

Memorandum

TO: Charna Parker, Director, Planning & Development

FROM: Bill Ross

DATE: January 4, 2022

RE: Schedule – Annual CIE Update Report for 2022

Here's a suggested schedule for the 2022 Annual Update Report. We will update all of the project tables to the latest CIE, as well as in the 5-year Community Work Program.

January 17	Finance Director forwards data to Consultant to update Financial Table (FY 2021).
January 31	Consultant forwards mockup of Community Work Program to delete 2021 and add 2026.
February 11	Staff returns CWP with mark-ups.
February 14	Staff and Consultant discuss updates to CWP (by phone if needed).
February 21	Initial draft of CIE Annual Update report forwarded to staff for review.
March 4	Wrap-up meeting with staff to finalize CIE Annual Update (or by phone).
March 11	Final draft of CIE Annual Update forwarded to staff.
March 14	Consultant forwards draft public notice language and Transmittal Resolution to staff.
March 15	Staff places public notice for public hearing (publication week of April 19).
April 5	County Commission Public Hearing; transmittal resolution adopted.
April 6	Staff forwards copy of draft CIE Annual Update document and transmittal Resolution to NEGRC.
April 13	Staff confirms SWGRC's certification that submittal is complete.
April - June	Staff/Consultant responds to questions from NEGRC or DCA, if any, during 60-day review.
June 16	Chairman receives approval letters from NEGRC and DCA.
June 17	Consultant forwards draft of Adoption Resolution.
July 5	County Commission adopts 2021 CIE Annual Update.
July 6	Staff forwards copy of adopted CIE Annual Update document and Adoption Resolution to NEGRC.

cc: Kristi Parr, Assistant Director, Planning & Development