



## Legislation Text

---

**File #:** 12-603, **Version:** 1

---

Staff Report for Discussion of the Capital Improvement Program Process

### **SUMMARY AND RECOMMENDATIONS**

Staff seeks recommendations from the City Council on the process by which the City Council will set priorities on Capital Improvement Projects for the upcoming 2013-2014 and 2014-2015 Biennial Budget Process.

### **BACKGROUND**

For each budget year, the Engineering and Transportation Department coordinates the development of a Capital Improvement Program (CIP) as part of the budget process. The key components of the process include: submittal of project requests; staff prioritization by department heads (CIP Committee); prioritization by City Council; preparation of detailed scopes of work and cost estimates; determination of available funding; creation of a preliminary program; and approval of the program by City Council as part of the budget process.

For over 20 years, this general process has remained much the same, however, each year procedures are reviewed and modified as necessary to improve the process and to coordinate with the City's budget process. For example, as part of the 2012-13 Budget Process, questions were raised regarding the process City Council was using to set priorities for potential projects.

### **Analysis**

The Capital Improvement Program process has commenced for the 2013-2014 and 2014-2015 Biennial Budget. Project requests have been received and a staff recommended priorities list was created by the CIP Committee. If the City Council desires to continue with the existing process, the next step will be for the City Council to review the potential projects, project information, and the CIP Committee prioritization. From that information, individual City Councilmembers will rate each project and return their ratings to staff by the end of the day, Friday January 25<sup>th</sup>. Following the individual rating, staff will summarize the City Councilmember priority list of projects. Then, City Council will meet at the work session on January 28<sup>th</sup> to discuss the results and to make any modifications that it deems appropriate.

Ratings are done based on the merits of each project and not based on cost or potential funding sources. This process provides direction to staff as to the City Council's vision for major projects, a statement to the public as to the importance placed on various project types, and acts as a guide when seeking grants or lobbying opportunities.

It is important to revisit the process from time to time to discuss its merits and issues. Recommendations made to staff regarding this process will be incorporated into future processes.

**ATTACHMENT(S):**

None.

**PREPARED BY:** Ken Joseph, City Engineer, Engineering and Transportation Dept.