

Memorandum



To: Marcus Baker, City Planner
From: Rita Ramirez, Assistant City Administrator
CC:
Date: 8/9/2007
Re: Capital Improvement Program (CIP) Document

Following is some information regarding the CIP that you could use in your staff report to the Planning Commission. As this is the first time the City has ever put together a CIP, the Planning Commission will not be familiar with it. I am planning to attend the meeting to present it and answer any questions they might have.

The City Council adopted a CIP Policy in July of 2006 that outlined the objectives of a Capital Improvement Program, developed procedures to implement the CIP, and established criteria for evaluating projects.

The purpose of the CIP is to develop a five year plan that systematically examines the City's infrastructure and capital needs. It is intended to be reviewed and updated on an annual basis to reflect the changing needs of the community and the availability of financial resources. The CIP is a planning document and does not authorize or fund projects. It is anticipated that the City Council will annually adopt a Capital Budget (currently the construction fund) that evolves from the final version of the CIP. Projects approved for funding from the first year of the CIP will be recommended in the Capital Budget.

The document presented includes copies of the project detail sheets submitted by Department Heads, project summary sheets by year (including the priority ranking for each project as established by the CIP Review Committee), and an overall summary sheet, among other items.

State Statute requires that the Planning Commission review and make a recommendation to the City Council regarding the adoption of the CIP (similar to the procedure for the One and Six Year Road Plan). The Commission should be reviewing the CIP for compliance with the City's overall planning process and planning goals.