



## CITY COUNCIL FISCAL AND ADMINISTRATIVE ECONOMIC SUBCOMMITTEE AGENDA REPORT

**Meeting Date:** 1/09/2024

**From:** Carolina Yuen, Finance Director

**Subject:** Capital Improvement Plan Amendment

### **Community Goal/Result**

Fiscally Prudent  
Safe Community  
Community Building  
Ecological Sustainability  
Economic Development

### **Purpose**

Develop a plan to provide for the long-term replacement of infrastructure, and creation of new amenities for the community.

### **Recommendation**

Review the proposed projects on the City's Capital Improvement Plan and set priorities for the completion of projects since the last review of January 20, 2022. Direct staff to return at mid-year to review potential funding sources for Council priority projects.

### **Background**

The Capital Improvement Plan (CIP) provides information on the current and long-range infrastructure and equipment requirements of the City. It provides a mechanism for balancing needs and resources and for setting priorities and schedules for capital projects. It is based on needs identified through the planning process, request and recommendations of City departments and the concerns of citizens and elected officials.

The City Council developed the CIP in 2004. Council reviews the plan in the off year of the City's two-year operating budget cycle. Council reviewed the plan last in January 2022 to move forward on projects deemed high priority and to determine if additional projects were needed. Council requested to revisit after the results of Fiscal Year ending June 30, 2022 were known. Due to a planned City Manager transition, budgets were prepared for one-year cycles for Fiscal Years 2023 and 2024. Staff therefore delayed CIP requests until after the FY24 Budget was completed.

Based on the preliminary audited financials for Fiscal Year ending June 30, 2023, the General Fund Available Reserves is approximately \$11,400,000. This includes budgetary policy restrictions on those reserves for major disasters, economic recessions, and contract

commitments. When the Fiscal Year 2024 Budget was approved, Council directed staff to hold from spending on specific items until the economic conditions could be re-evaluated at mid-year. Until the holds on FY24 spending are released, staff has determined there are no reserves available to be used towards capital improvements. However, the projects to be presented today have been requested by staff for discussion including some deemed high priority, to commence if approved and once funds become available.

## Discussion

Attached for City Council review is the City's Capital Improvement Plan, coded as follows:

Yellow is for completed projects.

Blue is for approved projects. (marked with +)

Bright Red is for projects that staff consider a priority. (marked with \*\*)

Green is for projects that are new this year. (marked with N)

Brown is for projects that Council has requested to be presented again after additional research.

The following projects were completed since we met in January 2022:

CC-07	Crocker Trail Light Improvements
DPW-31	Sierra Point Lift Station Improvements (LS#4)
Fire-15	LED Light Upgrade Station 81

The following projects were updated or are new requests since we discussed in January 2022 for a total of \$3,021,500, including five projects that Staff has identified as high priority this year for a:

DPW-93	Brisbane Village DCFC Replacement (high priority)
DPW-94	Wastewater Infiltration and Inflow Study (high priority)
DPW-95	Guadalupe Canyon Parkway Flushing Unit (high priority)
DPW-96	Crocker Shuttle Stop Improvements (partially funded) (high priority)
Fire-12	Replace Carpet in Station 81 Office and Common Area (combined with Fire-13)
Fire-14	New Carpet or Alternative Materials in Station 81 Dorm Side Area
PR-02	Community Park Installation of Sport Court (combined with PR-28)
PR-11	Turf Renovation – Lipman Athletic Field (updated priority)
PR-15	Full Size Soccer Field Construction (removed)
PR-18	Mission Blue – Prelim Design Consultant (moved to Operating)
PR-19	Libr/Comm Ctr Special Analysis & Design Consult (moved to Operating)
PR-26	Sunrise Room Window Coverings (moved to Operating Budget)
PR-28	Community Park Playground Resurfacing (combined with PR-02)

**Fiscal Impact**

The priority projects at this time total \$3,956,500, for which \$2,890,700 is being requested from the General Fund. City Council has not allocated funds from reserves for Capital Projects at this time. Final fiscal impact to the City will be determined when the projects are approved and what funding source is used.

**Measure of Success**

The City maintains the infrastructure it owns and provides for new amenities the Community needs.

**Attachments**

1. Capital Improvement Plan Guidelines
2. Narratives for new and updated requests
3. Capital Improvement Plan Schedule

Carolina Yuen

Carolina Yuen, Finance Director



Clay Holstine, City Manager