



# **City of Killeen**

---

## **Capital Projects Policies**

**Public Works Department  
January 23, 2018**

**I. TABLE OF CONTENTS**

I. Table of Contents ..... 1

II. Introduction ..... 2

III. Capital Improvements Program (CIP)..... 2

    A. CIP Purpose and Adoption ..... 2

    B. CIP Development Process ..... 2

    C. Capital Projects Budget ..... 3

IV. General Project Requirements..... 4

    A. Project Management ..... 4

    B. Capital Projects Review Committee ..... 4

    C. Design and Construction ..... 4

V. Nondiscrimination in Capital Projects ..... 4

DRAFT

## **II. INTRODUCTION**

The City of Killeen capital projects policies set forth the basic framework for the planning, development, funding, and construction of capital improvement program projects for the City. These policies were developed within the parameters established by applicable provisions of the Texas Local Government Code, the City of Killeen Charter, and adopted City of Killeen master plans. The policies are intended to assist the City Council and City staff in maintaining long-term commitments to the development, design, and construction of a capital improvements program. This policy will be reviewed on an annual basis with the adoption of the Capital Improvements Program. Upon adoption of these capital project policies, the City Council authorizes the City Manager to interpret the policies, implement all policies, and manage the City within the boundaries of the policies.

## **III. CAPITAL IMPROVEMENTS PROGRAM (CIP)**

### **A. CIP PURPOSE AND ADOPTION**

The City of Killeen Capital Improvements Program shall be a 5-year planning document adopted on an annual basis in conjunction with the Capital Projects Budget to identify new construction, repairs, renovations, and rehabilitation of existing facilities, real property acquisitions, city owned utilities/infrastructure, and other capital projects as defined by the City of Killeen Financial Policies.. The Capital Projects Plan shall identify available resources for project funding along with potential impacts on future operating budgets. To that end the program is expected to:

- Increase opportunities to obtain funding from outside sources, such as state and federal government;
- Assist in the planning, budgeting, and coordinating the operation and capital efforts of various City Departments;
- Provide a rational basis by having supporting public capital commitments; and
- Result in a more favorable bond rating by giving evidence of effective management.

### **B. CIP DEVELOPMENT PROCESS**

Projects inside the CIP will be identified in either a short-range project or long-range project. Projects in the short-range category are expected to begin design or construction within the next 0-5 years. Furthermore these projects have an

identified funding source for all or a portion of the project. Those projects identified as long-range projects do not have an identified funding source and/or are not anticipated to begin design/construction within the coming 5 years.

Project prioritization will be largely based on the adopted master plans for each respective project category. In the instance no adopted master plan exists projects will be prioritized based on studies performed by consultants and City staff. City Council may adjust priorities annual with the adoption of the plan. Generally, projects will be prioritized as follows:

- Tier 1
  - clear and present danger to the public; or
  - contractual obligation; or
  - written commitment of grant funding.
- Tier 2
  - Documented cost savings; or
  - probable grant commitment; or
  - other justified need.
- Tier 3
  - future cost avoidance; or
  - planned improvements; or
  - significant improvement of service.

All short-range CIP projects will include the following information:

- estimation of the impact of the project on the annual operating budget;
- estimated project schedule;
- project description generally including the type of improvements and limits of construction;
- project justification based on providing a basic service, improving or rehabilitating deteriorated facilities, reducing costs, promoting jobs or benefiting a large population segment or a target area of the City;
- project costs; and
- source of funding.

## C. CAPITAL PROJECTS BUDGET

At the beginning of the capital projects budget process each year, the City Council will review the capital projects policies and have strategic discussions to determine the City Council's priorities. The City Council will provide the City Manager specific direction of their priorities.

Departments shall submit their capital project budgets to the City Manager within fiscal parameters provided by the City Manager’s Office. Departments will focus on capital projects that have been identified inside of their respective master planning documents as well as those identified in the City Council priorities.

#### **IV. GENERAL PROJECT REQUIREMENTS**

##### **A. PROJECT MANAGEMENT**

Every CIP project will have a qualified project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

##### **B. CAPITAL PROJECTS REVIEW COMMITTEE**

A committee will be organized by the City Manager or designee to review project proposals, determine project phasing, recommend project managers, review and evaluate the draft CIP budget document, and report CIP progress on an ongoing basis.

##### **C. DESIGN AND CONSTRUCTION**

All capital improvement projects shall be designed and constructed in accordance with all applicable local, state, and federal laws and regulations.

#### **V. NONDISCRIMINATION IN CAPITAL PROJECTS**

The City of Killeen (COK), Texas, as a recipient of Federal Financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, assures that no person shall, on the grounds of race, color, sex, religion, handicap/disability, age, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Killeen further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded.

In the event the City of Killeen distributes federal aid funds to another entity or contractor, the City of Killeen will include Title VI language in all written agreements and will monitor for compliance.

The City Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other City of Killeen responsibilities as required by 23

CFR 200 (Title VI Program and Related Statutes) and 49 CFR 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation).

DRAFT