

CITY OF PULLMAN

Public Works and Planning Departments


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MEMORANDUM

TO: Pullman Planning Commission

FROM: Pete Dickinson, Planning Director 

FOR: Meeting of June 25, 2008

SUBJECT: Selection of CIP Committee Member

DATE: June 18, 2008

The Capital Improvement Program (CIP) Committee is composed of the following parties:

- 2 Members of the City Council
- 2 Members of the Planning Commission
- City Supervisor
- City Finance Director
- 1 Pullman community member

Since the resignation of Leonard Streva, there has been only one member of the Planning Commission serving on the CIP Committee (Ken Paulson).

The primary duty of the CIP Committee is the formulation of a draft CIP each year. For this task, the committee typically meets once in late May or early June for an all-afternoon session with city department heads. Preparation time for that meeting is estimated to be about three hours. In addition to the annual meeting, the CIP Committee is called upon from time to time to assess supplementary capital improvement projects proposed by city departments.

The action requested of the Commission is to select a second member to serve on the CIP Committee.