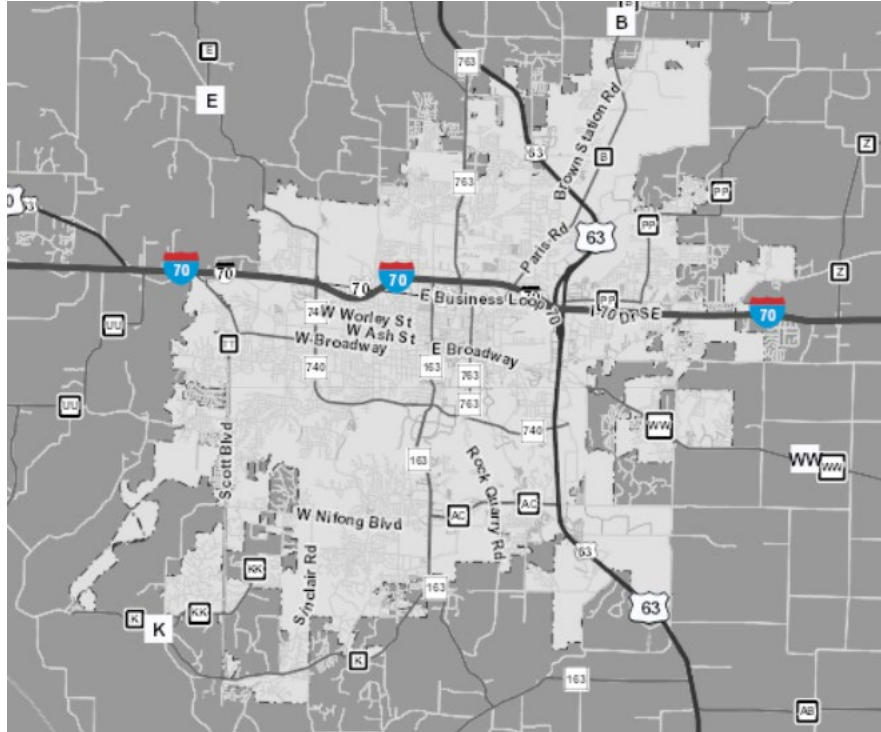
Streets & Engineering - FY 2022 CIP Meeting

2022 Projects Funded - Streets									
	Project	Prior Year Approp	2015 Ballot	County Road Tax	Dev Fees	Dev Contributions	Total FY 2022 NEW Funding	Design Year	Const. Year
#1	Annual City/County/State Projects 40161		\$100,000				\$100,000		
#4	Annual Street Landscaping 40163		\$162,500				\$162,500		
#3	Annual Street Reconst (Complete St.) 00647		\$1,275,000				\$1,275,000		
#5	Annual Traffic Calming 00646		\$412,000				\$412,000	2016	2016
#6	Annual Traffic Safety (Calming, Ped, Bike) 40159		\$307,000				\$307,000		
#9	Campusview Traffic Calming 00788		\$30,000				\$30,000	2022	2022
#11	Edgewood Traffic Calming 00789		\$30,000				\$30,000	2023	2024
#13	Route B Improvements (BL70 to City Limits)		\$500,000				\$500,000	2021	2022
#16	Forum Blvd: Chapel Hill to Woodrill 00771			\$1,500,000			\$1,500,000	2022	2026
2022 Projects Funded - Sidewalks									
#17	ADA Curb Ramp Installations 00600		\$244,300				\$244,300	2014	
2022 Projects Funded - Major Maintenance									
#25	MM - Rangeline - Rogers to Wilkes 00785		\$225,000				\$225,000	2022	2022
#26	MM - Walnut from College to Old 63 00747		\$213,336	\$500,000			\$713,336	2020	2022
TOTAL:		\$0	\$3,499,136	\$2,000,000	\$0	\$0	\$5,499,136		
2022 Unfunded Projects									
No unfunded projects									
Cash Flow Comments Section:									
<ul style="list-style-type: none"> Budget has not reviewed Capital Improvement Sales Tax cash flow yet 									
Items to Discuss									
<ul style="list-style-type: none"> 									
Meeting Notes									

Current CIP Process

- In February, Budget staff prepares a list of proposed projects for the upcoming fiscal year and shares it with the department for their notes.
- The department meets with City Management and Budget staff to review the projects and discuss available funding.

Current CIP Process



- Final project requests are shared with City Management and reviewed during the department's budget meeting.

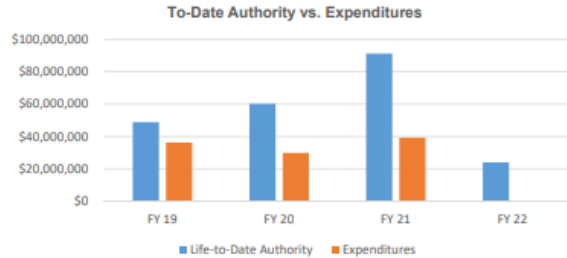
- Once finalized, projects are updated in dotProject and the [CIP Dashboard](#).

CIP Funding Sources

- Capital Improvement Sales Tax
- Parks Sales Tax
- Transportation Sales Tax
- Enterprise Revenue
- Public Improvement
- Bond Funds

Airport Capital Projects

Fund 5541*



Capital Projects Authority

	Actual FY 2019	Actual FY 2020	Anticipated FY 2021	Proposed FY 2022
Total Life to Date Authority	\$48,876,472	\$60,226,295	\$91,285,661 *	\$23,976,183 ***
Prior Year Expenditures	\$30,286,758	\$23,715,901	\$26,252,194	
Current Year Expenditures	\$5,964,121	\$6,131,017	\$12,981,848 **	
Encumbrances	\$3,997,200	\$5,731,649	\$30,626,472 *	
Total Remaining Authority	\$8,628,393	\$24,647,728	\$21,425,147	

* This is current as of March 2021

** Estimate from department

*** Includes FY 22 budget request of \$2,551,036

Note: Capital Projects are budgeted Life-to-Date. This means funding appropriated in one year may be spent in another.

Fiscal Impact

Funding for the FY 22 projects will come from Federal Revenues and Transportation Sales Tax.

FY 22 Funding Sources



CIP Report Changes

- The FY 22 CIP Report is now a section in the budget document.
- All funds related to CIP will have their own department page that shows the **life-to-date** authority from FY 19 Actuals to FY 22 Proposed.

CIP Report Changes

- Starting in FY 22, we are also using a new report for CIP that looks five years in the future.
- While this report doesn't pull *all* active projects, it does show projects with funding in FY 22 and beyond.
- The goal of this report is to provide descriptive information on current and upcoming projects.

CIP Report Changes

- This provides the description and current status of each project, as well as the total funding request and amount currently appropriated.
- The Justification for Changes field is also new. It is for departments to communicate any significant changes.

Airport			1-2 Years			2151	
Glycol Recovery System AP141							
Description: This system will capture the glycol used while deicing aircraft. This capture will allow it to be treated before it enters the storm water system. Current Status: 06/24/2021 This project is expected to be designed in FY23. Justification for Changes:	Ward		Begin Design	Begin Construction			
	Outside City		2023	2023			
	Eligible for Percent for Arts?				No		
	Current Funding Request:				\$550,000		
	Total Appropriated:				\$0		
	Total City Project Cost:				\$550,000		
	Total Spent To Date:				\$0		
	Remaining Authority To Date:				\$0		
Funding Source	Prior Year Funding	Current Year Budget	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Ent Rev			\$55,000				
FAA Grant			\$495,000				
						Future Funding:	\$0
						Future Unfunded:	\$0

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		Total Spent To Date:				\$0	
		Remaining Authority To Date:				\$0	
Justification for Changes:							
Funding Source	Prior Year Funding	Current Year Budget	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Ent Rev			\$55,000				
FAA Grant			\$495,000				
			Future Funding:				
			Future Unfunded:				

- The report lists funding by source for five years in the future.
- Funding amount beyond five years are listed either as “Future Funding” - this is funding *with* an identified source - or “Future Unfunded” - this is funding *without* an identified source.

