



Guide to the City of St. Paul's Capital Improvement Budget Committee

<http://www.stpaul.gov/cib>

Capital Improvement Budget Committee

St. Paul's Capital Improvement Budget (CIB) Committee is a citizen committee that was created as a condition of a 1967 state law authorizing St. Paul to issue general obligation bonds without a voter referendum.

The CIB Committee plays an important role in St. Paul's city government, providing citizen engagement for the Capital Improvement Budget process. The CIB Committee is made up of eighteen members appointed by the Mayor and approved by the City Council for a term of three years. One third of members are appointed each year. Attendance is expected, as three unexcused absences may lead to a recommendation by the Chair, to the Mayor, that the member's resignation be requested. The Chair and Vice Chair are elected by the committee members each year.



The CIB Committee has three main tasks:

- 1. Oversee the 2 year CIB process (detailed below)**
- 2. Review Capital Maintenance Proposals:** Each year the committee has around 1.5 million dollars to recommend funding for capital maintenance funding. Proposals are accepted and reviewed each year. City Departments submit proposals in November or December of each year.
- 3. Review Monthly City Council Resolutions:** Review monthly council resolutions to amend financing. These are resolutions that the city council approves or disapproves that deal with needs for extra funding for a previously approved project, or taking extra funding from one project and moving it another.

If you have Questions, or would like additional information about the CIB Process, please contact John McCarthy at the City of St. Paul. He can be reached by phone at 651-266-8554 or by email at john.mccarthy@ci.stpaul.mn.us. Or, visit the CIB's website at <http://www.stpaul.gov/cib/>.

Overview of the City of St. Paul's Capital Improvement Budget Process



The Capital Improvement Budget (CIB) is designed to provide resources for the City's long-term capital needs, including repair and construction of sewers, streets, parks, city buildings, housing and economic development.

The budget is comprised of a variety of state, federal and local funding sources. Historically, about 45% of the funding has

come from state and federal grants. The remaining 55% of local funding has been largely comprised of general obligation Capital Improvement Bonds. Other local sources have included assessments, fees, revenue bonds, General Fund transfers, Metropolitan Council funds, County Aid, and some private contributions.

The CIB budget is approved by the Mayor and City Council annually. It is prepared on a bi-annual basis through the Unified Capital Improvement Program and Budget Process (commonly referred to as the "CIB Process"). Established over three decades ago, the process is based on the belief that citizen participation is critical in identifying and prioritizing the City's capital needs.

Participating organizations include district planning councils, civic associations, community development groups, business organizations and City departments. In January of each odd calendar year, citizen organizations and City departments prepare proposals for capital projects that encompass a wide range of public improvements. Projects are eligible if they finance the acquisition, betterment, physical development, redevelopment or other improvement of city-owned land and buildings and have a useful life of at least ten years. Typical proposals have requested improvements in streets, sewers, bridges, libraries, recreation centers, playground equipment, traffic flow and other public facilities and infrastructure.

Organizations may submit proposals individually, in conjunction with other neighborhood groups, or jointly with City departments. Once all project proposals are received, City department staff prepare cost estimates and identify available financing for each project. In the spring, special task forces consisting of representatives from each of the 17 District Councils begin to review the project proposals.

Overview of the CIB Process Continued

Projects are grouped by type, then reviewed and rated by one of the three task forces: "Community Facilities," "Streets and Utilities" and "Residential and Economic Development." When project review is completed, the task forces forward their project recommendations to the Capital Improvement Budget (CIB) Committee that match the top-ranked proposals with available financing. By late June, the CIB Committee recommends to the Mayor the capital improvement budgets for the following two fiscal years. The Mayor presents his or her proposed capital (and operating) budgets to the City Council and citizens in August.

During the fall, the City Council reviews the Mayor's proposed budgets and holds public hearings. In December, the Council adopts a final capital improvement budget for the next fiscal year and approves a tentative budget for the year after. In even years, the tentative budget for the second year of the biennium generally is recommended by the CIB Committee, proposed by the Mayor and approved by the City Council. Revisions to the tentative budget are allowed for projects that satisfy one of three conditions: 1) elimination of a life/safety hazard; 2) leverage of non-city funding; or 3) coordination with other projects. The Committee also reviews all proposed amendments to the approved budget.

How the CIB Process Impacts You

Most CIB funding comes from Capital Improvement bonds that the City of St. Paul sells and then pays back in the future with interest. Under Minnesota law, the City of St. Paul may sell up to \$20 million in general obligation bonds per year without a voter referendum as long as projects have received a priority ranking from the 18 member CIB Committee, of whom a majority may not hold a paid office or position with the City of St. Paul. Proceeds from these bonds must be used for capital projects.

Projects funded directly affect the lives of every St. Paul citizen. Projects include neighborhood lighting, pedestrian safety improvements, sewer maintenance and upgrades, playground equipment, public libraries, etc. The CIB process includes ordinary St. Paul citizens in the budget process, to ensure that the most practical and beneficial projects are funded.

How you can impact the CIB process

You can work with your District Council, a Community Organization, or a City Department to submit a proposal for a capital improvement project. A good first step is to speak with the community organizer at your District Council to determine if they are already submitting a proposal or if they have alternative suggestions for completing the project you suggest.

Become a District Council representative on a CIB process task force. Each District Council may appoint one voting member to review project proposals in the spring of odd years. Projects are grouped by type, then reviewed and rated by one of the three task forces: "Community Facilities," "Streets and Utilities" and "Residential and Economic Development." When project review is completed, the task forces forward their project recommendations to the CIB Committee that match the top-ranked proposals with available financing.

You can attend CIB committee meetings. The CIB Committee holds meetings on the 2nd Monday of each month in the St. Paul Central Library, located at 90 West Fourth Street. Meetings are open to the public and last about two hours. Meeting minutes are posted on the CIB website at: <http://www.stpaul.gov/index.aspx?nid=572>.

You can become a member of the CIB Committee. The CIB Committee is made up of City of St. Paul residents appointed by the Mayor. There are requirements that at least four members must be from Minnesota State Senate Districts 64, 65 and 67 and at least two members must be from each Senate District located partly within the city. City residents may apply to be a member of the CIB committee when there are announcements for new members by filling out the application at <http://www.stpaul.gov/index.aspx?nid=550>.



City of St. Paul's Central Library, remodeled through the CIB Process



Steps Involved in Submitting a Proposal

Determine if the needs of your community are eligible for CIB funding

Projects are eligible if they finance the acquisition, betterment, physical development, redevelopment or other improvement of city-owned land and buildings and have a useful life of at least ten years. Typical proposals have requested improvements in streets, sewers, bridges, libraries, recreation centers, playground equipment, traffic control and other public facilities and infrastructure. Priority is given to projects that address a health or safety hazard, have non-city funding to cover a portion of the project, or are done in collaboration with other projects. Proposals are ranked based on a points system. A copy of the scoring sheets attached to the proposal that indicates how many points will be awarded for each type of proposal. Important Criteria include: urgency of need, environmental impacts, outside funding sources, and the amount of people who will benefit from the project.

Research alternative funding sources

The CIB process has very limited funds, it is best to use alternative or matching funding sources whenever possible. One of the process rating criteria is based on securing funding from outside sources, so proposals with funding that already covers a portion of the project will be more competitive process than proposals that do not.

Check the CIB Website for Deadlines for Proposal Submission

The CIB website is: <http://www.stpaul.gov/cib>. Proposal deadlines are generally in January of odd calendar years. Proposals must be turned in by the deadline to receive consideration.

Work with District Councils, Community Organizations and/or City Departments to submit a joint proposal when possible

Check with the community organizer for your District Council before submitting a proposal. Proposals with many supporters tend to do better in the ranking process, because this signifies that the project is important to multiple constituencies. This also eliminates duplicate proposals.

Fill out the proposal form

District Councils and Community Organizations that submit proposals are only required to complete the first two pages of the proposal (shown below).

Present your proposal before the task forces

From around February to April in odd calendar years three CIB task forces meet to review proposals. The three task forces are: a) Community Facilities, b) Residential and Economic Development, and c) Streets and Utilities. Task forces are made up of CIB Committee members as well as representatives of the District Councils. The most effective presentations are concise, explaining the merits of the proposed projects. Simply reading the proposal form is discouraged as taskforce members will have copies of your proposal form. Be prepared to answer questions about the proposal, so make sure that there are people present who can answer detailed and technical questions about the proposal. In addition to reading the proposals and listening to presentations about proposals, task force members take a bus tour to view all of the proposal sites before submitting their ratings. Each citizen participation district may appoint one member and one alternative to each of the three task forces. Each citizen participation district has one vote on each task force.

Wait to find out if your project has been approved

The task forces rank proposals based on pre-established criteria. Then, the CIB Committee takes those rankings and prepares a recommended budget for the Mayor. The Mayor then reviews the budget, has the ability to make changes, and then recommends a budget to the City Council. The City Council holds a public hearing and has the ability to make changes. Then the City Council adopts the budget in Mid-December.

CIB Process Flow Chart

1. CIB Committee develops project ranking criteria and proposal forms that are distributed to various citizen organizations, district councils and city departments.



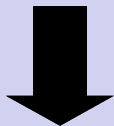
2. Citizen organizations, district councils and city departments (ex. Parks & Recreation, Public Works) prepare and submit proposals to the CIB Committee.



4. CIB Committee prepares a two-year budget with prioritized proposals for the Mayor.



3. Task Forces consisting of CIB Committee members and district council representatives review and rank the proposals, then send their rankings to the entire CIB Committee.



5. The Mayor reviews the budget and makes changes. S/he then presents the budget to the City Council for approval.



6. City Council reviews the Mayor's budget and makes changes. Through democratic voting, the City Council adopts the new budget for capital improvements.

**Scoring Criteria for
Community Facilities and Streets and Utilities Capital Projects
(Project Name)**

Instructions: Assign 1 - 10 points for each area of consideration (Importance, Safety, Commitment, Community Benefit, and Long Term Benefit). Please use whole points only - do not assign fractions of points.

Use the listed criteria as examples to assist in allocating points within each area.

1. Project Importance

Consider criteria such as (but not limited to):

- Project stabilizes the structural or mechanical integrity of an asset
- Project improves or creates an asset that is currently in high use or demand
- Project improves or creates an asset to meet new demand
- Project improves the functionality of an asset

	Points Possible	Points Awarded
Project Importance Score:	10	

2. Safety Concerns

Consider criteria such as (but not limited to):

- Project remedies pressing life safety issues that pose a danger to the community
- Immediate action is needed to address critical safety issues
- Project addresses code violations or other mandates or legal requirements

	Points Possible	Points Awarded
Safety Concerns Score:	10	

3. Demonstrated Commitment

Consider criteria such as (but not limited to):

- Continued funding is needed to deliver expected services or to preserve an asset
- Project leverages outside funding
- Project has been proposed in previous cycles
- Proposal demonstrates evidence of collaborations or partnerships
- Project demonstrates community support and organizational commitment

	Points Possible	Points Awarded
Demonstrated Commitment Score:	10	

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Community Facilities and Streets and Utilities Capital Projects
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Use the listed criteria as examples to assist in allocating points within each area.

4. Community Benefit

Consider criteria such as (but not limited to):

- Project significantly benefits a neighborhood, district, area, or city as a whole
- Project enhances livability by improving quality of life or property values, providing unmet needs, improving safety or accessibility, etc.
- Project improves aesthetic appearance of an asset or area through landscaping, public art, lighting, signage, or other design features

	Points Possible	Points Awarded
Community Benefit Score:	10	

5. Long-range Impact

Consider criteria such as (but not limited to):

- Impact on future operating costs (both increases/decreases)
- The project exceeds standards in environmental sustainability
- Project provides tangible return on investment
- Project is included in City-approved plan
- Project maintains an asset with historical significance
- Project demonstrates ability to achieve stated outcomes

	Points Possible	Points Awarded
Long-range Impact Score:	10	

Total Score

	Points Possible	Points Awarded
Add points awarded in each category. Total should fall between 5 and 50.	50	