

**AN ORDINANCE CREATING A CAPITAL IMPROVEMENTS FUND AND REPEALING ORDINANCE 1590.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BURLINGAME, KANSAS:**

**SECTION 1. FUND ESTABLISHED.** In accordance with the provisions of K.S.A. 12-1,118 as may be amended hereafter, there is hereby established a capital improvements fund, which shall be used by the City to finance, in whole or in part, any public improvement need set in the City's capital improvement plan. The moneys in such fund may be provided for by the transfer of moneys from other City funds lawfully available for capital improvement purposes including moneys in the City's federal general revenue sharing fund and general fund and by general property tax as may be authorized by ordinance.

**SECTION 2. USE FOR STUDIES.** Moneys in such fund may be used to pay the cost of engineering and other advanced public improvement plans and studies, with the fund periodically reimbursed from bond proceeds, special assessments or state or federal aid that may be available for the completed project.

**SECTION 3. PLAN OF OPERATION.** (a) The City Clerk shall submit to the Governing Body a plan of operation of the implementation of this ordinance. The City Council will approve any such plan with appropriate changes as necessary and thereafter follow the procedures outlined in such plan. Such plan will be SUBJECT TO PERIODIC REVIEW AND AMENDMENT WHEN NECESSARY.

(b) The City Clerk shall annually submit, at the same time and as a part of the annual operating budget, such proposed revenue allocations and budget transfers as may be necessary to set aside moneys to be annually reserved for future improvements, as provided in the capital improvements plan and as determined by the Governing Body.

**SECTION 4. INVESTING.** Moneys in the capital improvements fund shall be invested in accordance with the provisions of K.S.A. 10-131 and amendments thereto, with interest thereon credited to such fund.

**SECTION 5. REPEAL.** Ordinance No. 1590 is hereby repealed.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR** this 18th day of March, 1996.

Donald D. Barber  
Mayor

**Attest:**

Cheryl D. Holloway  
City Clerk

## CAPITAL IMPROVEMENT PLAN

It is the purpose of this plan to provide a framework whereby the City of Burlingame may establish for it's citizens a capital improvement fund and outline a procedure for the expenditure of such funds for public improvements. This plan is required to be flexible to meet all needs and therefore may be amended by the City Council.

### OBJECTIVES AND GOALS:

1. Provide finance mechanism for the repair, restoration and rehabilitation of existing public facilities.
2. Provide finance mechanism for the development, formation and implementation of future public facilities.
3. Provide security against possible future indebtedness and reinforcement security in the event of an emergency.
4. Provide an investment mechanism for any future capital outlays.

### ADMINISTRATION:

As with any on going process as capital improvement, it is crucial to provide administrative support and structural coordination for the achievement of capital improvement planning. The following is an outline of each unit's respective duties:

#### City Council

1. Review new proposals and existing projects with directions for any future concerns
2. Adopt guidelines regarding proposals and implementation thereof
3. Approve/disapprove proposals
4. Appoint necessary committees or citizens to assist in implementation of capital improvement proposals or ideas
5. Adopt annual plan and budget

City Clerk

1. Maintain permanent and current records of all capital improvement projects
2. Maintain permanent and current records of capital improvement fund
3. Compile annual budget based upon existing capital improvement projects, future capital improvement projects and available resources
4. Process applications for capital improvement projects and forward such to Council for review
5. Coordinate capital improvement project proposals with the long range planning committee and City Council

Long Range Planning Committee

1. Adopt 5 year plan for City and update accordingly with reviews of plan annually
2. Review Capital Improvement project proposals in conjunction with 5-year plan and make any recommendations of each as required by City Council
3. Coordinate Capital Improvement project proposal recommendations with City Planning Commission for final recommendation to be made to City Council

IMPLEMENTATION:

For the purposes of management and regulation of the capital improvement fund and to assist in the direction of capital improvement objectives and goals, the following outline is provided. These three areas are not inclusive but are mandatory areas to be addressed.

1. Inventory - The City should compile an inventory of all existing facilities and major items of equipment along with areas of service or use. This will assist in long range planning. The following 3 steps are to be followed:

- A. Preparation of existing inventory for each facility

including electric, water, sewer. Each inventory is to include the following:

- (1) List of major equipment with description of type and service, date of purchase, condition, replacement date and cost
- (2) List of distribution and supply quality and quantity of items where applicable
- (3) Outline of needs or requirements for future use

B. Maintenance of annual inventory for each facility with updates to be noted for each change in facility inventory. Each annual updated inventory shall be completed by December 31 for use in the following calendar year.

C. Outline of annual replacement possibilities and coordination with existing funds for electric, water and sewer. This list shall also reflect the listings for the equipment reserve fund under Ordinance No. 1589.

2. **Recordation of approved projects** - An annual accounting to be prepared by the city clerk and presented to city council regarding the status of each capital improvement project. This must be done annually to assist in preparation of yearly budget and to allocate funds accordingly. This will also keep council informed of the status of projects and assist long range planning committee with planning for future projects. This annual accounting is to be completed and approved prior to approval of the City's annual budget.

Each project should be classified according to one of the four areas:

- A. Begin date -
- B. On-Going -
- C. Finish date -
- D. Withdrawn/terminated -

Each listing shall contain an approximate completion date as well as the condition of the project.

3. Procedure For Adoption of future projects - With all future projects, it will be necessary to follow several steps in order to implement projects to be funded by the capital improvement outlays. This is useful for planning as well as instrumental in providing funding. Due to limited available resources, an in depth evaluation is crucial in determining whether a project should be financed as a capital improvement. The following steps are to be followed:

A. Proposal-

Initial written form required as provided by City Clerk

Each capital improvement proposal is to be assigned a number for reference

Upon form submission to City Clerk, capital improvement proposal to be submitted to City Council at next council meeting

B. Review-

Upon submission to City Council, capital improvement project proposal will be processed in one of three ways:

(1) Approve/Disapprove - Upon majority vote, City Council may approve/disapprove capital improvement project proposal. Prior to passage, City Council shall require cost evaluation pursuant to Section C.

(2) Submission to Long Range Planning Committee/City Planning Commission upon majority vote, City Council may request that the capital improvement project proposal be reviewed by the Long Range Planning Committee or City Planning Commission or both for written recommendations re: the feasibility of such proposal.

(3) Submission back to capital improvement project proposer for further information as the City Council requires prior to approval.

(4) Upon resubmission of capital improvement project proposal under subsection B(2) or B(3) above, the City Council may proceed according to B(1).

C. Cost Evaluation-

Each capital improvement project proposal must contain a projected cost of the proposal. If needed, the City Council may require submission of bids. In determining the feasibility of projects, the following areas should be addressed where applicable:

future operating cost, if any  
life expectancy and replacement cost  
government aid and grants  
tax rate and funding alternatives  
future revenue  
debt limit

D. Use Evaluation-

Each capital improvement project proposal should be evaluated for its potential use and/or benefit for the City of Burlingame. Each proposal should be evaluated on potential use, benefit, need in light of potential alternatives if available, and with regard to impact upon the City without approval of the proposal.