



2022-2026
CAPITAL IMPROVEMENT PLAN
GUIDELINES AND PROCEDURES

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Introduction

To keep pace with the growth of Lawrence and to provide for many of the community's needs identified in the City's Comprehensive Plan requires public investments to be made annually in capital improvements. If needed improvements are not made annually, the condition of the City's infrastructure will deteriorate and eventually will not be able to be ignored. At that point, the cost will be much greater due to the size and scope of the needed improvements as well as the increase in construction costs.

In addition to growth, there are also older sections of the City that were developed without adequate facilities such as storm sewers and paved streets. Capital improvements are needed to address these inadequacies, benefiting not only the neighborhoods where they are located but the entire community.

Because the cost of addressing all of the City's capital needs in one budget year is too great, it is necessary to create a multi-year plan based on priority of need and the anticipated resources available each year. That plan is called the Capital Improvement Plan or CIP.

There are many benefits of having a Capital Improvement Plan. It provides an overall perspective as the development pattern of the city, and thus enables the citizens as well as the City Commission and City staff to take a long-range view of their future activities and responsibilities. It calls attention to the deficiencies of the city and stimulates action to correct them. It promotes coordination of projects across city departments and across overlapping governmental jurisdictions. It can also allow city staff to more effectively budget operating expenditures each year necessary to maintain new projects and stabilize personnel demands.

The Capital Improvement Plan is not to be confused with the Capital Improvement Budget. The Capital Improvement Budget is prepared each year in conjunction with the annual Operating Budget. It generally includes only those projects from the first year of the Capital Improvement Plan that will be funded that year.

Capital Project Defined

A capital project is defined as a project with a minimum total cost of \$100,000 with a life of at least two years. Examples include construction or expansion of public buildings, new storm and sanitary sewers, water line upgrades and extensions, the acquisition of land for public use, planning and engineering costs, and street construction.

Vehicle replacements may be included if they are grouped together such as a "replacement program."

Capital Improvement Plan Development Process

Early each year, capital project request forms are submitted by various City departments, agencies, and the public. Forms are to be submitted for all needed improvements that should be constructed or started during the next five fiscal years. The request forms include a description of the scope and justification for a project as well as a budget for anticipated costs and expected funding sources. The departments also suggests a year for the project based on priorities and needs. If appropriate, Master Plans are also used.

The projects are reviewed by the Capital Improvement Plan Review Committee made up of representatives from several departments. The Committee uses the [CIP Prioritization Guidelines](#) to determine a score for every project submitted. The scores are translated into priority rankings and a funding plan is developed for the highest priority projects. This information then is used to develop a draft a recommended Capital Improvement Plan.

The draft CIP is submitted to the Planning Commission, who reviews the Plan and ensures all projects included are consistent with the City's Comprehensive Plan, Plan 2040. The draft Capital Improvement Plan is also submitted to the City Commission for review as part of the annual budget process.

The Capital Improvement Budget is adopted along with the annual Operating Budget and contains projects from the first year of the CIP. It provides an estimate of the cost of the project as well as a breakdown of the funding sources that will be used to pay for the project.

Guidelines and Procedures

Project Request Form

Project Request Forms are used to compile the Capital Improvement Plan. They explain and justify each project to city staff, elected officials, and the public.

Guidelines for each section of the Project Request Form are provided below.

Contact Information – Contact information, including name, address, phone number and email address, for person submitting the Project should be provided.

Project Name – A name should be designated for the purpose of reference. It should be brief but should provide enough information to allow readers to distinguish between other similar projects. For instance, “6th and Wakarusa Traffic Signal” would be better than “Traffic Signal Improvement.”

Total Project Cost – The total project costs should include all costs for the project.

Type – To categorize the projects, select an option (equipment, improvement, maintenance or unassigned) from the drop-down menu.

Project Description – The description should provide sufficient detail to permit a full understanding of the nature and scope of the project by someone with little to no knowledge of the project. If the project is construction of a facility, the square footage and/or number of stories should be provided. A more detailed description of the location of the project and its relation to existing facilities or other proposed projects should also be provided.

Project Justification – Detailed reasons and rationale for the project should be provided. Statements of inadequacy must be supported by comparison with

accepted standard practice. For instance, "...construction of fire station at this location will increase area of City reachable within target response time of 6 minutes and 30 seconds or less."

Expenditure Schedule – The various components* (planning/design, land acquisition, construction/maintenance, equip/vehicles/furnishings) of project implementation should be listed as well as the total cost each year. Estimate as closely as possible all costs necessary to complete the project. Estimates are to be on the basis of present costs and should be reassessed each year.

*Planning/Design costs include research or planning/feasibility studies, preliminary and final design and engineering plans for the project. Construction/Maintenance costs should include all landscaping and inspections. Equipment costs reflect all miscellaneous equipment/furnishings to initially equip and furnish a facility.

Operational/Budget Impact – An attempt should be made to identify and quantify any net impact of the project on the operating budget for the year of the project and years following completion of the project.

Operational/Budget Schedule – The various anticipated operational/budget components (maintenance, staff costs, supplies/materials, other) of the project should be listed as well as the total cost each year.

Comments – Any additional comments not referenced above should be noted here.

Date	City of Lawrence Public Budget Calendar 2022 Budget Process (non-election)
February 8	Capital Improvement Plan (CIP) forms on website for public
	Press release on public CIP process
March 5	Public CIP Project Requests are Due
April 23	Department Operating Budget Must be Completed in OpenGov
	Outside agency requests due (Including Library, eXplore Lawrence, Arts Center scholarship request, Health Department)
May 11	Present Priority Based Budgeting Results to City Commission
June 8	Recommended CIP presentation to Commission at Work Session
June 23	Recommended CIP presented to Planning Commission
July 8	Recommended Budget is Distributed
July 13	City Manager's Recommended Budget is Presented to the City Commission at Work Session
July 27	City Commission establishes maximum expenditures; authorizes publication of 2021 Budget
	Budget materials provided to Journal World for publication Friday July 24 (more than ten days between publication and hearing).
August 10	Public Hearing on Budget – Budget Ordinance First Reading
August 17	Budget adopted by City Commission – Budget Ordinance second reading
August 18	Budget Ordinance provided to Journal World for Publication Friday, August 20
August 25	Budget submitted to County