



# Capital Improvement Program Process

City Council  
October 6, 2014

# City Council Goals

- ∞ Maintain and enhance the City's infrastructure
- ∞ Undertake programs and advance projects promoting sustainable economic development, including transforming San Leandro into a center for innovation
- ∞ Support and implement programs, activities and strengthen communication that enhance the quality of life, including wellness, in San Leandro and promote a sense of community and civic pride

# Capital Improvement Program

## Systematic

- Collect project ideas
- Prioritize needs
- Coordinate efforts
- Anticipate funding and resources
- Present information
- Plan for the future

## Collaborative

- Engineering and Transportation
- All City Departments
- City Manager's Office
- City Council



# Capital Improvement Project



- ∞ Any work on City-owned, leased, or operated facility
- ∞ Initial value of more than \$50,000
- ∞ Maintenance vs. Enhancement projects



# Prioritize Needs

## ∞ CIP Committee

- Comprised of Department heads
- Members rate each project based on need and benefit
- Cost is not considered
- Ratings are aggregated producing a priority ranking
- Follow up meetings for discussion and adjustment of the ranking

## ∞ City Council

- Provided CIP Committee rankings
- Projects are rated based on need without costs
- The results of the ratings establish project ranking
- Council has an opportunity to discuss and change rankings at a work session



# Cost Estimating

- ☞ Highest ranked projects receive detailed scopes of work
  - Discussions with the requesting department
  - Research of the detail components
  - Permitting that might be required
- ☞ Cost estimate to deliver a completed project
- ☞ Requires a significant time commitment by staff
- ☞ Public Works Services provides opinion on maintenance costs impacts



# Allocate Funding

- ☞ Finance Department provides information on available monies from each fund
- ☞ Anticipated grant funds are added
- ☞ Funds are applied to the highest ranked projects
- ☞ Meet with the City Manager to review the proposed program



# Presenting Information



- Proposed projects are incorporated into the draft budget document
- CIP Program is presented to City Council as part of the proposed budget
  - Council has the opportunity to discuss the proposed list and to make changes that are deemed necessary.
- Final CIP Program is included into the final budget document and approved in the City Budget





# Next Steps

- ☞ Submission of Project Requests – September 2014
- ☞ CIP Committee Prioritization – October 2014
- ☞ Scopes & Estimates - November 2014 – January 2015
- ☞ City Council Prioritization – January 2015
- ☞ Fund Balances from Finance – January 2015
- ☞ Allocation of funds – February 2015
- ☞ Draft Program – March 2015
- ☞ Presentation to City Council – March 2015