



**Request for City Council Committee Action  
From the Finance & Property Services Department**

Date: March 30, 2015  
To: Ways and Means Committee  
Referral to: None

**Subject: 2016 – 2020 Capital Budget Process Information**

**Recommendations**

Receive and file the attached 2015 CLIC Schedule and 2015 CLIC Capital Guidelines with capital budget submissions due on April 9, 2015.

**Previous Directives**

None

Prepared/Submitted by Michael Abeln, Director, Capital & Debt Management, 673-3496

Approved by: Kevin Carpenter, Chief Financial Officer \_\_\_\_\_

Spencer Cronk, City Coordinator \_\_\_\_\_

Presenters in Committee: Michael Abeln, Director, Capital & Debt Management

**Financial Impact** (Check those that apply)

- No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain): Capital Budget schedule and funding direction
- Request provided to the Budget Office when provided to the Committee Coordinator

## **Background/Supporting Information**

The attached 2015 CLIC Schedule for the 2016 - 2020 Capital budget process has been developed and agreed to by the Chair and Vice Chair of the Capital Long-Range Improvement Committee (CLIC).

The capital process will be administered by Michael Abeln, Director of Capital and Debt Management/Executive Secretary of CLIC from the Finance & Property Services Department and his assistant Jeffrey Metzen.

### **2015 CLIC Schedule Highlights:**

CLIC will convene their first meeting on Tuesday April 7th. Capital budget requests from submitting agencies will be due April 9th. A joint public hearing between CLIC and the Planning Commission will be held on June 4th at 4:30 p.m. The main body of CLIC will finalize their capital recommendations on or around June 23rd. The CLIC Report will be completed and distributed on or before July 8th. The Executive Committee will present their recommendations to the Mayor on July 9th.

### **2015 CLIC Capital Guidelines and CLIC Appointments:**

The 2015 CLIC Capital Guidelines which are used as a basis for rating capital budget requests are also attached for your information. The rating categories are consistent with prior years with a new emphasis on racial equity and equality of service delivery across all sections of the City.

### **2016 - 2020 Capital Process:**

For this year's five-year capital plan, departments are encouraged to submit proposals that fully fund their needs for projects and for which the work can be completed in the year(s) requested. As a general rule, projects in the previously adopted five-year plan should remain within the years funding has been approved. Projects requested but not approved in the currently adopted five-year capital improvement program may be submitted as a 2020 project along with any new projects. If a submitting agency needs to move funding on a previously approved project within different years of the program, they should explain the need in the capital budget request and consider pro forma impacts and funding source impacts. Capital Budget Requests should request funding according to when anticipated expenditures will be incurred and how those expenditures will be funded by revenue sources such as bonds, grants, enterprise revenue or any other funding source.

### **Net Debt Bond Resource Direction:**

For 2016 – 2019, the currently adopted capital budget has annual net debt bond allocations ranging from \$28.5 - \$30.8 million. For the 2016 – 2020 five-year capital plan, the Finance & Property Services Department is recommending the CLIC Committee program annual net debt bond amounts of \$29 - \$32 million per year with a maximum total allocation of \$155 million.