

Capital Improvement Program - Project Suggestion Form

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Purpose

The purpose of the Capital Improvement Program - Project Suggestion Form is to:

- 1) provide citizens with a way to formally nominate a capital project for consideration during the budget process,
- 2) make suggested projects available for comment by neighborhood district councils and other members of the public; and
- 3) provide feedback to citizens about their suggestions.

The desired outcome of this process is to engage the public in a way that improves the information available to City departments and officials as they make decisions about possible capital projects.

Deadline

Pages 1 and 2 must be submitted to [Candice Chin](#), Department of Finance, by **9 a.m., Monday, March 20, 2006**. They can be e-mailed, faxed, mailed, or hand delivered, but e-mail is strongly recommended as your suggestion can be acknowledged and processed most quickly if received in electronic form.

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[List of City Contacts](#) (37.5 KB)

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[Capital Improvement Suggestion Form Instructions](#) (11.4 KB) | [Capital Improvement Suggestion Form](#) (27.3 KB)
[List of City Contacts](#) (9 KB)

Capital Improvement Program (CIP) Overview

The Capital Improvement Program (CIP) allocates existing funds and revenues to rehabilitate, restore, improve, and add to the City's physical plant. The CIP covers a six-year planning horizon, but a new one is adopted each year to reflect ongoing changes, additions, and deletions. The document, prepared by the Department of Finance based on submissions from City departments, is approved by the Mayor, and is then submitted to the City Council, which, with any revisions, adopts it. Although this process occurs every year, there is greater focus every other year, as the City is now on a biennial budget cycle, with 2006 being the year in which the next two-year budget (2007-2008) will be adopted.

Under the City's financial policies, a capital expenditure is defined to include all costs: labor, equipment material, consultant, and contractor for the creation/purchase of an asset (1) with a useful life of more than one year; (2) whose benefits accrue to future customers or generations; and (3) which maintains the value of investment or adds to the City's Physical Plant or is an intangible asset, such as a planning study or software development which can be amortized because its useful life extends beyond the period that expenses were incurred.

Read the news release: [Mayor seeks suggestions on capital projects](#), 1/27/06

For questions about this page's content, contact: [Candice Chin](#)

For technical problems with this web page, contact: [DOF Webteam](#)

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