

Schedule for preparation of the Capital Improvement Program (CIP) FY 2012-2016:

Tuesday, February 1st

ALT discussion of revised CIP process for FY 2012.

Tuesday, February 8th

CIP workshop (Special) at Senior Management Team Meeting.

Friday, February 25th

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 2011 CIP projects to the Finance Office.

Monday, March 7th

CIP Budget Committee meets to review update forms on all funded CIP projects in FY 2011 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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Friday, March 11<sup>th</sup>

**9:00 – 12:00 p.m. Mayor’s Conference Room**

Review their CIP requests with CIP Committee.

**Times: 9:00 – Public Works – all offices**

Friday, March 18th

**9:00 – 12:00 p.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 21st

**10:00 – 12:00 p.m. Mayor’s Conference Room**

Review their CIP requests with CIP Committee.

Review CIP requests with CIP Committee.

**Times: 10:00 a.m. – Parks & Rec.**

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March 25th

Refer whole CIP to the A&F Committee for review

April 6th-June 1st

A & F Committee reviews CIP requests – existing CIP first; then new requests.