TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS UTILITIES
DATE: MAY 2, 2005 CMR: 238:05
SUBJECT: FINANCE AND POLICY AND SERVICES COMMITTEES RECOMMENDATIONS REGARDING CRITERIA THAT WOULD IDENTIFY WHICH CAPITAL IMPROVEMENT PROJECTS REQUIRE POLICY DIRECTION FROM THE CITY COUNCIL BEFORE THEY ARE INCLUDED IN THE ADOPTED CAPITAL IMPROVEMENT BUDGET

RECOMMENDATION
Finance and Policy and Services Committees recommend that the City Council approve project screening criteria to be used to identify proposed Capital Improvement Projects that require Council policy direction before they are included in the Capital Improvement Budget each fiscal year.

COMMITTEE REVIEW AND RECOMMENDATIONS
At separate meetings on March 15, 2005 both the Finance Committee and Policy and Services (P&S) Committee reviewed recommended screening criteria to be used to identify proposed Capital Improvement Projects that would require Council policy direction before they are included in the Capital Improvement Budget each fiscal year (see CMR 167:05 - Attachment 1). Both the Finance and P&S Committee’s voted unanimously to accept staff’s recommendations with minor wording changes to the proposed criteria (see Finance minutes - Attachment 2 and P&S minutes - Attachment 3).

The revised screening criteria reflecting both committees’ wording changes are listed below:

- Project would require a determination of compliance or compatibility with and/or an amendment to the Comprehensive Plan or other master Plans.
- Project would require a change in land use.
- Project involves a significant change in service levels requiring additional staffing or other resources.
- Project is not in planned General Fund IMP and/or does not have an identified funding source.
- Project requires acquisition or disposition of real property.
- Project will probably require an Environmental Impact Review.
• Project requires the significant diversion of staffing and/or City funds due to outside funding opportunity (e.g., grants).
• Project may require voter and/or property owner approval.

ATTACHMENTS
Attachment 1: CMR:167:05
Attachment 2: Finance Committee meeting minutes of March 15, 2005
Attachment 3: Policy and Services Committee meeting minutes of March 15, 2005

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