



TOWN OF PLATTEVILLE

CAPITAL IMPROVEMENT PLAN

POLICY

The purpose of the Town's Capital Improvement Plan is to identify and monitor revenue sources in order to provide funding for various capital projects and assets. The Board of Trustees and management identify and prioritize capital projects and assets annually and develop short and long-term capital goals. The Board of Trustees and management continue focusing time and resources in planning for the future needs of the Town with the specific purpose of new growth paying for itself and adding to the quality of life offered in the Town of Platteville.

CAPITAL PLANNING PROCESS

The capital planning process is incorporated in the annual budget process. Department heads are required to submit capital requests when they submit their annual budget requests. These requests are considered first by the Town Manager then by the Town Board. The process of planning capital improvements involves both general policy and more specific questions as the item in question nears approval.

General considerations in capital planning

- Current economic conditions and prospects for economic growth.
- Usage and demand for public facilities and services.
- Current and future transportation and infrastructure needs.
- Location and layout of existing facilities and infrastructure.
- Physical condition of existing facilities and infrastructure.

Justification questions for a specific project

- Does the need justify using public dollars?
- Do the benefits of the project extend over several years?
- Are citizens willing to pay for the project?
- Is there cash available to pay for construction costs?
- Is there cash available to pay for future operating costs?
- Can the Town afford to pay back any borrowed money?
- Does the project align with the Town Board goals?

After a specific project has been justified through the more general considerations it is included in the Capital Improvement Plan.

DEFINING CAPITAL ASSETS

Defining capital assets and improvements is imperative to both compliance to ballot language and proper financial reporting. The Town of Platteville's definition of capital assets is as follows:

1. A non-recurring expenditure which expands or improves the Town of Platteville's physical assets.
2. A useful life of more than one year.
3. A cost of at least \$5,000.

Capital Assets and Improvements must be one of the following classifications:

1. Land and Land Improvements
2. Buildings and Improvements
3. Water Rights
4. Infrastructure
5. Machinery and Equipment
6. Museum Collection

CAPITAL IMPROVEMENT FUNDING

Resources for both ongoing operations and capital projects are not without limits and capital planning must work in conjunction with the annual budget process. After a capital project is completed, the ongoing operation and maintenance appears in the operating budget for years to come and must be considered in the context of overall community needs. The decision to do a capital project or purchase capital equipment must be balanced with the demands of existing services.

Capital improvement funding revenue is recorded in all funds. Below is a listing of some of the resources available for funding capital improvements. While some of these funds are earmarked for only capital improvement, others are available for general operations as well.

Capital Improvement Fund (1.0% Sales Tax)

During the November 2009 Coordinated Election the voters of Platteville approved increasing the Town's sales tax from 2% to 3% providing a dedicated funding source for capital improvements. The Town adopted the Capital Improvement Fund (Ordinance #642) in 2009 after the Coordinated Election. Revenues from 1% of the current 3% Town sales tax are recorded in the Capital Improvement Fund for the following capital projects:

- Construction and repair of street and sidewalk improvements.
- Acquisition and construction of public facilities.
- Acquisition and construction of public infrastructure, facilities and assets as defined by Statute or Municipal Code as a capital item.

Use Tax Fund

Revenues from the 2% use tax on construction and building materials are recorded in the Use Tax Fund to be used for the following services:

- Acquisition of water and water rights and construction and development of water infrastructure, subject to applicable enterprise revenue limitations.
- Construction of street and sidewalk improvements, including the paving of existing streets.
- Acquisition and construction of public infrastructure, including without limitation open space areas, park and recreation facilities, trails and recreation paths, storm drainage facilities, and other capital projects and facilities.
- Acquisition, construction, operation, maintenance and furnishing of facilities and services for youth and senior citizen programs of the Town.

Park Impact Fund

Revenues from fees on new residential construction are recorded in the Park Fund to be used for the following services:

- To provide funding for the costs of planning, design, acquisition, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing improvements associated with parks, trails, bike and pedestrian paths, open space and recreation facilities, services and programs. The current impact fee cost per residential unit is \$1,538.

Storm Drainage Impact Fund

Revenues from fees on new construction are recorded in the Storm Drainage Fund to be used for the following services:

- To provide funding for the costs of planning, design, acquisition, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing improvements associated with storm drainage collection and retention pipes, structures, channels, ditches and any other infrastructure used and useful to the Town's surface water drainage system. The current impact fee cost per residential/non-residential unit is \$400.

Transportation Impact Fund

Revenues from fees on new construction are recorded in the Transportation Fund to be used for the following services:

- To provide funding for the costs of planning, design, acquisition, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing transportation improvements associated with:
 - a. Street and highway improvements.
 - b. Sidewalks, curbs, gutters, street overlay and seal coating (including dust control).
 - c. Drainage improvements associated with streets and highways.

The current impact fee cost per residential unit is \$2,860 and is \$4.70 per square foot for non-residential.

Police Impact Fund

Revenues from fees on new construction are recorded in the Police Fund to be used for the following services:

- To provide funding for the costs of planning, design, acquisition, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing or new facilities and capital items associated with Police. The current impact fee cost per residential unit is \$759 and is \$0.54 per square feet for non-residential.

Public Facilities Impact Fund

Revenues from fees on new construction are recorded in the Public Facilities Fund to be used for the following services:

- To provide funding for the costs of planning, design, acquisition, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing Public Facilities improvements. The current impact fee cost per residential unit is \$2,096 and is \$1.50 per square fee for non-residential.

Sidewalk Maintenance Fund

The Board of Trustees enacted a Sidewalk Maintenance Fee (Ordinance 680) in 2012. These fees are assessed on parcels depending on their location and the zoning requirements. Current fees are \$5.00 per month for residential, \$15.00 per month for commercial and \$30.00 per month for industrial zoned properties. These funds are to be used for the following services:

- To provide funding for the costs of design, installation and construction, alterations or additions, maintenance, repair, replacement and upgrade of existing sidewalks.

Overweight/Oversize Vehicle Fund

The Board of Trustees enacted an Overweight / Oversize Vehicle Permit (Ordinance 678) in 2012. These fees are received from oversize / overweight vehicles that travel on designated truck routes. Fee amounts vary based upon the type of vehicle. These funds are to be used for the following services:

- To provide funding to maintain the extra wear and tear on the existing truck routes throughout Town due to the additional oversize and overweight vehicle traffic.

Conservation Trust Fund

The Conservation Trust Fund accounts for the Town's share of state lottery proceeds. The State Conservation Trust Fund statute governs how municipalities can expend lottery proceeds. Each municipality's share is based on July population estimates from the prior year. These funds are to be used for the following services:

- Provide for the preservation, protection, and management of our parks and related recreational facilities and resources.
- Ensure the health and safety of all citizens by maintaining the park system at an acceptable and safe condition at all times.

Veterans Memorial Fund

The Board of Trustees enacted the Veterans Memorial Fund (Ordinance 671) in 2011. Revenues for this fund primarily derive from donations and are recorded in the Veterans Memorial Fund. These funds are used for the following services:

- To provide funding for the cost of planning, design and construction in association with the Veterans Memorial.

Law Enforcement Equipment & Training Fund

The Board of Trustees enacted the Law Enforcement Equipment & Training Fund (Ordinance 574) in 2005. Revenues from the surcharge (37%) levied on court fines is recorded in the Law Enforcement Equipment and Training Fund. These funds are to be used for the following services:

- To provide funding through a court use surcharge based upon traffic summons that will enhance training and improve equipment items.

Grant Funding Sources

The Town pursue various grant funding opportunities as they arise to assist with offsetting costs for capital improvements. Revenues from grants are recorded in the fund which will be using those funds for specific projects. Several grant sources the Town has obtained during the past few years include Department of Local Affairs (DOLA) Energy Impact Assistance Funds, Great Outdoors Colorado and various Colorado Department of Local Affairs (CDOT) grants including

STREET IMPROVEMENT PROJECTS (2010-2015)

Year	Project	Budget	Actual
2010	Town-wide Patching	85,000	49,949
2011	Chip Seal (Bella Vista)	50,000	47,882
2012	Slurry Seal (Rogers Farm & Old Homestead)	85,000	51,965
2013	Town-wide Street Repairs (used for CR30 Bridge Repairs)	50,000	0
2014	Division Street Reconstruction	425,000	328,369.42
2014	Truck Route Patching	20,000	9,048
2015	Salisbury & Anne's Place Reconstruction	360,200	332,574.27
2015	Olive Lane Reconstruction	125,000	126,617.50
2015	Crack Sealing	25,000	20,720
2016	Crack Sealing	25,000	24,997.20
2016	Town-wide Patching	100,000	160,142.50
2016	Sterkel & CR32.5 Project (DOLA 200,000 / WC 100,000)	247,710	525,475
Total Grants	Weld County Donation 2015 & DOLA 2016		(300,000)
Totals		1,597,910	1,677,739.80

SIDEWALK IMPROVEMENT PROJECTS (2010-2015)

Year	Project	Budget	Actual
2011	River Street Sidewalk (CDOT 79,000)	100,000	19,750
	<i>Total Cost 98,730 - CDOT 80% / Town 20%</i>		
2013	Main Street Sidewalk Repairs	0	110,285.94
2014	Town-wide Sidewalk Repairs	30,000	46,417
2015-2016	Division & Goodrich Sidewalk Project (CDOT 136,990)	55,000	38,398
	<i>Total Cost 175,388 - CDOT 80% / Town 20%</i>		
2016	Town-wide Sidewalk Repairs	110,000	109,054.05
Total Grants	CDOT 2011 & 2015		(215,990)
Totals		295,000	323,904.99

FLEET VEHICLE REPLACEMENT PROGRAM (2010-2016)

Year	Project	Budget	Actual
2011	2 KHP Patrol Units w/ Equipment (lease purchase)	89,718	105,240
2012	(lease payment)	11,883	11,883
2013	(lease payment)	11,883	11,883
2013	CMAQ Vehicles & Equipment x2 (Grant 112,500)	39,000	35,402.75
2014	Lease Payment	11,883	11,883
2014	CMAQ Vehicles & Equipment x3 (Grant 105,971)	37,500	0
2015	CMAQ Vehicles x2 (Grant 78,650)	50,000	26,756.69
2016	CMAQ Vehicle (Grant 37,255)	65,000	22,727.94
Total Grants	CMAQ Match 2013 - 2016		(334,376)
Totals		316,867	225,776.38

CAPITAL IMPROVEMENT PROJECTS 2010-2016

CAPITAL PROJECTS 2016

Description of Project	Source of Funding	Budget	Actual To Date
*Town Hall Marquee	General Fund (Admin)	7,500	11,117
<i>Library Donation</i>		<i>2,500</i>	
*VM Ware Server	General Fund (Admin)	20,000	31,501
<i>Complete memory upgrade</i>	<i>Server Upgrade moved to 2017</i>		
Website Development	General Fund (Admin)	6,000	4,958.52
Computer Purchases	General Fund (Police)	12,500	4,423
MDT Purchase	General Fund (SRO)	5,000	0
Vehicle Purchase	General Fund (SRO)	18,500	0
Crack Sealing	General Fund (Streets)	25,000	24,997.20
PW Capital Items	General Fund (Streets)	15,000	4,500
*Town Wide Patching	General Fund (Streets)	100,000	160,142.50
<i>Used Other Funds To Complete</i>			
Downtown Parking Improvement	General Fund (Streets)	75,000	0
*Goodrich Sidewalk	General Fund (Streets)	100,000	0
<i>Design/Cost Pending</i>			
Community Center Playground	General Fund (Community Center)	10,000	0
Building Improvements	Library Fund	5,000	0
Gilcrest Project	Library Fund	1,000,000	28,790.25
Dugout Repairs	Conservation Trust Fund	5,000	4,116
HVAC Replacement	Use Tax Fund	12,000	0
*Riverview Park Improvements	Use Tax Fund	25,000	0
<i>Contract Approved</i>			<i>72,319</i>
*Coronado Park Improvements	Use Tax Fund	30,000	0
<i>Pending Design/CDOT</i>			
Police Equipment	LE Equipment & Training Fund	15,000	4,537.43
Police Vehicle Replacement	LE Equipment & Training Fund	25,000	0
CMAQ Police Vehicle	LE Equipment & Training Fund	30,000	20,961.40
*Park Improvements	Park Fund	25,000	0
<i>Contract Approved</i>	<i>Riverview Park Improvements</i>		
*Rogers Farm Park	Park Fund	5,000	300
<i>Pending Improvements</i>	<i>Picnic table, benches, signage</i>		
*Veterans Memorial	Veterans Memorial Fund	20,000	42,230.40
<i>Pending / Contract Approved</i>	<i>Costs included from 2015 (JD Chavez)</i>		<i>27,728.50</i>
*Public Works Yard	Public Facilities Fund	50,000	0
<i>Contract Approved</i>	<i>Salt shed ordered</i>		<i>9,905</i>
Bridge Repairs	Overweight/Oversize Fund	50,000	0
*Sidewalk Improvements	Sidewalk Maintenance Fund	60,000	52,161.70
<i>Contract Approved</i>			<i>105,904</i>
*Sidewalk Improvements	Capital Improvement Fund	50,000	0
<i>Contract Approved</i>	<i>See quote above</i>		
*Storm Drainage Study	Capital Improvement Fund	40,000	34,496.30
<i>Completed</i>	<i>Pending Grant Reimbursement</i>	<i>DOLA 23,225</i>	

*Sterkel & CR32.5 Project	Capital Improvement Fund	247,710	322,087.30
<i>Completed</i>	<i>Pending Grant Reimbursement</i>	<i>DOLA 200,000</i>	<i>525,475</i>
Town Entrance Signs	Capital Improvement Fund	20,000	0
Ball Field Fencing	Capital Improvement Fund	40,000	31,878
*Community Center Renovation	Capital Improvement Fund	175,000	3,477.50
<i>Design Contract Approved</i>	<i>Shreve Architect</i>		<i>34,700</i>
Aerators/Interim Improvements	Sewer Fund	25,000	10,062
Sewer Line Rehabilitation	Sewer Fund	60,000	76,231.50
Well Improvements	Water Fund	8,000	100
Water Line Installation	Water Fund	70,000	
Total Capital Projects		2,462,210	792,615.50

CAPITAL PROJECTS 2015

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
Town Hall Marquee	General Fund (Admin)	7,500.00	0
Virtual Server	General Fund (Admin)	15,000.00	15,702.46
CMAQ Public Works Vehicle	General Fund (Streets)	7,500.00	9,476.52
Crack Sealing	General Fund (Streets)	25,000.00	20,720
Salisbury Ave & Anne's Place	General Fund (Streets)	360,200.00	332,574.27
Community Center Playground	General Fund (Com Ctr)	10,000.00	0
Building Improvements	Library Fund	5,000.00	0
Library Capital Items	Library Fund	200,000.00	0
Gilcrest Project	Library Fund	500,000.00	56,048.40
HVAC Replacement	Use Tax Fund	25,000.00	0
Riverview Park Playground	Use Tax Fund	20,000.00	0
Police Vehicle Replacement	LE & Equipment Fund	20,000.00	18,000
CMAQ Police Vehicle	LE & Equipment Fund	15,000.00	0
Park Improvements	Park Fund	20,000.00	0
Veterans Memorial	Veterans Memorial Fund	50,000.00	8,593.84
Truck Route Repairs	Overweight/Oversize Fund	25,000.00	25,000
Sidewalk Improvements	Sidewalk Maintenance Fund	55,000.00	83,506.48
Olive Lane Reconstruction	Capital Improvement Fund	125,000.00	126,617.50
Storm Drainage Study	Capital Improvement Fund	40,000.00	0
Sterkel & CR 32.5 Intersection	Capital Improvement Fund	100,000.00	8,219.31
Aerators/Interim Improvements	Sewer Fund	25,000.00	0
Lagoon Screening System	Sewer Fund	350,000.00	0
Sewer Line Rehabilitation	Sewer Fund	40,000.00	80,000
CMAQ Public Works Vehicle	Sewer Fund	7,500.00	0
Raw Water Purchase	Water Fund	100,000.00	0
Well Improvements	Water Fund	10,000.00	871.64
Water Line Install	Water Fund	70,000.00	0
CMAQ Public Works Vehicle	Water Fund	7,500.00	0
Total Capital Projects		\$2,235,200.00	\$785,330.42

CAPITAL PROJECTS 2014

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
MDT Purchase	General Fund	27,000	25,365.90
Division St Reconstruction	General Fund	200,000	128,219.42
New Computer Server	General Fund	15,000	8,013.32
Document Mgmt System	General Fund	10,000	0
Police Vehicle Replacement	General Fund	0	18,850
Gilcrest Project	Library Fund	500,000	35,325.50
Skate Park	Use Tax	15,000	18,468
Ball field Bleachers	Park Fund	20,000	22,333
Veteran's Memorial	Veteran's Memorial Fund	75,000	24,959.55
Division St Reconstruction	Capital Improvement Fund	225,000	200,150
CMAQ Vehicle Purchase	Capital Improvement Fund	10,000	0
Sidewalk Repairs	Sidewalk Maintenance Fund	30,000	46,417
Street Repairs	Oversize Permits	20,000	9,048
Slip Lining	Sewer Fund	40,000	0
CMAQ Vehicle Purchase	Sewer Fund	10,000	0
CMAQ Vehicle Purchase	Water Fund	10,000	0
CBT Raw Water Purchase	Water Fund	100,000	6,085
Hand Held Meter Reader	Water Fund	6,500	6,131
Waterline Installation	Water Fund	70,000	3,177
Aerators Purchase	Water Fund	25,000	17,685
Total Capital Projects		\$1,383,500	\$570,227.69

CAPITAL PROJECTS 2013

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
Equipment Acquisitions	Library Fund	25,000	7,798.14
Outside Patio	Library Fund	6,000	12,193.38
Improvements to Building Front	Library Fund	5,000	0
Journey Stories	Library Fund	9,050	6,263.40
Other Capital Items	Library Fund	200,000	0
Park Improvements	Park Fund	45,000	0
Veteran's Memorial	Veteran's Memorial Fund	75,000	46,346.55
MDT's for Police Department	Law Enforcement Training	10,000	8,606.38
Bridge on WCR 30	Capital Improvement Fund	85,000	125,000
Street Improvements	Capital Improvement Fund	50,000	0
Scanner	Capital Improvement Fund	5,000	0
CMAQ Vehicle Purchase	Capital Improvement Fund	22,000	22,535.70
Main Street Sidewalk Repairs	Sidewalk Maintenance Fund	0	110,285.94
CMAQ Vehicle Purchase	Sewer Fund	8,500	6,433.53
New Water Line installation	Water Fund	70,000	40,484.18
CMAQ Vehicle Purchase	Water Fund	8,500	6,433.52
CBT Raw Water Purchase	Water Fund	100,000	9,270.83

Cross Connect Controls	Water Fund	10,000	0
Total Capital Projects		\$734,050	\$401,651.55

CAPITAL PROJECTS 2012

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
Circulation Desk	Library Fund	45,000	33,205
Break / Conference Room	Library Fund	30,000	25,609
Park Improvements	Use Tax Fund	20,000	19,811
Veteran's Memorial	Veteran's Memorial Fund	150,000	4,655
Street Improvements	Capital Improvement Fund	85,000	51,965
Board Room Sound System	Capital Improvement Fund	10,000	164
Pump for Lift Station	Sewer Fund	5,000	0
CBT Raw Water Purchase	Water Fund	100,000	0
Cross Connect Controls	Water Fund	10,000	0
Total Capital Project		\$460,000	\$135,409

CAPITAL PROJECTS 2011

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
Comprehensive Plan Update (1)	General Fund (Grant of 8,468)	10,484	14,161
	Water Fund (Grant of 8,468)	10,484	14,161
	Sewer Fund (Grant of 4,234)	5,242	7,081
Dog Run & Park Shelter	Use Tax Fund (GOCO 60,000)	75,000	6,684
Tree City USA Project	Conservation Trust Fund	5,600	3,734
Street Chip Seal Projects	Capital Improvement Fund	50,000	47,882
Cemetery Pump	Capital Improvement Fund	11,500	14,841
CDOT Sidewalk Project	Capital Improvement Fund (DOLA 80,000)	100,000	99,331
CBT Raw Water Purchase	Water Fund	100,000	0
Cross Connect Controls	Water Fund	10,000	0
Two Police Units and Equip (2)	Law Enforcement Equip & Training Fund	32,000	47,367
	Capital Improvement Fund	25,000	9,788
Total Capital Projects		\$435,310	\$207,875

(1) The Comprehensive Plan is a two year project (2010-2011) with an estimated cost of \$144,500. Fifty per cent of the cost is covered by an Energy/Mineral Impact Assistance Grant. The project is funded 40% from the General Fund, 40% from the Water Fund, and 20% from the Sewer Fund.

(2) The two police units and equipment are estimated to cost \$57,000 and will be funded by a \$32,000 loan from the Law Enforcement Equipment & Training Fund and \$25,000 from the Capital Improvement Fund.

CAPITAL PROJECTS 2010

<u>Description of Project</u>	<u>Source of Funding</u>	<u>Budget</u>	<u>Actual</u>
Admin Vehicle	General Fund (Admin)	5,000	0
Upgrade to Computer System	General Fund (Admin)	8,500	9,415
Comprehensive Plan Update	General Fund (P&Z) (Grant of 21,675)	43,350	44,685
Comprehensive Plan Update	Water Fund (Grant of 21,675)	43,350	20,432
Comprehensive Plan Update	Sewer Fund (Grant of 10,837)	21,675	10,216
Storage Facility	Library Fund	5,000	0
Improvements to Front of Library	Library Fund	40,000	0
Computers and Equipment	Library Fund	15,000	17,362
Playground Equip, Tables & Chips	Conservation Trust Fund	30,000	2,350
Trees City USA	Conservation Trust Fund	5,600	5,015
Park Improvements	Park Fund	8,000	15,483
Storm Drainage Improvements	Storm Drainage Fund	20,000	4,301
Various Capital Projects	Capital Improvement Fund	85,000	77,038
Slip Lining	Sewer Fund	50,000	0
Utility Plan	Sewer Fund	80,000	45,290
Total Capital Projects		<u>\$460,475</u>	<u>\$251,587</u>