2025 Capital Budget Request Summary
Finance

Request by Proposal						
Project/Program Name	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
Capital Budget Administration	418,000	418,000	418,000	418,000	418,000	418,000
Total	**418,000**	**418,000**	**418,000**	**418,000**	**418,000**	**418,000**

Request by Funding Source - GO Borrowing vs. Other						
Funding Type	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
GO Borrowing	-	-	-	-	-	-
Other	418,000	418,000	418,000	418,000	418,000	418,000
Total	**418,000**	**418,000**	**418,000**	**418,000**	**418,000**	**418,000**

Capital Improvement Plan
2024 Adopted vs. 2025 Request
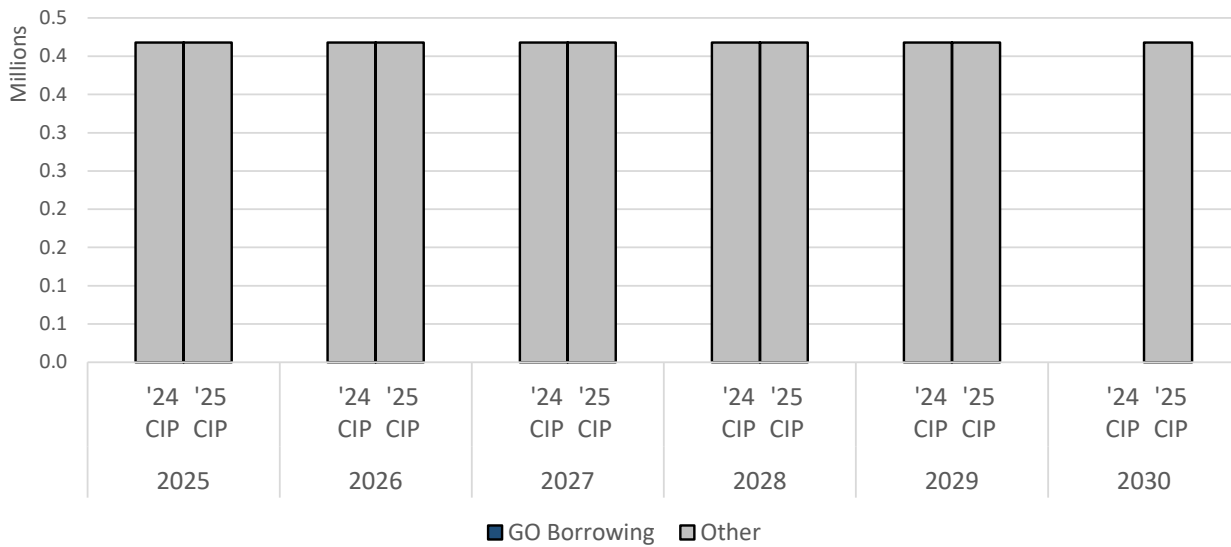
Major Changes

Capital Budget Administration
- No major changes compared to 2024 Adopted CIP.

2025 Capital Improvement Plan

Program Budget Proposal

This form is intended for requests that do not change the 2024 Adopted CIP or make only budget neutral changes/reductions to the 2024 Adopted CIP.

Identifying Information

Agency	Finance
Proposal Name	Capital Budget Administration
Project Number	12509

New or Existing Project	Existing
Project Type	Program

2025 Project Number 15183

New or Updated Description

This program is for costs associated with administering and overseeing the City's capital budget and Capital Improvement Plan. These costs are primarily staffing costs from the Finance Department for time spent building the capital budget and administering the budget. The amount is based on results from an annual Cost Allocation Plan, which will be completed by an external consultant in the Summer of 2024. The goal of the program is to provide accurate and timely analysis regarding capital budget items.

Requested Budget by Funding Source

Funding Source	2025	2026	2027	2028	2029	2030
Transfer In From General Fund	$ 418,000	$ 418,000	$ 418,000	$ 418,000	$ 418,000	$ 418,000
Total	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**

Requested Budget by Expense Type

Expense Type	2025	2026	2027	2028	2029	2030
Other	$ 418,000	$ 418,000	$ 418,000	$ 418,000	$ 418,000	$ 418,000
Total	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**	**$ 418,000**

Explain any changes from the 2024 CIP in the proposed funding for this project/program

No changes.

Project Information

Agency: Finance
Project/Program: Capital Budget Administration

Project Schedule and Location

Complete the table below for each year of requested funding. Detail the minor projects that will occur and provide location detail when necessary. If detailed project plans are not available, explain why and when this information will be available.

Year	Phase/Project Name	Cost	Location	Alder District
2025	Capital Budget Administration	$ 418,000	Citywide	
2026	Capital Budget Administration	$ 418,000	Citywide	
2027	Capital Budget Administration	$ 418,000	Citywide	
2028	Capital Budget Administration	$ 418,000	Citywide	
2029	Capital Budget Administration	$ 418,000	Citywide	
2030	Capital Budget Administration	$ 418,000	Citywide	

Facility Expenses

If the proposal includes City site/building/facility expenses, has the proposal been reviewed by City Engineering Facilities?   N/A

If no, explain how you developed the facilities cost estimate for the budget request.

Project Information

Agency: Finance
Project/Program: Capital Budget Administration

Information Technology Information

Are you planning any builds, facility moves, projects or programs that will have a technology component such as anything below?

| | No |

- Electronic hardware that will be connected to a City device in any manner (e.g. wireless, bluetooth, cable, NFC)
- Software (either local or in the cloud)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules

Have you worked with your IT Project Portfolio Manager to discuss the project?

| | No |

If no, please reach out to your Project Portfolio Manager so that their business analysis can be included in the request.

Do you believe any of the hardware or software to be considered surveillance technology?

| | No |

Surveillance technology is defined in MGO Sec. 23.63(2).

If yes, please reach out to Sarah Edgerton prior to submitting your budget request.

Operating Costs

Over the next six years, will the project/program require any of the following:

Facilities/land maintenance?	No
Vehicle setup or maintenance costs?	No
External management or consulting contracts?	No
How many additional FTE positions are required for ongoing operations of this project/program?	0.00

Estimate the project/program annual operating costs

Description - please detail operating costs by major where available	Annual Costs
None	

Other Information

The Government Accounting Standards Board (GASB) recently issued a statement (GASB 96) for subscription-based information technology arrangements (SBITAs). In order to comply with GASB financial reporting standards, we must be aware of any software subscriptions, including software as a service, that is included in your request.

Are you planning to purchase software or software licenses within the requested expenditures above?

| | No |

Is this project/program required to meet the Percent for Arts ordinance?

| | No |

Percent for Art requirements detailed in MGO Section 4.30

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