



**CITY OF PACIFIC GROVE**  
 300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Chair Boyle and Members of the Architectural Review Board  
**FROM:** Laurel O'Halloran, Associate Planner  
**MEETING DATE:** February 11, 2020  
**SUBJECT:** Capital Improvement Projects  
**CEQA:** Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378

**RECOMMENDATION**

Review and complete the Capital Improvement Program Form by March 12, 2020:

**DISCUSSION**

Discuss project ideas for the Fiscal Year 20/21 Capital Improvement Program (CIP).

The development of the CIP is a collaborative process. Public Works for the City of Pacific Grove is requesting City Council, Boards/Commissions, and City employees to formally submit project ideas.

A Capital Improvement is defined as a property, plant, or improvement having a useful life of two or more years and a total amortized acquisition and maintenance cost of \$5,000 or more. These are non-recurring projects and often include maintenance, repairs, improvements or acquisition of City assets.

All fields are mandatory to ensure Public Works Department will have enough information to consider the project.

Process

After the submission period has closed, the City Manager, Administrative Services and Public Works Departments will review all projects from a variety of approaches and prioritize them. Subsequently, a recommended project list will be sent to the City Council for input/approval.

Please note, completing this form does not guarantee funding for the desired project.

**ATTACHMENTS**

A. CIP Project Submission:

<https://docs.google.com/forms/d/1U6diT6ZrPAC6bfwY4bwOI1gzNArw8QGd3mp4HljQaY/edit>

Respectfully submitted,

*Laurel O'Halloran*

Laurel O'Halloran, Associate Planner