

2011 – 2012 Community Priority Request Process

January 25	Department Contact List Established
January 27	Notices mailed to all Community Council inviting them to the Orientation Meeting
February 8	Meeting with Department Representatives
February 10	Packets handed out at Orientation Meeting
February 27	Booth at Neighborhood Summit to hand out CPR informational packets
February 27 – April 2	Planning Staff contacts Community Councils to provide assistance and guidance with CPRs
April 2	Completed Community Priority Requests (CPRs) due to Planning Dept./Margaret Wuerstle by 4:00 PM
April 2 – April 18	Planning staff logs CPRs, sorts and submits to appropriate Departments and Budget Office
April 18 – July 8	Department reviews CPRs and make funding recommendations and Departments submit funding recommendations to Planning staff
July 8 – July 15	Planning staff creates disposition report and submits disposition report to Office of Budget and Evaluation
September 1	Office of Budget and Evaluation provides comments on disposition report
October 1	Disposition report sent to Community Councils