

## CIP Frequently Asked Questions

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## ANSWERS

### 1. What is the CIP?

The acquisition, construction, expansion, maintenance, rehabilitation and upgrading of infrastructure constitutes a major demand on the financial resources of any government that must be planned for in advance and must be comprehensive. For these reasons, the Virginia Beach City Council annually develops a six-year Capital Improvement Program (CIP) to define needs, set priorities, plan funding and anticipate impacts of capital needs on the operating budget needs of the government. Capital projects comprise the CIP.

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### 2. What is a Capital Project?

A Capital Project is a discrete, related set of activities that result in the purchase or construction of a capital asset or major improvement totaling at least \$50,000 in all project related costs. In some cases, a capital project may be broken down into multiple sub-projects.

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### **3. What are CIP Sections?**

The Capital Improvement Program is divided into ten separate parts or sections: Schools, Roadways, Buildings, Communications and Information Technology, Economic and Tourism, Coastal, Stormwater, Parks and Recreation, Water and Sewer. Different departments oversee the management and budget of these sections.

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### **4. What are Business Areas?**

Business Areas are primary strategic areas of the City's plan which projects address. While all capital projects may relate to "Infrastructure", the business area is that for which the project is undertaken (Cultural, Leisure, Education, etc.)

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### **5. What are the CIP Statuses?**

Capital projects can have one of the following CIP Statuses:

- **Approved:** City Council has approved funding for the project in the current cycle.
- **Requested - Above Target:** Projects that are City Council priorities that need additional funding, or projects from the previous year's CIP that were reduced or eliminated due to reduced funding.
- **Requested - Not Funded:** Projects not recommended for funding in the current CIP cycle because of financial constraints, timing or other reasons.
- **Project On-Hold:** Project is not being considered for funding in this cycle due to factors other than funding constraints. These could be pending needs study, uncertain funding from other sources (federal or state), uncertain policy support for the project, or inability to fund on-going operating costs which the project would incur, etc.
- **Project Completed:** Includes projects for which no other appropriations will be made, and physical work will be substantially complete the current fiscal cycle. A small amount of construction can be on-going and the project can still be financially active.
- **Completed - In Use:** The project is being utilized for the purpose intended, no other appropriations will be made to the project and the project was shown as Completed in a previous fiscal cycle. The project may still be financially active.
- **Project Deleted:** Project was deemed inappropriate by City Council or department believes project no longer needs to be pursued in the current or future funding cycles.
- **Sub-project:** Project is a part of a larger project (or parent project) with the same first 4 digits, but the parent project ends in '000'. The City Council approves only the parent project. The managing department is responsible for breaking the parent project into sub-projects as necessary.

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**6. When did the City Council vote to approve a project?**

On or about April 1 of each year, the city manager provides the recommendation for a CIP to the City Council. After which, the City Council studies, deliberates and conducts public hearings. In early May, CIP approval occurs at the same time as the operating budget. The "First Year in CIP" field in the Project Detail Sheet indicates when the project was first approved for inclusion in the CIP by the City Council. Contact the project manager for specific information on the approval of the project.

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**7. Which office should I call to speak to someone about a specific project?**

Different departments are responsible for the various sections of the CIP as designated by the first digit of the CIP Project number.

Prefix#	CIP Section	Managing Department	Phone#
1	Schools	School Administration	757-263-1000
2	Roadways	Public Works Engineering	757-385-4131
3	Buildings	Public Works Engineering	757-385-4131
7	Stormwater	Public Works Engineering	757-385-4131
4	Parks	Parks and Recreation	757-385-4167
5	Water Utility	Public Utilities	757-385-4171
6	Sewer Utility	Public Utilities	757-385-4171
9	Economic	Economic Development	757-385-6464

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**8. The Project Detail Sheet indicates that a map for a specific project is not available online. Is it possible to receive a paper or electronic copy of the map? For projects that have maps but are not detailed, who should I call to obtain a more detailed copy?**

The maps provided are intended to show the general vicinity of a project. For specific details, please contact the project manager in the managing department.

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**9. How do I know if the project was contracted out to a private company? Are any of the projects open for bids by contractors? Who should I contact for information on the bidding process?**

Most projects are designed by private consultants. However, the City does not post bid information online, nor do we perform any type of e-bidding for contracts. For information on the bidding process for Public Works projects, please contact the Purchasing Unit at 757-385-4438. For project-specific contractor information, please contact the project Manager.

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**10. Why do some projects have dates and costs in the "Approved Budget" columns while others do not?**

If the Project# ends in anything other than "000", it is a sub-project. View the parent project's Detail Sheet (i.e. the project with the same first 4 digits but with a "000" suffix) to see the Council-approved figures.

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**11. Why do some projects have dates and costs in the "Current Estimates" columns while others do not?**

Some projects may not be up to date due to inactivity or other delays. Please contact the project manager to find out the latest status.

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**12. Why do some activities under the "Project Activities" section not have correlating dates and figures?**

In some cases, a necessary activity is not known until the Design phase is completed (after the project has been proposed to City Council). In these situations, the activity (e.g. Site Acquisition) may have blank figures under "Approved Budget". Vice versa, it may also happen that an activity was thought to be necessary initially, but after more detailed study, it is no longer required. In this case the "Current Estimates" will be blank.

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**13. In some cases, the estimated cost of a project is well above the approved amount. Where do the extra funds for the project come from?**

Sometimes during the Design phase, the costs may increase due to unforeseen conditions. In some cases, the extra amount needed for the other activities are obtained from the "Contingencies" activity so that the total project cost is maintained. Every year, the project manager re-proposes the project for inclusion in the CIP with the latest estimates. The City Council decides which projects to add, defer, delete as well as approve new revenue or additional revenues, and may also change the scope of a project. After the City Council approval process (early May), the CIP Status and "Approved Budget" figures for projects in this website will be updated accordingly.

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**14. There is a project that indicates that the City is still waiting for funding to be available, yet the estimated project completion dates have since passed. When is funding expected to be available, and when will a new estimated completion date be posted to this Web site?**

The project is likely on hold until funding can be secured. You will need to contact the appropriate project manager to find out when funding is expected to be available. However, once funding is secured, the Project Detail sheet will be revised to show the new schedule.

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**15. The Project Detail Sheet indicates that the project is completed, however, the equipment and work signs are still in the area. When will the site be updated with a new completion date, or is this a new, separate project that has just begun?**

Sometimes, the contractor may need to make repairs or corrections, even after the work is "completed". This should only last for a short time. If the work continues for an extended period, the project manager should be contacted for further information.

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**16. When I click on a link in the "Attachments" section of the "Project Detail Sheet" nothing happens. Why?**

The links pop-up the attached document in a new browser window. Please enable pop-ups on your browser.

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