CAPITAL IMPROVEMENTS PROGRAM
FY 2002/03 - FY 2006/2007

PRINCIPAL OFFICIALS

SEMINOLE COUNTY GOVERNMENT

BOARD OF COUNTY COMMISSIONERS

DARYL MCLAIN
County Commission Chairman
District 5

GRANT MALOY
Vice- Chairman
District 1

CARLTON HENLEY
Commissioner
District 4

RANDALL C. MORRIS
Commissioner
District 2

DICK VAN DER WEIDE
Commissioner
District 3

APPOINTED OFFICIALS

J. Kevin Grace, County Manager
Robert A. McMillan, County Attorney

CONSTITUTIONAL OFFICERS

Maryanne Morse
Clerk of the Court

H. W. "Bill" Suber
Property Appraiser

Sandra Goard
Supervisor of Elections

Donald F. Eslinger
Sheriff

Ray Valdes
Tax Collector

PURPOSE OF THE CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP) provides a planned and programmed approach to utilizing the County's financial resources in the most responsive and efficient manner to meet its service and facility needs. The CIP serves as a "blueprint" for the future of the community. It is a dynamic tool, not a static accounting document. Development of the CIP requires integration of financial, engineering, and planning functions. The CIP is developed to achieve the following results:

- consolidating and coordinating all department requests with the goal of reducing unnecessary delays and coordinating individual departments' improvement programs;

- establishing a system of procedures and priorities by which each proposal can be evaluated in terms of public need, the comprehensive planning of the area, the inter-relationships of projects, and cost requirements;

- scheduling capital projects over an extended period so the most efficient financial plan for the CIP can be achieved;

- assuring that the 5-year schedule of improvements for each type of facility is financially feasible; and

- providing that public facilities and services meet or exceed the standards established in the Capital Improvements Element (CIE) required by Florida Statutes 163.3177 are available when needed for development, or that development orders and permits are conditioned on the availability of these public facilities and services necessary to serve the proposed development. Not later than one year after its due date established by the state land planning agency's rule for submission of local comprehensive plans pursuant to F.S. 163.3167(2), a local government shall not issue a development order or permit which results in a reduction in the level of service for the affected public facilities below the level of services provided in the comprehensive plan of the local government.

The CIP establishes the proper interface with the Capital Improvements Element (CIE) as required by the County's Comprehensive Plan, adopted on September 11, 1991, which states:

The County shall formalize a process for the update and refinement of multi-year projections of fiscal resources such that a financially feasible schedule of capital improvements is maintained (9J-5.016(3)(b)(3) and (5)).

Beginning with Fiscal Year 1991/92, adoption of annual budgets shall include a specific capital budget which shall implement adequate funding sources and be consistent with the CIE (Policy 3.1.6).

The CIP shall embody and be consistent with the following:

- the maintenance of existing infrastructure, including renewal/replacement of worn-out facilities, shall be specifically projected and funding identified;

- debt obligations shall be specifically identified and projected to ensure compliance with debt covenants, including coverage requirements;

- a debt management strategy and set of criteria which shall be based upon debt management principles set forth in Policy 3.2.6;

- maintenance of levels of budgeted and undesignated reserves adequate to serve sound public fiscal management purposes; and

- equity of the uses of a revenue source relative to the populace generating the revenue.

DEVELOPMENT OF THE CIP

A Five-Year Capital Improvements Program is prepared and presented annually to the BCC upon adoption of the Annual Budget. The CIP provides a detailed schedule of capital projects and also serves to verify the timely scheduling of projects required to maintain Level of Service Standards as adopted in the County's Capital Improvements Element of the Comprehensive Plan.

Along with the CIP, a financially feasible funding plan for the schedule of capital improvements is prepared and presented to the BCC. This program includes a five-year projection of revenues, factoring in inflation, population, and other fiscal impacts, and is an essential part of verifying the County's ability to complete the capital projects program and maintain adopted Level of Service (LOS) Standards.

CAPITAL IMPROVEMENTS ELEMENT

The Comprehensive Plan's Capital Improvements Element (CIE) is an important part of the Capital Improvements Program. The CIE is updated annually to address State requirements that an adopted five year, financially feasible schedule of capital improvements for the Comprehensive Plan (the Plan) be prepared. Because the CIE is reviewed by the State, is adopted into the Plan, and can only be changed by amendment of the Plan, it is produced as a separate document from the CIP.

The CIE differs from the CIP in two areas. First, only those projects associated with a facility Element of the adopted Plan are included. Second, only those projects which directly support implementation of the policies, programs, and Level of Service Standards in those Elements are listed. Non-capital projects which implement or support Plan policies other than capital projects are also included in the CIP and made part of the financially feasible program.

ANNUAL CIP/CIE CALENDAR

February/March	Departments enter and update CIP and CIE five-year schedule of improvements.
	Departments update annual operating budget.
April	Annual operating budget, revenue projections and CIP reviewed by the Department of Fiscal Services.
	CIE reviewed by the Planning Department.
May	Annual Budget/CIP Review.
	CIP/CIE revisions based on Budget Review.
July	Board of County Commissioners worksession on annual budget.
August	CIE reviewed by the Local Planning Agency.
	Public Hearing/transmission of CIE to Department of Community Affairs.
September	First and Second Public Hearings on annual budget.
October	CIE revisions based on adopted annual budget.
December	Adoption of the Five-Year CIE.