



# MEMORANDUM

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## FY27 Capital Improvement Plan Development Schedule

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and City Council  
**Date:** May 27, 2025  
**From:** Jenny Carroll, Special Projects & Communications Coordinator  
**Through:** Melissa Jacobsen, City Manager

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Please see the attached schedule for developing the 2026-2031 Capital Improvement Plan (CIP). The schedule is set up to engage Department heads, advisory commissions, local non-profit organizations and agencies in the process of recommending, updating and prioritizing projects for inclusion in the 2026-2031 CIP.

Afterward, I will compile recommendations into a draft CIP for your consideration at a September 8, 2025 work session and eventual approval at the September 22, 2025 City Council meeting.

The City's CIP is a planning tool that describes proposed capital improvement projects ranked by priority, estimated costs, identifies State and Federal priority projects and helps secure project funding. The Legislative Priorities section of the plan identifies multi-year projects requiring State/Federal/Other agency partnerships.

### Recommendation:

Approve the schedule proposed for developing the 2026-2031 CIP and FY2027 Legislative Priority Projects.



CITY OF HOMER  
2026-2031 CAPITAL IMPROVEMENT PLANNING PROCESS

**2026-2031 CAPITAL IMPROVEMENT PLAN/ FY 202 LEGISLATIVE REQUEST  
DEVELOPMENT SCHEDULE**

| ACTION  | TIMEFRAME                    |
|---|------------------------------|
| City Council Approval of CIP Schedule   | May 27, 2025                 |
| Solicit New/Revised Project Information from City Departments, Local Agencies and Non-profits | May 19, 2025                 |
| Department Deadline for Input for New Draft   | June 17, 2025                |
| Prepare and Distribute Draft CIP to City Advisory Groups for Review and Input:                | Meeting Dates:               |
| ADA Compliance Committee  | July 10 or Aug 14            |
| Planning Commission   | July 16 or August 6          |
| Economic Development Advisory Commission  | August 12                    |
| Library Advisory Board  | August 19                    |
| Parks, Art, Recreation & Culture Advisory Commission  | August 21                    |
| Port & Harbor Advisory Commission   | August 27                    |
| Administrative Review and Compilation   | August 21 – September 5      |
| City Council Worksession to Review Proposed Projects  | September 8                  |
| Resolution on CIP-Legislative Request   | September 22                 |
| Administration Forwards Requests for Governor's Budget  | September 29                 |
| Distribution of CIP & State Legislative Requests  | October 2025 – February 2026 |
| Compilation/Submission of Federal CDS & CPF Requests  | March 2026                   |