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2021-2026 CIP Kickoff

1 message

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CIP Project Group,

This e-mail is to serve as the 2021-2026 Capital Improvement Plan (CIP) Kickoff.

Included in this e-mail are the following instructions:

1. Location of forms for new CIP applications
 2. How to submit a new CIP application
 3. Deadline Date = To submit a new CIP application
 4. Meeting Date = CIP Project & CIP Policy group (tentative)
 5. Meeting Date = 2021-2026 Submittal to Planning Commission
 6. Process for reviewing/updating current CIP projects
1. The 2021-2026 CIP Project Application forms are located on the City Intranet in the Document Library left-hand column under Forms as **CIP Application Form (2021-2026)**. Remember, you will need to submit this form for **NEW** 2021-2026 CIP project applications only.
 - a. If your proposed project includes any technology or computer equipment / software, please coordinate with MIS prior to submitting the final version back to Fiscal.
 2. Please submit any/all new CIP Application requests to me via e-mail with each project attached as a separate .pdf.
 - a. Please submit photos / maps or proposed project or equipment purchase along with CIP Application
 3. The deadline for any **NEW** CIP Applications is **Friday, February 28, 2020**.
 4. It is tentatively set that the CIP Project group (submitters) and the CIP Policy group (raters) will have their Joint Meeting the afternoon of **Wednesday, March 18**.
 - a. This is the meeting where the CIP project raters are able to ask additional questions to CIP project submitters to assist the raters in completing their project ratings. Once we can confirm that date, a meeting notice will be sent.
 - b. Attendance is mandatory for anyone submitting a new project.

5. The 2021-2026 CIP Public Hearing date is planned for the **Tuesday, April 21, 2020** Planning Commission meeting. The past several years, the CIP presented was adopted that night.
 - a. If not adopted on April 21, then the CIP shall be brought forth again at the **Tuesday, May 19** Planning Commission meeting.

6. Within the next few weeks, I will be sending out project information and cost/timeline spreadsheets for each or the current/existing CIP project to the responsible area for update/review/etc.... In that e-mail, I'll have more specific instructions regarding what and how to update.

As always if you have any questions while submitting a new project, please let me know (x2532).

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