

Schedule for preparation of the Capital Improvement Program (CIP) FY 2013-2017:

Monday, February 6th	ALT discussion of revised CIP process for FY 2013.
Tuesday, February 14th	CIP workshop (Special) at Senior Management Team Meeting.
Friday, March 2nd	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 2012 CIP projects to the Finance Office.
Monday, March 12th	9:00-12:00-Mayors Conference Room CIP Budget Committee meets to review update forms on all funded CIP projects in FY 2013 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 16 th	<b>9:00 – 12:00 p.m. Mayor’s Conference Room</b> Review their CIP requests with CIP Committee. <b>Times: 9:00-Public Works –all offices</b>
Friday, March 23rd	<b>9:00 – 12:00 p.m. Mayor’s Conference Room</b> Review their CIP requests with CIP Committee. <b>Times: 9:00 a.m. – Parking</b> <b>9:15 a.m. – MRA</b> <b>9:45 a.m. - Fire</b>
Monday, March 26th	<b>3:00-5:00 pm . Mayor’s Conference Room</b> Review their CIP requests with CIP Committee. Review CIP requests with CIP Committee. <b>Times: 3:00 p.m. –Parks &amp; Rec</b>
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Friday, March 30th	Refer whole CIP to the A&F Committee for review
April 11 th -May 30th	A & F Committee reviews CIP requests – existing CIP first; then new requests.