

Capital Improvement Plan Planning Board Update

What is the CIP?

Quick review on the CIP and the FY24 CIP process.

FY24 CIP Update

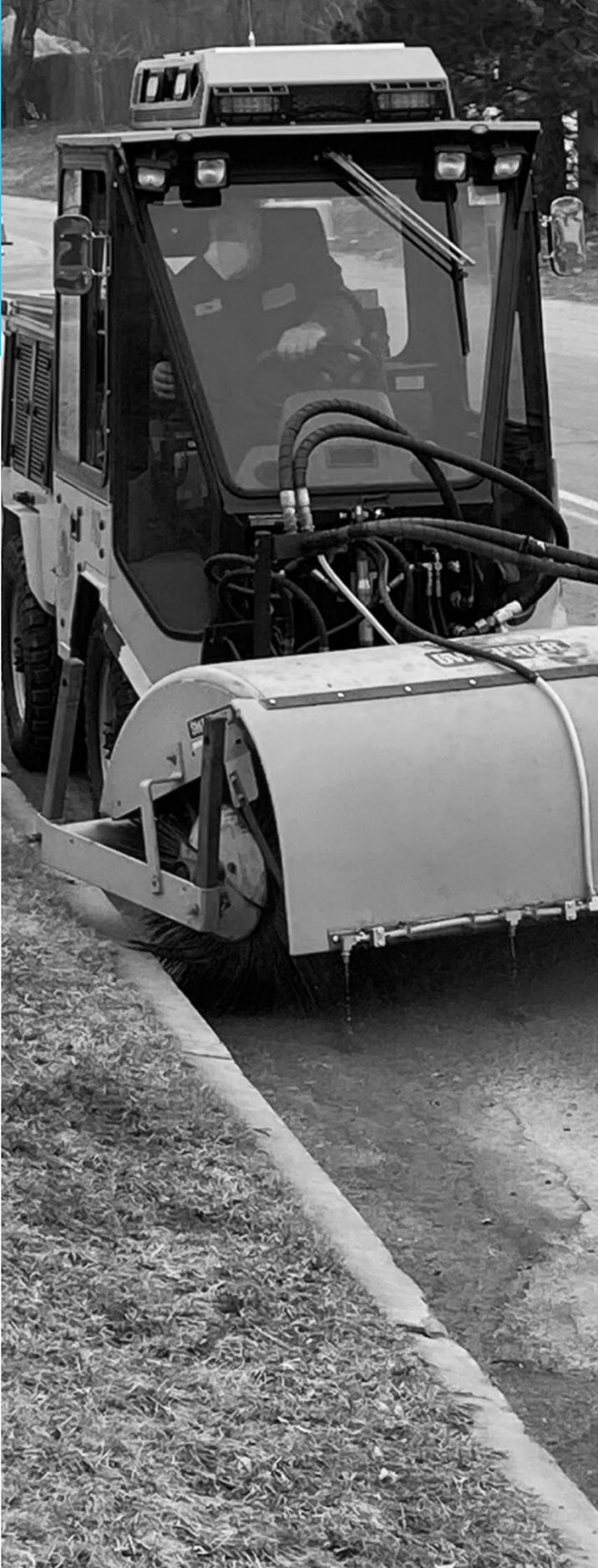
CIP FY24 by the Numbers

What is next?

How does the process move forward after today?

Thursday, November 17th, 2022 ~ 7pm



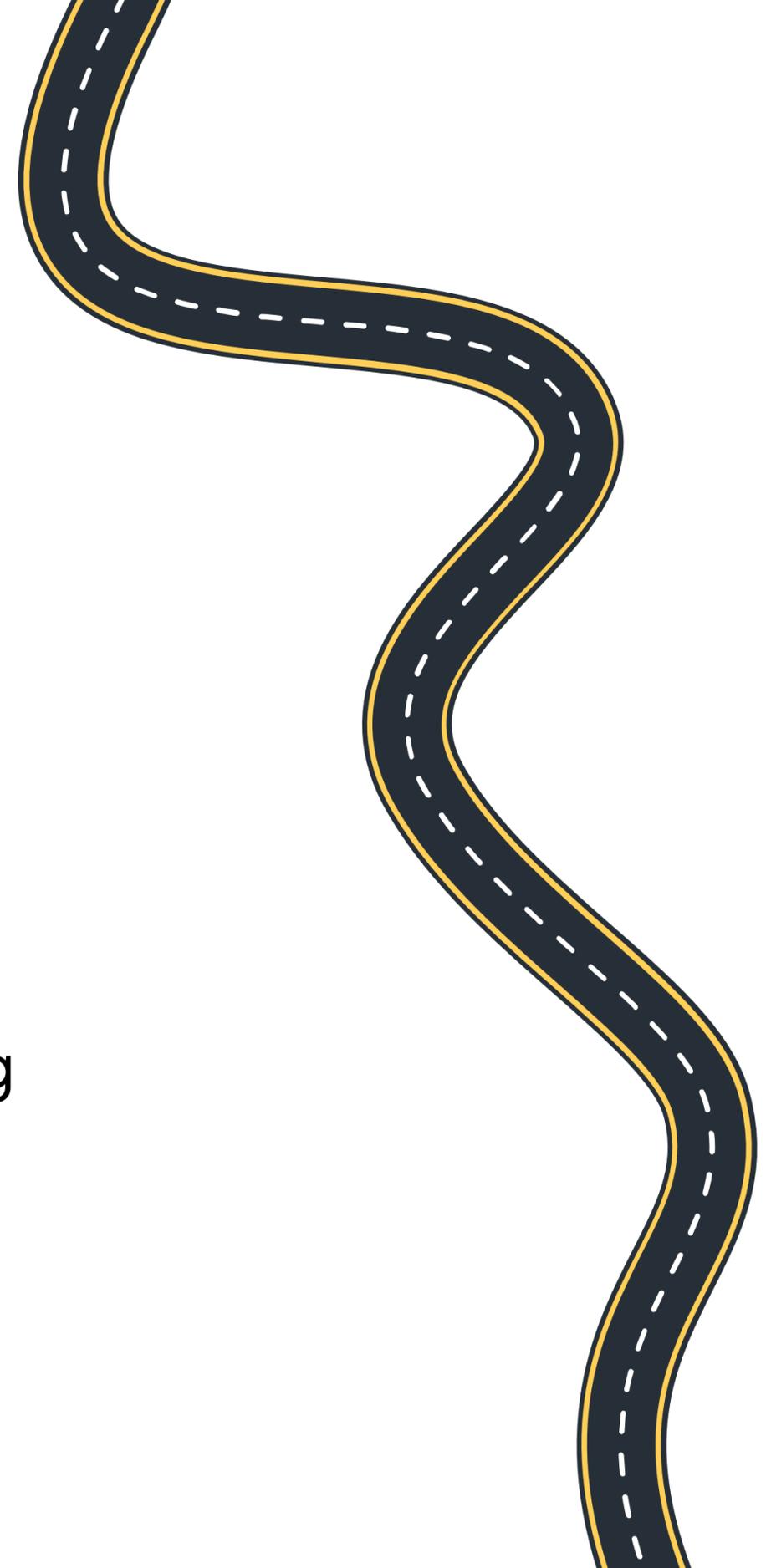


What is the Capital Improvement Plan?

The Capital Improvement Plan (CIP) is a *multi-year financial and infrastructure planning tool* put in place to maintain safe city infrastructure, schedule financial strategies for capital projects, and aid in the achievement of Citywide Goals.

Why do we have a CIP?

- Identify needed capital improvements;
- Guide the allocation of fiscal resources;
- Plan for future City expenditures;
- Ensure that needed facilities are provided within the City's financial capacity; and
- Maintain an accessible and inclusive planning and fiscal process for City residents.



✓ Construction/expansion of public facility, street, utility or infrastructure.

✓ Rehabilitation of a public facility or public infrastructure - costing \$50,000+.

✓ Design work or planning study related to a capital project or implementation of the Master Plan.

✓ Item or equipment, non-vehicular, costing \$50,000+ and has a life expectancy of 5+ years.

✓ Replacement and purchase of vehicles with a life expectancy of 5+ years that cost \$50,000+.

✓ Land acquisition

**What
qualifies
as a CIP
project?**

Financial Goals

What are the City's goals on funding CIP Projects?



General Fund/Capital Outlay

Pay-as-you-go Funding

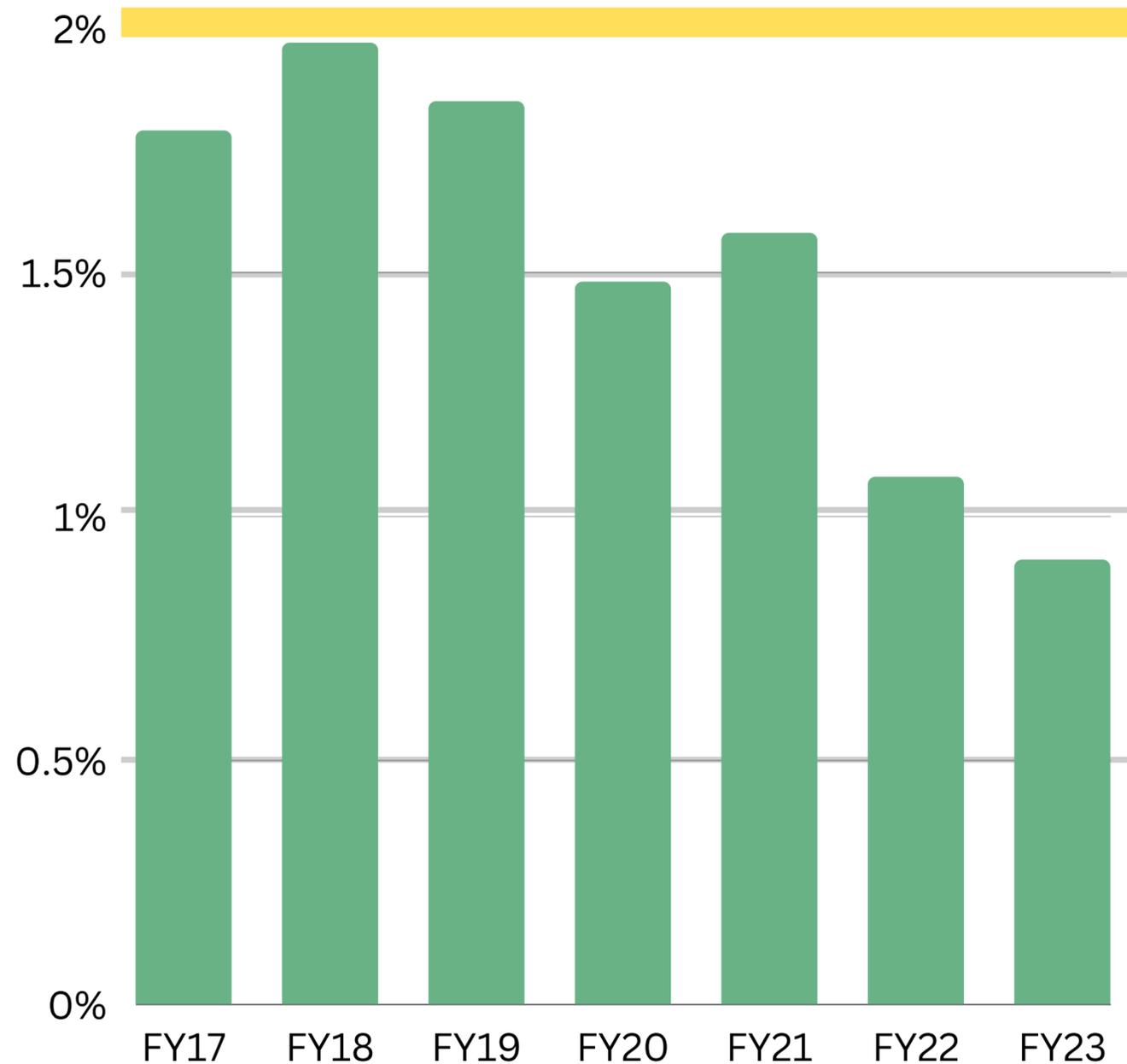
No More Than 2% of the Prior Year Budget

Debt Service

Net Debt Service
10% of the Budget

Capital Outlay

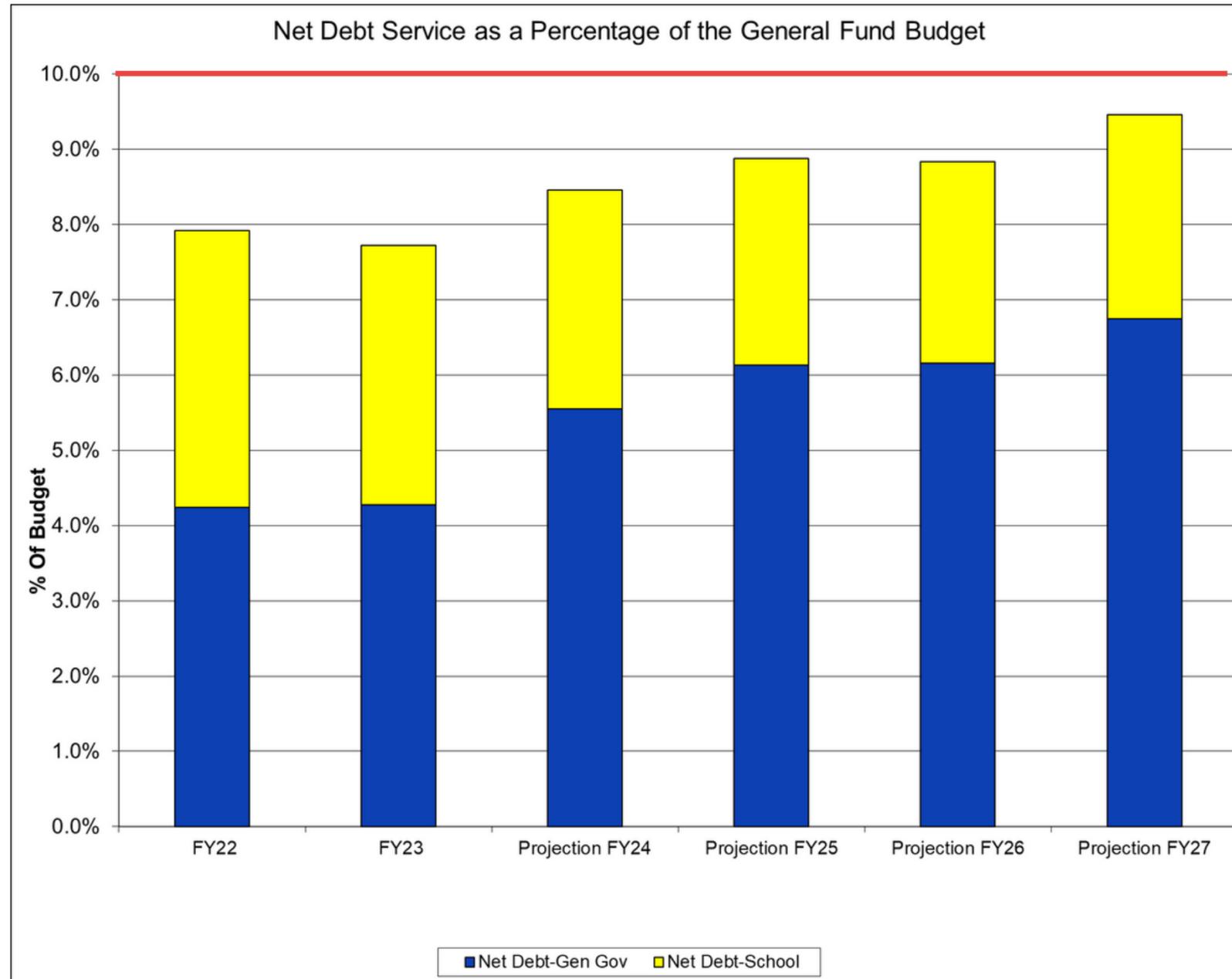
Pay-as-you-go Funding



- The City's annual goal for the Capital Outlay funding is **no more than 2%** of the Prior Year Budget.
- The City works within this goal to prevent major tax rate spikes due to large increases in capital funding.
- The FY23 Capital Outlay percentage is 0.78%

Debt Service

Net Debt Service



- The City's goal for Net Debt Service is to remain below 10% of the Budget.
- The FY23 Net Debt Percentage (as of June 30, 2022) was 7.72%.

Enhanced Citizen Involvement

Meeting City Council Goals

City Council Goals (FY23 Budget)



Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth

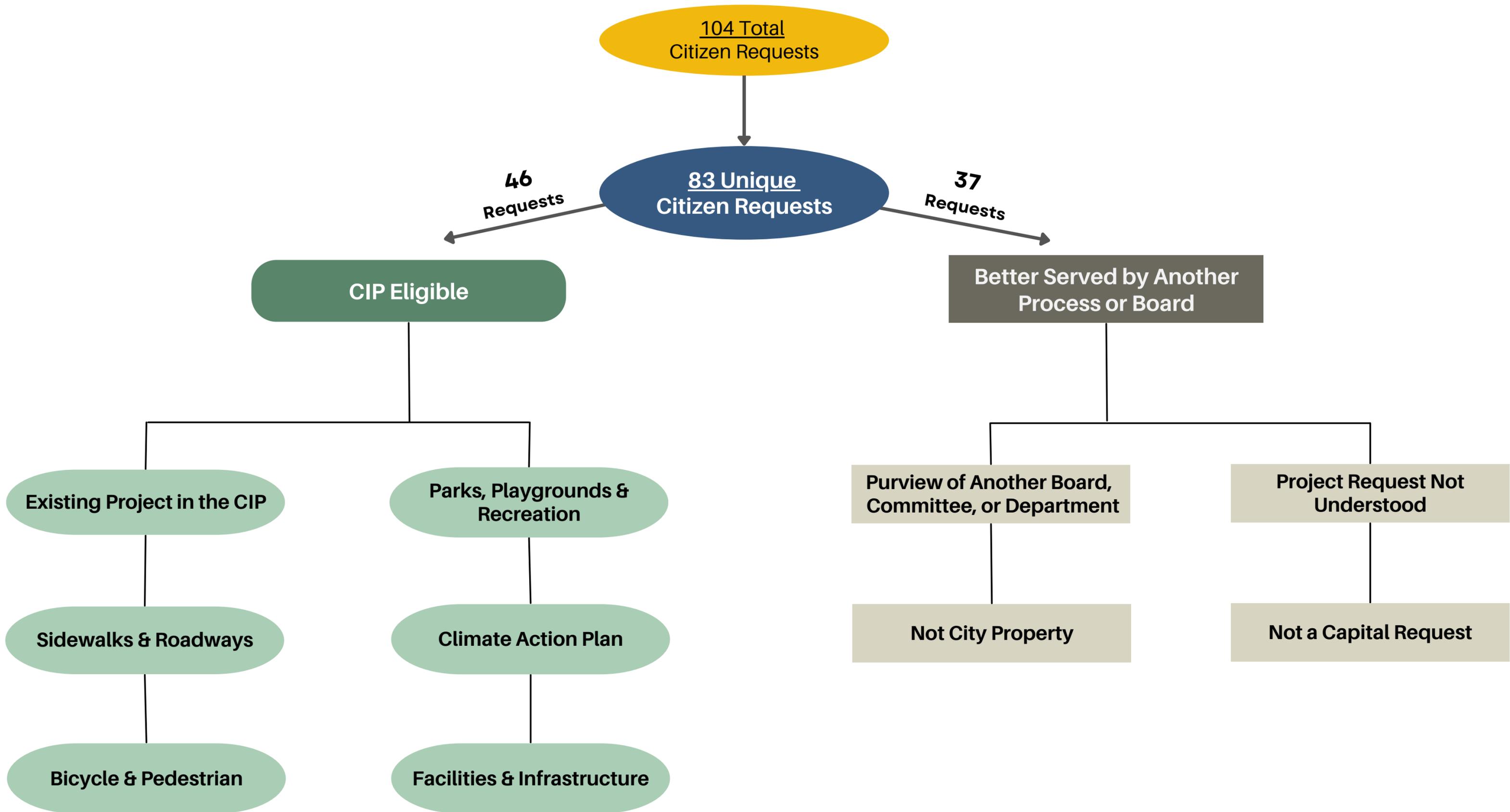


Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process



Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed





FY24 - FY29 CIP

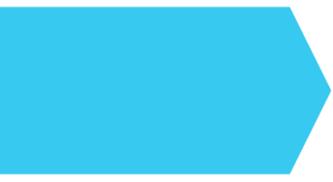


The FY24-FY29 CIP Document



107

Total Department Projects in the FY24-29 Proposed CIP



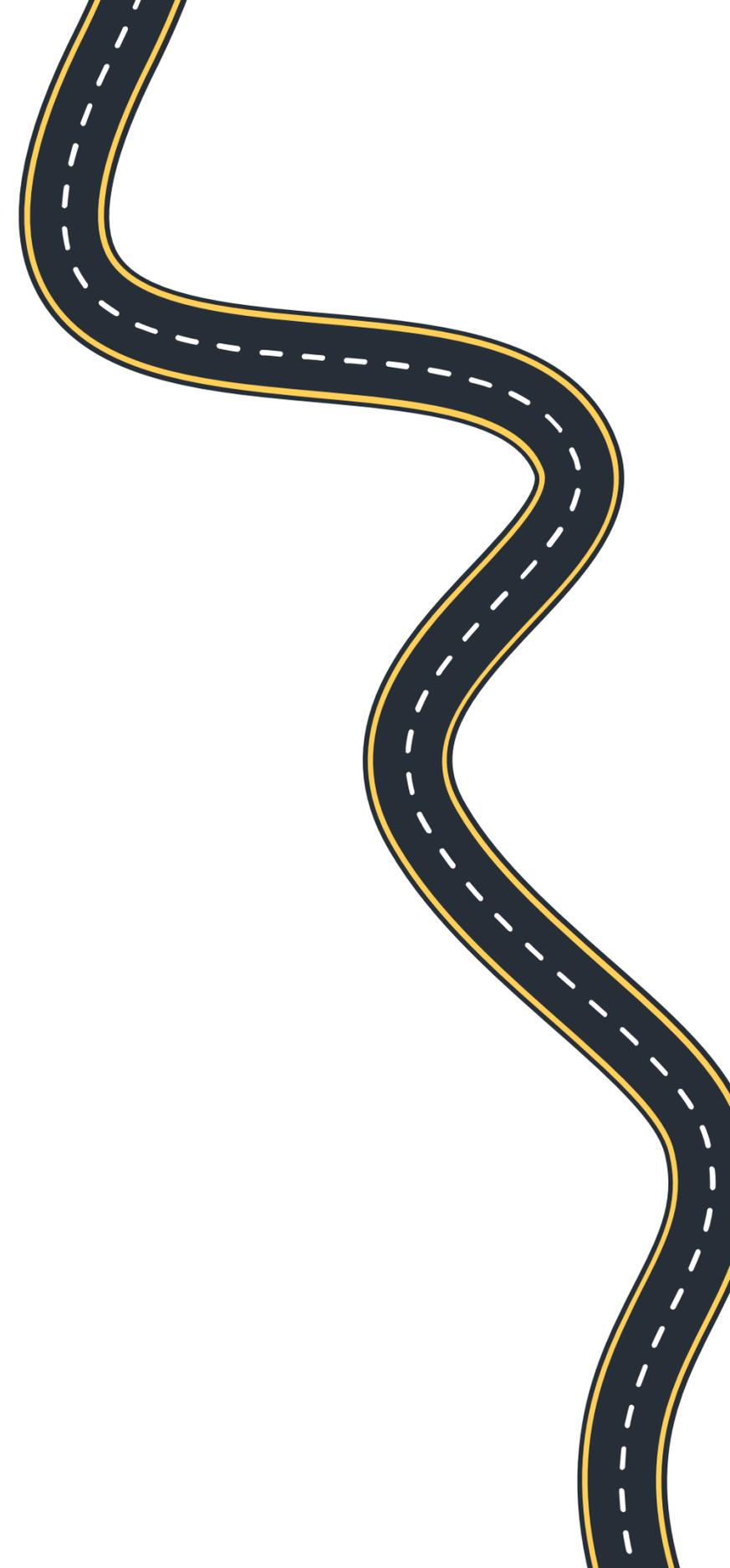
21

New projects submitted for the FY24 CIP

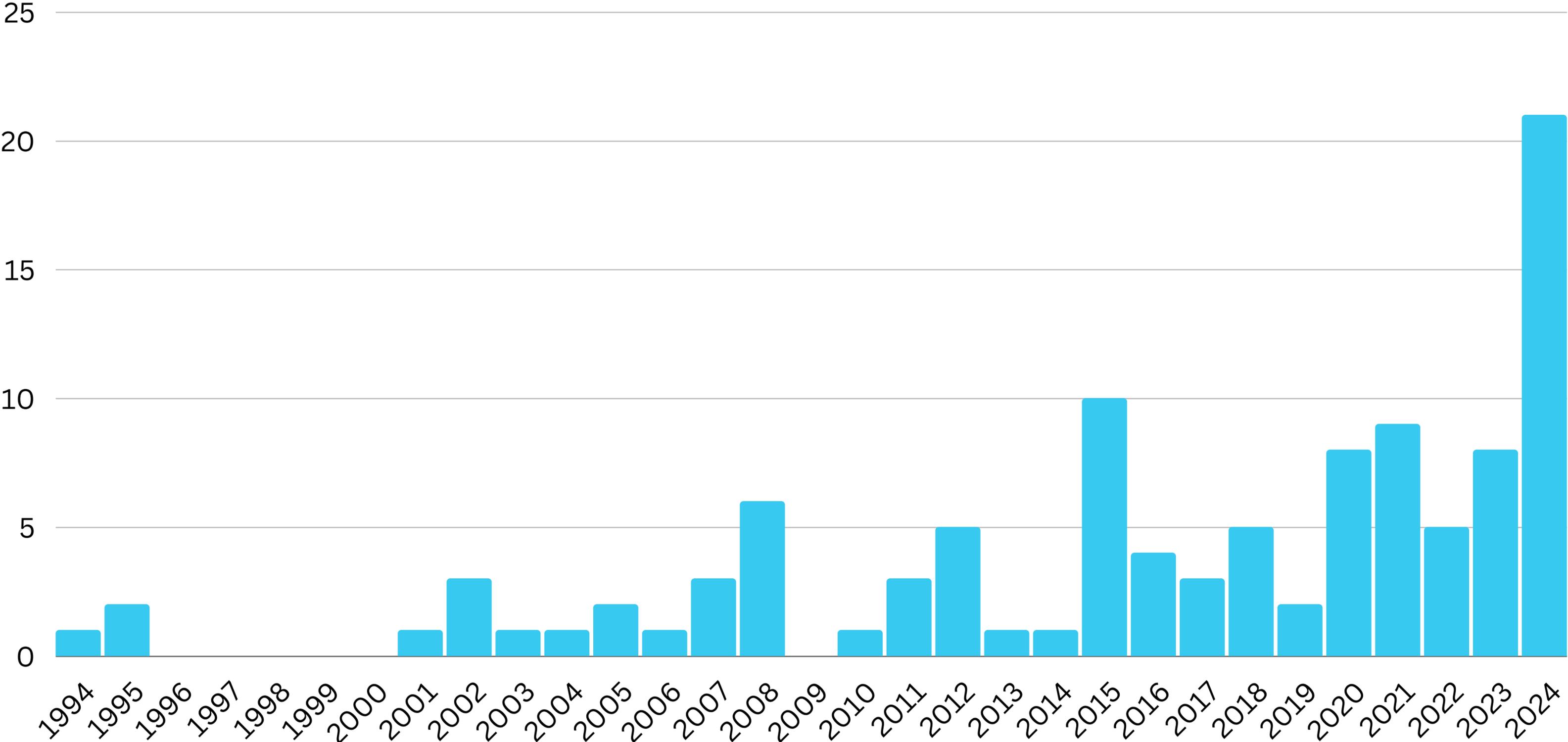


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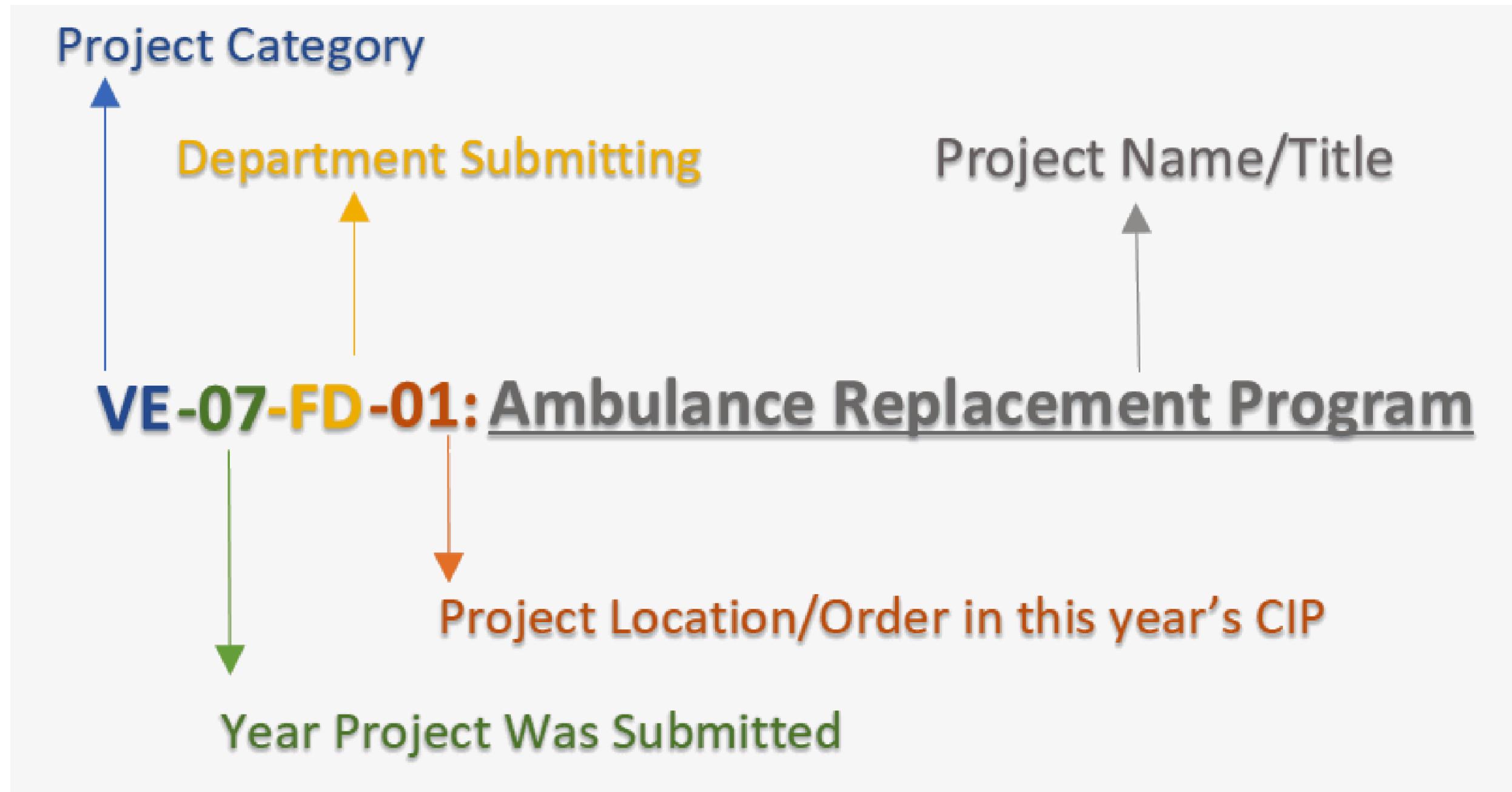
Projects carried over from the FY23-FY28 CIP



FY24 CIP Projects by Original Submission Year



Did you know the CIP Project Numbers have meaning?



CIP Project Page (Example)

VE-07-FD-01: Ambulance Replacement Program

Vehicles and Equipment: Vehicles

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Studies Identified & Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Price increase reflects changes in production costs.

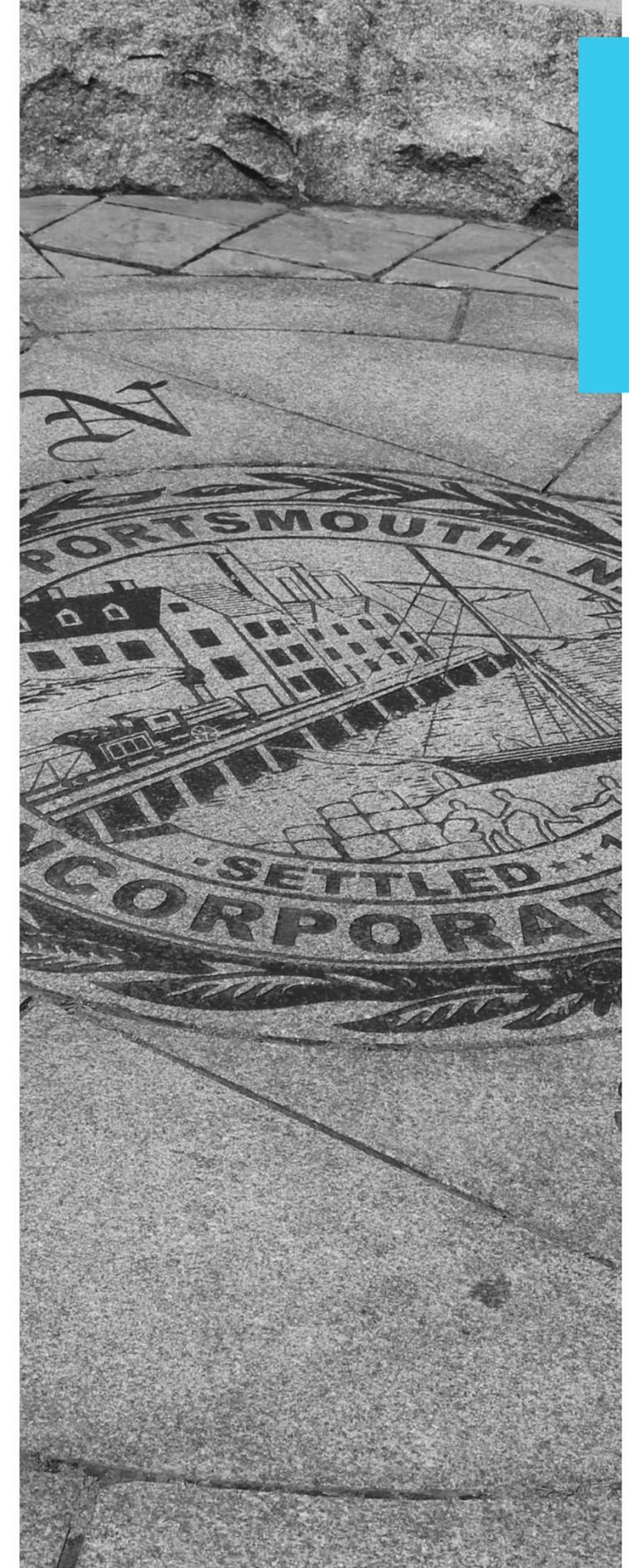
		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$140,000	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	100%	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$430,000	\$1,210,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$570,000	\$1,210,000

Frequently Asked Questions...

Q: Why are projects removed from the CIP?

A: Projects are removed for two (2) major reasons:

1. A project has been fully funded.
2. A project is no longer feasible within the CIP timeline or no longer fits with the community needs.

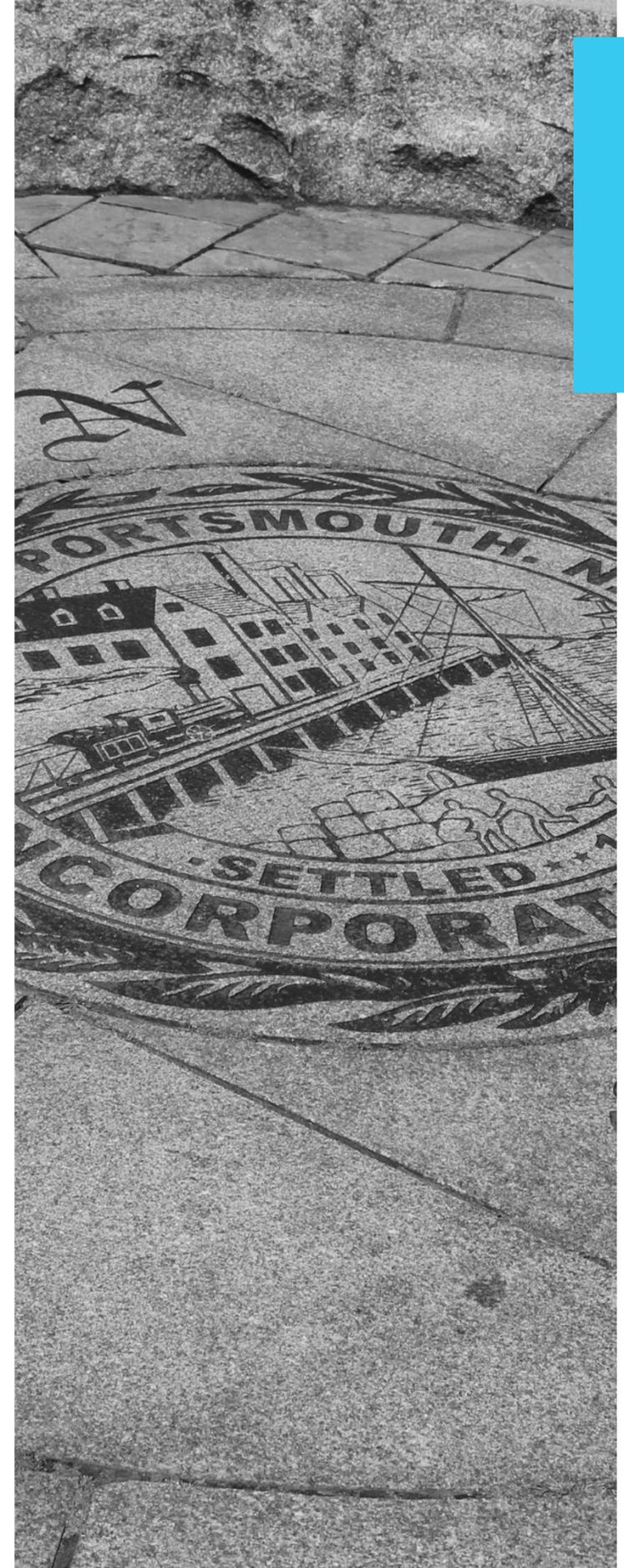


Frequently Asked Questions...

(continued)

Q: When is a project funded?

1. Adoption of the Capital Improvement Plan by the City Council is just that - the adoption of a Plan. Adoption of the plan does NOT approve or authorize funding or commit the City to any project.
2. Funding for projects identified in the adopted plan for FY24 will be incorporated in the Proposed FY24 Budget Document for City Council consideration.
3. Once the FY24 Budget is approved:
 - a. Projects identified to be funded through Capital Outlay/Cash are now authorized for the Fiscal Year.
 - b. Projects that are identified to be funded by Bonding/Borrowing must pass an additional process.
 - i. Presentation and Public Hearing
 - ii. Vote of the City Council



THE CIP PROCESS AND SCHEDULE

- **August 18, 2022** → Planning Board Presentation regarding CIP Process and Schedule
- **August 22, 2022** → City Council Presentation regarding CIP Process and Schedule
- **September 30, 2022** → Deadline for citizen project suggestions to be submitted. These citizen requests will be circulated to the appropriate department for consideration.
- **October 7, 2022** → City Departments submit CIP project requests (new and updated) to Finance
- **November 3, 2022** → City Council Subcommittee meets to review Citizens Request Projects
- **November 17, 2022** → Planning Board CIP Public Information Presentation (@ Planning Board Meeting)
- **December 5, 2022** → Planning Board CIP Advisory Committee meets with each department to review and prioritize capital requests
- **December 15, 2022** → Planning Board CIP presentation by staff, Public Hearing, and vote to recommend the CIP to City Council for adoption
- **January** → City Council Work Session on the CIP (with Presentation) on CIP
- **February** → City Council Public Hearing on CIP
- **March** → City Council votes to adopt CIP



Things to Consider

- The CIP has existing project requests that remain in the plan for FY24-FY29 as well as a number of new City Department Submissions.
- Projects already existing in the CIP & any newly requested projects will be utilizing the same funding resources.
- The movement or addition of one project may affect the timeline or ability to complete another.
- Once in the CIP, projects are prioritized for funding utilizing the Evaluation Criteria on each project page which help highlight city capital *requirements* for funding and timeline *priority*.

A row of ten wooden blocks, each with a black letter, spelling out the word "TRADEOFFS". The blocks are resting on a black laptop keyboard. The letters are T, R, A, D, E, O, F, F, S. The keyboard keys visible include Q, W, E, R, T, Y, U, I, O, P, A, S, D, F, G, H, J, K, L, Z, X, C, V, B, N, M, and the HP logo.

TRADEOFFS

Next Steps

How does the CIP progress after this meeting?

