

INTRODUCTION

A capital improvement plan (CIP) is a fiscal planning tool that identifies capital improvement projects, prioritizes these projects, and schedules them for funding and implementation. Capital improvement planning provides the decision makers in the City of Madeira Beach with the ability to gain an overall perspective on new development in the city and to coordinate governmental capital improvement and outlay plans with general community growth and expansion. This enables the city to foresee repair and replacement needs. A CIP helps to assure logical development of public facilities and to avoid concentrating too much on certain types of projects to the exclusion or shortchanging of other public facilities and capital needs.

In 1985, the Florida Legislature mandated that local governments plan for the availability of public facilities and services to support development concurrent with the impacts of such development. The cornerstone of this mandate was the requirement to include a *Capital Improvement Element (CIE)* in local comprehensive plans. The CIE differs from the CIP as its scope is limited to only those improvements derived from the comprehensive plan. In short, the element may be used to demonstrate the economic feasibility of the Comprehensive Plan. This Capital Improvement Plan document should not be confused with the CIE due to its larger scope and different foundations. It is strictly a planning tool for the City of Madeira Beach to use in selecting and scheduling capital improvements.

POLICY

This policy establishes Commission guidelines and requirements for the submission of an annual Capital Budget and the Five-Year Capital Improvement plan (CIP) that will be city-wide in scope. It is further the intent of this policy to develop an implementation framework for an adequate capital projects foundation to serve the needs of the residents of the City of Madeira Beach. The CIP process provides a structure for careful development of responsible capital expenditure and revenue estimates and the timely scheduling of short and long-term debt issues.

DEFINITIONS

1. A *Capital Project* is a set of activities with related expenditures and schedule which includes one or more of the following:
 - Delivery of a distinct capital asset or improvement to an existing asset, which will become an asset owned by the City of Madeira Beach and be recorded on the financial records of the City as a capital asset under generally accepted accounting principles.

- Any contribution by the City of Madeira Beach to other governmental or not-for-profit entities for the purpose of delivering a capital improvement. In situations where the improvement is not, nor will it become, an asset of the City, it will be included in the Capital Improvement Plan as a contribution.
- Any project, including equipment, which is funded from the seventh cent sales tax (Penny for Pinellas).
- Any engineering study or master plan necessary for the delivery of a capital project.
- Major repair, renovation or replacement of existing facilities.

The cost and timing of these Capital Improvements are to be identified in the Capital Improvement Plan. The project scope, schedule, and costs are approved by the City Commission.

2. A *Major Repair, Renovation or Replacement Capital Project* is a project which is primarily intended to preserve or enhance the operational condition of the existing facility and may increase the capacity of the facility. Facilities undergoing major repair and replacement may include existing buildings, roads for resurfacing purposes, sewer lift stations, etc. A project will be considered for the Major Repair, Renovation or Replacement Capital Project category if it has an estimated cost of \$25,000 or greater, or extends its useful life by at least five years. A project which does not extend the useful life of the asset by at least five years or costs less than \$25,000 will be included in the City's routine repair and replacement plan.
3. The *Capital Improvement Plan* is the Board's approved financial plan of the Capital Projects. The Capital Improvement Plan will include "new" Capital Projects and Major Repair, Renovation and Replacement Capital Projects. "New" Capital Projects include the acquisition of new capital facilities through either purchase or construction, or assets acquired through public/private partnerships. The Capital Improvement Plan should include any new facility or any existing facility which is being changed to extend the useful life by at least five years, increase capacity, increase square footage, increase the level of service to the community, or change the function of the facility.
4. *Project Costs* represent the purchase price or construction costs of a project, including other capitalizable costs incurred such as feasibility studies, cost-benefit analysis, site acquisition, legal and title costs, appraisal and surveying fees, architect and accounting fees, design and engineering services, initial fixtures and equipment, and transportation charges necessary to place the completed asset in its intended location and condition for use.

PROCEDURE

Annually, the City of Madeira Beach will develop and implement a comprehensive Capital Budget and a five-year Capital Improvement Plan. The first year of the Capital Plan will represent the Capital Budget and the remaining years will represent the Capital Plan.

Capital project financing will be derived from various funding sources including, but not limited to, bonds, short-term loans and notes, fuel taxes, federal and state grants, seventh cent sales tax (Penny for Pinellas) enterprise revenue, impact fees and the levy of ad valorem taxes and non-ad valorem assessments as determined by the City Commission.

The Capital Improvement Plan will comply with the Laws of Florida, specifically Section 125.85(2), Florida Statutes, the Florida Administrative Code, Generally Accepted Accounting Principles (GAAP), necessary to assure proper accounting and fiscal management techniques, and any City Ordinance, Policy or Procedure which relates to capital improvements and does not prohibit or restrict compliance with Section 218.33, Florida Statutes.

A list of priority categories for the Capital Improvement Plan will be established by the City Commission. The list will determine initial consideration of proposed projects for the Capital Improvement Plan and provide a basis for evaluation and subsequent funding.

The administrative staff will aid in assuring the worthiness of a capital improvement project in relation to factors such as public health, safety, welfare, impact on the operational cost for government services and the implication for concept of growth management.

Changes in the cost of a current year project, advancing projects into the current year or delaying them from the current year to a future year in the adopted Capital Improvements Plan shall be handled pursuant to a budget amendment.

Changes in the cost of a current year project that are less than 10% of the project's budget (including all funding sources), can be adjusted with the approval of the City Manager under the Administrative Budget Amendment process. The City Commission will be provided with a quarterly report of all such administrative adjustments.

Emergency additions to the Capital Improvement Plan shall be made pursuant to the City Manager's emergency purchasing authorization in the Madeira Beach Charter with appropriate amendments to the Capital Improvement Plan to be made as soon as reasonably possible thereafter.

In addition to the Capital Budget and the Capital Improvement Plan, an annual update will be prepared as identified in the Comprehensive Plan for the City of Madeira Beach. Specifically, an annual update will be provided for a Capital Improvement Budget and a Capital Improvement Plan for Madeira Beach.

CITY OF MADEIRA BEACH COMMISSIONERS' PRIORITY CATEGORIES
FOR THE CAPITAL IMPROVEMENT PROGRAM

The following criteria, which are not presented in any sequence, will be used to establish priority for making decisions related to capital projects to be funded in the Capital Improvement Plan:

- Projects which are necessary to conform to state or federal laws or court rulings.
- Projects eligible for restricted revenues such as state and federal grants.
- Projects necessary in carrying out Madeira Beach's Comprehensive Plan.
- Major repair and replacement capital projects.
- Projects which reduce future operating costs or improve effectiveness or operation of city services.
- Projects which are essential to the health, safety and welfare of the community.
- Projects which stimulate private investment or otherwise affect measurable neighborhood and economic improvement.
- Projects which involve inter-agency cooperation.
- Projects which will improve the cultural and recreational activities of the community.
- Projects which provide measurable environmental benefit.
- Projects which improve accessibility to city facilities to all citizens.

**CITY OF MADEIRA BEACH
FIVE YEAR CAPITAL IMPROVEMENT PLAN SUMMARY**

FUND: Special Projects Fund

PROJECTS:	BALANCE						TOTAL PROJECT
	<u>FWD.</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	
Seawall replacement	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000
Beautification	75,000	25,000	25,000	25,000	25,000	25,000	200,000
Street resurfacing	200,000	100,000	100,000	100,000	100,000	100,000	700,000
Curb & gutter replacements	50,000	25,000	25,000	25,000	25,000	25,000	175,000
TOTAL	\$475,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,475,000

FUNDING SOURCES:	BALANCE						TOTAL PROJECT
	<u>FWD.</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	
Penny for Pinellas	0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Designated Fund Balance	\$475,000	0	0	0	0	0	475,000
TOTAL	\$475,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,475,000

**CITY OF MADEIRA BEACH
FIVE YEAR CAPITAL IMPROVEMENT PLAN - PROJECT DETAIL**

FUND: Special Projects Fund

DEPT: Public Works

PROJECT TITLE: Seawall Replacement

LOCATION: Throughout City

LIFE EXPECTANCY: On-going

COST ESTIMATE METHOD: Est.

PROJECT NARRATIVE/JUSTIFICATION:
Setting monies aside for repair or replacement of seawalls located throughout the City.

PROJECT COSTS:	BALANCE	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL
	FWD.						PROJECT
Seawalls	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000
TOTAL	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000

FUNDING SOURCES:	BALANCE	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL
	FWD.						PROJECT
Penny for Pinellas	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Designated Fund Balance	150,000	0	0	0	0	0	150,000
TOTAL	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000

OPERATIONAL IMPACT:							TOTAL
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	PROJECT	
Personal Services							\$0
Utilities							\$0
Maintenance							\$0
Supplies							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF MADEIRA BEACH
FIVE YEAR CAPITAL IMPROVEMENT PLAN - PROJECT DETAIL**

FUND: Special Projects Fund

DEPT: Parks

PROJECT TITLE: Beautification

LOCATION: Throughout City

LIFE EXPECTANCY: On-going

COST ESTIMATE METHOD: Est.

PROJECT NARRATIVE/JUSTIFICATION:
Setting monies aside for future beautification projects as determined by the City Commission.

PROJECT COSTS:	BALANCE	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL
	FWD.						PROJECT
Beautification	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000
TOTAL	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000

FUNDING SOURCES:	BALANCE	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL
	FWD.						PROJECT
Penny for Pinellas	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Designated Fund Balance	75,000	0	0	0	0	0	75,000
TOTAL	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000

OPERATIONAL IMPACT:		FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL
							PROJECT
Personal Services							\$0
Utilities							\$0
Maintenance							\$0
Supplies							\$0
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF MADEIRA BEACH
FIVE YEAR CAPITAL IMPROVEMENT PLAN - PROJECT DETAIL**

FUND: Special Projects

DEPT: Streets

PROJECT TITLE: Street Resurfacing Program

LOCATION: Throughout City

LIFE EXPECTANCY: 10 Years

COST ESTIMATE METHOD: Est.

PROJECT NARRATIVE/JUSTIFICATION:

This project involves resurfacing various streets throughout the City each year as needed.

PROJECT COSTS:

	BALANCE FWD.	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL PROJECT
Street resurfacing	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
TOTAL	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

FUNDING SOURCES:

	BALANCE FWD.	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL PROJECT
Penny for Pinellas	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Designated Fund Balance	200,000	-	-	-	-	-	200,000
TOTAL	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

OPERATIONAL IMPACT:

	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	TOTAL PROJECT
Personal Services						\$0
Utilities						\$0
Maintenance						\$0
Supplies						\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF MADEIRA BEACH
FIVE YEAR CAPITAL IMPROVEMENT PLAN - PROJECT DETAIL**

FUND: Special Projects

DEPT: Streets

PROJECT TITLE: Curb & Gutter Program

LOCATION: Throughout City

LIFE EXPECTANCY: 10 Years

COST ESTIMATE METHOD: Est.

PROJECT NARRATIVE/JUSTIFICATION:

This project involves replacing various curbs & gutters throughout the City each year as needed.

PROJECT COSTS:

	BALANCE						TOTAL
	FWD.	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	PROJECT
Curb & gutter replacements	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
TOTAL	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000

FUNDING SOURCES:

	BALANCE						TOTAL
	FWD.	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	PROJECT
Penny for Pinellas	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Designated Fund Balance	50,000	-	-	-	-	-	50,000
TOTAL	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000

OPERATIONAL IMPACT:

						TOTAL
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	PROJECT
Personal Services						\$0
Utilities						\$0
Maintenance						\$0
Supplies						\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

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