Office of The Mayor
Office of Financial Services
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City of Saint Paul
Mayor Christopher B. Coleman

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Budget Process Description

The CIB budget is prepared on a biannual basis. Projects are eligible if they finance the acquisition, betterment, physical development, redevelopment and other improvement of City-owned land and buildings, and have a useful life of at least ten years.

The process of developing the 2014 and 2015 capital budgets begins in early 2013. The Office of Financial Services invites City departments, district councils, and neighborhood organizations to submit project proposals, which must be received by January 18, 2013.

District Councils appoint citizens to task forces organized by type of project: Community Facilities, Streets and Utilities, and Residential and Economic Development. These task forces hear presentations on proposed projects beginning in late February. Task force members score proposals, while City departments rank their proposed projects in priority order and offer comments on all proposed projects. District Councils also prioritize projects whose service areas are completely or partially in their district.

Task force scores, City department rankings, and District Council rankings are then transmitted to the CIB Committee. The Committee reviews the input from all groups, considers the available funding, and creates a list of recommended projects.

The CIB Committee transmits their final recommendations to the Mayor in late June. The Mayor then reviews the recommendations and introduces the proposed Capital Improvement Budget in mid-August at the same time as the Operating Budget. The City Council considers the proposed Capital Improvement Budget and adopts the final version in mid-December.