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## INTRODUCTION

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This document provides the residents of Hillsborough County with the County Administrator's recommended Capital Improvement Program (CIP) for a six-year period through the fiscal year ending September 30, 2011.

The CIP is the County's financial plan of proposed capital projects, their costs, and timing over a six-year period in the first year of the biennial budget, and over a five-year period in the second year of a biennial budget. The CIP is designed to meet county infrastructure needs in a responsive and efficient manner. It incorporates needs identified in the Capital Improvements Element (CIE) required under the Growth Management Act of 1985. The CIE focuses on anticipated infrastructure requirements for six facility types: Parks, Solid Waste, Stormwater, Transportation, Water, and Wastewater based on service level standards and the land use plan adopted by the BOCC in order to preclude deficiencies in adopted level of services. In addition to the needs identified in the CIE, the CIP includes other facility improvements not covered by the Growth Management Act such as Fire Services, Government Facilities (primarily public buildings), and Library Services. Community growth, environmental considerations and changing conditions demand that the CIP be reviewed and updated annually.

Capital projects are budgeted on an "all years" basis, a technique frequently used to account for funds that may carry over from one fiscal year to the next for a defined purpose such as funding a specific capital project or a grant. Once the BOCC commits funds to a capital project, those funds remain with that project until either all funds are expended or until the BOCC approves a budget amendment (change) reducing the total approved project budget. These amendments are shown in the financial schedules as a negative, or reduction, to a project budget within a specific year.

The Capital Improvement Program provides for the acquisition, construction, reconstruction, initial fixtures and equipment, renovation, rehabilitation, or replacement of facilities with a life

expectancy of at least five years and any related costs for land acquisition, land improvements, design, feasibility studies, engineering studies and engineering. It includes projects which are, or will become, the property of Hillsborough County, as well as projects that although not owned by the County, will be part of a joint project agreement with other governmental entities. A capital project is planned and executed in phases as follows:

**Project Development:** These are costs incurred by the County to identify project requirements, and to define a project's work scope including preliminary design studies, permitting requirements, data collection, public involvement, legal and technical documentation, cost estimates, and assessment of alternatives.

**Design:** These are costs incurred by the County to design a project in accordance with the scope of work set forth in the development phase. This includes professional consultant fees, legal and technical documentation, constructability review, data collection, advertising, assessment of alternatives related to project design, construction management services, and bid reviews.

**Land:** Costs incurred by the County for the purchase of land, easements and right-of-way. This also includes purchase price, surveys, appraisals, environmental audit, permitting, legal costs, maps, charts, aerial photography, and other costs such as wetlands restoration.

**Construction:** This includes costs incurred by the County for all construction related tasks required to place a project in service. This includes project construction contracts, professional and technical assistance, advertising, legal and technical documentation, costs, inspection, testing, and permitting.

**Administration:** This includes costs incurred by the County for in-house project management, supervision and administration of

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capital projects. Administration costs include project design, technical reviews, construction management, construction inspection, technical specifications, surveying and mapping, cost of preparing reports and maintaining the capital projects

management information system, eminent domain, contract management, monitoring, and processing the related financial transactions.