



**TOWN OF TIBURON**  
1505 Tiburon Boulevard  
Tiburon, CA 94920

Planning Commission Meeting  
April 25, 2007  
Agenda Item:

## **STAFF REPORT**

To: **Members of the Planning Commission**

From: **Community Development Department**

Subject: **Review of Draft Capital Improvement Program for Fiscal Year 2007-2008 Budget**

### **BACKGROUND**

At its meeting of March 28, 2007, the Planning Commission requested that the Town's Draft Capital Improvement Program (CIP) Plan for Fiscal Year 2007-2008 be scheduled for Commission review at a future meeting.

The CIP Plan is updated annually and is adopted by the Town Council as part of the Town's budget process. The draft CIP Plan is prepared by the Director of Public Works in consultation with the Town Manager and other Department Heads. The Town Council Finance Sub-Committee reviews the draft CIP Plan prior to its being sent to the full Town Council as part of the larger budget adoption process. The Planning Commission has traditionally delegated its review of the CIP budget to Town Staff, and has only sporadically requested formal review.

### **ANALYSIS**

The draft CIP Plan (**Exhibit 1**) is organized into three separate categories: 1) Streets; 2) Drainage; and 3) Community & Miscellaneous Projects/Equipment. The Director of Public Works/Town Engineer is most familiar with the CIP Plan and will be present at the meeting to elaborate upon projects and answer questions from the Commission. The introductory text from the current adopted budget is attached as **Exhibit 2**.

### **RECOMMENDATION**

Staff recommends that the Planning Commission make any desired comments on the draft CIP budget and direct Staff to forward the comments to the Town Council.

### **EXHIBITS**

1. Draft CIP Plan
2. Introductory CIP text from adopted FY 2006-2007 Budget

Prepared by: **Scott Anderson, Director of Community Development**