Reader's Guide to the 2021-2026 Adopted Capital Improvement Program

The City of Seattle's 2021-2026 Adopted Capital Improvement Program (CIP) includes an overview, departmental sections, appendices, and a glossary. The overview 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 most of the CIP document and contain detailed information on each of the capital projects. The following departments have sections in this book: Seattle Parks and Recreation, Seattle Center, Seattle Public Library, Seattle Department of Transportation, Seattle City Light, Seattle Public Utilities, Seattle Information Technology, and Finance and Administrative Services. Appendix A lists new or expanded capital facilities as required by the Growth Management Act. Appendix B lists all projects that will exceed $5 million with their 2020 appropriation as required by Resolution 31203.

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

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 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 use generic assumptions. Departments refine cost estimates at the end of 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. (Note: 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.

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 noted as such.

Council District: The City is divided into seven 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 noted as such.

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 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 the prior year; the current year revised budget (including Adopted Budget, carry-forward balances, abandonments, and supplemental appropriations); adopted appropriations; and estimated appropriation requests for the remaining five years of the CIP period.

Fund Appropriations/Allocations: This table lists the appropriating funds and the annual appropriation total for that specific project for the current year and adopted budget year.

Unsecured Funding: The "Unsecured Funding" table shows the portion of the project cost that does not have committed funding. The "Unsecured Funding Strategy" discusses the department's plan to secure funding for that portion of the project.

O&M Costs (Savings): Description of estimated increases or decreases in operations and maintenance costs as a result of a capital project. "NA" denotes that operations and maintenance costs are not calculated.