
FY 2018-2022 Capital Improvement Plan

10.5.2016 BFO Kickoff

Capital Definition

The CIP includes projects that are:

- **one-time** purchases;
 - have a **useful life** greater than 1 year; and
 - **cost** at least \$25,000.
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Each year, the City produces a five-year plan for its capital investments. The first year of this plan is the **fiscally-constrained** capital budget.

Pre-submittal for FY 2018-2022

Due 12.01.2016

- Project Name
- Department/Agency
- Project Description [200 words or less]
- \$ request for each fiscal year
 - Specify supplemental external funds

Offer Submission for FY 2018-2022

Due 1.20.2016

- Electronic submission
 - Similar questions as last year, relating to funding requirements, project description, goals and timeline
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Process

- Pre-submission for FY 2018-2022
 - Recommendations/feedback from Strategic Capital Planner
 - Offer Submission for FY 2018-2022
 - Review and ranking by CIP Committee
 - CIP committee consisting of departments responsible for planning and implementing capital projects
 - Mayoral review
 - Finance verifies fiscal constraint
 - Document compilation
 - Council workshops, Council approval
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Offers will be reviewed and ranked by a **Capital Improvement Committee**, consisting of the administrator/designees of each department responsible for planning and implementing capital projects.

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The Committee will be staffed by the Strategic Capital Planner, and will **work within the fiscal constraints** set by Finance & Administration.