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**CITY OF SAINT PAUL CAPITAL IMPROVEMENT BUDGET COMMITTEE**

# **Capital Improvement Budget 101**

**Presentation to City Council April 3, 2024**

# Introduction and Objectives

## What is CIB?



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# Introduction and Objectives

## Overview

- Capital Improvement Budget Committee
- Capital Improvement Budget
- Annual Process / Calendar



# Introduction and Objectives

## Learning Objectives

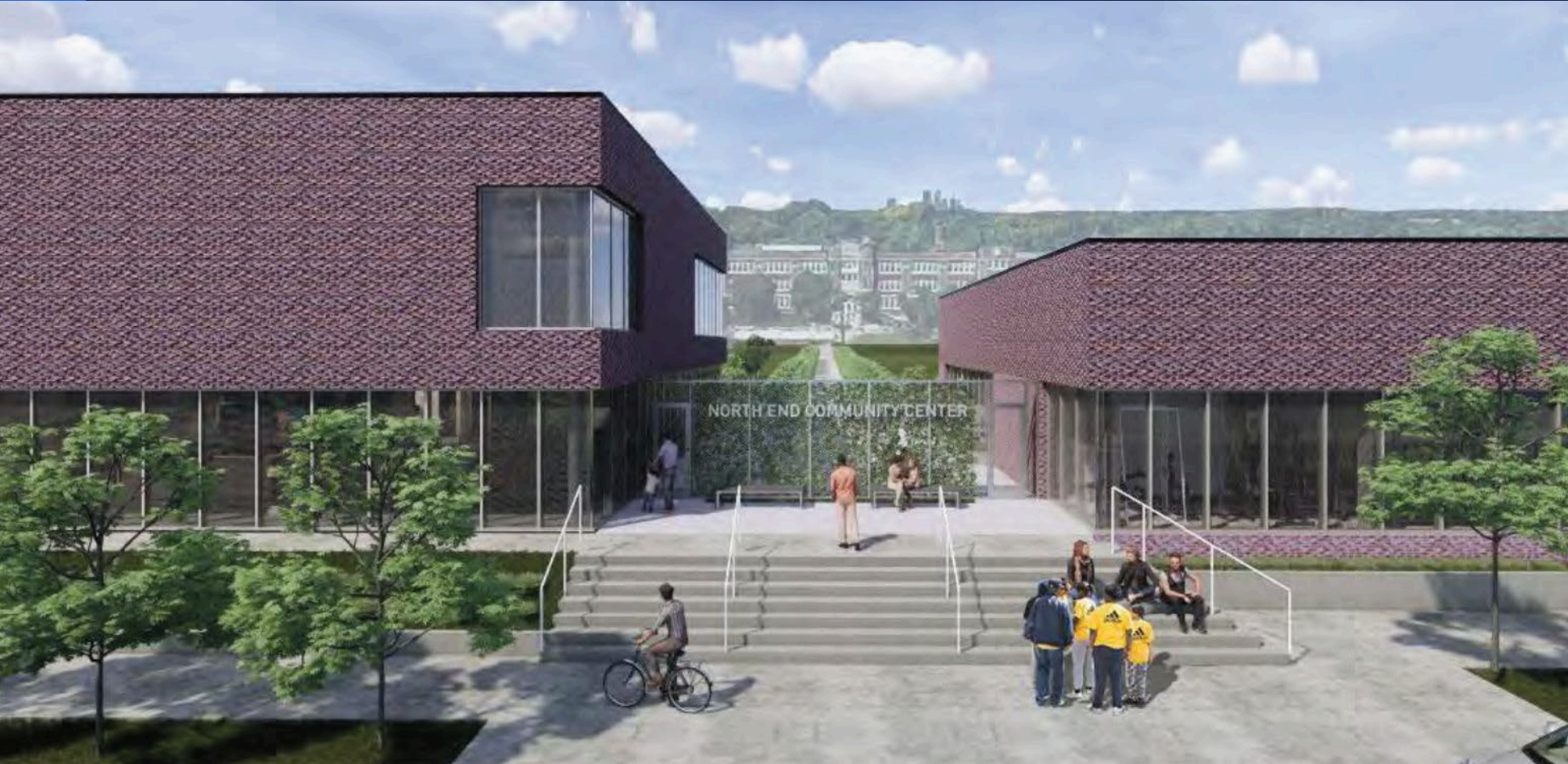
Following this session, I hope you will be able to...

- describe the **Capital Improvement Budget Committee**, provide examples of the work they do, and know how to encourage and help residents in the membership application and appointment process.
- find information about major revenues, annual programs, and understand the basic structure of the **Capital Improvement Budget**.
- describe the **annual Capital Improvement Budget processes** and be able to share with city residents the current budget process.
- name at least three **resources for seeking more information** or help to understand Capital Improvement budgets, programs, or regulations, and will be aware of the longer timeframe sometimes needed to research questions when asked.





# North End Community Center Roof Raising





# Fire Station 7 Groundbreaking

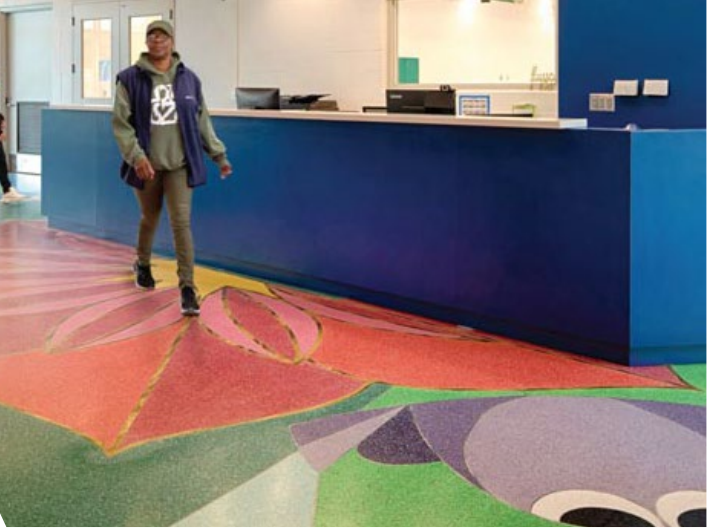


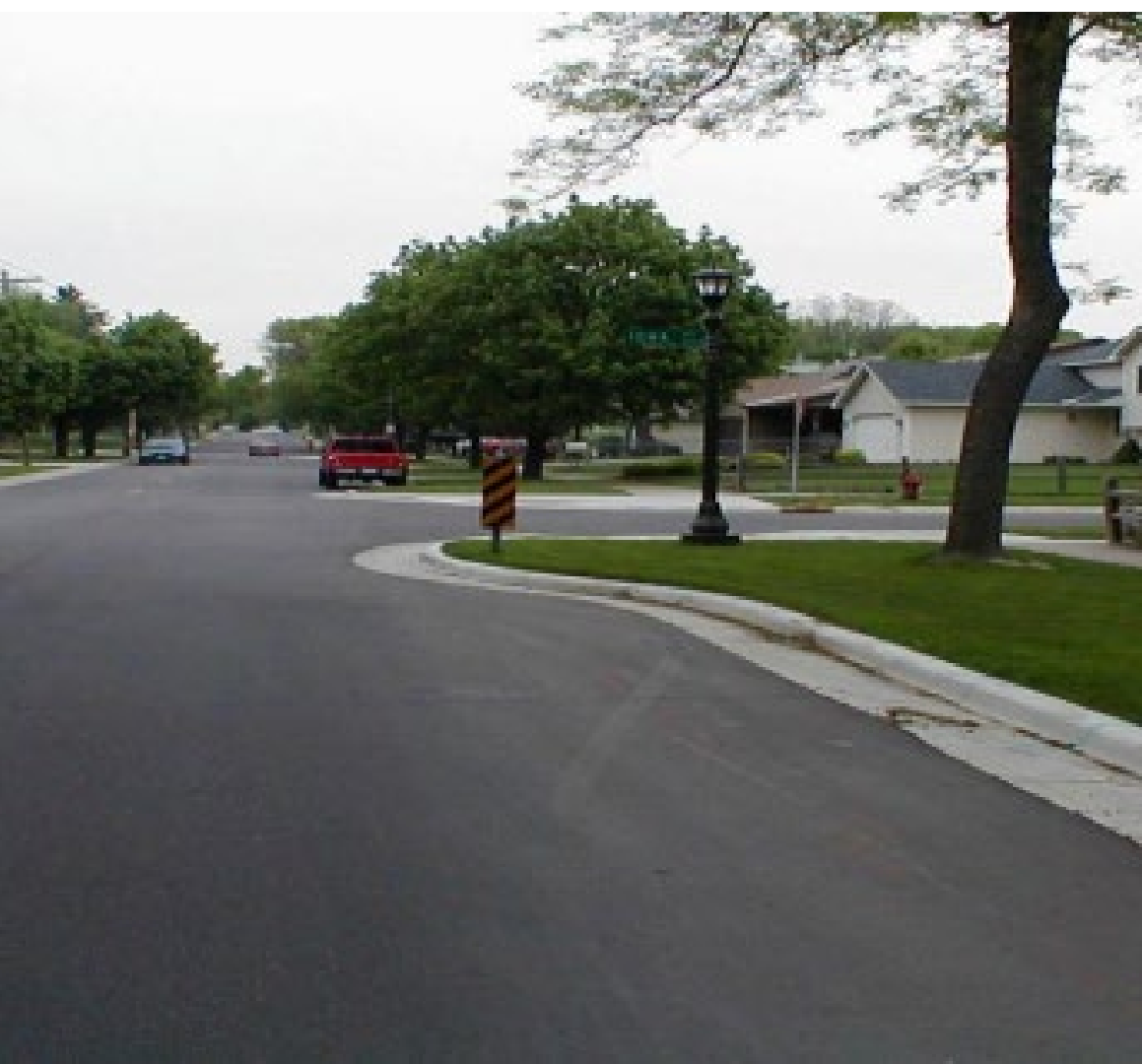
GLEN STUBBE, STAR TRIBUNE



**FROGTOWN**  
COMMUNITY CENTER

230







# Capital Improvement Budget Committee

## Overview



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# Capital Improvement Budget Committee

## Capital Improvement Budget Committee

**Advisory committee** established in State Law, City Charter and Administrative Code

### Tasked with:

- Recommending a bi-annual budget to fund capital improvements
- Ranking project proposals
- Reviewing all proposed amendments to the approved budget

### Guiding Principals

- Racial Equity and Inclusion
- Strategic Investments
- Fiscal Responsibility



## Minnesota Session Laws 1983, Regular Session CHAPTER 302--H.F.No. 445, Sec. 2.

... None of the proceeds of any bonds so issued shall be expended except upon projects which have been reviewed, and have received a priority rating, from a **capital improvements committee** consisting of **18 members**, of whom a majority shall not hold any paid office or position under the city of St. Paul. The members shall be **appointed by the mayor**, with **at least four members from each Minnesota senate district located entirely within the city and at least two members from each senate district located partly within the city**. Prior to making an appointment to a vacancy on the capital improvement budget committee, the mayor shall consult the legislators of the senate district in which the vacancy occurs. **The priorities and recommendations of the committee shall be purely advisory**, and no buyer of any such bonds shall be required to see to the application of the proceeds.

**Most Recent Update: Minn. Laws 2023 c 64 art 12 s 15**



## City of Saint Paul Administrative Code

### Sec. 57.05. - Long-range capital improvement budget committee.

There is hereby established an advisory capital improvements committee consisting of eighteen (18) members, **none of whom shall hold any paid office or position under the City of Saint Paul.** This committee shall be designated the "Long-Range Capital Improvement Budget Committee of Saint Paul" and, for convenience of reference, may be referred to as the CIB committee...

(Ord 14-13, § 1, 2-26-14)





# Capital Improvement Budget Committee

## Capital Improvement Budget Committee

**Advisory committee** established in State Law, City Charter and Administrative Code

- 18 members, Appointed by Mayor
- Appointed based on Senate District, 3-year appointments
- Always seeking new members

### Funding Processes

- Budget Amendments
- City-Wide Long-Term Capital Maintenance
- CIB Bond Project Ranking
  - Community Projects
  - Department Projects
- CDBG Project Review



# Capital Improvement Budget

## Overview



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## **City of Saint Paul Administrative Code**

### **Sec. 10.05. - Capital improvement budget.**

**In the capital improvement budget, the council may authorize expenditures for capital improvements to be financed from the following sources:**

- 1. General obligation bonds as authorized in Section 10.11 and 10.12 of this Charter.**
- 2. Revenue bonds which are not secured by the full faith and credit of the city.**
- 3. Funds received from such other sources as the council may deem appropriate, subject to pertinent provisions of this Charter.**

**(Ord. No. 17664, § 3, 6-29-89)**





# City of Saint Paul Budgets



**Library**



**Operating**



**Capital Improvement**

Available at [stpaul.gov/budget](https://stpaul.gov/budget) or Saint Paul Open Budget Site





# Capital Improvement Budget

## How the City funds the construction and maintenance of infrastructure

- Physical improvements to facilities and infrastructure, adopted annually, funding decisions on two-year cycle
- \$30-70 million annually

## Primarily funds projects in:

- Public Works
- Parks
- PED
- Libraries
- Public Safety

Available at [stpaul.gov/budget](https://stpaul.gov/budget)  
or Saint Paul Open Budget Site





# Capital Improvement Budget

## Major Revenue Sources

### Local General Obligation Bonds

Capital Improvement, Public Safety, Library and Street Reconstruction Bonds.

- **City general obligation debt:** backed by the government's taxing ability, ex. property taxes
- **Capital projects on city property, with a useful life of at least 10 years**

### Municipal State Aid (MSA)

- **Saint Paul's share of the state gas tax,** for maintenance, and/or reconstruction of roads
- **Can only be used on designated MSA routes:** About 20% of the streets within the city limits of Saint Paul are designated as MSA routes and most are major arterials.





# Capital Improvement Budget

## Major Revenue Sources

### Saint Paul Streets Program

- Funded through Bonds plus assessments to owners of benefiting property: Street Improvement Bonds (SIB) or Street Reconstruction Bonds
- Residential and arterial streets

### Other

- **Sales Tax**
- State aid (in addition to MSA)
- Federal grants (in addition to CDBG)
- Other City financing tools
- Special revenue bonds, library bonds, capital notes, public safety bonds, city sales tax revenue, private donations, and other flexible city funding





## Major Revenue Sources

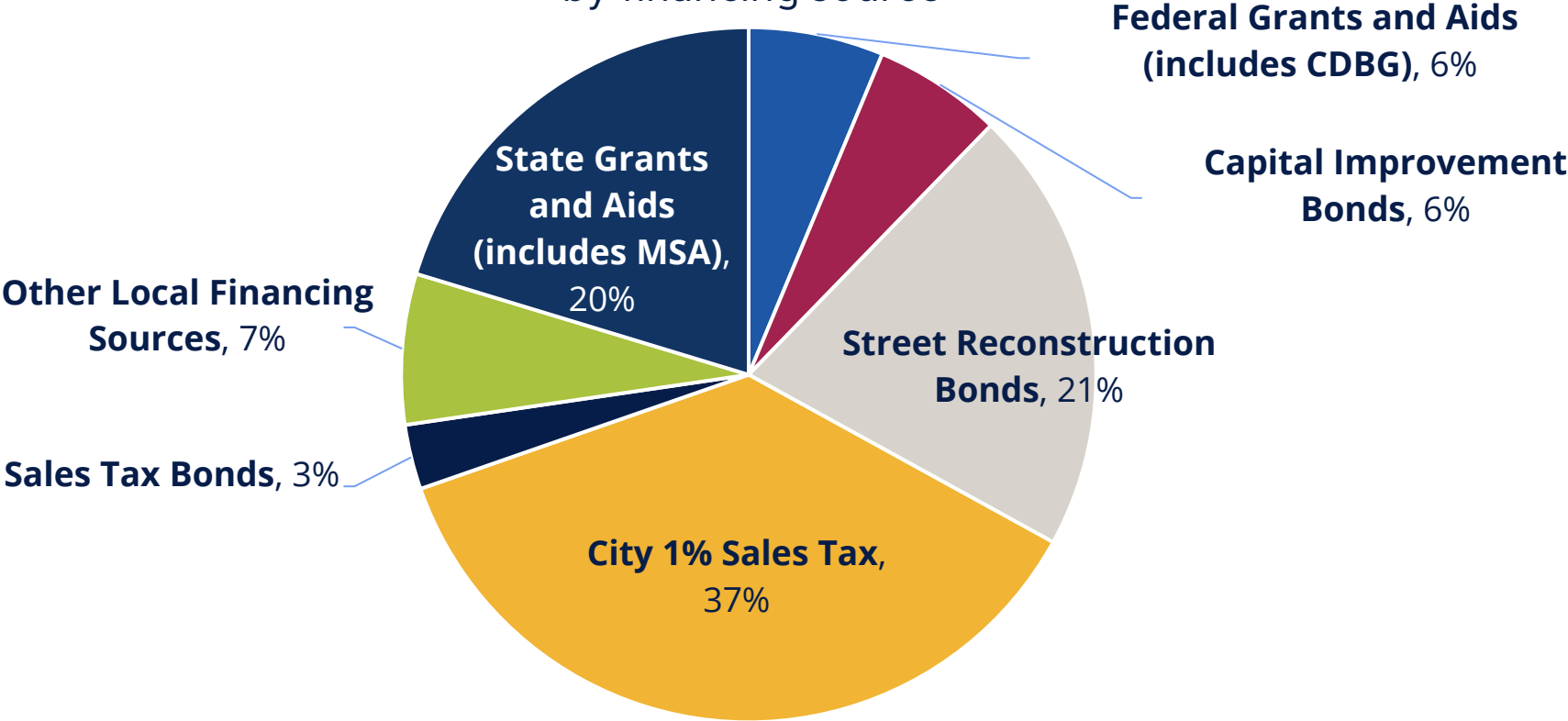
	2023 Adopted	2024 Adopted
<b>Local General Obligation Bonds</b>		
Capital Improvement Bonds	\$ 22,369,000	\$ 4,546,000
Library Bonds	\$ 7,169,000	\$ -
Street Reconstruction Bonds	\$ 16,500,000	\$ 16,500,000
<b>Other Financing Sources</b>		
Community Development Block Grant	\$ 4,000,000	\$ 4,000,000
Municipal State Aid	\$ 11,900,000	\$ 15,735,115
City 1% Sales Tax	\$ -	\$ 29,184,000
Sales Tax Bonds	\$ 19,953,000	\$ 2,400,000



# Capital Improvement Budget

## 2024 ADOPTED Capital Improvement Budget

by financing source





# BUILDING OUR LEGACY TOGETHER

2024 CAPITAL IMPROVEMENT  
BUDGET & PROGRAM  
Mayor Melvin Carter



**SAINT PAUL  
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# CITY OF SAINT PAUL

## 2024 ADOPTED CAPITAL IMPROVEMENT BUDGET

City of Saint Paul Budget information available at [stpaul.gov/budget](http://stpaul.gov/budget)

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# Projects by Financing Source



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## Budget Summary

## Projects by Financing Source

Capital Improvement Bonds	2023 Adopted	2024 Adopted	2025 Tentative	2026 Tentative	2027 Tentative	Total (not including priors)
Asphalt Restoration and Replacement Program*	250,000	250,000	250,000	250,000	250,000	1,000,000
Burns/Suburban Sidewalk Infill	-	630,000	-	-	-	630,000
Children's Play Area Improvements*	-	-	231,000	-	-	231,000
CIB Bond Sale Costs*	130,000	130,000	130,000	130,000	130,000	520,000
CIB Contingency*	150,000	150,000	150,000	150,000	150,000	600,000
Citywide Long-Term Capital Maintenance Program*	19,353,000	1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
Citywide Stairway Repair and Replacement Program*	250,000	250,000	250,000	250,000	250,000	1,000,000
Citywide Tree Planting Program*	330,000	330,000	330,000	330,000	330,000	1,320,000
Community Proposals*	500,000	500,000	500,000	500,000	500,000	2,000,000
Gold Line BRT Lighting and Pedestrian Improvements	600,000	-	-	-	-	-
Outdoor Court Restoration Program*	236,000	236,000	236,000	236,000	236,000	944,000
Park and Library Capital Asset Revitalization*	200,000	200,000	200,000	200,000	200,000	800,000
Parks Grant Prep/Preliminary Design Program*	20,000	20,000	20,000	20,000	20,000	80,000
Pedestrian and Traffic Safety Program*	225,000	225,000	225,000	225,000	225,000	900,000
Railroad Crossing Safety Improvements Program*	10,000	10,000	10,000	10,000	10,000	40,000
Signalized Intersection Safety Improvements Program*	115,000	115,000	115,000	115,000	115,000	460,000
<b>Total Capital Improvement Bonds</b>	<b>22,369,000</b>	<b>4,546,000</b>	<b>4,147,000</b>	<b>3,916,000</b>	<b>3,916,000</b>	<b>16,525,000</b>

Community Development Block Grant	2023 Adopted	2024 Adopted	2025 Tentative	2026 Tentative	2027 Tentative	Total (not including priors)
Acquisition Fund for Community Investment	220,000	220,000	220,000	-	-	440,000
Black Arts + Tech Center	-	210,000	210,000	-	-	420,000
Business Investment and Revitalization Fund	100,000	-	-	-	-	-
Business Investment Fund	190,000	190,000	190,000	-	-	380,000
Carty Park Play Area	-	49,000	-	-	-	49,000
Cerentry Senior Care- Humbolt Skilled Nursing Facility Rehabilitation	-	78,000	78,000	-	-	156,000
Citywide 30% AMI Housing Program	245,000	245,000	245,000	-	-	490,000
Citywide Economic Development Program	-	75,000	75,000	-	-	150,000
East Side Home Improvement Revolving Loan Fund	325,000	300,000	300,000	-	-	600,000
East Side Homeownership Initiative	225,000	225,000	225,000	-	-	450,000
Hazel Park Phase II	-	100,000	100,000	-	-	200,000
Homeowner Rehab Program	795,000	725,000	725,000	-	-	1,450,000
Housing Real Estate Multi-Unit Development Fund	530,000	480,000	480,000	-	-	960,000
Inspiring Communities	300,000	-	-	-	-	-
North End Economic Development	-	100,000	100,000	-	-	200,000
North End Revitalization Fund	210,000	200,000	200,000	-	-	400,000
Prospect Park Play Area	350,000	113,000	162,000	-	-	275,000
Rondo Community Land Trust Homebuyer Initiated Program - Rehab Gap Program	-	150,000	150,000	-	-	300,000
Saint Paul Green Line Home Improvement Loan Fund	210,000	200,000	200,000	-	-	400,000
Saint Paul Home Improvement Loan Fund	210,000	200,000	200,000	-	-	400,000
Vacant & Hazardous Building Demolition	90,000	140,000	140,000	-	-	280,000
<b>Total Community Development Block Grant</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>8,000,000</b>

\* Project is an Annual Program



## Budget Summary

Capital Improvement Bonds	2023 Adopted	2024 Adopted
Asphalt Restoration and Replacement Program*	250,000	250,000
Burns/Suburban Sidewalk Infill	-	630,000
Children's Play Area Improvements*	-	-
CIB Bond Sale Costs*	130,000	130,000
CIB Contingency*	150,000	150,000
Citywide Long-Term Capital Maintenance Program*	19,353,000	1,500,000
Citywide Stairway Repair and Replacement Program*	250,000	250,000
Citywide Tree Planting Program*	330,000	330,000
Community Proposals*	500,000	500,000
Gold Line BRT Lighting and Pedestrian Improvements	600,000	-
Outdoor Court Restoration Program*	236,000	236,000
Park and Library Capital Asset Revitalization*	200,000	200,000
Parks Grant Prep/Preliminary Design Program*	20,000	20,000
Pedestrian and Traffic Safety Program*	225,000	225,000
Railroad Crossing Safety Improvements Program*	10,000	10,000
Signalized Intersection Safety Improvements Program*	115,000	115,000
<b>Total Capital Improvement Bonds</b>	<b>22,369,000</b>	<b>4,546,000</b>

## Projects by Final

	2023 Adopted	2024 Adopted	2025 Tentative	2026 Tentative	2027 Tentative
Program*	250,000	250,000	250,000	250,000	250,000
	-	630,000	-	-	-
	-	-	231,000	-	-
	130,000	130,000	130,000	130,000	130,000
	150,000	150,000	150,000	150,000	150,000
nce Program*	19,353,000	1,500,000	1,500,000	1,500,000	1,500,000
ment Program*	250,000	250,000	250,000	250,000	250,000
	330,000	330,000	330,000	330,000	330,000
	500,000	500,000	500,000	500,000	500,000
n Improvements	600,000	-	-	-	-
	236,000	236,000	236,000	236,000	236,000
zation*	200,000	200,000	200,000	200,000	200,000
Program*	20,000	20,000	20,000	20,000	20,000
*	225,000	225,000	225,000	225,000	225,000
ts Program*	10,000	10,000	10,000	10,000	10,000
ements Program*	115,000	115,000	115,000	115,000	115,000
<b>Total Capital Improvement Bonds</b>	<b>22,369,000</b>	<b>4,546,000</b>	<b>4,147,000</b>	<b>3,916,000</b>	<b>3,916,000</b>



## 2024 Proposed Budget Highlights: Annual Programs

Capital Improvement Bonds - Annual Programs	2023 Adopted	2024 Adopted	2025 Tentative
Asphalt Restoration and Replacement Program	250,000	250,000	250,000
Children's Play Area Improvements	-	-	231,000
CIB Bond Sale Costs	130,000	130,000	130,000
CIB Contingency	150,000	150,000	150,000
Citywide Long-Term Capital Maintenance Program	19,353,000	1,500,000	1,500,000
Citywide Stairway Repair and Replacement Program	250,000	250,000	250,000
Citywide Tree Planting Program	330,000	330,000	330,000
Community Proposals	500,000	500,000	500,000
Outdoor Court Restoration Program	236,000	236,000	236,000
Park and Library Capital Asset Revitalization	200,000	200,000	200,000
Parks Grant Prep/Preliminary Design Program	20,000	20,000	20,000
Pedestrian and Traffic Safety Program	225,000	225,000	225,000
Railroad Crossing Safety Improvements Program	10,000	10,000	10,000
Signalized Intersection Safety Improvements Program	115,000	115,000	115,000
<b>Total Capital Improvement Bonds</b>	<b>21,769,000</b>	<b>3,916,000</b>	<b>4,147,000</b>



## Budget Summary

Capital Improvement Bonds	2023 Adopted	2024 Adopted
Asphalt Restoration and Replacement Program*	250,000	250,000
Burns/Suburban Sidewalk Infill	-	630,000
Children's Play Area Improvements*	-	-
CIB Bond Sale Costs*	130,000	130,000
CIB Contingency*	150,000	150,000
Citywide Long-Term Capital Maintenance Program*	19,353,000	1,500,000
Citywide Stairway Repair and Replacement Program*	250,000	250,000
Citywide Tree Planting Program*	330,000	330,000
Community Proposals*	500,000	500,000
Gold Line BRT Lighting and Pedestrian Improvements	600,000	-
Outdoor Court Restoration Program*	236,000	236,000
Park and Library Capital Asset Revitalization*	200,000	200,000
Parks Grant Prep/Preliminary Design Program*	20,000	20,000
Pedestrian and Traffic Safety Program*	225,000	225,000
Railroad Crossing Safety Improvements Program*	10,000	10,000
Signalized Intersection Safety Improvements Program*	115,000	115,000
<b>Total Capital Improvement Bonds</b>	<b>22,369,000</b>	<b>4,546,000</b>



CID Contingency**	150,000	150,000	150,000
Citywide Long-Term Capital Maintenance Program*	19,353,000	1,500,000	1,500,000
Citywide Stairway Repair and Replacement Program*	250,000	250,000	250,000

## Citywide Long-Term Capital Maintenance Program

- Pot of funds set aside annually in the Capital Budget (\$1.5M per year)
- Project review and selection process occurs every other year to distribute \$3M of funds
- Smaller maintenance projects proposed by departments
- One-Time Deferred Maintenance process



Capital Improvement Bonds	2023 Adopted	2024 Adopted	2025 Ter
Asphalt Restoration and Replacement Program*	250,000	250,000	2
Burns/Suburban Sidewalk Infill	-	630,000	
Children's Play Area Improvements*	-	-	2
CIB Bond Sale Costs*	130,000	130,000	1
CIB Contingency*	150,000	150,000	1
Citywide Long-Term Capital Maintenance Program*	19,353,000	1,500,000	1,5
Citywide Stairway Repair and Replacement Program*	250,000	250,000	2
Citywide Tree Planting Program*	330,000	330,000	3
Community Proposals*	500,000	500,000	5
Gold Line BRT Lighting and Pedestrian Improvements	600,000	-	
Outdoor Court Restoration Program*	236,000	236,000	2
Park and Library Capital Asset Revitalization*	200,000	200,000	2
Parks Grant Prep/Preliminary Design Program*	20,000	20,000	
Pedestrian and Traffic Safety Program*	225,000	225,000	2
Railroad Crossing Safety Improvements Program*	10,000	10,000	
Signalized Intersection Safety Improvements Program*	115,000	115,000	1
<b>Total Capital Improvement Bonds</b>	<b>22,369,000</b>	<b>4,546,000</b>	<b>4,1</b>



Program	FY 2019-20	FY 2020-21	FY 2021-22
Community Proposals*	500,000	500,000	500,000
Gold Line BRT Lighting and Pedestrian Improvements	600,000	-	-

## Community Proposals

- \$1M Funding available for Community Proposed Projects
- Projects selected typically Parks or Public Works projects
- Crime Prevention Through Environmental Design (CPTED) Focus
- Applications Closed March 24<sup>th</sup>



# CIB Budget Process and Timeline

## Overview



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## **City of Saint Paul Administrative Code**

### **Sec. 57.02. - Preparation and adoption of budget.**

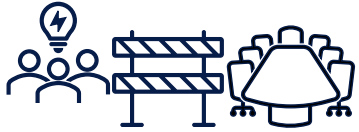
**The mayor shall submit a proposed annual capital improvement budget and five-year program to the city council on or before August 15 of each year. The city council shall conduct public hearings on the proposed annual capital improvement budget and program and adopt the budget by resolution, in accordance with the provisions of Section 10.06 of the City Charter. The city council may by resolution amend the capital improvement budget.**





# CIB Budget Process

## Every Year / Year Round



**The CIB Committee** forwards recommended capital improvement budgets for the following two fiscal years to the Mayor by June 30th.



**The Mayor** proposes capital (and operating) budgets to the City Council and residents in mid-August.



During the fall, **the City Council** reviews the Mayor's proposed budgets and holds public hearings.



In mid-December, **the Council adopts** a final capital improvement budget for the next fiscal year and approves a tentative budget for the year after.



# CIB Budget Process

## Every Year / Year Round



Year round, **The CIB Committee** reviews budget amendments to existing projects and programs and recommends approval to **Council**.



## Capital Improvement Budget Committee: New / Unusual



### **2022 Adopted Budget: Deferred Capital Maintenance**

- \$24 million in funding available to address deferred maintenance, in addition to \$1.5 million annually for regular Citywide Capital Maintenance Process.
- Review and selection process in 2023 distributed Deferred Capital Maintenance as well as the regular 2024 and 2025 Capital Maintenance Funds.

### **2021 Department Process: 5-Year Plan**

- “Front-loaded” budgets to fund highest priority projects in the first two of five-year period (2022 – 2026)
- No department project review process in 2023



# 2022 – 2026 5- Year CIB Budget

## 5-Year Program: 2022-2026 Planned CIB, Library, and Sales Tax Bonds

	2022	2023	2024	2025	2026	Total
Department Projects	\$ 8,936,000	\$ 27,722,000	\$ 630,000	\$ 231,000	-	\$ 37,519,000
Add'l Deferred Maintenance (Sales Tax Bonds)	\$ 6,147,000	\$ 17,853,000	-	-	-	\$ 24,000,000
Annual Programs	\$ 3,916,000	\$ 3,916,000	\$ 3,916,000	\$ 3,916,000	\$ 3,916,000	\$ 19,580,000
<b>Total</b>	<b>\$ 18,999,000</b>	<b>\$ 49,491,000</b>	<b>\$ 4,546,000</b>	<b>\$ 4,147,000</b>	<b>\$ 3,916,000</b>	<b>\$ 81,099,000</b>

- Adds \$26.1 million in sales tax bonds over 2022-2023
- Focus on 3 major projects and citywide deferred maintenance
- Steady funding allocation for annual programs



# 2022 – 2026 5- Year CIB Budget

Title	2022 Proposed	2023 Tentative	2024 Tentative	2025 Tentative	2026 Tentative	2022-2026 Total
Parks Deferred Maintenance	\$640,000	-	-	-	-	\$640,000
North End Community Center	\$5,000,000	\$11,000,000	-	-	-	\$16,000,000
Hamline Midway Library	\$1,000,000	\$7,169,000	-	-	-	\$8,169,000
Gold Line BRT and Pedestrian Improvements	\$600,000	\$600,000	-	-	-	\$1,200,000
Bruce Vento Elementary Safe Routes to School	\$549,000	-	-	-	-	\$549,000
Burns/Suburban Sidewalk Infill	-	-	\$630,000	-	-	\$630,000
Available for Other Projects	-	-	-	\$231,000	-	\$231,000
Fire Station 7 (Public Safety Bonds)	\$1,147,000	\$6,853,000	-	-	-	\$8,000,000
<b>Department Projects Total</b>	<b>\$8,937,000</b>	<b>\$25,622,000</b>	<b>\$630,000</b>	<b>\$231,000</b>	<b>-</b>	<b>\$35,420,000</b>
<b>Annual Programs Total</b>	<b>\$3,916,000</b>	<b>\$3,916,000</b>	<b>\$3,916,000</b>	<b>\$3,916,000</b>	<b>\$3,916,000</b>	<b>\$19,580,000</b>
<b>GRAND TOTAL CIB AND PUBLIC SAFETY BONDS</b>	<b>\$12,853,000</b>	<b>\$29,538,000</b>	<b>\$4,546,000</b>	<b>\$4,147,000</b>	<b>\$3,916,000</b>	<b>\$55,000,000</b>

# Typical Budget Process

Capital Improvement Bonds



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## Capital Improvement Bonds

### Year One: City Department Projects

In the spring of the odd-numbered years: a working group composed of representatives from City departments and the CIB Committee begin to review project proposals and 5-year plans submitted by City departments. As part their review, the working group shares the list of potential projects with the community for input. When project review is completed, the working group forwards their project and plan recommendations to the CIB Committee. The Committee reviews, discusses, and holds a public meeting on the recommended plans.

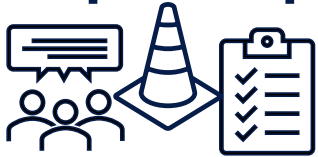
### Year Two: Community Proposed Projects

During even-numbered years, the process begins with the Mayor announcing City priorities for the coming budget year. The City and CIB Committee begin recruiting applications from the community. In the spring of the even-numbered year, the working group screens submitted applications for eligibility. All eligible proposals present to the CIB Committee. Online polling provides additional data that the CIB Committee may use while considering which projects to recommend.



# CIB Budget Process

## Capital Improvement Budget Year One: City Department Projects



**City Departments** draft 5 – year capital plans



**Capital Workgroup** uses data and engagement to create Citywide 5-Year Plan



**Capital Improvement Budget Committee** holds a public hearing, and recommends project priorities for 2-year funding cycle by June 30<sup>th</sup>



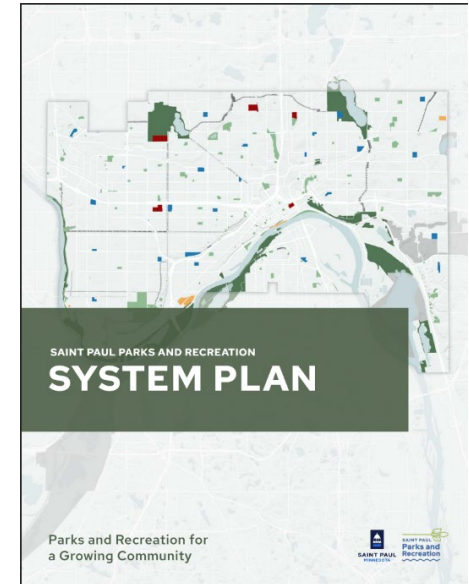
**Mayor's Proposed Budget** is submitted by mid-August,  
**Council Adopted Budget** by December 31<sup>st</sup>



## City Departments draft 5 – year capital plans

Department lead, community-driven processes which occur outside of CIB Budget process but help to guide all CIB Budget recommendations.

- **Examples:** Public Works 5 Year Capital Plan, Parks System Plan
- Guides department decision making for project proposals in Department Project selection years
- Guides the development of budgets for other CIB funding sources
- Departments are always the best source of information on their own 5- year capital plans



**Best place for advocating for “a different list” of projects**



# CIB Budget Process

## Capital Improvement Budget Year One: City Department Projects



**City Departments** draft 5 – year capital plans



**Capital Workgroup** uses data and engagement to create Citywide 5-Year Plan



**Capital Improvement Budget Committee** holds a public hearing, and recommends project priorities for 2-year funding cycle by June 30<sup>th</sup>



**Mayor's Proposed Budget** is submitted by mid-August,  
**Council Adopted Budget** by December 31<sup>st</sup>



# CIB Budget Process

## Capital Improvement Budget Year Two: Community Proposals



**Mayor** outlines City priorities and solicits applications



**Community Applications:** The City and CIB Committee begin recruiting applications from the community. Projects are reviewed for eligibility.



**CIB Review and Community Feedback:** eligible proposals are reviewed by the committee. The public can weigh in via online polling. The CIB Committee holds a public hearing.



**Capital Improvement Budget Committee** recommends project priorities for 2-year funding cycle by June 30<sup>th</sup>



**Mayor's Proposed Budget** is submitted by mid-August,  
**Council Adopted Budget** by December 31<sup>st</sup>



## Capital Improvement Budget Committee Funding and Review

### Odd Year Processes

#### CIB Budget Process: Year One: City Department Projects (2021)

- **Community Development Block Grant (CDBG) Proposal Review (2023):** a federal program administered through the Department of Housing and Urban Development (HUD) for a wide range of activities intended to create suitable living environments, provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income. Applications are accepted in odd numbered years for funding beginning in even years.
- **City-Wide Long-Term Capital Maintenance (2023):** Funds set aside each year for smaller maintenance projects proposed by departments, project review and selection process occurs every other year to distribute \$3M of funds.

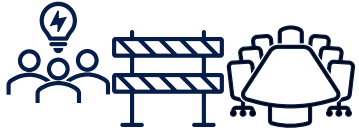
### Even Year Processes

#### CIB Budget Process: Year Two: Community Proposed Projects (ongoing)



# CIB Budget Process

## Every Year / Year Round



**The CIB Committee** forwards recommended capital improvement budgets for the following two fiscal years to the Mayor by June 30th.



**The Mayor** proposes capital (and operating) budgets to the City Council and residents in mid-August.



During the fall, **the City Council** reviews the Mayor's proposed budgets and holds public hearings.



In mid-December, **the Council adopts** a final capital improvement budget for the next fiscal year and approves a tentative budget for the year after.



## Council Member Role: CIB Budget, Bonds, Process and Project Selection

During the fall, **the City Council** reviews the Mayor's proposed budgets and holds public hearings.

- **City Council Budget Committee**
  - Department Budget Presentations
  - CIB Committee and Debt
- Review of Department Plans
- Promotes participation of residents on City Boards and confirms Mayor's appointments

In mid-December, **the Council adopts** a final capital improvement budget for the next fiscal year and approves a tentative budget for the year after.



# Questions?



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