



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9009

BUDGET DEPARTMENT
LOUIS DePASQUALE
Budget Director

October 23, 1984

TO: All Department Heads

FROM: Louis DePasquale
Budget Director

SUBJECT: Capital Request Form Directions

When documenting capital needs, a department must fill out a Capital Request Form for each separate project. The first section Type of Project categorizes nine different types of capital projects. Please check the appropriate one. If by chance you have a project that does not fall into one of the nine categories, please check number 10 "Other".

The second section Estimated Need for Project asks that you define the need as critical, moderate, or desirable. Please check the appropriate category. Generally speaking, definitions for these categories are as follows:

Critical: Project must begin within twelve months as public safety or continued operation of a program is in jeopardy.

Moderate: A strong need exists for project to begin within twelve months; however, funding could occur in the second twelve months.

Desirable: A desire exists for project as it improves quality of life in community or departmental operation, but it is not absolutely necessary.

The third section requires the following:

Description of Project: A description of the project should be given here, detailing the needs and benefits of the project.

Estimated Cost: An estimated cost of the project should be listed here.

Estimated Cost on Operating Budget: The fiscal impact of the capital project on the annual operating budget should be listed here. For example, a new roof may save money annually, while a new park carries with it increased annual operating costs.

October 23, 1984

Recommended Funding Source: Please check what you feel would be the appropriate funding source for the requested project.

In conclusion, the Capital Investment Advisory Committee will review all requests and forward recommendations to the City Manager. All requests must be in the Budget Office by December 3. As these forms will serve as the basis for both the FY1986 Capital Budget and the five-year Capital Plan, it is important that all project requests, including those requested last year and not funded, be submitted on these forms. Also, in making requests, please remember that capital projects are described as follows:

A capital project is one with a proposed life of seven (7) or more years, costing in excess of fifty thousand dollars (\$50,000) and shall not be rolling stock except fire engines.

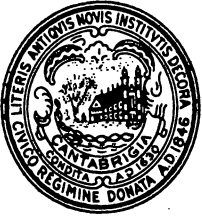
If you have any questions regarding this matter, please feel free to contact me at Ext. 9009.

Very truly yours,



Louis DePasquale
Budget Director

LDP/mbf



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

October 29, 1984

To the Honorable, the City Council:

Enclosed for your information is a copy of a memorandum which was sent to all department heads relative to the assessment of all Capital Improvement projects.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

Agenda Item No. 2 F-378

Re: copy of a memo sent to all dept. heads on
assessment of all Capital Improvement projects.

In City Council,

October 29, 1984

10/29/84

Placed on File-