

Schedule for preparation of the Capital Improvement Program (CIP) FY 2009-2013:

Tuesday, February 5th

CIP workshop at Senior Management Team Meeting.

Wednesday, January 10th

Issue press release inviting external organizations to participate in CIP process for City of Missoula FY 2009-2013. Work with Neighborhood Liaison to receive input from Neighborhood Councils.

Sunday, January 13th

Public announcement published in Missoulian.

Friday, February 29th

DEADLINE: For Departmental submission electronically of completed CIP forms for all internally generated projects, which includes any CIP request for equipment and rolling stock, to the Finance Office.

DEADLINE: For Departments to submit timelines and project updates for FY 2008 CIP projects to the Finance Office.

Friday, February 15th

External projects submitted to the Finance Office will be distributed to the appropriate department to review, analyze and prepare a CIP request should one be required.

Friday, February 22nd

Departments turn in any revised CIP forms to Finance Office.

Monday, March 10th

9:00-12:00 p.m. Mayor's Conference Room
CIP Budget Committee meets to review update forms on all funded CIP projects in FY 2008 to determine whether funding will be pulled and new forms need to be submitted.

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Thursday, March 13<sup>th</sup>

9:30 – 12:00 p.m. Mayor's Conference Room  
Review their CIP requests with CIP Committee.

**Times: 9:30 am – Police; 10:00 MRA; and 11:00 Fire**

Friday, March 14<sup>th</sup>

1:00 – 4:00 p.m. Mayor's Conference Room  
Review their CIP requests with CIP Committee.

**Times: 1:00 pm – Parks; 10:30 MPC; and 11:00 HR – ADA;**

Thursday, March 20<sup>th</sup>

9:00 – 12:00 p.m. and 1:00-2:00 p.m. Mayor's Conference Room  
Review CIP requests with CIP Committee.

**Times: 9:00- MPC: 9:30 – Cemetery; 10:00 – HR; 10:30 – Public Works**

Friday, March 21<sup>st</sup>

9:00 – 12:00 p.m. Mayor's Conference Room  
Review their CIP requests with CIP Committee

**Times: 9:00 – IT; Remainder of Public Works and review of key projects for Parks**

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| Friday, March 28 <sup>th</sup>    | 10:00 – 12:00 p.m. and 1:00 – 3:00 p.m. Mayor’s Conference Room<br>CIP Budget Committee work session.                    |
| Friday, March 28 <sup>th</sup>    | ~~~~~<br>Refer Fire and Police Department CIP project requests to the A&F Committee for review.*                         |
| Friday, April 4 <sup>th</sup>     | Refer MRA, Cemetery, Administrative Offices and External CIP Project requests to the A&F Committee for review.*          |
| Monday, April 7 <sup>th</sup>     | 1:00-4:00 p.m. Mayor’s Conference Room<br>CIP Budget Committee work session to make final decisions and recommendations. |
| Wednesday, April 9 <sup>th</sup>  | A&F Committee review CIP requests from Fire and Police Departments.                                                      |
| Friday, April 11 <sup>th</sup>    | Refer Public Works Department CIP requests to the A&F Committee for review.*                                             |
| Wednesday, April 16 <sup>th</sup> | A&F Committee review CIP requests for MRA, Cemetery, Administrative Offices and External CIP Project requests            |
| Friday April 18 <sup>th</sup>     | Refer Parks Department requests to the A&F Committee for review.                                                         |
| Wednesday, April 23 <sup>rd</sup> | A & F Committee reviews CIP requests from Parks Department.                                                              |
| Wednesday, April 30 <sup>th</sup> | A & F Committee reviews CIP Tickler List.                                                                                |
| Wednesday, May 7 <sup>th</sup>    | A & F Committee reviews CIP Tickler List.                                                                                |

(\*Note: CIP Project Referrals to the A&F Committee are tentative for the dates suggested. Departments will receive confirmation of date and time prior to their review.)