

Finance

Capital Improvement Plan

	2021 Adopted	2022 Request	Change
2022 Capital Budget	370,000	370,000	-
2022 Capital Improvement Plan*	1,850,000	1,850,000	-

\*Years 2022 to 2026 used for comparison.

	2021 Adopted	2022 Request
Number of Projects	1	1

Project Summary: Agency Request

	2022	2023	2024	2025	2026	2027
Capital Budget Administration	370,000	370,000	370,000	370,000	370,000	370,000
<b>Total</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>



Major Changes/Decision Points

- No major changes.

## 2022 Capital Improvement Plan Program Budget Proposal

### Identifying Information

<b>Agency</b>	Finance <input type="text"/>	<b>Proposal Name</b>	Capital Budget Administration <input type="text"/>
<b>Project Number</b>	12509	<b>Project Type</b>	Program
<b>Project Category</b>	Other	<b>Priority:</b>	1 <input type="text"/>
<b>2022 Project Number</b>	13622 <input type="text"/>		

### Description

This program is for costs associated with administering and overseeing the City's capital budget and Capital Improvement Plan. The goal of the program is to provide accurate and timely analysis regarding capital budget items. The costs are primarily staffing costs from the Finance Department for time spent building the capital budget and administering the budget. The budgeted amount is based on results from the Cost Allocation study that was completed in the Summer of 2020. The Cost Allocation study is updated annually and the budget amounts will be updated in the Executive Budget based on the current plan.

### Budget Information

#### Prior Appropriation\*

\*Based on Fiscal Years 2015-2020

\$800,000 **Prior Year Actual**      \$400,000

### Budget by Funding Source

Funding Source	2022	2023	2024	2025	2026	2027
Transfer In From General Fund <input type="text"/>	370,000	370,000	370,000	370,000	370,000	370,000
<b>Total</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>

Insert Funding Source

### Budget by Expenditure Type

Expense Type	2022	2023	2024	2025	2026	2027
Other <input type="text"/>	370,000	370,000	370,000	370,000	370,000	370,000
<b>Total</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>	<b>\$370,000</b>

Insert Expense Type

### Explain any changes from the 2021 CIP in the proposed funding for this program.

None.

### Priority & Justification

**Citywide Element**

**Strategy**

#### Describe how this project advances the Citywide Element:

This project funds the share of the Finance Department's time and effort spent administering the capital budget and CIP. The annual amount is based on the cost allocation plan that is currently under development.

### Racial Equity and Social Justice

*We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.*

**Describe how Black, Indigenous, and People of Color, people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)?**

This program pays for the Finance Department's time spent administering the capital budget. Residents are not directly affected by this program but rather are affected by the projects and programs in the agency capital budgets which are supported by Finance.

What City agencies or community partners are affected by, care about, or already working on issues related to this project/program?

All city agencies with capital budgets are affected by this program.

Have we asked for their perspectives directly and, if so, how have we incorporated their feedback?

Finance regularly receives feedback from city agencies regarding their capital budgets, both formally and informally. Feedback is incorporated into the process when it improves the process and/or meets the Mayor's priorities.

How will we continue to communicate with them in this process?

City agencies communicate regularly with their Budget Analysts on an ad hoc basis and in regularly scheduled check in meetings.

Have we used any data related to the project/program that details race, non-binary and transgender people, people with disabilities, those experiencing homelessness, or undocumented status?

- Yes
- No
- Some, not all

Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

- Yes
- No

If so, please identify the respective group and recommendation.

### Project Schedule & Location

#### 2022 Projects

Project Name	Est Cost	Location
Capital Budget Administration	\$370,000	

Insert item

Explain the justification for selecting projects planned for 2022:

#### 2023 Projects

Project Name	Est Cost	Location
Capital Budget Administration	\$370,000	

Insert item

Explain the justification for selecting projects planned for 2023:

#### 2024 Projects

Project name	Est Cost	Location
Capital Budget Administration	\$370,000	

Insert item

Explain the justification for selecting projects planned for 2024:

#### 2025 Projects

Project name	Est Cost	Location
Capital Budget Administration	\$370,000	

Insert item

Explain the justification for selecting projects planned for 2025:

#### 2026 Projects

Project name	Est Cost	Location
Capital Budget Administration	\$370,000	

Insert item

Explain the justification for selecting projects planned for 2026:

#### 2027 Projects

Project Name	Est Cost	Location
Capital Budget Administration	370,000	

Insert item

Explain the justification for selecting projects planned for 2027:

### Operating Costs

What are the estimated annual operating costs associated with the projects planned within this program?

#### Personnel

# of	Annual Cost	Description
2022 Capital Budget		Agency Requests

<b>FTEs</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Non-Personnel**

<i>Major</i>	<i>Amount</i>	<i>Description</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

**Notes**

**Notes:**

v1 03/15/2021