



CITY AND COUNTY OF BROOMFIELD CAPITAL IMPROVEMENT PROGRAM CITIZEN PROJECT REQUEST

Each year, the City and County of Broomfield (the City) funds numerous design and construction projects, including development of parks and other public facilities, reconstruction and maintenance of streets and utilities, installation of trails and sidewalks, and a multitude of other citywide improvements. These projects may be funded through programs such as the Conservation Trust Fund (lottery proceeds), Parks and Open Space Fund, Urban Renewal Fund, Sewer Fund, Water Fund, and the Capital Improvement Program (CIP). Of these funding sources, the use of CIP money is most affected by direct public input.

CIP project ideas may originate from citizens or City and County staff. After a project is requested, the CIP Division will forward some of the requests to other Boards or Commissions that evaluate particular types of projects. At a minimum, these include the Parks and Recreation Advisory Board, the Open Space and Trails Committee, Public Art Committee, and the Transportation Advisory Committee. These committees will evaluate citizen project requests based on compliance with Broomfield's Master Plan and Strategic Plan and their individual committee goals. These committees will prioritize the projects and provide a list in priority order with detailed project descriptions to the CIP Division for detailed scoping and pricing.

Projects that don't fit within the parameters of the above four committees' roles will be analyzed and ranked by the CIP Committee. The CIP Committee will rank their projects based on:

- their benefit to public safety;
- critical maintenance (protection of existing infrastructure);
- public impact;
- project continuation; and
- quality of life.

Projects recommended by the other committees for funding will be reviewed by the CIP Committee for future inclusion in the CIP 5 Year Plan. Projects will then be forwarded to the City staff to finalize project scope and cost. Next, projects will be incorporated into the CIP 5-Year Plan or the 'future funding' category. The committees may recommend that some projects not get funded and thus not be incorporated into the CIP 5-Year Plan.

Citizen Project Requests will be gathered all year and will be reviewed and prioritized between January and March. The committees will be reviewing the previous plan adopted by Council as well as reviewing new projects requested during this time period. Broomfield staff will prepare a scope for each project, as well as project costs. By June

1st, these requests will be submitted to the City Finance Department to incorporate into the CIP 5-Year Plan and presented to City Council.

Upon completion of the budget process, typically in November, the CIP Division is provided with a list of approved projects to complete the following year. The planning process for the next year begins almost immediately. As a result, any time is a good time to request projects for your community. Input from residents is always appreciated and valued.

Attached is the form that may be used to request future CIP projects. If you are submitting a proposal, please provide as much information as possible. This can include sketches, photos, cost estimates, petitions, etc. If you have any questions, please call Katie Allen, 303-438-6250. Completed forms can be delivered to the Community Development Department at the City and County Building, or mailed to: The City and County of Broomfield, Attn: Eileen Albrecht, CIP Division; One DesCombes Drive; Broomfield, CO 80020. The form may also be faxed to Eileen at 303-438-6297.

**CITY AND COUNTY OF BROOMFIELD
CITIZEN PROJECT REQUEST**

Name: _____

Address: _____

Project Title: _____

Project Location: _____

Project Description: Please provide a detailed description of the improvements your are requesting. The Committee rates project proposals on the following aspects: public safety, critical maintenance (protection of existing infrastructure), public impact, project continuation, and quality of life. How does the project you are proposing address these aspects? Feel free to attach a sketch, photo, or additional documentation.

How did you become aware of this form and the Capital Improvement process?

For staff use only: Forwarded to: _____ Committee Ranking: ____

Request No.: _____ Date Received: _____ From: _____

Cost Estimate: _____

Notes: