



## Communication to the Planning Commission

FOR THE MEETING OF: February 2, 2016

FROM: Missy Luick, Planning and Engineering Assistant

SUBJECT: Capital Improvement Program (CIP) Distribution

DATE: January 29, 2016

The draft Capital Improvement Program will be distributed as a handout at the February 2, 2016 Planning Commission meeting. At the January 20, 2016 study session, the Planning Commission discussed projects for submission into the plan.

The process timeline is as follows:

|                     |   |
|---------------------|---|
| January 4, 2016     | CIP Project Request Memo distributed to Departments via email   |
| January 31, 2016    | CIP requests due from City Staff  |
| February 5, 2016    | 1 <sup>st</sup> Draft of CIP prepared   |
| Early February 2016 | All Departments meeting regarding CIP requests submitted.<br>Attendance by any department who has a current CIP request |
| February 17, 2016   | Planning Commission receives CIP document and CIP Presentation<br>with Dept. Heads in attendance                        |
| February-April 2016 | CIP Revisions   |
| April 2016          | Planning Commission Public Hearing and final review of City CIP and<br>TCLP CIP   |
| April 2016          | 1 <sup>st</sup> City Commission review of budget  |
| May 2016            | Public Hearing on budget  |
| May-June 2016       | Budget Adoption   |
| June 2016           | Final Budget Published  |

The process is guided by a staff-led CIP committee that was formed in late 2013. Its makeup includes the City Manager, Public Services Director, City Engineer, Planning Director, Downtown Development Authority Executive Director, Light and Power Director and three Planning Commissioners, one of which is also a City Commissioner. Currently, there is a Planning Commissioner/City Commissioner representative vacancy. Because this is a staff-led committee, committee membership does not require a motion by the Planning Commission, but we wanted to include the vacancy on the agenda and discuss it at a public meeting.

Upon creation of the CIP committee, several CIP process flow charts were created to outline the CIP process, Projects eligible for submission in the CIP as well as the process that Street Projects would follow. Those flow charts are available on the CIP page on the City's website:

<http://www.traversecitymi.gov/capitalimprove.asp>

The Planning Department administers the CIP by working with all City Departments on project submissions and coordinating reports. Departments began inputting and updating projects in the CIP software in January. An upcoming staff meeting is planned in mid-February to review all of the projects submitted in the CIP to discuss project submissions and coordination.

Last year, the creation of project "categories" was new. The categories are: Capital (C), Visionary (V) or Operations and Maintenance (M). If a project has been designated as Visionary, it has been moved out to the final year of the plan 2021/2022. The definitions for the Categories are attached.

New this year, the titles have been "coded" to group like/similar projects. A project title coding document is attached.

As in the past, the CIP consists of two reports. The CIP Spreadsheet by fund and the accompanying CIP Narrative which offers project details.

New this year, the narrative report has been updated to show more detail related to each project. The narrative report now is designed to mirror the CIP project input screen. (In the past, data input into the program was not included in any of the program outputs.)

The CIP will be distributed at the Planning Commission's February 2, 2016 regular meeting and will be discussed in more detail at the February 17, 2016 study session. Staff will be in attendance to present project details. Planning Commissioners are asked to submit project information requests (please request the project by Name and ID #) to staff, so those projects of interest can be included in the February 17, 2016 presentation. The Planning Commission will schedule a Public Hearing at their March 1, 2016 regular meeting, then hold a Public Hearing on the CIP at their April 5, 2016 regular meeting.

Attachments: Category Definitions  
Project Title Coding  
CIP spreadsheet by fund (to be distributed at the meeting)  
CIP narrative in alphabetical order by project title (to be distributed at the meeting)

## Capital Improvement Program

### Project Category

Each project needs to be classified in accordance with the following definitions

- **Capital Projects-** Generally, this category includes sizable expenditures for items that are new, increases the value of an existing asset, extends the useful life of an asset beyond the original useful life, or increases the capability or capacity of an asset. The costs of these projects will be reported as a capital asset by the City.

Examples would include: building a new parking deck, a new street such as Silver Drive, reconstruction of an existing street that changes its function, constructing a new bike path, purchasing land for a park, or purchasing new playground equipment, etc. Other examples could include adding an additional floor to a parking deck, expanding a water treatment plant to provide more capacity for treating water, adding additional space to a municipal building, renovation of a municipal building that is already fully depreciated, or generally adding any functions that did not exist previously. (Note, this is not an exhaustive list.)

- **Operation and Maintenance Projects-** Generally, this category includes expenditures that are made to maintain an asset to its original condition instead of extending the asset beyond its original useful life. The costs associated with these projects will be expensed by the City.

Examples would include replacing a deck on a parking deck, replacing fixtures in a building that are part of the original cost of the building, replacing a roof on a building, replacing an elevator or heating, ventilation, or air conditioning system in a building, resurfacing or restriping of a street, etc. These expenses do not extend the useful life of an asset but merely avoid shortening the current useful life of an asset. (Note: this is not an exhaustive list.)

- **Visionary Projects-** Generally, this category includes projects that ultimately could be either Capital Projects or Maintenance Projects. However, since they are planned beyond the normal six years of a capital project plan and/or have no identifiable or secured source of funding, they are considered visionary until more certainty is obtained regarding specifics of the project.

Examples would include a civic square, an underpass, a new street where none currently exists, a roundabout, an amphitheater, etc. (Note, this is not an exhaustive list.)

## **Capital Improvement Program**

### **Project Title Coding**

Project Title- The titles are coded in order to sort like projects together. Each project title shall have a prefix according to the following:

- BB-(For all projects in Brown Bridge Quiet Area)
- BRIDGES- (For all bridge projects)
- CEMETERY- (For all Oakwood Cemetery projects)
- CIVIC-(For all projects that are civic enhancements)
- FACILITIES-(For all City-owned building improvements)
- GARAGE-(For all projects from the Garage fund)
- GEN GOVT-(For all projects that advance general government operations)
- PARK-(For all park improvement projects)
- PARKING-(For all parking related projects)
- POLICE-(For all Police Department Projects)
- SAW-(For projects related to the SAW grant)
- STREETS- (For all street improvement projects)
- TCFD-(For all TC Fire Department Projects)
- TCLP-(For all TC Light and Power projects)
- WALK-(For all trail and walkway projects)
- WW-(For all Waste Water projects)
- WATER-(For all Water projects)

In addition, for projects with multiple funding sources, the title of the project includes a + sign and the additional fund names are listed in the title. Traverse City Light and Power projects (or projects that have Traverse City Light and Power funding) that are new or changed from previously approved CIP's are noted in the project title as either "new" or "change."

Projects with an \*asterisk indicate new projects submitted for review.

Projects in bold indicate projects occurring in the first fiscal year of the plan.