


**MEMORANDUM**

Date: February 21, 2007

To: City Commissions

From: Steven Bocian, Assistant City Manager 

Subject: Identify Priority Projects for City Council Consideration as Part of the FY 2007-08 through FY2010-11 City Capital Improvement Program

Every two years, the City adopts a Budget representing a comprehensive funding and expenditure plan for the City. Part of the Budget includes adoption of a Capital Improvement Program (CIP) representing a comprehensive financial plan for meeting capital improvement needs over the next four years. Capital improvements are those major "one-time" projects generally related to constructing the City's infrastructure such as facilities, (e.g., Veterans Building, Firehouse Arts Center), park development, (e.g., Kottinger Creek, Delucchi Park Restrooms) maintaining and constructing city streets and water and sewer systems and debt services. The CIP that will be adopted by the City Council this June will cover the fiscal years of 2007-8 through 2010-11. The first two years of the program will be funded and the last two will be included for planning purposes.

To assure the CIP is consistent with City Council priorities, community needs and available revenues, the City conducts an extensive three step CIP preparation process. Step one includes the establishment of City Council CIP priorities included as part of the Council's Annual Work Plan. The Annual Work Plan is designed to inform the community of the Council's "shared vision" and provide the City Manager with the policy direction needed to direct City resources including preparation of the City Budget. This step was completed by the Council at its meeting of February 20 and a copy of the Annual Work Plan is included as Attachment B. Step two includes an extensive staff review of infrastructure needs, City Council priorities, funding opportunities for specific projects and public requests made throughout the year. This step is underway. For the third step, the City Council requests City commissions review its Annual Work Plan and identify the highest priority CIP project(s) and provide an opportunity for public comment on these projects. The CIP projects included in the Annual Work Plan are listed on Attachment A.

To complete your process, please review the CIP projects listed in Attachment A and identify your highest priority project(s). While you may have more than one highest priority project, identifying these, rather than projects that are of interest but not highest priority, assures that the Council and staff can focus its attention and resources in a way that best meets the community's needs and

interests. Further, because funding is generally available only for the highest priority projects, your designation allows staff to identify any specific funding sources for the appropriate projects. As a result, it is better to limit rather than expand the number of highest priority projects. The identification of highest priority projects should be determined by a majority vote of your commission.

Staff Recommendation

Staff recommends your commission review the attached information and;

1. Review Attachment A and identify your highest priority project(s). For reference, the City's standard definition for highest priority is "those projects that take precedence over all others."
2. In addition to the above, your commission may inform the City Council of any projects that should not be included as part of the City's CIP. The standard definition used for these projects is "projects that may be beneficial, but not essential or necessary in terms of allocating available resources."

Attachments

- A. Listing of CIP projects included in the City Council Annual Work Plan for Commission Review
- B. City Council Annual Work Plan for 2007/2008