


**MEMORANDUM - CITY OF PASADENA**  
**Department of Public Works**

**DATE:** October 27, 2014  
**TO:** Transportation Advisory Commission  
**FROM:**  Brenda Harvey-Williams, Finance and Management Services Administrator  
**RE:** Capital Improvement Program Project Ideas

Department of Public Works staff has begun preparation of the FY 2016 Capital Improvement Program (CIP) budget. As part of this process, we solicit ideas for new capital projects.

We are looking for projects with an estimated cost of over \$50,000 where:

1. There is a safety issue;
2. Maintenance efforts are no longer satisfactory to keep the facility in good repair; and/or
3. The facility is no longer adequate to meet the demand.

You may submit project ideas in any of the areas the CIP covers which are: municipal buildings; streets; street lights; transportation; parking facilities; sewers, storm drains; street lighting and electric system undergrounding; parks; the Pasadena Center; the Rose Bowl; technology; water systems; and electric systems. Projects with a cost of less than \$50,000 are considered as part of the City's Operating Budget process.

You may submit your ideas electronically at: [http://www.cityofpasadena.net/PublicWorks/Capital Improvement Program/](http://www.cityofpasadena.net/PublicWorks/Capital%20Improvement%20Program/). You may also complete the attached form and return it by **December 15, 2014** to Brenda Harvey-Williams via fax at (626) 396-7582, email to [bharvey-williams@cityofpasadena.net](mailto:bharvey-williams@cityofpasadena.net) or mail to:

Brenda Harvey-Williams  
Department of Public Works N306  
P.O. Box 7115  
Pasadena, CA 91109

Thank you for taking the time to share your ideas for improving our city.

Attachment

cc: Fred Dock, Director of Transportation  
Bahman Janka, Transportation Administrator

## SUGGESTIONS FOR CAPITAL IMPROVEMENT PROJECTS

**Project Location:** \_\_\_\_\_

**Project Description:** (Briefly describe the proposed improvement or the problem/deficiency that should be corrected. Use the back of the sheet if you need more room.)

---

---

---

---

---

---

---

---

**Justification:** (Briefly discuss why this project is needed.)

---

---

---

---

---

---

---

---

**Submitted By:** \_\_\_\_\_  
**Daytime Telephone:** \_\_\_\_\_

### FOR STAFF USE ONLY

**Priority:** High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_

**Comments:**

---

---

---

---

---

---

---

---

**Reviewed By:** \_\_\_\_\_  
**Extension:** \_\_\_\_\_

Please return this form by December 15, 2014 to:  
Brenda Harvey-Williams  
Public Works Department N306  
PO Box 7115  
Pasadena, CA 91109  
FAX: (626) 396-7582  
bharvey-williams@cityofpasadena.net