

# City of Royal Oak, Michigan Adopted Capital Improvement Plan

FY2020-21 to FY2025-26



June 30, 2020

Dear Readers:

The enclosed adopted capital improvement plan (CIP) serves as the city's multi-year planning instrument used to identify needs and potential financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the city's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to help to ensure the efficient delivery of services that the community desires. The goal is to use the CIP as a tool to implement the city's various master plans, goals, objectives, policies and to assist with the city's financial planning.

The CIP plays an important role by providing the link between planning and budgeting for capital and non-routine expenditures. The CIP process occurs prior to the operating budget process as the CIP will be used to develop the capital portion of the budget. **Approval of the CIP by the planning commission does not signify final approval or funding of any project contained within the plan.** Rather, by approving a CIP, the planning commission acknowledges that they agree that the projects present a reasonable interpretation of the upcoming needs / wants for the city and in compliance with the city's master plan. The projects contained in the first year of the plan will be requested in next year's department requested budget (with the exception of certain park projects) and potentially advance to the manager's recommended and/or city commission's approved budget.

The CIP document includes several areas of projects such as street improvements, water & sewer improvements, city parks / facilities improvements, information technology, and vehicles, equipment, large studies, and other. After the graphs, an aggregate spreadsheet listing the summary of projects with current cost projections (in today's dollars) is the major focus of the plan document this year. Please be advised that the project description narrative section is not included in the CIP this year. Near the end of document, the project application forms are included to provide readers with an understanding as to how a project is submitted and rated.

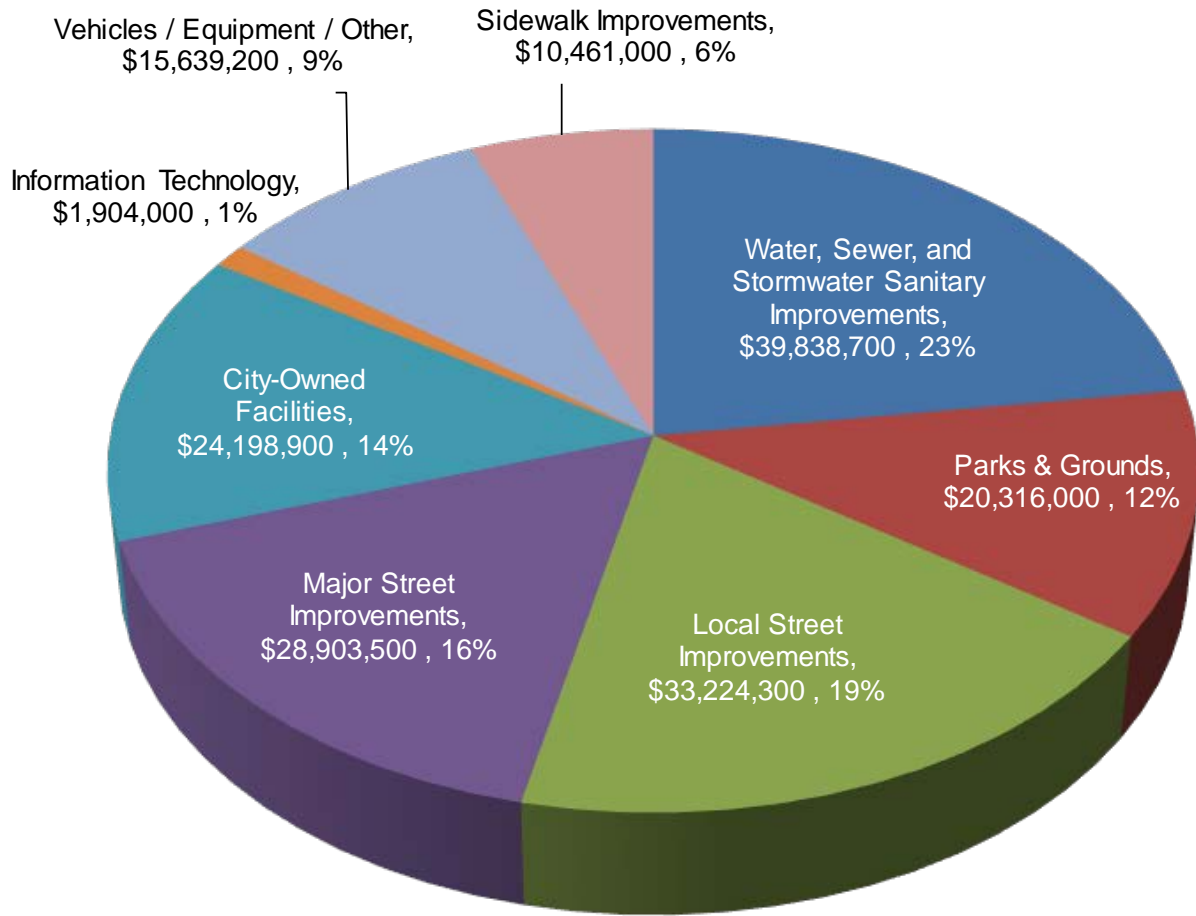
In the future, it is recommended that the administration and planning commission members work together to better define and develop Royal Oak's CIP process for future years. CIP topics to improve could include the following: a project raters group to improve the legitimacy of project scoring, more thorough project descriptions and improved estimates of related operating costs / savings impact by submitters.

Preparation of the CIP is performed under the authority of the Michigan Planning Enabling Act (Act 33 of 2008) which repealed and replaced the Municipal Planning Commission Act (PA 285 of 1931). A public hearing on the draft capital improvement plan was performed at the June 2020 Planning Commission meeting. The CIP assists the administration and city commission during the budget development process. The planning commission's assistance throughout this process is greatly appreciated.

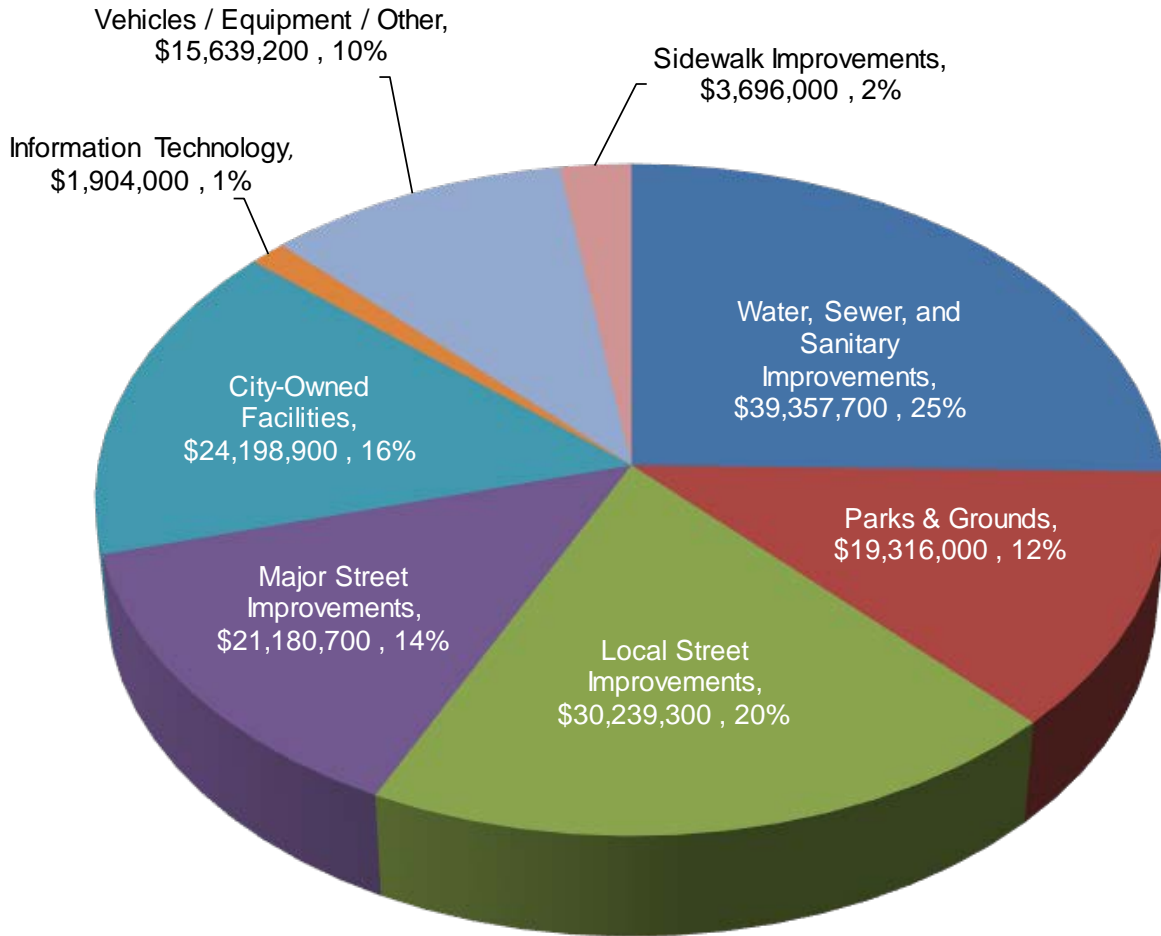
Respectfully Submitted,  
Julie Rudd  
Director of Finance

# Total Project Costs and Percentage of CIP

## FY 2020-21 to FY 2025-26



**Total City Project Costs and Percentage of CIP**  
**FY 2020-21 to FY 2025-26**





CIP #	PROJECT NAME	SUBMITTER RATING	PROJECT COORDINATION	PROJECT TYPE	POTENTIAL FUNDING SOURCE(S)	ESTIMATED TOTAL PROJECT COST	% CITY SHARE	NON CITY COST	TOTAL CITY COST	PRIOR YRS CITY COST	FUTURE CITY COST (2021-2026)	FISCAL YEAR 2020-21 CITY COST	FISCAL YEAR 2021-22 CITY COST	FISCAL YEAR 2022-23 CITY COST	FISCAL YEAR 2023-24 CITY COST	FISCAL YEAR 2024-25 CITY COST	FISCAL YEAR 2025-26 CITY COST
<b>Water and Sewer Improvements</b>																	
CAP1836	Delaware Ave Special Assessment (associated stormwater costs)	130	Local Street Paving	New	Water & Sewer Fund / Rates	10,300	100%	-	10,300	5,100	5,200	5,200	-	-	-	-	-
CAP1936	Massoit Rd Special Assessment (associated stormwater costs)	130	Local Street Paving	New	Water & Sewer Fund / Rates	10,400	100%	-	10,400	5,200	5,200	5,200	-	-	-	-	-
CAP1999	Quality Control Review of Water and Sewer GIS Database	126	N/A	New	Water & Sewer Fund / Rates	62,000	100%	-	62,000	-	62,000	40,000	22,000	-	-	-	-
CAP2008	2021 Crooks Road Resurfacing (water main improvements)	132	Major Streets	Rehabilitation	Water & Sewer Fund / Rates	444,000	100%	-	444,000	-	444,000	333,000	111,000	-	-	-	-
CAP2010	2020 Water Main Improvements	141	Local Street Paving	Replacement	Water & Sewer Fund / Rates	3,060,000	100%	-	3,060,000	1,530,000	1,530,000	1,530,000	-	-	-	-	-
CAP2035	2020 Road Reconstruction (associated stormwater costs)	132	Major Streets / Local Streets	Replacement	Water & Sewer Fund / Rates	172,800	100%	-	172,800	86,400	86,400	86,400	-	-	-	-	-
CAP2040	Green Infrastructure Improvements (Arden, Sheridan) (possible EGLE grant)	135	Local Street Paving	New	Water & Sewer Fund / Rates / EGLE Grant	747,000	36%	481,000	266,000	-	266,000	133,000	133,000	-	-	-	-
CAP2110	2021 Water Main Improvements	141	Local Street Paving	Replacement	Water & Sewer Fund / Rates	4,312,000	100%	-	4,312,000	-	4,312,000	2,156,000	2,156,000	-	-	-	-
CAP2135	2021 Road Reconstruction (water main imp. and associated stormwater costs)	132	Local Street Paving	Replacement	Water & Sewer Fund / Rates	176,000	100%	-	176,000	-	176,000	88,000	88,000	-	-	-	-
CAP2150	Stormwater Mapping (aerial flyover of city)	119	N/A	New	Water & Sewer Fund Rates	155,000	100%	-	155,000	-	155,000	-	75,000	-	-	80,000	-
CAP2210	2022 Water Main Improvements	141	Local Street Paving	Replacement	Water & Sewer Fund / Rates	3,793,000	100%	-	3,793,000	-	3,793,000	-	1,896,500	1,896,500	-	-	-
CAP2240	Sewer and Green Infrastructure Improvements (Chester, Bellaire)	105	N/A	Rehabilitation	Water & Sewer Fund Rates	500,000	100%	-	500,000	-	500,000	-	250,000	250,000	-	-	-
CAP2308	2022 Normandy Rd Resurfacing (water main improvements)	107	Major Street Paving	Rehabilitation	Water & Sewer Fund Rates	1,020,000	100%	-	1,020,000	-	1,020,000	-	-	510,000	510,000	-	-
CAP2310	2023 Water Main Improvements	141	Local Street Paving	Replacement	Water & Sewer Fund / Rates	2,704,000	100%	-	2,704,000	-	2,704,000	-	-	1,352,000	1,352,000	-	-
CAP2410	2024 Water Main Improvements	141	Local Street Paving	Replacement	Water & Sewer Fund / Rates	3,815,000	100%	-	3,815,000	-	3,815,000	-	-	-	1,907,500	1,907,500	-
CAP2507	2025 Crooks Road Resurfacing (water main improvements)	107	Major Streets	Rehabilitation	Water & Sewer Fund Rates	351,000	100%	-	351,000	-	351,000	-	-	-	-	175,500	175,500
CAPXX05	Millage Concrete Street Repairs (assoc. stormwater costs) (CAP1805-CAP2405)	125	Local Streets	Replacement	Water & Sewer Fund / Rates	272,200	100%	-	272,200	46,700	225,500	50,200	45,900	49,500	54,900	25,000	-
CAPXX15	Millage Asphalt Resurfacing (assoc. stormwater costs) (CAP1815-CAP2415)	130	Local Street Paving	Replacement	Water & Sewer Fund / Rates	411,000	100%	-	411,000	72,600	338,400	76,400	83,000	84,000	68,000	27,000	-
CAPXX55	Special Assessment Paving (water main imp. and associated stormwater costs)	130	Local Street Paving	Replacement	Water & Sewer Fund / Rates	1,441,000	100%	-	1,441,000	10,000	1,431,000	263,000	305,000	305,000	305,000	253,000	-
CAPXX65	Lead and Copper Service Replacements	131	N/A	Replacement	Water & Sewer Fund Rates	3,000,000	100%	-	3,000,000	-	3,000,000	500,000	500,000	500,000	500,000	500,000	500,000
CAPXX66	Water Service Line Inventory	131	N/A	New	Water & Sewer Fund Rates	1,200,000	100%	-	1,200,000	-	1,200,000	240,000	240,000	240,000	240,000	240,000	-
SRXX01	Sewer Televising & Root Control (City Wide) (S1901-S2401)	126	N/A	Rehabilitation	Water & Sewer Fund / Rates	3,757,000	100%	-	3,757,000	635,000	3,122,000	534,000	600,000	630,000	662,000	696,000	-
SRXX02	Sewer Lining (City-Wide) (CAP1985-CAP2485)	126	N/A	Rehabilitation	Water & Sewer Fund / Rates	4,791,000	100%	-	4,791,000	695,000	4,096,000	750,000	776,000	815,000	856,000	899,000	-
SRXX03	Spot Sewer Repairs (City-Wide) (CAP1995-CAP2495)	126	N/A	Rehabilitation	Water & Sewer Fund / Rates	3,634,000	100%	-	3,634,000	510,000	3,124,000	536,000	600,000	630,000	662,000	696,000	-
	<b>Water and Sewer Improvements</b>				<b>Subtotal</b>	<b>39,838,700</b>		<b>481,000</b>	<b>39,357,700</b>	<b>3,596,000</b>	<b>35,761,700</b>	<b>7,326,400</b>	<b>7,881,400</b>	<b>7,262,000</b>	<b>7,117,400</b>	<b>5,499,000</b>	<b>675,500</b>
<b>Sidewalk Improvements</b>																	
CAPXX01	Concrete Pavement And Prepaid Sidewalk Improv.(City-Wide) (CAP1801-CAP2401)	105	Local Street Paving	Replacement	Water & Sewer Fund / Rates / Local Streets Fund	2,961,000	100%	-	2,961,000	846,000	2,115,000	423,000	423,000	423,000	423,000	423,000	-
CAPXX02	Sidewalk Improvements Program (City-Wide) (CAP1902-CAP2402)	145	N/A	Replacement	Local Streets Fund / Direct Invoice	6,000,000	10%	5,400,000	600,000	-	600,000	100,000	100,000	100,000	100,000	100,000	100,000
CAPXX03	Downtown Sidewalk Improvements Program	145	N/A	Replacement	DDA Fund / Direct Invoice	1,500,000	9%	1,365,000	135,000	-	135,000	135,000	-	-	-	-	-
	<b>Sidewalk Improvements</b>				<b>Subtotal</b>	<b>10,461,000</b>		<b>6,765,000</b>	<b>3,696,000</b>	<b>846,000</b>	<b>2,850,000</b>	<b>658,000</b>	<b>523,000</b>	<b>523,000</b>	<b>523,000</b>	<b>523,000</b>	<b>100,000</b>
<b>Local Street Improvements</b>																	
CAP1836	Delaware Ave Special Assessment	130	CAP2035	New	Local Streets Fund / Special Assessment	195,700	47%	103,000	92,700	46,350	46,350	46,350	-	-	-	-	-
CAP1936	Massoit Rd Special Assessment	130	CAP2035	New	Local Streets Fund / Special Assessment	119,600	78%	26,000	93,600	46,800	46,800	46,800	-	-	-	-	-
CAP2035	2020 Millage Road Reconstruction	132	Major Streets / W&S Projects	Replacement	Local Streets Fund / Special Assessment / W&S Fund / Rates	933,000	100%	-	933,000	466,500	466,500	466,500	-	-	-	-	-
CAP2036	Diverter Islands (Various Woodward Intersections)	79	N/A	New	Local Streets Fund	150,000	100%	-	150,000	-	150,000	150,000	-	-	-	-	-
CAP2040	Arden / Sheridan Green Infrastructure Improvements (possible EGLE grant)	135	W&S Projects	New	Local Streets Fund	150,000	100%	-	150,000	-	150,000	37,500	112,500	-	-	-	-
CAP2050	CDBG Judson Ave Paving Improvements	105	N/A	New	CDBG Fund	400,000	100%	-	400,000	200,000	200,000	200,000	-	-	-	-	-
CAP2135	2021 Millage Road Reconstruction	132	W&S Projects	Replacement	Local Streets Fund	785,000	100%	-	785,000	-	785,000	392,500	392,500	-	-	-	-
CAPXX01	Concrete Pavement And Prepaid Sidewalk Improv.(City-Wide) (CAP1801-CAP2401)	105	W&S Projects / Sidewalk Imp.	Replacement	Water & Sewer Fund / Rates / Local Streets Fund	329,000	100%	-	329,000	94,000	235,000	47,000	47,000	47,000	47,000	47,000	-
CAPXX05	Millage Concrete Street Repairs (CAP1905-CAP2405)	125	W&S Projects	Replacement	Local Streets Fund	7,778,500	100%	-	7,778,500	1,332,300	6,446,200	1,433,600	1,312,500	1,415,400	1,569,900	714,800	-
CAPXX10	Road Work on Water / Sewer Projects (CAP1910-CAP2410)	141	W&S Projects	Replacement	Local Streets Fund	2,561,000	100%	-	2,561,000	375,000	2,186,000	487,500	562,500	553,000	343,000	240,000	-
CAPXX15	Millage Asphalt Resurfacing (CAP1915-CAP2415)	130	W&S Projects	Replacement	Local Streets Fund	12,093,000	100%	-	12,093,000	2,136,000	9,957,000	2,247,000	2,453,000	2,467,500	1,995,000	794,500	-
CAPXX25	Millage and Major Street Joint Sealing (CAP1925-CAP2425)	121	Major Street Joint Sealing	Replacement	Local Streets Fund	374,000	100%	-	374,000	84,000	290,000	50,000	50,000	60,000	80,000	50,000	-
CAPXX55	Special Assessments Paving (CAP1955-CAP2455)	130	N/A	Replacement	Local Streets Fund / Special Assessment	7,355,500	60%	2,856,000	4,499,500	104,000	4,395,500	640,000	1,073,000	1,073,000	1,073,000	536,500	-
	<b>Local Street Improvements</b>				<b>Subtotal</b>	<b>33,224,300</b>		<b>2,985,000</b>	<b>30,239,300</b>	<b>4,884,950</b>	<b>25,354,350</b>	<b>6,244,750</b>	<b>6,003,000</b>	<b>5,615,900</b>	<b>5,107,900</b>	<b>2,382,800</b>	<b>-</b>
<b>Major Street Improvements</b>																	
CAP1101	Surveying Services	84	N/A	New	Major Streets Fund	248,000	100%	-	248,000	35,500	212,500	35,500	35,500	35,500	35,500	35,500	35,000
CAP1899	I-75 Widening (staff work)	139	N/A	New	Major Streets Fund	110,000	100%	-	110,000	10,000	100,000	20,000	20,000	30,000	30,000	-	-
CAP1909	2019 14 Mile Rd Resurfacing (Greenfield Rd to Crooks Rd) - MDOT	130	W&S Projects	Rehabilitation	Major Streets Fund / Federal Funds	4,459,200	22%	3,463,500	995,700	697,000	298,700	298,700	-	-	-	-	-
CAP1941	2019 Traffic Sig. Upgrade - 11 and 13 Mile (CMAQ), downtown mast arm upgrades	134	N/A	Replacement	Major Streets Fund / CMAQ Grant / DDA Fund	2,431,300	37%	1,533,800	897,500	317,400	580,100	580,100	-	-	-	-	-
CAP2006	Inventory of City Street Lights in GIS	72	N/A	New	Major Streets Fund	50,000	100%	-	50,000	-	50,000	50,000	-	-	-	-	-
CAP2007	W. Fourth St Lighting Improvements	108	N/A	Rehabilitation	tbd / DDA Fund	170,000	100%	-	170,000	-	170,000	170,000	-	-	-	-	-
CAP2008	2021 Crooks Road Resurfacing (13 Mile to 14 Mile) - MDOT	132	W&S Projects	Rehabilitation	Major Streets Fund / Federal Funds	2,303,500	26%	1,695,500	608,000	25,000	583,000	437,200	145,800	-	-	-	-
CAP2009	2020 Lincoln Road Resurfacing (Woodward to Lafayette)	107	N/A	Rehabilitation	Major Streets Fund	625,000	100%	-	625,000	8,000	617,000	617,000	-	-	-	-	-
CAP2035	2020 Millage Road Reconstruction	132	Local Streets / W&S Projects	Replacement	Major Streets Fund	169,000	100%	-	169,000	84,500	84,500	84,500	-	-	-	-	-
CAP2041	2020 Traffic Signal Upgrade Project - Crooks and Main (CMAQ)	134	N/A	Replacement	Major Streets Fund / CMAQ Grant	1,334,500	23%	1,030,000	304,500	-	304,500	60,900	243,600	-	-	-	-
CAP2041	2020 Traffic Sig. Upgrade - mast arms on Main St., Kenilworth, Third and Fourth St.	134	N/A	Replacement	DDA Fund	600,000	100%	-	600,000	-	600,000	120,000	480,000	-	-	-	-
CAP2109	2021 S Main St Resurfacing (Lincoln to 11 Mile Rd)	107	N/A	Rehabilitation	Major Streets Fund	1,250,000	100%	-	1,250,000	-	1,250,000	625,000	625,000	-	-	-	-
CAP2208	2022 Lincoln Ave Resurfacing (Lafayette to Campbell)	107	N/A	Rehabilitation	Major Streets Fund	2,000,000	100%	-	2,000,000	-	2,000,000	-	1,000,000	1,000,000	-	-	-
CAP2308	2023 Normandy Rd Resurfacing (Coolidge to Crooks)	107	W&S Projects	Rehabilitation	Major Streets Fund	2,735,000	100%	-	2,735,000	-	2,735,000	-	-	1,367,500	1,367,500	-	-
CAP2408	2024 Rochester Road Resurfacing (Catalpa to 12 Mile Rd)	107	N/A	Rehabilitation	Major Streets Fund	885,000	100%	-	885,000	-	885,000	-	-	-	442,500	442,500	-
CAP2409	2024 11 Mile Rd Gateway Project (Campbell to Stephenson)	107	N/A	Rehabilitation	Major Streets Fund	1,504,000	100%	-	1,504,000	-	1,504,000	-	-	-	752,000	752,000	-
CAP2507	2025 Crooks Road Resurfacing (North Main St to 13 Mile Road)	107	N/A	Rehabilitation	Major Streets Fund	3,755,000	100%	-	3,755,000	-	3,755,000	-	-	-	-	1,877,500	1,877,500
CAP2508	2025 Gardenia Road Resurfacing (Campbell Rd to Stephenson Rd)	107	N/A	Rehabilitation	Major Streets Fund	645,000	100%	-	645,000	-	645,000	-	-	-	-	322,500	322,500
CAP2509	2025 11 Mile Road Resurfacing (Main St to Campbell Rd)	107	N/A	Rehabilitation	Major Streets Fund	2,205,000	100%	-	2,205,000	-	2,205,000	-	-	-	-	1,102,500	1,102,500
CAPXX25	Millage and Major Street Joint Sealing (CAP1925-CAP2525)	121	Local St. Joint Sealing	Rehabilitation	Major Streets Fund	1,424,000	100%	-	1,424,000	130,000	1,294,000	270,000	251,000	148,000	328,000	297,000	-</



## **Capital Improvement Project Instructions**

A capital improvement plan (CIP) is a multi-year planning instrument used to identify needs and potentially the financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the city's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services that the community desires.

Preparation of CIP is performed under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal is to use the CIP as a tool to implement the city's various master plans, goals, policies and to assist in the city's financial planning.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures. The CIP process occurs prior to the budget process as the CIP will be used to develop the capital and operating portions of the department requested budget.

Approval of the CIP document by the planning commission **does not** signify final legal appropriation of any project contained within the plan. Rather, by approving the CIP the planning commission acknowledges that they agree that the project presents a reasonable interpretation of the upcoming needs/wants for the city, with the projects contained in the first year of the plan potentially becoming the basis for the city's capital budget. It is important to note that the priority ranking on the "Assessment Form" does not necessarily correspond to funding sequence.

### **Instructions**

- If you have a **NEW** capital *infrastructure* project request is equal to or in excess of \$10,000 please complete the following forms:
  - Capital Improvement Plan – Project Application **Form 1** (2 pages)
  - Project Application – (cost breakdown) **Form 3**
  - Capital Improvement Assessment **Form 4**
- If you have a **NEW** equipment/vehicle/ study/professional Services /Technology/Other Project request is equal to or in excess of \$10,000 please complete the following forms:
  - Capital Improvement Plan – Project Application **Form 1** (2 pages)
  - Capital Improvement Plan – Equipment/Vehicle/Study/Professional Service/ Technology/ Other Application **Form 2**  
**Be sure to complete the cost impact information on Forms 2 and 3**
  - Project Application – (cost breakdown) **Form 3**
  - Capital Improvement Assessment **Form 4**

**MODIFICATION FOR EXISTING PROJECT:** If you have any modification to a CIP project that was submitted in a prior year or wish to delete a prior year CIP project - please fill out the forms or highlight the change on the original form and resubmit. Changes such as the needs assessment rating, scope of the project, fiscal year of project or estimated change in cost are considered modifications.

**PLEASE EMAIL COMPLETED FORMS TO JulieR@romi.gov BY MONDAY, JANUARY 6, 2020.** This deadline will be extended until February 3, 2020 for projects that develop from city commission strategic/budget planning session. Thank you.

**Form 1**  
**FY2020/21 – 2025/26 Capital Improvement Plan – Project Application**

Project Name/Title: \_\_\_\_\_

Program Area \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

CIP ID #: \_\_\_\_\_ (to be determined later)

☐ **New Project**      ☐ **Modification of Existing Project**      ☐ **Deletion of Existing Project**

**Project Description:** Provide a brief description of project: \_\_\_\_\_

**Planning Context:** Is the project part of an Adopted Program, Policy or Plan?

☐ Yes (Identify Program/policy/plan): \_\_\_\_\_

☐ No

List the adopted program or policy, and how this project directly or indirectly applies.

**Planning Context:** Is the City legally obligated to perform this project?

☐ Yes - Directly

☐ Yes -Indirectly

☐ No

Please describe City's legal requirement:

**Schedule:** Estimated project beginning and ending dates. Projects may take several years to complete, so please fill out the multi-year schedule (Form 3). If applicable, be sure to include any work performed in prior years, including studies or other planning by filling in the "cost before FY19-20" column.

**Coordination:** Please identify if this project is dependent upon or should coordinate with one or more other CIP projects and please describe the relationship:

**Project Priority:** Low, Medium, High

\_\_\_\_\_ Priority within Program Area

\_\_\_\_\_ Priority Citywide



**Form 1**  
**FY2020/21 – 2025/26 Capital Improvement Plan – Project Application (page 2)**

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**Prior Approval:** Is this project included the FY19-20 Adopted or any prior years' budget? Has this project already been approved by any Board or Commission? (Please check appropriate box(es) below)

☐ Yes

☐ No

☐ City Commission

☐ Planning Commission

☐ Other \_\_\_\_\_

☐ 19-20 Budget

☐ Prior Year Budget: \_\_\_\_\_

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**Total Estimated Project Cost:** In present value (Amount shown here should agree with total on Form 3)

\$ \_\_\_\_\_

List all funding options available for this project

Recommended funding option(s) to be used (i.e.: Tax Revenue, Fee Revenue, and Bond Issuance, fund balance, etc...)

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**Basis of the Cost Estimate:** Please check the following:

☐ Cost of comparable facility / equipment

☐ Cost estimate from engineer/architect

☐ Other \_\_\_\_\_

☐ Ballpark "guesstimate"

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**Budget Impact (Costs):** Any and all future operating costs this project will cause. Wages, benefits, utilities, maintenance; supplies etc... (Should agree with Form 3 worksheet)

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**Budget Impact (Savings):** Any and all future operating savings this project will cause. Wages, benefits, utilities, maintenance, supplies etc... (Should agree with Form 3 worksheet)

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**If Cost Impact Exceeds Savings Impact:** Please explain in detail the increased level of services that will be provided with the implementation of this project (or explain justification for project).

**Form 2**  
**FY 2020/21 – 2025/26 Capital Improvement Plan**  
**Equipment/Vehicle/Study/Technology/Other Application**

Project Title: \_\_\_\_\_

Date Form Prepared: \_\_\_\_\_

Department: \_\_\_\_\_

CIP #: \_\_\_\_\_ (to be determined later)

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Forms of Acquisition: Please check one of the following

☐ Purchase                      ☐ Rental / Lease                      ☐ Other

Number of Units Requested: \_\_\_\_\_

Estimated Service Life (Years): \_\_\_\_\_

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*Below costs should tie with Form 3*

<b><u>Direct Costs:</u></b>	<b><u>Per Unit (\$):</u></b>	<b><u>Total Cost (\$):</u></b>
Purchase Price or Annual Rent / Lease	_____	_____
Plus: Installation or Related Charges	_____	_____
Plus: Annual Operational Costs	_____	_____
Less: Annual Operational Savings	_____	_____
Less: Trade-in, Salvage Value, Discount	_____	_____
Net Purchase Cost / Annual Rent	_____	_____

Are you requesting this project to be on a replacement schedule? (example: Fire Dept. needs to purchase 40 turn-out gear/suits every 7 years)

☐ YES                      ☐ NO

If yes, please describe the cycle

**Form 3 - Project Application Financial Detail**

<div> <div>Form 3</div> <div>FY 2020/21 - 2025/26 PROJECT APPLICATION (cost breakdown)</div> </div>											
Project Title: _____										CIP ID #: _____	
Project Construction	Cost Before 2019-20	Budget/Estimated 2019-20	Estimated 2020-21	Estimated 2021-22	Estimated 2022-23	Estimated 2023-24	Estimated 2024-25	Estimated 2025-26	Total Project Cost	% City Share	Total City Cost
Preliminary Engineering	-	-	-	-	-	-	-	-	\$ -		\$ -
Right-of-Way Services	-	-	-	-	-	-	-	-	\$ -		\$ -
Land Acquisition (Row)	-	-	-	-	-	-	-	-	\$ -		\$ -
Geotechnical	-	-	-	-	-	-	-	-	\$ -		\$ -
Construction	-	-	-	-	-	-	-	-	\$ -		\$ -
Construction Engineering	-	-	-	-	-	-	-	-	\$ -		\$ -
Other Construction Costs	-	-	-	-	-	-	-	-	\$ -		\$ -
Equipment / Vehical Purchase	-	-	-	-	-	-	-	-	\$ -		\$ -
Other Cost or Purchase	-	-	-	-	-	-	-	-	\$ -		\$ -
<b>Total Project Construction</b>	-	-	-	-	-	-	-	-	<b>\$ -</b>		<b>\$ -</b>
Future Net Operating Costs / Savings*	Cost Before 2019-20	Budget/Estimated 2019-20	Estimated 2020-21	Estimated 2021-22	Estimated 2022-23	Estimated 2023-24	Estimated 2024-25	Estimated 2025-26	Total Project Cost	% City Share	Total City Cost
Estimated Staffing Impact	-	-	-	-	-	-	-	-	\$ -		\$ -
Estimated Operational Impact	-	-	-	-	-	-	-	-	\$ -		\$ -
Estimated Maintenance Impact	-	-	-	-	-	-	-	-	\$ -		\$ -
Estimated Other Impact	-	-	-	-	-	-	-	-	\$ -		\$ -
<b>Total Operating Impact</b>	-	-	-	-	-	-	-	-	<b>\$ -</b>		<b>\$ -</b>
<i>*please enter savings as a negative</i>											
<b>Grand Total Project</b>	-	-	-	-	-	-	-	-	-		<b>\$ -</b>
Coordinates With Projects:											
Report Operating Impact Beyond FY 2025-26:											

**Form 4**  
**FY 2020/21 - 2025/26 CAPITAL IMPROVEMENT NEEDS ASSESSMENT**

**Project Name/Title:** \_\_\_\_\_  
**CIP # (to be determined later)** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Total Score: (will calculate)** 0  
**Submitter's Name:** \_\_\_\_\_

	Score Rating	Rater Score	Weight	Rate x Weight
<b>1 Projects contribution to health, safety, and welfare</b>				
Eliminates a known hazard (accident history)	5		5	<b>0</b>
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	2			
No Impact	1			
<b>2 Project is needed to comply with Local, State or Federal Law</b>				
Yes <input type="checkbox"/> Indirectly <input type="checkbox"/> Directly	5		5	<b>0</b>
No	0			
<b>3 Project conforms to Adopted Program, Policy or Plan</b>				
Project is consistent with adopted City Council policy or plan	5		4	<b>0</b>
Project is consistent with Administrative policy	3			
No policy / plan in place	0			
<b>4 Project remedies an existing or projected deficiency</b>				
Completely Remedy Problem	5		3	<b>0</b>
Partially Remedy Problem	3			
No	0			
<b>5 Contributes to long-term needs of community / (Projects useful life)</b>				
More than 30 years	5		2	<b>0</b>
21 - 30 years	4			
11 - 20 years	3			
4 - 10 years	2			
3 years or less	1			
<b>6 Impact Measures - Net Present Value &amp; Internal Rate of Return</b>				
<b>(# of years to recoup costs)</b>			3	<b>0</b>
High / 0-3 years	5			
Medium - High / 4-7 years	4			
Medium / 8-11 years	3			
Medium - Low / 12-15 years	2			
Low / 16-20 years	1			
Never	0			
<b>7 Services area of project</b>				
Regional	5		2	<b>0</b>
City-Wide	4			
Several neighborhoods	3			
Less than several neighborhoods	1			
<b>8 Department priority</b>				
High	5		2	<b>0</b>
Medium	3			
Low	1			
<b>9 Project delivers level of service desired by community</b>				
High	5		3	<b>0</b>
Medium	3			
Low	1			

*Note: Assessment form is not intended to be a scientific calculation.*