



Capital Improvement Program Budget Process

October 2013

FY 13-14 Budget Calendar



Time Frame	Description	Agency
December	<p>FY14-18 CIP Pre-work begins</p> <ul style="list-style-type: none">* Budget Officer works with administration to determine initial outlook of project financing and direction of new fiscal year's CIP* Budget Officer works with Budget Office staff to determine the CIP calendar and initial project evaluation criteria	Budget Office, Administration
January - February	<p>CIP Steering Committee begins process</p> <ul style="list-style-type: none">* Budget Officer to share administration's strategies (goals, financing, etc.)* Review and finalize proposed criteria for project prioritization* Determine make-up of Scoring Committee (evaluation)	Budget Office, Public Works, Planning and Development

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February 27	Documents to be emailed to all city departments, agencies and constitutional offices soliciting projects for consideration in FY14-18 capital budget (traditional occurs in January)	Budget Office
March 18	CIP Projects due to the Budget Office * Budget Office begins review of various CIP projects to determine if projects are capital expenditures * Review new project requests (revenue and expenses) * Treasury to perform cash analysis of open projects * Project status updates (open/continuation projects)	Budget Office Budget Office, Treasury
April - May	Conduct meetings with departments concerning mandatory and stormwater projects *Determine funding needs and timeline of project completion	Budget Office, Impacted Departments

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April 2- June 7	<p>CIP Scoring Committee begins review (interview and scoring) of CIP projects</p> <ul style="list-style-type: none">* Department representatives invited in advance to evaluation meetings* Scoring Committee members excluded from scoring their department's projects* Budget Office tracked project ratings, served as the aide to the committee <p>* Score all projects and determine recommendations to be considered by the Steering Committee and administration</p>	CIP Scoring Committee
May - June	Budget Office receives CIP projects from Independent Authorities	Independent Authorities

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June 21	<p>CIP Steering Committee reviews project recommendations</p> <ul style="list-style-type: none">* Provides an opportunity to voice concerns and feedback* Determines if projects are "sound" and consistent with goals	CIP Steering Committee
July 1 - 15	<p>Budget Officer and CFO provide recommendations to Administration/Mayor</p> <ul style="list-style-type: none">* Property tax revenue finalized; used as a determining factor in final decisions of CIP* Finalizes project list to be included in Mayor's Proposed CIP Budget* Budget Office works with OGC to finalize CIP legislation and associated ordinance schedules* Budget Office to finalize CIP project sheets to be included in proposed CIP	<p>Budget Office, Administration</p> <p>Property Appraiser</p> <p>OGC</p>

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July 15	Present balanced budget and file required budget ordinances and associated schedules	Budget Office, OGC
July 15 - Sept 16	Council Finance Committee makes recommended changes to proposed CIP	Finance Committee, Council Auditor, OGC
September 24	CIP Budget is adopted	
October 1	New fiscal year begins	