



**Planning Commission
CIP Committee Work Session
Minutes
March 17, 2023
2:30 PM**

MEMBERS (Planning Commission CIP Committee)

Adam Lynch, Vice-Chairman
Mary-Margaret Marshall, Secretary

CITY STAFF

Chuck Johnston, Community Planning & Building Director
Mike Craig, Principal Planner
Robyn Shugart, Finance Director
Donna Leahy, Budget Manager
Taylor Owen, Administrative Assistant

At 2:30 pm on Friday, March 17, 2023 the Capital Improvement Plan (CIP) Committee of the Planning Commission, Ms. Mary-Margaret Marshall and Mr. Adam Lynch, met with the planning and finance staff to discuss the City Manager's proposed FY2024 CIP budget.

Ms. Donna Leahy, Budget Manager, reviewed some of the changes in the presentation of the budget, such as a table of contents laid out by department in the beginning of the CIP section. But also the supplemental section at the end of the overall budget that includes sections such as a glossary, balance sheets, and capital carryovers. These documents serve as a helpful tool in overall transparency, but also provide clarity in tracking specific projects that has been a continuous goal of the Planning Commission CIP committee.

Ms. Robyn Shugart, Finance Director, did a high level overall discussion of the CIP. Ms. Marshall and Mr. Lynch had various inquiries as they progressed throughout the document. A key topic throughout the conversation was continued difficulty with cost estimates due to inflation.

Ms. Shugart and Ms. Leahy stated they will attend the March 22, 2023 Planning Commission Supplementary Meeting for continued discussion with the full Commission about the proposed FY2024 Capital Improvement Plan.

The meeting ended at 3:45 pm.

A handwritten signature in blue ink, appearing to read "David B. Durham", is written over a horizontal line.

David B. Durham, Chairman