

SAMPLE CAPITAL PROJECT REQUEST FORM

PROJECT NAME	
PROJECT ACCOUNT NUMBER	
DATE PREPARED	
CONTACT PERSON	
REQUESTING DEPARTMENT	
COMPREHENSIVE PLAN REFERENCE	
PROJECT DESCRIPTION:	

LOS-Facility? (Y/N)	EXPLAIN HOW THIS PROJECT ADDRESSES AN EXISTING OR FUTURE LEVEL OF SERVICE DEFICIENCY OR IMPLEMENTS GOALS OF THE COMPREHENSIVE PLAN:
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ESTIMATED PROJECT COST	FY 07/08 AMOUNT	FY 08/09 AMOUNT	FY 09/10 AMOUNT	FY 10/11 AMOUNT	FY 11/12 AMOUNT	YEARS 6-10
LAND ACQUISITION						
PROFESSIONAL SERVICES						
a) PRE-DESIGN						
b) DESIGN						
c) ENGINEERING						
d) OTHER						
TOTAL PROF.SERVICES						
CONSTRUCTION						
CONSTRUCTION MGMT.						
OTHER						
MAINTENANCE						
TOTAL	-	-	-	-	-	-

COMMENTS:

Capital Improvements Element Balance Sheet

Community Name:

Fiscal Year:

Infrastructure Category:	2007/2008	2008/2009	2009/2010	2010/2011		2011/2012	
<i>(e.g. roads, drainage, potable water, etc.): ROADS</i>	Committed Funds	Committed Funds	Committed Funds	Committed Funds	Planned Funds	Committed Funds	Planned Funds
REVENUE							
General/Special/Debt Funds	\$100.00	\$100.00	\$100.00	\$50.00		\$50.00	
New Debt Borrowings/Bonds	\$200.00	\$200.00	\$200.00	\$0.00		\$0.00	
Impact Fees and Developer \$	\$100.00	\$100.00	\$100.00	\$0.00		\$0.00	
All Other Revenue	\$100.00	\$100.00	\$100.00	\$0.00		\$0.00	
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
New Revenue Requiring Voter Approval	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
Planned + Committed (Years 4 & 5 Only)				\$500.00		\$500.00	
Revenues Total	\$500.00	\$500.00	\$500.00	\$500.00		\$500.00	
EXPENDITURES							
Project Name: Main Street widening	\$400.00	\$400.00	\$150.00	\$0.00		\$0.00	
Project Name: Subdivision traffic calming	\$100.00	\$100.00	\$100.00	\$50.00		\$50.00	
Project Name: Bridge replacement	\$0.00	\$0.00	\$250.00	\$450.00		\$450.00	
Expenditures Total	\$500.00	\$500.00	\$500.00	\$500.00		\$500.00	
ANNUAL BALANCE	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Capital Improvements Element Bond Revenue Summary

Community Name:

Fiscal Year:

Type of Bond	Planned or Committed?	Date Issued	Project Name	Description	Bond Revenue by Year				
					2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
General Obligation	Committed	April 28, 2006	Central Park Acquisition	Bond issued to fund acquisition of 20 acres of new County parkland. This acquisition will maintain LOS standard 'C'.	\$2,000,000	\$0	\$0	\$0	\$0
Proposed General Obligation	Planned	Estimated issue September 1, 2009	Main Street widening	Bond to be issued to widen Main Street from 2 lanes to 4 lanes between 1st St. and 2nd St. This project will maintain LOS standard 'D'	\$0	\$0	\$0	\$7,000,000	\$0
Proposed General Obligation	Planned	Estimated issue October 1, 2009	Sewage Plant expansion	Bond to be issued to increase sewage treatment capacity				\$3,000,000	
TOTAL BOND REVENUE					\$2,000,000	\$0	\$0	\$10,000,000	\$0

Capital Improvements Element Best Practices Checklist

Community Name:

Fiscal Year:

Instructions: Place a checkmark in the box next to each item to verify that the following steps were taken in the CIE update process	Date Completed	√
The CIE update process has been coordinated with the annual Budget and Capital Improvements Program update process		<input type="checkbox"/>
A CIE Update Training Manual was distributed to departments that request new capital facility projects		<input type="checkbox"/>
Staff from Planning, Budgeting, Public Works and other key staff participated in an internal CIE coordination workshop		<input type="checkbox"/>
The local government held coordination workshops with external agencies (FDOT, WMD, MPO, etc) regarding capital projects in its jurisdiction		<input type="checkbox"/>
A growth and development report was created to monitor annual growth, capacity, and adopted LOS standards		<input type="checkbox"/>
Capital Improvement Project Request Sheets were prepared and distributed to departments. Detailed cost estimates are provided		<input type="checkbox"/>
A Weighted Ranking System was used to prioritize projects in the 5-Year Schedule of Capital Improvements		<input type="checkbox"/>
Strategies to develop unfunded projects with low priorities in the 5-Year Schedule of Capital Improvements have been identified		<input type="checkbox"/>
FDOT and Local MPO 5-Year Schedule of Capital Improvements adopted by reference		<input type="checkbox"/>
Local School District 5-Year District Facilities Work Plan adopted by reference		<input type="checkbox"/>
Water Management District Regional Water Supply Plan projects adopted by reference		<input type="checkbox"/>
The local comprehensive plan and concurrency management system are consistent with the implementation of proportionate fair-share, as codified in the locally adopted ordinance		<input type="checkbox"/>
An internal coordination procedure to record the approval of de minimis impacts has been utilized (if de minimis impacts are allowed)		<input type="checkbox"/>
Long-term planning strategies and policies to address long-term infrastructure needs outside of the 5-Year Schedule of Capital Improvements have been adopted		<input type="checkbox"/>
A Balance Sheet approach was used to demonstrate financial feasibility (Committed Funds in Yrs.1-3, Planned Funds in Yrs. 4-5 only)		<input type="checkbox"/>
Bond Revenue Summary Chart included (if applicable)		<input type="checkbox"/>
Private Funding of Public Facilities Summary Chart included (if applicable)		<input type="checkbox"/>
The CIE was adopted as an Amendment to the Comprehensive Plan		<input type="checkbox"/>