What is the Capital Improvement Plan (CIP)?

- The CIP is a long-range plan for the maintenance and development of City assets and infrastructure.
- It identifies necessary present and future capital needs, determines an estimated cost, and anticipated method of financing for each project.
The Capital Improvement Plan provides:

- A comprehensive plan for capital assets that can be used in conjunction with other local and regional plans to work toward the overall strategic goals and priorities for the growth and development of the City.
- A plan which balances capital needs and the City’s financial ability to pay.
- A platform for independent and critical evaluation of each project on its own merits and how it contributes to the overall capital needs of the City.
- A central document for the Governing Body, the public, other governmental units, and the business community to view capital improvements across the City.
6-10 years:
Projects identified but no funding sources determined

1-3 years:
Projects continuing, being initiated and/or completed during the proposed operating budget year

Projects identified but no funding sources determined

4-5 Years:
Projects identified. Detailed plans will be developed as they move towards the CIB

10-year Capital improvement Plan

1-3 years: CIB

1-3 Years: Capital Improvement Budget
Projects and funding identified; plans in place for implementation in proposed year
Highlights of the CIP Policy (Res 8831):

- Property tax levy for capital improvements should be kept relatively consistent with gradual increases or decreases when necessary.
- When feasible, priority should be given to projects that will result in a reduction in operating costs.
- Enterprise funds (ex. Utilities) should generate sufficient revenue to finance their own operations and related capital projects including debt service.
- Where feasible, higher priority should be given to maintaining existing facilities and infrastructure over new construction.
Capital projects should meet at least one of the following criteria to be included in the CIP process:

- Real property acquisition
- Construction of new facilities or additions to existing facilities costing a minimum of $50,000
- Remodeling/repair of the interior/exterior of any facility exceeding $25,000
- Infrastructure projects
- Information technology infrastructure or systems that require technology components or programs costing a minimum of $50,000
- Multi-year phased projects
Capital projects are organized into seven categories:

- Neighborhoods
- Traffic
- Facilities
- Utilities
- Quality of Life
- Public Safety
- Streets
CIP Process

CIP Adopted by Governing Body

Departments evaluate capital needs

Projected capital/equipment cost estimates submitted

Finance reviews requests with individual departments

Capital requests reviewed by City Manager and Finance

CIP Policy and Financial Review in Council Meeting

Public workshop with Governing Body

Prioritized CIP sent to Governing Body

Capital requests reviewed by CIP Review Committee

CIP Council Meeting Discussion and/or Amendments

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The City uses six main funding sources for CIP projects:

- General Obligation Bonds and Short-Term Notes
- Utility Revenue Bonds
- Sales Tax Income
- Cash ("Pay-as-you-go")
- Grants
- Donations
General Obligation Debt

- City issues debt in the form of bonds and/or short-term notes that are secured by the full faith and credit of the City.
- Debt is issued for projects with expected life of 5 or more years.
- Benefit district projects cannot be permanently financed with bonds until completion and final assessment.
- The City does maintain a debt issuance policy (Res. 8818).
Utility Revenue Bonds

- This type of bond is secured by the revenue of the utility system
- Funds Utility Projects – Water, Wastewater, and Stormwater
- Utility Funds should generate sufficient revenue to finance their own operations, related capital projects, and debt service
- Utility Funds also support a senior lien on previously issued Kansas State Revolving Fund Loans (subsidized interest rate loans for public water supply system infrastructure needs)
Sales Tax

- **Citywide Half-Cent Sales Tax**
  - Authorized by K.S.A. 12-187. This funding is used for street, curb, gutter, and sidewalk replacement. Specific programs funded by this tax include: Street Projects, Alley Projects, Sidewalk Projects, 50/50 Sidewalk Projects, and Curb and Gutter Projects.

- **Countywide Half-Cent Sales Tax**
  - Authorized by K.S.A12-187(b)(1). This funding is used for projects agreed to under the Joint Economic Development Organization (JEDO) for economic and countywide infrastructure development. Authorized by voters in August 2004 (Phase I) and extended in November 2014 (Phase II). The fund is governed by interlocal agreements between the City of Topeka and Shawnee County.
Other Funding

- **Cash on Hand:** ("Pay-as-you-go") Funding is from either operational funds during the fiscal year or existing reserves
- **Grants:** Examples include Federal, State and not-for-profit foundations
- **Donations:** Monies received from private individuals and businesses
Once the Proposed 2022-2031 CIP book is submitted to the Governing Body, it will be available to the public on the City's website in the CIP section of the Finance Department page.

Past CIPs can also be found at topeka.org.
The book will include a summary list of all projects approved for the next five years, organized by funding type and project category. Individual project sheets detailing the cost and funding source of each project are the bulk of the CIP book.
Individual project sheets will show the following details:

- Project identifying information such as the name, duration, location, responsible city department, category, and contact information for the project manager.

<table>
<thead>
<tr>
<th>Project Title: SW Wanamaker Road/SW Huntoon Street/I-470 Ramps</th>
<th>Project Year(s): 2019 to 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept/Div: 1013019 - ENGINEERING</td>
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<tr>
<td>Type: Repair/Replace</td>
<td>Project Location: SW Wanamaker/SW Huntoon/I-470</td>
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<tr>
<td>Category: Street</td>
<td>Contact Phone: 368-3842</td>
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<tr>
<td>Contact Name: Linda Voss</td>
<td>Alternate Phone:</td>
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</table>

Summary of the project funding history.

<table>
<thead>
<tr>
<th>Previous Funding: $175,000</th>
<th>Total Funding: $4,400,000</th>
<th>Future Funding: $0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #: 701018.00</td>
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</tbody>
</table>

Detailed description of the project, including relevant background information.

Project Description:
This project will improve traffic operations, safety and level of service in the SW Wanamaker Road, SW Huntoon Street, I-470/Wanamaker Exit Ramp, and I-470/Winding Road Entrance Ramp areas. The existing roadway network serving the area bounded by SW Huntoon Street, SW Urish Road, SW 17th Street, and SW Wanamaker Road is operating at or near capacity at several locations. Recent traffic impact studies for proposed developments in the area have indicated further development will cause traffic operation failures of several intersections. City staff has worked with the Kansas Department of Transportation and a consultant on a Traffic Impact Study to determine geometric and intersection improvements and access control necessary to accommodate anticipated traffic from future developments and traffic growth in the area. This project will provide recommended geometric improvements to the intersection of SW Wanamaker Road and SW Huntoon Street and along SW Wanamaker Road at the I-470 Exit Ramp and I-470/Winding Road Entrance Ramp. This area is experiencing congestion and a low level of service under existing conditions. Design is expected to...
### Annual project cost breakdown and 5-year total

<table>
<thead>
<tr>
<th>Project Schedule and Estimate</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>5-year totals</th>
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<tbody>
<tr>
<td>Design/Admin Fees</td>
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<td>Right of Way</td>
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<td>Financing Costs (Temp Notes)</td>
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<td>Cost of Issuance (Rev/GO Bonds)</td>
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<td><strong>Total</strong></td>
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This section shows all funding sources.

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<tr>
<th>Amount by Source of Financing</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>5 year totals</th>
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<td>Cash</td>
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Additional capital project information can be found through the links below:

- [https://projects.topeka.org/](https://projects.topeka.org/) Dashboard designed to offer insight into the associated costs and timelines for the CIP. This information is updated daily.

- [https://performance-topeka.opendata.arcgis.com/](https://performance-topeka.opendata.arcgis.com/) Portal provides an interactive assessment of the City’s key service and budget areas. Some metrics included are part of completed or ongoing CIP projects.

- [https://performance-topeka.opendata.arcgis.com/pages/open-data](https://performance-topeka.opendata.arcgis.com/pages/open-data) Portal allows users to search, explore, and download raw data collected for city projects, transportation, utilities, as well links to county, state, and federal data.