



Budget Retreat Agenda

February 24, 2015, 8:00am
Graham Police Department
216 S. Maple St.

- | | |
|-------------------|--|
| 8:00am | Meeting called to order by Mayor |
| 8:05am | Fellowship with Donuts, Fruit & Coffee |
| 8:15am | Police Dept. Tour |
| 9:00am | Prefacing the FY 2015-2016 Budget (Frankie Maness) <ul style="list-style-type: none">• <i>FY 2014-2015 Budget Status and Project Updates</i>• <i>Budget Calendar</i>• <i>New Challenges and Opportunities</i> |
| 10:00am | Discussion of 2016-2020 Capital Improvement Plan |
| 10:30am | Roundtable Discussion with Department Heads |
| 11:30am | Discussion, Conclusions and Q & A |
| 12:00 noon | Adjournment (lunch from Guerrero's Restaurant will be provided) |

General Fund Project Updates				
Project		Budget	YTD	Status
10-4300-7400	SANS Back-up Servers	35,000	22,075	Complete
10-4300-7400	Wireless Network Expansion	5,000	4,046	Complete
10-5000-7300	City Hall Security Upfits	20,000	9,768	90% complete
10-5100-7400	2 Patrol Cars	72,000	19,962	Ordered, Awaiting upfit
10-5400-0400	Growth Management Plan	30,000	30,465	Final Draft Presentation March/April 2015
10-5550-7400	Phone System	11,000	0	Bidding in progress
10-5600-3300	Regulatory Sign Upgrades	22,000	17,579	60% complete with NW Quadrant
10-5400-7400	Inspections Vehicle	25,000	20,428	Complete
10-5600-7300	Walker Ave. Culvert Replacement	85,500	4,885	Scheduled for Spring 2015
10-5600-7400	Street Sign Software & Equipment	22,000	16,194	Complete
10-5600-7400	Snow Plow	10,000	0	Ordered in September, Awaiting Delivery
10-5600-5000	Street Resurfacing	225,000	167	Walker Ave, portion of Albright scheduled for Spring 2015
10-6200-7300	Recreation Center Improvements	20,500	0	Painting started February 2015
10-6200-7300	S. Graham Tennis Court Repair	8,200	7,946	Complete
10-6200-7000	Computers and Chairs	8,650	3,436	Computers in service
10-6200-7400	Soccer Goals	7,400	0	May be deferred in lieu of fencing need
10-6450-7400	Cemetery RTV	13,000	0	May be deferred in lieu of mower need
TOTAL		620,250	156,951	

Water/Sewer Fund Project Updates				
Project		Budget	YTD	Status
31-4500-7000	Replacement of XP Computers	4,000	3,786	Complete
31-4500-7400	Service Vehicle	25,000	18,879	Complete
31-4600-7400	Sewer Camera	25,000	0	Purchase in progress
31-4700-7400	Sludge Truck	190,000	0	Ordered, anticipated delivery by June
31-4700-1600	Cherry Lane Pump Station Pump	25,000	12,335	Complete, was able to rebuild pump rather than replace
31-4800-1600	Valves & Actuators on Filter's 1 & 2	80,000	0	75% complete
31-5900-1600	SCADA Replacement	45,000	0	99% complete
31-5900-7400	Effluent Sampler	6,000	4,891	Complete
TOTAL		400,000	39,891	

Special Fund Project Updates				
Project		Budget	YTD	Status
	Water Treatment Plant Improvements	6,332,403	2,576,869	60% Complete; Completion in July
	Project Swordfish	6,576,397	6,487,678	Lines complete and in service, final accounting pending



City Of Graham

Revenue Statement : 2014 - 2015

for Accounting Period 1/31/2015

GENERAL FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
10-3010-0000	CURRENT YEAR TAX	\$3,991,000.00	\$3,939,217.35	\$3,939,217.35	\$51,782.65	98.70
10-3020-0000	PRIOR YEAR TAXES	\$40,000.00	\$50,866.00	\$50,866.00	(\$10,866.00)	127.17
10-3080-0000	VEHICLE TAXES	\$343,000.00	\$260,445.17	\$260,445.17	\$82,554.83	75.93
10-3080-1000	VEHICLE INT & COLLECTION FEES	\$0.00	(\$5,951.21)	(\$5,951.21)	\$5,951.21	0.00
10-3081-0000	PRIOR YEAR VEHICLE TAXES	\$50,000.00	\$10,733.59	\$10,733.59	\$39,266.41	21.47
10-3081-1000	PY VEHICLE INTEREST & COLLECTION FEES	\$2,000.00	\$1,202.30	\$1,202.30	\$797.70	60.12
10-3090-0000	PAYT LIEU TAXES	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
10-3120-0000	STORM WATER FEE	\$59,500.00	\$35,744.65	\$35,744.65	\$23,755.35	60.08
10-3150-0000	LOC FUNDS	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3170-0000	TAX COST & INTEREST	\$21,000.00	\$14,730.11	\$14,730.11	\$6,269.89	70.14
10-3240-0000	DEVELOPMENT FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
10-3245-0000	SALE OF SURPLUS PROPERTY	\$10,000.00	\$66,700.90	\$66,700.90	(\$56,700.90)	667.01
10-3250-0000	PRIVILEGE LICENSE	\$0.00	\$96.50	\$96.50	(\$96.50)	0.00
10-3265-0000	RECYCLING PROCEEDS FROM SURPLUS	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3270-0000	FEMA REVENUE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
10-3280-0000	MISCELLANEOUS GRANTS	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3290-0000	INTEREST ON INVESTMENTS	\$25,000.00	\$0.25	\$0.25	\$24,999.75	0.00
10-3330-0000	SCHOOL RESOURCE OFFICER	\$115,000.00	\$0.00	\$0.00	\$115,000.00	0.00
10-3340-0000	POLICE DONATIONS/GRANTS	\$100.00	\$25.00	\$25.00	\$75.00	25.00
10-3350-0000	MISCELLANEOUS INCOME	\$36,000.00	\$26,029.00	\$26,029.00	\$9,971.00	72.30
10-3350-0001	ALARMS	\$0.00	\$2,000.00	\$2,000.00	(\$2,000.00)	0.00
10-3350-1000	INSURANCE PROCEEDS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
10-3370-0000	FRANCHISE TAX	\$825,000.00	\$503,890.35	\$503,890.35	\$321,109.65	61.08
10-3410-0000	BEER AND WINE TAX	\$59,000.00	\$0.00	\$0.00	\$59,000.00	0.00
10-3430-0000	POWELL BILL	\$394,000.00	\$394,067.23	\$394,067.23	(\$67.23)	100.02
10-3450-0000	LOCAL SALES TAX	\$2,586,000.00	\$1,757,160.58	\$1,757,160.58	\$828,839.42	67.95
10-3460-0000	SOLID WASTE DISPOSAL TAX	\$9,000.00	\$4,369.23	\$4,369.23	\$4,630.77	48.55
10-3470-0000	ABC REVENUES	\$60,000.00	\$33,160.00	\$33,160.00	\$26,840.00	55.27
10-3550-0000	BLDG & ELECT PERMITS	\$75,000.00	\$84,448.00	\$84,448.00	(\$9,448.00)	112.60
10-3571-0000	RECREATION DONATIONS	\$100.00	\$4,931.37	\$4,931.37	(\$4,831.37)	4931.37



City Of Graham

Revenue Statement : 2014 - 2015

for Accounting Period 1/31/2015

GENERAL FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
10-3590-0000	REFUSE FEES	\$255,000.00	\$156,474.40	\$156,474.40	\$98,525.60	61.36
10-3610-0000	CEMETERY REVENUE	\$36,000.00	\$35,260.00	\$35,260.00	\$740.00	97.94
10-3620-0000	CONCERT SERIES DONATIONS	\$1,000.00	\$2,050.00	\$2,050.00	(\$1,050.00)	205.00
10-3621-0000	CONCESSION INCOME	\$11,500.00	\$5,515.51	\$5,515.51	\$5,984.49	47.96
10-3622-0000	5K RUN - DONATIONS	\$7,100.00	\$0.00	\$0.00	\$7,100.00	0.00
10-3623-0000	DOG PARK DONATIONS	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3624-0000	SPORTS HALL OF FAME	\$3,000.00	\$400.00	\$400.00	\$2,600.00	13.33
10-3640-0000	CHRISTMAS	\$15,000.00	\$15,617.18	\$15,617.18	(\$617.18)	104.11
10-3650-0000	RECREATION INCOME	\$5,000.00	\$860.84	\$860.84	\$4,139.16	17.22
10-3650-1000	RECREATION DAY CAMPS	\$30,000.00	\$7,877.75	\$7,877.75	\$22,122.25	26.26
10-3650-2000	RECREATION RENTALS	\$16,000.00	\$8,794.92	\$8,794.92	\$7,205.08	54.97
10-3650-3000	RECREATION ATHLETICS	\$30,000.00	\$18,142.50	\$18,142.50	\$11,857.50	60.48
10-3660-0000	GRAHAM MEBANE LAKE	\$26,000.00	\$12,188.75	\$12,188.75	\$13,811.25	46.88
10-3661-0000	LAKE PENALTIES AND FINES	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3662-0000	LAKE SHELTER RENTALS	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-3670-0000	COURTS & FINES	\$15,000.00	\$4,325.16	\$4,325.16	\$10,674.84	28.83
10-3680-0000	RENT ON CITY PROPERTY	\$28,000.00	\$15,225.00	\$15,225.00	\$12,775.00	54.38
10-3690-0000	MEBANE LAKE REVENUE	\$60,000.00	\$31,046.55	\$31,046.55	\$28,953.45	51.74
10-3900-0000	FUND BALANCE	\$714,750.00	\$0.00	\$0.00	\$714,750.00	0.00
Total Revenues	GENERAL FUND	\$9,982,650.00	\$7,497,644.93	\$7,497,644.93	\$2,485,005.07	75.11



City Of Graham

Revenue Statement : 2014 - 2015

for Accounting Period 1/31/2015

WATER & SEWER

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
31-3245-0000	SALE OF SURPLUS PROPERTY	\$1,000.00	\$1,184.40	\$1,184.40	(\$184.40)	118.44
31-3270-0000	FEMA REVENUE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
31-3290-0000	INTEREST ON INVESTMENTS	\$10,000.00	\$1.12	\$1.12	\$9,998.88	0.01
31-3300-0000	SEWER SURCHARGES	\$17,000.00	\$10,219.95	\$10,219.95	\$6,780.05	60.12
31-3400-0000	OUTSIDE SEWER SURCHARGES	\$40,000.00	\$26,098.02	\$26,098.02	\$13,901.98	65.25
31-3600-0000	WATER ACERAGE & CON. FEES	\$7,750.00	\$179,450.00	\$179,450.00	(\$171,700.00)	2315.48
31-3610-0000	SEWER ACERAGE & CON. FEES	\$7,750.00	\$180,050.00	\$180,050.00	(\$172,300.00)	2323.23
31-3700-0000	WATER CHARGES	\$2,580,000.00	\$1,572,173.10	\$1,572,173.10	\$1,007,826.90	60.94
31-3710-0000	SEWER CHARGES	\$2,560,000.00	\$1,534,329.81	\$1,534,329.81	\$1,025,670.19	59.93
31-3720-0000	PLUMBING PERMITS & INSPECTIONS	\$9,000.00	\$5,658.00	\$5,658.00	\$3,342.00	62.87
31-3730-0000	WATER AND SEWER TAPS	\$5,000.00	\$3,000.00	\$3,000.00	\$2,000.00	60.00
31-3740-0000	WATER & SEWER ASSESSMENTS	\$100.00	\$625.00	\$625.00	(\$525.00)	625.00
31-3750-0000	MISCELLANEOUS INCOME	\$4,500.00	\$2,013.88	\$2,013.88	\$2,486.12	44.75
31-3780-0000	FUND BALANCE	\$131,500.00	\$0.00	\$0.00	\$131,500.00	0.00
31-3800-0000	CUT OFFS	\$75,000.00	\$51,664.98	\$51,664.98	\$23,335.02	68.89
31-3810-0000	SALE OF TIMBER	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
31-3830-0000	MEBANE REVENUE	\$603,000.00	\$392,472.65	\$392,472.65	\$210,527.35	65.09
31-3830-1000	MEBANE WTP EQUALIZATION	\$127,000.00	\$127,403.00	\$127,403.00	(\$403.00)	100.32
Total Revenues	WATER & SEWER	\$6,239,600.00	\$4,086,343.91	\$4,086,343.91	\$2,153,256.09	65.49



City Of Graham

Revenue Statement : 2014 - 2015

for Accounting Period 1/31/2015

CITY GARAGE

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
40-3030-0000	ALAMANCE CO PARTS	\$46,000.00	\$21,916.12	\$21,916.12	\$24,083.88	47.64
40-3030-1000	ALAMANCE CO LABOR	\$25,000.00	\$7,897.00	\$7,897.00	\$17,103.00	31.59
40-3030-2000	ALAMANCE CO FUEL	\$327,000.00	\$160,082.95	\$160,082.95	\$166,917.05	48.96
40-3040-0000	CITY OF GRAHAM PARTS	\$178,000.00	\$96,245.59	\$96,245.59	\$81,754.41	54.07
40-3040-1000	CITY OF GRAHAM LABOR	\$124,000.00	\$33,245.00	\$33,245.00	\$90,755.00	26.81
40-3040-2000	CITY OF GRAHAM FUEL	\$282,000.00	\$129,583.14	\$129,583.14	\$152,416.86	45.95
40-3050-0000	ALAMANCE CO ANNUAL CONTRACT	\$34,240.00	\$0.00	\$0.00	\$34,240.00	0.00
40-3070-0000	GRAHAM HOUSING PARTS	\$2,000.00	\$844.92	\$844.92	\$1,155.08	42.25
40-3070-1000	GRAHAM HOUSING LABOR	\$1,000.00	\$554.50	\$554.50	\$445.50	55.45
40-3070-2000	GRAHAM HOUSING FUEL	\$8,800.00	\$4,547.43	\$4,547.43	\$4,252.57	51.68
40-3080-0000	ACTA PARTS	\$35,000.00	\$37,844.26	\$37,844.26	(\$2,844.26)	108.13
40-3080-0001	ACTA LABOR	\$19,560.00	\$10,479.65	\$10,479.65	\$9,080.35	53.58
40-3090-0000	GREENLEVEL PARTS	\$4,000.00	\$2,678.86	\$2,678.86	\$1,321.14	66.97
40-3090-1000	GREENLEVEL LABOR	\$3,100.00	\$1,008.75	\$1,008.75	\$2,091.25	32.54
40-3090-2000	GREENLEVEL FUEL	\$9,300.00	\$5,095.25	\$5,095.25	\$4,204.75	54.79
40-3100-0000	ABC PARTS	\$100.00	(\$83.50)	(\$83.50)	\$183.50	83.50
40-3100-1000	ABC LABOR	\$100.00	\$83.50	\$83.50	\$16.50	83.50
40-3100-2000	ABC FUEL	\$3,300.00	\$1,754.85	\$1,754.85	\$1,545.15	53.18
40-3290-0000	INTEREST ON INVESTMENTS	\$300.00	\$0.00	\$0.00	\$300.00	0.00
40-3350-0000	MISCELLANEOUS INCOME	\$100.00	\$212.35	\$212.35	(\$112.35)	212.35
Total Revenues	CITY GARAGE	\$1,102,900.00	\$513,990.62	\$513,990.62	\$588,909.38	46.60



City Of Graham

Expenditure Statement : 2014 - 2015

for Accounting Period 1/31/2015

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	CITY COUNCIL	\$47,900.00	\$31,709.63	\$31,709.63	\$0.00	\$16,190.37	66.20
4200	ADMINISTRATIVE	\$311,400.00	\$189,301.30	\$189,301.30	\$0.00	\$122,098.70	60.79
4300	INFORMATION TECHNOLOGIES	\$223,180.00	\$139,254.03	\$139,254.03	\$3,200.00	\$80,725.97	63.83
4400	FINANCE	\$379,450.00	\$231,252.59	\$231,252.59	\$0.00	\$148,197.41	60.94
5000	PUBLIC BLDG & GROUNDS	\$136,800.00	\$56,789.15	\$56,789.15	\$10,735.27	\$69,275.58	49.36
5100	POLICE DEPT	\$3,228,400.00	\$1,743,526.90	\$1,743,526.90	\$56,545.05	\$1,428,328.05	55.76
5300	FIRE DEPT	\$814,100.00	\$449,895.14	\$449,895.14	\$0.00	\$364,204.86	55.26
5400	INSPECTIONS P/Z	\$389,000.00	\$229,641.69	\$229,641.69	\$19,909.96	\$139,448.35	64.15
5500	TRAFFIC ENGINEERING	\$28,100.00	\$7,326.73	\$7,326.73	\$0.00	\$20,773.27	26.07
5550	CITY GARAGE & WAREHOUSE	\$91,500.00	\$37,819.97	\$37,819.97	\$0.00	\$53,680.03	41.33
5600	STREETS AND HIGHWAYS	\$1,184,000.00	\$440,704.12	\$440,704.12	\$11,548.37	\$731,747.51	38.20
5650	STREET LIGHTS	\$109,000.00	\$56,627.97	\$56,627.97	\$0.00	\$52,372.03	51.95
5800	SANITATION	\$605,600.00	\$312,893.49	\$312,893.49	\$1,347.06	\$291,359.45	51.89
6200	RECREATION	\$777,150.00	\$420,124.87	\$420,124.87	\$24,418.85	\$332,606.28	57.20
6210	GRAHAM MEBANE LAKE	\$131,350.00	\$56,368.20	\$56,368.20	\$0.00	\$74,981.80	42.91
6220	ATHLETIC FACILITIES	\$150,100.00	\$69,578.73	\$69,578.73	\$837.50	\$79,683.77	46.91
6450	PROPERTY MAINTENANCE	\$653,100.00	\$321,745.50	\$321,745.50	\$1,981.32	\$329,373.18	49.57
6600	NON DEPT - ADMINISTRATION	\$722,520.00	\$565,705.15	\$565,705.15	\$1,435.62	\$155,379.23	78.49
Total Exp.	GENERAL FUND	\$9,982,650.00	\$5,360,265.16	\$5,360,265.16	\$131,959.00	\$4,490,425.84	55.02



City Of Graham **Expenditure Statement : 2014 - 2015** **for Accounting Period 1/31/2015**

WATER & SEWER

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4500	ADM WATER BILL & METER	\$644,400.00	\$332,792.60	\$332,792.60	\$1,000.00	\$310,607.40	51.80
4600	WATER & SEWER DISTRIBUTION	\$910,900.00	\$365,485.25	\$365,485.25	\$13,963.55	\$531,451.20	41.66
4700	MAINTENANCE & LIFT STATION	\$476,400.00	\$99,558.18	\$99,558.18	\$162,718.35	\$214,123.47	55.05
4800	WATER TREATMENT PLANT	\$1,546,500.00	\$714,869.74	\$714,869.74	\$127,366.54	\$704,263.72	54.46
5900	WASTEWATER TREATMENT PLANT	\$960,600.00	\$476,532.57	\$476,532.57	\$53,179.52	\$430,887.91	55.14
6600	NON DEPT - ADMINISTRATION	\$1,700,800.00	\$893,508.12	\$893,508.12	\$3,470.00	\$803,821.88	52.74
Total Exp.	WATER & SEWER	\$6,239,600.00	\$2,882,746.46	\$2,882,746.46	\$361,697.96	\$2,995,155.58	52.00



City Of Graham

Expenditure Statement : 2014 - 2015

for Accounting Period 1/31/2015

CITY GARAGE

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
6650	CITY GARAGE	\$1,102,900.00	\$491,754.23	\$491,754.23	\$27,776.97	\$583,368.80	47.11
Total Exp.	CITY GARAGE	\$1,102,900.00	\$491,754.23	\$491,754.23	\$27,776.97	\$583,368.80	47.11



FY 2015-2016 Budget Calendar

February 9, 2015	Capital Improvement Requests Due
February 13, 2015	Budget Worksheets delivered to Departments
February 24, 2015	City Council Budget Retreat
April 10, 2015	Budget Requests Due from Departments
May 5, 2015	Budget and Budget Message Submitted to City Council
May 7, 2015	Notice published in <i>The Alamance News</i>
May 12, 2015	City Council Budget Workshop (tentative date)
May 20, 2015	City Council Budget Workshop (if needed)
June 2, 2015	Public Hearing and Adoption of Budget



2016-2020 Capital Improvement Plan Process

We are developing a new CIP for the City, with the idea that it will be updated every year as part of the budget process. The last CIP we did was for 2007-2013.

This three-page document includes a description of the types of projects that are considered capital improvement projects, a timeline for drafting the CIP, the prioritization matrix that will help us select projects to include in the CIP, and instructions for filling out the CIP Request form.

Types of Projects that are Considered Capital Improvement Projects

Listed below are the types of projects that should be included in the CIP. If you are unsure whether a project should be included, either touch base with Frankie or go ahead and submit the project.

- Any acquisition of land for a public purpose;
- Any construction of a new facility (a public building, or water lines, playfield etc), or an addition to, or extension of, such a facility;
- A nonrecurring rehabilitation (something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of a building, its grounds, or a facility, or of equipment, provided that the cost is \$5,000 or more and the improvement will have a useful life of 10 years or more;
- Purchase of major equipment (items with a cost individually, or in total, like radios), of \$5,000 or more, which have a useful life of five years or more;
- Any planning, feasibility, engineering, or design study related to an individual capital improvement project, or to a program that is implemented through individual capital improvement projects;
- Street resurfacing, sewer slip-lining or similar recurring maintenance projects that exceed \$5,000 in aggregate.

Timeline for Drafting the 2016-2020 CIP

The major tasks associated with drafting the 2016-2020 CIP are outlined below. The tasks associated with the budget are also shown to give an idea of how the CIP and budget processes will work together.

Task	Start-End Date	Nov	Dec	Jan	Feb	Mar	Apr	May	J
CIP requests prepared	11/5/14 to 2/4/15								
Department budgets prepared	2/4/15 to 4/1/15								
City Council Retreat	TBD – Feb. 2015								
CIP review meetings	March 2015								
Budget review meetings	April 2015								
Budget and CIP to Council	May 5, 2015								
Council budget/CIP workshop	TBD – May 2015								
Public hearing and adoption	June 2, 2015								

Project Prioritization

We will use a “prioritization matrix” to help us select which projects will be funded. We will consider both the priority of the project and the category of the project.

Priority

HIGH priority projects:

- Are mandated by local, state or federal regulations, or;
- Result in unacceptable outcomes if the project is deferred, or;
- Are a high priority for City Council, or;
- Substantially reduce losses or increase revenues.

MEDIUM priority projects:

- Maintain or improve existing service levels, or;
- Result in better efficiency or service delivery, or;
- Reduce operational costs, or;
- Improve work force morale.

LOW priority projects:

- Improve quality of life, or;
- Are not high or medium priority.

Prioritization Matrix

Each project will be assigned a level of funding consideration based on its priority and category.

- **Level A** (green) projects will receive the highest consideration for funding.
- **Level B** (yellow) projects will receive moderate consideration for funding.
- **Level C** (pink) projects will receive the lowest consideration for funding.

Categories

- I. Health/Safety/Welfare – projects that protect the health, safety and welfare of the community and the employees serving it.
- II. Maintenance/Replacement – projects that provide for the maintenance of existing systems and equipment.
- III. Expansion of Existing Programs – projects which enhance the existing systems and programs allowing for expansion of existing services.
- IV. New Programs – projects that allow for expansion into new programs and services.

		Priority		
		High	Medium	Low
Category	I	A		
	II		B	
	III			
	IV			C

Capital Improvement Project Description Form Instructions/Guidelines

- Save the CIPRequestForm file as a new pdf file for each project. Give the file a unique name.
- Type all information. Do not handwrite.
- Project Title. Give the project a unique and meaningful title. This will be the project's identifier.
- Description and Scope. Be as specific and descriptive as possible. Include the project's location, linear feet, model number, or any other descriptive information.
- Justification/Purpose. Describe why this project is needed or desired. If it is mandated, say by what agency and any required timeline. If it supports a City goal or plan, say so.
- Priority and Category. Use the descriptions on the previous page to select the appropriate ones.
- History and Current Status. Give any relevant history of the project and its current status, if applicable.
- Impact if Delayed/Alternatives. Describe the impact to the City or the project if the project were delayed or not funded, and describe any alternatives to the project, if applicable.
- Operating Impact/Other Comments. Describe the project's impact on the City's operating budget, if any. Or list any other comments relevant to the project.
- Cost. Detail the cost of the project by fiscal year and type of activity. Use your best estimate. Include any funds already spent on the project in the "Prior" column and any that you anticipate will be needed beyond 2020 in the "Future" column. **Do not adjust costs for inflation.**
- Funding. Detail the proposed funding for the project. Many projects will likely be funded from the General Fund, but if you know of potential grant or other funds, list funding in those rows. The funding amount should be equal to the cost for each fiscal year.
- Contact Person. List the name of the person who can answer questions about the project.
- Department. Choose the department that the project is associated with or funded from.
- In general, check your spelling and grammar since this sheet will be included in the final CIP.
- If you have a picture that represents your project, please email it to Melissa (mguilbeau@cityofgraham.com). The picture will replace the Graham photo that is currently on the form.
- Email your completed forms to Melissa or Frankie by February 4, 2015. You can email them all at once or as you go.