

## **Schedule for preparation of the Capital Improvement Program (CIP) FY 2011-2015:**

Tuesday, January 12th

ALT discussion of revised CIP process for FY 2010.

Tuesday, February 9th

CIP workshop (Special) at Senior Management Team Meeting.

Friday, February 26th

**DEADLINE:** For Departmental submission electronically of completed CIP forms for all internally generated projects (exclusive of any equipment or rolling stock). Please include any externally generated requests as well (with scoring).

**DEADLINE:** For Departments to submit timelines and project updates for FY 2010 CIP projects to the Finance Office.

Monday, March 8th

**10:00-12:00 p.m. Mayor's Conference Room**

CIP Budget Committee meets to review update forms on all funded CIP projects in FY 2010 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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Thursday, March 11th

**1:00 – 4:00 p.m. Mayor's Conference Room**

Review their CIP requests with CIP Committee.

**Times: 1:00 – Public Works – all offices**

Friday, March 12th

**9:00 – 12:00 a.m. Mayor's Conference Room**

Review their CIP requests with CIP Committee.

**Times: 9:00 a.m. – Parking  
9:15 a.m. – MRA  
9:45 a.m. – Fire**

Monday, March 19th

11:30 am – 12:30 p.m. Bruce's office

Review their CIP requests with CIP Committee.

**Times: 11:30 a.m. – Parks & Rec.**

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April 14th

Refer whole CIP to the A&F Committee for review

April 21st

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)