

GUIDE TO READING THE REVISED FY 2003 – FY 2008 CAPITAL IMPROVEMENTS PROGRAM

The FY 2003 – FY 2008 Capital Improvement Program (CIP) introduces a revised format and content to provide a more accessible and readable document. Last summer, the Capital Action Team, an interdepartmental task force appointed by the County Manager, developed recommendations to improve the County's CIP process based on best practices of similar jurisdictions throughout the country. Many of the changes in this CIP are a direct result of their findings, which are detailed in the first section of this CIP.

As in previous years, the CIP provides several layers of detail.

- The **Transmittal Letter** presents a broad overview of the CIP, highlighting areas of interest and new initiatives.
- The **Introduction and Summary** section contains process and financial information. The Introduction explains the relationship among various County Board adopted plans, gives an overview of the project selection criteria, reviews the internal project selection process, and provides the current fiscal year budget calendar. The Summary section provides a comparison between current adopted fiscal year to proposed, presents an overview of funding sources with bond information, includes a master summary of all funding categories in this CIP and a debt capacity analysis.
- The **FY 2003 Pay-As-You-Go Capital** section presents a summary of the Capital Improvement Program for the General Fund, Utilities Fund, and the Arlington Public Schools capital transfer.
- The major portion of the CIP is dedicated to program summaries describing each of the major program areas. Two new program areas have been added this year, Public Safety Facilities and Information Technology Investments. Both of these new sections were formerly located within the Government Facilities section of the CIP. Because of the complexity of these programs, additional detail was necessary to better present these projects.

Capital Program Detail on projects included in this budget is also included in these sections. The detail is followed by cost estimates for each of the projects within that program. Utilities Fund projects are contained in the last section.

Capital Program Detail pages contain several layers of information:

- *Program Description* – This section addresses general information about the program and highlights any major changes from a previous CIP. FY 2003 proposed bond projects are also highlighted.
- *Planning Relationship* – As a planning document, much emphasis is placed on the establishment of a master plan for each program. Recommendations for CIP funding are based on a program's ability to demonstrate a focused direction and clear linkage to an approved County Board master plan.
- *Operating Impact* – Many capital projects have a direct impact on the County's Operating Budget. This section details those known costs and highlights areas where operating costs need to be further developed.
- *CIP Projects* – In this section, where applicable, projects within a program area are categorized as a new project/major renovation or a Capital Asset Preservation Program (CAPP)/maintenance project. Further information about the CAPP is included in the recommendations of the Capital Action Team.

Arlington County's Proposed and Adopted Operating budgets are developed in conjunction with the production of the Capital Improvement Program budget. Readers are encouraged to reference these other documents for budget summaries and demographic information.

As part of the County's effort to make the budget development processes more accessible to citizens and responsive to the needs of the community, the method by which the six-year CIP is developed, considered, and adopted is continually being improved. Suggestions for changes or comments on the CIP are welcome and encouraged and should be directed to Michelle Mendoza, Assistant County Manager at (703) 228-3120 or mmendoza@co.arlington.va.us.