

## INTRODUCTION

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### **Introduction to the Capital Improvement Six-Year Work Program**

The Pinellas County Capital Improvement Work Program is a six-year work plan developed annually in conjunction with the County's annual budgeting process.

The first year of the program is the basis for actual appropriations authorized by the Board of County Commissioners for capital projects when adopting the Annual Budget.

The remaining five years are a guide for the planned future development of the County's infrastructure needs. This future plan is formed as logically as possible to anticipate the County's needs while taking into consideration the urgency of a project, the County's ability to administer a project, the involvement of outside agencies, and the potential for future project funding.

Projects are established in the Capital Improvement Program based on input from citizens, other agencies, County staff, and Commissioners, as well as the County's mandated Growth Management Plan and the Metropolitan Planning Organization's (MPO) Long Range Transportation Plan.

Department management reviews each new project submitted for inclusion to the Capital Improvement Program and submits qualified projects to County Administration for review and approval. County Administration reviews a project request for its merit and relationship to overall County needs.

Management and Administration also review annual Capital Improvement Program funding requests. The Board of County Commissioners conducts a final review of the program at public budget workshops, and at annual public budget hearings prior to adoption of the Annual Budget.

### **The Six-Year Work Program Presentation**

There are more than 300 projects in the County's six-year work plan. This document is intended to present a brief summary of each project in the various Capital Improvement Program classifications, and show the proposed level of funding and the timing for the various stages of each project. Please note that the presentation of resources in this document is intended to show anticipated revenue on a project-by-project basis and does not reflect budgetary statutory reductions or official adopted total revenue fund budgets. A complete accounting of resources may be found in the FY2005 Pinellas County Annual Operating and Capital Budget document. For additional information on any project appearing in the work plan, please contact the Office of Management & Budget.

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## Goals

The following are the goals of the County in developing its annual capital budget and associated CIP:

- Identify infrastructure requirements based upon a coordinated needs assessment methodology. The CIP is a comprehensive guide for the allocation of financial resources and provision of public service for a six year period. The CIP serves as a “blueprint” for the future of the community. It is a dynamic tool, not a static accounting document. The CIP requires each department to look to the future, anticipate the need for projects and justify that need. This requires the thoughtful integration of financial, engineering, and planning functions.
- Classify projects to ensure that those submitted for inclusion in the CIP are capital projects, not operating requirements. An accurate CIP relies upon the proper classification of projects. Requests which do not meet the specified criteria, for a capital project, should be considered in the operating budget.
- Segregate the mandated CIE projects from the non-mandated projects within the CIP. The CIP and CIE are closely related, but they are not the same. Some projects within the CIP will also be contained in the CIE; these projects should be separately identified. The funding of these projects is mandated; therefore, they take priority over the non-CIE projects that are also in the CIP.
- Develop a realistic funding scenario for the CIP that identifies resources on a project specific basis. The Growth Management Act requires a financial plan for projects that are mandated by the CIE. This same approach is to be extended to the CIP. Projects that are identified by the needs assessment process but lack specific funding shall be designated as “unfunded”.

## Policy

It is the policy of the Pinellas County Board of County Commissioners to maintain a continuing Capital Improvement Program that will, when implemented, provide physical facilities that are:

- Responsive to the needs and demands of the public and county government;
- Supportive of the long and short-range economic, social, and environmental development policies of the county;
- Necessary to achieve the level of service identified in the adopted Comprehensive Plan.

The Capital Improvement Plan represents the planned implementation of various comprehensive plans that serve as a guide for future growth and development as adopted and amended by the Board of County Commissioners.

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### **Capital Improvement Program Budgetary Criteria**

The following criteria shall be utilized in determining the appropriateness of capital improvement budget requests:

1. All projects in the Capital Budget must have a total cost greater than \$50,000 and a useful life of over five years.
2. Capital projects are considered to be one-time outlays, which are non-recurring in nature. Purchases involving ongoing debt service or lease/purchase costs are typically not budgeted in the Capital Budget. Deferred purchase of land shall be budgeted as a principal and interest.
3. Capital projects must add to, enhance the value of, or extend the life of the County's physical assets. Major equipment purchases must be associated with a capital project and must meet the definition of a capital item in order to be placed in the Capital Budget.
4. Vehicular equipment purchases will not be addressed in the Capital Budget. Fleet appropriations are to be considered within the Operating Budget.
5. Expenditures for maintenance supplies and materials or replacement items shall be budgeted as an operating item. These items may not be appropriated in the capital budget.