



PLANNING COMMISSION STAFF REPORT

PC MEETING DATE: JUNE 28, 2010

ITEM FOR PLANNING COMMISSION CONSIDERATION:

Consideration of the 2012-2015 Capital Improvement Program and a finding of consistency with the Comprehensive Plan of the Capital Improvement Program and the 2011 Capital Improvement Budget.

I. RECOMMENDED ACTION:

By motion:

- 1. Recommend approval of the 2012-2015 Capital Improvement Program; and**
- 2. Adopt a resolution finding that the 2011 Capital Improvement Budget and 2012-2015 Capital Improvement Plan are consistent with the Comprehensive Plan.**

II. BACKGROUND

Each year, the City Manager makes a recommendation to the City Council regarding the Capital Improvement Budget (CIB) for the upcoming year. The Planning Commission is responsible for reviewing the Capital Improvement Plan (CIP) and making a recommendation to the City Council. The Commission is also responsible for ensuring that the CIB and the CIP are consistent with the Comprehensive Plan.

An overview of the proposed CIB and CIP was provided to the Commission at the June 14, 2010 study session.

Finance Manager, Chris Regis will be present to answer questions.

III. BASIS OF RECOMMENDATION

A. POLICY

- The CIB/CIP is the City's immediate budget and five-year plan for making investments in publicly owned facilities and infrastructure.

B. CRITICAL ISSUES

- The Planning Commission is being asked to recommend approval of the CIP and to adopt a resolution finding that the CIB and the CIP are consistent with the Comprehensive Plan.

C. FINANCIAL

- See the CIB/CIP document attached.

D. LEGAL

- The Planning Commission is required by City Charter to prepare and recommend a CIP for inclusion in the annual budget message of the City Council.
- The Planning Commission is required by State Statute to review all proposed capital improvements within the City and make written findings to the City Council for consistency with the Comprehensive Plan.

IV. ALTERNATIVE RECOMMENDATION(S)

- Recommend approval of the CIP with changes.
- Do not recommend approval of the CIP and determine that the CIB is not consistent with the Comprehensive Plan.

V. ATTACHMENTS

- Resolution
- Richfield City Charter, Chapter 7, Sections 7.05 and 7.06, Subd. 2(i)(iii) and Minnesota Statute, Section 462.356, Subd. 2
- 2011 Capital Improvement Budget and 2012-2015 Capital Improvement Program

VI. PRINCIPAL PARTIES EXPECTED AT MEETING

- Chris Regis, City Finance Manager
- Representative of the City Engineering Department

RESOLUTION NO. _____

**RESOLUTION OF THE RICHFIELD PLANNING COMMISSION
FINDING THAT THE 2011 CAPITAL IMPROVEMENT BUDGET AND
2012-2015 CAPITAL IMPROVEMENT PROGRAM
ARE IN CONFORMANCE WITH THE COMPREHENSIVE PLAN**

WHEREAS, the Planning Commission has reviewed the Comprehensive Plan regarding the proposed capital improvements in the 2011 Capital Improvement Budget and 2012-2015 Capital Improvement Program; and

WHEREAS, the Planning Commission has found that the proposed capital improvements would be consistent with the City's Comprehensive Plan,

NOW, THEREFORE BE IT RESOLVED, that the Planning Commission finds that the proposed capital improvements found in the 2011 Capital Improvement Budget and the 2012-2015 Capital Improvement Program are in conformance with the City's Comprehensive Plan.

Adopted this 28th day of June, 2010 by the Planning Commission of the City of Richfield, Minnesota.

CITY OF RICHFIELD, MINNESOTA

Rick Jabs, Chairperson

ATTEST:

Thomas Rublein, Secretary

**CHAPTER 7
RICHFIELD CITY CHARTER**

TAXATION AND FINANCES

Section 7.05. Preparation and Submission of Annual Budget. At a special budget meeting of the Council on or before September 15, the City Manager must submit to the Council a proposed budget and a budget message in the form and containing the information specified in Section 7.06. In preparing the budget and the budget message, the Manager must obtain from City department heads information regarding (i) proposed expenditures for the ensuing fiscal year, and (ii) capital projects and capital expenditures proposed to be undertaken in the ensuing budget year and in the following four fiscal years. The Council must hold one or more informational meetings on the proposed budget at which the public may provide comments and may thereafter revise the proposed expenditures and capital projects contained in the proposed budget document. (Amended Bill 1990-13; Bill No. 2003-23)

Section 7.06. Form of Annual Budget. Subdivision 1. The budget must contain a financial plan for the ensuing fiscal year. The financial plan must include: (i) a budget message, (ii) a general summary of the financial plan, (iii) estimates of revenues applicable to proposed expenditures, and, (iv) proposed expenditures. Proposed expenditures may not exceed proposed revenues. Proposed expenditures for the general and special revenue funds must (i) be listed by organization, unit or activity, and (ii) be in parallel columns opposite the major and minor object of the expenditure showing the amount of expenditure for the last fiscal year, the amount estimated for the current fiscal year and the proposed expenditure for the ensuing fiscal year. The revenues attributable to each general and special fund must be presented in a similar manner. The statement of revenues must include the source of and amount of miscellaneous revenues, the amount of surplus of prior fiscal year revenues, and the amount of revenues raised by property taxes in the prior fiscal year and estimated to be raised in the current fiscal year. (Amended Bill 1990-13; Bill No. 2003-23)

Subd. 2. The Budget Message. The budget message may be submitted by the Manager as a separate document but it must accompany the budget. The message must contain the following elements: (Amended Bill No. 2003-23)

(ii) Capital Improvements. The message must contain a description of pending and proposed capital projects together with estimates of the costs of those projects and the sources of funds to be used to pay for them. (Amended Bill 2003-23)

(iii) Capital Program. The message must contain, or have attached to it, a Capital Project Plan for the four fiscal years following the fiscal year of the budget. The Capital Project Plan is to be prepared by the Manager after consultation with the department heads and any informational meetings conducted under Section 7.05. (Amended Bill 1990-13; Bill No. 2003-23)

**462.356 Procedure for plan effectuation; generally.
Minnesota State Statute**

Subd. 2. Compliance with plan. After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.