

2015 CIB PROCESS CALENDAR

Process to establish the 2016 and 2017 Capital Improvement Budgets

KEY DATES	WHO	ACTION
September - November, TBD	CITIZEN ORGANIZATIONS, DISTRICT COUNCILS and CITY DEPARTMENTS	CIB workshop for district councils and community organizations. City staff will be present to walk through the proposal process and answer questions.
Friday, Jan. 16, 2015	CITIZEN ORGANIZATIONS, DISTRICT COUNCILS and CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting the proposal form to Office of Financial Services - Capital Improvement Budget, 700 City Hall
Monday, Jan 26, 2015	DISTRICT COUNCILS	4:00 p.m. DEADLINE for submitting task force member names to Office of Financial Services - Capital Improvement Budget, Room 700 City Hall (memo requesting names to be mailed in early November, 2014.)
Monday, Feb. 2, 2015	CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting to Office of Financial Services - Capital Improvement Budget, 700 City Hall, remaining pages of proposal information
Friday, Feb. 6, 2015	CITY BUDGET OFFICE	Distribute final list of proposals to District Councils for ranking. District council ranking sheets will be due March 23.
Monday, Feb. 23, 2015	CIB TASK FORCES	Orientation meeting on the CIB Process, the policies, scoring sheet, and the roles and responsibilities of the task forces
Monday, Mar. 2, 2015 - Thursday, April 23th, 2015	CIB TASK FORCES	Weekly meetings to review, rate and rank project proposals; make project recommendations to the CIB Committee
Monday, Mar. 23, 2015	DISTRICT COUNCILS	4:00 p.m. DEADLINE for submitting district prioritization for relevant proposals to Office of Financial Services - Budget Section, 700 City Hall
Monday, Mar. 23, 2015	CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting department priority list to Office of Financial Services - Capital Improvement Budget, 700 City Hall
Monday, May. 4, 2015 and Monday, May. 11, 2015	CIB COMMITTEE	Formulate preliminary recommendations
Late May/Early June	CIB COMMITTEE	Public hearing on preliminary recommendations
Monday, Jun. 8, 2015	CIB COMMITTEE	Finalize recommendations (at June CIB Committee meeting)
By Tuesday, Jun. 30, 2015	CIB COMMITTEE	Transmit Recommended 2016 and 2017 Capital Improvement Budgets to the Mayor and Council
August, 2015	MAYOR	Present Proposed 2016 Capital Improvement Budget and tentative 2017 CIB to City Council, along with other city budgets.
August through mid-December, 2015	CITY COUNCIL	Review proposed city budgets, hold public hearing, and adopt 2016 Capital Improvement Budget along with other city budgets and tentatively approve 2017 CIB.

Contact Information

John McCarthy, 266-8554 Email: john.mccarthy@ci.stpaul.mn.us
 Daley Lehmann, 266-8825 Email: daley.lehmann@ci.stpaul.mn.us
 CIB web site: <http://www.stpaul.gov/cib/>