

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

**DATE:** October 7, 2019  
**TO:** Transportation Advisory Commission  
**FROM:** Phyllis Hallowell, Management Analyst V  
**RE:** Capital Improvement Program Project Ideas

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Department of Public Works staff has begun preparation of the FY 2021 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 15, 2019. You may submit your ideas electronically at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/capital-improvement-program/#cip-call-for-projects> or via email to [phallowell@cityofpasadena.net](mailto:phallowell@cityofpasadena.net); or mail to:

Phyllis Hallowell  
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: Ara Maloyan, Director of Public Works  
Laura Cornejo, 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:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

Please return this form by November 15, 2019 to:  
Phyllis Hallowell  
Public Works Department N306  
PO Box 7115  
Pasadena, CA 91109  
phallowell@cityofpasadena.net