



## MEMORANDUM

**TO:** Planning Commission

**FROM:** April Geruso, Division Manager & Comprehensive Plan Joint Committee Staff Liaison,  
Planning Department

**DATE:** June 9, 2023

**SUBJECT:** **Planning Commission Charter Fulfilment of Annual Capital Improvement List**

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[Article X § 4.4 of the City Charter](#) requires the Planning Commission, “submit annually to the city manager, not less than 90 days prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the commission are necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period.”

Attached please find the memo entitled, “FY 2023-2024 Capital Improvement Memo of Recommendations,” approved with amendments by the Comprehensive Planning Joint Commission (CPJC) on June 8, 2023, on Commissioner Azhar’s motion, Commissioner Cox’s second on a unanimous vote, to move forward to Planning Commission (PC). The CPJC agrees that this memo effectively meets PC’s City Charter requirements.

CPJC request that PC review and approve the memo on consent and send to Interim City Manager Garza no later than June 30, 2023, thereby meeting the requirement of 90 days prior to the beginning of the next fiscal year.

If you have any questions, please contact me at 512-974-9364, or [april.geruso@austintexas.gov](mailto:april.geruso@austintexas.gov).

**CC:** Comprehensive Plan Joint Committee

Attachment