



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 unit is \$1,601 and is \$1.14 per square foot for non-residential.

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 (GOCO) and various Colorado Department of Transportation (CDOT) grants.