

## Capital Improvements Plan (CIP) - Project Request Form Instructions

The CIP is a five-year planning document adopted annually by the City Council to plan for capital improvements related to the City's beach re-nourishment efforts, streets and drainage, parks and recreational amenities, and facilities infrastructure. The Capital Improvement Plan is not to be confused with the Capital Improvement Budget. The Capital Improvement Budget is prepared each year in conjunction with the annual Operating Budget. It generally includes only those projects from the first year of the Capital Improvement Plan funded during the current year.

A capital project is defined as having a minimum cost of \$25,000 resulting in:

1. Creation of a new fixed asset.
2. Enhancement to an existing fixed asset.

Typically the life expectancy of a capital project is at least 20 years. Examples include construction or expansion of public buildings, the acquisition of land for public use, planning, and engineering costs and street construction.

### CIP Development Process

The City Manager, or designee is responsible for coordinating the CIP process each year. Each Department Director will submit projects in a form and timeframe annually established by the City Manager. The City Council appoints a Capital Improvements Advisory Committee to prioritize and rank projects according to the criteria listed in the Project Criteria Section.

Citizens may submit capital projects for consideration electronically using the CIP Project Request form available on the City's website: [www.myspi.org](http://www.myspi.org). Forms will also be available in a written format in the lobby of City Hall at 4601 Padre Boulevard. Members of the public should forward all materials concerning their submission to the Director of Operations to be incorporated into the CIP process. The related email address is [wdelgado@myspi.org](mailto:wdelgado@myspi.org).

**As per the budget calendar, the deadline to submit project request forms to the City is May 23rd, 2022 for the 2022-2026 Capital Improvement Plan.**

Departments will include as part of their project proposal:

1. A **Project Description** providing an overview and justification of the project. Requests should be made and include estimated linear, square feet, or other applicable measurements.

2. In the **Comprehensive Plan Section**, each project submission must illustrate compliance with the Comprehensive Plan by linking the project to a specific goal or objective.
3. Under **Fiscal**, possible funding options must be identified including:
  - a. Operating Revenues
  - b. Reserves and/or Debt
  - c. Grants
  - d. Partnerships
  - e. Dedicated Fees
4. Proposed **Schedule** for design, bid, and construction, to include the duration of the project.
5. Estimated **Operating Costs** - The estimated annual cost of operating and maintaining the capital asset.
6. **Sustainability** - Defines how the capital project contributes to the sustainability goals of the City.
7. Identification of **Project Leader**.
8. Describe the methods for measuring **Outcomes and Performance**.

Additional information may be requested of the project by the City Manager/designee and/or members of the CIP Advisory Committee.

### Project Criteria

The evaluation of proposed capital projects will be in accordance with the following criteria.

1. **Public Health and Safety (25 Points)** – Project improving the public health and safety of the community will be rated with highest priority. Projects must demonstrate the benefit provided to the community and possible risks from not completing the project. Compliance with state and federal mandates fall under this category.
2. **Promote Tourism/Economic Development (20 Points)** – Projects enhancing and promoting tourism including but not limited to beach renourishment project and the economic support of the convention and hotel industry. Projects promoting desirable economic development within the City shall be rated highly.
3. **Recreation and Aesthetics (10 Points)** – Projects promoting recreational and aesthetic improvements opportunities for the City of South Padre Island citizens are considered priority.
4. **Funding (15 Points)** – Funding availability considerations are included when ranking projects. Grants and funding partnerships are considered first followed by operating revenues, fund balance, and debt. Fund balance may only be used to fund capital projects if the use of reserves will delay or eliminate a proposed bond issue and sufficient fund balance exists to provide necessary

contingency reserves. Debt may be issued to fund non-continuous capital projects benefiting future citizens only after alternative funding sources are explored.

5. **Service and Operational Impact (10 Points)** – The service category prioritizes projects including promotion of improved service delivery or reduction of increased maintenance costs including rehabilitating aging infrastructure. A cost-benefit analysis shall be done to weigh the impact of project rehabilitation to determine if the project will reduce future ongoing maintenance costs. Performance data will also be analyzed when considering projects related to improved service delivery. Future operation and maintenance expenses will be considered as part of this analysis.
6. **Strategic Alignment (10 Points)** – Projects will be evaluated to determine alignment with strategic priorities identified by the City Council and with strategic planning documents such as the Comprehensive Plan.
7. **Sustainability (10 Points)** – Projects designed with environmental impact consideration and creation of the smallest possible ecological footprint and produces the lowest quantity of pollution possible. In an effort to make the City of South Padre Island more sustainable, projects considered environmentally conscious and promote “sustainability thinking” will be awarded additional points through the sustainability criteria.

*See Form: Capital Improvement Plan Project Request Form (2022-2026)*

# Capital Improvement Plan Project Request Form

Project Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Project Leader/Department: \_\_\_\_\_

Comprehensive Plan Goal: \_\_\_\_\_

Project Description

Schedule	Estimated Duration
Estimated Start: _____ Estimated End: _____	<input type="checkbox"/> One-Year <input type="checkbox"/> On-Going <input type="checkbox"/> Multi-Year    # of years: _____

Fiscal
Cost Estimate Derived From: <input type="checkbox"/> Actual Estimate <input type="checkbox"/> Limited Information <input type="checkbox"/> Based on Similar Projects <input type="checkbox"/> Not Supported

Total Project Cost						
Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total

Operating Costs						
The estimated annual cost of operating and maintaining the capital asset.						

**Sustainability**

Describe how the capital project contributes to the sustainability goals of the City.

**Methods for Measuring Outcomes and Performance**

Project Criteria		Yes	No	Points	Comments
1	Does the project preserve or improve public health, safety and welfare or is this project a federal or state mandate?	<input type="checkbox"/>	<input type="checkbox"/>	▼	
2	Does this project support economic development and/or tourism?	<input type="checkbox"/>	<input type="checkbox"/>	▼	

Project Criteria		Yes	No	Points	Comments
3	Does this project promote recreational and/or aesthetic improvements?	<input type="checkbox"/>	<input type="checkbox"/>	▼	
4	Is funding currently available?	<input type="checkbox"/>	<input type="checkbox"/>	▼	
5	Does the project improve service delivery or reduce maintenance costs?	<input type="checkbox"/>	<input type="checkbox"/>	▼	
6	Does this project align with the Comprehensive Plan Goals?	<input type="checkbox"/>	<input type="checkbox"/>	▼	
7	Does this project promote "sustainability" taking environmental impact into consideration?	<input type="checkbox"/>	<input type="checkbox"/>	▼	

**Total**

\*cannot exceed 100 points

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