

# Memorandum

**REPORT TO:** City Commission

**FROM:** Kristin Donald, Finance Director

**SUBJECT:** Resolution 5207, Adoption of the Capital Improvement Plan (CIP) for Fiscal Years 2022-2026

**MEETING DATE:** December 22, 2020

**AGENDA ITEM TYPE:** Resolution

**RECOMMENDATION:** Move to adopt Resolution No. 5207, adopting the capital improvement plan for fiscal years 2022 to 2026

**STRATEGIC PLAN:** 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

**BACKGROUND:** Planning for capital improvements is a matter of prudent financial management, as well, as sound development practice. At times of rapid growth, as we are experiencing, the need for expanded public facilities and services is at its peak. A carefully developed Capital Improvement Plan (CIP) for these expansions aids in communicating our intent to citizens and the development community.

Each year, the City Manager is required to prepare a multi-year CIP and submit it to the Commission by December 15th. During the months of September, October, and November numerous staff meetings have taken place to develop this recommended plan. The program is designed and planned by fund. Within these funds, the method for paying for the project is determined. In the case of more expensive projects, or where resources are scarce, borrowing may be required and bonds and other financing mechanisms may be used. The CIP is adopted each year, but nothing is actually approved for spending until it is included in an approved budget. In addition, certain funding is not final until approved by voters on an election ballot.

The CIP was posted on the website November 11, 2020 and was presented to the Commission over a series of meetings:

- 11/24/20- Overall Summary
- 11/24/20- Public Works Funds
- 12/1/20- General Fund
- 12/8/20- Other Funds

The final CIP document will include any correction of typos or calculation errors identified, and the removal of FE12 due to CARES Act funding. See the attached Resolution 5207 with the CIP financial summary.

The Commission instructed the City Manager to explore possible funding options to fund additional bike and pedestrian projects. The staff have explored multiple options, in addition, staff have summarized recent improvements and ones funded throughout the plan (since multiple funds have projects). See Bike and Pedestrian Memo for the analysis and recommendation.

**UNRESOLVED ISSUES:** Possibility of additional funding for bike and pedestrian projects.

**ALTERNATIVES:** As suggested by the City Commission, if the Commission does not adopt the resolution tonight, it can be scheduled for approval on a later agenda but must be done before March 15th.

**FISCAL EFFECTS:** This step in the process has no fiscal effect. Once adopted, the Capital Improvement Plan becomes the basis of the City Manager's Recommended Budget for FY22. Projects and equipment purchases can only be made after being included in an Approved Budget.

Attachments:

[Resolution - 5207 CIP FY22 - FY26.docx](#)

[Bike and Ped Memo.pdf](#)

Report compiled on: December 13, 2020