Capital Improvements Program
Guide to the Budget

In order to showcase those projects that are funded and have work in progress, the Fiscal Year 2011 Proposed Capital Improvements Program (CIP) Budget incorporates project pages for all existing or new projects with funding expended, encumbered, continuing appropriations, proposed appropriations for Fiscal Year 2011 or anticipated funding in Fiscal Year 2011. The CIP currently incorporates six fiscal years of data plus an aggregate column of funding for Fiscal Years 2017 and beyond. However, there are many projects that are not scheduled to begin subsequent phases for several years and many of these projects will undergo dramatic changes in scope before they begin. As a result, schedule and cost data estimates will be revised as projects progress. In addition, projects lacking identified funding for project completion are listed in the departments' Unfunded Needs List.

Schedules

The CIP schedules summarize the funding sources and spending areas of capital improvement projects. These are presented in the Financial Summary section.

Schedule I: Fiscal Year 2011 Capital Improvement Projects by Fund

This schedule displays projects with proposed budgets for Fiscal Year 2011 by fund. These projects are listed alphabetically by project title within each fund. Projects with multiple funding sources may be displayed multiple times within this schedule.

Schedule II: Capital Improvements Program by Funding Source

This schedule summarizes the CIP by significant funding source types. Expended and encumbered amounts, continuing appropriations, Fiscal Year 2011 proposed budget, and anticipated funding through project completion, including unidentified funding needs, are included.

Schedule III: Capital Improvements Program by Project Type

This schedule summarizes the CIP by project type with subtotals for major project type categories. Expended and encumbered amounts, continuing appropriations, Fiscal Year 2011 proposed budget, and anticipated funding through project completion, including unidentified funding needs, are included.

Schedule IV: Capital Improvement Projects by Department

This schedule displays all existing projects and all new projects proposed for Fiscal Year 2011. Expended and encumbered amounts, continuing appropriations, Fiscal Year 2011 proposed budget, and anticipated funding through project completion, including unidentified funding needs, are provided. Projects are ordered by department and alphabetically by project title. For specific project pages, refer to the Index by Number or Index by Project Title.

Schedule V: Capital Improvement Projects Unfunded Needs

This schedule displays a list of all existing and new projects with insufficient funding identified to complete the project. In addition to the amount of funding needed, the total estimated project cost is provided and the percent of the total estimated project cost that requires identification of funding. Projects are sorted from lowest to highest unidentified funding percent.

Project Pages

The CIP project pages are designed to provide citizens and City officials with accurate and informative financial and logistical information for every existing CIP project currently in progress and new projects proposed to begin in Fiscal Year 2011. A brief description of project page components is as follows. Project pages are included in the Capital Improvement Projects section.

Project Attributes

Department and Project Type

The department listed is the operating department that will be responsible for operating or maintaining the asset once complete. Each department's CIP is organized by project type. Project types are a more specific manner of categorizing the kind of improvement provided by each project. For a complete listing of all project types, refer to Schedule III in the Financial Summary section. In the project pages, the project type is listed below the department name. Some project types, such as Buildings, are used in several departments.

Project Title and Number

Each project is identified by a unique project number. The first character of the project number indicates the kind of project. The following list describes the characteristics of each kind of project:

A: Annual Allocation – These projects are typically for ongoing repair and replacement requiring funding on an annual basis. Individual projects funded by an annual allocation are typically smaller projects that are expected to be completed in a short timeframe. The funding information provided for annual allocation projects aggregates all funding in existing sub-projects and will fluctuate as individual projects are completed and new projects are added.

S: Standard/Standalone – These projects are typically limited to a single asset but may be of any size and duration.

L: Large/Phase Funded - These projects are a combination of multiple assets into a single project in order to achieve efficiencies. Each individual asset will be capitalized as that portion of the project is completed. As a result, the total estimated project cost will be reduced as each asset is completed.

Council District

This indicates the City Council District (1-8) in which a project is located. Projects that have a Citywide impact or are outside the City limits are also noted.

Community Plan

This component lists affected community planning area(s). Projects that have a Citywide impact or are outside the City limits are also noted. For additional information on community planning areas, refer to the Community Planning section.

Project Status

The project statuses serves as an indicator of project progress. Below is a description of these statuses:

Created – This indicates that the project has been identified but that additional action, such as budgetary authority, is required before activity may begin on the project.

Released – The project is active.

Technically Complete – The asset is primarily completed and has been put into service.

Closed – The project has been completed and the asset has been capitalized. Closed projects are not included in the CIP budget.

Duration

The estimated starting and ending fiscal years are provided for each project.

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Improvement Type

This attribute describes the project's impact on existing assets. A project may provide *betterment*, *expansion*, *replacement* or *widening* of an existing City asset or may result in a *new* asset to the City.

Contact Information

This provides the name, email address and phone number of the project manager, at the time of publication.

Project Description

Description

This component provides a brief statement explaining the scope and boundaries of a project as well as defining its impact on the surrounding neighborhood(s).

Justification/Public Benefit

This component explains why a project is needed and describes any legal requirements for the project, including State or federal mandates.

Operating Budget Impact

This component describes any ongoing operating expenses anticipated upon completion of the project and the impact on the City's operating budget. An operating budget impact table may be included to provide additional detail. The table includes anticipated staffing and expenditure impacts for the next five fiscal years by department and fund. Operating budget impacts include new funding requirements to support the operation and maintenance of the building, facility, park, or other infrastructure once it is opened.

Relationship to General and Community Plans

This component indicates whether a project is consistent with the affected community plan(s) and is in conformance with the City's General Plan. Additional information can be found in the Community Planning section.

Schedule

This component provides the anticipated project schedule and includes the year(s) when design, construction, and other phases are expected to begin and end.

Summary of Project Changes

This component provides a comparison between the Fiscal Year 2011 Proposed Budget and the Fiscal Year 2010 Annual Budget. Changes may have resulted from modifications to the project scope, City Council action (resolutions and/or ordinances), updated total project cost estimates and revised funding sources.

Project Funding

Expenditure by Funding Source

This table lists the amounts, sources, and estimated timing of funding for the project through project completion. Projects typically extend beyond a given fiscal year. The total estimated project cost includes project activity since inception and additional funding proposed or anticipated in future fiscal years. Expenditures, encumbrances and continuing appropriations from the current and prior fiscal years are included, in addition to proposed budget requests and projections of budget needs in outlying years. All existing projects will have expenditures, encumbrances, and/or continuing appropriations. These projects may include additional proposed funding in Fiscal Year 2011, as well

as in future fiscal years, depending upon project scheduling and funding needs. Descriptions of common funding sources for the CIP can be found in the Funding Sources section.

Expended and Encumbered - Projects initiated prior to Fiscal Year 2011 typically have costs and encumbrances. This is shown on the project page as expended and encumbered and includes all funds that have been expended in the project as well as any contractual or other obligations shown as encumbrances. Expended and encumbered is a cumulative amount since project inception.

Continuing Appropriations - Appropriated funding previously approved by City Council but not yet expended or encumbered is reflected as continuing appropriation amounts. Continuing appropriations are a cumulative amount of unexpended and unencumbered appropriations since project inception.

Fiscal Year 2011 Proposed Budget - The Fiscal Year 2011 proposed budget is the requested increase in the project budget for the upcoming fiscal year. If approved by City Council, this amount is included in the annual appropriation ordinance, which gives the City the authority to expend from the capital improvement project. The annual appropriation ordinance also provides guidance regarding the administration of the CIP during the course of the fiscal year. Modifications to a project budget may occur during the course of the fiscal year through City Council action.

Fiscal Year 2011 Anticipated – Funding that is expected in Fiscal Year 2011 but is not proposed to be appropriated at this time is reflected as anticipated funding for the upcoming fiscal year. Anticipated funding includes sources, such as grants, that require additional City Council approval prior to budgeting or that are unpredictable revenue streams, such as land sale proceeds.

Outlying Fiscal Years - Projects that extend beyond Fiscal Year 2011 include future year cost estimates that are projected based on project scheduling and funding availability. The City is not legally bound to any projections made in Fiscal Years 2012 and beyond because they are not contained within the annual appropriation ordinance. Revisions and refinements of project scope, cost estimates, scheduling, and funding will affect the outlying year projections.

Unidentified Funding - If a specific funding source has not yet been identified to fund completion of the project, the needed funding amount will be reflected as Unidentified Funding. This amount is an estimate based upon the current estimated total project cost and schedule. Changes in project scope, cost estimates and scheduling may affect future funding needs.

Unfunded Needs List

The Unfunded Needs List for each department provides a concise list of projects that are partially funded. This list provides the project title and number, estimated total project cost, amount of funding required for the project to be completed, and the percent of the total estimated project cost that requires identification of funding. Unfunded Needs Lists are included in the Capital Improvement Projects section following the project pages within each department section.