



MEMO

DATE: March 27, 2017

TO: Planning Commission Members

FROM: Patrick R. Zenner, Development Services Manager

Re: Proposed 2018 Capital Improvement Plan (CIP) review

In preparation for the Council mini-retreat regarding the FY18 budget, the Finance Department has requested that the Planning Commission review the proposed FY18 CIP. The CIP is a critical element of the city-wide budget and the Commission's review of its projects is an assigned responsibility of Unified Development Code. Commission comments are requested to be provided by May 12.

Review of the CIP is an annual task that has historically focused on looking at proposed infrastructure (roadway and storm and sanitary sewer) and parks projects that fall into the 3-5 year and 6-10 year categories of the plan. As part of its review, the Commission has relied on the Public Works, Utilities, and Park & Recreation Departments to highlight particular projects of special significance. This historic pattern of review and receiving information is not recommended to be changed with the review of the FY18 CIP.

As you review the CIP it is recommended that you consider how the proposed projects are placed within the priority categories. It may be that certain projects, given current development demands or issues you may be aware of, should be modified. Part of the Commission's role in reviewing the CIP is to point out these possible mis-matches. Additionally, your review of the CIP should include consideration of potential projects that may have not been considered for inclusion that would address an existing or possible future need.

As has been past practice a hard-copy of the CIP will not be provided. A copy is available for review in the Community Development Department or can be obtained at the following link:

[FY 2018 Draft CIP Document](#)

At the upcoming work session further discussion on the schedule to complete review of the CIP is scheduled. Additionally, staff will seek direction on when or whether the Commission desires to have representatives from the Public Works and Parks and Recreation Departments attend a work session to discuss their projects specifically.