

# Capital Improvement Program

1. CIP Committee is established by City Administration to revise and update the Capital Improvement Program.



Committee makeup: City Manager, Public Services, Engineering, Planning, Downtown Development Authority, Light and Power and three Planning Commissioners, one of which is also a City Commissioner.

November

2. Committee reviews Master Plan, special plans, citizen requests, asset management system and staff identified needs.



3. Planning Department compiles projects forms from Committee and City Departments to address needs and requests in Step 2.



December

6. City Manager and Committee schedule projects based on:  
Priority  
Funding Availability  
Staffing Capacity



5. City Treasurer provides expected revenue forecasts.



4. Committee prioritizes projects.



January

7. City Commission receives draft CIP and forwards to Planning Commission.

8. Planning Commission reviews draft with City Manager and City Departments. Schedules public hearing.



February

10. City Administration prepares budget including funds for projects in Year 1 of the CIP.



9. Planning Commission holds public hearing. Adopts CIP.



March

April

11. City Commission reviews City budget.



12. City Commission approves budget and funding for year one of the CIP.



May

Planning Department provides quarterly status reports to Planning Commission



July  
October  
January  
April