

## **Schedule for preparation of the Capital Improvement Program (CIP) FY 2010-2014:**

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| Tuesday, January 13th    | ALT discussion of revised CIP process for FY 2010.  |
| Tuesday, January 20th    | CIP workshop (Special) at Senior Management Team Meeting.   |
| Friday, February 13th    | <b>DEADLINE:</b> For Departmental submission electronically of completed CIP forms for all internally generated projects (exclusive of any equipment or rolling stock).   |
|                          | <b>DEADLINE:</b> For Departments to submit timelines and project updates for FY 2009 CIP projects to the Finance Office.  |
| Friday, February 6th     | External projects submitted to the Finance Office will be distributed to the appropriate department to review, analyze and prepare a CIP request should one be required???  |
| Friday, February 20th    | Departments turn in any revised CIP forms to Finance Office.  |
| Monday, February 23rd    | 10:00-12:00 p.m. Mayor's Conference Room<br>CIP Budget Committee meets to review update forms on all funded CIP projects in FY 2009 to determine whether funding will be pulled and new forms need to be submitted. (No need for any equipment purchase updates unless there is a problem to discuss) |
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| Wednesday, February 25th | 9:00 – 12:00 p.m. Mayor's Conference Room<br>Review their CIP requests with CIP Committee.  |
|                          | <b>Times:</b> <b>Police - 9:00; Fire - 9:15; MRA - 9:45; Parking Comm. – 10:15; Cemetery – 10:30; Public Works &amp; Wastewater – 10:45.</b>  |
| Friday, February 27th    | 9:00 – 12:00 p.m. Mayor's Conference Room<br>Review their CIP requests with CIP Committee.  |
|                          | <b>Times:</b> <b>Complete Public Works – 9:00; Parks &amp; Recreation – 10:15</b>   |
| Friday, March 13th       | 9:30 – 12:00 p.m. and 1:00 – 3:00 p.m. Mayor's Conference Room<br>CIP Budget Committee work session.  |
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| Friday, March 20th       | Refer whole CIP to the A&F Committee for review   |
| Wednesday, March 25th    | A & F Committee reviews CIP requests – existing CIP first; then new requests.   |

(\*Note: CIP Project Referrals to the A&F Committee are tentative for the dates suggested)