



City Council Policy: CP057 - Capital Infrastructure Program

Effective Date: May 19, 2003

Amends:

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To establish process for Capital Infrastructure Program (CIP).

III. RESPONSIBILITY

- A. City Administrator
- B. Public Works Director
- C. Finance Director

IV. DEFINITIONS

- A. For purpose of this publication, the following words and phrases shall have the meanings respectively ascribed to them by this section.
- B. **City:** The City of Prairie Village, Kansas.
- C. **City Administrator:** The **City Administrator** of the City of Prairie Village, Kansas, as appointed by the Mayor, or the designee of the **City Administrator**.
- D. **Department:** The **Department** of Public Works in the City of Prairie Village, Kansas.
- E. **Director of Public Works:** The **Director of Public Works** of the **City** of Prairie Village, Kansas, as appointed by the Mayor, or the designee of the **Director of Public Works**.
- F. **Director of Finance:** The **Director of Finance** of the **City** of Prairie Village, Kansas, as appointed by the **City Administrator**, or the designee of the **Director of Finance**.
- G. **Infrastructure:** Any facility or structure proposed to be constructed, reconstructed, repaired, improved, or maintained either wholly or partially within the right-of-way or connecting to the right-of-way.
- H. **Program:** The Capital Infrastructure **Program** for the City of Prairie Village, Kansas.
- I. **Project:** A series of task producing a specific capital improvement.
- J. **Section:** The Capital Infrastructure **Program** will be segregated into five sections: Parks, Drainage, Streets, Buildings, and Other.

V. POLICY

A. PREAMBLE

- 1. This policy is intended to describe the process to be used for preparing the **Program**, approving the budget for the **Program**, and managing the **Program**.

B. PREPARATION OF THE PROGRAM

- 1. The **Director of Public Works** will prepare annually the **Program**.
- 2. The **Program** will be for a three year period beginning with the next budget year. (Ref: City Council Policy 124 part 5.0).
- 3. The **Program** will be grouped into Parks, Drainage, Streets, Buildings, and Other **sections**.
- 4. The **Program** will contain individual project pages for each capital expenditure acquired, modified or replaced.
- 5. The individual project page will detail major expenditure categories and sources of revenue for the **Program** period and include a total of expenditures to date for the individual program.
- 6. The **Director of Public Works** will prepare a summary page of the Capital Infrastructure **Program** in the format required by the **Director of Finance**.
- 7. The **Director of Public Works** will submit the Capital Infrastructure **Program** Summary Page and the individual project pages to the **Director of Finance**.

C. BUDGET APPROVAL

- 1. The **Director of Finance** will include the Capital Infrastructure **Program** Summary Page in the budget presented to the **City Administrator**.
- 2. The **City Administrator** will review the Capital Infrastructure **Program** for presentation to the Mayor.
- 3. The City Council will approve the budget amount for each **Section**, i.e., Parks, Drainage, Streets, Buildings, and Other.

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D. PROGRAM MANAGEMENT

1. Funds budgeted for the Capital Infrastructure **Program** may not be used for any other purposes unless approved by the City Council.
2. Funds budgeted for each **Section** may not be used for any other **Section** unless approved by the City Council.
3. The **Director of Finance** will establish individual **project** budgets as approved in the Capital Infrastructure **Program** budget.
4. The **Director of Public Works** will establish expenditure budgets within a **project**.
5. Any adjustments to a **project** budget will be submitted by the **Director of Public Works** for approval by the **City Administrator** and recording by the **Director of Finance**.
6. Any surplus **project** funds after project close-out will be returned to the appropriate **Section** allocation.
7. All project expenditures will be in accordance with **City** Policies. (Ref: City Council Policy 150).

VI. PROCEDURES