

AGENDA ITEM NO. B  
CAP. IMPROV. PLANNING WORKSHOP  
2/11/08



**WORKSHOP  
AGENDA ITEM  
MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCILMEN**

**FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER**

**SUBJECT: CAPITAL IMPROVEMENT PLANS/NEEDS**

**DATE: FEBRUARY 5, 2008**

**GENERAL SUMMARY/BACKGROUND:** Over the last few years, the City Council has adopted a "Capital Improvement Plan" seemingly on an annual basis. Last year on February 26, 2007 Interim City Manager, Steve Baumgartner, provided a memorandum during a workshop of Council with attachments of the capital improvements lists but forth by the City, yet indicating that "the plans have not been updated except for public works." That memorandum with attachments is provided as "Attachment 1."

Prior to that time City Manager Richard Anderson, through memorandum dated November 16, 2006, provided a "draft" document asking for Council's comments and suggestions for additional projects. His memorandum states that "During the past few years it has been necessary, due to financial constraints, to limit capital expenditures . . . and to extend replacement schedules, and therefore the need to increase expenditure levels is expected to accelerate during the next few years." That memorandum with attachments is provided as "Attachment 2."

As a guide to assist City Council in moving forward, we have provided general information for "Developing a Capital Improvement Program." It is provided as "Attachment 3."

We look forward to discussions and insights from Council on direction and emphasis in proceeding in development a capital improvement program.

# **Attachment 1**



# CITY OF BROOKSVILLE

## Memorandum

**TO:**

- (X) Mayor David Pugh
- (X) Vice Mayor Frankie Burnett
- (X) Council Member Joe Bernardini
- (X) Council Member Lara Bradburn
- (X) Council Member Richard E. Lewis

**ACTION:**

- ( ) As you requested
- (X) For your information
- ( ) Appropriate action
- ( ) Review and return
- ( ) Review & route

**FROM:**

Steve Baumgartner  
Interim City Manager

**DATE:** February 20, 2007

**SUBJECT:** Growth Management

Last year the City Manager asked the Department Directors to submit plans for departmental growth over the next five, ten and fifteen years, based on population projections. As the last year has not produced the population growth that the City had predicted or hoped for, the plans have not been updated except for Public Works. The submitted plans list equipment, personnel and office space projections to retain the current level of service to our citizens as the City grows.

As part of the planning for future infrastructure we have come up with a Capital Improvement Plan for the next five years which combines budgeted improvements with projects from the Comprehensive and the Departmental plans. For convenience a summary sheet is attached with projects broken down by fund with water and waste water listed in priority order. As you can see that over half of the water and waste water projects can be funded at least by part by developers.

Also included is a vehicle needs listing which lists vehicles that will be funded through the Vehicle Replacement Fund over the next five years. This means the money will be there in the vehicle replacement fund to replace the current vehicles. Newer vehicles are scheduled in the Fund, however some older vehicles (bought before 1996 and Utility and Sanitation vehicles bought before 2005) are not listed. In addition it may be necessary to purchase new vehicles that will be additions to the fleet and not replacements of older vehicles, those vehicles will need to be added to the Vehicle Replacement Fund.

**Capital Improvements - FY 2006/07**

	COST PROJECTIONS				
	PROJECT TOTAL	Budgeted for 06/07		NOTES	FUTURE*
		CITY	OTHER		
Copier (Admin)	16,000	0	0		16,000
Agenda Prep/Records Software (Admin)	14,500	0	0		14,500
Hardware (MIS)	15,000	0	0		15,000
Top Dresser & Sprayer (Parks)	15,000	15,000	0		0
Lawn Mower (2) (Cemetery)	15,000	12,000	0		3,000
Utility Cart & Spike Roller (Quarry)	16,000	16,000	0		0
Rebuild Backhoe (Streets)	18,000	18,000	0		0
Departmental Budgets	400,000	0	0		400,000
	<b>509,500.00</b>	<b>61,000.00</b>	<b>0.00</b>		<b>448,500.00</b>
Meter Reader Trucks (2)	40,000	40,000	0		0
Sewer Cleaner	70,000	0	0		70,000
Heavy Equipment	70,000	0	0		70,000
Light Equipment	75,000	0	0		75,000
Backhoe	120,000	0	0		120,000
Departmental Budget	300,000	0	0		300,000
	<b>675,000.00</b>	<b>40,000.00</b>	<b>0.00</b>		<b>635,000.00</b>
Garbage Truck	160,000	160,000	0		0
Departmental Budget	20,000	0	0		20,000
	<b>180,000.00</b>	<b>160,000.00</b>	<b>0.00</b>		<b>20,000.00</b>
<b>TOP "10" PRIORITIES WATER &amp; WASTEWATER</b>					
Sewer System Rehab	1,700,000	0	1,700,000	WAP Grant	0
Replacement Water Valves	250,000	50,000	0		200,000
Replacement Meter Program	900,000	0	0		900,000
Capacity Upgrades (Water/Sewer Lines)	160,000	100,000	0		60,000
Generator Installation	398,000	215,566	182,434	USDA Grant	0
Water Distribution System Rehab	576,000	0	0		576,000
Markham Lane - water extension	20,000	0	0		20,000
Jefferson St./Lucas Dr. Sewer System	50,000	0	0		50,000
Hope Hill Well Replacement	859,000	70,000	0		789,000
Cheyenne Pass Water Line	120,000	0	0		120,000
Total Top Priorities	<b>5,033,000</b>	<b>435,566</b>	<b>1,882,434</b>		<b>2,715,000</b>
<b>OTHER WATER &amp; WASTEWATER PRIORITIES</b>					
CR485 Multilane FDOT WPI - Line Relocation	970,000	0	0		970,000
Lamar Avenue WP Rehab	10,000	0	0		10,000
Aenal Tank Maintenance/ Hope Hill & Liberty St.	120,000	0	0		120,000
Total Other Priorities	<b>1,100,000.00</b>	<b>0.00</b>	<b>0.00</b>		<b>1,100,000.00</b>
<b>WATER &amp; WASTEWATER PROJECTS LIKELY TO BE FUNDED BY DEVELOPERS</b>					
New Well Field NW	1,668,000	263,000	103,000	WRWSA Grant/Developer	1,302,000
Hope Hill (Water/Sewer Line)	1,000,000	0	0	To be done by developer	1,000,000
Wiscon Road Water/Sewer Line Extension	1,816,000	816,000	0	To be done by developer	1,000,000
Southern Hills Water/Sewer Improvements	3,129,655	453,000	0	To be done by developer	2,676,655
Majestic Oaks Line Over sizing	100,000	100,000	0	To be done by developer	0
Regional Interconnects (US41 & SR50)	150,000	0	0	To be done by developer	150,000
SR50 Bypass/US41 South 12" Force Main to US41	970,000	0	0	To be done by developer	970,000
South WWRF 12,500 LF	2,400,000	0	0	To be done by developer	2,400,000
Forzando (Eastern Extension - Water/Sewer Line)	3,914,000	0	0	To be done by developer	3,914,000
SR50/Cortez Blvd. (Water/Sewer Line)	3,000,000	0	0	To be done by developer	3,000,000
Mondon Hill Road (Water/Sewer Line)	500,000	0	0	To be done by developer	500,000
Jasmine Dr. (Water Sewer Line)	3,740,000	0	0	To be done by developer	3,740,000
Croom Rd. (Water/Sewer Line)	1,000,000	0	0	To be done by developer	1,000,000
McIntyre St. (Water/Sewer Line)	1,540,000	0	0	To be done by developer	1,540,000
Ponce de Leon Blvd. (Water/Sewer Line)	1,540,000	0	0	To be done by developer	1,540,000
Yontz Road (water line only)*	3,380,000	0	0	To be done by developer	3,380,000
Powell Road (water/sewer line)*	1,430,000	0	0	To be done by developer	1,430,000
Cobb Road (water line)	2,200,000	0	0	To be done by developer	2,200,000
US41 South	1,100,000	0	0	To be done by developer	1,100,000
Cobb Road Plant Capacity Expansion	34,577,655	1,632,000	103,000		32,842,655
Total Projects Likely to be Funded by Developers					
<b>Street Construction Projects</b>					
Road Resurfacing Program	440,000	70,000	0		370,000
Dr. Martin Luther King Jr. Blvd. Drainage & Sidewalks	300,000	0	0		300,000
Sidewalk Replacement	103,500	500	0		103,000
Brck Street Renovation	50,000	0	0		50,000
Governor Blvd.	10,000,000	0	0	To be done by developer	10,000,000
Street Construction Projects	<b>10,893,500.00</b>	<b>70,500.00</b>	<b>0.00</b>		<b>10,823,000.00</b>
<b>Other Major General Fund</b>					
Fire Station 2	1,500,000	0	0		1,500,000
Fire Truck	450,000	0	0		450,000
Fleet Building	23,000	23,000	0		0
Good Neighbor Trail	690,000	55,000	635,000	Combined MPO & FRDAP Grant	0
Community Pool	250,000	0	0		250,000
Total Other Major General Fund Construction	<b>2,913,000.00</b>	<b>78,000.00</b>	<b>635,000.00</b>		<b>2,200,000.00</b>
	<b>\$55,881,655</b>	<b>\$2,477,066</b>	<b>\$2,620,434</b>		<b>\$50,784,155</b>

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								Year	Year	Year	Year	Year	NOTATIONS
			RUS 82%/18% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPO/FRDAP GRANT	06/07	07/08	08/09	
<b>1</b>	<b>EQUIPMENT</b>															
2	Top Dresser	Parks								X	7,000					
3	Sprayer	Parks								X	8,000					
4	Lawn Mower (2)	Cemetery								X	12,000					
5	Utility Cart	Quarry								X	9,000					
6	Spike Roller	Quarry								X	7,000					
7	Rebuild Backhoe	Streets								X	18,000					
8	Copier	Admin								X		16,000				
9	Agenda Prep/records software	Admin								X		14,500				
10	Hardware	MIS								X		5,000	5,000	5,000	5,000	
11	Departmental Budgets**	General Fund								X		100,000	100,000	100,000	100,000	
12																
13	Meter Reader Trucks	Water/Wastewater		X							40,000					Two trucks
14	Heavy Trucks	Water/Wastewater		X									70,000			
15	Operations Light Trucks	Water/Wastewater		X									25,000	25,000	25,000	
16	Sewer Cleaner	Water/Wastewater		X										70,000		
17	Backhoe	Water/Wastewater		X									120,000			
18	Departmental Budget**	Water/Wastewater		X								75,000	75,000	75,000	75,000	
19																
20	Garbage Truck	Solid Waste			X						160,000					Loan or Lease
21	Departmental Budget**	Solid Waste								X		5,000	5,000	5,000	5,000	
22																
<b>23</b>	<b>CONSTRUCTION</b>															
<b>24</b>	<b>WATER &amp; WASTEWATER</b>															
25	199-UT09	New Well Field NW														
26		a. Engineering		X							10,000					
27		b. Property Utilization Cost		X												
28		c. (1)Phase I Production Well								X	50,000					Last payment on 05/06
29		c. (2)Phase I Production Well		X							50,000					Partially funded by \$50,000 WRWSA Grant in FY05/06.
30		c. (3)Phase I Production Well							X		100,000					
31		c. (4)Phase I Production Well			X						53,000					
32		d. System Telemetry							X			85,000				
33		e. Phase III Elevated Tank							X			80,000	80,000	80,000	80,000	Start of annual lease payments for Northwest/PHCC tank.
34		f. Phase II Production Well- Equipment & Interconnect (1 well)							X				1,000,000			To be included in Covington Hills USA/Impact Fee Credits
35	1997-UT10	Lamar Ave WP Rehab		X								10,000				Carry forward from 05/06.
36	1999-UT14	Sewer System Rehab Program							X		1,700,000					Funded by WAP Grant.
37																
38	2000-UT20	Replacement Water Valves		X							50,000	50,000	50,000	50,000	50,000	

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								Year	Year	Year	Year	Year	NOTATIONS		
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPO/FRDAP GRANT	06/07	07/08	08/09		09/10	10/11
39	1997-UT21	Capacity Upgrades (Water Lines, Sewer Lines, and Lift Stations)																
40		a. Addition to Telemetry at Critical Installations														done		
41		b. Howell Ave LS/Yontz Rd FM Capacity Upgrade									100,000					Carry \$30,000 forward from 05/06 plus \$70,000.		
42		c. Installing larger pumps											20,000	20,000	20,000			
43																		
44	2001-UT03	Hope Hill Well Replacement and Elevated Tower Modification																
45		a. Engineering									38,000	50,000	20,000			Carry forward from 05/06.		
46		b. Production Wells- Equipment and Piping (1 well)										569,000	150,000			Carry forward from 05/06 plus \$69,000.		
47		c. Site Fencing									12,000					Carry forward from 05/06.		
48		d. System Telemetry									20,000							
49	2001-UT05	Emergency Generator Installation																
50		a. Hope Hill Well Field																
51		b. Lamar Water Plant																
52		d. RUS Lift Station Generator Grant Program	X								318,000							
53	2001-UT06	SR 50 Water & Sewer Line Extension (Hospital Line)																
54		a. Phase I Lykes Dublin to Mobley (8100' run)														done		
55		b. Phase II Mobley to Cobb Rd (3100' run)														done		
56		c. (1) Phase III Hospital Site Crossing SR50 to Wiscon (2600' run)									208,000					Carry forward from 05/06.		
57		c. 9(2) Phase III Hospital Site Crossing SR50 to Wiscon (2600' run)									208,000							
58		d. Phase IV Hospital Site to Wal-Mart on Wiscon (7000' run)									400,000	1,000,000				400K for Wal-Mart to Mobley waterline; carry forward 1M from 06/07.		
59																		
60	1997-UT06	US41 FDOT Relocations (Accumulation for delay settlement)														FDOT has \$180,000 on deposit.		
61	1997-UT07	SR50 FDOT Relocations (Accumulation for delay settlement)														FDOT has \$180,000 on deposit.		
62	2003-UT01	Southern Hills Water & Sewer Improvements																
63		a. Additional Sewer Capacity											2,576,655			Carry forward from 06/07.		
64		b. Over sizing of Water Transmission Lines N/S Blvd									200,000							
65		c. Over sizing of Sewer Lines SHP														Cost was budgeted/spent in 05/06.		
66		d. Oversize Re use Transmission Line along Mobley Rd									125,000							
67		e. Oversize Cascades Water line to Powell										128,000	100,000					
68	2004-UT01	CR485 Multilane FDOT Project WPI 257299-2-52-01																
69		a. Engineering & Design											200,000	20,000				
70		b. Construction (accumulation of reserve)												250,000	250,000	250,000		
71																		
72		Majestic Oaks Over Sizing									100,000					Carry forward from 05/06.		
73																		
74	2002-UT13	Water Distribution Rehab (intended to be a sinking fund to build up a reserve amount, but has never been funded)												176,000	200,000	200,000		

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE							Year	Year	Year	Year	Year	NOTATIONS
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPO/FRDAP GRANT	06/07	07/08	
75	2000-UT16	Water Tank Rehabilitation													
76		a. Liberty Street													
77		b. Hope Hill											60,000		
78	1997-UT17	Replacement Meter Program (Conversion to radio read; installation and materials for 250 p/yr)		X									300,000	300,000	300,000
79	2000-UT20	Replacement Water Valves											50,000	50,000	50,000
80															
81															
82	2001-UT01	Markham Lane - water extension											20,000		
83	2002-UT01	Cobb Road Sewer Plant Capacity Expansion (EQ Tank) (can probably be pushed back to 2012-14)													
84		a. Engineering													100,000
85		b. Construction													1,000,000
86		Chyenne Pass Water Line													
87		a. Engineering & Design												20,000	
88		b. Construction													100,000
89		Jefferson St/Lucus Drive Sewer System													
90		a. Feasibility & Cost Estimate & Design												50,000	
91		Hope Hill Water Line													
92		Along N/S road from SR50 to SHP Blvd (10,000 L.F.)											500,000	500,000	
93		US41 South (water/sewer line)*													
94		SHP to Powell - water engineering												100,000	
95		SHP to Powell - water construction - 10,000 l.f.													1,000,000
96		SHP to Powell - sewer engineering												100,000	
97		SHP to Powell - sewer construction - 10,000 l.f.													1,000,000
98		Powell Road (water/sewer line)*													
99		US 41 to Emerson - water engineering												150,000	
100		US 41 to Emerson - water construction - 19,000 l.f.													1,540,000
101		US 41 to Emerson - sewer engineering												150,000	
102		US 41 to Emerson - sewer construction - 19,000 l.f.													1,540,000

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								Year	Year	Year	Year	Year	NOTATIONS		
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPO/FRAP GRANT	06/07	07/08	08/09		09/10	10/11
103	2003-UT02	SR 50/Cortez Boulevard (water/sewer line)*																
104		Redbud to Clayton - water engineering																
105		Redbud to Clayton - water construction													120,000			
106		Redbud to Clayton - sewer engineering														1,200,000		
107		Redbud to Clayton - sewer construction													120,000			
108		Lykes/Dublin to Ft. Dade - water engineering														1,200,000		
109		Lykes/Dublin to Ft. Dade - water construction													42,000			
110		Lykes/Dublin to Ft. Dade - sewer engineering														420,000		
111		Lykes/Dublin to Ft. Dade - sewer construction													42,000			
112	Yontz Road (water line only)*	Ponce de Leon to Cobb														770,000		
113	Cobb Road (water line only)*	Ponce de Leon to Yontz													140,000	1,400,000		
114		Yontz to Ft. Dade - water engineering													60,000	600,000		
115		Yontz to Ft. Dade - water construction - 7,700 l.f.													70,000			
116	Mondon Hill Road															700,000		
117		WPA to Jasmine - Water line																
118		WPA to Jasmine - Sewer line													1,500,000	Partially included in Majestic Oaks via Utility Service Agreement		
119	Jasmine Dr.	Mondon Hill to Woodlawn - Water Line													1,500,000	Partially included in Majestic Oaks via Utility Service Agreement		
120	Croom Rd.														500,000	Partially included in Majestic Oaks via Utility Service Agreement		
121		Broad (US41N) to Dempsey - Water Line																
122		Broad (US41N) to Dempsey - Sewer Line													170,000	1,700,000		
123	McIntyre St.														170,000	1,700,000		
124		Croom to Mondon Hill - Water Line																
125		Croom to Mondon Hill - Sewer Line														500,000		
126	Ponce de Leon Blvd.																	
127		PHCC to Cobb - Water Line																
128		PHCC to Cobb - Sewer Line													70,000	700,000		
129	Forzando (Water/Sewer Line)														70,000	700,000		
130		Eastern Extension - Water Line														1,200,000		
131		Eastern Extension - Sewer Line														1,200,000		
	Governor Blvd.															10,000,000		
132																		
133	<b>GENERAL FUND</b>																	
134	Road Resurfacing Program																	
135	Dr. Martin Luther King Jr. Blvd. Drainage & Sidewalks (5,000 lf)																	
136	Sidewalk Replacement (3400 l.f. needs replacement)																	
137	Brick Street Renovation/Restoration																	
138	Fire Station 2																	
139	Fire Truck																	
140	Good Neighbor Trail																	
141	Trailhead - City Match																	
142	Trailhead - Grants																	
143	Trail																	
144	Community Pool																	
145	Building																	
		Fleet Maintenance														250,000		
																23,000		

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								NOTATIONS					
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT		GENERAL FUND	MPO/FRDAP GRANT	Year 06/07	Year 07/08	Year 08/09
146																
147			RUS 52%/48% GRANT/LOAN								\$318,000	\$0	\$0	\$0	\$0	
148			O&M RESERVES								\$398,000	\$335,000	\$910,000	\$770,000	\$10,700,000	
149			LOAN PROCEEDS								\$1,021,000	\$3,576,655	\$0	\$0	\$0	
150			SPECIAL RESERVE								\$70,000	\$619,000	\$170,000	\$0	\$0	
151			SEWER IMPACT								\$308,000	\$2,240,000	\$2,570,000	\$3,072,000	\$4,090,000	
152			WATER IMPACT								\$308,000	\$3,005,000	\$4,376,000	\$4,182,000	\$5,810,000	
153			WAP GRANT								\$1,700,000	\$0	\$0	\$0	\$0	
154			WRWSA GRANT								\$50,000	\$0	\$0	\$0	\$0	
155			GENERAL FUND								\$186,500	\$961,000	\$1,677,500	\$625,000	\$230,000	
156			MPO/FRDAP GRANT								\$635,000	\$0	\$0	\$0	\$0	
157			GRAND TOTAL								\$4,994,500	\$10,736,655	\$9,703,500	\$8,649,000	\$20,830,000	

\*\* Projections based on historic new and replacement equipment expenditure levels; specific equipment requirements will be presented with each year's proposed budget  
 LOANS - 07/08 Utility Bond; repay Landmar (\$2,576,655); Repayment of Line of Credit (\$2,250,000); Total \$5,100,000  
 GENERAL FUND- 07/08 Revenue Bond, New Fire house (\$1,500,000); 75% of Departmental Budgets (\$897,378) and Good Neighbor Trail (\$735,000); Total \$2,235,000

# **Attachment 2**

*see file for  
a track sheet*

CM 06-021

**CITY OF BROOKSVILLE**  
**MEMORANDUM**

**TO:** Mayor Joseph E. Johnston III  
Vice Mayor David Pugh  
Council Member Frankie Burnett  
Council Member Mary A. Staib  
Council Member E. E. "Ernie" Wever

**FROM:** Richard E. Anderson   
City Manager

**DATE:** November 16, 2006

**SUBJECT:** Capital Improvement Plan/Needs

A long range capital development plan and implementation schedule is being prepared for Council consideration, which includes the projects identified by Council in the budget document, and the Capital Improvement element of the City's Comprehensive Plan, and will also incorporate funding requirements/sources.

Obviously the projects and the scheduling will be a function of future development as growth impacts both availability of revenue and demands for service delivery and infrastructure extensions. For example, over \$15 million in water and sewer line extensions proposed over the next five (5) years would not be needed (nor would the funds be generated to construct them) if development is delayed, and the projects would then be considered over a longer time line.

During the past few years it has been necessary, due to financial constraints, to limit capital expenditures (including equipment, with the exception of vehicles in the Internal Service Fund) and to extend replacement schedules, and therefore the need to increase expenditure levels is expected to accelerate during the next few years. The necessary funding for infrastructure improvements, other than water and sewer, (street resurfacing, sidewalk maintenance, fire station, drainage system maintenance, etc.) may require financing, e.g., revenue bond issue.

Please review the attached draft and provide your comments and suggestions on additional projects which should be considered, as well as the proposed implementation schedules. A revised proposal will then be prepared for formal Council review and direction to staff.

### Capital Improvements - FY 2006/07

	COST PROJECTIONS				
	PROJECT TOTAL	Budgeted for 06/07		NOTES	FUTURE*
		CITY	OTHER		
<b>EQUIPMENT</b>					
<b>General Fund</b>					
Copier (Admin)	16,000	0	0		16,000
Agenda Prep/Records Software (Admin)	14,500	0	0		14,500
Hardware (MIS)	15,000	0	0		0
Top Dresser & Sprayer (Parks)	15,000	15,000	0		0
Lawn Mower (2) (Cemetery)	15,000	12,000	0		3,000
Utility Cart & Spike Roller (Quarry)	16,000	16,000	0		0
Rebuild Backhoe (Streets)	18,000	18,000	0		0
Departmental Budgets	400,000	0	0		400,000
<b>Water/Wastewater</b>					
Meter Reader Trucks (2)	40,000	40,000	0		0
Sewer Cleaner	70,000	0	0		70,000
Heavy Equipment	70,000	0	0		70,000
Light Equipment	75,000	0	0		75,000
Backhoe	120,000	0	0		120,000
Departmental Budget	300,000	0	0		300,000
<b>Solid Waste</b>					
Garbage Truck	160,000	0	0		160,000
Departmental Budget	20,000	0	0		20,000
<b>CONSTRUCTION</b>					
<b>Water &amp; Wastewater</b>					
New Well Field NW	1,668,000	263,000	103,000	WRWSA Grant	1,302,000
Sewer System Rehab	1,700,000	0	1,700,000	WAP Grant	0
Replacement Water Valves	250,000	50,000	0		200,000
Capacity Upgrades (Water/Sewer Lines)	160,000	100,000	0		60,000
Hope Hill Well Replacement	859,000	70,000	0		789,000
Generator Installation	398,000	215,566	182,434	USDA Grant	0
Wiscon Road Water/Sewer Line Extension	1,816,000	816,000	0		1,000,000
Southern Hills Water/Sewer Improvements	3,129,655	453,000	0		2,676,655
Majestic Oaks Line Over sizing	100,000	100,000	0		0
CR485 Multilane FDOT WPI - Line Relocation	970,000	0	0		970,000
Lamar Avenue WP Rehab	10,000	0	0		10,000
Replacement Meter Program	900,000	0	0		900,000
Regional Interconnects (US41 & SR50)	150,000	0	0		150,000
SR50 Bypass/US41 South 12" Force Main to US41 South WWRF 12,500 LF	970,000	0	0	To be done by developer	970,000
Water Distribution System Rehab	576,000	0	0		576,000
Aerial Tank Maintenance/ Hope Hill & Liberty St.	120,000	0	0		120,000
Jefferson St./Lucas Dr. Sewer System	50,000	0	0		50,000
Forzando (Eastern Extension - Water/Sewer Line)	2,400,000	0	0		2,400,000
Hope Hill (Water/Sewer Line)	1,000,000	0	0		1,000,000
SR50/Cortez Blvd. (Water/Sewer Line)	3,914,000	0	0		3,914,000
Mondon Hill Road (Water/Sewer Line)	3,000,000	0	0		3,000,000
Jasmine Dr. (Water Sewer Line)	500,000	0	0		500,000
Croom Rd. (Water/Sewer Line)	3,740,000	0	0		3,740,000
McIntyre St. (Water/Sewer Line)	1,000,000	0	0		1,000,000
Ponce de Leon Blvd. (Water/Sewer Line)	1,540,000	0	0		1,540,000
Yontz Road (water line only)*	1,540,000	0	0		1,540,000
Powell Road (water/sewer line)*	3,380,000	0	0		3,380,000
Markham Lane - water extension	20,000	0	0		20,000
Chyenne Pass Water Line	120,000	0	0		120,000
Cobb Road (water line)	1,430,000	0	0		1,430,000
US41 South	2,200,000	0	0		2,200,000
Cobb Road Plant Capacity Expansion	1,100,000	0	0		1,100,000
<b>Streets</b>					
Road Resurfacing Program	440,000	70,000	0		370,000
Dr. Martin Luther King Jr. Blvd. Drainage & Sidewalk	300,000	0	0		300,000
Sidewalk Replacement	103,500	500	0		103,000
Brick Street Renovation	50,000	0	0		50,000
Governor Blvd.	10,000,000	0	0		10,000,000
<b>Other</b>					
Fire Station 2	1,500,000	0	0		1,500,000
Fire Truck	450,000	0	0		450,000
Fleet Building	23,000	23,000	0		0
Good Neighbor Trail	690,000	55,000	635,000	Combined MPO & FRDAP Gra	0
Community Pool	250,000	0	0		250,000
	<b>\$55,881,655</b>	<b>\$2,317,066</b>	<b>\$2,620,434</b>		<b>\$50,929,155</b>

\* FY 2007/08 through FY 2010/11

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE										Year	Year	Year	Year	Year	NOTATIONS
			RUS 52%/48% GRANT/ICAN	ORM RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPJ/RDAP GRANT	06/07	07/08	08/09	09/10	10/11	
<b>EQUIPMENT</b>																		
1	Top Dresser	Parks																
2	Sprayer	Parks									X						7,000	
3	Lawn Mower (2)	Cemetery									X						8,000	
4	Utility Cart	Quarry									X						12,000	
5	Spike Roller	Quarry									X						9,000	
6	Rebuild Backhoe	Streets									X						7,000	
7	Copier	Admin									X						18,000	
8	Agenda Prep/records software	Admin									X						16,000	
9	Hardware	MIS									X						14,500	
10	Departmental Budgets**	General Fund									X						5,000	
11																	5,000	
12																	5,000	
13	Meter Reader Trucks	Water/Wastewater	X														100,000	
14	Heavy Trucks	Water/Wastewater	X														100,000	
15	Operations Light Trucks	Water/Wastewater	X														5,000	
16	Sewer Cleaner	Water/Wastewater	X														5,000	
17	Backhoe	Water/Wastewater	X														5,000	
18	Departmental Budget**	Water/Wastewater	X														5,000	
19																	5,000	
20	Garbage Truck	Solid Waste															5,000	
21	Departmental Budget**	Solid Waste															5,000	
22																	5,000	
<b>CONSTRUCTION</b>																		
<b>WATER &amp; WASTEWATER</b>																		
23	199-UT09	New Well Field NW																
24		a. Engineering	X														10,000	
25		b. Property Utilization Cost	X															
26		c. (1)Phase I Production Well																
27		c. (2)Phase I Production Well	X														50,000	
28		c. (3)Phase I Production Well															50,000	
29		c. (4)Phase I Production Well															50,000	
30		d. System Telemetry															100,000	
31		e. Phase III Elevated Tank															53,000	
32		f. Phase II Production Well- Equipment & Interconnect (1 well)															85,000	
33																	80,000	
34	1997-UT10	Lamar Ave WP Rehab	X														80,000	
35	1999-UT14	Sewer System Rehab Program															80,000	
36																	80,000	
37																	80,000	
38	2000-UT20	Replacement Water Valves	X														80,000	

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								Year	Year	Year	Year	Year	NOTATIONS
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MP/FRDAP GRANT	06/07	07/08	08/09	
39	1997-UT21	Capacity Upgrades (Water Lines, Sewer Lines, and Lift Stations)														
40		a. Addition to Telemetry at Critical Installations														done
41		b. Howell Ave LS/Yontz Rd FM Capacity Upgrade									100,000					Carry \$30,000 forward from 05/06 plus \$70,000.
42		c. Installing larger pumps											20,000	20,000	20,000	
43																
44	2001-UT03	Hope Hill Well Replacement and Elevated Tower Modification														
45		a. Engineering									38,000	50,000	20,000			Carry forward from 05/06.
46		b. Production Wells- Equipment and Piping (1 well)										569,000	150,000			Carry forward from 05/06 plus \$69,000.
47		c. Site Fencing									12,000					Carry forward from 05/06.
48		d. System Telemetry									20,000					
49	2001-UT05	Emergency Generator Installation														
50		a. Hope Hill Well Field														
51		b. Lamar Water Plant														
52		d. RUS Lift Station Generator Grant Program	X								318,000					
53	2001-UT06	SR 50 Water & Sewer Line Extension (Hospital Line)														
54		a. Phase I Lykes Dublin to Mobley (8100' run)														done
55		b. Phase II Mobley to Cobb Rd (3100' run)														done
56		c. (1) Phase III Hospital Site Crossing SR50 to Wiscon (2600' run)				X					208,000					Carry forward from 05/06.
57		c. 9(2) Phase III Hospital Site Crossing SR50 to Wiscon (2600' run)									208,000					
58		d. Phase IV Hospital Site to Wal-Mart on Wiscon (7000' run)				X					400,000	1,000,000				400K for Wal-Mart to Mobley waterline; carry forward 1M from 06/07.
59																
60	1997-UT06	US41 FDOT Relocations (Accumulation for delay settlement)														FDOT has \$180,000 on deposit.
61	1997-UT07	SR50 FDOT Relocations (Accumulation for delay settlement)														FDOT has \$180,000 on deposit.
62	2003-UT01	Southern Hills Water & Sewer Improvements														
63		a. Additional Sewer Capacity				X							2,576,655			Carry forward from 06/07.
64		b. Over sizing of Water Transmission Lines N/S Blvd				X					200,000					
65		c. Over sizing of Sewer Lines SHP														
66		d. Oversize Re use Transmission Line along Mobley Rd				X					125,000					Cost was budgeted/spent in 05/06.
67		e. Oversize Cascades Water line to Powell									128,000	100,000				
68	2004-UT01	CR485 Multilane FDOT Project WPI 257299-2-52-01														
69		a. Engineering & Design				X						200,000	20,000			
70		b. Construction (accumulation of reserve)				X							250,000	250,000	250,000	
71																
72		Majestic Oaks Over Sizing				X					100,000					Carry forward from 05/06.
73																
74	2002-UT13	Water Distribution Rehab (intended to be a sinking fund to build up a reserve amount, but has never been funded)												176,000	200,000	200,000

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE							Year	Year	Year	Year	Year	NOTATIONS			
			RUS 82%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	IMPO/FRDAP GRANT	06/07	07/08		08/09	09/10	10/11
75	2000-UT16	Water Tank Rehabilitation																
76		a. Liberty Street																
77		b. Hope Hill												60,000				
78	1997-UT17	Replacement Meter Program (Conversion to radio read; installation and materials for 250 p/yr)		X												60,000		
79	2000-UT20	Replacement Water Valves												300,000	300,000	300,000		
80														50,000	50,000	50,000		
81																		
82	2001-UT01	Markham Lane - water extension													20,000			
83	2002-UT01	Cobb Road Sewer Plant Capacity Expansion (EQ Tank) (can probably be pushed back to 2012-14)																
84		a. Engineering														100,000		
85		b. Construction														1,000,000		
86		Chyenne Pass Water Line																
87		a. Engineering & Design														20,000		
88		b. Construction														100,000		
89		Jefferson St/Lucus Drive Sewer System																
90		a. Feasibility & Cost Estimate & Design														50,000		
91		Hope Hill Water Line																
92		Along N/S road from SR50 to SHP Blvd (10,000 L.F.)														500,000		
93		US41 South (water/sewer line)*																
94		SHP to Powell - water engineering														100,000		
95		SHP to Powell - water construction - 10,000 l.f.														1,000,000		
96		SHP to Powell - sewer engineering														100,000		
97		SHP to Powell - sewer construction - 10,000 l.f.														1,000,000		
98		Powell Road (water/sewer line)*																
99		US 41 to Emerson - water engineering														150,000		
100		US 41 to Emerson - water construction - 19,000 l.f.														1,540,000		
101		US 41 to Emerson - sewer engineering														150,000		
102		US 41 to Emerson - sewer construction - 19,000 l.f.														1,540,000		

CAPITAL NEEDS PLAN

PROJECT NUMBER	PROJECT NAME	PROJECT DESCRIPTION	FUNDING SOURCE								Year	Year	Year	Year	Year	NOTATIONS
			RUS 52%/48% GRANT/LOAN	O&M RESERVES	LOAN PROCEEDS	SPECIAL RESERVE	SEWER IMPACT	WATER IMPACT	WAP GRANT	WRWSA GRANT	GENERAL FUND	MPJ/RDAP GRANT	06/07	07/08	08/09	
103	2003-UT02	SR 50/Cortez Boulevard (water/sewer line)*														
104		Redbud to Clayton - water engineering														
105		Redbud to Clayton - water construction												120,000		
106		Redbud to Clayton - sewer engineering														
107		Redbud to Clayton - sewer construction												120,000		
108		Lykes/Dublin to Ft. Dade - water engineering														
109		Lykes/Dublin to Ft. Dade - water construction												42,000		
110		Lykes/Dublin to Ft. Dade - sewer engineering														
111		Lykes/Dublin to Ft. Dade - sewer construction												42,000		
112	Yontz Road (water line only)*	Ponce de Leon to Cobb														770,000
113	Cobb Road (water line only)*	Ponce de Leon to Yontz												140,000		1,400,000
114		Yontz to Ft. Dade - water engineering												60,000		600,000
115		Yontz to Ft. Dade - water construction - 7,700 l.f.												70,000		
116	Mondon Hill Road															700,000
117		WPA to Jasmine - Water line														
118		WPA to Jasmine - Sewer line										1,500,000				
119	Jasmine Dr.	Mondon Hill to Woodlawn - Water Line											1,500,000			
120	Croom Rd.												500,000			
121		Broad (US41N) to Dempsey - Water Line														
122		Broad (US41N) to Dempsey - Sewer Line											170,000	1,700,000		
123	McIntyre St.													170,000	1,700,000	
124		Croom to Mondon Hill - Water Line														
125		Croom to Mondon Hill - Sewer Line												500,000		
126	Ponce de Leon Blvd.															
127		PHCC to Cobb - Water Line														
128		PHCC to Cobb - Sewer Line											70,000	700,000		
129	Forzando (Water/Sewer Line)															
130		Eastern Extension - Water Line														1,200,000
131		Eastern Extension - Sewer Line														1,200,000
132	Governor Blvd.															10,000,000
133	GENERAL FUND															
134	Road Resurfacing Program															
135	Dr. Martin Luther King Jr. Blvd. Drainage & Sidewalks (5,000 lf)															
136	Sidewalk Replacement (3400 l.f. needs replacement)															
137	Brick Street Renovation/Restoration															
138	Fire Station 2															
139	Fire Truck															
140	Good Neighbor Trail															
141		Trailhead - City Match														
142		Trailhead - Grants														
143		Trail														
144	Community Pool															
145	Building	Fleet Maintenance														

**DRAFT**

146									
147				<b>RUS 52%/48% GRANT/LOAN</b>		\$318,000	\$0	\$0	\$0
148				<b>O&amp;M RESERVES</b>		\$398,000	\$335,000	\$910,000	\$770,000
149				<b>LOAN PROCEEDS</b>		\$1,021,000	\$3,576,655	\$0	\$0
150				<b>SPECIAL RESERVE</b>		\$70,000	\$619,000	\$170,000	\$0
151				<b>SEWER IMPACT</b>		\$308,000	\$2,240,000	\$2,570,000	\$3,072,000
152				<b>WATER IMPACT</b>		\$308,000	\$3,005,000	\$4,376,000	\$4,182,000
153				<b>WAP GRANT</b>		\$1,700,000	\$0	\$0	\$0
154				<b>WRWSA GRANT</b>		\$50,000	\$0	\$0	\$0
155				<b>GENERAL FUND</b>		\$186,500	\$961,000	\$1,677,500	\$625,000
156				<b>MPO/FRDAP GRANT</b>		\$635,000	\$0	\$0	\$0
157				<b>GRAND TOTAL</b>		<b>\$4,994,500</b>	<b>\$10,736,655</b>	<b>\$9,703,500</b>	<b>\$8,649,000</b>

\*\* Projections based on historic new and replacement equipment expenditure levels; specific equipment requirements will be presented with each year's proposed budget

LOANS - 07/08 Utility Bond; repay Landmar (\$2,576,655); Repayment of Line of Credit (\$2,250,000); Total \$5,100,000

GENERAL FUND- 07/08 Revenue Bond, New Fire house (\$1,500,000); 75% of Departmental Budgets (\$897,378) and Good Neighbor Trail (\$735,000); Total \$2,235,000

# **Attachment 3**

*City of Brooksville*

**DEVELOPING A  
CAPITAL IMPROVEMENT PROGRAM**

Brooksville City Council Workshop  
February 11, 2008

**DEVELOPING A CAPITAL IMPROVEMENT PROGRAM**

## ***INTRODUCTION***

Capital improvements are very costly and it is difficult, at best for local government to be able to pay for one improvement in a budget year. However, the cost of capital improvements does not change the importance of the improvement, indeed the essentiality of the improvement, to the ability of a local government to provide the services it is authorized or required to provide to its citizens. A local government must use careful financial and management planning to maintain its capital assets and to provide for future needs. This document is intended to be a simplified review of the definition of capital improvement programs, the policies, process and procedures that can aid in developing such a program. We are seeking the input and direction from the City Council in proceeding with a Capital Improvement Plan that will be used to steer the future of the City of Brooksville.

### **WHAT ARE CAPITAL IMPROVEMENTS?**

A wide range of public facilities and equipment should be considered in capital planning. While there are no hard and fast rules, capital planning deals with the purchase or construction, major repair, reconstruction or replacement of capital items such as: buildings, utility systems, roadways, bridges, parks, and heavy equipment which are of high cost and have a useful life of several years. Capital expenditures are sometimes difficult to identify. A fire truck or a new computer, thought of as a very costly capital item in a small community, may be considered in the operating budget in a larger jurisdiction.

Operating activities generally have a low cost per unit and recur on a frequent or regular basis. Capital expenditures are usually determined based on their projected life span and initial cost estimates. In some jurisdictions a capital expenditure may be an item that has an initial cost greater than \$2,500 and a useful life of five or more years. Other communities might set initial cost limits at \$20,000 and life span expectations at a minimum of ten years.

Frequently cities define capital expenditures as costs other than those covered in regular operating budgets for the following three major categories:

1. **Infrastructure** (roads, bridges, parks, facilities [including building systems and remodeling], sewers, solid waste, water systems);
2. **Heavy equipment and vehicles;** and
3. **Office equipment** (computers, calculators, furniture).

We can make a further distinguish between capital outlays and capital projects as follows:

1. **Capital Outlay.** Any non-major capital expenditure having a service life of two years or more and a value of \$150 or more that is not physically dependent on or affixed to a particular stationary fixed asset. Examples: office equipment and vehicles.
2. **Capital Projects.** A major capital expenditure exceeding \$1,000 in value, with a fixed life of one year or more; a separate, discrete improvement that has a specific purpose in developing, upgrading, replacing or maintaining the existing infrastructure. Examples: upgrades to facilities, roads, sewers.

**These ARE Capital Improvements:**

- City Halls
- Land Purchases
- Street Lighting Systems
- Fire and Police Stations
- Storm Sewers
- Major Building Additions & Remodeling
- Park Land & Development
- Streets, Roads, & Sidewalks
- Disposal Sites & Equipment
- Parking Lots & Buildings
- Sewer & Water Mains
- Recreation Buildings
- Tennis Courts
- Water & Sewage Treatment Plants

**These MAY BE Capital Improvements:**

- Fire Trucks
- Parking Meters
- Road Graders & Similar Equipment
- Police Cars
- Computer Systems
- Pickup Trucks
- Police & Fire Radio System
- Street & Road Repairs
- Trash Compactor Trucks
- Playground Equipment
- Minor Building Remodeling or Additions

**These ARE USUALLY Operating Expenses:**

- Office Furniture
- Pothole Repairs
- Books
- Computer Printer
- Fire Hoses
- Blueprint Machines
- Lawn Mowers
- Road Gravel

## **ADVANTAGES OF CAPITAL PLANNING**

A systematic, organized approach to planning capital facilities provides a number of real and practical advantages, including the following:

- ▶ Using taxpayers dollars wisely. Advance planning and scheduling of community facilities may avoid costly mistakes. The effort put into deliberate assessment of the need for repair, replacement or expansion of existing public works, as well as careful evaluation of the need and timing of new facilities can provide many savings.

Project timing may be improved to better use available personnel, expensive equipment and construction labor by scheduling related major activities over a longer period. Coordination of construction of several projects may effect savings in construction costs (a newly paved street may not have to be torn up to replace utility lines). Overbuilding or underbuilding usually can be avoided. Needed land can be purchased at lower cost well in advance of construction.

- ▶ Focusing on community needs and capabilities. Public works projects should reflect the community's needs, objectives, expected growth and financial capability. Assuming each community has limitations for funding capital facilities, planning ahead will help assure that high priority projects will be built first.
- ▶ Obtaining community support. Citizens tend to be more receptive toward projects which are part of a community-wide analysis. A high priority project which is part of an overall plan is less suspect as being someone's "pet project". Where the public participates in the planning of community facilities the citizens are better informed about the community needs and the priorities.
- ▶ Encouraging economic development. Typically, a company that is considering expansion or relocation is attracted to a community which has well planned and well managed facilities in place. Also, a capital facilities program allows private investors to understand a community's tax loads and service costs, and reflects the fact that the community has done some advance planning to minimize the costs of capital facilities.
- ▶ More efficient administration. Coordination of capital facilities construction, both within a jurisdiction and among city, county and special districts, can reduce scheduling problems, conflicts and overlapping of projects. Also, work can be scheduled more effectively when it is known in advance what, where and when projects are to be undertaken.
- ▶ A capital improvements program allows a community to anticipate lead times necessary to conduct bond elections and bond sales, prepare design work and let contract bids.
- ▶ Maintaining a stable financial program. Abrupt changes in the tax structure and bonded indebtedness may be avoided when construction projects are spaced over a number of years. Major expenditures can be anticipated, resulting in the maintenance of a sound financial standing through a more balance program of bonded indebtedness. Where there is ample

time for planning, the most economical methods of financing each project can be selected in advance. Keeping planned projects within the financial capacity of the community helps to preserve its credit and bond rating and makes the area more attractive to business and industry.

- ▶ Federal and state grant and loan programs. A capital improvements program places the community in a better position to take advantage of federal and state grant programs, because plans can be made far enough in advance to utilize matching funds, both anticipated and unanticipated. Most federal and state grant/loan programs either require prior facilities planning, or favor, in ranking applications, applicants which have conducted such planning.

## **PROCESS**

The major phases in developing a capital facilities program are outlined below. Local officials must decide how elaborate their approach should be and who will conduct the various steps for their community.

The steps can include:

1. Identifying the needs for facilities, the timing, costs and means of financing for each project;
2. Preparing a financial analysis of the city's capacity to pay for new facilities;
3. Setting priorities among the proposals;
4. Seeking review and comment by the public on the recommended projects and priorities;
5. Preparing a final capital facilities program showing projects, priorities, schedule of completion and methods of funding each project;
6. Adopting the capital facilities program by the City Council and adopting the first year's projects as a capital budget as part annual budget; and
7. Reviewing the capital facilities program annually.

**CAPITAL IMPROVEMENT PROGRAM PROCEDURES** can include all or some of the following:

- Inform the citizens/taxpayers;
- Set rules/policies
  - Define capital improvement
  - Determine length of plan (5 years is recommended)
- Develop a priority system
- Prepare inventory list
  - Include age, condition, replacement dates
  - Include improvements underway and current status

- Prepare a project request list in priority order
  - Include in-depth information on each (justification, future operation and maintenance costs, relationship to other projects)
- Review projects and develop project summary lists
- The financial picture
  - Revenue trends/projections
  - Expenditure trends/projections
- Alternative financing mechanisms
- Final report, adoption, and implementation

**POLICIES:**

The first step in preparing a CIP is to have a set of fundamental policies in place. These policies should define a "capital improvement", determine length of plan and develop a priority system.

Capital improvements can be defined to include acquisition or lease of land; any projects requiring borrowing, equipment, building and facilities; studies whose cost exceeds \$5,000 and related major equipment, furnishings and improvements that exceed a stated dollar amount.

A CIP should show at least five years of capital planning. The CIP of projected projects will be reviewed once a year and another year will be added on.

A process to prioritize projects should be established. Some of the factors that could influence the setting of priorities are as follows:

- Encourage citizen participation in the process;
- Projects would be consistent with your comprehensive plan or other goals and priorities;
- Capital projects will be financed as much as possible from specific revenue sources (such as user fees, grants, etc.);
- Projects mandated by state and/or federal law will receive the highest priority;
- Projects essential to public health or safety will receive priority;
- Projects resulting in savings of operating costs will receive priority;
- Projects that generate sufficient revenue to be self-supporting will receive priority;
- Allocate a maximum of 5% of operating revenue for capital improvements.
- Fund capital improvements only in accordance with your approved CIP;
- Require the adoption of a multi-year plan (CIP) and update it annually;
- The community will maintain all its assets to protect city investments and minimize future maintenance and/or replacement;
- Long-term debt financing can be used and is proper when matching costs with benefits received by future residents.