



TOWN OF

VIENNA

since 1890

Finance Department

Town of Vienna Capital Improvement Plan (CIP) Process — FY27

The Town of Vienna's Capital Improvement Plan (CIP) is a multi-year guide for planning, prioritizing, and funding capital projects that support the Town's long-term infrastructure and service needs. The FY27 CIP process spans from *March 2026 to July 2026* and involves collaboration between Town departments, the Finance Department, the Budget Committee (BCOM), and the Town Council.

The CIP process begins with departmental project updates and submissions, followed by review and recommendation stages, before final adoption by the Town Council. This annual cycle ensures that capital investments are aligned with the Town's strategic priorities and financial capacity.

FY27 CIP Process Schedule

Date	Action	Deliverables/Notes
Mar 2 - 6	Initial meetings with departments; distribute CIP instructions	Finance shares prior year files for departmental review and update via TEAMS.
Mar 11 – Apr 8	Departments revise/update project lists and descriptions for FY28-30 in TEAMS	Departments submit revised Excel workbook for FY28-42 projects and updated descriptions for FY28-30 projects. Due: April 8, COB
April 29	First BCOM Meeting	Finance provides initial project packets, project descriptions, and preliminary debt model results.
May 4	Deadline for requested updates from departments	Departments submit updates based on BCOM recommendations in TEAMS.
May 11	CIP Guidance Work Session	Director of Finance to provide brief overview and expectations of the CIP timeline and June 8 Work Session
May 18	Second BCOM Meeting	Finance finalizes recommended projects per bond year.

Date	Action	Deliverables/Notes
May 25	Final BCOM Review by email	Review and confirm recommendations.
June 1	Prepare and distribute final CIP documents to Town Council	Finance assembles final review package for Town Council distribution.
June 8	Town Council Work Session	Review and discuss proposed CIP. Finance and relevant departments must attend.
July 6	Town Council Public Meeting and CIP Adoption	Final adoption of the proposed CIP. Finance and project departments must attend.