Reader's Guide to the 2018-2023 Proposed Capital Improvement Program

The City of Seattle's 2018-2023 Proposed Capital Improvement Program (CIP) includes an introduction, departmental sections, appendix, an index, and a glossary. The introduction provides information on the CIP, allocations, funding sources for capital projects, significant initiatives, support for neighborhoods and neighborhood plan projects, and policies guiding the City's capital investments.

Departmental sections comprise the majority of the CIP document, and contain detailed information on approximately 473 projects. The following departments have sections in this book: Parks and Recreation, Seattle Center, Seattle Public Library, Seattle Department of Transportation, Seattle City Light, Seattle Public Utilities (divided into four sections: Drainage and Wastewater, Solid Waste, Technology Projects, and Water), Seattle Information Technology, and Finance and Administrative Services. The Appendix lists new or expanded capital facilities, as required by the Growth Management Act.

Reading CIP Project Pages

CIP project pages, located in the departmental sections of the CIP, provide the most detailed information about a project. The project pages contain the following information:

Project Type: Projects will have one of three project types: Discrete, Ongoing, or Debt Service. Discrete projects are those with a distinct start and end date and build an individual asset. Ongoing CIP projects are departmental CIP programs that build or maintain a group of similar assets. Debt Service projects show the dedicated funding stream to pay the debt service for a particular project, or group of projects.

Project No.: Unique number identifying a project in the City's automated financial management system.

Start/End Date: Estimated Start and End year of a discrete project. Projects categorized as "Ongoing" in the Project Type field are programmatic and continue year after year, therefore they not display a Start/End Date. Projects without a determined start or end date may show as "TBD" or "On Hold."

BCL (Budget Control Level)/Program Code, BCL/Program Name: A grouping of similar projects into department-specific programs. Also reflects the level at which expenditures are controlled to meet state budget law provisions.

Current Project Stage: The current stage of a discrete CIP Project during budget planning (August of the budget development year).

> *Stage 1—Pre-project Development:* All master planning, asset planning, and needs identification. rough order of magnitude cost estimate[1] for CIP budget established at the end of Stage 1.

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[1] The City's budget ordinance requires that a project be assigned a CIP ID number before spending may occur on a specific project. As a result, Stage 1 project cost estimates/budgets are "Rough Order of Magnitude" estimates based on previously constructed projects, or high-level cost estimates which uses very generic assumptions. Departments will refine cost estimates in Stage 2.

Stage 2—Initiation, Project Definition, & Planning: Define project and create Project Management Plan (or pre-design package), which sets the project baseline (scope, schedule and budget) from which a department measures variance.

Stage 3—Design: 30%-100% design work.

Stage 4—Procurement/Bid: Advertisement, bid review, bid award, and Notice to Proceed.

Stage 5—Construction: All construction activities. (The term *Execution* is used for Seattle Information Technology.)

Stage 6—Closeout: Final project closeout items, includes financial closeout.

Project Category: Projects are identified as New Facilities, Improvements to Existing Facilities, or Rehabilitation or Restoration of Existing Facilities. Technology projects, or those that do not fit into the categories above, are identified as New Investments.

Location: Street address, intersection, or general location of a project. If a project has multiple location entries, only one project location entry will be included in the CIP.

Neighborhood District: The City is divided into 13 neighborhood districts. This field indicates in which (if any) neighborhood district(s), a project is located. Some projects are located in more than one neighborhood district or outside the city, and are so noted.

Council District: The City is divided into 7 Council districts. This field indicates in which (if any) council district(s), a project is located. Some projects are located in more than one council district or outside the city, and are so noted.

Total Project Cost: The expected total project cost estimate of a Discrete project. The Total Project Cost includes any "out year" spending (spending outside the current six-year CIP).

Urban Village: This field indicates whether a project is located in an Urban Village, a designated geographic area expected to accommodate future population and job growth, as defined by the Comprehensive Plan's growth management strategy.

Project Description: Information about the purpose, scope, and history of the project.

Resources: The Resources are all sources of money supporting a particular project such as grants, private donations, debt, Real Estate Excise Taxes, etc. The Resources Table lists the project's revenue sources, life-to-date (LTD) expenditures through 2016; the 2017 revised budget (including 2017 Adopted Budget, carry-forward balances, abandonments, and supplemental appropriations); proposed 2018 appropriations; and estimated appropriation requests for 2019-2023. "TBD" indicates that revenue sources are to be determined.

Fund Appropriations/Allocations: This table lists the appropriating funds, which are those funds through which the department has legal appropriation authority, and dollar information by year. Note that this level of detail on the project pages is for information only. The City appropriates funds at the Budget Control Level.

O&M Costs (Savings): Estimate of significant increases or decreases in operations and maintenance costs as a result of a capital project. "N/C" denotes that operations and maintenance costs are not calculated.

Spending Plan: This field shows the anticipated project spending as of the current planning year.