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# Capital Improvement Projects Program

## Overview

### The Capital Improvement Projects Budget Process

The City of Tampa's annual Capital Improvement Projects (CIP) budget process begins in November-December with an initial review of revenue estimates for the upcoming year. Instructions are prepared and threshold levels of funding for CIPs are developed for enterprise, local option gas tax and impact fee funds. Utility tax projects related to general fund departments do not receive a threshold but are subsequently reviewed as a package. Instructions and applicable thresholds are forwarded to departments in March. Departments then prepare and prioritize their CIP requests for the Mayor's review.

The operating budget process starts approximately three weeks after the CIP budget process. This allows the budget staff to begin the CIP review process while departments work on their operating budgets. The processes are subsequently combined so that projected revenues and expenses are fully identified. The completed Recommended Capital Improvement Budget, along with the Recommended Annual Budget and the Recommended Budget Supplement, are presented to City Council in August. A new budget in brief book for FY05 entitled "Budget Summary" will also be presented to City Council at this time. Finally, budget hearings are held and the budget is adopted by the end of the current fiscal year (September 30). Summaries of the data provided in the Recommended Capital Improvement Budget are also included in the other three books.

November-December	Initial revenue estimates are prepared.
March	Instructions and thresholds are distributed.
April	Departments prepare CIP requests.
June - July	Mayor reviews CIP requests.
August	The Recommended Capital Improvement Budget is submitted to City Council.
September	Public hearings are held and the budget is approved by City Council.
October 1	New fiscal year begins.

The budget process allows for amendments as conditions change during the year. The Mayor may initiate an amendment at any time and, after City Council approval, funds are realigned.

### Comprehensive Plan

The Florida Growth Management Act mandates that local governments plan for providing public facilities (infrastructure) and services to support the impact of development. The Capital Improvements Element (CIE) and the facilities elements of the City's Comprehensive Plan are used to implement the Growth Management Act as it pertains to capital improvements. The facility elements include recreation/open space, drainage, transportation, water, wastewater, and solid waste. The purposes of the CIE are to: (1) collect the needs identified to support the level of service standards and measurable objectives identified for

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## CIP Program Highlights

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each of the facility elements listed above; (2) estimate the costs of those improvements for which the city has fiscal responsibility; (3) analyze the fiscal capability of the city to finance and construct the improvements; (4) adopt financial policies to guide funding of the improvements; and (5) schedule funding and construction of the improvements to ensure they are provided when required. This element is reviewed annually in conjunction with the preparation of the annual CIP budget. An asterisk in the summaries starting on pages 19 and 31 identifies the CIE Comprehensive Plan projects that impact the annual budget. In addition, a summary of these projects is presented in the Appendix of Section 1. This also serves as our required annual CIE update to the local planning commission.

### Sources of Funds

Various types of funds support our CIP budget. These include, but are not limited to, utility tax, community development block grant (CDBG), community investment tax (CIT), local option gas tax, transportation impact fees, bonds, federal and state grants, and enterprise revenues. Generally, utility tax and enterprise funds CIPs are designed and construction contracts awarded in the year budgeted. Construction generally occurs in the following year. Some funding sources such as local option gas tax, impact fee funds and some bond-funded projects may take several years to complete. This is due to the lengthy process for major facility and roadway construction projects which includes land and right-of-way acquisition, Consultants Competitive Negotiation Act (CCNA) requirements, design, and finally award of the construction contract. The remaining CDBG, CIT and grant funds have varying timetables for completion.

### Project Costs

The total cost of any particular project may include a wide variety of requirements in addition to construction costs. These include such items as feasibility studies; land acquisition; environmental studies and possible cleanup; legal, title and

closing costs; appraisal and surveying fees; and architect, design and engineering services.

### Management and Fiscal Goals

#### Short Term

- Investing in neighborhoods through increased funding for street resurfacing, new and reconstructed sidewalks, signage and traffic calming.
- Improvements in parks and recreation facilities throughout the city.
- Elimination of public hazards and capacity deficits.
- Correct existing deficiencies.

#### Long Term

- Provide facilities needed for future growth, as identified in the CIE and other planning documents.
- Replace facilities as needed due to age or growth needs.
- Maintain and replace the city's infrastructure on an ongoing basis.
- Update or replace aging facilities with newer technology facilities to promote efficiency and to possibly reduce operating costs and staffing needs.

### City-Wide Goals/Strategic Focus Areas

The City of Tampa strategic planning process is the cornerstone for the delivery of services and operations. Before we can allocate available resources, we must first understand the needs of our community and develop a vision for the future. By looking ahead and determining our needs, we establish a vision for what level of service we will provide, along with an understanding of what resources will be necessary to provide them.

The City of Tampa will focus on the following five strategic areas to transform Tampa into a diverse and progressive city - celebrated as the most desirable place to live, learn, work and play.

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## CIP Program Highlights

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- **Investing in Neighborhoods:** Advance the quality of life in Tampa's neighborhoods by delivering consistent, quality services, maintaining their health, safety, and appearance, and instilling community pride.
- **Economic Development in our Most Challenged Areas-Using East Tampa as a Model:** Transform East Tampa into a community of vibrant residential, business, recreational, social and cultural life through the implementation of a strategic, neighborhood asset focused economic development model that can be replicated in other challenged areas.
- **Creating a Downtown Residential Community:** By 2010, our Downtown will have a safe, pedestrian oriented neighborhood of 2,000 residential units serving a broad mix of incomes and providing homes to individuals and families.
- **Efficient City Government focused on Customer Service:** The City of Tampa will become a model of government efficiency and effectiveness, delivering the highest quality services at the best possible value, while providing outstanding customer service in all areas of operations.
- **Tampa as a City of the Arts:** Tampa will be a place that celebrates the works of artists, writers and performers; providing opportunities for residents and visitors of all ages to enjoy and be enriched by a wide array of creative pursuits.

## Highlights

Important FY05 capital projects include:

**Investing in Neighborhoods:** Beginning with the FY04 budget a significant effort was initiated to improve funding within neighborhoods. Dollars in FY04 allocated to this program were increased by \$2.2 million (47%) over FY03. This program

continues into FY05 with an additional \$770,000 (11% above FY04) for a total program of \$7.7 million. These dollars are allocated to various neighborhood projects such as sidewalks, traffic calming, signage, neighborhood road enhancements, and parks and recreation areas. Funding for this program comes from several sources including utility taxes, community development block grant funds, community investment taxes and local option gas taxes.

- **Sidewalks:** A network of 920 miles of sidewalk presently serves the City of Tampa. In FY05, \$1.3 million is being allocated to the sidewalk program. We maintain the inventory of existing sidewalks at a safe and accessible level and determine proper and effective locations for the installation of new sidewalks. Sections of existing sidewalks that are damaged, cracked or broken are routinely repaired. Requests for repair are received from a number of sources including citizens, city council or city administration. The Neighborhood Sidewalk Program contains an extensive list of candidate locations that give neighborhood groups the opportunity to help prioritize new sidewalk needs.



*Sidewalk construction.*

- **Neighborhood Traffic Calming:** The program details several areas of the city programmed to undergo a variety of traffic calming measures. In FY05, \$587,500 is being allocated to this program. Such measures