

**CITY OF OVERLAND PARK
INTRACITY COMMUNICATION
FINANCE, BUDGET AND ADMINISTRATION DEPARTMENT**

September 10, 1996

To: James Cox, DPa
Bob Lowry, DPW
Roger Peterson, DPDS
Chief Bill Jahnke
Chief John Douglass

From: Cathy Farmer, SrA

Re: 1998 - 2002 Capital Improvements Program

Attached you will find the 1997-2001 Adopted CIP, 1998-2002 CIP calendar, 1998-2002 Project Revision Form, and 1998-2002 Project Addition Form. Please review the projects in the 1997-2001 Adopted CIP for any changes in timing, funding amounts or funding sources. Provide any revisions to existing projects only to me by **Tuesday, September 24th**. In addition, include information for projects which are not found in the 1997-2001 CIP but have been approved by the Governing Body.

Information about new projects (which have not yet been approved) is due by **Monday, October 21st**. If information is available prior to this deadline please submit earlier so projects can be incorporated as information becomes available. A Project Addition Form is provided to aid in the development of new project estimates and should be completed for each new project to be included in the 1998-2002 CIP.

If you have any questions please call me at extension 6158.

cc: Don Pipes, CM
Alan Sims, ACM
Kristy Cannon, DFBA
Garry Metcalf, CTE
Phil Piatt, CE
Ralph Lewis, ACTE

**CITY OF OVERLAND PARK
1998 – 2002 CAPITAL IMPROVEMENTS PROGRAM
PROCESS**

<p>1996 September 10 - September 24</p>	<p>Distribution of 1997-2001 Capital Improvements Program (CIP) as adopted during 1997 Budget process to Department Directors for cost estimate updates and other revisions to existing projects. The revised 1997-2001 CIP is used as the base document in the development of the 1998-2002 CIP. Staff review of 1998-2002 CIP process, financial planning assumptions, standards and trends.</p>
<p>October 8</p>	<p>Distribution of initial CIP packets (base plan and final calendar) to Council, Planning Commission and Staff.</p>
<p>October 14</p>	<p>Planning Commission Public Hearing on the 1998-2002 CIP at 1:30 P.M. Public hearing at 7:30 P.M. in Council Chambers at City Hall on the 1998-2002 CIP.</p>
<p>October 16</p>	<p>FAED Committee review and consideration of financial planning assumptions, standards, trends, Governing Body Resolutions and preliminary CIP text for recommendation to the Committee of the Whole.</p>
<p>October 21</p>	<p>Deadline for Governing Body, Planning Commission and staff to submit suggested additions and changes to the 1998-2002 CIP.</p>
<p>November 18</p>	<p>Committee of the Whole meeting. Review of FAED Committee recommendations regarding Governing Body Resolutions and financial Planning assumptions, standards, and trends. Review of current and forecasted development activities. Distribution of Goal Area Committee packets</p>
<p>November 25 -December 16</p>	<p>Review and discussion of goal area projects by three City Council Committees (Public Safety, Public Works, and Community Development). Reviews held at regular scheduled committee meetings and open to the public and media. Upon conclusion of the reviews, recommendations made by each committee to the Committee of the Whole.</p>
<p>December 17 -January 9</p>	<p>Staff review of Goal Area Committee action regarding 1998-2002 CIP.</p>
<p>December 23</p>	<p>Distribution of 1998-2002 recommended CIP for prioritization by Governing Body.</p>
<p>1997 January 13</p>	<p>Planning Commission review of 1998-2002 CIP Goal Area Committee recommendations. Committee of the Whole review of 1998-2002 CIP Goal Area Committee recommendations and Governing Body prioritization.</p>
<p>February 10</p>	<p>Planning Commission Public Hearing on proposed 1998-2002 CIP. Public hearing at 7:30 P.M. in Council Chambers at City Hall to hear questions and comments on The CIP from individuals, agencies or associated groups.</p>
<p>March 3</p>	<p>Governing Body adoption of 1998-2002 CIP for budget planning purposes.</p>