– DEFINITIONS –
Capital Improvement Program (CIP) Project Status Report

Updated – The "Updated" column is intended to simplify the review of the report by drawing attention to those projects with new updates since the last report. The column will have a "U" in it denoting that the project information has been updated, or will include "NEW" to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include "TO BE CLOSED" if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project since the previous report; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

Project Title/Description – The Project Title is common name utilized by staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

Project Status – A brief update as to the progress made on this project, 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. Staff will also use this section to report on <u>construction</u> change orders where formal BURA action is not required. Reporting this information in the CIP Status Reports presents this information in a streamlined fashion.

Budget – For Major Projects, this is the total amount BURA has appropriated via the current and/or prior years' budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

Spent – Actual expenditures processed to date, *excluding* encumbrances.

Project Manager – The staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a staff member will always oversee projects.

External Project Manager Utilized – This column identifies if the primary project lead is a staff member or an outside contractor. If an external project manager is utilized, the name of the contractor is listed in this column.

Engineering Firms Or Contractors – Lists all outside firms the Authority has hired to work on this project, excluding the external project manager if applicable.

Start Date – Identifies the month and/or year in which the project was initiated (noted on the "Major Projects" pages only).

Projected Completion Date – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the "Major Projects" pages only).

Percent Complete – Identifies the amount of the overall project, as funded via BURA appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. <u>There will not necessarily be a one-for-one correlation between the percent complete and the amount expended</u>. (For example, BURA 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. 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.)