

City of Royal Oak, Michigan Adopted Capital Improvement Plan

FY2020-21 to FY2025-26





Finance Department
211 South Williams Street
Royal Oak, MI 48067

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.

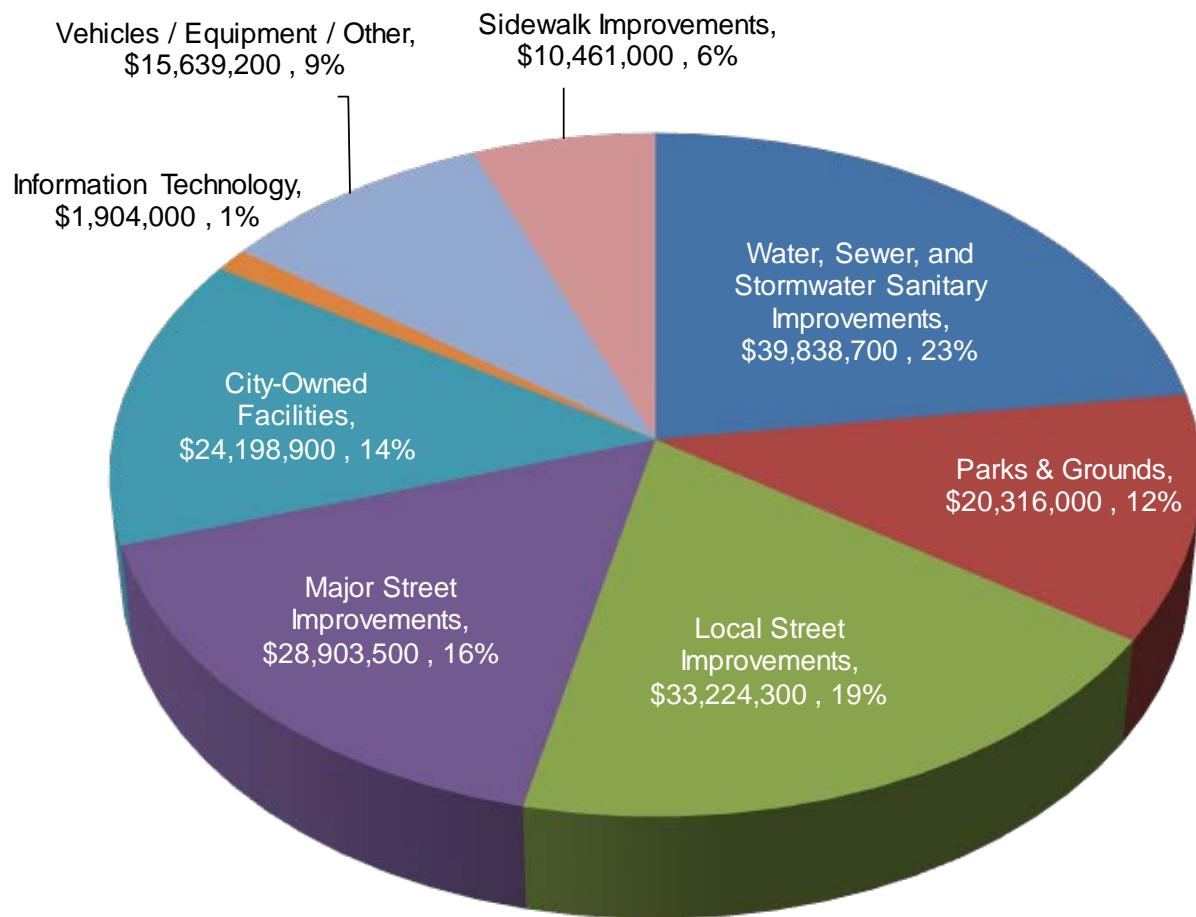
The CIP document includes several areas of projects such as street improvements, water & sewer improvements, city parks / facilities improvements, information technology, and vehicles, equipment, large studies, and other. After the graphs, an aggregate spreadsheet listing the summary of projects with 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.

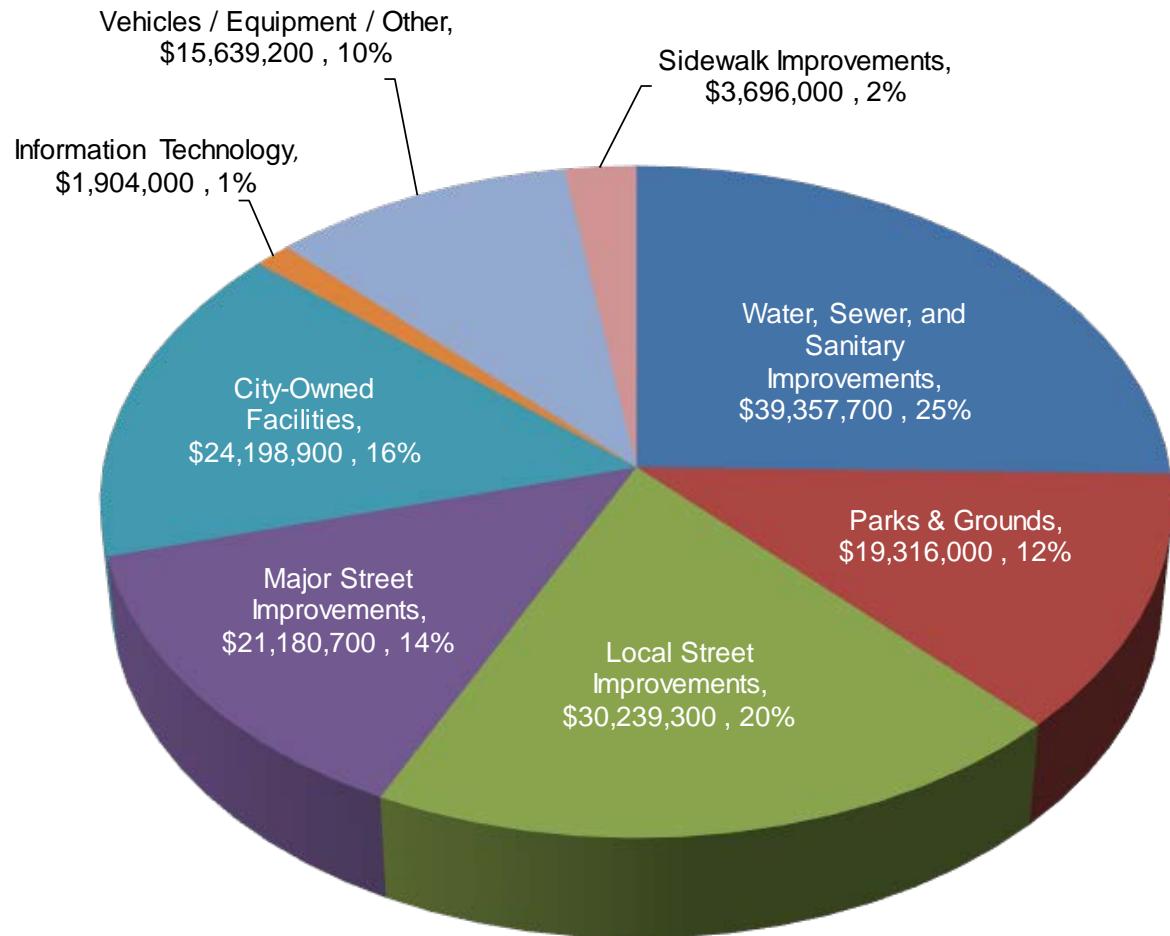
Respectfully Submitted,
Julie Rudd
Director of Finance

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		
Water and Sewer Improvements																			
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		
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	-		
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	-		
Water and Sewer Improvements						Subtotal			39,838,700	481,000	39,357,700	3,596,000	35,761,700	7,326,400	7,881,400	7,262,000	7,117,400	5,499,000	675,500
Sidewalk Improvements																			
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	-	-	-	-	-		
Sidewalk Improvements						Subtotal			10,461,000	6,765,000	3,696,000	846,000	2,850,000	658,000	523,000	523,000	523,000	100,000	
Local Street Improvements																			
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	Divertor Islands (Various Woodward Intersections)	79	N/A	New	Local Streets Fund	150,000	100%	-	150,000	-	150,000	150,000	150,000	-	-	-	-	-	
CAP2040	Arden / Sheridan Green Infrastructure Improvements (possible EGLE grant)	135</																	

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
City-Owned Facilities (continued)																	
tbd	Library Roof Replacement	99	N/A	Replacement	Library Fund	475,000	100%	-	475,000	-	475,000	-	475,000	-	-	-	-
tbd	Salter Center Parking Lot Repaving	91	N/A	Replacement	To be Determined	125,000	100%	-	125,000	-	125,000	125,000	-	-	-	-	-
tbd	Senior Center Condenser	115	N/A	Replacement	tbd / General Fund	78,100	100%	-	78,100	-	78,100	78,100	-	-	-	-	-
tbd	DPS Boiler Replacement	59	N/A	Replacement	Motor Pool Fund	50,000	100%	-	50,000	-	50,000	50,000	-	-	-	-	-
tbd	Fire Station #1 HVAC System Replacement	88	N/A	Replacement	Public Safety Fund	140,000	100%	-	140,000	-	140,000	140,000	-	-	-	-	-
tbd	Fire Station #2 Apron Slab Repair	60	N/A	Replacement	Public Safety Fund	60,000	100%	-	60,000	-	60,000	60,000	-	-	-	-	-
tbd	Fire Station #1 Security Remodel	90	N/A	New	Public Safety Fund	20,000	100%	-	20,000	-	20,000	20,000	-	-	-	-	-
	City-Owned Facilities				Subtotal	24,198,900		-	24,198,900	16,380,400	7,818,500	7,048,500	570,000	50,000	50,000	50,000	50,000
Parks and Grounds																	
CAP1511	Normandy Oaks Park Development (Phase I)	145	N/A	New	Sale of Normandy Oaks Assets	3,000,000	100%	-	3,000,000	1,555,000	1,445,000	1,445,000	-	-	-	-	-
tbd	Normandy Oaks Park Development (Phase II)	145	CAP 1511 (Phase I)	New	General Fund / County Grant	3,000,000	67%	1,000,000	2,000,000	-	2,000,000	1,000,000	-	-	-	-	-
CAP1829	Royal Oak Golf Course Improvements	99	N/A	Replacement	Sale of Normandy Oaks Assets	420,000	100%	-	420,000	370,000	50,000	50,000	-	-	-	-	-
CAPCP18	Downtown Park Development and Connectivity	79	CAPPD18	New	General Fund / DDA	10,777,000	100%	-	10,777,000	5,291,300	5,485,700	5,485,700	-	-	-	-	-
CAP1846	Tree Planting	110	N/A	New	CDBG Fund	1,200,000	100%	-	1,200,000	**	900,000	150,000	150,000	150,000	150,000	150,000	150,000
CAP1904	Upton Park Soccer Field Development	97	N/A	New	tbd	75,000	100%	-	75,000	-	75,000	75,000	-	-	-	-	-
CAP1912	Westwood and Worden East Parks Play Equipment	97	N/A	Replacement	CDBG Fund	90,000	100%	-	90,000	-	90,000	-	90,000	-	-	-	-
CAP1913	Mark Twain and Elks Park Parking Lot Improvements	95	N/A	New	tbd / CDBG Fund	130,000	100%	-	130,000	-	130,000	-	130,000	-	-	-	-
CAP1918	Memorial Park Parking Lot Improvement	101	N/A	Replacement	tbd	125,000	100%	-	125,000	-	125,000	125,000	-	-	-	-	-
tbd	Fernwood Park Improvements	100	N/A	Replacement	tbd	450,000	100%	-	450,000	-	450,000	450,000	-	-	-	-	-
tbd	Red Run and Exchange Park Pavilion and Restrooms	71	N/A	New	tbd / LWCF (Grant)	150,000	100%	-	150,000	-	150,000	-	150,000	-	-	-	-
tbd	Memorial and Worden Park Irrigation Systems	80	N/A	New	tbd / LWCF (Grant) / MNRTF (Grant)	92,000	100%	-	92,000	-	92,000	-	92,000	-	-	-	-
tbd	Miller Park Improvements	100	N/A	Replacement	CDBG Fund	250,000	100%	-	250,000	-	250,000	250,000	-	-	-	-	-
tbd	Worden Park Parking Lot Resurfacing	121	N/A	Replacement	CDBG Fund	122,000	100%	-	122,000	-	122,000	-	122,000	-	-	-	-
tbd	Baseball Infield Clay Replenishment Project	96	N/A	Rehabilitation	tbd	90,000	100%	-	90,000	-	90,000	20,000	15,000	20,000	20,000	15,000	-
tbd	Playground Equipment - Fall Zone Replacement Program	97	N/A	Replacement	tbd	125,000	100%	-	125,000	-	125,000	25,000	25,000	25,000	25,000	25,000	-
tbd	Arboretum ADA Trail Project	103	N/A	New	tbd / Grant(s)	150,000	100%	-	150,000	-	150,000	-	-	-	-	-	-
tbd	Kenwood Park - Basketball/Tennis Court Improvements	93	N/A	New	tbd	70,000	100%	-	70,000	-	70,000	70,000	-	-	-	-	-
	Parks & Grounds				Subtotal	20,316,000		1,000,000	19,316,000	7,216,300	11,799,700	9,295,700	1,774,000	195,000	195,000	190,000	150,000
Information Technology																	
CAP1103	Computer Replacement Program (ongoing)	42	N/A	Replacement	IT Fund / Internal Service Fund User Charges	450,000	100%	-	450,000	**	450,000	75,000	75,000	75,000	75,000	75,000	75,000
CAP1104	Office Software and Training Program	37	N/A	Replacement	IT Fund / Internal Service Fund User Charges	288,000	100%	-	288,000	**	288,000	48,000	48,000	48,000	48,000	48,000	48,000
CAP1105	Server-Network-Cabling Infrastructure	43	N/A	Replacement	IT Fund / Internal Service Fund User Charges	300,000	100%	-	300,000	**	300,000	50,000	50,000	50,000	50,000	50,000	50,000
CAP1302	GIS Integration	39	N/A	New	IT Fund / Internal Service Fund User Charges	360,000	100%	-	360,000	**	360,000	60,000	60,000	60,000	60,000	60,000	60,000
CAP1403	Mobile Workforce	37	N/A	New	IT Fund / Internal Service Fund User Charges	56,000	100%	-	56,000	**	56,000	16,000	8,000	8,000	8,000	8,000	8,000
CAP1726	Disaster Recovery Solution	106	N/A	New	IT Fund / Internal Service Fund User Charges	450,000	100%	-	450,000	**	450,000	75,000	75,000	75,000	75,000	75,000	75,000
	Information Technology				Subtotal	1,904,000		-	1,904,000	-	1,904,000	324,000	316,000	316,000	316,000	316,000	316,000
Vehicles / Equipment / Large Studies / Other																	
CAP1830	Motor Pool Vehicle Replacement Plan	125	N/A	Replacement	Motor Pool Fund / Internal Service Fund User Charges	12,360,900	100%	-	12,360,900	**	12,360,900	2,379,800	2,014,100	2,242,400	1,839,300	1,774,000	2,111,300
tbd	Police Officer Technology (bodycams, storage, stun devices)	105	N/A	Replacement	General Fund / Public Safety Fund	1,050,000	100%	-	1,050,000	175,000	875,000	175,000	175,000	175,000	175,000	175,000	-
tbd	DPS Front-end Loader / Leaf Claw	63	N/A	New	Motor Pool Fund	200,000	100%	-	200,000	-	200,000	200,000	-	-	-	-	-
tbd	DPS Tri-Deck Mower	56	N/A	New	Motor Pool Fund	24,000	100%	-	24,000	-	24,000	-	24,000	-	-	-	-
tbd	Fire Department Automated External Defibrillators (AED Replacement city-wide)	97	N/A	Replacement	Public Safety Fund / Possible Grant	80,000	100%	-	80,000	-	80,000	80,000	-	-	-	-	-
tbd	Fire Department Compression Devices	84	N/A	New	Public Safety Fund / General Fund	63,000	100%	-	63,000	-	63,000	63,000	-	-	-	-	-
tbd	Uniform Garbage Bins (City-Wide)	60	N/A	New	Solid Waste Fund	1,800,000	100%	-	1,800,000	-	1,800,000	1,800,00					

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)

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: _____

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...)

Basis of the Cost Estimate: Please check the following:

Cost of comparable facility / equipment Cost estimate from engineer/architect
 Other _____ Ballpark "guesstimate"

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)

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)

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)

Forms of Acquisition: Please check one of the following

Purchase Rental / Lease Other

Number of Units Requested: _____

Estimated Service Life (Years): _____

Below costs should tie with Form 3

Direct Costs:

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

Per Unit (\$):

Total Cost (\$):

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

Form 3		FY 2020/21 - 2025/26 PROJECT APPLICATION (cost breakdown)									
		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	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Total Project Construction	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
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	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Total Operating Impact	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
*please enter savings as a negative											
Grand Total Project	-	-	-	-	-	-	-	-	-	-	\$ -
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
1 Projects contribution to health, safety, and welfare Eliminates a known hazard (accident history) Eliminates a potential hazard Materially contributes Minimally contributes No Impact	5 4 3 2 1	5		0
2 Project is needed to comply with Local, State or Federal Law Yes <input type="checkbox"/> Indirectly <input type="checkbox"/> Directly No	5 0	5		0
3 Project conforms to Adopted Program, Policy or Plan Project is consistent with adopted City Council policy or plan Project is consistent with Administrative policy No policy / plan in place	5 3 0	4		0
4 Project remedies an existing or projected deficiency Completely Remedy Problem Partially Remedy Problem No	5 3 0	3		0
5 Contributes to long-term needs of community / (Projects useful life) More than 30 years 21 - 30 years 11 - 20 years 4 - 10 years 3 years or less	5 4 3 2 1	2		0
6 Impact Measures - Net Present Value & Internal Rate of Return (# of years to recoup costs) High / 0-3 years Medium - High / 4-7 years Medium / 8-11 years Medium - Low / 12-15 years Low / 16-20 years Never	5 4 3 2 1 0	3		0
7 Services area of project Regional City-Wide Several neighborhoods Less than several neighborhoods	5 4 3 1	2		0
8 Department priority High Medium Low	5 3 1	2		0
9 Project delivers level of service desired by community High Medium Low	5 3 1	3		0

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