

CAPITAL IMPROVEMENTS COMMITTEE
OPERATING PROCEDURES
(Revised September 23, 2003)

PURPOSE:

On July 2, 1990, Mayor Carlyle appointed a Capital Improvements Committee, to be the central point of contact for all city departments and programs requesting dollars for capital improvements. All Capital Improvement Program projects (first half cent of second penny sales tax) will be included in the plan. The Capital Improvements Committee will review capital improvement requests, develop recommendations and submit a 5-year Capital Improvement Plan and an annual capital budget to the City Council for approval.

MEMBERSHIP:

The committee membership shall consist of the ~~Community Development Director~~; Finance Officer; Public Works Director; City Growth Management Planning Director; Parks & Recreation Director, one Council person from each ward appointed by the Mayor; Chairperson of the Planning Commission; and Vice-Chairperson of the Planning Commission. The chairman of the Capital Improvements Committee and all members thereof shall be voting members and shall have one (1) vote.

Each member on the Committee may choose an individual from their area of representation to serve as their alternate, and in the event of the absence of a member at any meeting, the alternate shall, by representation, have all the rights of such member.

The Chairperson of the committee shall be appointed by the Mayor from among city Department Directors with that department providing the secretarial support.

SCHEDULE OF MEETINGS:

The Capital Improvements Committee shall meet on the third Friday of each month or an alternate date as may be established by the Chairperson. Additional meetings may be called at the request of any member of the committee.

DEADLINE FOR CAPITAL IMPROVEMENTS REQUESTS:

By May 1 of each year, Streets and Drainage, Government Buildings and the Parks & Recreation Subcommittee shall submit a 5-year plan for proposed capital improvement projects. For needs requested in the next budgeting cycle, the Capital Improvements Committee requests that the following information be provided: estimated costs; documentation of how those costs were identified; justification for the requested capital improvement; and, the timetable for completion.

The Capital Improvements Committee shall consider all requests for capital improvements, develop recommendations for the annual capital budget and the five-year Capital Improvements Plan, and present this to the Mayor for inclusion in the budget.

The finalized capital improvements plan, as recommended by the Capital Improvements Committee, shall be presented to the Planning Commission prior to adoption by the City Council.

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PROCEDURE FOR EXPENDITURE OF CIP FUNDS

No project may be undertaken until such time as the City Council has approved the capital improvements plan or an amendment to the plan addressing that project.

The City Council shall approve the request to advertise for bids and the bid shall be awarded by the City Council in accordance with all appropriate bid procedures.

In the case of the expenditure of Capital Improvement Plan Contingency Funds, the Capital Improvements Committee shall approve the contingency expenditure. The City Council shall approve the contingency expenditure and authorize staff to advertise for bids or enter into negotiations to select a design consultant. The City Council shall award the bid.

The Capital Improvements Committee has the authority to reprioritize projects within a budgeted line item (Streets and Drainage, Parks and Recreation, Government Buildings).

REPORTING PROCEDURES:

The City Finance Office shall provide a monthly financial report at each meeting of the Capital Improvements Committee.

The Chairperson of the Capital Improvements Committee shall provide an update to the ~~City Council quarterly~~ Legal & Finance Committee monthly.