

Sample Capital Improvement

Department:	The "Department" denotes the County (or School) department that has oversight responsibility for the capital improvement. If applicable, other departments will provide their services to ensure that the capital improvement meets all specifications, laws and budgetary controls.
Location:	The physical address of where the capital improvement is to be located. Countywide is used for location if the capital improvement is not physically set (e.g. equipment) or maintained in one location.
Description:	A brief description outlines the capital improvement and will contain the reasons behind the capital improvement and other pertinent information. Included in the description, if applicable, are the number of acres required, square feet of structure desired, feasibility studies, and design work status. For construction projects, a cost/sq. ft. will be provided and adjusted for inflation and contingency.
Timetable:	This is the date(s) anticipated that the capital improvement will be acquired or completed. If construction of a capital improvement is required, the estimated starting and ending dates are noted. Request for Bid (RFB) or Requests for Proposals (RFP) with a vendor are required, with an appropriate contract awarded, in completing a capital improvement.
PY Allocation:	PY allocation represents appropriations from previous fiscal years in relation to the capital improvement.
Operating Impact:	Operating impact will describe what effect, if any, the capital improvement will have on the operating budget. Impacts are salaries/fringe benefits, operating and/or capital outlay. Only incremental impacts are shown in subsequent years as growth of base impacts are correlated to growth rates in Five-Year Financial Plan assumptions. Debt service impacts are shown in the Five-Year Financial Plan and the Indebtedness Section of the Budget document. Any reduced expenditures or increased revenues are also noted, if applicable. Generally, if the impact is less than \$5,000 it will be noted as \$0 as base operating budget would be expected to absorb such costs.
Funding Uses:	Funding uses represent, by fiscal year, the capital improvement expenditures and the classification of such expenditures. Classifications are segregated as follows: professional, land, construction, EDP equipment, vehicles, and other. Total costs are rounded to the nearest \$1000. Construction costs estimates are initially prepared in current dollars and then adjusted by an annual inflation and contingency rate of 3%, unless otherwise noted, to approximate cost in applicable year of CIP.