
CAPITAL IMPROVEMENT

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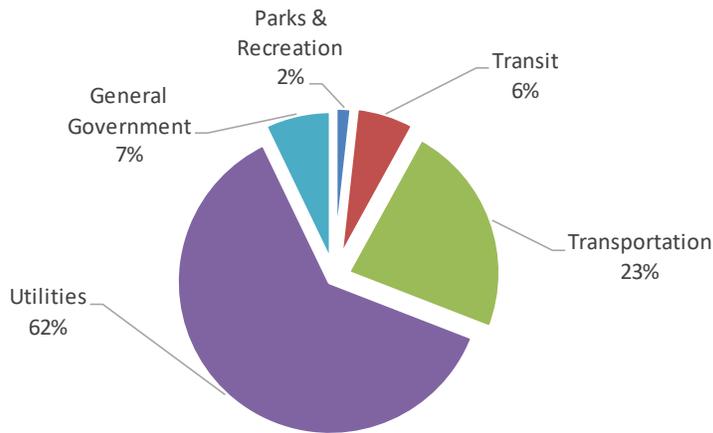
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2021 CAPITAL EXPENDITURES

The total budgeted capital expenditures by major category for 2021 are listed below. Please see page 4-3 for an explanation of how expenditures are budgeted (through the operating budget or a separate capital budget) and pages 4-6 thru 4-10 for a detailed list of capital expenditures.

2021 Budgeted Capital Expenditures

Category	Included in		Total	Percent of Total
	Operating Budget	Capital Budget		
General Government	\$ 4,223,998	\$ 1,890,000	\$ 6,113,998	7.1%
Transit	4,431,188	917,650	5,348,838	6.2%
Parks & Recreation	907,053	596,322	1,503,375	1.8%
Transportation	3,215,188	16,441,348	19,656,536	22.9%
Utilities	6,258,000	46,902,000	53,160,000	62.0%
TOTAL	\$ 19,035,427	\$ 66,747,320	\$ 85,782,747	



CAPITAL IMPROVEMENT PROGRAM OVERVIEW

The Capital Improvement Program (CIP) implements the City’s policy to preserve physical assets, minimize future maintenance and replacements costs, and plan for future capital investments. Capital assets are essential to the support and delivery of many of the City’s core services.

The CIP attempts to set funding strategies not only for the current year, but also to project future needs for major construction, land acquisition, and equipment needs that support and enhance the City’s infrastructure, cultural environment, and recreational opportunities. Capital projects are viewed not only in the context of how much the new project will cost, but also what impact the project will have on the City’s current and future operating budgets.

The Capital Improvement Program includes both capital expenditures and capital projects, defined as follows:

Capital Expenditure – Charges for the acquisition of equipment, land, building, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of more than one year.

Capital Project – Project that has a specific objective, is easily distinguishable from other work being performed, has a definite beginning and end, does not occur annually (nonroutine), and typically has a total cost in excess of \$100,000.

While the CIP does not cover routine maintenance, it does include renovation, major repair, or reconstruction of damaged or deteriorated facilities. It also may include items not usually found in a CIP such as furniture and equipment. These items may be included in a capital project's overall cost if they are clearly associated with a newly constructed or renovated facility.

IMPACTS OF GROWTH MANAGEMENT

Capital facilities planning and financing are subject to the State of Washington Growth Management Act (GMA). The GMA requires that communities adopt comprehensive plans designed to guide the orderly development of growth over the next twenty years.

To comply with the GMA, the City updates its comprehensive Capital Facilities Plan (CFP) annually. The CFP provides long-range policy guidance for the development of capital improvements. The purpose of a CFP is to identify and coordinate those capital improvements deemed necessary to accommodate orderly growth, set policy direction for capital improvements, and ensure that needed capital facilities are provided in a timely manner.

The GMA requires that the CFP contain the following elements:

- An inventory of existing public-owned capital facilities showing locations and capacities;
- A forecast of the future needs for such capital facilities;
- The proposed locations and capacities of expanded or new capital facilities;
- A minimum six-year plan that will finance such capital facilities within projected funding capacities and clearly identify sources of public money for such purposes; and
- A requirement to reassess the land use element if projected funding falls short of meeting existing needs.

The GMA defines capital facilities and utilities as mandatory elements for inclusion in the comprehensive plan. Capital facilities and utilities represent the infrastructure, or foundation, of a community and are integral to accommodating growth.

The CFP must include the full range of public services: water, sanitary sewer and storm water, police and fire, solid waste/recycling, parks and recreation, transportation, libraries and public housing. However, all facilities are not required to be in place (financed) when the impacts of that new development occur.

CAPITAL BUDGETING PROCESS

The CFP provides a framework from which the individual departments, Administration and Council work when determining which projects to move forward with. Identifying the capital asset needs of the city is the first step in developing an overall capital improvement program. When identifying capital asset needs, the City looks at current and estimated future service levels, whether existing assets need repair or replacement, and improvements that would support growth and development.

After needs are identified, projects are proposed and analyzed for benefits and costs including their impact on future operating budgets. Requirements are prioritized and available resources and/or funding strategies are identified. Part of the planning process is to ensure that available capital resources are allocated to the City's highest priority projects. Once the capital assets/projects are selected, the expenditures can be authorized.

Capital expenditures can be authorized in one of two ways. First, capital expenditures can be authorized as part of the current operating budget if the capital project can be completed within the budget year. Second, capital expenditures can be authorized via the creation of a Capital Project Fund.

A Capital Project Fund is created through a Plans and Systems Ordinance that is adopted by the City Council and typically has a project life in excess of one year. The process of creating a separate capital project fund for each major capital project was established to improve management control and planning for these projects. Funding sources and expenditures are segregated from current operating expenditures and placed in the separate capital project fund. The capital project fund projects are budgeted for project length; therefore, funds not spent in the current year will automatically be carried over to the next year until completion of the project.

Steps for authorizing capital expenditures under each method are detailed below.

Capital expenditures approved as part of the current operating budget:

- Step 1 - The department includes capital expenditure requests in their annual department budget.
- Step 2 - The capital expenditures are reviewed by Budget and Administration as part of the annual budget process.

Please refer to the Budget Process section of the budget for steps in adopting the annual operating budget.

Capital expenditures approved via creation of a capital project fund:

- Step 1 - The department prepares a proposed Plans and Systems Ordinance. Key elements of the ordinance include the scope of the capital project and a complete and balanced budget for the entire project, including a breakout of revenues and expenditures.
- Step 2 - Other affected departments review and approve.
- Step 3 - The Mayor, Administration, and the Legal department review and approve.
- Step 4 - The proposed project is presented to City Council at a City Council meeting. Citizens can comment on the project at this time.
- Step 5 - City Council adopts the proposed Plans and System Ordinance. Three readings are required to adopt a Plans and Systems Ordinance. Citizens have additional opportunity to comment on the project at this time.

CAPITAL IMPROVEMENT PROGRAM CATEGORIES

The City has divided its capital improvement program into five categories based on the primary funding sources available to each and the related restrictions on the usage of those resources. The five categories are described below.

GENERAL GOVERNMENT

This category includes capital facilities and equipment associated with the general government including police precincts, fire stations, maintenance yards, shop facilities, and general government office facilities throughout the city. This category also includes all general government vehicles and equipment. Primary funding sources for these facilities are general tax allocations and general obligation bonds.

PARKS & RECREATION

The parks system includes regional, community, neighborhood, and mini parks, as well as trails and cultural and recreational facilities. The Park Department's portion of the City's Comprehensive Plan identifies goals and priorities for capital development and maintenance. The major resources used to fund capital projects include a portion of the second quarter real estate excise tax and general fund contributions.

The City's two golf courses are also maintained by the Parks Department and are included in the Park's section of the Comprehensive Plan. The primary funding sources for golf capital projects are user fees and debt issuance.

TRANSPORTATION

This category includes all transportation infrastructure within the City limits except for most elements related to state or federal highways. This infrastructure includes roads, bridges, traffic signals, street lights, trails and other pedestrian walkways. The City's Six-Year Transportation Improvement Plan (TIP) sets the priorities for specific transportation capital projects. Major funding sources include the City's share of the state-shared gas tax, a portion of the second quarter real estate excise tax, federal and state transportation grants, mitigation fees, and public works trust fund loans.

This category also includes capital expenditures associated with the City's parking garage, which are funded primarily by user fees.

TRANSIT

This category includes all transit capital facilities, including Everett Station and other transit centers, transit amenities such as bus stops and shelters, and fixed route and paratransit vehicles. Transit capital projects are prioritized in the City's Six-Year TIP. Major funding sources include Federal Transit Administration (FTA) discretionary and formula grants, Washington State Department of Transportation grants for paratransit services, and a local six-tenths of one percent sales tax revenue dedicated to Everett Transit.

UTILITIES

This category includes all water and sewer infrastructure including water stations, sewer treatment facilities, water and sewer transmission systems, and storm water retention facilities. The Utility division maintains its own capital improvement plan, which is in prepared in conjunction with the City's Comprehensive Plan, to prioritize and plan for future capital needs. The primary funding source for utility capital projects are user fees. Other significant resources are developer contributions, public works trust fund loans and revenue bonds.

2021 CAPITAL EXPENDITURE DETAIL

The tables on the following pages present detail of the city's 2021 capital expenditures. The tables are broken out first by major categories as described in the previous section and then by routine versus nonroutine capital expenditures as defined below.

Routine capital expenditures are those that are included in almost every budget and will not have a significant impact on the operating budget. Nonroutine capital expenditures are expenditures for significant capital projects that typically have a total project cost of over \$100,000 and that do not occur on an annual basis. Nonroutine significant capital projects may or may not have an impact on the operating budget.

The nonroutine capital expenditure tables identify the estimated impact the capital expenditure will have on the City's operating budget. Maintenance for a minimum of 10 years is considered when determining the long-range cost of a capital project. The level of impact on the annual operating budget is defined in the table below.

IMPACT LEVEL	
Positive (P)	The project is expected to reduce operating costs or generate income to offset any additional expense.
Negligible (N)	The impact on the operating budget will be minimal. M & O expenses are estimated to increase by \$10,000 or less.
Moderate (M)	M & O expenses are estimated to increase between \$10,001 and \$50,000.
High (H)	M & O expenses are estimated to increase by \$50,001 or more.
Undetermined (U)	Not yet calculated because a specific capital expenditure/project has not yet been identified. For practicality, the City budgets for some unidentified capital expenditures (unanticipated expenditures or project overages).

An asterisk (*) in the "M&O Impact" column indicates the project is described in more detail. **DETAIL PROJECT NARRATIVES ARE NOT INCLUDED IN THE PROPOSED BUDGET DOCUMENT. THEY WILL BE INCLUDED IN THE FINAL BUDGET DOCUMENT.**

GENERAL GOVERNMENT

Routine Capital Expenditures	
Fund/Project Description	2021 Budget
Fund 110 - Library	
Books/periodicals/non-print material	\$ 689,085
Fund 126 - Motor Vehicle & Equipment Reserve	
Vehicle replacements - Police	1,188,000
Vehicle replacements - Fire	50,000
Vehicle replacements - Engineering	75,000
Vehicle replacements - Parks	261,600
Fund 152 - Cumulative Reserve Fund for Library	
Books/periodicals	13,630
Fund 153 - Emergency Medical Services Fund	
Two (2) Medic units, with power lift stretchers, and thermal imaging cameras	548,486
Fund 155 - Gen Gov Special Projects	
Various Public, Educational, and Governmental (PEG) fee projects - not yet assigned	135,000
Fund 156 - Criminal Justice Fund	
Software & hardware to transition to a "paperlite" court	25,000
Boathouse for public safety vessel Marine 2	80,000
Fund 501 - Motor Vehicle Division	
Shop equipment replacement	15,000
Fund 505 - Information Technology Reserve	
Server and storage infrastructure	198,000
Network and datacenter infrastructure	271,000
Department line of business infrastructure	133,197
TOTAL GENERAL GOVERNMENT - Routine Capital Expenditures	\$ 3,682,998

GENERAL GOVERNMENT - CONTINUED

Nonroutine Capital Expenditures					
Fund/Project Description	Project Budget	Prior to 2021 Estimate	2021 Budget	After 2021 Projected	M&O Impact
Fund 342 - Facilities Construction Fund					
Prg 027 - Fire Admin Bldg Tenant Improvements	\$ 1,600,000	\$ 120,000	\$ 1,480,000	\$ -	P
Prg 028 - Fire Admin Bldg Masonry Restoration	20,000	8,000	12,000	-	P
Prg 029 - Fire Station 2 & 6 Additions & Alteration	850,000	520,000	330,000	-	P
Prg 030 - EMB Elevator Modernization	30,000	1,000	29,000	-	P
Prg 031 - Police Headquarter Window Replacements	40,000	1,000	39,000	-	P
Fund 501 - Motor Vehicle Division					
Vehicle lift	60,000	-	60,000	-	N
Fuel infrastructure upgrade	181,000	-	181,000	-	P
Fund 507 - Telecommunications Fund					
Phone system modernization project	300,000	-	300,000	-	N
TOTAL GENERAL GOVERNMENT - Nonroutine Capital Expenditures			\$ 2,431,000		

TOTAL GENERAL GOVERNMENT CAPITAL EXPENDITURES	\$ 6,113,998
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TRANSIT

Routine Capital Expenditures	
Fund/Project Description	2021 Budget
Fund 425 - Transportation Services/Transit Fund	
Forklift replacement	\$ 81,000
Service Vehicle	42,481
Everett Station Preventative Maintenance	80,374
Bus Shelters/Passenger Amenities	139,821
Everett Station Lighting and Grounds Rehab	69,865
TOTAL TRANSIT - Routine Capital Expenditures	\$ 413,541

Nonroutine Capital Expenditures					
Fund/Project Description	Project Budget	Prior to 2021 Estimate	2021 Budget	After 2021 Projected	M&O Impact
Fund 425 - Transportation Services/Transit Fund					
Inductive Electric Bus Charging	\$ 2,700,000	\$ -	\$ 2,400,000	\$ 300,000	P
Electric Buses	1,617,647	-	1,617,647	-	P
Everett Station Major Repairs	425,326	-	425,326	-	U
ORCA Next Generation	492,324	-	492,324	-	U
TOTAL TRANSIT - Nonroutine Capital Expenditures			\$ 4,935,297		

TOTAL TRANSIT CAPITAL EXPENDITURES	\$ 5,348,838
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PARKS & RECREATION

Routine Capital Expenditures	
Fund/Project Description	2021 Budget
Fund 101 - Parks & Recreation	
Parks capital projects:	\$ 219,053
Exterior/interior building upgrades	
Park amenity improvements	
Park landscape rejuvenation	
Fund 440 - Golf	
Capital machinery and equipment	100,000
TOTAL PARKS & RECREATION - Routine capital expenditures	\$ 319,053

Nonroutine Capital Expenditures					
Fund/Project Description	Project Budget	Prior to 2021 Estimate	2021 Budget	After 2021 Projected	M&O Impact
Fund 148 - Cumulative Reserve Fund for parks					
YMCA land easement	\$ 500,000	\$ -	\$ 500,000	\$ -	N
Lowell Riverfront Dog Park	70,000	-	70,000	-	N
Rotary Park Boat Launch RCO Grant matching funds	18,000	-	18,000	-	N
Fund 154 - Real Estate Excise Tax					
Jetty Landing Restroom	118,191	-	118,191	-	N
Fund 354 - Parks CIP3 Construction					
Prg 054 - Phil Johnson Ballfields Renovation	4,650,000	4,556,150	93,850	-	N*
Prg 059 - Small Capital Projects	300,000	161,789	138,211	-	N
Prg 062 - 2020 Forterra Restoration Plan	58,000	38,000	20,000	-	N
Prg 065 - Forest Park Sports Court Renovation	316,546	250,000	66,546	-	N
Prg 066 - Legion Park Sports Court Renovation	238,491	175,000	63,491	-	N
Prg 067 - Garfield Path Overlay & Seal Coat	96,033	-	96,033	-	N
TOTAL PARKS & RECREATION - Nonroutine capital expenditures			\$ 1,184,322		

TOTAL PARKS & RECREATION CAPITAL EXPENDITURES	\$ 1,503,375
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TRANSPORTATION

Routine Capital Expenditures	
Fund/Project Description	2021 Budget
Fund 119 - Street Improvements	
Street improvement projects - primarily overlay	2,024,426
Various street projects - not yet assigned	840,762
TOTAL TRANSPORTATION - Routine capital expenditures	\$ 2,865,188

Nonroutine Capital Expenditures					
Fund/Project Description	Project Budget	Prior to 2021 Estimate	2021 Budget	After 2021 Projected	M&O Impact
Fund 303 - Public Works Improvement Projects					
Prg 091 - 41st St. to W. Marine View Dr. Project	\$ 4,485,264	\$ 3,947,536	\$ 537,728	\$ -	N
Prg 104 - Broadway 10th to 19th Intersection Safety	767,800	95,800	672,000	-	N
Prg 106 - Everett Mall Way - 4th Ave Intersection Safety	783,500	46,500	737,000	-	N
Prg 107 - W Marine View Dr & Alverson Blvd Ped Safety	440,220	112,000	328,220	-	N
Prg 111 - Citywide Innovative Safety Project	711,300	20,000	691,300	-	N
Prg 114 - 2019 Federal Overlay Project	2,424,000	-	2,424,000	-	N
Prg 115 - Edgewater Creek Bridge Replacement	22,000,000	890,000	3,640,000	17,470,000	N
Prg 116 - Citywide Safety Flashing Yellow Arrow Impr.	760,400	-	760,400	-	N
Prg 117 - Casino Road & 5th Ave W. Pedestrian Safety	1,126,700	-	1,126,700	-	N
Prg 118 - Fund 145 Funded Non-Motorized Improvements	1,190,000	-	1,190,000	-	N
Prg 119 - CA Street Pedestrian/Bike Corridor	1,177,000	118,000	1,059,000	-	N
Prg 120 - 100th Street SW Improvements	960,000	-	960,000	-	N
Prg 121 - I-5 & US-2 Interjurisdictional Planning Study	2,315,000	-	2,315,000	-	N
Fund 430 - Everpark Garage					
Parking Access Revenue System	350,000	-	350,000	-	P
TOTAL TRANSPORTATION - Nonroutine capital expenditures			\$ 16,791,348		
TOTAL TRANSPORTATION CAPITAL EXPENDITURES			\$ 19,656,536		

UTILITIES

Routine Capital Expenditures	
Fund/Project Description	2021 Budget
Fund 401 - Water and Sewer Utility Fund	
WATER	
Water distribution system improvements	\$ 4,810,000
Pipeline repair and replacements	1,220,000
Water Filtration Plant repair	1,550,000
SEWER	
Sewer system replacements	7,670,000
WPCF Smith Island dike improvements	2,200,000
WPCF plant improvements	1,900,000
STORM	
Stormwater System Improvements	6,790,000
Fund 402 - Solid Waste Management Fund	
Sewer system replacements	20,000
TOTAL UTILITIES - Routine Capital Expenditures	\$ 26,160,000

Nonroutine Capital Expenditures					
Fund/Project Description	Project Budget (2018-2024)^	Prior to 2021 Estimate (2018-2019)^	2021 Budget	After 2021 Projected (2021-2024)^	M&O Impact
Fund 401 - Water and Sewer Utility Fund					
WATER					
Reservoir No. 2 and Valve House No. 2 Replacement	\$ 19,140,000	\$ 1,140,000	\$ 9,800,000	\$ 8,200,000	N
WFP Emergency Generator Replacement	11,510,000	510,000	11,000,000	-	N
Water Supply Risk Mitigation	8,170,000	-	-	8,170,000	N
Service Center Building Upgrades	3,840,000	-	100,000	3,740,000	N
Reservoir No. 3 Replacement	2,220,000	-	-	2,220,000	N
SEWER					
Port Gardner Storage Facility	14,530,000	-	2,200,000	12,330,000	H
Forcemain Redundancy	13,800,000	-	2,700,000	11,100,000	N
Service Center Building Upgrades	2,400,000	-	60,000	2,340,000	N
STORM					
Port Gardner Storage Facility	6,920,000	-	1,100,000	5,820,000	H
Service Center Building Upgrades	1,760,000	-	40,000	1,720,000	N
TOTAL UTILITIES - Nonroutine Capital Expenditures			\$ 27,000,000		

^ Water & Sewer Utility project budgets represent only years specified (not total project budget).

TOTAL UTILITIES CAPITAL EXPENDITURES	\$ 53,160,000
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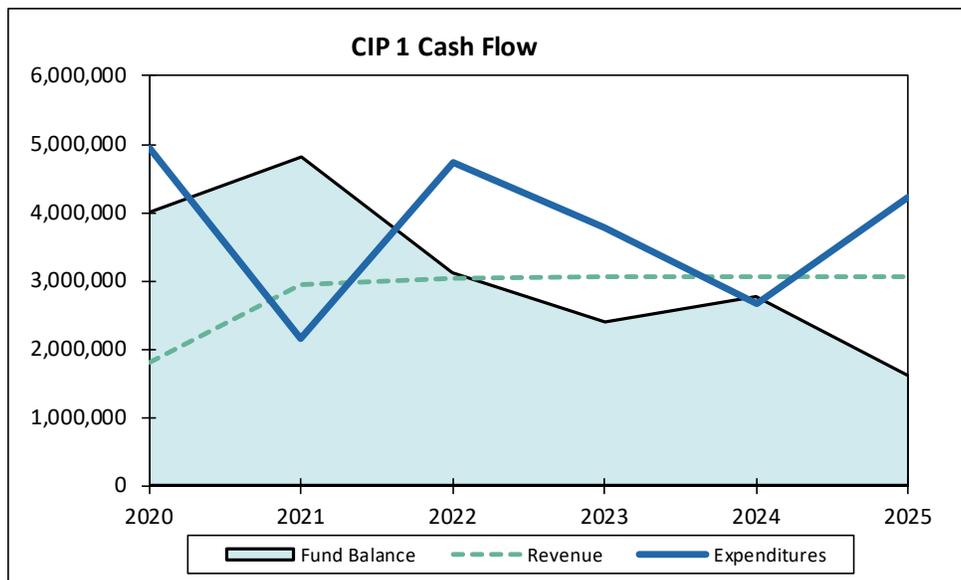
GENERAL GOVERNMENT CAPITAL IMPROVEMENT PROGRAM FUNDS

To provide segregation of financial resources dedicated for General Government capital projects, the City has established separate funds in the operating budget. While the City refers to these funds as Capital Improvement Program (CIP) funds, these funds do not represent the capital improvement program but rather are considered tools to better manage the general government resources available to fund capital projects.

The operating budgets for the CIPs can be found in the Special Revenue section of this budget document. CIP 1, CIP 2 and CIP 4 are accounted for in Fund 162. CIP 3 is accounted for in Fund 154.

CAPITAL IMPROVEMENT PROGRAM 1

CIP 1 was established in 2016 as a source of funding for major repairs, renovations, and replacements of existing general government structures. Revenue for this program consists of General Fund contributions. The project list is reviewed and updated at least annually. As the graph below shows, the funding and timing of projects will need to be revised to ensure the program does not go negative.



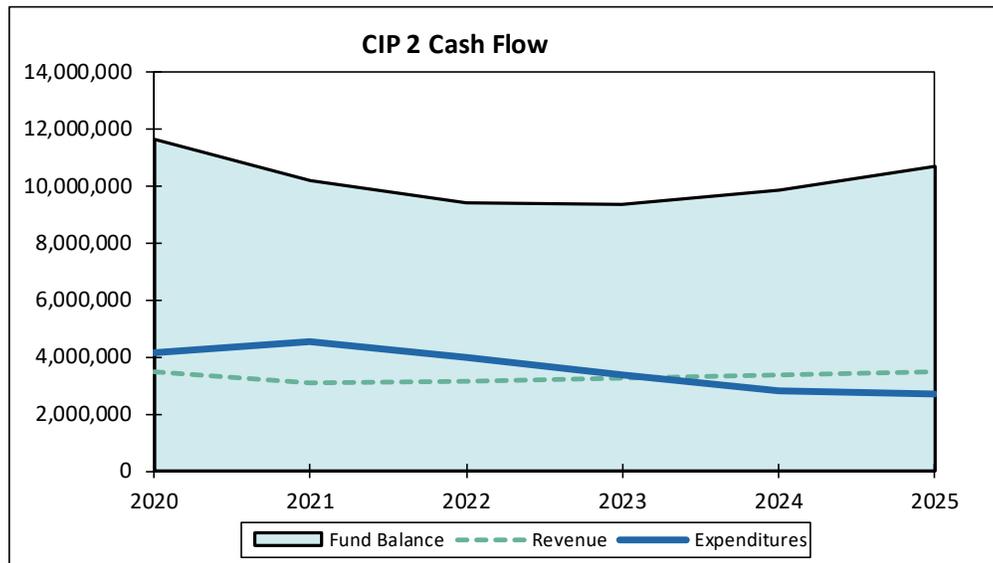
Current CIP 1 projects in progress, funded in whole or in part by CIP 1, are as follows:

Projects in Progress - CIP 1	<u>CIP 1 Contribution</u>
Fire Station No.2 HVAC & Gym	389,000
Fire Station No.6 Restroom Remodel	160,000
Fire Training Building Main Floor Remodel	1,600,000
Fire Training Building Exterior Masonry Design	20,000
Everett Municipal Building Elevator Modernization	1,696,000
Police Headquarters Windows Replacement	800,000

CAPITAL IMPROVEMENT PROGRAM 2

CIP 2 was established in 1989. Revenue sources for this program include the first quarter of one percent Real Estate Excise Tax and General Fund contributions. CIP 2 currently provides debt service support for the City’s 2012 LTGO refunding bonds and 2019 LTGO refunding bonds. It also provides \$500,000 each year to the Everett Public Facilities District (PFD) for debt support.

The 2012 LTGO refunding bonds were issued to refinance the balance of the 2003 bonds issued for the construction of the Edward D. Hansen Conference Center. The 2019 LTGO refunding bonds were issued to refinance the balance of the 2014 floating rate LTGO refunding bonds, which had been issued to refinance the balance of the 2001 variable rate demand bonds (VRDBs) and the PFD’s 2007 variable rate demand bonds. The 2001 VRDBs were used to purchase property for the site of the Everett Events Center. The PFD’s 2007 VRDBs were used to finance a portion of the construction of the Events Center.

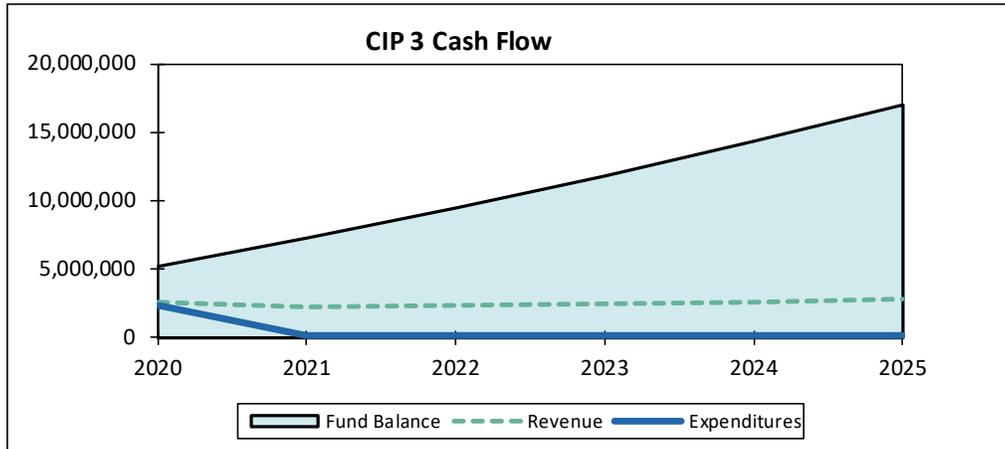


CAPITAL IMPROVEMENT PROGRAM 3

In January 1992, the City of Everett imposed an additional one quarter of one percent Real Estate Excise Tax (REET) on the sale of real property within the City. The imposition of this tax was authorized by the Growth Management Act of 1990. These REET revenues are restricted by state law to “those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of street, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation or improvement of parks.”

In 1997, City Council adopted ordinances establishing Fund 354 Park Project Construction Fund and Fund 303 Public Works Improvement Projects to account for projects funded in whole or part with CIP 3 dollars. Council approves projects on a project-by-project basis through a Plans and Systems Ordinance.

The graph below illustrates the cash flow of CIP 3 through 2025. Only projects already approved by City Council are included in the expenditure amounts. Department requests for additional projects exceed available resources. Administration and City Council will need to prioritize and select projects to move forward.



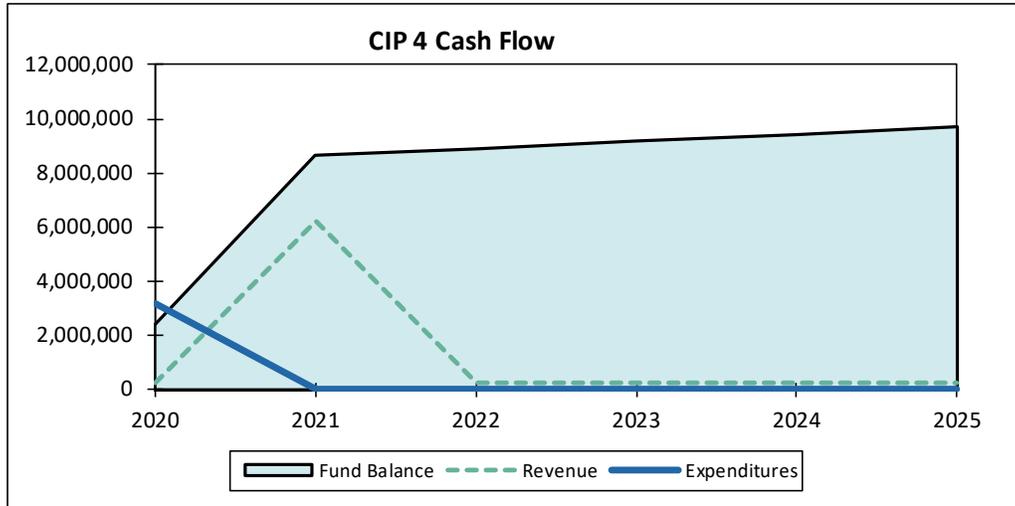
Current CIP 3 projects in progress, funded in whole or in part by CIP 3, are as follows:

	CIP3 Contribution
Park Projects in Progress	
Phil Johnson Ballfields	3,850,000
Small Capital Projects	300,000
Jetty Landing Restroom	118,191
2020 Forest Restoration Program	58,000
Forest Park Sport Court	35,000
Legion Park Sport Court & Parking	145,000
Garfield Path Overlay & Seal Coat	96,033
Street Projects in Progress	
Annual Street Overlay	300,000
Annual Loan Repayments	
PWTF Loan - 112th: 3rd to I-5 and SR527 to I-5	55,925
Tax Exempt Loan - LED Street Lighting	113,142

CAPITAL IMPROVEMENT PROGRAM 4

CIP 4 was established in 1995. Starting in 2016, this program’s focus is on funding general government major renovations, expansions, or new facilities. This capital improvement program is funded from General Fund contributions, rental fees, interest earnings, and transfers from other operating funds of the City. The City is currently in the process of reviewing its Comprehensive Plan to determine which projects will be funded with CIP 4 resources.

The chart below shows the CIP 4 cash flow through 2025. Only projects already approved by City Council are included in the expenditure amounts. Department requests for new projects far exceed available resources. Administration and Council will need to prioritize and select projects to move forward.



CIP 4 projects recently funded in whole or in part by CIP 4 include:

	CIP 4 Contribution
Downtown Streetscape - Phase 3	3,731,615
South Library Expansion	6,900,000
Vera Clinic Startup Cost	672,210