



# ***PLANNING DIVISION***

## **STAFF REPORT**

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**TO:** PLANNING & TRANSPORTATION COMMISSION

**FROM:** Roland Rivera  
Planner

**DEPARTMENT:** Planning and  
Community Environment

**AGENDA DATE:** March 8, 2006

**SUBJECT:** 2006 – 2011 Proposed Capital Improvement Program

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### **RECOMMENDATION**

Staff recommends that Planning and Transportation Commission (Commission) endorse the schedule contained within the Timeline section of this report for review of the proposed 2006-2011 Capital Improvement Program (CIP) and appoint a three-member subcommittee to review the technical specifics of the proposed CIP and report back to the full Planning Transportation Commission.

### **DISCUSSION**

Each year the Commission is required to review the proposed CIP for consistency with the Comprehensive Plan and forward its recommendations to the City Council. The Commission submits an annual report to the Council regarding the CIP. The report reviews each project for its conformity with the Comprehensive Plan and reviews the CIP as a whole in order to suggest any improvement in economy or efficiency that might be affected through the combining of various projects. The Commission also receives a copy of the current Comprehensive Plan Implementation Plan to provide context and assistance in reviewing the CIP.

In the past few years the Commission has appointed a three-member subcommittee to review the specific aspects of the CIP projects and meet with City staff as necessary to discuss the projects or obtain further information.

### **POLICY IMPLICATIONS**

Policy issues will be addressed in the CIP description and the staff reports that accompany and follow it. The 2006-2011 CIP will be reviewed for consistency with the 1998-2010 Comprehensive Plan.

### **RESOURCE IMPACT**

The impact on City resources, both fiscal and operational, will be addressed in the CIP description and staff reports that follow.

## **TIMELINE**

Staff requests that Commission establish the review schedule and appoint the CIP subcommittee at the meeting of March 8, 2006. The proposed tentative schedule for review is as follows:

- March 8, 2006: Commission established review schedule and appoints CIP Subcommittee.
- March 30, 2006: CIP descriptions in Commission packets. Distribution of Draft Implementation Plan.
- April 5, 2006: Discussion by Commission on CIP specific projects or policy issues that the Commission subcommittee may wish to discuss with the Assistant City Manager, Department/Division Heads, and staff.
- April 6, 2006:  
(Thursday)  
3:00 – 5:00 PM Commission Subcommittee review and discussion with Assistant City Manager, Department/Division Heads and staff.
- April 12, 2006: Commission Subcommittee recommendations to staff for inclusion in Planning Commission packet.
- April 26, 2006: Commission final review and recommendation to City Council on CIP.

## **ENVIRONMENTAL REVIEW**

The Capital Improvement Program is not a project under CEQA. However, individual projects may or may not be subject to CEQA, and an environmental determination is made on each individual project.

## **COURTESY COPIES:**

Emily Harrison, Assistant City Manager  
Steve Emslie, Director of Planning and Community Environment  
Amy Javelosa-Rio, Senior Financial Analyst  
Donald Larkin, Senior Deputy City Attorney

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Reviewed by: Julie Caporgno, Advance Planning Manager

Department/Division Head Approval:

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**Julie Caporgno, Advance Planning Manager**