



AGENDA REPORT

MEETING DATE: February 28, 2012

TO: City Council

FROM: Russell J. Morreale, Finance Director

SUBJECT: Fiscal Year 2011-2012 Mid-Year CIP Status Update

RECOMMENDATION:

- A. Receive the CIP Project Status Report as of December 31, 2011;
 - B. Accept the Project savings subject to reallocation and return to fund balance;
 - C. Affirm and appropriate the recommended CIP Project reallocations;
 - D. Approve new Project 12-17 “Citywide Document Management Systems;” and
 - E. Approve recommendation to not solicit new CIP Projects for FY2012-2013.
-

SUMMARY:

Estimated Fiscal Impact:

Amount: \$432,371 of CIP Fund and \$543,134 of Sewer Fund Savings/Defunding

Budgeted: Yes - See projects proposed for fund reallocations

Previous Council Consideration: Prior mid-year report February 8, 2011

CEQA Status (If Required): N/A

Attachments:

- 1. Capital Improvement Status Report - December 31, 2011 – Mid-Year Review
- 2. Proposed Project Reallocations
- 3. Project Description 12-17 “Citywide Document Management Systems”
- 4. Schmitz Memo of February 28, 2012

Russell J. Morreale, Finance Director

Date

Douglas J. Schmitz, City Manager

Date

DISCUSSION:

Mid-Year CIP Status Report

This report provides a CIP status report update through December 31, 2011 and an update on the progress made on approved and active capital projects. It also is the time of year to assess the fiscal impact of project completions and make necessary adjustments as needed.

The “Capital Improvement Project Status Report,” included as **Attachment 1**, presents a graphical display of the total inventory of active projects with a count of how many have been completed. At this point 139 of the total 197 projects have achieved a completed status with six others on hold. Status highlights at mid-year follow:

- Fifty three (53) projects remain open and active. This amount includes 15 new projects adopted and added as part of the FY2011-2012 CIP. The total balance of all outstanding active projects equals \$17.5 million - 31% CIP funded - 25% Sewer funded - and 43% subject to external funding.
- Fifty percent (50%) of active projects fall within a 24-month start date range, an additional 30% within the four-year range and the remainder in earlier years.
- This report is noteworthy as it indicates that 16 projects have been rendered a status of “completed” over the past six months. This is consistent with the trend noted in the prior year audit report presented at the last regular meeting.
- This report presents a return of over \$400,000 in project savings and/or defunding to the benefit of the CIP Fund. Some of these funds are recommended for re-allocation as part of this report.
- Although not listed on this report to maintain brevity of presentation, staff is tracking historical detail for those projects completed, closed and/or deferred projects for all periods captured from the time of this report’s creation. This information is available upon request and used internally.

The following sections of this report will address proposed actions which include the affirmation of project savings, approval of resulting reallocations and, finally, the approval of one new project, Project 12-17 “Citywide Document Management Systems” using a reallocation of existing project dollars.

Project Savings and Defunding Through Mid-Year

In the process of compiling the CIP status report, sixteen (16) projects were completed or defunded within the past six-month term and moved from the status of “Active” to “Closed.” These are listed below along with the estimated dollar savings – an amount that totals \$432,371 for the CIP Fund and \$543,134 for the Sewer Fund. The sum total of the Sewer Fund dollars will return to reserve while a portion of the CIP Fund savings are subject to reallocation within this report.

CIP Fund				
01113	Safe Routes To School Project	Defunded	Grant Not Awarded	43,500
00718	Traffic Signal Controller & Cabinet Replacement	Savings	Completed under budget	44,795
01007	Annual Special Projects and Studies	Savings	Completed under budget	4,866
01009	El Monte Avenue Bicycle Lane	Savings	Completed under budget	50,418
01015	Collector Traffic Calming Master Plan	Savings	Completed under budget	3,031
01102	Annual Street Striping	Savings	Completed under budget	6,664
01103	Annual Concrete Repair	Savings	Completed under budget	57,664
01108	Annual NTMP Projects	Savings	Completed under budget	67,980
01109	Annual Special Projects and Studies	Savings	Reallocated Per Attachment 2	78,558
01110	Biennial Street Slurry Seal	Savings	Completed under budget	74,894
01112	San Antonio Road Resurfacing	Savings	Completed under budget	-
01121	Historic Resources Rating System - Phase III	Savings	Completed under budget	1
12				432,371
Sewer Fund				
00926	Annual Sewer Main Repair	Savings	Completed under budget	57,009
00928	Sewer Main Corrosion Rehabilitation Project A	Savings	Completed under budget	401,319
00929	Sewer Main Replacements - Sewer Master Plan	Savings	Completed under budget	43,244
00937	Pine Lane Sewer Pump Station	Savings	Completed under budget	41,562
4				543,134
16				975,505

Project Reallocations

As part of the mid-year CIP update, staff evaluates project costs to date and assesses the need to re-allocate dollars between projects, and/or update project budget and descriptions for Council consideration and approval. Much like the operating budget process, mid-year is an opportunity to refine estimates and adjust appropriations. In this regard the following is proposed:

This report proposes the reallocation of project savings and partial balances as listed on **Attachment 2** and described further below:

Facility Repairs & Master Plan Bond Consulting: Project 11-09 is noted as completed with savings of \$78,558 in the chart above. Staff is proposing reallocating these dollars for the following purposes:

\$38,200 to fund a variety of facility improvements including additional fire code and hazardous material testing dollars expended in the completion of San Antonio Club as part of Project 10-22. These reallocated dollars will be reassigned to the San Antonio Club Project budget to be subsequently closed.

\$40,000 to fund bond consulting services for Project 08-14 "Community Center Project Master Plan." At the June 19, 2008 City Council meeting, Council appropriated dollars as part of this project to fund legal counsel, and financial and survey professional services to assist in developing a finance plan for the development of the Community Center Master Plan. The consultant team of Charles Heath/TBWB, Godbe Research, Northcross, Hill, and Ach, and Jones Hall were recommended by the management team following a

competitive evaluation process with several consultant teams. These funds were allocated to the General Master Plan account and the proposed \$40,000 reallocation requested herein is necessary to complete this assignment.

Document Management Systems: A portion of Project 09-21, \$35,000 out of a balance of \$90,000, is proposed for reassignment towards a citywide document management initiative with a focus on developing an efficient and easy-to-use electronic search engine for core legislative and public records documents. This action will allow the City Clerk to develop a Request for Proposal and bring the results back to Council for contract approval. A new project description for this project, Project 12-17 “Citywide Document Management Systems,” is included for approval as **Attachment 3**.

Annual Special Projects: An additional \$250,000 is reallocated from project savings to be used for project contingencies and other CIP project uses that may arise. Four 2010 and 2011 CIP projects with resulting savings have been identified as the source for these reallocated funds.

FISCAL IMPACT:

The fiscal impact of this CIP update is to replenish nearly \$1 million in fund balances, \$432,371 to the CIP Fund and \$543,134 to the Sewer Fund as a result of completed project savings and defunding actions. CIP Fund savings of \$329,156 is proposed for reallocation per **Attachment 2** and no Sewer Fund reallocations have been proposed.

ALTERNATIVES:

Council can accept, deny or modify staff’s CIP recommendations and/or request further information.

**Attachment 1
Capital Improvement Project Status Report
December 31, 2011 - Mid-Year Review**

Distribution By Year

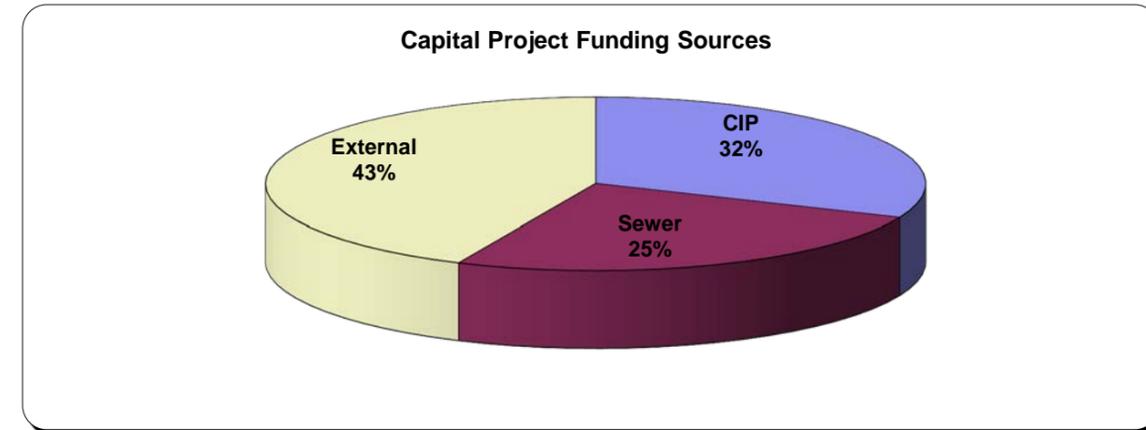
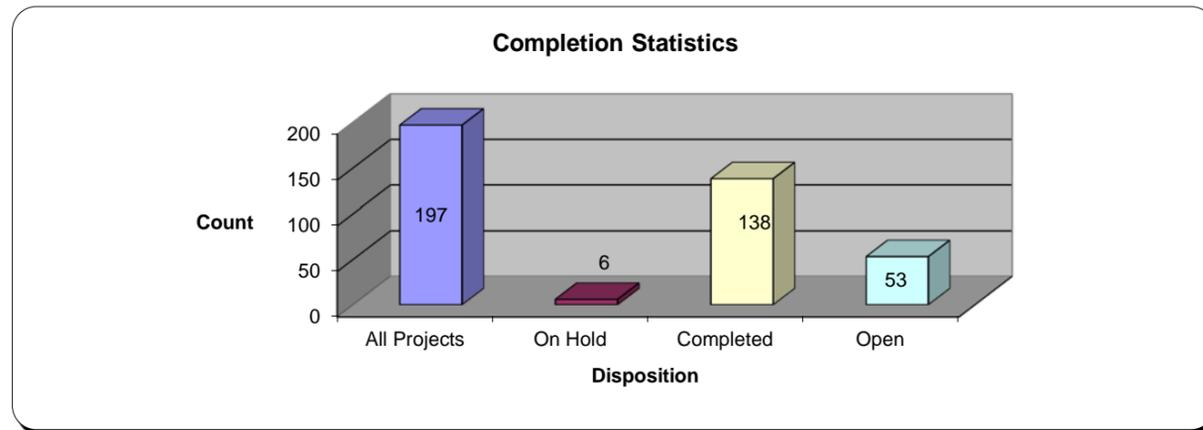
Active Projects - Budget Status					
Fiscal Year	Count	% Count	Project Budget	Balance Remaining	% Expended
11-12	15	28%	3,527,500	3,519,894	0%
10-11	11	21%	2,869,611	2,556,520	11%
09-10	6	11%	6,763,062	3,256,252	52%
08-09	8	15%	5,781,566	4,760,581	18%
07-08	5	9%	1,866,230	122,388	93%
06-07	2	4%	2,796,000	280,501	90%
05-06	2	4%	247,150	9,460	96%
04-05	0	0%	-	-	0%
03-04	0	0%	-	-	0%
02-03	3	6%	1,848,825	1,268,789	31%
Prior	1	2%	2,160,000	1,690,141	22%
53	100%	27,859,944	17,464,526	37%	

Active Projects Balance - Funding Sources			
CIP	Sewer	External	Total
883,397	2,020,997	615,500	3,519,894
196,500	1,870,340	489,680	2,556,520
2,712,577	543,675	-	3,256,252
680,952	-	4,079,629	4,760,581
122,388	-	-	122,388
280,501	-	0	280,501
6,452	-	3,008	9,460
-	-	-	0
-	-	-	0
311,800	-	956,989	1,268,789
289,600	-	1,400,541	1,690,141
5,484,166	4,435,012	7,545,348	17,464,526
31%	25%	43%	100%

Distribution By Type

Annual	8	15%	1,424,111	1,416,226	1%
Streets	17	32%	13,408,931	8,352,131	38%
Facilities	2	4%	1,695,125	1,347,341	21%
Parks	5	9%	2,773,000	451,042	84%
Sewer	10	19%	5,541,150	4,438,020	20%
Other	11	21%	3,017,627	1,459,766	52%
53	100%	\$27,859,944	\$17,464,526	37%	

Number of Projects Completed Per Period	
Past Quarter	9
Past Six Months	17
Past Year	33
Eighteen Months	52
Twenty Four Months	58
Average Per Month	2



Funding Sources
CIP - Project is to be funded using the City's available Capital Improvement Fund balance in line with adopted Capital projects
Sewer - Project is to be funded using the City's rate driven Sewer enterprise operations
Restricted - Project is funded through special revenue funds, state or federal restricted funding, grants, donations and/or contributions

Scope - This Schedule reports on active and Capital projects that have been adopted and/or completed in a current or prior budget year

**Attachment 1
Capital Improvement Project Status Detail Report
December 2011 - Mid-Year Report**

SERVICE CATEGORY	CIP #	PROJECT TITLE	PROJECT ADOPTION YEAR	PRIMARY STAFF	BUDGET	EXPENDED INCEPTION TO DATE	BALANCE	ESTIMATED START DATE (MM/YR)	% SPENT	% PHASE	% PROJECT	STATUS	COMMENTS	CIP	SEWER	EXTERNAL
OPEN & ACTIVE PROJECTS																
Traffic & Streets	00220	Fremont Avenue Bridge Replacement	2002	Jim	2,160,000	469,859	1,690,141	Spring 2011	22%	80%	28%	AD	In Design	289,600	0	1,400,541
	00325	Rehabilitate Portland Avenue Bridge	2003	Jim	1,433,825	283,263	1,150,562	Spring 2011	20%	70%	25%	AD	In Design & Environmental Studies	193,573	0	956,989
	00816	First Street Streetscape Design	2008	Dave	607,950	580,025	27,925	Summer 2010	95%	95%	95%	AD	Phase B construction documents under development	27,925	0	0
	00817	Loyola Corners Streetscape Design	2008	Dave	230,790	156,942	73,848	Summer 2010	68%	85%	80%	AD	On Hold pending SCC Bridge Design	73,848	0	0
	00933	Miramonte Ave & Covington Road Traffic Signal	2009	Jim	250,000	0	250,000	Winter 2011	-	8%	3%	AD	In Design	250,000	0	0
	00934	Homestead Road Safety Improvements	2009	Jim	417,804	89,726	328,078	Spring 2011	21%	80%	28%	AD	In Design	0	0	328,078
	00906	Annual Safe Routes to School	2009	Jim	636,000	395,491	240,509	Fall 2010	62%	80%	87%	AC	In Construction	63,600	0	176,909
	00922	First Street Utility Undergrounding - Phase I	2009	Dave	2,952,000	141,045	2,810,955	Summer 2010	5%	95%	95%	AC	Restoration work in coordination w/streetscape work	218,955	0	2,592,000
	01011	Bicycle Transportation Plan Update	2010	Jim	75,000	72,991	2,009	N/A	97%	95%	95%	AD	In Design (Study)	2,009	0	0
	01023	First Street Utility Undergrounding - Phase II	2010	Dave	240,000	8,276	231,724	Summer 2010	3%	3%	3%	AD	UUD Formation Completed - Awaiting PGE Approval	231,724	0	0
	01026	Downtown Intersections Construction (Formerly First Street)	2010	Dave	1,694,225	1,575,136	119,089	Spring 2011	93%	95%	95%	CP	Closed Pending Final Detail Work & Payments	119,089	0	0
	01027	First Street Streetscape Construction (Formerly First Street)	2010	Dave	2,231,337	1,219,001	1,012,336	Summer 2011	55%	80%	40%	AC	Under Construction	1,012,336	0	0
	01111	Homestead Road Medians & Paths	2011	Jim	216,000	0	216,000	Fall 2010	-	80%	28%	AD	In Design	0	0	216,000
	01118	Pedestrian Master Plan	2011	Jim	75,000	0	75,000	Fall 2010	-	50%	50%	AD	On Hold	75,000	0	0
	01119	Portola Ave Sidewalk	2011	Jim	51,000	11,948	39,052	Winter 2011	23%	50%	18%	AD	In Design	0	0	39,052
	01120	Grant Rd Pathway Bryant to Altamead	2011	Jim	88,000	4,598	83,402	Winter 2011	5%	15%	5%	AD	In Design	50,000	0	33,402
	01122	Traffic Signs Replacement	2011	Jim	50,000	48,500	1,500	Fall 2010	97%	99%	99%	AD	Study	1,500	0	0
17					13,408,931	5,056,800	8,352,131		38%					2,609,160	0	5,742,971
Infrastructure	00819	San Antonio Rd Streetscape Design	2008	James	345,125	345,125	(77)	In Process	100%	95%	95%	AD	In Design	0	0	(77)
	01008	San Antonio Road Construction (Streetscape)	2010	Jim	1,350,000	2,582	1,347,418	Spring 2012	0%	0%	0%	AC	In Design	1,347,418	0	0
2					1,695,125	347,784	1,347,341		21%					1,347,341	0	0
Parks	00611	San Antonio Club Playground Renovation	2006	Beverly	11,000	4,548	6,452	Fall 2010	41%	75%	75%	AC	Under Construction-Near Complete	6,452	0	0
	00707	Rosita Park & Right of Way	2007	Brian	2,490,000	2,246,331	243,669	Summer 2011	90%	95%	97%	AC	In Construction	243,669	0	0
	00920	Parks Master Plan	2009	Jon	71,500	71,079	421	Fall 2010	99%	85%	85%	CP	Presented At Council Study Session on Feb 14, 2012	0	0	421
	01214	Shoup Redwood Grove	2012	Jim	103,500	0	103,500	Spring 2012	-	0%	0%	NS	Not Started	0	0	103,500
	01215	Rosita Park Playground	2012	Jim	97,000	0	97,000	Fall 2011	-	75%	26%	AD	In Design	0	0	97,000
5					2,773,000	2,321,958	451,042		84%					250,121	0	200,921
Sewer	00612	Sewer Metering Stations	2006	Jim	236,150	233,142	3,008	Under Const.	99%	95%	97%	AC	In Construction	0	0	3,008
	01014	South Sewer Main Replacement - Phase I	2010	Jim	1,172,500	628,825	543,675	Winter 2010	54%	80%	87%	AC	In Construction	0	0	543,675
	01104	Annual Sewer Main Repair	2011	Jim	358,000	28,428	329,572	Summer 2010	45%	95%	33%	AD	In Design	0	0	329,572
	01114	Sewer Main Replacement - Phase II	2011	Jim	1,172,500	53,256	1,119,244	Summer 2010	45%	95%	33%	AD	In Design	0	0	1,119,244
	01115	Fallen Leaf Lane Sewer Main Replacement	2011	Jim	430,000	40,849	389,151	Summer 2010	45%	95%	33%	AD	In Design	0	0	389,151
	01117	Sewer Master Plan Update	2011	Jim	150,000	117,627	32,373	Fall 2010	78%	90%	90%	AD	In Design (Study)	0	0	32,373
	01204	Annual Sewer Main Repairs	2012	Jim	369,000	0	369,000	Fall 2011	-	2%	1%	AD	In Design	0	0	369,000
	01205	Annual Sewer Main Video	2012	Jim	379,000	571	378,429	Fall 2011	0%	99%	35%	AD	In Design	0	0	378,429
	01206	Annual Sewer Root Foaming	2012	Jim	332,000	432	331,568	Fall 2011	0%	1%	36%	AC	In Construction	0	0	331,568
	01210	Sewer Collection System Upgrade	2012	Jim	942,000	0	942,000	Fall 2011	-	2%	1%	AD	In Design	0	0	942,000
10					5,541,150	1,103,130	4,438,020		20%					0	4,435,012	3,008
Other Projects	00315	Emergency Operations Center Upgrade	2003	Tuck	100,000	73,251	26,749	In Process	73%	75%	75%	XX	Closed and remaining funds to be transferred to 00923	26,749	0	0
	00316	Financial System Upgrade	2003	Russ	315,000	223,523	91,477	In Process	71%	71%	71%	AC	Business Licensing Installed - Grant Tracking Underway	91,477	0	0
	00717	Storm Drain System Master Plan	2007	Jim	306,000	269,168	36,832	In Process	88%	85%	85%	AD	Study Only	36,832	0	0
	00813	Regional Public Safety Interoperability & Emergency Communications	2008	Tuck	10,000	7,649	2,351	In Process	76%	76%	76%	XX	Closed and remaining funds to be transferred to 00923	2,351	0	0
	00814	Community Center Project Master Plan	2008	James	672,365	654,024	18,341	Completed	97%	95%	100%	CP	Closed pending final Invoicing	18,341	0	0
	00921	Public Works/Finance Document Archiving	2009	Jim	102,262	12,210	90,052	In Process	12%	82%	82%	AD	In Design	90,052	0	0
	00923	Police Records Mgmt & Dispatch System	2009	Tuck	1,064,000	81,778	982,222	In Process	8%	0%	0%	AD	Vendor Agreement In process	0	0	982,222
	00930	Demolition of 400 Main Street	2009	Dave	288,000	229,656	58,344	Summer 2010	80%	90%	90%	AC	Building Removed Site Improvements Underway	58,344	0	0
	01116	NPDES Compliance Design	2011	Jim	70,000	0	70,000	Spring 2011	-	8%	3%	AD	In Design	70,000	0	0
	01211	Climate Action Plan	2012	James	75,000	0	75,000	Winter 2012	-	0%	0%	AD	Project Underway	75,000	0	0
	01213	HRI Phase IV	2012	James	15,000	6,604	8,397	Fall 2011	44%	40%	40%	AD	Project Underway	8,397	0	0
11					3,017,627	1,557,861	1,459,766		52%					477,544	0	982,222
Annual Projects	01107	Annual ADA Accessibility	2011	Jim	209,111	7,885	201,226	Fall 2010	4%	50%	18%	AD	In Design, Const in Spring 2012	0	0	201,226
	01201	Annual Street Resurfacing	2012	Jim	650,000	0	650,000	Fall 2011	-	85%	30%	AD	In Design	425,000	0	225,000
	01202	Annual Street Striping	2012	Jim	75,000	0	75,000	Winter 2012	-	2%	1%	AD	In Design	0	0	75,000
	01203	Annual Concrete Repair	2012	Jim	200,000	0	200,000	Fall 2011	-	90%	32%	AD	In Design	200,000	0	0
	01207	Annual ADA Accessibility	2012	Jim	115,000	0	115,000	Winter 2012	-	3%	1%	AD	In Design	0	0	115,000
	01208	Annual NTMP Projects	2012	Jim	75,000	0	75,000	Summer 2011	-	0%	0%	NS	Various NTMP Issues	75,000	0	0
	01209	Annual Special Projects and Studies	2012	James	50,000	0	50,000	Summer 2012	-	0%	0%	AD	Project Underway	50,000	0	0
	01212	Traffic Sign Replacement	2012	Gil	50,000	0	50,000	Summer 2012	-	0%	0%	NS	Not Started	50,000	0	0

**Attachment 1
Capital Improvement Project Status Detail Report
December 2011 - Mid-Year Report**

SERVICE CATEGORY	CIP #	PROJECT TITLE	PROJECT ADOPTION YEAR	PRIMARY STAFF	BUDGET	EXPENDED INCEPTION TO DATE	BALANCE	ESTIMATED START DATE (MM/YR)	% SPENT	% PHASE	% PROJECT	STATUS	COMMENTS	CIP	SEWER	EXTERNAL
	8				1,424,111	7,885	1,416,226		1%					800,000	0	616,226
	53				27,859,944	10,395,418	17,464,526		37%					5,484,166	4,435,012	7,545,348

Status Codes
NS-Not Started
AD-Active - In Design
AC-Active - In Construction
OH-On Hold funding preserved
CP-Completed - Pending Final Review
CL-Closed- Return dollars to fund balance
XX-Cancelled - Return dollars to fund balance

Scope - This Schedule presents those Capital projects that have been adopted in a current or prior budget years

Funding Sources
CIP - Project is to be funded using the City's available Capital Improvement Fund balance in line with adopted Capital projects
Sewer - Project is to be funded using the City's rate driven Sewer enterprise operations
Restricted - Project is funded through state or federal restricted funding, grants, donations and/or contributions

FUNDED - ON HOLD

00408	City Hall HVAC System	2004	Jim	129,891	51,945	77,946	Funded On Hold	40%	100%	100%	OH	On Hold Pending Civic Center Improvements	77,946	0	0
00936	Redwood Grove/Nature Center	2009	Dave	198,000	59,341	138,660	Funded On Hold	0%	10%	20%	OH	Pending Council Discussion & Action	138,660	0	0
00709	Grant Park Jogging Trail	2007	Dave	15,000	0	15,000	Funded On Hold	-	0%	0%	OH	Pending Park Master Plan Project	15,000	0	0
00805	Parallel Sewer Main on Magdalena Ave	2008	Jim	282,000	14,607	267,393	Funded On Hold	5%	0%	0%	OH	Pending Amendment of Agreement with Los Altos Hills	0	267,393	0
00915	Dog Park (Deferred to 12-13 CIP)	2009	Beverly	227,000	0	227,000	Funded On Hold	-	0%	0%	OH	Pending future CIP commitments	0	0	227,000
5				851,891	125,892	725,999		15%					231,606	267,393	227,000

Attachment 2
Proposed Project Reallocations

Proposed Project Savings Reallocations	Project Status	From					To			Fiscal Impact	Savings
		Funding	Dept	Savings	11-09	10-22	08-14	Facilities	Streets		
Project 11-09 "Annual Special Projects and Studies" Savings:	Closed	CIP		78,558	(76,000)					(76,000)	2,558
San Antonio Club - Fire Alarm Systems		CIP				22,000				22,000	
San Antonio Club - Asbestos Sampling & Monitoring		CIP				14,000				14,000	
Community Center Project Master Plan (Bond Consultants)		CIP					40,000			40,000	
Subtotal					(76,000)	36,000	40,000	0	0	0	2,558

Proposed Project Reallocations	Project Status	From					To			Fiscal Impact	Remaining Balance
		Funding	Dept	Savings	10-09	11-03	11-08	11-10	12-09		
Project 10-09 "El Monte Avenue Bicycle Lane" Savings	Closed	CIP		50,418	(50,418)					(50,418)	-
Project 11-03 "Annual Concrete Repair" Savings	Closed			57,664		(57,664)				(57,664)	-
Project 11-08 "Annual NTMP Projects" Savings	Closed			67,980			(67,980)			(67,980)	-
Project 11-10 "Biennial Slurry Seal" Savings	Closed			74,894				(74,894)		(73,938)	956
Reallocation to Project 12-09 "Annual Special Projects & Studies"		CIP						250,000		250,000	
Subtotal					(50,418)	(57,664)	(67,980)	(74,894)	250,000	0	956

Savings Reallocation Total (326,956)

Proposed Project Reallocations	Project Status	From					To			Fiscal Impact	Remaining Balance
		Funding	Dept	Savings	09-21	12-18	Facilities	Streets			
Project 09-21 "P Works/Finance Document Archiving" Balance	Active	CIP		90,052	(30,000)					(30,000)	60,052
Newly Created Project 12-18 "Citywide Document Imaging"		CIP				30,000				30,000	
Subtotal					(30,000)	30,000	0	0	0	0	60,052

CITYWIDE DOCUMENT MANAGEMENT PROJECT

DESCRIPTION:

This project continues the work initiated under the prior named P Works/Finance Document Archiving Project that dealt primarily with an imaging and archival process for the Building and Planning Department maps. This newly created project will focus on the assessment, selection and implementation of a citywide document management system with a focus on key legislative and public record documents and the installation of a citywide search engine tool that is scalable, easily distributed and web enabled.

COST SUMMARY:

Consulting and Software	\$35,000
Total Estimate	\$35,000

POTENTIAL FUNDING SOURCES:

Capital Improvement Fund*	\$35,000
Total Potential Funding Sources:	\$35,000

* Transfers from CIP's 09-21

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Minimal and to be built into the annual operating budget.

ALTERNATIVES:

An alternative is to not proceed and seek other solutions.

ATTACHMENT 4

TO: Valorie Cook Carpenter, Mayor
Members of the City Council

FR: Douglas J. Schmitz, City Manager

DATE: 28 February 2012

RE: CIP: 2012-13

RECOMMENDATION

Instruct staff to not solicit during the spring from the Commissions or the community additional new CIP projects.

BACKGROUND

The City currently has 52 active CIP projects totaling \$27,187,579. If the 16 listed projects in the CIP for 2012-13 remain unchanged and are activated as of 1 July, there will be approximately 68 active projects, give or take a few that could be completed during the balance of the existing fiscal year.

Our past practice has been for the staff to solicit from the Commissions in March-April of each spring projects the Commissions would like included in the five-year CIP for Council's consideration in June when it receives and reviews the proposed capital projects.

I am recommending that the Council instruct staff to not solicit from Commissions during the coming spring additional new CIP projects. In addition to the 68 probable active projects as of the commencement of the new fiscal year in July, the CIP has a listing of 30 unscheduled/unfunded projects identified on page 77 of the CIP.