

MEMORANDUM - CITY OF PASADENA
Department of Public Works

DATE: October 14, 2015
TO: Transportation Advisory Commission
FROM: *BHW* 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 2017 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 \$75,000 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 \$75,000 are considered as part of the City's Operating Budget process.

Please submit all ideas by November 16, 2015. You may submit your ideas electronically at: http://www.cityofpasadena.net/PublicWorks/Capital_Improvement_Program/; via fax to (626) 396-7582 or via email to 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: Julie Gutierrez, Interim Director of Public Works
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 November 16, 2015 to:
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Public Works Department N306
PO Box 7115
Pasadena, CA 91109
FAX: (626) 396-7582
bharvey-williams@cityofpasadena.net