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COMMUNITY DEVELOPMENT

MEMORANDUM

Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement

**To:** Planning and Zoning Commission  
**From:** Andrew Fangman  
**Date:** January 14, 2014  
**Re:** Distribution of the Initial Draft of the 2014 City of Muscatine Capital Improvement Plan

**INTRODUCTION:** The initial draft of 2014 City of Muscatine Capital Improvement Plan can be downloaded at <http://www.muscatineiowa.gov/DocumentCenter/View/10252> At the January 14, 2014 meeting of the Planning and Zoning Commission this document will be distributed, and overview of the content, structure, purpose, and process to create and adopted a capital improvement plan will be given. At a future meeting the Commission will make recommendations on desired changes and an overall recommendation on the proposed Capital Improvement Plan

**BACKGROUND:** Capital improvement planning is the planning, coordination, and scheduling of public physical improvements for a community over a period of years. The scheduling is developed according to priorities based upon need, desire and importance of such improvements to the community within the constraints of the city's ability to finance as well as implement and administer the projects. As such, the Capital Improvement Plan is a legislative and management tool to facilitate the scheduling, planning and execution of a series of public improvements over a five-year period. A five-year Capital Improvements Plan is required of Iowa cities by state law.

For the purpose of this plan a capital improvement project is defined as any major non-recurring expenditure, or any expenditure for physical facilities, in excess of \$25,000.00. Examples of capital improvements include:

- Construction, reconstruction, improvement or rehabilitation of public facilities and public works; and site or other improvements such as streets and alleys, sewers, airports, drainage facilities and park and recreation facilities, etc.
- Purchase of fixed or wheeled equipment.
- Demolition activity.
- Publicly financed assistance for housing rehabilitation.
- Street, sewer and property improvements.
- Neighborhood improvement projects, including efforts in designated urban revitalization areas.
- Routine replacement of vehicles or equipment is not considered a capital

improvement project in the context of this Capital Improvements Program

The projects contained in this initial draft of the Capital Improvement Plan were submitted by the various City departments. All submitted projects have been included in this initial draft. However the costs of all desired capital improvement projects are likely to exceed the resources available to the City over the next five years. For this reason a scoring mechanism has been developed as a tool to assist in the prioritization of proposed capital improvement projects. These prioritization scores helped guide the creation of this capital improvement plan (CIP) and are a tool that will assist in making decisions regarding adjusting the CIP in the future due to either increases or decreases in amount of funds available for capital improvements. All projects were scored on nine equally weighted questions regarding the benefit of, need for, and costs of each project. These scores were then totaled to form the overall prioritization score.

There are nine questions that were answered for each proposed project and point value were assigned to each answer. The guiding principle for these questions is that highest prioritization is given to project that can be demonstrated to be necessary to preserve:

- The fiscal well-being of the City
- Existing levels of
  - Public safety
  - Health
  - General welfare
  - Quality of life
- Existing jobs
- Existing City assets in working order
- Current level of City services

These nine questions also place a high priority on projects that can be demonstrated to:

- The project is necessary to fulfill a State or Federal mandate or to comply with State or Federal regulations
- Implement one or more goals of the Comprehensive Plan, which was developed with extensive public input
- Directly benefit all or a very high percentage of those living in Muscatine

It should also be noted that a number of projects contained placeholder information in both terms of cost and timing, because detailed information is not yet known. As this information becomes available the plan will be refined to reflect this additional information.

The next step in the CIP process will be for the Planning and Zoning Commission to review and make recommendations of the draft CIP. At a future meeting of the City Council the recommendations of the Planning and Zoning Commission will be presented, and the City Council will then make any desired changes to the draft Capital Improvement Plan. This amended CIP will then be presented to Council for adoption after a public hearing.