

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
SEPTEMBER 16, 2025 AGENDA**

Subject:	Type:	Submitted By:
UPDATE COUNCIL POLICY STATEMENT 116 – CAPITAL IMPROVEMENT PROGRAM	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MEG HARRIS FINANCE DIRECTOR

SYNOPSIS

A resolution has been prepared to amend the Capital Improvement Plan (CIP) policy. It was last amended in November 2006.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

The CIP Coordination Team is proposing a change to our current Capital Improvement Plan (CIP) review process. We recommend moving from an annual review to a biennial (two-year) cycle, which would be synchronized with the long-range financial forecast.

This change is designed to enhance the efficiency and strategic focus of our capital planning. By aligning the CIP review with the biennial forecast, we can achieve greater clarity on funding sources and resource availability. This will, in turn, facilitate a more streamlined and effective preparation of the biennial capital budget.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AN AMENDMENT TO A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, an amendment to a Council Policy Statement "Capital Improvement Program" has been recommended; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the amendment to Council Policy Statement 116 – Capital Improvement Program and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 16TH DAY OF SEPTEMBER 2025

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Rachel D. Carl, CMC
City Clerk

Capital Improvement Program

Introduction

The Capital Improvement Program (CIP) for the City of La Vista is a five-year plan that systematically examines the city's infrastructure and capital needs. The CIP shall be reviewed on an annual basis and updated biennially to reflect the changing needs of the community and changes in available monies for financing capital projects. The CIP is considered a major financial planning and policy tool for the Mayor and City Council that lists the capital improvement projects, places the projects in a priority order, and schedules the projects for funding and implementation. The CIP is a planning document and does not authorize or fund projects.

Capital Improvement Program Objectives

1. To forecast public facilities and improvements that will be needed in the near future.
2. To anticipate and project financing needs in order to maximize available federal, state, county, and grant-related funds.
3. To promote sound financial planning.
4. To avoid dramatic fluctuations of the tax rate.
5. To focus attention on and assist in the implementation of established community goals as outlined in the Comprehensive Plan.
6. To meet the strategic goals set by the Mayor and City Council.
7. To serve as a guide for local officials in making budgetary decisions.
8. To balance the needs of new development with those of the existing community.
9. To promote and enhance the economic development of the City of La Vista.
10. To strike a balance between needed public improvements and determine the financial capability of the City to provide for these improvements.
11. To provide an opportunity for residents to voice their requests for community improvement projects.
12. To provide for improvements in a timely and systematic manner.

CIP Projects

The CIP Plan will identify all major capital projects in which the City is involved. The following criteria are a general guide to distinguish among projects that should be included or excluded from the CIP. For the purpose of the CIP, a project is generally defined to be a project that possesses the following characteristics:

- Items with a cost and useful life as stated in the Capital Asset Policy.
- An expenditure that is classified as a fixed asset.
- Involves the skills and construction needs beyond those needed for general repair and maintenance projects.

City of La Vista

Council Policy Statement

Capital Improvement Program

Capital Improvement Projects include:

- Obligations for labor, materials, and contractors involved in completing a project.
- Acquisition of land or structures.
- Engineering or architectural services, professional studies, or other administrative costs related to the project.
- Construction, renovation, replacement, or expansion of City facilities, grounds, or equipment.

Capital projects should:

- Support City Council strategic priorities and goals and be consistent with the City of La Vista's Comprehensive Plan.
- Prevent the deterioration of the city's existing infrastructure and protect its investments in parks, streets, buildings, and utilities.
- Encourage and sustain economic development in La Vista.
- Respond to and anticipate future growth in the city.
- Increase the efficiency and productivity of city operations.

Upon the evaluation and final analysis of all proposed capital improvement projects, the City Administrator is responsible for the preparation of the forthcoming biennial Capital Improvement Plan for the City Council review and adoption.

Budget Preparation

The biennial Capital Budget shall evolve from the Capital Improvements Program. Capital project expenditures must be appropriated in the capital budget. A funding source and resource availability shall be presented to the City Council at the time a project is presented for funding. The City's Capital Budget is to be prepared biennially in conjunction with the biennial operating budget on a fiscal year basis to ensure that capital and operating needs are balanced against each other. Projects approved for funding from the CIP will be recommended in the Capital Budget.

Procedure for Biennial Capital Improvement Plan

A. Initiation

Requesting Department

1. Creates a list of the various capital improvement projects to be considered.
2. Verifies that projects meet the definitions of the previously defined CIP policy.
3. Prepares details for each project and submits the project request to the CIP Coordination Team
4. Prioritizes each proposal using the CIP Evaluation Criteria.

B. Review

CIP Coordination Team

City of La Vista

Council Policy Statement

Capital Improvement Program

A CIP Coordination Team is a cross-departmental team that participates in the review and recommendation of the CIP program to the City Administrator. The Team will review proposed capital projects in regard to congruence with City objectives and prioritize projects in accordance with the adopted criteria. The CIP Team will be led by the finance department and will include members from Finance, Administration, Public Works, Community Development, and Engineering.

Managing Directors

1. Review the Capital Improvement recommendation of the CIP Coordination Team.
2. Provide feedback to the CIP Coordination Team and the City Administrator.

City Administrator

1. Reviews the Capital Improvement recommendation of the CIP Coordination Team.
2. Finalizes recommendation and formulates an updated Capital Improvement Plan.
3. Presents the Budget and Capital Improvement Plan to the Mayor and City Council.

3. Implementation

Planning Commission

1. Holds a public hearing to review project priority from a professional planning perspective.
2. Makes a recommendation to the City Council regarding the proposed Capital Improvement Plan.

City Council

1. Holds a public hearing to review and prioritize projects from a budgetary and affordability perspective, as well as examining the need and priority of the projects themselves.
2. Adopts the Capital Improvement Plan by resolution.