



# Capital Improvement Request Form

|  |             |  |
|--|-------------|--|
| Date:  | Department: | Department Priority _____ of _____   |
| Project Name:  | Location:   | Prepared by: _____   |
| Duration: <input type="checkbox"/> One Year <input type="checkbox"/> On-going <input type="checkbox"/> Multi-Year _____ # of Years                   |             | Need: <input type="checkbox"/> Essential <input type="checkbox"/> Important <input type="checkbox"/> Desired |
| Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> On-going |             | IT Component: <input type="checkbox"/> No <input type="checkbox"/> Yes, describe:                            |
| In Previous Plan: <input type="checkbox"/> No, New Request <input type="checkbox"/> Yes, modified _____  |             | If approved - Estimated Start Date: _____ End Date: _____  |

## Engineering/PW Improvements (Infrastructure)\*

- ☐ Local Streets include taser & miles \_\_\_\_\_
- ☐ 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           |        |        |        |        |        |       |
| Developer Contribution |        |        |        |        |        |       |
| Debt Financing         |        |        |        |        |        |       |
| Special Assessments    |        |        |        |        |        |       |
| State DOT              |        |        |        |        |        |       |
| State Grant            |        |        |        |        |        |       |
| Federal Grant          |        |        |        |        |        |       |
| TIF                    |        |        |        |        |        |       |
| Other                  |        |        |        |        |        |       |
| Total                  |        |        |        |        |        |       |

## \* Uses of Funds

|                           |  |
|---------------------------|--|
| Land/R-O-W Acquisition    |  |
| Design                    |  |
| Bidding                   |  |
| Construction Management   |  |
| Misc. (List details)      |  |
| <b>Total Use of Funds</b> |  |

## CIP Category

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

Project Name: \_\_\_\_\_ # 18-\_\_\_\_\_ CIP Priority: \_\_\_\_\_ of \_\_\_\_\_

Assumptions used in estimate and fund usage:

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

# 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:

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: