
MEMORANDUM

TO: City Council

FROM: Sara S. Hartzell, Planner

SUBJECT: New CIP Format

DATE: July 6, 2007

Attached is the *City Council Review Edition of the 2007/2008 - 2012/2013 Capital Improvement Program*. This memo is intended to help you in the navigation of this document.

One of the first things you will notice when you open this copy of the CIP is the new format. This is the result of a year-long re-vamp of the CIP. About a year ago, we began discussions on our data collection procedure, capabilities for analysis, and the desire for a strong link to geographic information systems (GIS). What followed was a year long process involving interviews with City staff, analysis of needs, and the development of an Oracle database and ArcGIS Server mapping application that will change the way we look at the CIP document. What you are seeing is the first fruit of this effort - one that we will continue to cultivate and improve upon.

I wanted to pass some information along to you regarding the format of the printed document. It does look different from what you have seen in the past, and it will take some getting used to, but I hope that we have produced a document that will be more meaningful and useful. If you would like more information on the process we went through to develop this system, how the system functions, and/or plans for the future, I would be happy to spend time with you showing you what we are doing.

First of all, the layout is done in landscape format. Some of the codes you are familiar with are no longer used - such as the two letter abbreviations for funding sources and the abbreviations for Comp Plan conformity - these are all spelled out in full. Project numbers are longer than previous and are generated during the entry of data into the system. These numbers are unique and run with the project throughout its lifetime. Maps are labeled using the last four digits of the project number.

We have the same four summary tables at the beginning of the document - however, the General Revenue and General Obligation Bond tables look different - similar to the Funding Summary I will describe later.

Project Summary:

070800000337 - 2007/2008 PC - Fire Prevention Garage

Description:

The Bureau of Fire Prevention needs to build a building to house the specialized equipment that they have acquired. They are currently renting space that is not suitable for their needs. The proposed building would not only house the needs of the Bureau, but would have enough space for the Citizen Information van.

Comp Plan Conformance: Generally Conforms with Plan

Anticipated Date In Service: 12/31/2008

Group: (None)

Program: (None)

Status: New

Rating: A

Prior Appropriations

Six Year Total

Costs Beyond

Project Total

\$0.0

\$130.0

\$0.0

\$130.0

Activity

Construction

2007/2008

2008/2009

2009/2010

2010/2011

2011/2012

2012/2013

X

We previously had most information on a project in a spreadsheet format - with the description of the project in a separate section. The new format brings more information for each project into the Project Summary, the first report for each department. The Project Summary provides all of the information on the project, with details on funding sources and years in a separate report.

070800000337 - 2007/2008 PC - Fire Prevention Garage

The first line shows identifying characteristics for the project. **Project Number** is a twelve-digit number generated during entry of data into the system. The first eight digits are generated through choices made during data entry, the last four digits are consecutive numbers given according to order entered. For more information see page 4 of the CIP. It is convenient, and has been common practice during CIP discussions, to refer to projects by those final digits, i.e. 070800000337 is referred to as "project 337". The Project Number is followed by the **Project Version**. In most cases this will be "2007/2008 PC", however the user does have the option to create alternate versions of a project and you could have "Obrist PC" for Jerry Obrist's version of a water project, for instance. The "PC" represents the edition - Planning Commission Review Edition - of the CIP. The Project Version is followed by the **Project Title**.

Description:

The Bureau of Fire Prevention needs to build a building to house the specialized equipment that they have acquired. They are currently renting space that is not suitable for their needs. The proposed building would not only house the needs of the Bureau, but would have enough space for the Citizen Information van.

The Second line begins the **Description** of the project. Users have the ability to enter up to 2000 characters of text.

Comp Plan Conformance: Generally Conforms with Plan

Anticipated Date In Service: 12/31/2008

The Description is followed by the recommendation of **Comp Plan Conformance** for the project, on the left, and the **Anticipated Date in Service** on the right. Comp Plan Conformance, again, is written out in full, rather than abbreviated. The Anticipated Date In Service is an estimate by the user of when this capital improvement could actually be used by the public. This was added in response to comments by City staff that the previous version did not give them the opportunity to communicate the actual schedule of the project and when it would be completed. The Activity matrix at the bottom is also an attempt to address this concern, I will explain that more later.

Group: (None) **Group** and **Program** are new terms added to this report, but not new ideas. In the past, users placed their projects into related groups that showed different programs in their departments, with control over the spreadsheet and word processing programs used to produce that report. The new format would not allow them to directly control how these projects were grouped without some sort of hierarchy being built into the system. When these projects are printed out in reports, they are ordered according to these "layers" of relationship so that all projects in a Group appear together, within that Group they are separated into Programs, and then within the Program they are ordered according to a Priority Ranking given by the user. This is also reflected by two digits codes in the Project Number (see Page 4 in CIP).

Status: New

Rating: A

To the right on that same line, you will see **Status** and **Rating**. The Rating is the familiar A, B, and C system used in the past, with A being Urgent, B Necessary, and C Desirable. The Status is a new field. Status allows us to give additional information on the project. The Status designation defaults to "New" when a project is entered for the first time, so most of the projects will show as "New" unless the user took the time to change the Status designation. Next year, this system will move all of these CIP projects up one year to create the new CIP. At that time, the Status on all "New" projects will automatically change to "Continued" and the departments can make adjustments in these projects and enter new projects. Other

Status designations that can be selected by the user are *Delayed* to show projects which may have appeared in a previous CIP in an earlier year, *Ongoing* to show projects that are part of the departments regular business and have no end date such as Arterial Street Rehabilitation or Street Tree Replacement, *Completed* to show that this project has been completed and the capital improvement is in service, *Voided* to show projects which were mistakenly entered, and *Discontinued* to show projects that have been dropped from the CIP program (Note: *Completed*, *Voided* and *Discontinued* projects will not appear in printed reports but are stored in the database).

Prior Appropriations	Six Year Total	Costs Beyond	Project Total
\$0.0	\$130.0	\$0.0	\$130.0

The next line shows funding information with familiar labels: Prior Appropriations, Six Year Total, Costs Beyond and Project Total. This system has the capability of storing funding information from up to 6 years in the past and up to 24 years in the future for a total of 30 years of funding information. At this time, departments were not required to go back six years and fill in all prior funding, but most entered funding that was approved in the previous two or three years. In the future, the system will store this information and report it here as **Prior Appropriations**. Several Departments took the opportunity to project their CIP beyond the required 6 years, these funds are shown in the **Costs Beyond**. The **Six Year Total** is the total funding shown in FYs 2007/2008 - 2012/2013. All three of these funding amounts are added together to become the **Project Total**. Details of the Six Year funding sources, years, and amounts are shown on the Funding Summary - By Project report, explained later. In addition, we are capable of running funding reports that show details of the Prior Appropriations and Costs Beyond, but these reports are not included in the 6-Year CIP printed document.

Activity	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Construction		X				

The final section of this report is the **Activity** matrix. Previously, activities were sometimes shown in Form B, Column 11. However, this column gave no information on the timing of the project. This often led to confusion when the public looked at a project and assumed that the funding years shown on Form A were the actual years that construction took place. In fact, what often happens is that funding must be accumulated over a period of years before construction can begin, or equipment can be purchased. The Activity matrix allows departments to show what types of activities are part of the project and when those activities are planned to take place. The Activity selections available to users are *Preliminary Plans*, *Final Plans*, *Land Acquisition*, *Construction*, *Equipment*, *Furnishings*, and *Other*, which allows a 25-character description.

Map and List

GIS was used previously to create CIP maps, but the objects added were not geographically linked and the capacity for analysis did not exist. ArcGIS Server which is an internet based program, will allow us to create an interactive mapping portal through which user can enter project information by importing data or creating geographically linked objects, and connecting those objects to the database through the Project Number. This portion of the system is still in its infancy, but it was used to create all of the maps in the printed document and the map can be viewed online through a networked computer. Eventually we will have the system fully integrated and we will have an interactive map service (IMS) through which the public can view all CIP projects.

You will notice that the symbology for projects is unique to the department, and were this report printed in color you would see unique colors used. When this service is placed on the internet, this will allow viewers to distinguish between department projects. The List shows the labels as the last four digits of the project numbers.

Funding Summary - By Project

070905000115 - 2007/2008 PC - Park Landscape							
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	
Fund Source							
General Revenues	\$5.0	\$5.0	\$5.0	\$5.0	\$50.0	\$50.0	\$120.0
Landfill Revenue	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$3.0
Other Financing	\$5.0						\$5.0
	\$10.5	\$5.5	\$5.5	\$5.5	\$50.5	\$50.5	\$128.0

This final part of the department report is in the same format as the General Revenue and General Obligation Bonds reports at the beginning of the CIP. The exception is that these two reports filter out only the appropriately funded projects.

070905000115 - 2007/2008 PC - Park Landscape

This report begins with identifying information - **Project Number, Version and Title** - that was described above.

	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	
Fund Source							
General Revenues	\$5.0	\$5.0	\$5.0	\$5.0	\$50.0	\$50.0	\$120.0
Landfill Revenue	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$3.0
Other Financing	\$5.0						\$5.0
	\$10.5	\$5.5	\$5.5	\$5.5	\$50.5	\$50.5	\$128.0

Following that information is the **Funding Source** matrix which shows the funding requests planned for each funding source (spelled out in full, no more two letter abbreviations) separated by year. At the bottom of each column is a total for that fiscal year. At the end of each row is the total for that funding source. A six-year total appears at the lower right-hand corner. Each individual project has its own matrix, and projects appear in the same order as they do in the Project Summary report.

Funding Sources							
Fund Source	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	
Athletic Fees	\$25.0	\$25.0	\$25.0	\$25.0	\$375.0	\$25.0	\$500.0
S.O. Bonds	\$0.0	\$0.0	\$19,900.0	\$0.0	\$0.0	\$0.0	\$19,900.0
General Revenues	\$345.4	\$245.0	\$130.5	\$130.0	\$1,001.0	\$1,002.0	\$2,853.9
Golf Capital Improvements	\$165.0	\$15.0	\$95.0	\$165.0	\$305.0	\$305.0	\$1,050.0
Impact Fee Revenues	\$233.6	\$148.5	\$364.5	\$292.5	\$360.0	\$90.0	\$1,489.1
Keno Funds	\$600.0	\$0.0	\$0.0	\$0.0	\$1,000.0	\$1,000.0	\$2,600.0
Landfill Revenue	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$3.0
Other Financing	\$920.0	\$2,490.0	\$25.0	\$0.0	\$0.0	\$500.0	\$3,935.0
Revenue Anticipation Notes	\$2,200.0	\$2,130.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,330.0
Tennis Fees	\$2.5	\$2.5	\$2.5	\$2.5	\$2.5	\$2.5	\$15.0
Transportation Enhancement	\$240.0	\$360.0	\$360.0	\$360.0	\$360.0	\$360.0	\$2,040.0
	\$4,732.0	\$5,416.5	\$20,903.0	\$975.5	\$3,404.0	\$3,285.0	\$38,716.0

* Amounts are in thousands of dollars

At the end of this report is a matrix showing all of the **Funding Sources** being used by this department, the amount shown for each year, and the totals as described above.

This change in procedure and format for the CIP is the result of many hours of coordination and effort. I have received much positive response from users, as well as many suggestions for changes. As I wrote earlier, this is the first fruit and we still have much to do.

If you have suggestions for changes, questions, or would like more information, or even a demonstration, please feel free to contact me at any time.

I want to make sure that I thank the Information Services Department (IS), particularly Nick Wemhoff, Jim Anderson, and Terry Lowe. When we began this process we looked at many available programs. Many of these did not meet our needs and few integrated GIS to even a small degree. And the cost! It would have run into the hundreds of thousands of dollars, with continued maintenance and upgrades. We sought the advice and assistance of Terry, Nick and Jim and they were able to work with us to produce a custom product at a *very* small fraction of that cost. We still have much work to do and IS continues to be enthusiastic and creative in their assistance.

Please contact me at 441-6372 or shartzell@lincoln.ne.gov if you have any questions.

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Lincoln City-Lancaster County Planning Department
555 S. 10th St., Rm. #213 Lincoln, NE 68508
Phone: 441-7491 Fax: 441-6377