



## CAPITAL IMPROVEMENT PROGRAM PROCESS FY 2007/2008

The Village updates its 5- and 10-year capital improvement program as a part of its annual budget process, where year 1 is the current budget year. The CIP is considered a critical element of governmental planning and requires the evaluation of many components within project planning. An effective capital improvement plan serves to:

1. Link proposed projects with the Village vision, mission and goals, and the priorities of the Village Council and citizens
2. Identify funding sources, capital and ongoing expenditures for all projects
3. Economically build and maintain a capital infrastructure
4. Allow sufficient time to identify project financing and implementation measures
5. Provide an important implementation device for growth management
6. Provide for an annual update to the CIP schedule
7. Coordinate department resources and equipment
8. Allow for additions of projects and adjustments due to changing priorities
9. Effectively communicate the justification, description and costs of projects to stakeholders
10. Complete projects on schedule and within budget

The planning of the CIP is intended to minimize annual capital changes through the multi-year nature of the process. Each year, the capital plan is not rebuilt, it is "tweaked", or minimally revised, to reflect changes in the economic or political environment.

### CIP Project Forms

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This year, we are implementing a revised project description and funding form and information input process. The completed forms will provide all of the necessary information for completing the recommended annual CIP update to the five year plan and provides a tool for ongoing project reporting. There are three (3) forms used to input project information; color coded for easy identification:

1. **The CIP Project Form (orange)** – Used to enter information for existing and scheduled capital projects over \$100,000 which are not maintenance-type or a large equipment purchase.
2. **The CIP Maintenance Programs Form (green)** – Used to enter information for existing & scheduled capital maintenance projects over \$25,000.
3. **Minor Capital & Renovation Projects (blue)** – Used to enter information and budget for capital projects and renovations over \$25,000 but less than \$100,000.

The forms are completed for new and existing projects, including changes to scope, timing and funding for projects currently scheduled in the CIP. The forms are designed to simplify data input through highlighted entry cells and a page for the preparer to review for completeness. The exact information as input by the preparer will appear unchanged

throughout the CIP process and in CIP reports, so careful review of the completed forms is recommended. Instructions for completing the forms are in a separate section of this manual.

## CIP Project Forms Deadline

All CIP forms are due to the Budget Office no later than **March 30, 2007**. The completed forms will be reviewed by the CIP Committee for prioritization and inclusion in the recommended CIP.

## CIP Calendar

### Village of Wellington CIP Process Calendar

Task	Target
New Process Rollout to Senior Staff & Interested Parties	Feb 28 - Mar 1
Release Instructions & Forms	Mar 7
Conduct review and training for CIP material preparation	Mar 7 - 10
Operating departments prepare Capital Project Budget Requests and detail information	Mar 7 - Mar 30
Capital Project Budget Request hands-on workshop	Mar 14
EES identifies unfunded capital projects and schedule of projects in progress or completed in conjunction with Financial Services	Mar 7- Mar 30
Capital Project Budget Request forms collected by budget office	Mar 30
Transmit All Project Forms to Council & Committee	Apr 6
CIP Committee Review for first level prioritization	Apr 6 - 10
Financial Services prepares summary project documents	Mar 30 - Apr 18
CIP Committee meets to resolve outstanding issues	April 18 - Apr 24
Senior Staff CIP review	Apr 24 - May 1
Final revisions & recommended CIP to Village Manager	May 7
Present recommended CIP to Council - Workshop	May 28 - June 7
Council adoption of CIP	June 26

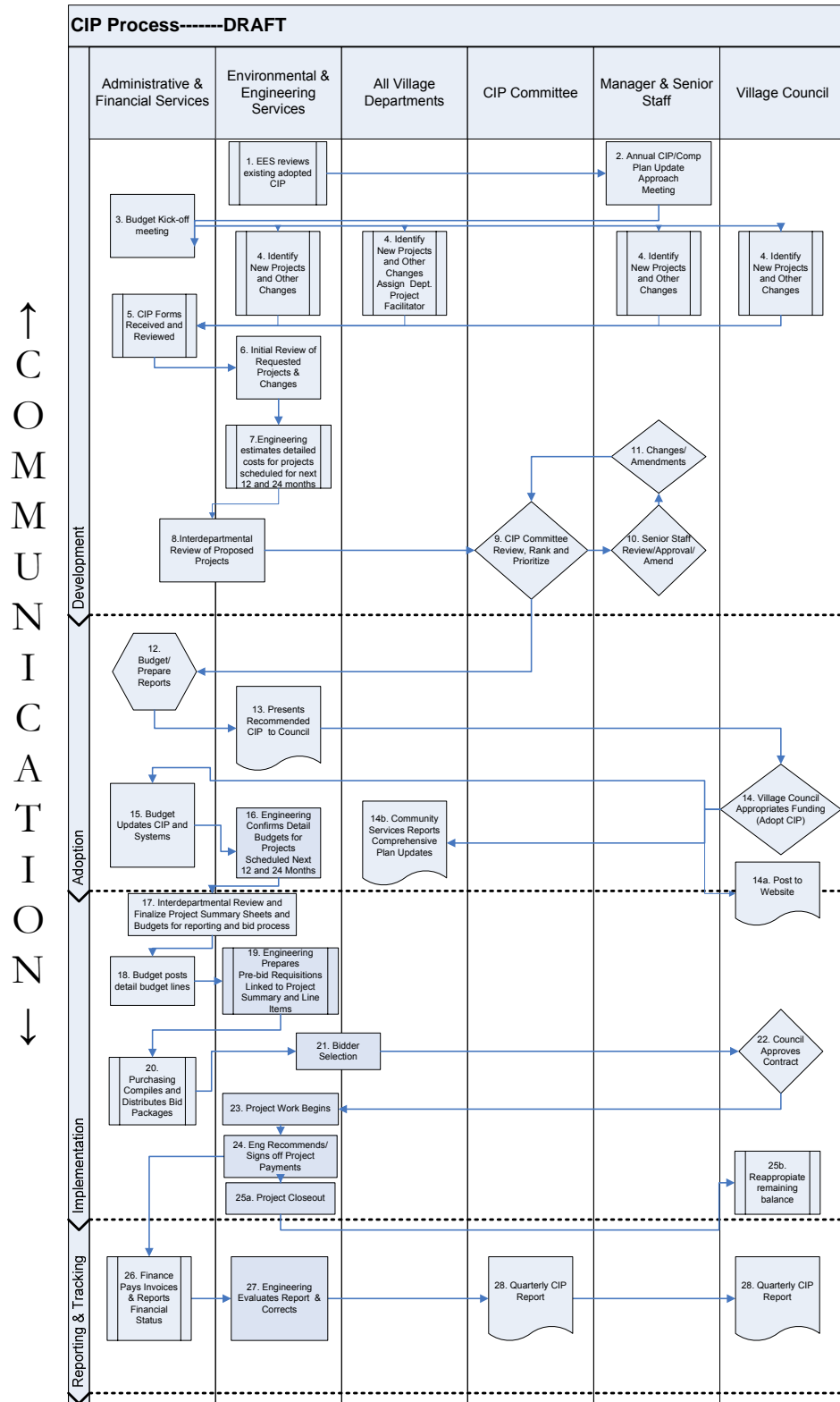
Please submit the completed form(s) electronically to the budget office by March 30, 2007

The form is available electronically on the intranet at [Departments/ Budget/ 2007 Budget Forms/CIP Project Forms](#)

Please contact the budget office for additional forms or information.

## CIP Process

The chart below illustrates to flow of information and documentation through the CIP to adoption. Given the broad impact of capital planning over the Village operations, the active involvement of all stakeholders is required.



## CIP Committee & Review

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A committee consisting of representatives of all involved departments will be convened for the purpose of reviewing and prioritizing projects for inclusion in the annual recommended CIP. The forms are received by the budget office, reviewed for completeness and sorted by funding source and year of funding. The contact name provided by the preparer will be contacted for missing information or clarification. Only those projects for which all information has been completed will be submitted for committee review.

The following schedules and reports are prepared for submission to the CIP Committee:

1. Capital Improvement Program 5-year Plan by Type
2. CIP Project Summaries by Funding Source & Type
3. Individual Project Forms with Reviewer Section

The committee will review the project submissions and rank each project using the criteria provided on page 2 of the individual project forms. One consensus shall be reached for each project in every category.

The final scoring for each project will be compiled by the budget office for inclusion in a ranking summary for submission to senior staff and Council.

## Senior Staff Review and Amendments

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The CIP Committee review and project scoring recommendations are forwarded to senior staff for their review and input. Changes and amendments are returned to the CIP Committee for final revisions and compiling of the recommended CIP.

## Project Scoring and Prioritization

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The scoring section of the capital project forms provides an area for evaluating each project based on 16 criteria, described below. The CIP Committee will provide a single consensus rank score for each criteria for every project. Each criterion is rated from minus five (-5) through positive five (5) in the scoring area of the Project Form. Where the criterion is not applicable to the project, "n/a" is indicated. The criterion score will be weighted according to its relative importance and each project will achieve an overall score out of 170 total possible points. This overall score will be used to prioritize all projects requested in the CIP. The categories of scoring are as follows (see *Definitions* page 19):

<i>Public Health, Safety &amp; Welfare</i>	<i>Quality of Life</i>
<i>Public Sentiment</i>	<i>Consistency with Strategic Planning/Vision</i>
<i>Federal/State Mandates</i>	<i>Disaster Prevention</i>
<i>Available Grant Funds</i>	<i>Environmental Impact</i>
<i>Funding Availability/Viability</i>	<i>Economic Impact</i>
<i>Department Priority</i>	<i>Continuation of Established Funding</i>
<i>Ongoing Operating Impact</i>	<i>Public/Private Venture Potential</i>
<i>Revenue Generation Potential</i>	<i>Inter-Governmental Cooperation</i>

## PROJECT PRIORITIZATION SCORING

Project Type:

CRITERIA	WEIGHT	N/A	IMPACT RATING										SCORE	
Public Health, Safety & Welfare	3		-5	-4	-3	-2	-1	0	1	2	3	4	5	9
Public Sentiment	3		-5	-4	-3	-2	-1	0	1	2	3	4	5	15
Federal/State Mandates	3		-5	-4	-3	-2	-1	0	1	2	3	4	5	0
Available Grant Funds	3		-5	-4	-3	-2	-1	0	1	2	3	4	5	0
Funding Availability/Viability	3		-5	-4	-3	-2	-1	0	1	2	3	4	5	6
Department Priority	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	4
Ongoing Operating Impact	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	-4
Revenue Generation Potential	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	4
Quality of Life	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	6
Consistency with Strategic Planning/Vision	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	10
Disaster Prevention	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	10
Environmental Impact	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	-2
Economic Impact	2		-5	-4	-3	-2	-1	0	1	2	3	4	5	0
Continuation of Established Funding	1		-5	-4	-3	-2	-1	0	1	2	3	4	5	0
Inter-Governmental Cooperation	1	n/a	-5	-4	-3	-2	-1	0	1	2	3	4	5	0
Public/Private Venture Potential	1		-5	-4	-3	-2	-1	0	1	2	3	4	5	1
<b>Total Score</b>												<b>59</b>		

(see CIP Manual page 19 for category definitions)

### Schedules & Reports – Review Phase

The completed capital project forms are routed to the budget office and reviewed for completeness. The information provided on each form for every project will electronically feed into report schedules for submission to the CIP Committee. Project detail, summary information and reports will be presented in the process as follows:

#### CIP Committee

- CIP Five-Year Plan Schedule by Project Type
- CIP Project Summaries by Funding Source
- Completed Capital Project Summary Form and Project Evaluation for each project

#### Website Posting

- CIP Project Summaries by Funding Source

#### Village Council

- CIP Project Summaries by Funding Source
- CIP Five-Year Plan Schedule by Project Type

#### Senior Staff Review

- Recommended CIP with ranking summary
- Detail Rankings by project with score by criterion
- Recommended CIP Five-Year Plan Schedule by Project Type
- Recommended CIP Project Summaries by Funding Source
- Completed Capital Project Summary Form and Project Evaluation for each project with evaluation section completed by CIP Committee

#### Recommended CIP Reports for CIP Workshop(s)

- Recommended CIP Five-Year Plan Schedule by Project Type
- Recommended CIP Project Summaries by Funding Source
- Completed Capital Project Summary Forms
- Recommended CIP with ranking summary
- Detail Rankings by project with score by criterion
- Summary of Project Changes by Change Type

# CIP PROJECT FORM INSTRUCTIONS

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The instructions following are intended to assist the project form preparer in completing all of the fields on the form. The completed information as submitted will be presented in its entirety in the capital improvement planning process and funding decisions are based on this information. Forms completed for existing projects are used for ongoing project reporting and are updated as indicated by project changes.

The illustrations below show the input sheets of the forms available electronically, with the page and heading descriptions following.

## The CIP Project Workbook


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### Contents

The following components are included in this packet for reference when completing the Project Forms:

- **Instructions**
  - Instructions are presented by heading corresponding to the data cell in the Excel forms. The electronic document contains three tabs on which information is entered. The Introduction, Description Input and Budget & Funding tabs are the sheets used for directly inserting information on the projects. The instructions herein are supplemental to those already provided in the Excel document. Each highlighted cell for data entry contains a pop-up information box providing specific instructions for that information heading. The electronic version also contains hyperlinks within the document to all highlighted areas for completion.
- **Definitions**
  - Brief information on the terms and categories referenced in the CIP Project Form are provided

# Introduction Form – page 1

	A	B	C	D	E	F	G	H	I	J	K	L	M											
1	 <b>Village of Wellington</b>			<i>Project Title</i>																				
2	<b>CAPITAL IMPROVEMENTS PROGRAM</b>																							
3	<b>PROJECT INFORMATION &amp; BUDGET</b> <span style="float: right;">For Projects over \$25,000</span>																							
4	The following worksheets are intended to assist the preparer in providing information on projects included in the five- and ten-year Capital Improvement Program. Each area indicated below represents an important area of information vital to the budgeting, implementation and reporting of the CIP. A complete summary of the information you enter in this workbook appears under the																							
5	"Summary Form p1" tab for your review prior to submission.																							
6	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center; width: 20%;">Yes</td> <td style="text-align: center; width: 20%;">No</td> </tr> <tr> <td>7</td> <td>Is the project an annual maintenance project?</td> <td style="text-align: center;"><a href="#">Use form CIP Maintenance &amp; Equipment to submit project info</a></td> <td style="text-align: center;">Proceed</td> </tr> <tr> <td>8</td> <td>Is the project for purchase of equipment <i>not</i> in TPP Replacement Schedule?</td> <td style="text-align: center;"><a href="#">project info</a></td> <td style="text-align: center;">Proceed</td> </tr> </table>														Yes	No	7	Is the project an annual maintenance project?	<a href="#">Use form CIP Maintenance &amp; Equipment to submit project info</a>	Proceed	8	Is the project for purchase of equipment <i>not</i> in TPP Replacement Schedule?	<a href="#">project info</a>	Proceed
	Yes	No																						
7	Is the project an annual maintenance project?	<a href="#">Use form CIP Maintenance &amp; Equipment to submit project info</a>	Proceed																					
8	Is the project for purchase of equipment <i>not</i> in TPP Replacement Schedule?	<a href="#">project info</a>	Proceed																					
9																								
10	Select the headings below to fill out all information in each area. Select the item on the data list to complete each cell. Once the information is complete, it will appear in the column to the right of the list below the heading.																							
11	<b>1. Project Description</b>																							
12	Click on heading below to enter																							
13	<u>Data</u>	<u>info</u>		<u>Entry</u>								<u>Complete</u>												
14		Project Initiation		<b>Existing</b>								Yes												
15		Change from Prior Year CIP		<b>Cost</b>								Yes												
16		Project Title		<b>Project Title</b>								Yes												
17		Project Number		<b>503000</b>								Yes												
18		Start Year		<b>2002</b>								Yes												
19		Completion Year		<b>2008</b>								Yes												

**Introduction - p 1**  
 Contains hyperlinks to all other information and provides a overview of complete/incomplete fields

**Description Input - p 2**  
 Contains all required fields for providing project description, identification & location information

**Budget & Funding - p 3**  
 Contains fields for entering project carry forwards, budgeting and funding source information

# Introduction Form – page 1



*Project Title*

This field will be completed automatically

**CAPITAL IMPROVEMENTS PROGRAM  
PROJECT INFORMATION & BUDGET** For Projects over \$100,000

The following worksheets are intended to assist the preparer in providing information on projects included in the five- and ten-year Capital Improvement Program. Each area indicated below represents an important area of information vital to the budgeting, implementation and reporting of the CIP. A complete summary of the information you enter in this workbook appears under the "Summary Form p1" tab for your review prior to submission.

Hyperlink to alternate Project Form for Maintenance and Equipment projects

Hyperlinks to page for data entry

	Yes	No
Is the project an annual maintenance project?	<a href="#">Use form CIP Maintenance &amp; Equipment to submit project info</a>	Proceed
Is the project for purchase of equipment <i>not</i> in TPP Replacement Schedule?		Proceed

Select the headings below to fill out all information in each area. Select the item on the data list to complete each cell. Once the information is complete, it will appear in the column to the right of the list below the heading.

Hyperlinks to individual cells by heading for data entry

1. Project Description		
Data	Click on heading below to enter info	Complete
Project Initiation	Existing	Yes
Change from Prior Year CIP	Cost	Yes
Project Title	Project Title	Yes
Project Number	503000	Yes
Start Year	2002	Yes
Completion Year	2008	Yes
Project Type		No
Primary Funding Source	General Fund Revenue	Yes
Project Status	Other - explain	Yes
Project Description	Construction of a structure in an area...	Yes
Justification	A new thingy will provide a better lev...	Yes
Project Alternative	The project could be completed in an a...	Yes
Core Value Link	Educational Excellence	Yes
Location Map Hyperlink	V:\Budget\Village Park.JPG	Yes
Location Address	Pierson Road from 441 to Lyons Road ...	Yes

Shows summary of information entered for review

Shows if needed information is complete

2. Cost Calculations		
Data	Entry	Complete
Project Budget	1,550,000	Yes
Project Funding Sources	General Fund Revenues	Yes
Funding Source Amount	1,500,000	No
Operating Budget Impact:		
Total Personnel Cost	16,780	Yes
Total Outside Services	-	No
Total Utilities	-	No
Total Materials & Supplies	-	No
Total Cost Benefits	-	No

Enter department's ranking for project out of the total number of department-supervised projects

3. Carryforwards		
Estimated carryforward for projects in progress as of 9/30/07:	750,000	Yes

4. Department Prioritization		
Consider all projects within your department and rank with #1 being the highest priority:		
Department Ranking:	3 out of 5	Total Projects No

5. Contact Information		
Preparer _____	Phone _____	
Contact _____	Phone _____	

Fill in blanks with preparer and contact name(s)

The Information form provides an overview of the data entered on the Description and Budget tabs. This is intended to assist the preparer and reviewer to review the completeness and accuracy of the information at a glance. If there are any incomplete headings (or "No"s), the workbook will be returned for completing and the project will not be entered into the CIP presentations until complete. If there is incomplete information that was *intentionally omitted*, please provide an explanation within the document under the corresponding heading on the subsequent tabs.

## Description Input Form – page 2

**VILLAGE OF WELLINGTON CAPITAL IMPROVEMENTS PROGRAM**

**PROJECT INFORMATION - Description, Status, Location**

Click on each yellow-highlighted cell for an instruction box or reference the CIP Instructions on the Village Intranet at...

**Project Initiation**  
Existing

**Change from Prior Year's Capital Plan (select area of change from drop down list)**  
This project has changed in Cost Additional Information

**Project Title**  
Project Title Additional Information

**Project Number**  
503000 Additional Information

**Project Start Year**  
2002 Additional Information

**Estimated Year of Completion**  
2008 Additional Information

**Project Type (choose from drop down list in box)**  
Additional Information

**Primary Funding Source (choose from drop down list in box)**  
General Fund Revenue Additional Information

**Project Status (choose from drop down list in box)**  
Other - explain Additional Information

**Project Description**  
Construction of a structure in an area. Includes some other special things and a number of specific items.

**Project Justification**  
A new thingy will provide a better level of service, service efficiencies, save employee time scrubbing the things, improve public safety, and educe the recurring costs of dredging.

**Project Alternative(s)**  
The project could be completed in an alternate way at a higher cost. The residents will not be able to go to the movies if they are not built.

**Core Value Link (choose several, if applicable, from drop down list in boxes)**

Value #1 Educational Excellence

Value #2 Public Safety

Value #3

Value #4

Value #5

**Project Location - provide a hyperlink to the V: drive with GIS map of project location**  
V:\Budget\Village Park.JPG Additional Information

**Location Description or Address**  
Pierston Road from 441 to Lyons Road

Click here to return to Introduction page

Click here to continue to Budget & Funding page

Enter additional information if applicable or if no entry is made to the highlighted cell

For information on completing the highlighted cells, see text instructions by heading below

Hyperlinks to next or previous page

**Project Initiation**

This is used to identify and categorize the project within the CIP and report changes to Council. Select if the project is "new" or "existing". New projects have not yet been requested or funded in the 5- or 10-year capital plan. Existing projects are all projects which have been approved in the 5-10 year capital plan, even if they are not yet assigned a project number.

**Change from Prior Year CIP**

The Capital Project Form is used for the initiation of a project as well as any changes to an existing project's cost, scope or timing.

A change in **cost** is any deviation in the amounts estimated for the project in prior years. Since the costs are initially projected years out in the baseline budget year, these costs are expected to change throughout the implementation and update of the 5-year plan. The cost change is indicated in the Project Budget Schedule on the next tab in the workbook.

A change in **scope** is any update to the original project description or objective than the current project description in use. The scope change is detailed in the project description section of the Form.

A change in **timing** is any deviation in the original project budget/funding schedule. Many factors may indicate a change in the timing of the phases of a capital project. This change is indicated in the Project Budget Schedule on the next tab in the workbook.

All such changes above may be necessary due to mandates, Council directive, safety issues and/or economic conditions. The Project Justification area below is used to indicate these issues.

Select from the drop down list of change types provided in this cell. If there is more than one change requested, use the *Additional Information* area for explanation.

***Project Title***

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Several words unique to the project will be used to universally identify the project. The title should stand alone to identify this project as separate from another with similar scope.

***Project Number***

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The six digit number already assigned to an existing project or use "xxxxxx" if this is a future project not yet budgeted.

***Project Start Year***

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Enter the first year of future project funding or actual year of initial funding for ongoing projects.

***Estimated Year of Completion***

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Enter the year that the project is estimated to be substantially complete. This is an *estimate*, but it is important to the prioritization and budgeting aspects and is used to calculate the first year of operating budget impact.

***Project Type***

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The recommended CIP will present the proposed projects and summary schedules under the following project types:

- |                  |               |
|------------------|---------------|
| Leisure Services | Surface Water |
| Equestrian       | SWAT          |
|                  | 10            |

Public Facilities  
Roadways  
Landscaping

Water System  
Wastewater System

Choose the appropriate Project Type from the drop-down list which appears when this cell is selected.

### ***Primary Funding Source***

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Wellington's CIP generally is funded by the following sources:

- General Fund Revenue
- Parks & Roads Impact Fees
- Drainage Assessments
- Gas Tax
- Future Borrowing
- Water Capital Account
- Water Capacity Fund
- Sewer Capital Account
- Sewer Capacity Fund
- Federal, State and Interlocal Grants

The type or scope of the project generally dictates the source of financing to cover its cost. The use of some of these revenues is restricted to certain types of projects and the project information will be used to determine the most appropriate source(s).

Every project must be submitted with a potential funding source selected. There is a selection titled "Other – explain" in this cell. If this choice is selected, the adjacent additional information must be completed.

### ***Project Status***

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As this form will be used to regularly report the status of the project, this information will change throughout the year as the project progresses. Please provide the ***current*** status of the project.

### ***Project Description***

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A succinct statement describing the project establishes a critical component of the capital improvement plan. The project description incorporates its objective, and may include a measurable standard in order to facilitate measuring results and estimating costs.

Provide one to three sentences outlining the project aspects, scope, and/or features. The description should incorporate all phases and aspects of the project so it is applicable throughout the project life.

### ***Project Justification***

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The project justification statement is required to evaluate the project's priority in the recommended capital plan. Evaluating the alternatives to the project may give the reasons for proposing it. Consider the following for inclusion in the justification:

Federal, state and local mandates  
Safety Hazards  
Environmental Impact  
Growth Issues  
Serving New or Changed Demographics

A justification may also be formulated by answering the question “what would happen if this project is not performed?” For further justification, the scoring criteria may be helpful (see *Definitions*, page 19)

Provide a brief summary of the project objective with references to how it links to the Village Core Values (see below) and the Project Evaluation Criteria.

### ***Project Alternative(s)***

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An important consideration in the evaluation of a project’s feasibility is its alternative(s). This assessment takes into account other approaches to completing projects or means of achieving the project objective as well as the result if a project is not completed or approved.

Provide a brief statement which presents the alternative means of completing the project objective, and/or the result of not completing the project.

### ***Core Value Link***

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Each project is linked to the Village’s strategic planning process, which then allows prioritization and scoring of projects for their inclusion in the recommended CIP. Five cells are provided in the Project Form to select one to five core values emphasized by the project. To assist in selecting all applicable values, consider what services are provided by the project, then select all applicable values from the drop down list provided in the cells.

### ***Project Location***

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A space is provided to insert a hyperlink to a GIS map of the project location. The map is a feature provided in the CIP budget document, the CIP Newsletter and the annual Building the Vision publication and is referenced by many interested parties. Providing this map now will ensure its accurate use throughout the CIP budgeting and reporting process. Utilizing a GIS-produced map with major routes and the project location labeled will ensure consistency.

### ***Location Description or Address***

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The address or an approximate location of the address is provided in the CIP publications. Also, many projects, especially those for ongoing maintenance, are spread throughout the Village. Where a specific address is not available or applicable please provide an approximation (i.e., Forest Hill Boulevard from Wellington Trace to Birkdale) or state “Throughout the Village”.

***Proceed to next tab “Budget & Funding”***

# Budget & Funding Form – page 3

## Carryforwards – Project Budget Schedule – Project Funding Schedule

### VILLAGE OF WELLINGTON CAPITAL IMPROVEMENTS PROGRAM PROJECT BUDGET & FUNDING REQUEST

#### CARRYFORWARDS

Provide the estimated carryforwards as of fiscal year-end (9/30/07) based on the current project status and additional expense expected.

<b>Current Year Budget</b>	<b>Cumulative Project Budget</b>	<b>Encumbrances</b>	<b>Cumulative Project Expenditures &amp; as of:</b>	<b>Current Remaining Balance</b>	<b>Estimated C</b>
\$ 2,100,000	\$ 2,300,000		\$ 1,500,000	\$ 800,000	at 9/30/07

#### PROJECT BUDGET SCHEDULE

Use the schedule below to enter cost estimates for up to 10 years. Enter for years 2007/2008 through 2016/2017 by expenditure type shown in left-hand column. Click on the expenditure type name for more information. Totals will calculate automatically.

Expenditures	Total Est	Cumulative Budget to						2012/2013
	Cost	9/30/07	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	
Planning & Studies	50,000	-	50,000	-	-	-	-	-
Design	100,000	-	-	100,000	-	-	-	-
Site Costs	200,000	-	-	-	200,000	-	-	-
Construction/Improvements	1,050,000	-	-	-	50,000	1,000,000	-	-
Equipment, Materials, Furn	75,000	-	-	-	-	-	75,000	-
Landscaping	50,000	-	-	-	-	-	50,000	-
Other Direct Costs	25,000	-	-	-	-	-	25,000	-
<b>Total</b>	<b>\$ 1,550,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>

**Assumptions for cost estimating:** provide a summary of environmental, economic or other assumptions used in estimated future costs above

#### PROJECT FUNDING SCHEDULE

Use the schedule below to enter the funding source(s) for the project for up to 10 years. Enter for years 2007/2008 through 2016/2017 by funding type selected in the left-hand column. Totals will calculate automatically and total by year must equal the expenditures by year entered above. Use zeroes where no information is entered.

Funding Sources	Total Est	Prior Yrs						
	Cost	Funding	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
General Fund Revenues	1,500,000	-	50,000	100,000	250,000	1,000,000	100,000	-
	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

### Carry forwards

This section is completed for projects in progress and provides the estimated budget amount to be carried forward at fiscal year end. This information is provided in the CIP process to assess funding needs and assist in projecting fund balances to ascertain funding availability for new projects.

The Original Budget, Cumulative Budget and Current Year Expenditures & Encumbrances have already been completed by the budget office. The amounts shown are directly input from Village records and spending reports.

The Cumulative Budget equals the current remaining project balance plus all project expenditures to date. This amount may not be equal to the original budget added up year by year for several reasons. Annual amounts carried forward at each fiscal year-end may be rounded or reduced to cover overages in other projects within the same general ledger account. Also, purchase orders are automatically rolled forward at each fiscal year-end in the

amount of the remaining PO balance, and the equivalent budget amount rolls forward with the purchase order. This condition will skew the cumulative budgets provided by the GMBA accounting system. Therefore, the cumulative budget shown is calculated as remaining project balance plus accumulated expenditures and encumbrances.

The Current Remaining Balance amount calculates automatically. Once the preparer has planned and calculated all additional project expenses through September 30, enter the Estimated Carryforward at 9/30/07 based on the remaining balance provided less those estimated additional expenses. *The requested carry forward amount entered cannot exceed the Current Remaining Balance (exception only if open purchase orders are cancelled prior to fiscal year-end) less the anticipated expenses through September 30.*

### ***Project Budget Schedule***

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Fill out the highlighted areas for the amount of funding required for the project by year and type of expense. There are highlighted cells for each of up to ten years to meet the requirements of the Village 10 year capital planning program. The expenses are broken out by type to facilitate the project planning and the funding requirements by year. Requesting only the amount needed for specific phases of a project in the year it is expected to be expended will reduce carry forward and expense tracking processes while allowing for specific cost increases over time.

#### ***Planning Assumptions***

Any analysis for future costs and benefits is based on assumptions, or explicit statements used to describe the present and future environment. Where the facts are not available, the future conditions are extrapolated from existing data. Examples:

- *Concrete costs estimated to rise 10% annually*
- *Water and wastewater accounts expected to remain level for the years 2009 - 2015*
- *Everglades grant funding will be available in 2010*
- *The well head assembly functional life is 7 years*

Please provide a summary of the assumptions used when forecasting costs and benefits of one or more projects.

### ***Project Funding Schedule***

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As the alternative to the budget schedule above, the amounts required in revenues or reserves each year must equal the yearly amounts entered in the budget schedule. The funding sources available on the drop down menu are the same as those described under the Primary Funding Source heading on page 2 of the workbook. Up to three funding sources may be selected, as grant sources and outside contributions may be applicable to the project and overlap with other funding sources.

## Operating Impact – Estimated expenses

OPERATING IMPACT				
Use the schedule below to calculate the recurring annual operating expenses for the project once completed. The cost should be entered based on current year baseline. Totals will calculate automatically.				
<b>Personnel</b>	Total Entered	\$	16,780	
<b>Will this project require additional staff hours to maintain or operate? Y/N</b>				
Y		Additional Information		
<b>Will there be a reduction in staff hours required to maintain or operate facilities? Y/N</b>				
N		If Y, skip to other contracts, materials & benefits sections below		Additional Information
<b>What position(s) will perform the additional hours?</b>				
		<b>Hours per week by position:</b>	<b>Salary (mid):</b>	<b>Total salary &amp; benefits</b>
Position #1	MAINTENANCE WORKER II	10 Hours/week	\$30,930	\$11,367
Position #2	ADMINISTRATIVE ASSISTANT I	5 Hours/week	\$29,463	\$5,414
<b>If additional training is needed for position(s), enter annual amount:</b>				
\$ -		Additional Information		
<b>If additional travel is needed for position(s), enter amount:</b>				
\$ -		Additional Information		
<b>Contracts &amp; Utilities</b>				
Fill in estimates for outside service contracts which may be required to operate or maintain the project				
<b>Annual Maintenance Contracts</b>				
Facility Maintenance (HVAC, Cleaning, landscape, etc)	\$ -	Additional Information		
Office Equipment Maintenance	\$ -	Additional Information		
<b>Recurring Contract Services</b>				
Studies, annual assessments, etc	\$ -	Additional Information		
Annual Repair Estimates	\$ -	Additional Information		
Other	\$ -	Describe		
<b>Total Entered</b>	\$ -			
<b>Utilities</b>				
Annual Water/Sewer	\$ -	Additional Information		
Annual Electric	\$ -	Additional Information		
Telephone	\$ -	Additional Information		
Data Lines	\$ -	Additional Information		
<b>Total Entered</b>	\$ -			
<b>Material &amp; Supplies</b>				
Furnishings	\$ -	Describe		
Office Supplies	\$ -	Describe		
Operating Supplies	\$ -	Describe		
Other Materials	\$ -	Describe		

The overall cost of a project cannot be fully assessed without determining the future financial impact once the project construction phase is complete. Direct and indirect expenditures to operate and maintain a facility are considered in this element of project planning. The *additional* costs or benefits to the Village of Wellington as a result of the project are considered in the operating impact section of the CIP. Recurring annual operating costs include:

- Materials & supplies
- Utilities
- Other contractual services
- Maintenance & repair

- Support costs (legal, accounting, police/fire)

Recurring personnel costs are the total cost to the Village of personnel including all benefits, training and travel. The operating impact of a project adds the cost of additional personnel anticipated to maintain or operate the project.

The Project Form provides automatic calculations of the operating budget impact based on the information input by the preparer. The section is intended to prompt for all of the elements of operating impact to provide a more accurate estimation of the ultimate effect the project will have on the Village's future operations.

Some capital projects are maintenance-type and do not have an operating impact or may reduce future operating costs. Some projects may add to capacities or generate revenue in some way. Showing where costs are reduced or revenue is generated is valuable to determining the benefit of the project and its eligibility for the recommended CIP.

### ***Operating Impact - Personnel***

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The form presents some basic questions to begin the process of calculating the required future funding for personnel to maintain or operate the facilities improved by the project. There is space required for additional information to the right of the answer cells. If there is a reduction in the staff hours (ie, reduced maintenance due to improved facilities), the preparer is prompted to proceed to the other cost sections of the form.

The cells for the position names required to maintain or operate the project contain drop-down lists of all current positions in the Village of Wellington. Once a position is selected, enter the estimated hours per week the position will be needed. The salary will then calculate automatically at the mid-range of the position pay grade, and the benefit percent (currently 47%) will be added to calculate the total personnel costs impact future operations. There are cells provided for up to two additional positions.

To finish the personnel operating cost calculations, complete the cells prompting for training and travel expenses associated with the additional positions. The entries in this section will appear as totals in the Summary p2 form.

### ***Operating Impact - Contracts & Utilities***

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Several prompts are provided in this area to enter estimated costs for annual maintenance contracts, recurring contract services, annual repair costs and utilities. Areas are available for to include additional information and all totals will calculate automatically.

### ***Operating Impact - Materials & Supplies***

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Several prompts are provided in this area to enter estimated costs for furnishings, office supplies, operating supplies and other materials with space available for additional descriptions.

## Operating Impact – Cost Benefits

<b>Cost Benefit</b>				
Complete for any anticipated savings in personnel, operating and maintenance costs				
Reduced Personnel Hours	Reduced hours/week	Salary (mid):	Total salary & benefits	
Position #1	<input type="text" value="None"/>	<input type="text" value="Hours/week"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Position #2	<input type="text" value="None"/>	<input type="text" value="Hours/week"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
<b>Reduced Contract Costs</b>				
\$	<input type="text" value="-"/>	<input type="text" value="Describe"/>		
<b>Reduced Materials Costs</b>				
\$	<input type="text" value="-"/>	<input type="text" value="Describe"/>		
<b>Revenues</b>				
Complete for anticipated revenues to be generated upon project completion:				
\$	<input type="text" value="-"/>	<input type="text" value="Describe"/>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <a href="#">Click here to return to <i>Introduction</i> page and check entries</a> </div>				

Some capital projects are for maintenance and do not have an operating impact or may reduce future operating costs. Some projects may add to capacities or generate revenue in some way. Showing where costs are reduced or revenue is generated is valuable to determining the benefit of the project and its eligibility for the recommended CIP.

### ***Operating Impact – Reduced Personnel Hours***

Similar to the personnel cost calculations outlined above, the preparer may enter the position(s) affected by the reduced maintenance or operation of the capital project with the reduction in weekly hours, and the salary and fringe benefit total reduction will calculate automatically.

Where there is a reduction in future contract costs or materials, insert the estimated total annual reduction amount in the highlighted cells.

### ***Operating Impact – Revenues***

Finally, where there are anticipated revenues to be generated upon the project's completion, provide an estimated annual amount. This total is used to offset the increased costs which impact the future operating budget.

### ***Return to the Introduction Page***

Return to the Introduction worksheet to review the entries made in each highlighted cell. Any "No"s in the Complete column indicate there is missing information. Please click on the hyperlink heading to return to the cell for proper completion. If the information is not available or intentionally left blank, ensure there is an

explanation for the missing information included in the area adjoining the incomplete cell.

### ***Save the File and Notify the Budget Office***

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Save the file with the same Project Number and name as the Project Title to the following folder:

<V:\Budget\CIP Projects>

...or send by email to the budget office. The information will be compiled into summary reports for CIP Committee review.

## **Definitions**

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### **Capital Expenditure**

An expenditure to acquire long-term assets.

### **Capital Improvements**

Physical assets constructed or purchased having a minimum cost of \$25,000 and an expected useful life in excess of five years.

### **Capital Improvement Program**

A 5 and 10 year schedule for the expenditure of funds to acquire or construct capital facilities & equipment. The Village Of Wellington updates its 5-year capital plan each year during the budget process.

**Capital Maintenance Project (green forms)**– a project with an annual allocation(s) in excess of \$25,000 which performs or replaces ongoing maintenance to capital infrastructure

**Major Capital Project (orange forms)**– a capital expenditure with annual allocation(s) in excess of \$100,000

**Minor Capital Project (blue forms)**– a capital expenditure with annual allocation(s) from \$25,000 to \$100,000 which increases, maintains or improves capital assets

**Project Scoring & Prioritization Criteria:**

**Public Health, Safety & Welfare** – the project’s potential impact on public health, public safety or the overall welfare of the Village residents

**Public Sentiment** – the community feelings and input about the project or related issues

**Federal/State Mandates** – the requirement of Federal or State law(s) which will be met by the project

**Available Grant Funds** – the relative amount of grant funding from all sources available with reasonable certainty in order to offset project costs

**Funding Availability/Viability** – the revenue stream or fund balance available now or in the future to allocate to the project costs over time

**Department Priority** – the ranking provided by the project’s originating/supervising department out of all potential projects for that department

**Ongoing Operating Impact** – the annual recurring impact to the operational budget of the Village as estimated by the originating department. A projected savings or additional revenue source may indicate a higher score for this impact (see next item)

**Revenue Generation Potential** – New or increased revenue bases/sources provided upon project completion

**Quality of Life** – the impact on residents’ and other project stakeholders’ overall physiological wellbeing, social health, functional ability, morale, and/or other subjective measures

**Consistency with Strategic Planning/Vision** – measures the fit with the Village mission, vision, goals and objectives

**Disaster Prevention** – provides a means of mitigating Village and residents’ loss or injury; or provides a means of minimizing the areas or situations affected by a disaster

**Environmental Impact** –the factors which a land development or construction project would have on the environment in the area, including population, traffic, schools, fire protection, endangered species, archeological artifacts, and community beauty

**Economic Impact** – the impact of the infrastructure improvement on the regional economy

**Continuation of Established Funding** – sustaining current funding mechanisms for ongoing capital & maintenance issues

**Public/Private Venture Potential** – project provides opportunity for funding contributions from private industry to promote municipal infrastructures

**Inter-Governmental Cooperation** – project provides opportunity for federal, state and/or local government participation and interaction