

ANNUAL CAPITAL BUDGET CALENDAR AND PROCESSES

KEY: GREEN=CAPITAL PROJECTS BLUE-CAPITAL EQUIPMENT

November

Late November –

- ☐ Contact IT to make sure everything is updated and transferred over from the previous year's capital program on Bridges and check if anything needs to be done prior to opening up the capital applications to Departments.
- ☐ Prepare the Annual Capital Budget timeline with current dates and make any necessary changes to the Capital Budget Process letter as well as instructions. Once finished updating email to Finance Director for approval.

December

Second Week of December –

- ☐ Email to Dept Heads and Managers the Capital Budget Timeline, Capital Budget Process Letter, and the Capital Budget scoring criteria. Notify them that the applications are open. (Code of Ordinances states that applications should be available on or before the December Council meeting)

Late December

- ☐ Compile a list/table of past CIP Projects and Equipment funds still outstanding and unspent by department for use in meetings between departments, the Mayor, and Finance. Once finished supply a copy to each department for review.
- ☐ Reach out to City employees to be part of the Capital Project ranking team with firm dates on when the presentations will be (two full day sessions). The ranking team will score all NEW projects (unless a re-score is requested).
- ☐ Reserve a meeting room for the Capital Project Department presentations. (Contact Kate Kroll or Tina Golding to reserve meeting space).

January

First week of January –

- ☐ Contact the Mayor's secretary (Annette Steele) to schedule capital equipment meetings between the Mayor, Finance, and Departments with Capital Equipment Requests (b/w late Jan-early Feb.)

Second & Third week of January –

- ☐ Capital Equipment requests are due **by the 3rd Monday** in January. Review requests and make sure departments have marked 'Sent to Finance' on all project requests.
- ☐ Review the department submitted requests for Capital Equipment and have all requests 'approved by Finance' **by 4th Monday in January**.
- ☐ After approving all Equipment requests, run the capital equipment report on the budget apps (<https://budget-apps.cityoflacrosse.org/>) and review for errors.
- ☐ Provide the report to the Mayor and Departments in advance of the meetings. Along with the report provide the current unspent funds on past Capital Equipment requests.

February

First two weeks of February -

- ☐ Capital Equipment meetings between Finance, the Mayor, and Departments
- ☐ Contact the City Clerk to get the Capital Equipment discussion on the Board of Public Works agenda for the third Monday in February. The City Clerk's office is in charge of BPW agenda and will enter resolutions.
- ☐ Submit to the City Clerk's office the Capital Equipment budget report for the Board of Public Works **no later than the second Thursday of February by noon**.
- ☐ Contact the Mayor's secretary to set up meetings between Finance, the Mayor, and Departments for Capital Project requests with dates between March 10 – April 14

Mid to Late February –

- ☐ Review all project requests from Departments and have all approved by **March 1st**. Forward any project requests with TIF funding to Planning Director (Andrea Trane) for approval.

March

First week of March

- ☐ Update the 5-year cash flow spreadsheets for the TIF's and determine available TIF funding for projects.
- ☐ After BPW approves the CIP equipment budget, contact the City Clerk to give control of the resolution to Finance so the resolution and attachments can be added for the F&P and Common Council in the April cycle. The approval tracking sequence needs to be started so all the reviewers can give their approval by noon on the 3rd Friday of March, which is the deadline for April legislation.
- ☐ Department Capital Project Presentations
- ☐ Compile list of average Capital Project scores and adjust capital projects as dictated by the capital project scores.

Mid-March

- ☐ Submit to the City Clerk's office the final Board of Public Works recommended capital equipment plan (detailed and summary report) along with a list of any changes to the report initially submitted to the Board of Public Works. Must be approved by Board of Public Works on or before the last Monday in March. The plan then goes to F&P for the May Meeting.
- ☐ In preparation for the capital project meetings with departments produce the capital project report (don't include equipment) (<https://budget-apps.cityoflacrosse.org/>). Email out to the departments and Mayor once finished along with the list of capital projects outstanding and the amounts remaining unspent.

April

- ☐ Capital Project Meetings between Finance, the Mayor, and Departments
- ☐ Contact Deputy Planning Director (Tim Acklin) to set a schedule of meetings for the City Planning Commission by April 10th. CPC must have recommended CIP submitted to Council by the Friday after July Council meeting.
- ☐ After Capital Project Meetings have concluded prepare the Capital Project Reports (Summary and Detailed) with any necessary changes from the meetings and submit the reports to the Deputy Planning Director or Administrative Specialist on or before May 1st. Planning Department runs the CPC and is responsible for setting agendas and entering resolutions.
- ☐ Submit CPC CIP draft to IT Director and IT Programmer to post on City website.

May-June

- ☐ Record notes from City Planning Commission Public Meetings and effectuate any changes approved by the CPC.
- ☐ **On or before July 1st** prepare the summary and detailed CPC recommended CIP report that includes both projects and equipment. **Be sure CPC recommendation approved at the final public hearing is filed in Legistar so it appears on the F&P agenda for the August meeting.**
- ☐ With the Capital Budget report for Council update the leased vehicles report, the introduction pages, and the summary narratives at the beginning of each expenditure category.
- ☐ Submit the reports to Finance Director to post the reports to the City website.
- ☐ Submit the reports to the City Clerk (Nikki Elsen) to attach to the CIP resolution.
- ☐ Enter Leased Vehicle Program numbers on Bridges for the Capital Budget Report

August

- ☐ 1st Thursday in August – Finance & Personnel Meeting
- ☐ 2nd Thursday in August – Common Council Meeting to approve Capital Budget
- ☐ After Capital Budget is approved, produce final Capital Budget report
- ☐ Email to City Clerk (Nikki Elsen) to attach to the Legistar file (receives both detail & summary reports)
- ☐ Email to Finance Director to post on the City Website (both detail & summary reports)
- ☐ Create a copy of the CIP report in Excel for the Utilities Office Manager (Tina Erickson)

December

- ☐ Setup Budget Worksheet & Munis entry for [S:\Budget-Capital Project & EQ Setups](#) folder. (It is the “20xx Cap Proj & EQ worksheet” and “20xx EQ Budget MUNIS Entry” worksheets)

Capital Improvement Budget La Crosse Code of Ordinances Due Dates

By 3rd Monday in January - Equipment Applications due

By February 15 - Project Applications due

By 3rd Monday of February - Capital Equipment report to the Board of Public Works

By April 1 - BPW recommended budget submission to Common Council

By May 1 – Capital Projects due to City Planning Commission

By July 1 – City Planning Commission submission of recommended Capital Projects to Council

By 2nd Thursday of August - Capital Improvement Plan Common Council Approval