

## CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT STATUS REPORT GUIDE

### CIP Project Status Reports

**Major Projects Report** – Projects with definitive beginning and end dates (Attachment B).

**Ongoing Projects Report** – Projects with no definitive end date (Attachment C).

### Guide for Report Contents

**Title and Description** – The title is the common project name utilized by Staff in identifying the project. The description provides a brief overview of the project including scope (e.g. design, construction, etc.).

#### **Projects labeled with “New” or “Close”–**

- "New" means the project is new since the last report; new projects are most often added due to the adopted budget, carryover actions, supplemental actions or approved reallocations.
- "Closed" means the project is complete and ready to close, or complete but in the warranty period, and the project will be removed from future status reports. Project accounts are typically left open in the financial management system until the warranty period is complete.

**Fund Name** – Each project has one fund identified in the title/description field. For project with more than one fund, only one fund appears due to reporting functionality limitations; if there are additional funds supporting the project, this will be disclosed in the project description.

**Planned Start & Completion Dates (major projects only)** – Planned start dates indicates the actual or estimated time when project activities began. Planned completion dates provide the actual or estimated time when project activities were, or will be completed.

#### **Budget –**

- Major Projects – total cumulative budget authorized since project inception.
- Ongoing Projects – current fiscal year available budget, which reflects the total cumulative budget authorized since project inception, less amounts previously capitalized/expensed at year end due to Generally Accepted Accounting Principles. Year-end accounting entries reduce the budget in an equal amount of expenditures that were capitalized/expensed at the end of each year. Using this methodology better reflects available near-term financial resources available to support these ongoing projects.

**Actual** – Actual expenditures processed to date, excluding encumbering purchase orders. Similar to the budgetary data, only major projects include cumulative expenditure data. In some cases, a project may show as complete in the status update, with little or no expenditure activity. Typically, this scenario caused by the timing of invoice processing.

**Status** – A brief update as to the progress made on this project from the previous status report to the current, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc.

**Estimated % Complete (major projects only)** – Identifies the amount of the overall project, as funded by authorized appropriations and defined in the project Title/Description that is complete.

The estimate is based solely on what has been funded to date (such as planning and design) and may not include actual completion/construction of the project.

Depending on the nature of the project, there may be one value for the entire project, or by specific phase.

Percent complete does not necessarily correlate with amount of expended budget. For example, City Council may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. However, when looking at the overall project, which might be for the construction of a new bridge, the design component is only 5% of the overall project; however, City Council has not appropriated the construction funds as of yet and therefore this percent complete would remain at 75% until the total project funds are appropriated. Once the entire project budget is appropriated, the percentage complete column would be adjusted to 5%, reflecting the percentage of the total project that the design work represents. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed. Additionally, differences may occur due to the timing of invoice processing.

**Identified Resources** – At a minimum, this includes the City project manager who is responsible for oversight of the project. Other resources include external parties that have a significant involvement with the project such as contractors, engineers, external project managers (typically used for very large and complex projects) and vendors.

**Construction Change Order Reporting** – This section only appears on projects that require disclosure of construction change orders, as required by Westminster Municipal Code. Staff will also use this section to report on construction change orders where formal Council action is not required; reporting this information in the CIP Status Reports presents this information in a streamlined fashion and addresses a reporting requirement in the Westminster Municipal Code.

**Project excluded from report** – In addition to project accounts previously marked as “Close”, projects excluded from the status reports are limited to project accounts that are not true projects, but project accounts set up for specific transactions. Examples include:

- Project accounts primarily used for salaries (e.g. Parks maintenance, energy coordinator).
- Projects accounts representing capital outlay replacement (e.g. fleet acquisitions, PC replacement).
- Project accounts used to fund debt service (e.g. HUD section 108 loan).
- Project accounts used to process Payment In Lieu of Use Taxes (PILUT) transactions from the Utility Fund to the Sales & Use Tax Fund, in connection with Utility Fund capital improvement projects.
- Project accounts that include interfund transfers to avoid double counting of the authorized project expenditures. This usually involves projects that are budgeted as interfund transfers in the General Capital Improvement Fund, and later transferred to the Westminster Economic Development Authority (WEDA) Fund where the actual project expenditures will be budgeted.