

Date: August 25, 2026

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Capital Improvement Policy Update

At the April 28th meeting, the Finance Committee reviewed the introductory memo outlining the foundational elements for updating the City's Capital Improvement Policy. The plan was to address three components each month until the full update was completed. That process concluded at the July 28th meeting, and the draft policy was subsequently shared with department heads for feedback. The policy is now being brought back to the Committee for revisions and review.

During the departmental review, staff expressed the need for clearer direction and defined expectations regarding the quarterly reporting requirements. To support consistency and improve the effectiveness of capital planning across all departments, we are requesting additional guidance from the Committee on what should be included in these quarterly reports and how they should be structured. Staff will incorporate the Committee's feedback into the final draft of the policy and bring the updated version back at the next meeting for final approval and recommendation to the Common Council.