




MEMORANDUM

To: Planning Commission Members
Comprehensive Plan Joint Committee Members
Department Directors

From: Gregory I Guernsey, AICP, Director 
Planning and Zoning Department

Date: January 8, 2018

Subject: Long Range CIP Strategic Plan Approach

The Long Range Capital Improvement Program Strategic Plan (LRCSP) is used to inform the City Manager's development of the 5-Year Capital Improvement Program which is the basis for proposed new appropriations in the annual capital budget considered by Council each September. The LRCSP responds to a Charter requirement that the Planning Commission provide a recommended list of CIP needs to the City Manager, and provides a strategic link between the *Imagine Austin Comprehensive Plan* and identified capital improvement needs. Since 2013, this plan has been prepared annually by the Capital Planning Office, and has involved coordination with many City departments and an annual review by the Planning Commission.

As I indicated in a memo to departments in January 2017, the Planning and Zoning Department (PAZ) assumed responsibility for coordination of the LRCSP after the Capital Planning Office was reorganized to form a Corridor Program Office, and PAZ staff worked with Departments and the members of Planning Commission to complete the FY 2017-2018 Long Range CIP Strategic Plan.

Because this planning process fills a vital role in departmental alignment in support of *Imagine Austin*, and because of the Charter-mandated role of the Planning Commission, it makes sense for PAZ to continue to serve as the coordinating department for this process in future years. However, based on input from departments, discussion, and institutional experience, we recommend that future updates of the LRCSP transition to a 2 year cycle, and that the scope of future updates continue to evolve over time. This evolution could involve changes to the overall process, as well as the content, name, and structure of the document. In addition, future updates will rely on a collaborative work program

supported by Planning and Zoning, the Budget Office, and the Public Works Department. This collaboration will take advantage of each work group's unique expertise, and is appropriate given that the scope of the process covers an area of overlap between planning, financial, and infrastructure services.

Attachment A provides an overview of the recommended approach to the City's Long Range CIP Planning Process.

Attachment A: Recommended Approach

Background

The Capital Planning Office was created in 2010 to provide portfolio-level coordination of City of Austin Capital Investments. In 2013, the Capital Planning Office began working with city departments and the Planning Commission to develop and transmit a Long Range CIP Strategic Plan to the City Manager on an annual basis.

The LRCSP was designed to meet the following goals:

- Create a stronger link between the *Imagine Austin Comprehensive Plan* and the City's CIP;
- Assist the Planning Commission in fulfilling its City Charter requirement to annually recommend to the City Manager a list of capital improvement projects that implement the City's comprehensive plan;
- Improve the transparency and understanding of citywide CIP needs;
- Identify strategic capital investment areas, planned projects, and opportunities for coordinated CIP investments;
- Articulate unfunded needs to decision-makers to prepare for future funding and leveraging opportunities (The FY 2017-2018 Rolling Needs Assessment was used as the starting place for development of a bond needs assessment for a potential 2018 Bond); and
- Inform development of long-term CIP funding strategies.

In January 2017, the Capital Planning Office was reorganized to form a Corridor Program Office. Planning and Zoning staff took over the responsibility for completing the FY 2017-2018 Long Range CIP Strategic Plan update. After completion of the FY 2017-2018 Long Range CIP Strategic Plan, PAZ staff interviewed 14 City departments who participated in development of the LRCSP over the past 5 years to discuss lessons learned and solicit input regarding possible future approaches. After compiling lessons learned, PAZ staff met with staff from the Budget Office and the Public Works Department to identify a possible collaborative approach to future long range CIP planning, which is reflected in this document.

Scope of Work

- 1) **The Plan.** The future long range CIP plan will include the following primary components:
 - **comprehensive infrastructure assessment** evaluates existing city-owned infrastructure assets across asset types;
 - **strategic investment analysis** uses spatial analysis to aid in identification of potential future strategic investments; and
 - **rolling needs assessment** inventories 10 years of unmet CIP needs.
- 2) **Engagement.** Stakeholders will be engaged in the following ways:

- **Imagine Austin Priority Program** teams provide input to the strategic investment analysis;
- **Departments** identify unfunded CIP needs and submit project needs via eCAPRIS;
- **The Planning Commission** reviews the LRCSP document and/or interactive on-line information and develops an annual recommendation to transmit to the City Manager; and
- **The public** provides comments during the Planning Commission review process, with additional substantive public engagement occurring at the Department level during the development of the area and project plans which feed into the LRCSP. We will work with the Equity Office and others to explore additional meaningful opportunities to engage the public, particularly underrepresented groups, during future LRCSP updates.

3) **Update Cycle.** Different elements of a continuous update process will occur on different cycles, with a full plan update being completed every two years. The recommended update cycle is described in detail below, under "timeline."

Tasks and Timeline

