

Requested by: Planning Commission
Prepared by: Planning
Adopted: September 27, 2004
Vote: Unanimous; Sande absent

**CITY OF WASILLA
RESOLUTION SERIAL NO. 04-39**

A RESOLUTION OF THE WASILLA CITY COUNCIL ESTABLISHING A CAPITAL IMPROVEMENT PROGRAM (CIP) PROCESS AND ADOPTING CRITERIA FOR PRIORITIZING CAPITAL PROJECTS.

WHEREAS, Section 2.60.010(B) of the Wasilla Municipal Code requires that the Planning Commission, on an annual basis, investigate and prepare recommendations to the Wasilla City Council on a capital improvement program; and

WHEREAS, the City Council is responsible for developing a Capital Improvement Program process that will be used for identifying needed improvements and programs by the Planning Commission; and

WHEREAS, Wasilla Planning Commission conducted a meeting which was open to the public on September 14, 2004 regarding the establishment of a capital improvement program (CIP) process and regarding the adoption of criteria for prioritizing projects; and

WHEREAS, a CIP schedule, project review criteria and recommendation process, community budgeting goals, and public comments have been evaluated and incorporated into a CIP process; and

WHEREAS, it is in the best interest of the residents of the City of Wasilla to consider short and long range capital improvements that are linked to the City's fiscal plan and adopted comprehensive plan.

NOW THEREFORE BE IT RESOLVED that the Wasilla City Council establishes and adopts the Capital Improvement Program process and criteria for prioritizing capital projects attached as Exhibit A.

ADOPTED by the Wasilla City Council on September 27, 2004.



DIANNE M. KELLER, Mayor

ATTEST:



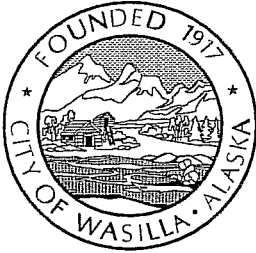
KRISTIE L. SMITHERS, MMC
City Clerk

[SEAL]

City of Wasilla

Capital Improvement Program (CIP)

FY 2006 – 2011



September 27, 2004

Mayor

Dianne M. Keller

City Council

Howard O'Neil

Diana L. Straub

Noel H. Lowe

Robert Sande

Ron Cox

Verdie A. Bowen

Planning Commission

John Vinette

Dorothy (Peaches) Hamilton

Gregory Koskela

Jessie Elkins

Stan Tucker

Ray McCarthy

Department Directors

Ted Leonard

Archie Giddings

Don Savage

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Project Review

Project Category	Review & Recommendation to Wasilla Planning Commission
Airport	Airport Advisory Commission
City Buildings & Utilities	WPC
IT	IT Committee
Library	Friends of the Library
Museum	WPC
Parks & Recreation	Parks & Recreation Commission
Public Safety	WPC
Trails	Parks & Recreation Commission
Transportation	WPC

The CIP covers a five-year planning horizon, and is updated each year to reflect on-going changes and additions. The CIP is based on submissions from City departments, the public and local organizations. Nominations are reviewed and evaluated by the Wasilla Planning Commission before the Commission makes a recommendation to the City Council for adoption of the CIP. The typical schedule for this process appears in the following CIP Calendar.

CIP Calendar

Due On or Before	Task	Responsibility
August 31	Staff Nominates FY 2006-2011 projects	City Department Heads
September 30	Public & outside organizations nominate FY 2006-2011 projects	Local residents & organizations
October 31	Staff prepares project background information & analysis	City staff
November 30	Review, evaluation & recommendations prepared for Planning Commission	Parks & Recreation Commission & Airport Advisory Board
December 14	Presentation to Planning Commission	City staff
January 25	Planning Commission Public Hearing	Planning Commission
February 15	City Council adoption of CIP	City Council

CIP as a budgeting tool

A CIP does not appropriate funds. It functions as a budgeting and planning tool, supporting the actual appropriations that are made through adoption of the annual budget. The City's Financial Policies contain eight related to capital improvements:

- ▶ The City will make all capital improvements in accordance with an adopted capital improvements program.

CIP Categories

The CIP is organized around several project categories. These categories include:

- ▶ Buildings
- ▶ Equipment
- ▶ Parks & Recreation
- ▶ Transportation (Roads, Vehicles, Airport)
- ▶ Utilities

The CIP should represent the City of Wasilla' on-going commitment to revitalizing aging infrastructure, and increasing its capacity to provide enhanced programs and services to the community.

Description of Major Funding Sources for CIP

General Fund

Unrestricted fund used to support city operations, including City Council, Administrative Services, Finance, General Services, Police, non-Departmental and capital projects. General Fund revenue sources include: 0.4 mill property tax; 2.5% sales tax; franchise fees; business license; permits and fees; and interest earnings.

Capital Project Funds are funds set aside from the City's General Fund for the acquisition and/or construction of major capital facilities and equipment.

Enterprise Funds

Utility

Airport

Multi-Use Sports Complex

Grant Funding

Funding for CIP projects is requested from the State and from various federal agencies each year. The CIP provides the framework for these grant requests.



**CITY OF WASILLA
LEGISLATION STAFF REPORT**

RE: Resolution Serial No. 04-39

A RESOLUTION OF THE WASILLA CITY COUNCIL ESTABLISHING A CAPITAL IMPROVEMENT PROGRAM (CIP) PROCESS AND ADOPTING CRITERIA FOR PRIORITIZING CAPITAL PROJECTS.

Agenda of: September 27, 2004
Originator: City Planner

Date: September 20, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
X	Public Works Planning	<i>[Signature]</i> 9/21/04 Sandra Ruby 09-20-04
X	Finance *signature required	<i>[Signature]</i> 9/20/04
X	Clerk	<i>[Signature]</i> 9/20/04

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes no

Funds Available yes no

Account name/number:

Attachments: Resolution Serial No. 04-39

WPC Resolution Serial No. 04-23

Sample Project Forms

SUMMARY STATEMENT:

Section 2.60.010 of the Wasilla Municipal Code requires that the Planning Commission review capital projects on an annual basis and forward their recommendations to the City Council.

The Planning Commission asked that a written description of the CIP process and a schedule be provided for them that would guide them in meeting the Code's requirements. The Commission also asked for the development of specific criteria that they could use to prioritize projects before they were forwarded to the Council.

The draft CIP process and review criteria were developed with input from the City's Department directors and presented to the Planning Commission for their consideration.

On September 14, 2004, the Planning Commission conducted a Public Hearing on the draft process and criteria developed for the CIP and adopted Resolution Serial No. 04-23 recommending that the City adopt the draft CIP process and specific capital project review criteria.