



# Capital Planning Committee Policies

Accepted by the members of the Capital Planning Committee

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12/5/13

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## **What is a Capital Improvement Program?**


A Capital Improvement Program (CIP) is a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development.

A CIP is composed of two parts: a capital budget and a capital program. The capital budget is the upcoming year's spending plan for capital items, tangible assets or projects that cost at least \$10,000 and have a useful life of at least five years. The capital program is a plan for capital expenditures that extends five years beyond the capital budget.

### **Capital Improvement Program**

A blueprint for planning a community's capital expenditures. It coordinates community planning, financial capacity and physical development. A CIP is composed of two parts; a capital budget and a capital program.


Development of a CIP that will ensure sound fiscal and capital planning requires effective



leadership and the involvement and cooperation of all municipal departments.

### **Benefits of a CIP**

A CIP has many benefits, including but not limited to the following:

1. Facilitates coordination between capital needs and operating budgets.
  2. Enhances the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements.
  3. Identifies the most economical means of financing capital projects.
  4. Increases opportunities for obtaining federal and state aid.
  5. Relates public facilities to other public and private development and redevelopment policies and plans.
  6. Focuses attention on community objectives and fiscal capacity.
  7. Keeps the public informed about future needs and projects.
- 

CAPITAL PLANNING BYLAW AS APPROVED BY  
SPECIAL TOWN MEETING OCTOBER 19, 2010

§ 14-1 Capital Planning Committee

- A. A Capital Planning Committee is hereby established (hereinafter "the Committee"). The Committee shall be composed of seven members appointed as follows: Three members appointed for one-year terms: One member shall be appointed by the Finance Committee, one by the Planning Board and one by the Board of Selectmen. These appointees may be, but need not be, members of their respective board or committee. These terms shall end on June 30 of each year. Four at-large members shall be appointed by the Moderator for three-year terms, arranged so that either one or two such terms of office expire in any given year. These appointees may be members of other Town boards. The Committee shall choose its own officers.
- B. The Committee is charged with the responsibility of reviewing all proposed capital improvements and subsequently submitting annually a report to the Board of Selectmen, containing a recommended capital budget for the coming fiscal year and also a capital program for the following four (4) years. Capital items are defined as identified Town future projects, programs, improvements, and acquisitions having a useful life of at least five (5) years and a cost of at least ten thousand dollars (\$10,000), including requests for funds for a class of assets that exceeds \$10,000. The Program is updated annually, with the first program year deleted and a new fifth program year added.
- C. All officers, department, boards and committees, shall, by December 1 of each year, give to the Committee, information concerning all Capital projects, programs, improvements, and acquisitions anticipated as necessary during the next five (5) years. The Committee shall consider all such requests and, in doing so, may confer with any town officer, department, board or committee or request additional information it determines is needed in order to evaluate and prioritize submitted items.
- D. The Committee shall consider the relative need, impact, timing and cost of proposed capital expenditures and the effect each will have on the financial position of the town. In evaluating and scheduling the requests, the Committee will consider the following criteria:
  - 1. Risks to public safety or health
  - 2. Deterioration of Town facilities
  - 3. Coordination with other Capital requests
  - 4. Requirement of state or federal law or regulation
  - 5. Improvement of operating efficiency
  - 6. Systematic replacement

7. Equitable provision of services and facilities

8. Protection and conservation of resource

- E. Each year (60) sixty days prior to the Annual Town Meeting the Capital Planning Committee shall submit the Capital Improvement Plan (CIP) to the Board of Selectmen as the recommended Capital Budget. The Board of Selectmen, in coordination with the Town Administrator shall finalize the Capital Budget and submit it to the Finance Committee for funding recommendation and consideration at a Town Meeting.

No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report or determined by the Board of Selectmen, upon recommendation of the Town Administrator, to be of an emergency nature.

The Committee may amend, add to, or delete from any Capital Budget recommendation, items previously adopted by the Town, if it finds reasonable cause why such information was not submitted for consideration at the Annual Town Meeting, and must be acted upon before the next Annual Town Meeting. Any such amendment, addition or deletion must be submitted to the Board of Selectmen for its consideration and approval and reported to the next Special Town Meeting for adoption.

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CIP Forms A & B  
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## SECTION 1

### DEFINITIONS

**Appropriation** - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only town meeting can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see encumbrance). Any part of annual operating appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that result in free cash, If departments know of remaining unpaid bills at the closed of the fiscal year and properly notify the accountant/auditor (MGL Ch 41 s 58), the departmental appropriation is encumbered to extend the annual spending authorization until such time that the bill is paid or it decided not to spend the funds. If these encumbrances are not acted on within a year, the accountant generally notifies the department and closed them out. A special purpose appropriation, on the other hand, may carry forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Audit** - An examination of systems, procedures, and financial data by a certified public accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. The audit is a valuable management tool for evaluating the fiscal performance of a community.

**Available Funds** - Funds established through the previous appropriations or resulting from financial operations. They may be appropriated to meet unforeseen expenses, or large non-recurring or capital expenditures. Examples included **free cash, stabilization fund, overlay surplus, water surplus, and enterprise retained earnings.**

**Bond** - A written promise to pay a specified sum of money, call the face value (par value) or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The difference between a note and a bond is that latter runs for a longer period of time.

**Bond Anticipation Note (BAN)** - A short-term note to provide cash for initial project costs issued in anticipation of bond proceeds. BANs may be issued for a period not to exceed five years, providing principal repayment begins after two years (MGL Ch 44 s 17. Communities with approved projects on the School Building Assistance (SBA) priority list may defer principal payments up to five years (approved annually in outside sections of the budget.) The final maturity

date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute. (MDL Ch 44 S 7 & 8). BANs are full faith and credit obligations.

**Budget** - A plan of financial operations embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be "preliminary" - the financial plan presented to the town meeting. Or city council, or "final" - the plan approved by that body. The budget should be separated into basic units, either by department, program, or service. Formatting the budget in this way helps local officials and citizens make policy decisions when allocating scarce resources. It is also important to include as much information as possible concerning the output or accomplishments expected of a given program or department during the year.

**Budget Message** - A statement by the municipality's policy makers summarizing the plans and policies contained in the budget report, including an explanation of the principal budget items, an outline of the municipality's experience during the past year and its financial status at the time of the message, and recommendations regarding financial policy for the coming fiscal year.

**Capital Budget** - An annual appropriation or spending plan for capital expenditures (tangible assets or projects that usually have a useful life of at least five-years). This budget should recommend the method of financing for each item recommended and identify those items that may be deferred due to scarce resources.

**Capital Expenditures/Improvements** - Items generally found in the capital budget such as construction or major repairs to municipal buildings. The fees for architects, engineers, lawyers, and other professional services, plus the cost of financing advance planning, may be included.

**Capital Outlay Expenditure Exclusion** - A vote by a community at an election to exclude payments for a capital project from the levy limit. The exclusion is limited to one year and may temporarily increase the levy above the levy ceiling.

**Cherry Sheets** - Named for the cherry colored paper on which they originally printed, the Cherry Sheets are the official notification of the next fiscal year's state aid and assessments to the communities and regional school districts consists of two major types - distributions and reimbursements. Distributions provide funds based on formulas while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive "offset items" that may be spent on specific programs.

Cherry Sheet Assessments are advance estimates of state assessments and charges, local assessors are required to use these figures in setting the local tax rate. Because the figures are estimates, it should be noted that based on filing requirements and/or actual information, the final aid or assessment may differ.

**Debt Authorization** – Formal approval by a two-thirds vote of town meeting in incur debt, in accordance with the procedures stated in MGL Ch 44 S 1,2,3,4a,5-15.

**Debt Burden** – The level of debt of an issuer, usually as compared to a measure of value (debt as a percentage of assessed value, debt per capita, ect. ) Sometimes debt burden is used in reference to debt service costs as a percentage of the annual budget.

**Debt Exclusion** – A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.

**Debt Service** – The cost, usually stated in annual terms, of the principal repayment and interest of any particular issue.

**Deficit** – The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.

**Excess Levy Limit** – The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually the Board of Selectmen must be informed of excess levy capacity and their acknowledgement must be submitted to DOR when setting the tax rate.

**Fiscal Year** – Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30.

**Fixed Assets** – Long- lived tangible assets such as buildings, equipment, and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs** – Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service, or interest costs.

**Free Cash – (also Budgetary Fund Balance)** Unrestricted funds from operations of the previous fiscal year that certified by the Director of Amounts as available for appropriation. Remaining funds include unexpended free cash from the



previous year, receipts of estimates shown on the tax recapitulation sheet, and unspent amounts in the budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30 which submitted by the community's auditor, accountant, or comptroller. A community should maintain a few cash balance to provide a hedge against unforeseen expenditures and to ensure there will be an adequate reserve to prevent sharp fluctuations in the tax rate. Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves and make judgments regarding a community's fiscal stability, in part, on the basis of free cash.

**General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

**General Obligation Bond** – Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.

**Levy** – The amount a community raises through the property tax. The levy can be any amount up to the levy limit.

**Levy Ceiling** – The maximum levy assessed on real and personal property may not exceed 2 ½ percent of the total full and fair cash value of all taxable property (MGL Ch 59 s 21C) Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion or a special exclusion.

**Levy Limit** – The maximum amount a community can levy in a given year. The limit can grow each year by 2 ½ percent of the prior year's levy limit plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

**Override** – A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount. See underoverride.

**Override Capacity** – The difference between a community's levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.

**Receipts Reserved** – Proceeds that are earmarked by law and placed in separate accounts for appropriation for a particular purposes.

**Reserve Fund** – An amount set aside annually within the budget of a town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures, In a town, the Finance Committee can authorize transfers from this funds for “extraordinary or unforeseen” expenditures.

**School Building Assistance Program (SBA)** – Established in 1948 and frequently revised by statutory amendments, this state program reimburses towns and regional school districts varying percentages of their school construction costs depending on the wealth of the community or district and the category of reimbursement, The DOE administers the SBA program.

**Stabilization Fund** – A fund designated to accumulate amounts for capital and other future spending purposes, although it maybe appropriated for any lawful purpose. Communities may appropriate into this fund in any year an amount not to exceed ten percent of the prior year’s tax levy or a larger amount with the approval of the Emergency Finance Board. The aggregate of the stabilization fund shall not exceed ten percent of the community’s equalized value and any interest shall be added to and become a part of the fund, a two-thirds vote of town meeting is required to appropriate money fro n the stabilization fund.

**Underride** – A vote by a community to permanently decrease the tax levy limit, As such, it is the exact opposite of an override.

**Warrant** – An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by the town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The Assessor’s warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.

## SECTION 2

### COMMONLY USED ACRONYMS

ATFC – Association of Town Finance Committees

BAN – Bond Anticipation Note

BLA – Bureau of Local Accounts

BOA – Bureau of Accounts

CIP – Capital Improvement Plan

CMR – Code of Massachusetts Regulations

CPI – Consumer Price Index

DLS – Division of Local Services

DOR – Department of Revenue

FFCV – Full and Fair Cash Value

FY – Fiscal Year

IG – Inspector General

IGR – Informational Guideline Release

MGL – Massachusetts General Laws

MMA – Massachusetts Municipal Association

SBA – School Building Assistance

SOL – State Owned Land

## SECTION 3

### CAPITAL IMPROVEMENTS PLANNING SCHEDULE

October 1 – November 1	Capital Planning prepares inventory of current facilities
	Capital Planning surveys status of previously approved projects
	Capital Planning prepares notification to Departments and updates Capital Request forms
November 1 – December 1	Department Prepares and Submits Requests.
December 1 to January 1	Capital Planning Schedules meetings with Departments.
January 1 to February 1	Capital Planning evaluates Capital requests for insertion onto the CIP.
February 1 to March 1	Capital prepares Capital program and submits to the Board of Selectmen.
	Finance Committee reviews Capital Budget.

## SECTION 4

### CAPITAL PLANNING POLICY #01-11

Approved and Adopted by the Capital Planning Committee on January 3, 2011.

### **CRITERIA USED TO EVALUATE REQUESTS FOR CAPITAL PURCHASES**

#### Instructions for: CAPITAL IMPROVEMENT RATING

The rating sheet has five major considerations that will be used for the purpose of ranking projects on the town's CIP program.

Every project will receive a point score in each of the six major considerations. The points will be totaled and used to establish a priority ranking on the CIP program.

#### A. Department Priority Classification

The rater must determine which priority classification a project fits under.

1. Essential – Refers to the protection of life or maintenance of public health and safety, or legally required.
2. Maintenance – Refers to a continuation of public services, the conservation of endangered resources, or the finishing of partially completed projects.
3. Improve Efficiency – Refers to the replacement of obsolete facilities or the improvement of community facilities.
4. New Service – Refers to the expansion of the public facilities service area of the town, or the provision of new public services.

#### B. Priority Ranking

Enter policy area priority from cover sheet.

#### C. Project's Expected Useful Life

Refer to Form A – Section 10 and/or Form B – Section 15

#### D. Effect on Operating and Maintenance Costs

#### E. Availability of State/Federal Money

Total Score for A – E

## SECTION 5

### CAPITAL PLANNING POLICY #02-11

Approved and Adopted by the Capital Planning Committee on January 3, 2011

## FUEL EFFICIENT VEHICLES

### POLICY STATEMENT

In an effort to reduce the Town of Townsend's fuel consumption and energy costs, the Capital Planning Committee hereby adopts a policy to make fuel efficiency a required consideration when purchasing vehicles and when operating and maintaining all vehicles.

### PURPOSE

To encourage the Town of Townsend to purchase only fuel efficient vehicles for use whenever such vehicles are commercially available and practicable and encourage all vehicles be operated and maintained in a manner to maximize fuel efficiency.

### APPLICABILITY

This policy applies to all the departments that purchase and maintain vehicles and request made to the Capital Planning Committee for purchases of vehicle (s).

### RECOMMENDATIONS/DEFINITIONS

Combined city and highway MPG (EPA combined fuel economy): Combined fuel economy means that fuel economy from driving a combination of 43% city and 57% highway miles is calculated as follows =  $1 / (.043 / \text{city MPG}) + (0.57 / \text{highway MPG})$

These definitions of fuel efficient vehicles apply to purchases of new vehicles only, any purchase of used vehicles will not be held to these combined fuel efficiencies standards.

### DRIVE SYSTEMS

The manner in which mechanical power is directly transmitted from the drive shaft to the wheels categorized as follows:

AWD – all Wheel Drive: four wheel drive automatically controlled by the vehicle powertrain system.

4WD – 4-Wheel Drive: driver selectable four-wheel drive with 2 – wheel drive option.

## 2WD – 2-Wheel Drive

**HEAVY DUTY TRUCK** - A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

### **GUIDELINES**

All departments submitting requests to the Capital Planning Committee should be for purchases of fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practical.

The Capital Planning Committee in conjunction with the Town Administrator will maintain an annual vehicle inventory and will work the Town to implement plans to replace vehicles with fuel efficiency ratings as outlined below. Based on the most recently published US Environmental Protection Agency data on fuel efficient vehicles, all vehicle purchases requested to the Capital Planning Committee should have a combined city and highway MPG of no less than the following:

- ❖ 2WD car- 29MPG
- ❖ 4WD car - 24MPG
- ❖ 2WD small size truck: 20MPG
- ❖ 4WD small size truck: 18MPG
- ❖ 2WD standard size truck: 17 MPG
- ❖ 4WD standard size truck: 16MPG

*NOTE: The EPA maintains a database on vehicle fuel efficiency that is updated occasionally throughout the year. This policy will be updated in accordance with the latest MPG ratings that are available through the Massachusetts Department of Energy Resources.*

### **EXCEPTIONS**

- Heavy-duty vehicles such as fire-trucks, ambulances, and public works trucks are exempted from the criteria used in fuel efficiency as above, however the purchase of the most fuel efficient model will be encouraged.
- Police cruisers will not be held to the above referenced criteria, however as more fuel efficient cruisers become available this policy may be amended.

### **FUEL EFFICIENT REPLACEMENT PLAN**

The Town of Townsend will be encouraged to replace all non-exempted vehicles with fuel efficient vehicles as defined.

The use of alternative fueled vehicles will be considered whenever cost effective and operationally feasible.

Preventive maintenance schedules should be adhered to in order to ensure optimal vehicle operation and fuel efficiency. Vehicles should be inspected regularly to ensure correct tire pressure, oil and coolant levels and to identify possible signs of other fluid leaks.



## SECTION 6

### CAPITAL PLANNING POLICY #01-13

Approved and Adopted by the Capital Planning Committee on 12-5-13

#### USE OF ALLOCATED FUNDS

It is the policy of the Capital Planning Committee to carefully review each capital request; all requests will require verification documentation of the cost requested. Accepted documentation may include but is not limited to:

- Quotes received (3 quotes recommended)
- Invitation for Bids or Request for Proposal results
- State Bid list

All wording submitted with the capital plan will be precise and will be incorporated as notes in the capital plan. No changes can be made to the request after town meeting approval.

With construction related projects; it will be policy to have a spending plan submitted with the request. The spending plan will include a breakdown with each section of the project having an anticipated cost associated to it. For example; if a project is approved to renovate a building; the Committee will require a breakdown for each upgrade proposed. Any change to the spending plan that equals a 10% difference in the cost than what was originally approved must be re-submitted to the Capital Planning Committee for consideration. All spending plans will be submitted to the Office of the Town Accountant.

With vehicle or equipment requests; it will be our policy to have additional documentation submitted if the cost is higher than the cost associated with the State Bid list for the same item. We may require a similar spending plan as outlined above so the Committee can understand what is customized and what comes standard. If the request submitted includes any customization it must be outlined in the quote submitted.

## CAPITAL IMPROVEMENT RATING SHEET

Project Name: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

### Major Considerations

### Score range

### Score

#### A. Town Department Priority Classification

- |                       |    |
|-----------------------|----|
| 1. Essential          | 10 |
| 2. Maintenance        | 7  |
| 3. Improve Efficiency | 5  |
| 4. New Service        | 2  |

\_\_\_\_\_

#### B. Priority Ranking

- |              |    |
|--------------|----|
| 1. Very High | 10 |
| 2. High      | 7  |
| 3. Medium    | 5  |
| 4. Low       | 2  |

\_\_\_\_\_

#### C. Project's Expected Useful Life (3 years or less score zero)

- |                     |    |
|---------------------|----|
| 1. 20 or more years | 10 |
| 2. 10-19 years      | 5  |
| 3. 5-9 years        | 1  |

\_\_\_\_\_

#### D. Effecting on Operating & Maintenance Costs

- |                   |    |
|-------------------|----|
| 1. Reduce Cost    | 10 |
| 2. Cost Unchanged | 5  |
| 3. Increase Cost  | 2  |

\_\_\_\_\_

#### E. Availability of State/Federal Grant Moneys (If no score zero)

- |        |   |
|--------|---|
| 1. Yes | 5 |
|--------|---|

\_\_\_\_\_

**TOTAL SCORE**

\_\_\_\_\_

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department	2. Date:
3. Contact Person & Title:	4. Phone:                  Extension:
5. Project Title:	6. Contact Email Address:
7. Purpose of Project Request Form (check): <input type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP:  9. Department Priority:  10. Estimated Useful Life in Years:
11. Description/Justification (attach any relevant background information):                    	
12. Need for Consultant Advisory Services? (check): <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? _____ Month & Year Project Will End If Funded _____	

14. Estimated Capital Costs:						
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction						
Other (specify):						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

15. Estimated Net Effects on Operation Costs (+/-):			16. Estimated Net Effects On Municipal Revenue (+/-):	
	One-Time \$	Annual \$		
Personnel			17. Recommended Financing Source (if known):	
Utilities				
Supplies				
Other (specify):				
TOTAL	\$ -	\$ -	18. Signature:	

**Notes (reserved):**

For Capital Committee Use Only:	Estimated Annual Debt Service (Initial Fiscal Year):
Recommended Number of Years (if any):	Maximum Number of Years Allowed:
Statutory Reference:	Date Estimate Provided:

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM B - EQUIPMENT PURCHASE/LEASE REQUEST**

1. Department				2. Date:																											
3. Contact Person & Title:				4. Phone:                      Extension:																											
5. Project Title:				6. Contact Email Address:																											
7. Purpose of Equipment Request Form (check): <input type="checkbox"/> Add a New Equipment to the CIP <input type="checkbox"/> Modify a Equipment Already in the CIP <input type="checkbox"/> Resubmit Previous Equipment Request If Prior Unfunded Request, What FY 1st Submitted? _____				8. Fiscal Year Requested in CIP:  9. Department Priority:																											
11. Purpose of Expenditure (check all applicable): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Increased Safety/Emergency  <input type="checkbox"/> Mandated by Federal, State, or Local Law  <input type="checkbox"/> Improve Procedures, Records, etc.           </div> <div> <input type="checkbox"/> Reduce Personnel Time  <input type="checkbox"/> Scheduled Replacement  <input type="checkbox"/> Replace Worn-Out Equipment           </div> <div> <input type="checkbox"/> Expanded Service  <input type="checkbox"/> New Operation  <input type="checkbox"/> Present Equipment Obsolete           </div> </div>				10. Form of Acquisition (check): <input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Lease/Purchase																											
12. Number of Units Requested:				13. Number of Similar Items in Inventory:																											
14. Cost of Purchase or Annual Lease: Per Unit: \$ _____ Total: \$ _____				15. Estimated Useful Life in Years:																											
16. Description/Justification (attach any relevant background information):																															
17. Replaced Equipment (if any): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Make</th> <th rowspan="2">Age</th> <th rowspan="2">Mileage</th> <th colspan="3">Prior Fiscal Year's</th> </tr> <tr> <th>Maintenance Costs</th> <th># of Breakdowns</th> <th>Rental Costs</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Item	Make	Age	Mileage	Prior Fiscal Year's			Maintenance Costs	# of Breakdowns	Rental Costs	A.							B.						
Item	Make	Age	Mileage	Prior Fiscal Year's																											
				Maintenance Costs	# of Breakdowns	Rental Costs																									
A.																															
B.																															
18. Recommended Disposal of Replaced Equipment (check): <input type="checkbox"/> Trade-In <input type="checkbox"/> Sale <input type="checkbox"/> Possible Use by Other Agencies <input type="checkbox"/> Other _____																															
19. Estimated Net Effects on Future Operating Costs (+/-): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> </tr> </tbody> </table>					One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	\$ -	\$ -	20. Recommended Financing Source (if known):   21. Signature:									
	One-Time \$	Annual \$																													
Personnel																															
Utilities																															
Supplies																															
Other (specify):																															
<b>TOTAL</b>	\$ -	\$ -																													

Notes (reserved):

For Capital Planning Committee's Use Only:  
 Recommended Number of Years (if any):  
 Statutory Reference:

Estimated Annual Debt Service (Initial Fiscal Year):  
 Maximum Number of Years Allowed:  
 Date Estimate Provided:

## DEPARTMENT NAME:

**Total All Projects & Equipment**Date Submitted

## Equipment/Vehicle Capital Inventory

Capital Equipment Vehicle Inventory Form				Department			
Capital Planning Committee				Date			Target date replacement
	Equipment or Vehicle	Year Acquired	Year Built	Latest Improvements	Condition	Hours of Use	or Expansion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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20							
21							
22							
23							

Condition Rating Scale  
 5 - Good 4 - Good 3 - Fair  
 2 - Poor 1 - Not Usable

## Facilities Capital Inventory

Capital Facilities Inventory Form				Department			
Capital Planning Committee				Date			Target date replacement
	Facility Name/Address	Year Acquired	Year Built	Latest Improvements	Condition	Extent of Use	or Expansion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

Condition Rating Scale  
 5 - Very Good 4 - Good 3 - Fair  
 2 - Poor 1 - Not Usable