

PROJECT INITIATION FORM

Original (____)
Revision No. (____)

Project Manager _____ **Phone** _____

Section I: (To be completed by Project Manager) SMF EXEC FF MHR

1. Project Title _____
2. ELEMENT NO. _____
3. Project Type: Capital M&O Equipment Consultant Study
4. Project Description/Purpose: _____

5. Additional comments/instructions: _____

6. Budgeted Amount: \$ _____ Fiscal Year budgeted _____ Page _____ Line Item _____
7. Estimated Project Total \$ _____
8. Current Funding Request \$ _____

	Original Request or Currently Approved	PIF Revision	Revised Total
ASD	\$ _____	\$ _____	\$ _____
MSA - Surveys, Technical Resource	\$ _____	\$ _____	\$ _____
MSA - Inspection, Labor Compliance	\$ _____	\$ _____	\$ _____
Construction Contract Materials & Labor	\$ _____	\$ _____	\$ _____
Consultants	\$ _____	\$ _____	\$ _____
Environmental	\$ _____	\$ _____	\$ _____
Equipment Acquisition	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

9. Federal/State Funding: AIP# _____ Discretionary # _____ State _____ \$ _____
AIP# _____ Discretionary # _____ State _____ \$ _____
10. Estimated Dates: Planning/Devt _____ Construction _____ Acquisition _____ Completion _____
11. PROJECT MANAGER _____ DATE _____
12. DEPUTY DIRECTOR _____ DATE _____
13. CHIEF OPERATING OFFICER _____ DATE _____
14. **Overbudget or** **Underbudgeted Projects** - Additional justification must be attached and C.O.O. approval obtained.
Indicate budgeted project funds being redirected: Amt: _____ FY budgeted _____ Pg _____ Line _____
Chief Operating Officer: _____ **Date:** _____

Section II: (To be completed by (Accounting))

15. Funding Sources:	Fund	Original Request or Currently Approved	PIF Revision	Revised Total
Capital Improvement Account	_____	\$ _____	\$ _____	\$ _____
Series _____ Bonds	_____	\$ _____	\$ _____	\$ _____
Passenger Facility Charges	_____	\$ _____	\$ _____	\$ _____
Federal Grand Funding	_____	\$ _____	\$ _____	\$ _____
Maintenance & Operations (MMR)	_____	\$ _____	\$ _____	\$ _____
Other _____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
TOTAL		\$ _____	\$ _____	\$ _____

Section III: Project Approval, Funding Approval, and Authorization to Initiate Project:

16. BUSINESS SERVICES MANAGER _____ DATE _____
17. DEPUTY - ADMIN/FINANCE _____ DATE _____
18. CHIEF ADMINISTRATIVE OFFICER _____ DATE _____
19. DIRECTOR OF AIRPORTS _____ DATE _____

Section IV: (To be completed by Accounting Section)

20. Compass Project Definition: AA- _____ Equipment No. _____
Bldg Design Internal Order codings: Fund Center _____ WBS _____

REMARKS:



AIRPORT OPERATING PROCEDURES

Submitting Capital Projects Into The 5-Year Capital Improvement Program

AOP NO: 50-02

SMF

MHR

SAC

Original Date: May 28, 2002

Revised Date:

PURPOSE:

The Sacramento County Airport System (SCAS) uses a rolling process for development of the Capital Improvement Program (CIP). The CIP is considered "rolling" in that SCAS updates the CIP annually to provide status on projects included in the current budget year, projects budgeted for the upcoming fiscal year and projects proposed for the succeeding four (4) fiscal years. Each year SCAS presents the updated CIP to the Board of Supervisors for review and approval.

POLICY STATEMENT:

Project Originators submit project description forms to Planning & Development during November and December of each year. All project description forms submitted are distributed and reviewed at the annual Retreat in January. During the Retreat, participants review each project. The results of the Retreat become the 5-Year Capital Improvement Program to be presented to the Board of Supervisors. The "Action Path" for Project Originators is set forth in the following procedure.

PROCEDURES:

1. The CIP is developed using the County's definition of a capital project, which is, "A capital project is any stationary asset costing more than \$5,000 with an expected life of at least three (3) years". The following provides additional clarification of the capital project rolling process.

- A. Any project in the current year's budget that is not complete or under contract by the end of the fiscal year must be re-budgeted if the Project Manager wishes to complete the project in the next fiscal year.
 - B. Appropriation (budget authority) for a capital project may be rolled-over to the new fiscal year if, by the end of the current fiscal year, an approved contract has been encumbered. If an encumbrance is rolled-over, the Project Manager will have authority to complete the project in the next fiscal year.
 - C. If a current year project is not re-budgeted or rolled-over, budget authority for the project will lapse at the end of the current fiscal year.
2. The capital project description form can be found at P:Special Projects / CIP200* / SMF, MHR, SAC, FF / blank CIP projects.doc. Complete project description forms for each new capital project. Revise the project description form for projects currently budgeted that must be re-budgeted or that you expect to be rolled-over. Indicate on the project description form the amount and year to be re-budgeted if it differs from the amount and year previously budgeted.
 3. The form contains the following sections that need to be completed:

PROJECT: A description used to identify the project in the Airport System's budget.

CIP ELEMENT NUMBER: SCAS accounting staff for all budgeted Capital and M & O projects assigns this number. Element numbers are not assigned to equipment items. The following identifies the basis for assigning the code prefix:

- AF – Airfield area projects
- AP – Apron area projects
- LB – Loading bridge projects
- PR – Parking and roadway projects
- TB – Terminal building projects
- OB – Other buildings and area projects
- RA – Reliever airport projects (Executive and Franklin Field)
- MA – Mather Airport projects

LOCATION: Identify the airport within the Airport System.

PROJECT ORIGINATOR: The individual responsible for originating the project.

DESCRIPTION: Brief description to provide additional description not already provided in PROJECT title.

JUSTIFICATION: A description of the projects need and importance to the Airport System.

NEW OPERATIONS & MAINTENANCE COSTS: An estimation of resources required to operate and maintain the project after beneficial occupancy.

PRIORITY: Determining factor for the project.

PROJECT ALLOCATION: The amount of funds that could be expected to be allocated over the project lift cycle.

PWA BD Internal Order – Amount of funds for use of in-house Building Design personnel.

PWA TSD – Surveys – Amount of funds for use of staff at Surveys or the Materials Lab.

PWA TSD – Inspection – Amount of funds for use of Construction Inspection staff.

Construction Contract # - Amount of construction contract (usually low-bidder).

Consultants – amount of funds for use of Consultants (outside County personnel).

Equipment Acquisition – Amount of funds for purchase or lease of equipment.

Other – Amount of funds for all other costs not listed above.

SOURCES OF FUNDS: An estimated amount by the Project Originator. Finance & Administration will determine final funding.

Capital Improvement Account – County net costs over \$200,000

Series 20__ Bonds

Passenger Facility Charges

Grant Funding – AIP or MAP grants, State grants, etc.

Maintenance & Operations – County net costs under \$200,000

Other

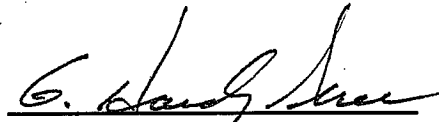
4. Project Originator's will save all project description forms in P:Special Projects / CIP200* / by appropriate airport. Projects to be included in the CIP must be submitted by the end of December. The Project Originator at the January Retreat will present projects not submitted by December.

RESPONSIBILITY:

Prior to the retreat, Deputy Directors will meet with Project Originators, under their supervision, to discuss capital projects submitted for inclusion in the 5-year CIP. The Deputy Director will be the project advocate and present project merits at the Retreat.

Deputy Director's will be responsible for all capital projects associated with airports, facilities and operations under their jurisdiction.

Project Managers will be responsible for capital projects assigned by the Deputy Director for Planning and Development. Project managers will update project schedules, cost information, funding sources and element numbers assigned by Finance & Administration.



G. Hardy Acree
Director of Airports

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