October 1, 2020 Study Session
Oct 1, 2020 4:30 PM CDT

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MEMORANDUM

TO: Mayor & City Council
FROM: Robert Barbian, City Administrator
SUBJECT: Cares Funding
DATE: September 29, 2020

BACKGROUND
The City of Princeton has been awarded $358,243.00 in CARES dollars. The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. Expenditures are to address a three-part test; 1. Is it a necessary expenditure incurred due to the public health emergency with respect to COVID19. 2. Costs not accounted for in the City’s most recently approved budget as of March 27, 2020. 3. Performance or delivery must occur during the covered period and payment of funds must be made during the period of March 1, 2020 thru November 15, 2020.

There is considerable discussion amongst recipients regarding the interpretation of a rule or policy which states that 10% of the awarded CARES dollars is to benefit small businesses and or individuals. It has been suggested that the best policy is to follow to ensure repayment is not necessary.

It is my recommendation that the City Council proceed as covered below. 1st Tear Funding items are ready to be authorized in order that shortage issues do not develop. The remainder of the items will be brought back to the City Council in October after additional research is completed. This list was derived by a variety of discussions and meeting with the supervisors.

ANALYSIS
$358,243.00 CARES Grant, City of Princeton
  19,881.00 PPP related items & technology purchased to date.
  15,713.00 technology and PPP items on order. Owls, 4 chrome books, 5 tablets for Council/Planning Commission, life jackets, paddles, Administration server, computer-finance & admin., 2 WWTP tablets for plant.
  56,595. Command Vehicle-ERU
266,054.00 Balance Remaining

151,108.00 1st Tear Funding, those items with 1 star below. To be authorized to proceed to purchase, some items are time sensitive due to high demand and many orders being placed.

114,946.00 is the remaining balance. The City has received a number of requests for funds which are being reviewed and considered to bring back to the City Council meeting of October 8th.
Princeton Wine & Spirits

- 1. $2736.00 Bipolar Ionization filters, RTU - 1 Add Two (2) GPS-FC48-AC Systems for 15-ton Trane Unit RTU - 2 Add One (1) GPS-iMOD System for 6-ton Trane Unit
- 2. $1695 plus $19/month for handheld Inventory Computer - plus $19/month for software updates and maintenance
- 3. $999 Online ordering system creation from Froogle -
- 4. 1,800 HVAC air duct cleaning

Public Works

- 1. 6,050.00 Touchless facets; 550 each: Civic center 2, library 2, PW shop 2, city hall 3, liquor store 2 for a total of 11.
- 2. 14,400.00 HVAC improvements at 1,200.00 each for the City Hall 3, PW Shop 1, Civic Center 3, Library 5 for a total of 12 units.

Fire Dept.

- 1. 56,595. Command Vehicle-ERU, Truck- $45,145.29, Bed Slide- $1600.00
- 2. Topper- $2000.00, Lights/Siren- $6300.00, Spray-in Bed- $550.00, Graphics- $1000.00
- 3. 4,000.00 Online training program
  - PFRD had to purchase a training program for the firefighters to recertify their EMR training since classes were not able to be held.
- 4. 5,000.00 N95 masks for our SCBA masks- 37 sets- These are N95 masks that attach to our SCBA masks. This will reduce the chances of contracting Covid-19 while on scenes where our SCBA masks are needed.
- 5. 2,500.00 AED/Medical Bag/Supplies, Additional AED, medical bag, and medical supplies for ERU.
- 6. 1,500.00 Additional Supplies for Covid- $1500.00 Maks, gloves, safety glasses, hand sanitizer, sanitizing wipes and spray. To ensure that there is plenty of supplies for this possible winter outbreak.
- 7. 500.00 Web/Cloud program-This will allow myself and my Assistant Chief to be able to work from home or other remote areas easier. Right now I have several documents on different computers and have to come into the station for certain documents.
- 8. 30,000.00 Lucas Devices-2 devices-Having Lucas devices on the department will help keep the firefighters from having to do CPR on the patient and will require less firefighters on scenes.
- 9. 10,000.00 Jumpersuits to respond to medical calls.

Ron Lawrence is working with the Townships to obtain commitments from the townships to purchase and or fund Fire Department items. To date Blue Hill has committed to fund approximately 36,500.00 which includes a locus device. Princeton indicated they would likely provide some funding not sure of amount. Greenbush and Wynette are discussing an amount. Spencer Brook is not taking the funding.
Police Department

1. **8,850.00 Gas Mask** – We are asking for below items to be purchased to assist the police department in having access to these masks during times of the current pandemic as well as other issues such as civil unrest, high and our city relocation plan with Monticello.
   - A. Gas Mask (12) – $7,700.00
   - B. Replacement cartridges, adapter for fit test and fit test (1 year) - $1150.00
   - C. Total Cost of Project – $8,850.00

2. **9,200.00 Training Enhancement for small groups** – This will allow us to break out training for officers and firemen as well as allowing officers to interact with public and still maintain social distancing and community safety.
   - A. Equipment for smart TVs (3), casting devices (3), Web cam (1) for meetings and training of Princeton Officers and Princeton Fireman - $9,200.00
   - B. Total cost of project for Princeton Police and Fire Departments - $9,200.00

3. **8,100.00 Wi-fi enhancement** – Adding new Wi-Fi to building (network and switch) to allow social distancing with public and training for the Princeton Police and Fire Department employees.
   - A. Equipment with 5-year subscription - $8,100.00
   - B. Total cost of project for Princeton Public Safety Building - $8,100.00

4. **9,500.00 School Resource Officer pay reduction** - $9,500
   - A. Reduction of school contract with Covid-19 distance learning for March of 2020
   - B. Total Loss for City of Princeton and School District is $9,500.00

Comm Dev/Planning/ Technology

- Portable Touchless soap Dispensers ($179.98/4) - $800
- Screens - 3 (2 for civic center, 1 new conference room) - $1,200
- Digital Imaging of all files to access remotely (30 file cabinets) - $45,000
- Canoe Trailer (storage) - $6,000
- Electronic Permitting Software - $2500/year
- Zoom
- Mounting pole for meeting owls (2) and Installation - $1,000 (installed)
- Power for conference tables - $1,000
- Cabinet/stand for each chrome book station - $1,200
- Digital Waiver Program - $90/year
- Online reservation system (fields/buildings/pavilions includes smart waiver - $3,500 ($2800 each year after fi
- Drop Box for permits etc. by front door - $600
- Picnic Table/outside meeting area (fenced in?) - $2,000
## Capital Improvement Program / Department Request Form

### PROJECT TITLE | PROPOSED PRIORITY | PROJECT JUSTIFICATION | FUNDING SOURCES | First Time | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | TOTALS
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Computer Upgrades | B | OE/SR | CR | N | | | | | | | $7,500 | $7,500
City Hall Security Upgrade | A | OE/SR | CR | N | | | | | | | 25,000 | 25,000
Copier | A | SR/OE | CR | Y | | | | | | | 12,000 | 12,000

### TOTALS

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<tr>
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<th>2021</th>
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**Proposed Priority**

A: Urgent - Fund if at all possible
B: High-priority - Do when funding available
C: Worthwhile - May be deferred for funding
D: Desirable (nonessential)

**Funding Sources:**

- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds
- CR - Capital Reserve
- O - Other / Specify above

**Other Debt**

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9/30/2020
## Capital Improvement Program / Department Request Form

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
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</table>

**Proposed Priority**

- A: Urgent - Fund if at all possible
- B: High-priority - Do
- C: Worthwhile - May be deferred for funding
- D: Desirable (nonessential)

**Funding Sources:**

- FS - Public Safety/Health
- ES - Employee Safety
- OE - Improved Operating Efficiency
- SR - Systematic Replacement
- DF - Deteriorated Facility
- PC - Project Coordination
- NS - New or Expanded Service
- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds
- CR - Capital Reserve
- O - Other / Specify above

**TOTALS**

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**Capital Reserve**

- $25,000
- $5,000
- $0
- $2,500
- $0
- $2,500
- $35,000
# Capital Improvement Program / Department Request Form

**Department:** Library  
**City of Princeton**

## Proposed Project Funding

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<tr>
<th>PROPOSED PROJECT TITLE</th>
<th>PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
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**TOTALS**  
$16,000 $0 $16,000 $0 $16,000 $0 $48,000

### Proposed Priority

- **A:** Urgent - Fund if at all possible  
  - FS - Public Safety/Health  
  - ES - Employee Safety  
- **B:** High-priority - Do when funding available  
  - OE - Improved Operating Efficiency  
  - SR - Systematic Replacement  
- **C:** Worthwhile - May be deferred for funding  
  - DF - Deteriorated Facility  
  - PC - Project Coordination  
- **D:** Desirable (nonessential)  
  - NS - New or Expanded Service  

### Funding Sources:

- FS - Federal/State Aid  
- SA - Special Assessment  
- GO - General Obligation Debt  
- RB - Revenue Bonds  
- CR - Capital Reserve  
- O - Other / Specify above

**Funding Sources**

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<th>Source</th>
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### Capital Improvement Program / Department Request Form

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### Proposed Project Funding

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<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>FIRST TIME</th>
<th>2021</th>
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<td>Critical Response Equipment</td>
<td>A</td>
<td>ES/PS/OE</td>
<td>CR</td>
<td>Y</td>
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<td></td>
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<tr>
<td>Park &amp; Trail Patrol UTV</td>
<td>B</td>
<td>SR/OE</td>
<td>CR</td>
<td>N</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</table>

**Proposed Priority**

- A: Urgent - Fund if at all possible
- B: High-priority - Do when funding available
- C: Worthwhile - May be deferred for funding
- D: Desirable (nonessential)

**Funding Sources**

- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds
- CR - Capital Reserve
- O - Other / Specify above

| Capital Reserve | $184,000 | $57,000 | $77,000 | $57,000 | $57,000 | $67,000 | $499,000 |
| General Obligation Bonds | 0 |
| Revenue Bonds | 0 |
| Special Assessments | 0 |
| Federal/State Aid | 0 |
| Other Debt | 0 |
| Other | 0 |
| **Total** | $184,000 | $57,000 | $77,000 | $57,000 | $57,000 | $67,000 | $499,000 |
### Capital Improvement Program / Department Request Form

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnout Gear/Helmets/Uniforms</td>
<td>A</td>
<td>PS/ES/OE</td>
<td>CR/O</td>
<td>N</td>
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<td>Radios</td>
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<td>Command Squad</td>
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</table>

**TOTALS**

$83,000 $23,000 $68,000 $8,000 $8,000 $708,000 $898,000

### Proposed Priority

- **A:** Urgent - Fund if at all possible
- **B:** High-priority - Do when funding available
- **C:** Worthwhile - May be deferred for funding

### Funding Sources:

- **PS:** Public Safety/Health
- **ES:** Employee Safety
- **OE:** Improved Operating Efficiency
- **SR:** Systematic Replacement
- **DF:** Deteriorated Facility
- **PC:** Project Coordination
- **FS:** Federal/State Aid
- **SA:** Special Assessment
- **GO:** General Obligation Debt
- **RB:** Revenue Bonds
- **CR:** Capital Reserve
- **O:** Other / Specify above

### Capital Improvement Program

<table>
<thead>
<tr>
<th>Category</th>
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<td>General Obligation Bonds</td>
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<td>Revenue Bonds</td>
<td>0</td>
</tr>
<tr>
<td>Special Assessments</td>
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<tr>
<td>Federal/State Aid</td>
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<td>Other Debt</td>
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<td>Other - Equipment or Truck Fund</td>
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9/30/2020
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<tr>
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<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>Simulcast Radio System</td>
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<td>PS/ES/OE</td>
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<td>N</td>
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<td>$25,000</td>
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<td>$25,000</td>
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<td>CR</td>
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<td>22,000</td>
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<td>0</td>
<td>44,000</td>
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<td>CR</td>
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<td><strong>TOTALS</strong></td>
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<td>$25,000</td>
<td>$59,500</td>
<td>$25,000</td>
<td>$27,500</td>
<td>$25,000</td>
<td>$249,000</td>
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</table>

**Proposed Priority**

A: Urgent - Fund if at all possible
B: High-priority - Do
C: Worthwhile - May be deferred for funding
D: Desirable (nonessential)

**Funding Sources:**

PS - Public Safety/Health
ES - Employee Safety
OE - Improved Operating Efficiency
SR - Systematic Replacement
DF - Deteriorated Facility
PC - Project Coordination
NS - New or Expanded Service

FS - Federal/State Aid
SA - Special Assessment
GO - General Obligation Debt
RB - Revenue Bonds
CR - Capital Reserve
O - Other / Specify above

<table>
<thead>
<tr>
<th>Capital Reserve</th>
<th>$87,000</th>
<th>$25,000</th>
<th>$59,500</th>
<th>$25,000</th>
<th>$27,500</th>
<th>$25,000</th>
<th>$249,000</th>
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<tbody>
<tr>
<td>General Obligation Bonds</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Revenue Bonds</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Assessments</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal/State Aid</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Other Debt</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$87,000</td>
<td>$25,000</td>
<td>$59,500</td>
<td>$25,000</td>
<td>$27,500</td>
<td>$25,000</td>
<td>$249,000</td>
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</table>
## Capital Improvement Program / Department Request Form

### Department: Public Infrastructure

#### City of Princeton

**PROPOSED PROJECT FUNDING**

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith System, Old 18 and Sewer West of 169</td>
<td>A</td>
<td>DF/SR/OE</td>
<td>SA/RB/O</td>
<td>N</td>
<td>4,000,000</td>
<td>$4,000,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road and Utility Fund</td>
<td>A</td>
<td>DF/SR/OE</td>
<td>SA/RB/O</td>
<td>N</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>600,000</td>
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</tr>
<tr>
<td>7th Ave North</td>
<td>A</td>
<td>PC/DF</td>
<td>RB/O</td>
<td>N</td>
<td>150,000</td>
<td>1,250,000</td>
<td>1,400,000</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Reopen 4th Ave. S.</td>
<td>B</td>
<td>OE/PC</td>
<td>SA/GO</td>
<td>N</td>
<td>1,500,000</td>
<td>1,500,000</td>
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**TOTALS**

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>Smith System, Old 18 and Sewer West of 169</td>
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<td>$4,000,000</td>
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<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$600,000</td>
</tr>
<tr>
<td>7th Ave North</td>
<td>$150,000</td>
<td>$1,250,000</td>
<td>$1,400,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reopen 4th Ave. S.</td>
<td>$1,500,000</td>
<td>$1,500,000</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>$100,000</td>
<td>$250,000</td>
<td>$1,350,000</td>
<td>$1,600,000</td>
<td>$100,000</td>
<td>$4,100,000</td>
<td>$7,500,000</td>
</tr>
</tbody>
</table>

**Proposed Priority**

- A: Urgent -Fund if at all possible
- B: High-priority - Do when funding available
- C: Worthwhile - May be deferred for funding
- D: Desirable(nonessential)

**Funding Sources**

- Capital Reserve
- General Obligation Bonds
- Revenue Bonds
- Special Assessments
- Federal/State Aid
- Other Debt
- Other

<p>| Capital Reserve | $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $600,000 |
| General Obligation Bonds | 150,000 | 1,250,000 |
| Revenue Bonds | 4,000,000 | 4,000,000 |
| Special Assessments | 1,500,000 | 1,500,000 |
| Federal/State Aid | 0 |
| Other Debt | 0 |
| <strong>Total</strong> | $100,000 | $250,000 | $1,350,000 | $1,600,000 | $100,000 | $4,100,000 | $7,500,000 |</p>
<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
<th>FUNDING SOURCES</th>
<th>First Time</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickup Truck</td>
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<td>PS/DF/PC</td>
<td>CR</td>
<td>N</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Road Grader</td>
<td>C</td>
<td>PS/ES/SR</td>
<td>CR</td>
<td>N</td>
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<td>350,000</td>
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<td></td>
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<tr>
<td>1 Ton Truck</td>
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<td>PS/ES/SR</td>
<td>CR</td>
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<td>65,000</td>
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<tr>
<td>Plow Truck</td>
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<td>PS/ES/SR</td>
<td>CR</td>
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<td>PS/ES/SR</td>
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**TOTALS**

$386,000 $65,000 $0 $240,000 $235,000 $0 $926,000

**Proposed Priority**

- A: Urgent - Fund if at all possible
- B: High-priority - Do when funding available
- C: Worthwhile - May be deferred for funding
- D: Desirable (nonessential)

**Funding Sources:**

- PS - Public Safety/Health
- ES - Employee Safety
- OE - Improved Operating Efficiency
- SR - Systematic Replacement
- DF - Deteriorated Facility
- PC - Project Coordination
- CR - Capital Reserve
- O - Other / Specify above
- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds

**Capital Reserve**

$386,000 $65,000 $0 $240,000 $235,000 $0 $926,000

**General Obligation Bonds**

0

**Revenue Bonds**

0

**Special Assessments**

0

**Federal/State Aid**

0

**Other Debt**

0

**Other**

0

**Total**

$386,000 $65,000 $0 $240,000 $235,000 $0 $926,000
**Department: Parks and Recreation**  
**City of Princeton**  
**Capital Improvement Program / Department Request Form**

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROPOSED PRIORITY</th>
<th>PROJECT JUSTIFICATION</th>
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<th>2024</th>
<th>2025</th>
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<td>PS/NS</td>
<td>Park Ded</td>
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<td>CR</td>
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</table>

**TOTALS**  
$193,000 $100,000 $0 $0 $65,000 $0 $358,000

**Proposed Priority**
- **A:** Urgent - Fund if at all possible
- **B:** High-priority - Do when funding available
- **C:** Worthwhile - May be deferred for funding
- **D:** Desirable (nonessential)

**Funding Sources:**
- PS = Public Safety/Health
- ES = Employee Safety
- OE = Improved Operating Efficiency
- SR = Systematic Replacement
- DF = Deteriorated Facility
- PC = Project Coordination
- NS = New or Expanded Service
- FS = Federal/State Aid
- SA = Special Assessment
- GO = General Obligation Debt
- RB = Revenue Bonds
- CR = Capital Reserve
- O = Other / Specify above

<table>
<thead>
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<td>Revenue Bonds</td>
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**Total**  
$193,000 $100,000 $0 $0 $65,000 $0 $358,000
## Capital Improvement Program / Department Request Form

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**Proposed Priority**

A: Urgent - Fund if at all possible
B: High-priority - Do when funding available
C: Worthwhile - May be deferred for funding
D: Desirable (nonessential)

**Funding Sources:**

- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds
- CR - Capital Reserve
- O - Other / Specify above

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### Capital Improvement Program / Department Request Form

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**Proposed Priority**

A: Urgent - Fund if at all possible
B: High-priority - Do when funding available
C: Worthwhile - May be deferred for funding
D: Desirable (nonessential)

**Funding Sources:**

- PS - Public Safety/Health
- ES - Employee Safety
- OE - Improved Operating Efficiency
- SR - Systematic Replacement
- DF - Deteriorated Facility
- PC - Project Coordination
- NS - New or Expanded Service
- FS - Federal/State Aid
- SA - Special Assessment
- GO - General Obligation Debt
- RB - Revenue Bonds
- CR - Capital Reserve
- O - Other / Specify above

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<td>Other Debt</td>
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Page 14
# Capital Improvement Program / Department Request Form

**Department:** Liquor  
**City of Princeton**

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**TOTALS**  
$5,000  $25,000  $5,000  $15,000  $5,000  $5,000  $60,000

**Proposed Priority**  
- **A:** Urgent -Fund if at all possible  
- **B:** High-priority - Do when funding available  
- **C:** Worthwhile - May be deferred for funding  
- **D:** Desirable(nonessential)  

**Funding Sources:**  
- FS - Public Safety/Health  
- ES - Employee Safety  
- OE - Improved Operating Efficiency  
- SR - Systematic Replacement  
- DF - Deteriorated Facility  
- PC - Project Coordination  
- CR - Capital Reserve  
- O - Other / Specify above  
- SA - Special Assessment  
- GO - General Obligation Debt  
- RB - Revenue Bonds  

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## Department: Airport

### City of Princeton

#### Capital Improvement Program / Department Request Form

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| TOTALS | $0 | $0 | $0 | $0 | $0 | $0 | $0 |

### Proposed Priority

A: Urgent - Fund if at all possible
B: High-priority - Do when funding available
C: Worthwhile - May be deferred for funding
D: Desirable (nonessential)

### Funding Sources:

FS = Federal/State Aid
SA = Special Assessment
GO = General Obligation Debt
RB = Revenue Bonds
CR = Capital Reserve
O = Other / Specify above

Capital Reserve: $0
General Obligation Bonds: 0
Revenue Bonds: 0
Special Assessments: 0
Federal/State Aid: 0
Other Debt: 0
Other: 0

Total: $0
# City of Princeton
## Capital Improvement Program / Summary Form

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| Capital Reserve               | $1,152,600 | $412,080 | $256,100 | $435,600 | $504,100 | $210,100 | $2,970,580 |
| GO Bonds                      | 0          | 150,000  | 1,250,000 | 0       | 0       | 0       | 1,400,000 |
| Revenue Bonds                 | 390,000    | 0       | 0       | 0       | 0       | 0       | 4,390,000 |
| Special Assessments           | 0          | 0       | 0       | 1,500,000 | 0     | 0       | 1,500,000 |
| Federal/State Aid             | 310,000    | 5,343,520 | 0     | 0       | 0       | 0       | 5,653,520 |
| Other Debt                    | 0          | 0       | 0       | 0       | 0       | 0       | 0      |
| **Other**                     | 312,000    | 171,000  | 96,000  | 46,000  | 36,000  | 736,000 | 1,397,000 |
| **Total**                     | $2,164,600 | $6,076,600 | $1,602,100 | $1,981,600 | $540,100 | $4,946,100 | $17,311,100 |

## CIP Balance Summary

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<th>$4,083,890</th>
<th>$3,130,790</th>
<th>$2,912,490</th>
<th>$2,848,860</th>
<th>$2,605,350</th>
<th>$2,291,880</th>
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<td>$175,000</td>
<td>$175,000</td>
<td>$175,000</td>
<td>$175,000</td>
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<td>$17,470</td>
<td>$17,090</td>
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<td><strong>Ending balance</strong></td>
<td>$3,130,790</td>
<td>$2,912,490</td>
<td>$2,848,860</td>
<td>$2,605,350</td>
<td>$2,291,880</td>
<td>$2,270,530</td>
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</table>
Capital Improvement Project Request Form

Project Title: 19th Ave Extension

Department: Community Development
Division: ______

Proposed Priority (A-D) A Acquisition Year 2021

I. Project Description
A. Description: Construction of infrastructure improvements and extension of 19th Ave S to provide access to the Sylva expansion property.
B. Purpose (include how it relates to specific City and department goals): Expands much needed industrial park space to increase tax base and jobs.

Nature of Project:
☐ Replacement on predetermined cycle
☐ Replacement based on need (describe).
☒ New project check one below and describe
☐ Improved efficiency.
☒ New service: Developed land to increase industrial properties and turn Outlot A into a buildable lot.
☐ Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Benefits industrial businesses and the community as a whole as it increases the tax base.
B. Comment on the needs to be met by this project: Industrial Park space will be increased and infrastructure will be extended.
C. How are needs currently being met? This property is currently not accessible and is an Outlot.

III. Priority
A. What priority letter does your department assign to this project? A
B. What are your reasons for your proposed priority rating to this project? Funding has been approved by MN DEED through the BDPI program and time is of the essence.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
</tr>
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<tbody>
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<td>1. Planning/Design</td>
<td>______</td>
<td>______</td>
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<tr>
<td>2. Land</td>
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<tr>
<td>3. Construction</td>
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<td>4. Equipment/Furnishings</td>
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<td></td>
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<tr>
<td>a. Equipment</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>b. Furnishings</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>c. Other</td>
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<td>Total</td>
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</table>

IV. Status of plans and specifications

☐ Plans/bids not needed
☒ Prelim Engineers’ estimate received
☐ Sketches in process
☐ Sketches complete
☐ Surveys complete
☐ Plans and/or bid specs in preparation
☐ Date of expected completion: 2022
☐ Plans and/or bid specs complete
☐ Other: ____________________________
Project Title  19th Ave Extension

V.  Estimated effect of completed project on operating budget of this department (current dollars)
   A.  Increased revenue
   B.  Decreased operating expenses
   C.  Number of new positions
   D.  Additional salary costs
   E.  Additional other expenses

     Net effect on operating budget _0_

Explain ___. Maintenance will be necessary of new roads and infrastructure, but tax base will increase.___

VI.  Estimated effect of this project on operating budgets of other departments
    Department affected  Public Works
    General effect on their budget  maintenance

VII. Related to another project?  Yes ☒  No ☐
     Name of Project  1st St. Industrial Park Construction and Modernization/Connection of 21st/19th
     How related  All Projects are part of the Federal EDA grant project.

VIII. Recommended financing (dollar amounts or percentage)
      Federal grant  ___  General Obligation Debt
      State grant  45%  Revenue Debt
      Special assessments  55%  Capital improvement fund reserve
      Current revenue  ___  Other: ______________________________________
      Enterprise retained earnings ___

Form Completion Date  09/29/2020

Project History and Significant Actions:

Event ___________________________________________  Date of Event ____________
Event ___________________________________________  Date of Event ____________
Event ___________________________________________  Date of Event ____________
Event ___________________________________________  Date of Event ____________
Event ___________________________________________  Date of Event ____________
Event ___________________________________________  Date of Event ____________

Revised 08/22/2019
Capital Improvement Project Request Form

Project Title 1st St Industrial Park Construction

Department Community Development Division _________

Proposed Priority (A-D) B Acquisition Year 2021

I. Project Description
B. Purpose (include how it relates to specific City and department goals) Expands much needed industrial park space to increase tax base and jobs.

Nature of Project:
☐ Replacement on predetermined cycle
☐ Replacement based on need (describe).
☒ New project check one below and describe
☐ Improved efficiency
☒ New service Developed land to increase industrial properties.
☐ Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Benefits industrial businesses and the community as a whole as it increases the tax base.
B. Comment on the needs to be met by this project. Industrial Park space will be increased.
C. How are needs currently being met? There are currently roughly 1.5 acres available in the existing industrial park.

III. Priority
A. What priority letter does your department assign to this project? B
B. What are your reasons for your proposed priority rating to this project? Funding has been applied for via the Federal EDA program if funds are approved time is of the essence.

IV. Cost estimates

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Only</td>
<td>______</td>
<td>___</td>
</tr>
<tr>
<td>1. Planning/Design</td>
<td>______</td>
<td>___</td>
</tr>
<tr>
<td>2. Land</td>
<td>______</td>
<td>___</td>
</tr>
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<td>3. Construction</td>
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<td>2021</td>
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<tr>
<td>4. Equipment/Furnishings</td>
<td></td>
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</tr>
<tr>
<td>a. Equipment</td>
<td>______</td>
<td>___</td>
</tr>
<tr>
<td>b. Furnishings</td>
<td>______</td>
<td>___</td>
</tr>
<tr>
<td>c. Other</td>
<td>______</td>
<td>___</td>
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<tr>
<td>Subtotal</td>
<td>______</td>
<td>___</td>
</tr>
<tr>
<td>Total</td>
<td>1,500,000</td>
<td></td>
</tr>
</tbody>
</table>

IV. Status of plans and specifications
☐ Plans/bids not needed
☒ Prelim Engineers’ estimate received
☐ Sketches in process
☐ Sketches complete
☐ Surveys complete
☐ Plans and/or bid specs in preparation
Date of expected completion 2022
☐ Plans and/or bid specs complete
☐ Other
V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   **Net effect on operating budget**  0

   Explain . Maintenance will necessary of new roads and infrastructure, but tax base will increase.

VI. Estimated effect of this project on operating budgets of other departments
   Department affected  Public Works
   General effect on their budget  maintenance

VII. Related to another project?  Yes  No
   Name of Project  19th Ave Extension and Modernization/Connection of 21st/19th
   How related  All Projects are part of the Federal EDA grant project.

VIII. Recommended financing (dollar amounts or percentage)
   80%  Federal grant  General Obligation Debt
   _____  State grant  Revenue Debt
   _____  Special assessments  20%  Capital improvement fund reserve
   _____  Current revenue  Other:  
   _____  Enterprise retained earnings

Form Completion Date  09/29/2020

Project History and Significant Actions:

Event ___________________________ Date of Event __________________

Event ___________________________ Date of Event __________________

Event ___________________________ Date of Event __________________

Event ___________________________ Date of Event __________________

Event ___________________________ Date of Event __________________

Event ___________________________ Date of Event __________________
Capital Improvement Project Request Form

**Project Title** Modernization/Connecton of 21st/19th

Department **Community Development** Division **______**

**Proposed Priority (A-D) B** **Acquisition Year 2021**

I. **Project Description**
   A. Description: Construction of infrastructure improvements and extension of 19th Ave S to provide access to the Sylvan expansion property.
   B. Purpose (include how it relates to specific City and department goals): Expands much needed industrial park space to increase tax base and jobs.

   Nature of Project:
   - [ ] Replacement on predetermined cycle
   - [ ] Replacement based on need (describe).
   - [X] New project check one below and describe
   - [ ] Improved efficiency.
   - [X] New service: Connection to improve the continuance of commerce and accessibility to industrial lands.
   - [ ] Other

II. **Need**
   A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
      Benefits industrial businesses and the community as a whole as it improves transportation of goods throughout the City of Princeton.
   B. Comment on the needs to be met by this project. Project has been a priority of the council for many years. It is a necessary step to provide industrial businesses to access the park from the North.
   C. How are needs currently being met? This park currently not accessible from the North.

III. **Priority**
   A. What priority letter does your department assign to this project? **B**
   B. What are your reasons for your proposed priority rating to this project? **Funding has been applied for from the Federal EDA if approved.** Time is of the essence.

IV. **Cost estimates**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Year</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Planning/Design</td>
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<td>Land</td>
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<td>Construction</td>
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<tr>
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</table>

IV. **Status of plans and specifications**

- [ ] Plans/bids not needed
- [X] Prelim Engineer's estimate received
- [ ] Sketches in process
- [ ] Sketches complete
- [ ] Surveys complete
- [ ] Plans and/or bid specs in preparation
- [ ] Date of expected completion **2022**
- [ ] Plans and/or bid specs complete
- [ ] Other
Project Title Modernization/Connect of 21st/19th

V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   Net effect on operating budget  0

   Explain  Maintenance will be necessary of new roads and infrastructure.

VI. Estimated effect of this project on operating budgets of other departments
   Department affected  Public Works
   General effect on their budget  maintenance

VII. Related to another project?  Yes  No
   Name of Project  1st St. Industrial Park Construction and 19th Ave S Extension.
   How related  All Projects are part of the Federal EDA grant project.

VIII. Recommended financing (dollar amounts or percentage)
   80% Federal grant
   ___ State grant  20% General Obligation Debt
   ___ Special assessments  ___ Revenue Debt
   ___ Current revenue  ___ Capital improvement fund reserve
   ___ Enterprise retained earnings  ___ Other: _______________________

Form Completion Date  09/29/2020

Project History and Significant Actions:

   Event _______________________________________  Date of Event _____________
   Event _______________________________________  Date of Event _____________
   Event _______________________________________  Date of Event _____________
   Event _______________________________________  Date of Event _____________
   Event _______________________________________  Date of Event _____________
   Event _______________________________________  Date of Event _____________
Capital Improvement Project Request Form

Project Title – Support Staff Computer software upgrade NIBRS

Department ___________________________ Division ___________________________

Proposed Priority (A-D) _B_ Acquisition Year _2021_

I. Project Description

A. Description With mandated NIBRS (national records database) switch over, needed computer equipment to allow for data entry.

B. Purpose (include how it relates to specific City and department goals) It allows support staff to perform and efficient with day to day entry.

C. Nature of Project:
   - [ ] Replacement on predetermined cycle
   - [x] Replacement based on need (describe)
   - [ ] New project check one below and describe
      - [x] Improved efficiency
      - Add to current work stations
   - [ ] New service
   - [ ] Other

II. Need

A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
   This project allows for efficiency with PD and staff and the community in regards to accuracy with reporting statistics with the national database.

B. Comment on the needs to be met by this project.

C. How are needs currently being met?

III. Priority

A – Highest priority, essential to provide service or safety, timing is critical;
B – Very important to maintain or permit increased service or efficiency in near future;
C – Desirable for new or enhanced service timing is somewhat flexible;
D – Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? _B_

B. What are your reasons for your proposed priority rating to this project? Mandatory switch to records management for 2021.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$1000.00</td>
<td>2021</td>
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</table>

1. Planning/Design __________________________
2. Land __________________________
3. Construction __________________________
4. Equipment/Furnishings __________________________
   a. Equipment __________________________
   b. Furnishings __________________________
   c. Other __________________________

Subtotal __________________________

Total __________________________

IV. Status of plans and specifications

- [ ] Plans/bids not needed
- [ ] Prelim Engineers’ estimate received
- [ ] Sketches in process
- [ ] Sketches complete
- [ ] Surveys complete
- [ ] Plans and/or bid specs in preparation
- [ ] Date of expected completion
- [ ] Plans and/or bid specs complete
- [ ] Other __________________________
V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   Net effect on operating budget $ 

   Explain

VI. Estimated effect of this project on operating budgets of other departments
   Department affected
   General effect on their budget

VII. Related to another project?
   Yes ☐   No ☐
   Name of Project
   How related

VIII. Recommended financing (dollar amounts or percentage)
   ☐ Federal grant ☐ General Obligation Debt
   ☐ State grant ☐ Revenue Debt
   ☐ Special assessments ☐ Capital improvement fund reserve
   ☐ Current revenue ☐ Other: ______________________________
   ☐ Enterprise retained earnings

Form Completion Date 9-14-20

Project History and Significant Actions:

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</tbody>
</table>
Capital Improvement Project Request Form

Project Title: Police Department Server (Public Safety Building) replacement

Department: Police
Division: IT Department
Proposed Priority (A-D): A
Acquisition Year: 2021

I. Project Description
A. Description: Current server is going on 7 years old, noticing deficiencies with shutting down and alarming when large data is being backed up (example: squad video).
B. Purpose: (include how it relates to specific City and department goals)
C. Nature of Project:
   - Replacement on predetermined cycle
   - Replacement based on need (describe)
   - New project, check one below and describe
     - Improved efficiency
     - New service
     - Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
   The City of Princeton in regards to accurate and reliable data storage.
B. Comment on the needs to be met by this project: We are using a server that is outdated and unable to perform new aged technology with virtual mini servers to create system backup.
C. How are needs currently being met? Server will be 7 years old in 2021, normal replacement is usually 5 years.

III. Priority
A. Highest priority, essential to provide service or safety, timing is critical;
B. Very important to maintain or permit increased service or efficiency in near future;
C. Desirable for new or enhanced service timing is somewhat flexible;
D. Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? 
B. What are your reasons for your proposed priority rating to this project?

IV. Cost estimates

<table>
<thead>
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<th>Amount</th>
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<th>Total</th>
<th>$</th>
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IV. Status of plans and specifications

- Plans/bids not needed
- Prelim Engineers' estimate received
- Sketches in process
- Sketches complete
- Surveys complete
- Plans and/or bid specs in preparation
- Date of expected completion
- Plans and/or bid specs complete
- Other
V. **Estimated effect of completed project on operating budget of this department** (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   **Net effect on operating budget**

   Explain

VI. **Estimated effect of this project on operating budgets of other departments**
   Department affected
   General effect on their budget

VII. **Related to another project?**
    Yes ☐
    No ☐
    Name of Project
    How related

VIII. **Recommended financing (dollar amounts or percentage)**
    ☐ Federal grant
    ☐ State grant
    ☐ Special assessments
    ☐ Current revenue
    ☐ Enterprise retained earnings
    ☐ General Obligation Debt
    ☐ Revenue Debt
    ☐ Capital improvement fund reserve
    ☐ Other: _______________________

Form Completion Date __9-14-20__

Project History and Significant Actions:

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<th>Date of Event</th>
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</tbody>
</table>
Capital Improvement Project Request Form

Project Title: Critical Incident Response Equipment

Department: Police Department
Division: Patrol
Proposed Priority (A-D): B
Acquisition Year: 2021

I. Project Description
A. Description: Equipment (Helmet tactical bullet proof vest with rifle plates, shoulder bullet proof vest attachment, shields).
B. Purpose (include how it relates to specific City and department goals):

C. Nature of Project:
☐ Replacement on predetermined cycle
☐ Replacement based on need (describe)
☑ New project check one below and describe

☑ Improved efficiency See Attachment.
☐ New service
☐ Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
   The Princeton Community and Princeton Police Officers.

B. Comment on the needs to be met by this project. Allow officers to respond safely to active Shooters threats in schools, businesses and residential homes.

C. How are needs currently being met? We do not have any equipment.

III. Priority
A – Highest priority, essential to provide service or safety, timing is critical;
B – Very Important to maintain or permit increased service or efficiency in near future;
C – Desirable for new or enhanced service timing is somewhat flexible;
D – Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? A
B. What are your reasons for your proposed priority rating to this project? See attached pages.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
<th>IV. Status of plans and specifications</th>
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<td>3. Construction</td>
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<tr>
<td>4. Equipment/Furnishings</td>
<td>☐ Sketches complete</td>
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</tr>
<tr>
<td>a. Equipment</td>
<td>☐ Surveys complete</td>
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<td></td>
</tr>
<tr>
<td>b. Furnishings</td>
<td>☐ Plans and/or bid specs in preparation</td>
<td></td>
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<tr>
<td>c. Other</td>
<td>Date of expected completion</td>
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<td>Subtotal</td>
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<td>Total</td>
<td>☐ Other</td>
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</tbody>
</table>

$44,500
V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue $ 
   B. Decreased operating expenses 
   C. Number of new positions 
   D. Additional salary costs 
   E. Additional other expenses 

   Net effect on operating budget $ 

   Explain 

VI. Estimated effect of this project on operating budgets of other departments
   Department affected 
   General effect on their budget 

VII. Related to another project? Yes ☐ No ☐
   Name of Project 
   How related 

VIII. Recommended financing (dollar amounts or percentage)
   ☐ Federal grant ☐ General Obligation Debt
   ☐ State grant ☐ Revenue Debt
   ☐ Special assessments ☐ Capital improvement fund reserve
   ☐ Current revenue ☐ Other: 
   ☐ Enterprise retained earnings 

Form Completion Date 9-14-20

Project History and Significant Actions:

   Event ___________________________ Date of Event ___________________________

   Event ___________________________ Date of Event ___________________________

   Event ___________________________ Date of Event ___________________________

   Event ___________________________ Date of Event ___________________________

   Event ___________________________ Date of Event ___________________________

   Event ___________________________ Date of Event ___________________________

Revised 9/22/05
Princeton Police Department Critical Incident Response Equipment

I. Project Description

B. Purpose
This equipment will enable Princeton PD officers to effectively respond to high risk calls for service; active shooter situations, and civil unrest. This equipment will allow PPD officers to implement crowd control measures when necessary.

II. Need

A. Describe the benefits and who will derive the most benefit.

B. Comment on the needs to be met by this project.
Princeton Police Officers need to be able to safely respond to active shooter threats in our schools and businesses. Officers also need the proper equipment to allow for sufficient response to a crowd control situation.

C. How are the needs currently being met?
Currently, Princeton Police Department Officers do not have the equipment requested.

III. Priority

B. Reasons for priority rating
2020 has been a year of massive civil unrest and increased violent crime rates. The Minneapolis riots and destruction are examples of the issues law enforcement everywhere currently face. No city or town, no matter how big or small, is safe or exempt from civil unrest, active shooters, violent protests, or riots. This equipment, should a situation call for its implementation or utilization, will likely save lives; lives of citizens, officers, and assist with property protection.
To help facilitate the enforcement of law and safety in the City of Princeton, the Princeton Police Department is requesting a capital improvement for Critical Incident Response Equipment.

This equipment will be utilized on high risk calls for service. This equipment will greatly increase protection for officers on high risk calls and the people we are trying to help. The vests are designed and rated for high threat situations when high powered rifle fire is expected or probable. These vests provide additional protection, far exceeding the standard “blue uniform vest”.

We are all well aware of the ongoing unrest in our state and across the country. As we have seen, various groups and organizations can descend on a city very quickly destroying buildings, businesses, community property, and human life through unintentional or intentional violence. As police officers, it is our duty to protect life and property. Without this equipment, we are inhibited from safely performing our duties the community expects from its local law enforcement. Not having this equipment hinders our ability to effectively respond to ever present and increasing threats.

This equipment will be utilized specifically during active shooter incidents, which commonly occur in schools or places of employment. This equipment will also be utilized to assist in crowd control incidents, in the event of civil unrest, violent protests or riots.

Additionally, the City of Princeton is a relocation site for the Monticello Nuclear Power Plant. In the event of a crisis situation involving the Monticello Nuclear Power Plant, the Princeton Police Department would be tasked with crowd management and maintaining the peace during a time of massive amounts people relocating to our community during a particularly stressful time.
The following is a list of what this equipment will provide for officers and citizens:

- Ballistic vest will stop hand gun caliber rounds. This ballistic vest has a load bearing capability that will hold rifle rated plates to protect officers from multiple rifle round hits. With this load bearing capability it will help prevent back injuries to officers having to carry the weight of equipment for long periods of time.
- Ballistic arm protection will attach to the load bearing vest to add more protection from rounds fired at officers, along with protection from objects thrown at officers.
- Crowd control shield will protect officers from objects thrown at officers along with assisting in preventing crowds from entering private property police are tasked to protect.
- Helmet and face shield. This helmet will protect against hand gun threats and objects propelled at officers. This helmet protects against potentially lethal head injuries.

Equipment total - $43,598
Misc. shipping, handling, taxes - $300
Fluctuation for possible price increase - $500

TOTAL - $44,398
Tac Vest: WSCA, APV w/side ballistics Split

$1,833 each

$21,996 for 12  Front DN6425 HW68 MN STATE CONTRACT PRICE
PRT-WPLT.DT206C Ballistic Plate: Wsca DT206C Level 3, 10x12

$330.00 each

$7,920.00 for 24 (2 plates front and back for each officer)

MulinCrv Shoot Cut MN STATE CONT
Upper Arms: WSCA, Structured Short HW 68 PAIR 12

$420.00 each

$5,040.00 for 12 sets

Spec. Color MN STATE CONTRACT PRICE
BALLISTIC HELMET: WSCA DELTA 4 774

$438.00 each
$5,256 for 12

High-Cut w/R2S Sym, Black(Sz) MN STATE CONTRACT PRICE

Faceshield: DK7 0.150", Fits ProTech Rail

$106 each
$1,272 for 12

Helmets MN STATE CONTRACT PRICE

Helmet Access: WSCA, Shroud, Blk, NV

$82 each
$984 for 12 Mount for #774 Helmets MN STATE CONTRACT PRICE
SHIELD; W/POLICE DECAL 36 x 20

$95.00 each

1,140 for 12
Capital Improvement Project Request Form

Project Title Firefighting Foam Replacement

Department Public Safety Division Fire Department

Proposed Priority (A-D) A Acquisition Year 2021

I. Project Description
A. Description To replace our class B foam with a newer and environmentally safe foam.

B. Purpose (include how it relates to specific City and department goals) To help suppress fires easier and less chance of a rekindle and safer for the firefighters.

C. Nature of Project:
   [ ] Replacement on predetermined cycle
   [x] Replacement based on need (describe) Replace cancer causing foam
   [ ] New project check one below and describe
      [x] Improved efficiency-extinguish fires faster and easier
      [ ] New service
      [x] Other-Safer for the firefighters and environment.

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
   The fire dept. will benefit by extinguishing fires easier. Less cost to the city for rekindles. Less cost for homeowners and insurance companies.

B. Comment on the needs to be met by this project. Fire suppression/firefighter safety

C. How are needs currently being met? Class B foam

III. Priority
A – Highest priority, essential to provide service or safety, timing is critical;
B – Very important to maintain or permit increased service or efficiency in near future;
C – Desirable for new or enhanced service timing is somewhat flexible;
D – Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? A
B. What are your reasons for your proposed priority rating to this project? Firefighter/Public Safety

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
<th>IV. Status of plans and specifications</th>
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<tr>
<td>3. Construction</td>
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<tr>
<td>4. Equipment/Furnishings</td>
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<td></td>
</tr>
<tr>
<td>a. Equipment</td>
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<td>b. Furnishings</td>
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</tr>
<tr>
<td>c. Other</td>
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Total $
<table>
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<tr>
<th>V. Estimated effect of completed project on operating budget of this department (current dollars)</th>
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</thead>
<tbody>
<tr>
<td>A. Increased revenue $</td>
</tr>
<tr>
<td>B. Decreased operating expenses</td>
</tr>
<tr>
<td>C. Number of new positions</td>
</tr>
<tr>
<td>D. Additional salary costs</td>
</tr>
<tr>
<td>E. Additional other expenses</td>
</tr>
</tbody>
</table>

Net effect on operating budget $  

Explain ________________________________

<table>
<thead>
<tr>
<th>VI. Estimated effect of this project on operating budgets of other departments</th>
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</thead>
<tbody>
<tr>
<td>Department affected</td>
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<tr>
<td>General effect on their budget</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. Related to another project?</th>
<th>Yes ☐</th>
<th>No ☒</th>
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</thead>
<tbody>
<tr>
<td>Name of Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How related</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIII. Recommended financing (dollar amounts or percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal grant ☐</td>
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<tr>
<td>State grant ☒</td>
</tr>
<tr>
<td>Special assessments ☒</td>
</tr>
<tr>
<td>Current revenue ☐</td>
</tr>
<tr>
<td>Enterprise retained earnings ☐</td>
</tr>
<tr>
<td>General Obligation Debt ☐</td>
</tr>
<tr>
<td>Revenue Debt ☐</td>
</tr>
<tr>
<td>Capital improvement fund reserve ☒</td>
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<td>Other: ________________________</td>
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Form Completion Date- 09/17/2020

Project History and Significant Actions:

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Revised 9/22/05
Capital Improvement Project Request Form

Project Title: **Pickup Truck**

Department: Public Works
Division: Streets

Proposed Priority (A-D) B
Acquisition Year: 2023

I. Project Description
A. Description: Pickup truck.

B. Purpose (include how it relates to specific City and department goals): Equipment to help maintain public buildings and facilities.

C. Nature of Project:
   - [ ] Replacement on predetermined cycle
   - [ ] Replacement based on need (describe)
   - [ ] New project check one below and describe
     - [ ] Improved efficiency
     - [ ] New service
     - [ ] Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Residents and users of public buildings and facilities.

B. Comment on the needs to be met by this project: Cyclical replacement to maintain efficient fleet of efficient vehicles.

C. How are needs currently being met? Aging equipment results in rising maintenance costs.

III. Priority
   A. What priority letter does your department assign to this project? B
   B. What are your reasons for your proposed priority rating to this project? Increasing maintenance costs.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
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<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
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<tr>
<td>Furnishings</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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<td>Total</td>
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IV. Status of plans and specifications

   - [ ] Plans/bids not needed
   - [ ] Prelim Engineers' estimate received
   - [ ] Sketches in process
   - [ ] Sketches complete
   - [ ] Surveys complete
   - [ ] Plans and/or bid specs in preparation
   - [ ] Date of expected completion
   - [ ] Plans and/or bid specs complete
   - [ ] Other
Project Title  Pickup Truck

V. Estimated effect of completed project on operating budget of this department (current dollars)
A. Increased revenue
B. Decreased operating expenses
C. Number of new positions
D. Additional salary costs
E. Additional other expenses

Net effect on operating budget  Minimal

Explain  Decrease in inspection and maintenance costs.

VI. Estimated effect of this project on operating budgets of other departments
Department affected  None
General effect on their budget

VII. Related to another project?  Yes  No
Name of Project
How related

VIII. Recommended financing (dollar amounts or percentage)
    Federal grant  General Obligation Debt
    State grant  Revenue Debt
    Special assessments  Capital improvement fund reserve
    Current revenue  Other:
    Enterprise retained earnings

Form Completion Date  9/2/2020

Project History and Significant Actions:

Event  Date of Event
Event  Date of Event
Event  Date of Event
Event  Date of Event
Event  Date of Event
Event  Date of Event
Capital Improvement Project Request Form

Project Title: Playground Equipment

Department: Public Works
Division: Parks and Recreation

Proposed Priority (A-D) C
Acquisition Year: 2021

I. Project Description
A. Description: Install playground equipment at Civic Center Park

B. Purpose (include how it relates to specific City and department goals): It will enhance the current facility.

C. Nature of Project:
- [] Replacement on predetermined cycle
- [] Replacement based on need (describe)
- [] New project check one below and describe
  - [] Improved efficiency
  - [] New service
  - [X] Other (describe): It would be an addition to the current equipment.

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Residents and users of the facility.

B. Comment on the needs to be met by this project: Enhancement of the Civic Center and the surrounding park and neighborhood.

C. How are needs currently being met? Outdated equipment.

III. Priority
A. What priority letter does your department assign to this project? C

B. What are your reasons for your proposed priority rating to this project? Timing is flexible.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
<th>Year</th>
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<tbody>
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1. Planning/Design
2. Land
3. Construction
4. Equipment/Furnishings
   a. Equipment
   b. Furnishings
   c. Other

总投资: $50,000

IV. Status of plans and specifications

[ ] Plans/bids not needed
[ ] Prelim Engineers’ estimate received
[ ] Sketches in process
[ ] Sketches complete
[ ] Surveys complete
[ ] Plans and/or bid specs in preparation
[ ] Date of expected completion
[ ] Plans and/or bid specs complete
[ ] Other
V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   Net effect on operating budget: Minimal

   Explain: Increase in inspection and maintenance would not be significant.

VI. Estimated effect of this project on operating budgets of other departments
   Department affected: None

   General effect on their budget: ________________________________

VII. Related to another project? Yes  No
   Name of Project: ________________________________
   How related: ________________________________

VIII. Recommended financing (dollar amounts or percentage)
   _____ Federal grant
   _____ State grant
   _____ Special assessments
   _____ Current revenue
   _____ Enterprise retained earnings
   _____ General Obligation Debt
   _____ Revenue Debt
   _____ Capital improvement fund reserve
   _____ Other: ________________________________

Form Completion Date: 9/3/2020

Project History and Significant Actions:

   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________
   Event: ________________________________ Date of Event: ____________

Revised 08/22/2019
Capital Improvement Project Request Form

Project Title: Lawnmower

Department: Public Works
Division: Parks

Proposed Priority (A-D): B
Acquisition Year: 2023

I. Project Description
A. Description: 60" lawnmower.

B. Purpose (include how it relates to specific City and department goals): Maintain parks and facilities.

C. Nature of Project:
- Replacement on predetermined cycle
- Replacement based on need (describe)
- New project check one below and describe
  - Improved efficiency
  - New service
  - Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Residents and users of parks and facilities.

B. Comment on the needs to be met by this project: Cyclical replacement to maintain efficient fleet of efficient vehicles.

C. How are needs currently being met? Aging equipment results in rising maintenance costs.

III. Priority
A. What priority letter does your department assign to this project? B

B. What are your reasons for your proposed priority rating to this project? Maintaining a reliable fleet of lawnmowers.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
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<td>$27,000</td>
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</table>

IV. Status of plans and specifications

- Plans/bids not needed
- Prelim Engineers' estimate received
- Sketches in process
- Sketches complete
- Surveys complete
- Plans and/or bid specs in preparation
- Date of expected completion
- Plans and/or bid specs complete
- Other
**Project Title**  
Lawnmower

V. **Estimated effect of completed project on operating budget of this department** (current dollars)

A. Increased revenue  
B. Decreased operating expenses  
C. Number of new positions  
D. Additional salary costs  
E. Additional other expenses  

*Net effect on operating budget*  
Minimal

Explain  
Decrease in inspection and maintenance costs.

VI. **Estimated effect of this project on operating budgets of other departments**

Department affected  
None

General effect on their budget

VII. **Related to another project?**  
Yes ☐  
No ☒

Name of Project  

How related

VIII. **Recommended financing (dollar amounts or percentage)**

- Federal grant  
- State grant  
- Special assessments  
- Current revenue  
- Enterprise retained earnings  

- General Obligation Debt  
- Revenue Debt  
- Capital improvement fund reserve  
- Other:  

Form Completion Date  
9/2/2020

Project History and Significant Actions:

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</tbody>
</table>
Capital Improvement Project Request Form

Project Title: Lawnmower

Department: Public Works
Division: Parks

Proposed Priority (A-D): B  Acquisition Year: 2025

I. Project Description
A. Description: 120" finish lawnmower.

B. Purpose (include how it relates to specific City and department goals): Maintain open public areas and park lands.

C. Nature of Project:
- [x] Replacement on predetermined cycle
- [ ] Replacement based on need (describe)
- [ ] New project check one below and describe
  - [ ] Improved efficiency
  - [ ] New service
  - [ ] Other

II. Need
A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit. Residents and users of parks and facilities.

B. Comment on the needs to be met by this project: Cyclical replacement to maintain efficient fleet of efficient vehicles.

C. How are needs currently being met? Aging Toro 4100 results in rising maintenance costs.

III. Priority
A – Highest priority, essential to provide service or safety, timing is critical;
B – Very important to maintain or permit increased service or efficiency in near future;
C – Desirable for new or enhanced service timing is somewhat flexible;
D – Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? B

B. What are your reasons for your proposed priority rating to this project? Maintaining a reliable fleet of lawnmowers.

IV. Cost estimates

<table>
<thead>
<tr>
<th>Equipment Only</th>
<th>Amount</th>
<th>Year</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

1. Planning/Design
2. Land
3. Construction
4. Equipment/Furnishings
   a. Equipment
   b. Furnishings
   c. Other

Subtotal

Total: $65d,000

IV. Status of plans and specifications

- [x] Plans/bids not needed
- [ ] Prelim Engineers’ estimate received
- [ ] Sketches in process
- [ ] Sketches complete
- [ ] Surveys complete
- [x] Plans and/or bid specs in preparation
- [ ] Date of expected completion
- [ ] Plans and/or bid specs complete
- [ ] Other
V. Estimated effect of completed project on operating budget of this department (current dollars)
   A. Increased revenue
   B. Decreased operating expenses
   C. Number of new positions
   D. Additional salary costs
   E. Additional other expenses

   Net effect on operating budget Minimal

   Explain Decrease in inspection and maintenance costs.

VI. Estimated effect of this project on operating budgets of other departments
   Department affected None
   General effect on their budget

VII. Related to another project? Yes ☐ No ☒
    Name of Project ___________________________
    How related ________________________________

VIII. Recommended financing (dollar amounts or percentage)
      Federal grant General Obligation Debt
      State grant Revenue Debt
      Special assessments Capital improvement fund reserve
      Current revenue Other: __________________________
      Enterprise retained earnings

Form Completion Date 9/2/2020

Project History and Significant Actions:
   Event ________________________________ Date of Event ________________
   Event ________________________________ Date of Event ________________
   Event ________________________________ Date of Event ________________
   Event ________________________________ Date of Event ________________
   Event ________________________________ Date of Event ________________
   Event ________________________________ Date of Event ________________
Capital Improvement Project Request Form

Project Title: Roof Replacement

Department: Sanitary Sewer  Division: Wastewater Plant

Proposed Priority (A-D): B  Acquisition Year: 2021

I. Project Description

A. Description: Replace failing roof liner on two roofs

B. Purpose (include how it relates to specific City and department goals):
   Protects inside of buildings from water damage

C. Nature of Project:
   □ Replacement on predetermined cycle
   □ Replacement based on need (describe) Roof failing fast
   □ New project check one below and describe
     □ Improved efficiency
     □ New service
     □ Other

II. Need

A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
   We need to get these replaced before damage occurs

B. Comment on the needs to be met by this project.

C. How are needs currently being met?

III. Priority

A – Highest priority, essential to provide service or safety, timing is critical;
B – Very important to maintain or permit increased service or efficiency in near future;
C – Desirable for new or enhanced service timing is somewhat flexible;
D – Project is desirable for new service timing corresponds to providing new service

A. What priority letter does your department assign to this project? B

B. What are your reasons for your proposed priority rating to this project? Failing fast

IV. Cost estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Year</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Land</td>
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<tr>
<td>Construction</td>
<td>$26,000</td>
<td>20</td>
</tr>
</tbody>
</table>

4. Equipment/Furnishings

a. Equipment
b. Furnishings
c. Other

Subtotal $  
Total $26,000

IV. Status of plans and specifications
Project Title: Roof Replacement  
Project Number: ________

V. **Estimated effect of completed project on operating budget of this department** (current dollars)
   A. Increased revenue: $________
   B. Decreased operating expenses: $________
   C. Number of new positions: $________
   D. Additional salary costs: $________
   E. Additional other expenses: $________

   **Net effect on operating budget: $________**

   Explain: ____________________________________________

VI. **Estimated effect of this project on operating budgets of other departments**
   Department affected: ________________________________
   General effect on their budget: ________________________

VII. **Related to another project?**
   Yes ☐  No ☒
   Name of Project: ____________________________________
   How related: ________________________________________

VIII. **Recommended financing (dollar amounts or percentage)**
   ☐ Federal grant  ☐ General Obligation Debt
   ☐ State grant  ☐ Revenue Debt
   ☐ Special assessments  ☐ Capital improvement fund reserve
   ☐ Current revenue  ☐ Other: __________________________
   ☐ Enterprise retained earnings

Form Completion Date: 09/18/2020

Project History and Significant Actions:

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Capital Improvement Project Request Form

Project Title: Air Conditioner Replacement/AC installation  Project Number: ______

Department: Sanitary Sewer  Division: Wastewater Plant

Proposed Priority (A-D)  B  Acquisition Year: 2021

I. Project Description
   A. Description: Replace old AC units and install AC unit in storage shed
   
   B. Purpose (include how it relates to specific City and department goals):
      Keep equipment from overheating

   C. Nature of Project:
      □ Replacement on predetermined cycle
      □ Replacement based on need (describe)
      □ New project check one below and describe
         □ Improved efficiency
         □ New service
         □ Other ______

II. Need
   A. Describe the benefits and who (residents, city, commercial, etc.) will derive the most benefit.
      These units will assure equipment will run more efficient

   B. Comment on the needs to be met by this project.

   C. How are needs currently being met? Old AC unit in one and nothing in storage shed

III. Priority
   A. What priority letter does your department assign to this project?  B
   B. What are your reasons for your proposed priority rating to this project?
      One AC unit is failing and the parts and motors stored in storage are getting rust on them.

IV. Cost Estimates
   1. Planning/Design
      2. Land
      Equipment Only
      Subtotal
   3. Construction
   4. Equipment/Furnishings
      a. Equipment
      b. Furnishings
      c. Other 10000 2021

   Amount  Year
   ________  ______

   $________  ______
   $________  ______
   $________  ______
IV. Status of plans and specifications

☐ Plans/bids not needed
☐ Prelim Engineers' estimate received
☐ Sketches in process
☐ Sketches complete

☐ Surveys complete
☐ Plans and/or bid specs in preparation
Date of expected completion
01/30/2021
☐ Plans and/or bid specs complete
☐ Other ______

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Project Title: Air Conditioning Replacement/ AC installation
Project Number: ______

V. Estimated effect of completed project on operating budget of this department (current dollars)
A. Increased revenue
B. Decreased operating expenses
C. Number of new positions
D. Additional salary costs
E. Additional other expenses

Net effect on operating budget $___________

Explain ____________________________________________________________

VI. Estimated effect of this project on operating budgets of other departments
Department affected
General effect on their budget ______________________________________

VII. Related to another project?
Yes ☐  No ☐
Name of Project ____________________________________________
How related _________________________________________________

VIII. Recommended financing (dollar amounts or percentage)
☐ Federal grant
☐ State grant
☐ Special assessments
☐ Current revenue
☐ Enterprise retained earnings
☐ General Obligation Debt
☐ Revenue Debt
☐ Capital improvement fund reserve
☐ Other: ________________________________

Form Completion Date 9/18/2020

Project History and Significant Actions:

Event ___________________________ Date of Event ________________

Event ___________________________ Date of Event ________________

Event ___________________________ Date of Event ________________