

Project Name

6900 Airport Boulevard, Sacramento, CA 95837-1109

Airport: International

Estimated Project Cost

Expected Completion Date:

Funding Sources: TBD

CIP Element Number: TBD

Project Proponent:

Master Plan Project: Yes No

Shown on approved ALP: Yes No N/A

Mitigation Possibly Required: Yes No

Environmental: CEQA NEPA Completed

Graphic to be supplied

Project Description:

Project Description Goes Here

Justification:

Must Do Should Do Nice To Do

Priority:

Regulatory Requirement Customer Service Operational Enhancement

Public Safety Revenue Generation

Reason for Delay:

N/A

Operating Budget Impact:

CIP PROJECT FORM INSTRUCTIONS

INTRODUCTION

Capital Assets are tangible and intangible assets of significant value that have a useful life of three or more years and exceed the capitalization policies as set by the board (currently \$5,000 for acquisition and installation). They are broadly classified as land, buildings and improvements, infrastructure, equipment and intangible assets (software). Capital asset expenses that are incurred after their original acquisition are defined and recorded as follow:

- **Maintenance** is defined as expenses that neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs should not be capitalized (i.e. re-painting a building).
- **Capital expenses** are defined as expenses that materially add to the value of property or appreciably extend its useful life.
- The decision as to whether an expense should be capitalized shall be made by an evaluation of engineering, physical or other relevant factors, apart from cost.
- **Additions** are new and separate units, or extensions of existing units, and are considered capital assets.
- **Alterations** are changes in the physical structure or arrangement of capital assets and shall not be capitalized except if the changes materially add value or appreciably to the extended life of the asset.

The following provides additional clarification of the capital project rolling and re-budgeting 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 Coordinator 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 Coordinator will have authority to complete the project in the next fiscal year. Budget for any project element not under contract will not be rolled over.
 - 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; effectively terminating the project if the funds have not been spent or encumbered.
2. The project sheet templates can be found at P:\Special Project\CIP 2011\Template and Instructions, under each airport's respective template.

3. The project Proponent and Coordinator must accomplish the following depending upon whether changes are needed to an existing project or proposing a new project:
 - A. New Capital Projects
 - complete project description form templates for each new capital project;
 - B. Revised/Re-budgeted Capital Projects
 - revise the form for projects currently budgeted that are expected to be re-budgeted for the new fiscal year, and;
 - indicate on the project description form template the amount and year to be re-budgeted if it differs from the amount and year previously budgeted.

RESPONSIBILITIES

Project Coordinator:

- Main point of contact for the project (CIP and beyond)
- Responsible for project CIP sheet
- Develops project scope (based on Proponent's original idea)
- Prepares/reviews/updates project budget

Project Proponent:

- Responsible to ensure project CIP sheet is filled out by Coordinator to Proponent's satisfaction.
- Should be available to Coordinator to develop scope, answer questions
- Responsible for justification section of project sheet
- Submit new project concepts with general concept

PROJECT FORM AND GENERAL DESCRIPTION:

The project form initiates the proposed project and identifies the Project Proponent and Project Coordinator.

There are two pages that comprise the form. The first page consists of text and graphics providing general information as follows:

- System airport location and address
- Project description
- Project justification
- Operating budget impact estimate (only for first-year projects of the rolling five-year CIP)
- Project graphic (provided by Planning or Design and Development sections).

The second page consists of construction cost estimates and funding source information to be provided by the Design and Development and Business Services sections, respectively, and is managed and coordinated by the Planning and Environment Section.

DETAILED PROJECT FORM DESCRIPTION AND INSTRUCTIONS

The following describes in detail the specific information required on project forms.

Instructions for checking boxes: When check boxes appear: to check one or more of the boxes, place the cursor in front of the chosen box and double click; a menu box will appear. Under the second menu choice titled “Default Value,” select “Checked.” Do this when “check boxes” then click the “OK” button.

Airport: List the name of the airport – International, Mather, Executive, Franklin.

Estimated Project Cost: List the total estimated project cost. The project costs should match the total shown in the project cost table.

Expected Completion Date: List the anticipated project completion date.

Funding Sources: If known, list all sources of anticipated funding (federal grant, state grant, O&M, Bonds)

CIP Element Number: The CIP number is assigned when a PIF is submitted for approval. If a project has an existing approved PIF, list the element number.

Project Proponent: List the project originator or proponent.

Date of Project Origin: List the date the project was originally proposed.

Project Coordinator: List the proposed project Coordinator; can be a Design and Development staff member or the project proponent.

Master Plan Project: Check the “Yes” box if the project is listed in the airports Master Plan. Planning can help you determine this answer.

Shown on approved ALP: Check the “Yes” box if the project is already shown on an approved ALP. Planning can help you determine this answer.

Mitigation Possibly Required: Check the “Yes” box if the scope of the project would require mitigation (for example, impacts to Giant Garter Snakes, impacts to wetlands).

Environmental: The Planning and Environment Section can assist in indicating whether CEQA and/or NEPA documents have been completed and approved for the project. Leave all boxes blank if CEQA and NEPA do not apply.

Description: A general description of the project, its attributes and explanatory history, as applicable, location, general purpose and actions to be taken shall be provided. Examples of actions are *construct, install, widen, perform, analyze, access, overlay, reconstruct, rehabilitate, remove, design, upgrade, expand, repaint, restripe, etc.* In many cases a brief description of current customer service conditions is appropriate shall be provided. It is important to include attributes of the proposed project such as size, classification and quantity. Examples consist of acres, gallons, dimensions, square yards, square feet, parking positions, number of gates, electrical loads, electrical capacity, etc. Any code or regulatory agency requirement for the proposed project shall be noted in the project description along with any date of compliance. Finally, any known comprehensive plan or environmental document adoption or approval for the proposed project shall be note in the description. All acronyms are to be spelled out in the text upon their first appearance in project sheet.

Justification: A description of the projects need and importance to the Airport System shall be provided. The project proponent should select one of the following categories (follow “check box” instructions previously provided):

- Must Do
- Should Do
- Nice To Do

Priority: Determining factor for the project (follow “check box” instructions previously provided):

- Regulatory Requirement
- Customer Service
- Operational Enhancement
- Public Safety
- Revenue Generation.

Reason for Delay: If applicable, indicate if and the reason for delaying the implementation of a project. For example, securing funding can delay a project.

Operating Budget Impact: An estimation of resources required to operate and maintain the project after beneficial occupancy. Required for first-year CIP projects only (first year projects of the five-year CIP program).

PROJECT COSTS The following describes the specific information required on Page 2 of the Capital Project Description Form. This information, which is in MSEXcel format, is related to project costs, funding and other annual costs, which are usually provided by the Planning and Environment Section, Design and Development Section and Business Services Section.

Double click the table for editing purposes.

Project Costs

Project Management and Design
Consultant Services
Construction Costs
Construction Inspection
Other

Funding Sources

Airport Capital Improvement Fund
Federal Grant (AIP)
State Grant
Bonds - Revenue
Bonds - PFC
Passenger Facility Charges
Maintenance & Operations
Other

DIRECTIONS FOR COMPLETING FORMS ON SCAS SERVER

UPDATING AN EXISTING PROJECT

Each project sheet is located in the associated airport's folder in: P:\Special Project\CIP 2011

- 1) Open the corresponding word file to the project name
- 2) Make any changes as needed
- 3) Save your changes
- 4) The Coordinator should review the scope and budget and update as needed.
- 5) The Proponent should review the justification and update as needed.

RE-BUDGETING A PROJECT FROM THE CURRENT FY BUDGET

Project in the current years budget are assumed to be completed unless the Project Coordinator does the following:

- 1) Within each airports folder open the "FY 09-10 Projects" folder.
- 2) Locate the projects word file and move it to the active projects (save the project directly in the airport folder no longer in the FY 09-10 Projects folder)
- 3) Make any changes as needed.
- 4) The Coordinator should review the scope and budget and update as needed.
- 5) The Proponent should review the justification and update as needed.

CREATING A NEW PROJECT

Blank templates for each airport are located here P:\Special Project\CIP 2011\Template and Instructions:

- 1) The Project Proponent is responsible for filling out the new project sheet with as much information that has been developed. At the very least a project title and general scope should be provided. The Proponent is also responsible for the justification section.
- 2) The partially completed project sheet should be saved in the associated airports folder in the following drive P:\Special Project\CIP 2011
- 3) The Proponent should notify Planning of the new project. Planning will coordinate with Design and Development to assign a Project Coordinator to develop the project.
- 4) The Project Coordinator will develop the scope, prepare a budget and complete the project sheet

DELETING A PROJECT

Please do not delete any projects from the files. Planning must track and account for every project that is removed from consideration for CIP inclusion. Notify planning that you would like to remove the project from the CIP.

BACK-UP PICTURES FOR RETREAT

Coordinators and/or proponents may submit electronic photos prior to the retreat. These photos will be used at the retreat on an as-needed basis. Use the following location and instructions:

- 1) P:\Special Project\CIP 2011\Photos for Retreat
- 2) Create a new folder with the project's name as the title
- 3) Place any pictures in the project folder or create a SHORT PowerPoint presentation