

FY16 CIP Review Timeline

Month	Day/ Time	Action	Responsible Party
Nov.	Early	Send out applications	Planning and FMS
Nov.	30	Applications due	Departments submit capital project applications to Planning
Dec.	1	Review for completeness	Planning
Dec.	1	Review for whether application should be included for Policy Committee review	County Administrator and FMS
Dec.	Mid	Revisions to incomplete applications due and forwarded to County Administrator	Departments
January	2	Determination of which applications will move forward for Policy Committee review	County Administrator and FMS
January	Mid-late	Policy Committee packets delivered	Planning
February	Early	Review non-school requests (meeting dates TBD)	Policy Committee and Planning
February	Late	School CIP requests due (meeting dates TBD)	Schools and FMS
March	Early	Review school requests and finalize recommendations	Policy Committee and Planning
March	3rd Wed.	Special PC meeting to evaluate CIP recommendations	Planning Commission and Planning
April	Early	Budget released	County Administrator and FMS
April	Early	Reading file to BOS with PC's CIP recommendations	Planning
April	Late	Budget adopted	Board of Supervisors