

**CITY OF MINNEAPOLIS  
CLIC MEMBER JOB DESCRIPTION**

**APPOINTING AUTHORITY – MAYOR OR CITY COUNCIL MEMBERS**

**NATURE OF WORK:**

**Responsible for reviewing and critiquing approximately 120 capital budget requests submitted by City Departments, Independent Boards and Commissions of the City to arrive at a financially balanced, programmatically proportioned, and equitably distributed five-year capital program recommendation to the Mayor and City Council.**

**TYPICAL DUTIES AND RESPONSIBILITIES:**

**Attend CLIC Meetings and Capital Budget Presentations:**

- Read proposals and other materials in advance of meetings and be prepared for discussion
- Attend all or a substantial majority of CLIC meetings and participate by making motions and debating issues using Roberts Rules of Order
- Attend, listen to and evaluate departmental presentations conducted by various City Department and Independent Board staff during several half-day or full-day meetings
- Ask clarifying questions of presenters, research capital issues as requested by task force chairs and engage in dialogue with other CLIC members about projects and funding levels
- Inform committee members about pertinent information from your own knowledge base
- Advise other CLIC members of the relationship between capital requests and other projects going on in your respective wards

**Prepare written comments for Policy Makers and Departmental/Board Leadership:**

- Collect information and factual data related to capital requests to inform CLIC members
- Network with other stakeholders (e.g. NRP organizations, civic groups, businesses) to enhance the community engagement aspects of the annual capital budgeting process
- Generate, draft & negotiate wording of written comments based on information gathered throughout the CLIC Process to provide guidance to elected officials regarding spending priorities, service delivery and willingness to pay for services

**Develop Individual & Group Ratings for Capital Projects:**

- Acquire a working knowledge of CLIC Guidelines (Rating Instructions)
- Engage in constructive dialogue with fellow CLIC members to develop group consensus ratings based on objective criteria established by the City Council and Mayor
- Using a standardized spreadsheet rating tool and CLIC Guidelines, assign points in several prescribed categories to determine a CLIC rating for each project

**Evaluate Funding Recommendations/City Infrastructure Priorities:**

- Weigh cost/benefit issues regarding capital spending, maintaining infrastructure versus building new, operating cost implications and tax burden ramifications
- Consider funding levels required to maintain prudent capital maintenance and replacement
- Within prescribed resource levels, work with fellow CLIC members (+/- 30 people) to reach consensus on how to allocate funding to projects in the five-year capital plan
- Consider the “Big Picture” Minneapolis perspective as well as the specific needs of constituents of one’s appointing authority in determining long-term city-wide infrastructure planning and funding
- Review reasonableness of utility requests (e.g. Storm & Sanitary Sewers, Water, Parking) to maintain/improve the City’s utility infrastructure with regard to rate implications to City residents and other ratepayers’ ability to pay

**Other Duties/Opportunities:**

- Develop leadership skills by serving as a member of the CLIC Executive Committee – comprised of elected leaders of the two CLIC task forces and committee of the whole
- Members may be called upon to serve on special task forces or advisory committees (e.g. Minneapolis Water Works Citizen Advisory Committee; Task Force on Storm Water Utility; bicycle and transportation advisory committees)

**QUALIFICATIONS/ EXPERIENCE/REQUIREMENTS:**

- Resident of the City of Minneapolis, preferably for several years
- Good communication skills
- Must acquire and maintain an active e-mail account to receive and send communications
- Access to Microsoft Excel and Word and basic knowledge of how to use these programs - the ability to print e-mail, Word documents and Excel spreadsheets is also desirable.
- Knowledge of community and neighborhood needs and priorities
- Ability to become familiar with the CLIC By-Laws, Minneapolis' official goals and expectations and the City's Comprehensive Plan
- Representative of the community in which you live

**OTHER QUALIFICATIONS/SKILLS:**

- Interest in the City's Governmental Institutions and the services they provide
- Awareness of the various types of infrastructure maintained by the City
- Interest in engineering, construction, technology or finance
- Ability to organize and process large amounts of information
- General familiarity with the different areas of the City, (e.g. north, northeast, south) and particular familiarity with the neighborhood/ward that you live in
- Familiarity with other entities that interact with the City's capital budgeting process

**VOLUNTEER TIME REQUIREMENTS:**

The CLIC Process occurs from Mid-March – Early July each year. The estimated volunteer hours for participating in the CLIC Process range from 70 to 100 hours as follows:

- Reading & Reviewing Proposals – 20 - 36 Hours (personal time)
- Attending CLIC Meetings – 15 – 20 Hours (Tuesday meetings from Noon – 1:30 pm)
- Attending Department Presentations – 24 Hours (may include Saturday/evening meetings)
- Rating Proposals – 6 to 12 Hours (personal time)
- Writing & Reviewing Comments/Other – 5 to 8 Hours (mostly personal time)

**BENEFITS:**

No actual salary, but the benefits of being a CLIC member include -

- Gain a thorough understanding of the City's Capital Budget Process from the ground up
- Free speech forum for expressing views as to spending priorities for City infrastructure
- Learn about tax exempt bond financing and how the City plans for and pays its Capital Improvement Costs – see where your tax dollars are being invested
- The opportunity to go beyond your neighborhood and learn about other issues and challenges throughout the City of Minneapolis
- Learn about how Utility Fees are determined
- Be among the first to know information about upcoming City projects
- Enjoy the satisfaction of serving your fellow citizens
- Contribute to the future success and quality of life of Minneapolis residents through capital improvements that may survive beyond your own lifetime
- Free parking when attending CLIC meetings or free train fare to/from CLIC meetings
- Free lunch, treats & beverages at CLIC Presentation meetings