



County Technical Assistance Service

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CIP Steps 1 - 5

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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CIP Steps 1 - 5

Reference Number: CTAS-1706

Step One—Study Committee of Legislative Body and Department Heads

Starting the process, the legislative body could appoint a committee of its members, elected officials, and local government staff to formulate a basic plan and resolution authorizing the capital improvements plan.

Step Two—Authorization Establishing the CIP

The county legislative body should authorize the capital improvements plan. This authorization is by an approved resolution. [Sample Authorizing Resolution](#).

Step Three—CIP Committee

Since local government usually involves many elected officials and various agencies, it is recommended that a committee be established with the authority to set policies and implement procedures for the CIP. The committee could be made up of legislative body members and key department heads.

Step Four—Coordinator and Staff Assignments

A person should be assigned the task of coordinating the CIP and sufficient staff should be assigned to assist the coordinator in administering the CIP.

Step Five—Annual Calendar for CIP Preparation

Below is a suggested annual calendar for preparing the capital improvement program and submitting it for approval.

<u>MONTH</u>	<u>ACTIVITY</u>
September 1	Distribute CIP manual, forms, and computer work sheets
September 15	Briefing session for all departments
October 1 to November 15	Each department prepares information
November 15	Each department submits CIP requests
December 1	Consolidate all requests into a master plan
December 15	CIP committee reviews and prepares recommendations
Jan. 1 to Jan. 31	CIP committee presents CIP to legislative body for review
Feb. 1 to Feb. 28	Legislative body holds hearings for department heads and public
March 1 to March 31	Master plan developed with modifications
March 31	Legislative body approves plan and funding
April 1	Departments begin implementing plan

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