

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	<input checked="" type="checkbox"/>
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"/>