



CITY MANAGER • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 342-1700

To: Members of Hudson City Council
William A. Currin, Mayor

From: Jane Howington, City Manager

Cc: Frank Comeriato, Assistant City Manager – Operations
Jeff Knoblauch, Finance Director

Date: August 21, 2015

Subject: Preliminary Review of the 2016-2020 Five-Year Plan with a Focus on Capital Planning

The August 25, 2015 Council workshop will initiate the review of the 5-Year Financial Plan and Capital Improvement Planning Process. During this workshop, staff will follow the outline provided below in the provision of financial and capital planning information. For those individuals wanting to review the current Capital Plan and/or Budget, please refer to the City of Hudson's web page. These documents can be found under the City Government section in the Finance Department area.

Discussions and questions from the August 25th and September 8th workshops will be incorporated into the administrative staff review of all departmental capital budget requests, and a proposed Capital Funding Plan will be submitted for Council review on September 22nd, 2015.

I. Introduction

A. The 5-Year Plan as both a planning and a funding tool.

1. The planning tool provides a comprehensive 5-year view of the City's capital needs as identified by staff. Year 1 reflects priorities and immediate needs, while years 3 to 5 and beyond are generally based on needs assessments, replacement assumptions and estimated values (exceptions include results of detailed analysis, such as engineered estimates or strategic management plans such as HPP).
2. As the review process for the 5-Year Capital Plan progresses through review and revision, year 1 develops into a funding tool that will ultimately be incorporated into the annual budget proposal recommended to Council for adoption.

B. Process to be used:

1. Introduce information to Council as an overview including;
 - a. Financial overview
 - b. Status report for current year CIP items
 - c. Review of major and/or new projects or issues of impact to either the current year or the upcoming year
 - d. Discussion and questions of Council
 - i. Examples such as:
 - 1.) Fund balance levels and financial assumptions
 - 2.) More or less resources to capital based on needs
 - 3.) Feedback on specific projects like rte. 8, 91 and Prospect, brine well, Town Hall
2. Staff review and revision of planning tool
 - a. Incorporate Council questions and policies
 - b. Develop into a funding (budget) recommendation for the upcoming year
3. Revised CIP recommendation to Council for review and consideration
4. Incorporate in 2016 Budget proposal

II. Review of Operating Efficiency Measures and ROI items for current year

III. Financial Review and Overview of 5-Year Plan

IV. Overview and Discussion of Capital Improvement Plan

V. Summary

Workshop handouts will include:

- 5-Year Plan of major capital funds with financial summaries
- 5-Year CIP as initial planning and review document
- Vehicle Schedule

Attachments:

- Efficiency Saving Score Sheet / ROI Report
- 2015 Capital Update
- Grant Activity Spreadsheet