



CAPITAL IMPROVEMENT PROGRAM PROPOSED FY 2023/2024 PROCESS

DEADLINE

ACTIVITY

September 8, 2022	CIP Introduction emailed to Departments
September 8, 2022	CIP project email and Google Doc sent to Departments for projects to mark as Complete or Inactive
September 21, 2022	2022 Projects marked as Complete/Inactive Due Date
October 14, 2022	All new 23/24 projects due in Google Doc
November 11, 2022	All active projects rolled over to 2023
November 14, 2022	CIP Add/Edit Projects Memo distributed to Departments via email
November 21, 2022	Optional Lucity CIP Training (virtual) at 1:00 p.m.
December 2, 2022	CIP project data input in Lucity due from City Staff
December 7, 2022	Distribution of 2023/2024-28/29 Capital Improvements Program
December 19, 2022	Mandatory all Departments meeting regarding CIP requests submitted. Attendance required by any department who has a current CIP request (<i>December 19th from 1:00-3:00 in the Training Room</i>)
January 5, 2023	CIP meeting at 1:00 p.m. Training Room
January 9, 2023	CIP meeting at 1:00 p.m. Training Room
January 16, 2023	CIP meeting at 1:00 p.m. City Conference Room
February 7, 2023	CIP distributed to Planning Commission, Public Hearing scheduled
February 21, 2023	Planning Commission Study Session with CIP Presentation- Dept. Heads in attendance to present select projects to Planning Commission
March 7, 2023	Planning Commission Public Hearing and action on both City CIP and TCLP CIP
April 3, 2023	CIP distributed to City Commission
May 2023	First City Commission review of budget
May 2023	Public Hearing on budget
June 2023	Budget Adoption
June 2023	Final Budget Published
June 2023	CIP Projects Budgeted

*CIP Committee includes representatives from Planning, Engineering, DPS, DPU, Treasurer, Manager, TCLP and DDA.