

*City  
of  
Bayard  
Capital  
Improvement  
Plan*



The proposed Fiscal Year 2017/2018 Capital Improvement Plan has been developed to meet the standards set forth in the Nebraska Department of Economic Developments' guidelines to obtain Certified Economic Leadership status. However, this document also provides for recommendations to solidify the Capital Improvement Plan as a document adopted annually by ordinance, provides for progressive and continuous improvement projects, establishes a clear line of procedures, and establish a set of goals based on recommendations of the Comprehensive Plan 2017, adopted Strategic Plan, and the One & Six Year Street Plan.

The overall goal of a Capital Improvement Plan is a short-range plan, usually three to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between a municipality government entity and a comprehensive and strategic plan and the entity's annual budget. As it pertains to Bayard's Capital Improvement Plan, the One & Six Year Street Plan should be included due to costly infrastructure improvements found within, which will most likely utilize immense fund reserves and funding avenues. The city may consider developing particular goals to be met by the Capital Improvement Plan. Some goals may include the following: Community Growth and Development, management and conservation practices/policies, the preservation of public health and safety, fiscal issues; operation and maintenance policies, and general municipal government relationships (internal/external).

Prior to undertaking the development of the Capital Improvement Plan, the city will want to define the criteria for what kind of projects or equipment are to be included and organize a process for developing the plan.

The city will also need to forecast where it believes it will face future demands and growth, which will involve an inventory of existing facilities, infrastructure and equipment. In addition, the development of basic policies for implementing the plan should be considered, in most cases this will depend on actual fund availability. Because this plan includes financing issues, the municipality may want to seek advice from their financial advisor and/or bond counsel. A review of the municipality's current finances is also vital.


**Recommendations to remain current with Department of Economic Development standards concerning Economic Leadership Certification status:**

1. Establish by ordinance the development of an annual Three-Year Capital Improvement Plan.

Recommended frame-work/timeline:

Each department annually, on or before the last Friday of March, shall submit to the City Treasurer a schedule of all capital improvements which it recommends be undertaken in any of the three succeeding years. The City Treasurer shall examine each project for conformity with the Comprehensive Plan, Strategic Plan, and the One & Six Year Street Plan. The City Treasurer shall prepare and submit for the Planning Commissions' review a consolidated schedule of the projects proposed by the departments showing the character and degree of conformity or non-conformity of each project as it relates to the Comprehensive Plan, Strategic Plan, and One & Six Year Street Plan, by the last Friday in May.

No later than last Friday in June, the Planning Commission shall submit the consolidated schedule of projects for recommendation to the City Council for review at their first Budget Planning Session. Upon finalization of the Capital Improvement Plan, the Council will hold a separate public hearing on the plan at the date of the annual budget hearing to be adopted by resolution.

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- a.** Each department submits capital improvement projects for the next three years after the upcoming fiscal year's budget with estimation figures by the last Friday of March.
  - b.** The City Treasurer presents a consolidated schedule of the projects proposed by the departments showing the character and degree of conformity or non-conformity of each project as it relates to the Comprehensive Plan, Strategic Plan, and One & Six Year Street Plan by the last Friday in May, to the Planning Commission.
  - c.** The Planning Commission will hold a Public Hearing on the proposed Three-Year Capital Improvement Plan using the consolidated schedule of the projects provided by the City Treasurer and send their recommendations to the City Council to later than last Friday in June.
  - d.** The City Council will review the recommendations presented by the Planning Commission concerning the proposed Three-Year Capital Improvement Plan at their scheduled budget workshop(s) and amend if necessary.
  - e.** A public hearing shall be held on proposed Three-Year Capital Improvement Plan on the same date of each year's proposed fiscal budget to be passed by resolution.
  - f.** Each submission to the City Treasurer by each department should reflect realistic projects found within the Comprehensive Plan, Strategic Plan, and One & Six Year Street Plan. Project recommended, but not found in any of the three aforementioned documents will be considered for inclusion but not necessarily guaranteed. Each project listed should be accompanied with realistic estimates preferably by three sources when applicable.

2. Establish goals to be met by the Capital Improvement Plan for capital improvements.

Recommended goal categories:

Community Growth and Development;

Management and conservation practices/policies;

Preservation of public health and safety;

Fiscal issues;

Operation and maintenance policies;

General municipal government relationships (internal/external).



## Proposed Fiscal Year 2017/2018 Capital Improvements

Department	Item	Budget Cost	Completion	Priory	financing
Streets	Streets & Sidewalk Assessment	\$6,000.00	March 2018	High	City
<b>Total Department</b>		<b>\$6,000.00</b>			
Utilities	Tree Trimming N substation	\$15,000.00	May 2018	High	City
Utilities	Tree trimming	\$15,000.00	May 2018	High	City
Utilities	Primary fusing upgrade	\$35,000.00	August 2018	High	City
Utilities	Bucket Truck	\$60,000.00	August 2018	High	City
Utilities	Pole testing	\$15,000.00	September 2018	Medium	City
Utilities	Tractor	\$5,000.00	March 2018	Medium	City
<b>Total Department</b>		<b>\$145,000.00</b>			
Fire	Fire Department Roof	\$45,000.00	July 2018	Medium	City/USDA Facilities Grant
<b>Total Department</b>		<b>\$45,000.00</b>			
Police	Patrol Car	\$45,000.00	May 2018	Medium	City
<b>Total Department</b>		<b>\$45,000.00</b>			
<b>Total Departments</b>		<b>\$241,000.00</b>			

The proposed capital improvements above were discussed at several budget meetings, included under the proposed budget, and adopted by the Bayard City Council at the September 19, 2017, City Council meeting. All figures represent averaged or estimated costs for of each project, completion dates are subject to change and availability of actual funds. Priorities of completion have been applied based on recent damages cause by the June, 2017 tornado, community feedback, and council prioritization.

The following schedules below reflect each department and their capital improvements over six years. Although these schedules reflect a longer time period than advised in the recommendations (three years), the figures and timeline serve only as general information until the City Council established guidelines and parameters concerning future capital improvement plans.

<b>Streets &amp; Pedestrian Services</b>					
<b>Project</b>	<b>1-2 Years</b>	<b>3-5 years</b>	<b>6+ Years</b>	<b>Funding Source/Status</b>	<b>Estimated Costs</b>
Streets & Sidewalk Assessment	X			City Funds	\$5,000- \$6,000 (storm water assessment \$2,000k)
ADA Compliance-City Office		x		City Funds/USDA Facilities Grant	\$10,000-\$25,000.00
ADA Compliance-Senior Center	x			City Funds/USDA Facilities Grant	\$10,000-\$15,000.00
ADA Compliance-Fire Department		x		City Funds/USDA Facilities Grant	\$10,000-\$15,000.00
Storm Water Project	x			Government Bond	\$350,000-\$400,000K

<b>Parks</b>					
<b>Project</b>	<b>1-2 Years</b>	<b>3-5 years</b>	<b>6+ Years</b>	<b>Funding Source/Status</b>	<b>Estimated Costs</b>
Pool Decking/recirculation Replacement	X			Government Bond/Grant	\$113,000-\$120,000
Tennis Courts/Combo Courts			X	Government Bond/Grant	\$60,000
Upgrades to Ball Parks		X		City Funding/Grant	\$50,000
Recreation Trail			X	City Funding/Grant	\$100,000
Upgrades Playgrounds			X	City Funding/Grant	\$75,000
Genoway's Hall Upgrades			X	City Funding/Grant	\$25,000

<b>Golf</b>					
<b>Project</b>	<b>1-2 Years</b>	<b>3-5 Years</b>	<b>6+ Years</b>	<b>Funding Source/Status</b>	<b>Estimated Costs</b>
ADA Compliance-Club House		X		City Funds/USDA Facilities Grant	\$10,000-\$15,000.00
Walk-in Freezer	X			City Funding	\$15,000
Restaurant Re-model		X		City Funds/USDA Facilities Grant	\$25,000

### Water Department

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
GIS Mapping Water Lines	X			City Funding	

### Electric Department

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
GIS Mapping Electric Lines		X		City Funding	
Primary fusing upgrade	X			City Funding	\$35,000
Tree Trimming N substation	X			City Funding	\$12,000-\$15,000
Substation Rebuild North		X		Government Bond	\$100,000
Tree trimming	X			City Funding	\$12,000-\$15,000 (½ done every 4 years)
Sugar Factory substation re-closure/fusing		X		Government Bond	50K
Pole testing	X			City Funding	\$5,000

### Sanitation Department (Sewer & Garbage)

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
GIS Mapping Sewer Lines		X		City Funding	
Televising Sewer System		X		City Funding	\$15,000-\$17,000

### Safety Department (Fire, Rescue, & Police)

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
Fire Department Roof	X			City Funds/USDA Facilities Grant	\$45,000

### Office & other services

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
Downtown Revitalization Project	x			City Funds/DED Grant	\$150,000-\$225,000
Pocket Park Project		x		City Funding/Grant	\$25,000-45,000
Famer's Market/Restroom Project		x		City Funds/USDA Facilities Grant	\$100,000-150,000
Library ADA Compliance			x	City Funds/USDA Facilities Grant	10,000-\$15,000.00
Senior Center heating/Cooling	x			City Funds/USDA Facilities Grant	\$15,000.00

### Vehicle Matrix Replacement Schedule

Project	1-2 Years	3-5 Years	6+ Years	Funding Source/Status	Estimated Costs
Patrol Car	x			City Funding	\$40,000
Ambulance		x		City Funding	\$200,000 (New)
Bucket Truck	x			City Funding	\$60,000
Tractor	x			City Funding	\$15,000
Utility Truck		x		City Funding	\$25,000
Parks Truck		x		City Funding	\$25,000
Street Sweeper			x	City Funding	\$50,000
Frontend Mower		x		City Funding	\$5000
Utility trailer		x		City Funding	\$10,000
Utility Vehicle (Cart)		x		City Funding	\$15,000
Rotary Mower (Golf)		x		City Funding	\$20,000
Rotary Mower (Golf)		x		City Funding	\$20,000
Reel Mowers 2 (Golf)		x		City Funding	\$20,000