How to Interpret the Capital Improvement Program (CIP) documents

The CIP consists of 3 reports that are intended to be used as accompanying documents. They are:

- Spreadsheet by Fund (Projects organized by Fund)
- Narrative by Program with Spreadsheet Integration (Table of Contents at back of PDF, Program Spreadsheet followed by Narrative (1 project per page))
- Unfunded Projects (Visionary Projects that if funding were to become available (through grants or other sources) they may be added back into the CIP)

The Narrative by Program with Spreadsheet Integration report is the most descriptive view of project information. It offers a project description, funding detail, cost detail, service impact, project justification and location description. A Table of Contents is available on the last page of this report. Also, this report prints a blank page in between each Program. Should you choose to print this report and insert it into a binder, the blank pages offer a reference page in between each Program.

The Spreadsheet by Fund summarizes the projects and displays the project name, funding and project cost. The Fund Spreadsheet could have a project listed multiple times if it has funding sources from multiple funds. On the Spreadsheet by Fund, projects in bold indicate a project that is funded in the first fiscal year of the plan. If a project has a + sign before the Project ID, it means that the project has multiple funding sources. The best way to review a project with multiple funding sources is to look up the project in the Narrative by Program with Spreadsheet Integration report.

How do projects get added to the CIP?
Department Heads submit projects into the CIP program. Sometimes, the City Commission and/or Planning Commission request that a project be added to the CIP. The CIP is prepared annually and is a 6-year capital plan.

CIP Coding
Each project in the CIP has a Project ID, Project Name, Program, Category, Project Description, Funding Sources, Cost Detail, Service Impact, Project Justification and Location Description. These are explained in more detail below.

Project ID
Each project has a unique project ID. This year, each project ID includes a unique number, year and the letters CIP. This unique numbering allows projects to be updated in future years, but the data would remain static for how the project was presented in FY18 versus future years. So if a project is in next year's CIP, it would have the same unique project number, year 19, -CIP.

Project Name
Projects are given a name by the project submitter. The name should briefly describe the project.

Program
There are 15 Programs in the CIP. Each project in the CIP is grouped into a Program in an effort to organize like projects together. The Programs are:

- Bridges
- Brown Bridge
- Cemetery
- Civic
- Facilities
- Fire
- Garage
- General Government
- Light and Power
- Parking
- Parks
- Streets
- Walkways
- Wastewater
- Water

Project Category
The categories are: Capital (C), Visionary (V) or Operations and Maintenance (M). Typically, Visionary projects are placed in the final year of the plan as they are placeholders. If they are not active projects, they may be pulled out of the CIP and placed in the Unfunded Projects report. The definitions for the Categories are as follows.

- **Capital Projects-** Generally, this category includes sizable expenditures for items that are new, increases the value of an existing asset, extends the useful life of an asset beyond the original useful life, or increases the capability or capacity of an asset. The costs of these projects will be reported as a capital asset by the City.

  Examples would include: building a new parking deck, a new street such as Silver Drive, reconstruction of an existing street that changes its function, constructing a new bike path, purchasing land for a park, or purchasing new playground equipment, etc. Other examples could include adding an additional floor to a parking deck, expanding a water treatment plant to provide more capacity for treating water, adding additional space to a municipal building, renovation of a municipal building that is already fully depreciated, or generally adding any functions that did not exist previously. (Note, this is not an exhaustive list.)

- **Operation and Maintenance Projects-** Generally, this category includes expenditures that are made to maintain an asset to its original condition instead of extending the asset beyond its original useful life. The costs associated with these projects will be expensed by the City.

Examples would include replacing a deck on a parking deck, replacing fixtures in a building that are part of the original cost of the building, replacing a roof on a building, replacing an elevator or heating, ventilation, or air conditioning system in a building, resurfacing or restriping of a street, etc. These expenses do not extend the useful life of an asset but merely avoid shortening the current useful life of an asset. (Note: this is not an exhaustive list.)

- **Visionary Projects-** Generally, this category includes projects that ultimately could be either Capital Projects or Maintenance Projects. However, since they are planned beyond the normal six years of a capital project plan and/or have no identifiable or secured source of funding, they are considered visionary until more certainty is obtained regarding specifics of the project.

  Examples would include a civic square, an underpass, a new street where none currently exists, a roundabout, an amphitheater, etc. (Note, this is not an exhaustive list.)

Project Description
This field should include project details and offer context for the need for the project.

Funding Sources
These fields indicate the possible sources of funding and what fiscal years funding is needed for the project. For larger projects that anticipate grant and private funding, these funding sources are estimates.

Cost Detail
The project cost field can be based on engineer's estimates of project cost, costs based on similar projects completed by the city in the past, or broad cost estimates based on conceptual plans. Needless to say, these are cost estimates and actual project cost may vary when a project actually goes out for bid.

Service Impact
This field is meant to offer probable impacts to future City operations and maintenance. In addition, in the Cost Detail field, anticipated maintenance cost and maintenance start year are included.

Project Justification
This field is used to substantiate the project reasoning. In addition, if the project stems from an approved plan or guiding document, it should be stated in this field.

Location Description
This field should offer a project address, if there is one, or briefly describe the location.