



Capital Improvement Request Form

Date: 03/2017	Department: City Administration	Department Priority __1__ of __1__
Project Name: 1 st Floor City Hall Remodel	Location: City Hall	Prepared by: Rebecca Grill
Duration: <input type="checkbox"/> One Year <input type="checkbox"/> On-going <input checked="" type="checkbox"/> Multi-Year 1-2 # of Years		Need: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Important <input type="checkbox"/> Desired

Type of Project: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> On-going	IT Component: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, describe:
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In Previous Plan: <input type="checkbox"/> No, New Request <input checked="" type="checkbox"/> Yes, modified <u>increased amount</u>	If approved - Estimated Start Date: 2018 End Date: 2019
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Engineering/PW Improvements (Infrastructure)*

☐ Local Streets, include taser ratings _____

☐ Major Streets ☐ Pavement Repair ☐ Storm Sewer ☐ Sanitary Sewer ☐ Water Main ☐ Parking Lot

☐ Street Lighting ☐ Sidewalks & Bike Trails ☐ Alleys ☐ Bridge (Inspect. & Repair) ☐ Traffic Controls – Intersections

Equipment (attach replacement schedule, if applicable)

☐ Vehicle(s) ☐ IT Systems/Equipment (if applicable) ☐ Equipment Number (if applicable) # _____

Briefly describe: _____

Buildings & Facilities*

☐ Roof ☐ Windows ☐ HVAC ☐ Electrical ☒ Restroom ☐ Carpeting, Tiles, W&W Coverings ☐ ADA ☒ Office Remodeling ☐ New Building

☐ Miscellaneous, describe: _____

Cost Estimate derived from:

☐ Actual Estimate (attach) ☐ Limited Information ☐ Based on Similar Projects ☒ Not Supported

Estimated Total Project Amount:

Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund	60,000	150,000				
Developer Contribution						
Debt Financing						
Special Assessments						
State DOT						
State Grant						
Federal Grant						
TIF						
Other						
Total						

* Uses of Funds

Land/R-O-W Acquisition	
Design	\$15,000
Bidding	
Construction Management	
Misc. (List details)	\$195,000 Construction and Demolition
Total Use of Funds	

CIP Category

Specify Type/Use	Expenditure	Revenue	Ongoing
Infrastructure (Streets/Sidewalks)	\$	\$	
Utilities (W/S/S)	\$	\$	
Traffic	\$	\$	
Parks	\$	\$	
Property	\$	\$	
Equipment	\$	\$	

Project Name: _____ 1st Floor City Hall Remodel _____ # 18- _____ CIP Priority: _____ of _____

Assumptions used in estimate and fund usage:

Project Description/Details: (attach additional sheet if necessary)

We are currently in the process of accessing the need to create shared administrative services and a citizen central for people visiting city hall. Part of this discussion includes the desire to create a secure and safe work environment for City Hall employees. This request is being added as a place holder should this be found to be the needed course of action.

of Citizens/Businesses Impacted Per Year: ☐ 1-49 ☐ 50-249 ☐ 250-499 ☐ 500-999 ☐ 1000-2499 ☐ 2500-5000 ☐ 5001-10,000 ☒ 10,000 or more

Time Savings (in hours) Per Year: ☐ None ☐ 1-99 hours ☐ 100-259 ☐ 260-519 ☐ 520-1039 ☐ 1040-2080 ☐ 2081-4160 ☐ 4160 or more

Employees impacted per year: ☐ None ☐ Less than 5 ☐ 5-24 ☐ 25-49 ☐ 50-99 ☒ 100-250 ☐ 250-500 ☐ 501 or more

Cost Savings Per Year: ☐ None ☐ \$1-\$1000 ☐ \$1001-5000 ☐ \$5001-10,000 ☐ \$10,001-25,000 ☐ \$25,001-50,000 ☐ \$50,000 or more

Does the project address a mandate? ☐ No ☐ Yes, describe:

Does the project reduce Liability? ☐ No ☐ Yes, describe:

Does the project require additional Staff or overtime? ☐ No ☐ Yes, describe:

Does the project generate revenue? ☐ No ☐ Yes, describe:

Support the City's Green Initiative? ☐ No ☐ Yes, describe:

What is the justification or benefit of this project? Which Strategic Goal or Action does the project impact? List goal and describe how: #5 Excellence in Government - The City of West Allis will continually review the best methods for effective and efficient service delivery by utilizing continuous improvement and LEAN operation techniques. Innovation and service excellence is expected and employees will be held accountable and rewarded for such. 5-3 Create a streamlined citizen and business service environment city-wide, eliminating the need for citizens and stakeholders to go to multiple departments for City permitting, licenses, or other requirements and services.

Is the project related to another capital project? ☐ No ☐ Yes, describe:

How does the project relate to the City's Comprehensive Plan? ☐ No ☐ Yes, describe:

Finance Only: Does the funding level fit within the City's funding and debt policies? ☐ No ☐ Yes

Comments: