

ORDINANCE NO.: 5116

AN ORDINANCE to amend Article VII, Division 3 of Chapter 2 of the Code of Ordinances of the City of La Crosse regarding the Capital Budget.

THE COMMON COUNCIL of the City of La Crosse do ordain as follows:

SECTION I: Article VII, Division 3 of Chapter 2 is hereby amended to read as follows:

DIVISION 3. - CAPITAL PROJECT BUDGET

Sec. 2-354. - Plan.

Each year the Common Council shall make available a plan for the acquisition of the capital projects/ and equipment needs necessary to the City for the next following five years. The plan shall be referred to as the "Capital Budget" or "Capital Improvement Budget." Such plan will be composed of two separate documents: a Capital Project Budget and a Capital Equipment Budget. ~~Each year prior to March 1, the Director of Finance/Treasurer will meet with the Finance and Personnel Committee who will determine the amount of available funding for both projects and equipment.~~

(1) *Capital Project Budget.*

- a. Definition. The term "Capital Project" means outlays for the construction, maintenance, or purchase of facilities or equipment (except those included in the Capital Equipment Budget) that are expected to provide benefits or services for future periods with the minimum asset life expectancy to exceed one year and a minimum asset value in excess of ~~\$20,000~~\$1,000.00.
- b. The following shall be included in the Capital Project Budget: the project description, the estimated cost of each project, recommendations for financing the project, and the year each project is expected to require funding. The Capital Project Budget shall include all projects which require approval by the Common Council. Such projects to be included in the long range capital project budget shall include, but not be restricted to, public works improvements such as administration, airport facilities, bridges, development, emergency management, equipment budget (except those included in the Capital Equipment Budget), fire facilities, harbor/dock/waterway improvements, information systems, convention center facilities, land acquisitions, library facilities, park and recreation facilities, parking facilities, police, public buildings, sanitary sewer/wastewater facilities, special projects, storm sewer/stormwater facilities, new or improved streets, streetscaping, Tax Incremental District improvements, transit facilities, water supply and distribution systems, and other ~~capital~~ projects meeting the definition of a Capital Project to be financed in the five-year Capital Project ~~Budget~~.

(2) *Capital Equipment Budget.*

- a. Definition. The term "Capital Equipment" means outlays for new, replacement, and used equipment (except those included in the Capital Project Budget), that are expected to provide benefits or services for future periods with minimum asset life expectancy to exceed one year and minimum asset value in excess of ~~\$10,000~~\$100.00.
- b. The following shall be included in the Capital Equipment Budget: the equipment description, the estimated cost of each equipment item, recommendations for financing the equipment item, and the year each equipment item is expected to require funding. Such equipment to be included in the long range ~~eCapital eEquipment bBudget or annual operating budget~~ shall include, but not be restricted to, capital equipment items, such as outlays for new, replacement, and used equipment that are expected to provide benefits or services for future periods by meeting the Capital Equipment definition to be financed in the five-year Capital Budget ~~or annual operating budget~~ as determined by the Common Council.

Sec. 2-355. - Submission of forms to the office of the Director of Finance and Human Resources ~~Director of Finance/Treasurer~~.

The ~~eCapital i~~Improvement ~~bBudget~~ shall be established in the following manner. The Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ shall provide application and rating forms for those desiring to apply for Capital Improvement Projects and/or Capital Equipment on or before the regular Common Council meeting in December ~~January~~ each for the upcoming year. The application form shall contain space to provide information where applicable as to the number of persons the proposed improvement will serve, the type of facility, its size and contents, the first year the project would be in use, the year in which financing would be required, the estimated construction cost, planned construction start date, planned completion date, estimated cost of equipment, estimated annual operating costs, and other relevant information. Each City department, agency, utility, commission or office shall file such application with the Office of Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ for any such ~~Capital Improvement Projects/~~ and/or Capital Equipment and each application shall include information for each Capital Project ~~and/or~~ Capital Equipment expected to be requested in the forthcoming five fiscal years. Prior to submittal of said form, the form shall first be approved by the appropriate board, committee, commission with authority over said item, department, utility, agency, or office where applicable. Each item requested for inclusion in the five-year Capital Improvement/~~Capital Equipment~~ Budget shall first be enumerated in a long-range plan such as a facility plan, master plan, neighborhood plan, TIF Project plan, which plan shall first be approved by the appropriate board, committee, commission and the Common Council when applicable. Non-official agencies or groups desiring Council consideration of Capital Projects ~~and/or~~ Capital Equipment may also file requests in accordance with the procedure outlined herein.

- (1) *Capital Equipment Application/Rating Form due date.* The completed Capital Equipment application and rating forms are to be filed with the Office of the Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ no later than the third Monday in January ~~February~~ of each year.
- (2) *Capital Project Application/Rating Form due date.* The completed Capital Project application and rating forms are to be filed with the Office of Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ no later than February ~~April~~ 15 each year.

Sec. 2-356. - Capital Equipment Review and Report by the Board of Public Works.

- (a) On or before the third Monday of February ~~March~~ of each year, a consolidated list of capital equipment items shall be submitted to the Board of Public Works by the Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ at a regular or special meeting called for that purpose. With the assistance of the Director of Finance and Human Resources ~~Director of Finance/Treasurer~~ or representatives and other public officials, as needed, the Board of Public Works shall prepare a five-year budget of capital equipment needs of the City in order of priority, need, and availability of fiscal resources. The Board of Public Works shall meet as often as is necessary to review the equipment items, determine the priority of each in relation to all other equipment items, including the equipment's relevance to the overall master plans and facility plans of the City, giving consideration to the ability of the facility plans of the City, and giving consideration to the ability of the community to finance the equipment in any particular year. Each equipment item included in the ~~eCapital eEquipment bBudget~~ shall, individually or jointly, be presented, with recommendations as to the manner in which it shall be financed. The recommendations of the Board of Public Works as presented in the ~~eCapital eEquipment bBudget~~ shall be advisory only. On or before April ~~May~~ 1 of each year the Board of Public Works shall file with the Common Council through its Finance and Personnel Committee the proposed long range ~~eCapital eEquipment bBudget~~.
- (b) The Finance and Personnel Committee and Common Council shall determine by separate resolution the approved Capital Equipment Budget ~~equipment budget~~, the amount to be funded, and the funding source.

Sec. 2-357. - Capital Projects Review and Report by City Plan Commission.

On or before ~~May~~ July-1 of each year, a consolidated list of ~~eCapital p~~Projects shall be submitted to the City Plan Commission by the ~~Director of Finance and Human Resources Director of Finance/Treasurer~~ at a regular or special meeting called for that purpose. With the assistance of the ~~Director of Finance and Human Resources Director of Finance/Treasurer~~ or representatives and other public officials, as needed, the City Plan Commission shall prepare a five-year budget of ~~eCapital p~~Projects of the City in order of priority, need, and availability of fiscal resources. The ~~Director of Engineering and Public Works Public Works Director, City Engineer, Director of Planning, Development and Assessment Director of Planning and Development, and Director of Finance and Human Resources Director of Finance/Treasurer~~ shall annually prepare a list of Capital Improvement Projects that have been approved in previous years Capital Improvement Budgets but have not been constructed, implemented or purchased along with a projected timeline for implementation. The City Plan Commission shall review such lists and shall consider whether to recommend funding additional ~~projects~~ Capital Projects until such time as previously approved ~~projects~~ Capital Projects are scheduled for completion. Additionally, the ~~Director of Engineering and Public Works Public Works Director, City Engineer, Director of Planning, Development and Assessment Director of Planning and Development, Director of Finance and Human Resources Director of Finance/Treasurer~~, appropriate Department Heads, and representatives of outside agencies that receive funding shall annually prepare a list of Capital Improvement Projects that have been constructed in previous years and report the status, effect, and impact of completed projects to the Common Council and City Plan Commission. The City Plan Commission shall meet as often as is necessary to review the projects, determine the priority of each in relation to all other projects including a project's relevance to the overall master plans and facility plans of the City, and develop a schedule of projects for each year, giving consideration of the ability of the community to finance the projects in any particular year and staff capacity to implement projects in any particular year. ~~Each project included in the eCapital p Project bBudget shall, individually or jointly, be presented, with. The recommendations of the City Plan Commission as presented in the cCapital bBudget shall be advisory only.~~ On or before ~~July~~ October-1 of each year the City Plan Commission shall file with the Common Council through its Finance and Personnel Committee the proposed long-range ~~eCapital improvement-Project bBudget~~.

Sec. 2-358. - Common Council approval.

The Capital Budget ~~must~~ shall be approved by the Common Council no later than the regular ~~August~~ November-Common Council meeting.

Sec. 2-359. - Implementation of the Capital Improvement Budget.

- (a) *Project implementation.* It shall be the responsibility of the Board of Public Works to ensure that all projects enumerated and funded in the adopted annual Capital Improvement Budget are designed, bid, purchased and constructed. ~~The Board of Public Works shall be charged with introducing the appropriate resolution to the Common Council each year listing the projects to be addressed in the upcoming year.~~ The adoption of the Capital Improvement Budget by the Common Council shall be authority for the expenditure by a department for the projects and purposes identified within the Capital Improvement ~~Plan~~ Budget in the amounts assigned to the project and by the sources identified in the Capital Improvement ~~Budget Plan~~. Any changes to the projects; whether in scope, amount or funding source; in the Council adopted Capital Improvement ~~Budget Plan~~ will require action by resolution of the Common Council to effect such change.
- (b) *Equipment authorization (~~e-Capital b-Budget~~).* Release of capital funds for all new equipment included in the ~~e-Capital b-Budget~~ shall be authorized with the adoption of the Capital Improvement Plan ~~require an authorizing resolution~~ subject to the City's Purchasing Policy.
- (c) *Equipment authorization (operating budget).* Release of operating budget funds for all new equipment included in the operating budget shall be authorized with the passage of the annual budget adoption resolution subject to the City's Purchasing Policy.

Sec. 2-360. - Special circumstances relating to the Capital Improvement Budget.

