

General & Enterprise Funds Capital Project Requests

DEPT PRIORITY:
RANKING:
DEPARTMENT:
ACTIVITY/DIVISION:
PROPOSED START (FY):
ACCOUNT NUMBER:

PROJECT TITLE:

PREPARED BY:

PURPOSE OF REQUEST:

- Add a Project
- Delete a Project
- Modify a Project
- Consolidate Projects

DEPARTMENT PRIORITY:

- Urgent
- Necessary
- Desirable

SUBMITTING AUTHORITY:

SUBMITTED BY: _____
DEPARTMENT HEAD: _____
DATE: _____
TOWN MANAGER: _____

DESCRIPTION/LOCATION:

JUSTIFICATION:

RATIONALE:

- Urgent Need
- Removes imminent threat to public health/safety
- Alleviates substandard conditions or deficiencies
- Responds to federal or state mandatory requirement
- Improves the quality of existing services
- Provides added capacity to serve growth
- Reduces long-term operating costs
- Provides incentive to economic development
- Eligible for matching funds available for limited time

IMPACT ON OPERATING COSTS OR
PERSONNEL REQUIREMENTS:

- Add Personnel
- Increased O&M Cost
- Reduces Personnel
- Decreased O&M Cost

Dollar Cost of Impacts if Known:
Annually

RELATED PROJECTS:

Proposed For:

COST ESTIMATE:

AMOUNT

SOURCES OF FUNDING:

- Planning/Feasibility Analysis _____
- Architecture & Engineering _____
- Real Estate/Land Acquisition _____
- Equipment/Materials/Furnishings _____
- Vehicles & Capital Equipment _____
- Site Preparation _____
- Construction _____
- Other _____

- Grants From: _____
- Loans From: _____
- Donations/Bequest/Private _____
- User Fees & Charges _____
- Capital Reserve Withdrawal _____
- Current Revenue _____
- General Obligation Bond _____
- Special Assessment _____

TOTAL PROJECT ESTIMATE: \$-

TOTAL PROJECT COST: \$-

SOURCE OF ESTIMATES:

COMMENTS & ADDITIONAL INFORMATION

REVIEWERS' NOTES: