



**CAPITAL IMPROVEMENT PROJECT (CIP)  
COMMITTEE OPENINGS  
VOLUNTEERS NEEDED**

**Are you interested in becoming more involved in the happenings of your Town? Are you interested in volunteering some of your time to become more involved in your local government and its processes? The Town of Sunnyvale is seeking volunteers to fill vacancies on the CIP Citizen Committee.**

**If you are interested in serving on a Board or Commission, please fill out the attached application and submit it to Town Hall. Please return your application to the attention of Leslie Black, Assistant Town Manager (127 N. Collins Road, Sunnyvale, Texas 75182, or fax to 972-226-1804, or by email to [leslie.black@townofsunnyvale.org](mailto:leslie.black@townofsunnyvale.org)). All applications will be forwarded to the Town Council for review on Monday, Feb. 25.**

# TOWN OF SUNNYVALE

## CIP CITIZENS COMMITTEE

### 1. Purpose

The Capital Improvement Plan (CIP) Citizens Committee is a temporary committee charged with the responsibility of reviewing the capital improvement plan and making recommendations to the Town Council regarding the projects included therein.

### 2. Objectives

- Provide a forward-looking planning tool for the purpose of contributing to the continuation of a stable property tax rate while accounting for current and future capital needs.
- Aids the Town's elected officials, appointed Committees, and department heads in the prioritization, coordination, and planning for future Town growth and in sequencing of various municipal expenses.
- Informs residents, potential residents, business owners, potential business owners, and developers of needed and planned improvements.

### 3. Work Plan

- Meet biweekly Mar. 4 – Apr. 22
- Review proposed projects and ranking of projects submitted by Town Staff.
- Prioritize projects based on community desires, needs, and available funding sources.
- After Council input and approval, serve as information sources throughout the community for planned improvements.

### 4. High-Level Timeline/Schedule

ID	Task Name	Duration	26 Jan 2019				4 Feb 2019				11 Feb 2019				18 Feb 2019				25 Feb 2019				4 Mar 2019				11 Mar 2019				18 Mar 2019				25 Mar 2019				1 Apr 2019				8 Apr 2019				15 Apr 2019				22 Apr 2019							
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	Prepare CIP ranking methodology	2	█				█																																																			
2	Prepare project ranking based on methodology	2									█				█																																											
3	Determine possible funding sources	2									█				█																																											
4	Appoint Citizen Committee																																																									
5	Citizen Committee Meetings to review/prioritize projects	6																																																								
6	Committee presents recommendations to Council																																																									



**TOWN OF SUNNYVALE  
Council Appointment Fact Sheet  
2019**

Appointment Sought: CIP COMMITTEE

**Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Sunnyvale Resident Since (mm/yy): \_\_\_\_\_

Occupation: \_\_\_\_\_ Email: \_\_\_\_\_

**Background:**

Prior/Current involvement in Town Government or related activities:

Other related experience:

**Interest & Ability**

Why are you interested in serving in this capacity?

What do you feel you can contribute to the position?

Are there specific results you would like to accomplish as a member of this Committee? If so, what are they?