

Village of Kronenwetter

DRAFT Capital Improvement Project Procedures

I. Purpose

The purpose of these procedures is to guide the implementation of funded capital projects listed in the Village of Kronenwetter Capital Improvement Plan.

II. Definitions

Authorized contact - The representative of the project sponsor authorized to discuss and approve the project.

Capital improvement plan technical committee (CIP technical committee) - The committee formed under the "Capital Improvement Plan Procedures" for the purpose of reviewing project information; making recommendations for prioritization and selection of projects for Village of Kronenwetter and outside funding, respectively; and maintaining information about the status of funded capital projects.

Capital improvement project: A single unit or improvement costing five thousand dollars (\$5,000.00) or more that plans, designs, or constructs a building, infrastructure, or other facility, or that purchases or installs vehicles, equipment, or property.

Construct: To build, form, rehabilitate, remodel, or expand a building, infrastructure, or other facility; or to assemble and/or install prefabricated buildings, infrastructure, or other facilities. Construction may also require bidding, materials purchase, authorization to enter or access permits, inspection, and construction management services. The definition of construction, for the purposes of this policy, shall be construed broadly, and is not limited to the definition per ordinance.

Design: To prepare detailed specifications for a project and complete additional tasks necessary to begin the project. Specifications may include architectural and engineering plan drawings, specifications or other detailed requirements for the project, and cost estimates. Additional tasks may include site surveys; geotechnical surveys; drainage studies; appraisal, acquisition or other approval of land use incidental to the project; environmental and archaeological studies and approvals; and any other necessary permits, certifications, and approvals.

Furnishings, Fixtures, and Equipment (FFE): Components of a building or facility which are

essential to its proper function.

Expand: To increase the size or the functions of a building, infrastructure, or other facility.

Infrastructure: Physical systems and individual components of those systems that provide basic services, such as water for human, agricultural, and natural uses, including wildlife; wastewater disposal; energy; communications; and transportation.

Outside funding: Funds provided by governments and governmental entities other than the Village of Kronenwetter, philanthropic organizations, private donors, and corporations and corporate sponsored organizations, including those in partnership with the Village of Kronenwetter

Plan: To develop a concept for a project, including its proposed scope, tasks required for completion, benefits, costs, and schedule; planning may include architectural programming, conceptual design, site utility assessments, preliminary engineering reports, feasibility studies and other related studies.

Policy: For the purposes of these procedures, "policy" or "CIP policy" shall refer to the Capital Improvement Planning Policy adopted by the Village of Kronenwetter.

Property: Real property; land, structures, and other facilities affixed to the land or beneath the surface of the land.

Project: For the purposes of these procedures, "project" shall refer to a capital improvement project.

Project Sponsor: The Village of Kronenwetter department, Village Members, outside entity in association with the Village of Kronenwetter, requesting or responsible for a capital improvement project. Project sponsors may submit projects related to their direct responsibilities and authorities.

Rehabilitate: To restore to a functional condition; rehabilitation includes major repairs or replacements of a comprehensive and non-routine nature.

Remodel: To reconstruct with an intent of improving function.

III. Procedures

A. Notice of Award

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village Administrator or his/her designee shall prepare letters to project sponsors awarded Village funds, notifying them of the award and stating the funding requirements. The Village Administrator or her/his designee shall e-mail or mail letters within one month of Village approval of funding.

B. Assignment of Cost Center

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village Finance department shall issue cost center codes for funded projects within one month of Village approval of funding, and shall provide the cost center codes to the applicable project sponsors and the CIP Technical Committee.

C. Project Number

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village planning department shall issue a Capital Project Number (CPN) for the funded projects within one month of Council approval of funding, and shall provide the CPNs to the applicable project sponsors and the CIP Technical Committee. CPNs shall include the year in which the project is to be funded and a unique identifier for each project in that year, e.g., 2024-01, 2025-20.

D. Procurement

1. Projects awarded funding from the Pueblo of Laguna must follow Village procurement requirements, unless the project has also been awarded outside funding with other requirements, in which case those requirements shall apply.

2. Project sponsors with their own procurement policies and procedures who wish to request a waiver of this requirement must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.

E. Project Coordination

1. Master planning, community planning, feasibility studies, and similar planning

components of capital projects will be coordinated by the Community Development Department and Public Works Department unless otherwise specified in the notice of award.

2. Preliminary engineering reports, design, and construction components of capital projects

will be coordinated by the Village Public Works Department unless otherwise specified in the notice of award.

3. Purchases may be coordinated by the project sponsor unless otherwise specified in the notice of award.

4. Project sponsors who do not wish to have their projects coordinated by the Community Development Department and/or Public Works Department, as applicable, must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.

F. Project Reporting

1. The Community Development Department and/or Public Works Department shall provide updates on the status of those funded projects listed in the CIP that are coordinated by the planning program, via e-mail to the Committee.

2. The Community Development Department and/or Public Works Department shall provide updates on the status of those fully or partially-funded projects listed in the CIP that are coordinated by the public works department, via e-mail to the Committee.

3. Project sponsors shall provide updates on the status of those funded projects listed in the CIP that are not coordinated by the Community Development Department and/or Public Works Department, via letter or e-mail from the authorized contact for the project to the Village Administrator. The Village Administrator shall provide this information to the CIP Technical Committee within two weeks of receiving the information from the project sponsor.

4. The reporting parties listed above shall provide updates not less than bi-annually, by June 30, September 30, and December 31 of each year. If the project has been awarded outside funding with requirements for more frequent reporting, those requirements shall apply.

5. Projects not adhering to these reporting requirements are not eligible for additional funding or other resources from the Village of Kronenwetter or outside sources. Projects may regain eligibility when updates are completed and current.

6. For each project, updates must include the following information, in this format, on a form provided by the planning program:

a. Project number

b. Project title

c. Schedule

i. Year of funding award

ii. Date work started (e.g., notice to proceed or, for purchase, date request for payment is submitted)

iii. Report on progress, including issues affecting progress

iv. Anticipated completion date

d. Budget

i. Original budget

ii. Revised/current budget C

ii. Source of current budget estimate (e.g., engineer's estimate, bid)

iv. New sources of funding (since last report)

v. Amount of funds currently obligated (under signed contract)

5. The Community Development Department shall maintain the most current updates for each project and shall make this information available as appropriate.

6. The Village Administrator or his/her designee shall provide updates on project status to the Village Board annually or as requested by Village Board.

G. Obligation of Funds

1. Projects with Pueblo of Laguna funding for planning, design, or construction must have at least a portion of the funding obligated (under signed contract or purchase order) within eighteen months of notification of award (see item III.A., above). Such projects that do not have at least a portion of funds obligated within eighteen months will be reviewed and determination to close the project will be made by the Village Administrator. Any project deemed closed by the Village Administrator must submit a new request for funding for the project through the Capital Improvement Plan.
2. Projects with Village of Kronenwetter funding for purchases must have at least a portion of the funding obligated (under signed contract or purchase order) within six months of notification of award (see item III.A., above).
3. If the project has been awarded outside funding with other requirements for obligation of funds, those requirements shall apply.
4. If a project is near the deadline for obligation (15 months for projects with funding for planning, design, or construction; 5 months for projects with funding for purchase), the Village Administrator or his designee shall prepare a letter to the project sponsor notifying the sponsor of the impending deadline and its consequences.
5. Projects that do not meet the requirements of G.1, G.2, and G.3, above, will lose Village of Kronenwetter funding and will be considered closed. Projects that have lost funding and are considered closed may submit a new request for funding for the project through the Capital Improvement Plan.
6. Project sponsors may appeal closure of their projects due to failure to obligate funds through a letter signed by the authorized contact for the project to the Village Administrator. The Village Administrator will provide a final determination on the appeal.
7. This section (G., Obligation of Funds) shall be applicable to projects with Village of Kronenwetter funding approved by the the Village Board on or after XX date

H. Transfer of Funds

1. To request a transfer of funds from one project to another, the project sponsor must

submit a request through a signed letter or e-mail from the authorized contact to the Village Administrator.

2. In order to obtain a transfer of funds, the project to which funds are to be transferred must have a current project worksheet. The project sponsor must either affirm that there have been no changes to the status of work completed, scope of work, project budget, or sources of funding; or, if there have been changes, update the project worksheet for the project.

3. If approved by the Village Board, the Village Administrator Chief will have the authority to approve the use of surpluses for other approved and funded projects in the Capital Improvement Plan.

4. If transfer of funds is approved, the Village Administrator shall prepare a letter to the project sponsors for the project from which the funds are being transferred and the project to which the funds are being transferred notifying them of the transfer, and shall provide copies to the CIP Technical Committee.

I. Construction Management

1. For capital projects that include construction, project sponsors and partners shall follow construction management standard operating procedures defined by the Village of Kronenwetter and/or the State of Wisconsin where applicable.

2. Project sponsors with their own construction management standard operating procedures who wish to request a waiver of this requirement must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.

3. If the project has been awarded outside funding with other requirements for construction management, those requirements shall apply.

J. Final Cost Reporting

1. For capital projects that include planning, design, and construction, upon final completion of each project phase, the project sponsor shall provide the Community Development Department and Public Works Department with information regarding the total cost for that phase, separated into sources of funding, via e-mail, within one month of completion of the phase.

2. For capital projects that include purchase of a vehicle or equipment, upon final purchase of all items associated with the project, the project sponsor shall provide the Community Development Department and Public Works Department with information regarding the total cost of the project, separated into sources of funding, via e-mail, within one month of final purchase.

3. Note that sources of funding may include but are not limited to the Pueblo of Laguna debt service fund, operating funds, or other funds; and outside sources of funding, such as state capital outlay and the Tribal Infrastructure Fund, federal agencies, and philanthropic organizations.

4. The phase or purchase shall be considered complete when the final payment is made to the consultant, contractor, or vendor by the Pueblo's accounting department.

K. Changes in Authorized Contact

1. If a project sponsor wishes to change the authorized contact for a project, the current authorized contact must submit a signed letter or e-mail to the Village Administrator, making the change.

IV. Authority

The Village Administrator is responsible for the administration of these procedures, including their implementation and modification.

Authorization

Community Development Department and Public Works Department

Procedure: Capital Improvement Project Standard Operating Procedures

Approval Date: _____

Approvals

Community Development Department: _____

Public Works Department: _____

Village Administrator: _____