

Town of Paxton
FORM A
CAPITAL FACILITIES EQUIPMENT INVENTORY

Asset, Equipment, or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of Use (2)	Target Date for Replacement, Rebuilding, Expansion
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
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24.					
25.					

(1) Report as fair, good, or excellent
(2) Report as light, moderate, or heavy

**Town of Paxton
FORM B
CAPITAL IMPROVEMENTS REQUEST
(Excluding equipment)**

Department and Activity:		Date Prepared:	
Contact Person:		Phone Number:	
1. Project Title:		2. Purpose of Project Request Form (Check One) <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority:			
4. Location:			
5. Description:			
6. Justification & Useful Life:			
7. Cost & Recommended Sources of Financing:			
<u>BUDGET FY</u>	<u>TOTAL*</u>	<u>RECOMMENDED SOURCES OF FINANCING</u>	
Program year FY	_____	_____	
Program year FY	_____	_____	
Program year FY	_____	_____	
Program year FY	_____	_____	
Program year FY	_____	_____	
Program year FY	_____	_____	
TOTAL SIX YEARS	_____	_____	
After Sixth Year			
If adjusted for inflation, indicate adjustment percentage here : * Interest cost not included.			
8. Net Effects on Operating Costs (±):		9. Net Effect on Municipal Income (±):	
<u>Direct Costs</u>		taxes _____ other income _____ Subtotal _____ gain from sale of replaced assets _____ Total: _____	
personnel: number _____	\$ amount _____		
purchase of service	_____		
materials & supplies	_____		
equipment purchases	_____		
utilities	_____		
other	_____		
Subtotal	() _____		
<u>Indirect Operating Costs</u>		10. Submitting Authority:	
fringe benefits	_____	Date _____	
general admin. costs	_____	Signature _____	
other	_____	Name _____	
Subtotal ()	_____	Position _____	
Total Operating Cost	_____	11. Reserved	
Debt Service (P & I)	_____		
Total Operating Cost	_____		

Town of Paxton
FORM B
INSTRUCTIONS for CAPITAL IMPROVEMENTS REQUESTS

Form B requests the basic information required for each department project request. It should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project.

1. Project Title: Insert title of proposed project.
2. Purpose of Project Request Form: Indicate whether the project is a new project, a modification or cancellation.
3. Department Priority: Consider all projects being proposed by your department in the same program year. Assign a weight of 100 to the top priority project for each year. Rate all other projects proposed for the same year relative to the top priority project. For example, if projects A (100), B (95) and C (60) were proposed for a program year, the weight of "100" would be placed in Item 3 for project A. Also, in parentheses include the notation (1 of 3) to identify the project as the top priority of three proposed projects.
4. Location: Designate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. If not applicable, enter "N/A".
5. Description: Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery.
Describe the expected relationships of this project to existing or planned facilities and services, both public and private. Also, summarize the probable impact of the project on the environment or the municipality, if applicable.
The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information.
Include references to any supporting studies or other relevant background information regarding this project. Attach additional sheets as necessary.
6. Justification and Useful Life: Indicate the need for the project and what it is expected to accomplish and its anticipated useful life. Describe its relationship to local, regional, state and federal policies and plans, as well as the requesting department's multi-year plans and program. Explain the priority assigned to this project, and the selection of the time period proposed. Include any other pertinent information and references to surveys or studies regarding the justification for the project not mentioned in Item 5 above.
7. Cost and Recommended Sources of Financing: Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditures beyond the sixth year (after Sixth Year). If adjustments are made due to inflation, indicate the rate used for this adjustment. List any recommendations for sources of financing including independent, joint or non-local financing sources. Such sources may include federal, state and regional authorities, the county, adjacent municipalities, civic organizations and private business. If the project's recommended source of financing involves special conditions or requirements, they should be indicated.
8. Net Effects on Operating Costs: Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a \pm in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.
For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs may be computed later by the CIP Committee as an annual debt service cost (principal and interest) over the project's life.
9. Net Effects on Municipal Income: Indicate the effect of the project on municipal income in each category shown in terms of an increase or decrease (\pm) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.
10. Submitting Authority: The department head or other official representative should review, sign and date each Form B.
11. Reserved: This space is reserved for any notes or comments made by the CIP Committee.

**Town of Paxton
FORM C
CAPITAL IMPROVEMENTS REQUEST for EQUIPMENT PURCHASE or MAJOR
RENTAL**

Department and Activity:		Date Prepared:		
Contact Person:		Phone Number:		
1. Project Title & Reference Number:		4. Cost:		
2. Form of Acquisition (check appropriate): <input type="checkbox"/> Purchase <input type="checkbox"/> Rental		Per Unit	Total	
		Purchase or annual rental	\$	\$
3. Number of Units Requested:		Plus: Installation or other costs	\$	\$
5. Purpose of Expenditure (check appropriate):		Less: Trade in or other discount	\$	\$
<input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present Equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.		Net purchase cost or annual rental	\$	\$
		6. Number of Similar Items in Inventory: _____		
		7. Estimated Use of Requested Item(s):		
		Weeks per Year _____ Approx. months (if seasonal) _____		
		For the weeks used, estimate:		
		Average days per week _____		
		Average hours per day used _____		
		Estimated useful life in years _____		
8. Replaced item(s):		<u>Prior Year's</u>		
Item	Make & Age	<u>Maintenance Costs</u>	<u>Breakdowns</u>	<u>Rental Costs</u>
A.				
B.				
C.				
D.				
E.				
9. Recommended Disposition of Replacement Item(s):				
<input type="checkbox"/> Possible use by other agencies <input type="checkbox"/> Trade-in <input type="checkbox"/> Sale Comments:				
10. Submitting Authority:				
Signature _____		Name _____		
Position _____		Date _____		
11. Reserved				

Town of Paxton

FORM C

INSTRUCTIONS for CAPITAL IMPROVEMENTS REQUEST for EQUIPMENT PURCHASE or MAJOR RENTAL

This form, which is presented as Form C, should be included if the capital project is an independent equipment purchase or major rental.

1. Project Title: Insert title of proposed project.
2. Form of Acquisition: Check appropriate category.
3. Number of Units Requested: Indicate the total number of units to be rented or purchased.
4. Cost: Provide cost data requested.
5. Purpose of Expenditure: Check the appropriate reasons for this expenditure.
6. Number of Similar Items in Inventory: Indicate and list the number of similar equipment items in the inventory of the requesting department.
7. Estimated Use of Requested Item(s): Indicate the number of weeks per year the item is expected to be used and the approximate months of the year, if seasonal, and estimate the average usage (in days per week and in hours per day) for the specified period. Also show estimated useful life of the item based on planned usage.
8. Replaced Items: Provide the information indicated for any municipally owned or rented item(s) that will be replaced by the request item(s). If there are no items replaced, enter N/A.
9. Recommended Disposition of Replaced Items: Self-explanatory.
10. Submitting Authority: The agency head or other official representative should review, sign and date each form.
11. Reserved: This space is reserved for any notes or comments made by the CIP Committee.

Town of Paxton

FORM D

CAPITAL IMPROVEMENTS DETAILED PROJECT DESCRIPTION

(To be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION:

1. Department:	2. Project:
3. Program:	4. Date:

B. EXPENDITURE SCHEDULE (000'S):

Cost Elements	(9) \$Total	(10) Thru FY	(12) Estimate FY	(13) Total 6 Years	(14) Year 1 FY	(15) Year 2 FY	(16) Year 3 FY	(17) Year 4 FY	(18) Year 5 FY	(19) Year 6 FY	(20) Beyond 6 Years
1. Planning Design & Supervision											
2. Land											
3. Site Improvement & Utilities											
4. Construction											
5. Furniture & Equipment											
6. Total											

C. FUNDING SCHEDULE (000'S):

GO Bonds _____

State Aid _____

D. DESCRIPTION & JUSTIFICATION:

E. ANNUAL OPERATING BUDGET IMPACT (000's):	F. MAP Reference Code:
Program Costs/Staff _____	
Program Costs/Other _____	
Facility Costs/Maintenance _____	
Facility Costs/Other _____	
Debt Service _____	
Total Costs _____	
Other Revenue or Cost Savings _____	

**Town of Paxton
FORM E
CAPITAL IMPROVEMENTS RATING SHEET
(To be filled out by CIP Committee)**

1. Project Name and Sponsor:

2. Estimated Cost:

<u>Major Considerations</u>	<u>Score Range</u>	
A. Town Department Priority Classification		
1. Mandatory	10	
2. Maintenance	7	
3. Improve Efficiency	5	
4. New Service	2	
<hr/>		
B. Priority Ranking		
1. Very High (Critical)	10	
2. High (Essential)	7	
3. Medium (Enhancing)	5	
4. Low	2	
<hr/>		
C. Project's Expected Useful Life (Three years or less score zero)		
1. 20 or more years	10	
2. 10 - 19 years	5	
3. 5 - 9 years	2	
<hr/>		
D. Effect on Operating & Maintenance Costs		
1. Reduce Cost	10	
2. Cost Unchanged	5	
3. Increase Cost	2	
<hr/>		
D. Effect on Town's Revenue (tax base)		
1. Increase Revenues	10	
2. Revenues Unchanged	5	
3. Decrease Revenues	2	
<hr/>		
F. Availability of State/Federal Grant Moneys (If no, score zero)		
1. Yes	5	
<hr/>		
<hr/>		
TOTAL SCORE		
<hr/>		

**Town of Paxton
FORM E
INSTRUCTIONS for FORM E
CAPITAL IMPROVEMENTS RATING SHEET**

This rating sheet has six major considerations that will be used for the purpose of ranking projects on the town's CIP program. Every project will receive a point score in each of the six major considerations. The points will be totaled and used to establish a priority ranking on the CIP program.

A. Department Priority Classification. The rater must determine which priority classification a project fits under.

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

B. Priority Ranking. Enter policy area priority from cover sheet.

C. Project's Expected Useful Life. Refer to Form B (Item 6) or Form C (Item 7).

D. Effect on Operating and Maintenance Costs. Refer to Form B (Item 8) or Form C (Item 4).

E. Effect on Town's Revenue Capital (Capital Project Requests Only). Refer to Form B (Item 9).

F. Availability of State/Federal Grant Moneys.

Total Score. Total the scores for A - F.

Town of Paxton
FORM F
CAPITAL IMPROVEMENTS MUNICIPAL PROJECT SUMMARY
(For Example Purposes Only)

Department	Project	Project No.	Total Estimated Expenditure	Current Year	1st Year	2nd Year	3rd Year	4th Year	5th Year
Health	Mosquito control	1-7101	\$75,000	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000
Health	Landfill bulldozer	1-7102	\$10,000	\$8,000	\$2,000				
DPW	Storm drainage	2-7101	\$30,000	\$10,000	\$10,000			\$10,000	
DPW	Curb construction	2-0707	\$60,000	\$20,000	\$40,000				
DPW	Dump truck	2-7701	\$20,000		\$10,000	\$10,000			
DPW	Steam cleaner	2-7401	\$6,000				\$6,000		
Parks	Land acquisition (land)	3-7101	\$25,000	\$25,000					
Parks	Site preparation & Bldg.	3-701	\$225,000	\$100,000	\$125,000				
Public Safety	Fire Engine	4-7101	\$20,000	\$20,000					
Public Safety	Equipment truck	4-7301	\$5,000			\$5,000			
Public Safety	New headquarters	4-7401	\$75,000				\$50,000	\$25,000	
Sub-total Municipal			\$551,000	\$213,000	\$197,000	\$25,000	\$66,000	\$45,000	\$5,000
Schools	PCS expansion	5-7821	\$2,000,000			\$500,000	\$500,000	\$500,000	\$500,000
Schools	WRSD expansion	5-7302	\$3,000,000		\$1,000,000	\$2,000,000			
Sub-total Schools			\$5,000,000		\$1,000,000	\$2,500,000	\$500,000	\$500,000	\$500,000
Water Utility	Extension of Water System		\$3,500,000				\$1,500,000	\$1,500,000	\$500,000
Total Expenditures			\$9,051,000	\$213,000	\$1,197,000	\$2,525,000	\$2,066,000	\$2,045,000	\$1,005,000
Funding Summary:									
General Obligation Bonds			\$4,500,000	\$213,000	\$146,000	\$525,000	\$1,066,000	\$1,545,000	\$1,005,000
State Aid			\$3,500,000		\$1,000,000	\$2,000,000	\$500,000		
Federal Aid			\$1,000,000				\$500,000	\$500,000	
Gifts			\$51,000		\$51,000				
Total Funding			\$9,051,000	\$213,000	\$1,197,000	\$2,525,000	\$2,066,000	\$2,045,000	\$1,005,000

TOWN OF PAXTON - FORM F - CAPITAL IMPROVEMENT PLANNING COMMITTEE -- PROJECT SUMMARY (EXAMPLE)

Department	Department Project	Term (Years)	Ending	Total Estimated Expenditure	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	
DPW	FUNDED											
	Building Renovation	20	2028	40,100	3,623	3,565	3,502	3,433	3,264	3,176	3,066	
	Replace 1989 Mack Sander / Plow	10	2019	250,000	31,313	30,688	30,000	29,250	28,500	27,500	26,500	
	Catch Basin Cleaner	5	2013	71,500	17,425							
	Pick up Truck	5	2012	40,000								
	Sander / Plow	5	2012	68,000								
	1 Ton Rack Body Dmp w/ Plow Sander ^{Note A}			75,000								
	Replace Volvo Loader ^{Note B}	10	2021	230,000								
	TOTAL FUNDED			774,600	52,361	34,253	33,502	32,683	31,764	30,676	29,566	
	Requested											
	Superintendent's Pickup / Plow			55,000			55,000					
	Replace 1997 Intr Dump	10	2024	200,000		28,000	27,200	26,400	25,600	24,800	24,000	
	Total Requested			255,000	0	28,000	82,200	26,400	25,600	24,800	24,000	
	TOTAL DPW			1,029,600	52,361	62,253	115,702	59,083	57,364	55,476	53,566	

Note A - 1 Ton Rack Body Dmp w/ Plow Sander funded \$54,428 from Capital Depreciation Fund and \$20,572 insurance payment.

Note B - Leased for 10 years (DPW Budget item beginning FY 2013)

FIRE	FUNDED											
	Rescue Refurbish	10	2012	66,000								
	Ambulance	4	2013	42,370	10,250							
	SCBA Replacement - 29 units	10	2022	210,446	31,930	30,882	29,994	28,106	27,255	26,404	25,553	
	Thermal Imager			13,560								
	TOTAL FUNDED			332,376	42,180	30,882	29,994	28,106	27,255	26,404	25,553	
	Requested											
	Ladder 1 10 Year Refurbish	10	2026	100,000					14,000	13,600	13,200	
	Forestry Refurbish	1	2018	35,000						36,400		
	Ambulance Purchase	10	2028	190,000							26,600	
	Total Requested			325,000	0	0	0	0	14,000	50,000	39,800	
	TOTAL FIRE			657,376	42,180	30,882	29,994	28,106	41,255	76,404	65,353	

TOWN OF PAXTON - FORM F - CAPITAL IMPROVEMENT PLANNING COMMITTEE -- PROJECT SUMMARY (EXAMPLE)

Department	Department Project	Term (Years)	Ending	Total Estimated Expenditure	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
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EMS											
FUNDED											
	Emergency Trailer <i>Note C</i>			5,000							
TOTAL FUNDED				5,000	0	0	0	0	0	0	0
Requested											
Total Requested				0	0	0	0	0	0	0	0
TOTAL EMS				5,000	0	0	0	0	0	0	0

Note C - Funded by Grant.

POLICE											
FUNDED											
	Police Cruiser	4	2013	32,000	8,200						
TOTAL FUNDED				32,000	8,200	0	0	0	0	0	0
Requested											
	Computer Upgrade				30,000			35,000			
	2 Cruisers (leases)				52,314	52,314	0	32,918	32,918	32,918	
Total Requested				0	0	82,314	52,314	0	67,918	32,918	32,918
TOTAL POLICE				32,000	8,200	82,314	52,314	0	67,918	32,918	32,918

PUBLIC SAFETY BUILDING											
FUNDED											
	Safety Building	20	2028	5,800,000	504,179	496,454	490,657	481,306	467,055	454,783	439,443
		40	2048	2,000,000	130,938	128,750	126,563	124,375	122,188	120,000	117,813
		10	2022	100,000	13,556	13,330	12,960	12,590	12,220	11,850	11,480
TOTAL FUNDED				7,900,000	648,673	638,534	630,180	618,271	601,463	586,633	568,736
Requested - None											
Total Requested				0	0	0	0	0	0	0	0
TOTAL PUBLIC SAFETY BUILDING				7,900,000	648,673	638,534	630,180	618,271	601,463	586,633	568,736

TOWN OF PAXTON - FORM F - CAPITAL IMPROVEMENT PLANNING COMMITTEE -- PROJECT SUMMARY (EXAMPLE)

Department	Department Project	Term (Years)	Ending	Total Estimated Expenditure	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
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TOWN HALL FUNDED											
	Preliminary Renovation Plans	5	2014	50,000	10,525	10,275					
TOTAL FUNDED				50,000	10,525	10,275	0	0	0	0	0
Requested											
	Renovation Final Plans & Specs	5	2021	270,000					64,800	62,640	60,480
	Renovation			3,450,000							
Total Requested				3,720,000	0	0	0	0	64,800	62,640	60,480
TOTAL TOWN HALL				3,770,000	10,525	10,275	0	0	64,800	62,640	60,480

COUNCIL ON AGING FUNDED-None											
TOTAL FUNDED				0	0	0	0	0	0	0	0
	Van Replacement	5	2023	20,000							4,800
Total Requested				20,000	0	0	0	0	0	0	4,800
TOTAL COUNCIL ON AGING				20,000	0	0	0	0	0	0	4,800

PAXTON CENTER SCHOOL FUNDED											
	Schools Windows Replacement	20	2026	114,000	12,142	11,924	8,985	8,805	8,625	8,385	8,085
	School Reconstruction Bond	20	2019	7,150,000	98,545	83,530	68,350	53,137	37,891	22,612	7,300
	Roof Repair & Windows	10	2022	688,321	103,799	93,533	90,906	84,279	81,800	79,321	76,842
TOTAL FUNDED				7,952,321	214,486	188,987	168,241	146,221	128,316	110,318	92,227
Requested - None											
Total Requested				0	0	0	0	0	0	0	0
TOTAL PAXTON CENTER SCHOOL				7,952,321	214,486	188,987	168,241	146,221	128,316	110,318	92,227

TOWN OF PAXTON - FORM F - CAPITAL IMPROVEMENT PLANNING COMMITTEE -- PROJECT SUMMARY (EXAMPLE)

Department	Department Project	Term (Years)	Ending	Total Estimated Expenditure	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
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OTHER PROJECTS		FUNDED									
	Title V Betterment	18	2021	146,102	7,697	7,697	7,697	7,697	7,697	7,697	7,697
TOTAL FUNDED				146,102	7,697						
<i>Requested - None</i>											
Total Requested				0	0	0	0	0	0	0	0
TOTAL OTHER PROJECTS				146,102	7,697						

SUMMARY											
TOTAL DEBT SERVICE FUNDED					984,122	910,628	869,614	832,978	796,495	761,728	723,779
TOTAL REQUESTED					0	110,314	134,514	26,400	172,318	170,358	161,998
PROJECTED DEBT SCHEDULE					984,122	1,020,942	1,004,128	859,378	968,813	932,086	885,777
Debt Cap - 12.5% of Budget					1,338,928	1,372,401	1,406,711	1,441,879	1,477,926	1,514,874	1,552,746
Excess Debt Capacity					354,806	351,459	402,583	582,501	509,113	582,788	666,969
TOTAL DEBT SERVICE FUNDED					984,122	910,628	869,614	832,978	796,495	761,728	723,779
State Funded School Renovations					338,045	338,045	338,045	338,045	338,045	338,045	338,045
Treasurer's Subtotal					1,322,167	1,248,673	1,207,659	1,171,023	1,134,540	1,099,773	1,061,824
Water Enterprise		10	2019	534,000	33,076	31,938	30,788	29,635	28,480	27,323	26,163
Total Debt Schedule					1,355,243	1,280,611	1,238,447	1,200,658	1,163,020	1,127,096	1,087,987

Capital Depreciation Fund Balance = \$203,551

R E Equalized Valuation - 2008		604,866,800
	X	0.05
Maximum Borrowing Allowed		30,243,340

TOWN OF PAXTON - FORM F - CAPITAL IMPROVEMENT PLANNING COMMITTEE -- PROJECT SUMMARY (EXAMPLE)

Department	Department Project	Term (Years)	Ending	Total Estimated Expenditure	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
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