

HOW TO READ THE CIP PROJECT DESCRIPTION

Title

The name that has been established for the project.

Project Number

The account number assigned to each project.

Description

A brief description of the project.

Department

The department that submitted the budget request and will be the primary department responsible for project management.

Strategic Plan Direction/Strategy

The primary direction and strategy in the City Strategic Plan that the project will serve to accomplish. Nothing is shown if the project does not contribute toward an established Strategic Plan direction. If a project relates to a general Strategic Plan direction, but not a specific strategy, only the direction is indicated.

Remarks

Additional information about the project, need for the project, funding assumptions and relationship to other projects.

10-Year Expenditure Plan

A breakdown and total of estimated costs for the project for each of the ten years of the CIP plan. Costs are shown for the following categories:

Salaries & Benefits:	Project costs associated with Salaries and Benefits.
Maintenance & Operation:	Project costs to be charged to Maintenance and Operation accounts.
Capital Outlay:	Costs associated with the acquisition of small capital items costing at least \$5,000.
Land & Land Rights:	Costs associated with land acquisition, including property, appraisals, and relocation.
Building & Structures:	Any activities related to maintenance, modification, upgrade, or renovation of existing structures.
Engineering:	Any costs associated with project engineering and related activities.
Construction:	Cost of construction includes all construction activities, including demolition, permitting, inspection, construction management, and contingency. Equipment consists of computers and other technology-related items, large safety equipment, and other high cost capital items not purchased on a regular basis, including installation costs.
Planning, Survey, & Design:	Any activities related to planning, survey, needs assessment, feasibility studies, and all design phases.
Real Property Purchase:	Any costs incurred in the purchase of vehicles, equipment, and other real property for the capital improvement project.

Project Description

**New Street
Construction:**

Costs associated with the construction of new streets, including demolition of existing structures, grading, paving, and related activities.

**Other
Improvements:**

Additional items or services associated with the capital improvement project, such as computer software and programming and other costs that do not fall within the other categories.

Funding Sources

Identification of the revenue source(s) for the project and the amount that will be funded from each source.

Estimated Annual Operational Costs When Project Is Complete

The projected increase or decrease in operational costs that will result from the project when it is completed. The costs are broken down by Salaries and Benefits, M & O and Capital Outlay. Any revenue that the project is projected to generate is listed and subtracted to arrive at a net total. These costs are general estimates based on several assumptions. Therefore, they are meant to be used as a budget planning tool rather than a specific funding proposal by operational departments at this time.

Project Cost Summary

A summary of the following information:

10-Year Total: The total CIP costs for the 10-Year Plan. This figure is the same as that identified under the 10-Year Expenditure Plan.

Project Description

Existing Balance:	The balance of CIP funds appropriated in previous years that are unexpended and unencumbered for the project as of March 31, 2008. For ongoing annual projects, only funding from the previous fiscal year is identified.
Estimated Costs After 10-Year CIP:	Projected CIP costs that will occur after the 10-Year Plan. For ongoing annual projects, the total amount for five years after the last year of the 10-Year Plan is identified.
Total:	The total projected CIP costs of the project, including the proposed 10-Year Plan, prior expenditures, unencumbered balance, and estimated costs after 2017-18. Operational costs are not included in this total.