

# CAPITAL IMPROVEMENT PLAN OCTOBER 2022 (Revised)

PREPARED BY



#### I. PURPOSE OF A CAPITAL PLAN

Units of local government across the country as well as in Indiana are challenged by maintaining adequate municipal facilities, infrastructure, equipment, and technology with limited funding. Town leaders strive to maintain balanced budgets, so it is important for them to prioritize which projects are completed each year based on the project need and the availability of funding. While some projects may be completed on a "pay as you go basis," it may be appropriate to issue debt to pay for other capital improvements to mitigate the tax or rate impact for residents and businesses by allowing the costs of the improvement to be paid for over the life of the asset.

Developing a capital plan enables local leaders to map out "how" and "when" community projects will be addressed and to prioritize local needs during the process. A functional capital plan should be updated annually as communities and local needs are never static. A project which was a low priority when the plan was developed may become a higher priority the following year. For example, a road improvement project designed to attract future development which was identified as a project targeted for completion in the fifth year of the plan may be reprioritized if a large industry announces plans to expand in the targeted area.

Capital plans should encompass the major needs of the Town as a whole, including the needs of its departments. When the capital plan is coupled with a financial forecast, the needs identified in the capital plan help the Town identify new revenue streams to support the necessary improvements, or to plan various bond issues to complete the identified projects. Annually updating the capital plan will help to ensure that critical capital needs will not be deferred. Identifying funding for these projects helps recalibrate the capital improvement plan to become less of a "wish list" and more of an action plan. It also assists the Town through the budgeting process to identify which projects the Town will target annually and how it will pay for these projects.

Having a full picture of community needs enables the Town to determine if it may be appropriate to issue debt to complete several projects that may be related or needed in a similar timeframe. Consolidation of multiple small projects may create a larger bond issue that may be more attractive to investors, reducing the costs of borrowing. Reducing the number of bond issues may also reduce the cost of issuance related to credit enhancements and professional services. Bond issuance is an option the Town may utilize to fund capital projects that currently have an unidentified funding source.

Finally, the capital improvement plan provides the Town and its various leaders within each department with clear expectations about when projects or equipment needs will be addressed. This planning may also promote more efficient uses of local resources. Capital facilities and infrastructure are often important assets that serve current and future generations. It is difficult for governments to address the current and long-term needs of their citizens without a sound multi-year capital plan that clearly identifies capital needs, funding options, and operating budget impacts. A properly prepared capital improvement plan is essential to the future financial health of a Town and continued delivery of services to citizens and businesses.



#### II. PROCESS TO COLLECT INFORMATION

Baker Tilly Municipal Advisors, LLC ("Baker Tilly") was retained to complete the Town's Capital Improvement Plan, which covers fiscal years 2023 - 2031 ("Plan"). As a part of this process, Baker Tilly collaborated with a working group from the Town, including members of the Town Council, the Clerk-Treasurer, and various department heads (collectively, "Working Group") to identify which Town department's capital needs and projects would be included within the plan. The Working Group identified capital needs for the following departments:

Streets

Police

Administrative

• Fire

Park

Baker Tilly met with the Working Group to identify which projects should be included in the Plan. After providing some of the information related to its capital needs, Baker Tilly reviewed the project list and worked with the Town to collect additional information needed to provide a meaningful plan that captured a full list of capital needs for the departments and identified funding for the projects. Baker Tilly and the Working Group met to review the list and then had subsequent conversations with members of the Working Group to finalize the plan. Staff were requested to include any needed capital assets or improvements to ensure the assets receive appropriate consideration in the budgeting process.

When compiling the information, Baker Tilly requested that the Working Group assist with identifying the following information related to the projects/assets:

- The name of the project or capital asset
- The priority of the project or capital asset (year requested)
- Cost of the project or capital asset
- Any possible grant matches

Through discussions with Baker Tilly and the Working Group regarding the Plan, the Town helped shape the projects/capital needs to be incorporated.

#### III. CREATING THE PLAN

#### A. Compiling Information:

Baker Tilly combined the information and evaluated the inputs to assist with the analysis of the requests. A set of cash flows from 2019 through 2031 were compiled in order to allow Baker Tilly to identify suitable funding sources for each of the capital items. After the Town provided the proposed capital projects and the cash flows were completed, Baker Tilly used its knowledge of budgeting and fund accounting to determine appropriate funding sources for the proposed capital expenditures. Capital outlays that could be matched with an identified funding source were included by project name in the cash flows. Capital outlays that could not be matched with a funding source are included in the Plan and noted as "Need to identify funding source". There are some capital projects for which the estimated cost has not been determined. Those have been included in the Plan as placeholders. Once costs are determined, the Plan can be updated accordingly.

#### IV. OVERVIEW OF THE PLAN

#### A. Nine-Year Capital Requests by Fund

Table 1 below illustrates the ten-year capital requests with the funds identified to support these capital needs.

Fund and Project Amounts	<u>√1</u> <u>2023</u>	2024	2025	2026	2027	2028	2029	2030	2031	<u>Totals</u>
■CCD	\$ 105,000	\$ 191,400	\$ 491,400	\$ 320,900	\$ 328,900	\$ 328,900	\$ 339,400	\$ 348,200	\$ 228,200	\$ 2,682,300
Fire	-	-	-	120,000	120,000	120,000	120,000	120,000	-	600,000
Fire Engine (Lease)	-	-	-	120,000	120,000	120,000	120,000	120,000	-	600,000
Police	105,000	191,400	491,400	200,900	208,900	208,900	219,400	228,200	228,200	2,082,300
Out Building - Separate	-	-	300,000	-	-	-	-	-	-	300,000
Police Car #1 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #2 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #3 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #4 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #5 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #6 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #7 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #8 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #9 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
<b>EDIT</b>	80,000	-	-	-	-	-	-	-	-	80,000
∃Fire	80,000	-	-	-	-	-	-	-	-	80,000
Extraction Tools	80,000	-	-	-	-	-	-	-	-	80,000
FOOD AND BEVERAGE	254,000	106,100	10,600	112,600	11,200	119,500	11,800	126,800	12,600	765,200
Streets	-	106,100	-	112,600	-	119,500	-	126,800	-	465,000
Sewer Lining	-	106,100	-	112,600	-	119,500	-	126,800	-	465,000
∃Park	254,000	-	10,600	-	11,200	-	11,800	-	12,600	300,200
Old Town Park Restrooms	100,000	-	-	-	-	-	-	-	-	100,000
Cornhole Board Installation	4,000	-	-	-	-	-	-	-	-	4,000
Picnic Shelter	40,000	-	-	-	-	-	-	-	-	40,000
Playground	40,000	-	-	-	-	-	-	-	-	40,000
Technology Replacement	10,000	-	10,600	-	11,200	-	11,800	-	12,600	56,200
New Mower	60,000	-	-	-	-	-	-	-	-	60,000
GENERAL FUND	44,200	15,000	15,000	15,000	4,200	-	-	-	4,200	97,600
Police	40,000	15,000	15,000	15,000	-	-	-	-	-	85,000
Backup Generator	-	-	-	-	-	-	-	-	-	-
Police Dog (K-9)	25,000	-	-	-	-	-	-	-	-	25,000
Body Cameras	15,000	15,000	15,000	15,000	-	-	-	-	-	60,000
Town Hall	4,200	-	-	-	4,200	-	-	-	4,200	12,600
Ordinance Codification	-	-	-	-	-	-	-	-	-	-
Clerk's Office Laptop Replacement	4,200	-	-	-	4,200	-	-	-	4,200	12,600
∃LR&S	243,100	3,200	3,300	82,200	3,500	3,600	3,700	92,500	3,900	439,000
Streets	243,100	3,200	3,300	82,200	3,500	3,600	3,700	92,500	3,900	439,000
Light-Duty Pickup Trucks (3)	65,000	-	-	78,800	-	-	-	88,700	-	232,500
Bobcat/Skid Steer	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900	31,500
Dump Truck w/ Snow Plow	175,000									175,000

TABLE 1 - LISTED BY FUND

TABLE 1 – LISTED BY FUND (Cont'd)

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Table 1 above reflects the total project and capital needs, which has been integrated into the Town's cash flows. Baker Tilly worked with the Town to match the identified assets/projects with (a) Town funds with sufficient balances to support the costs of the assets/projects and (b) funds which are legally available to be used for the type of project/capital asset identified.

When reviewing Table 1, the total amount of planned assets/project for each fund is listed in the bold font and the breakdown of each asset/project to be funded and the associated costs are listed below the specific fund. The Grand Total represents the total costs for all capital needs identified by the Town. The total costs are also shown by each year in the nine-year period.

# **B.** Nine-Year Capital Requests by Capital Category

Table 2 below illustrates the capital requests by the type of capital project considered.

TABLE 2 – LISTED BY CAPITAL CATEGORY

Capital Category and Project Amounts	2023	2024	2025	2026	2027	2028	2029	2030	2031	Totals
Fire Department Capital	\$ 528,000	\$ 56,900	\$ 50,900	\$ 172,400	\$ 204,000	\$ 175,600	\$ 177,300	\$ 179,000	\$ 204,800	
Airpacks, Masks, and Bottles	300,000	-	-	-	-	-	-	-	-	300,000
Handheld Radios	-	5,000	-	-	-	-	-	-	-	5,000
Remodel Department Headquarters	100,000	-	-	-	-	-	-	-	-	100,000
Turnout Gear	-	-	-	-	30,000	-	-	-	-	30,000
Mobile Radios	-	2,500	-	-	-	-	-	-	-	2,500
Ladder Truck	-	-	-	-	-	-	-	-	144,000	144,000
Fire Engine (Lease)		-	-	120,000	120,000	120,000	120,000	120,000		600,000
Staff Vehicles (Fire)	48,000	49,400	50,900	52,400	54,000	55,600	57,300	59,000	60,800	487,400
Extraction Tools	80,000	-	-	-	-	-	-	-	-	80,000
HVAC Systems in Town Buildings	-	-	-	-	-	-	-	-	-	-
Town Hall HVAC	-	-	-	-	-	-	-	-	-	-
Street Department Garage HVAC	-	-	-	-	-	-	-	-	-	-
Fire Station HVAC	-	-	-	-	-	-	-	-	-	-
WWTP HVAC	-	-	-	-	-	-	-	-	-	-
Court/Old Town Hall HVAC	-	-	-	-	-	-	-	-	-	-
Park Department Building HVAC	-	-	-	-	-	-	-	-	-	-
■New Technology	15,000	15,000	15,000	15,000	-	-	-	-	-	60,000
Body Cameras	15,000	15,000	15,000	15,000	-	-	-	-	-	60,000
Phone Replacement (Headsets)	-	-	-	-	-	-	-	-	-	-
Virtual Reality De-Escalation Training Equipment	-	-	-	-	-	-	-	-	-	-
Ordinance Codification	48,300	-	-	-	4,200	-	-	-	4,200	56,700
Ordinance Codification	-	-	-	-	-	-	-	-	-	-
Clerk's Office Laptop Replacement	4,200	-	-	-	4,200	-	-	-	4,200	12,600
Machinery and Equipment	44,100	-	-	-	-	-	-	-	-	44,100
∃Park Capital	254,000	-	10,600	-	11,200	-	11,800	-	12,600	300,200
Community Center	-	-	-	-	-	-	-	-	-	-
Cornhole Board Installation	4,000	-	-	-	-	-	-	-	-	4,000
Intermodal Trail Master Plan	-	-	-	-	-	-	-	-	-	-
Land Purchase - Spees (2 acres)	-	-	-	-	-	-	-	-	-	-
Old Town Park Restrooms	100,000	-	-	-	-	-	-	-	-	100,000
Outdoor Recreation Expansion	-	-	-	-	-	-	-	-	-	-
Pickleball Courts and Shade Structure	-	-	-	-	-	-	-	-	-	-
Picnic Shelter	40,000	-	-	-	-	-	-	-	-	40,000
Playground	40,000	-	-	-	-	-	-	-	-	40,000
Seal Coat the Park Road	-	-	-	-	-	-	-	-	-	-
Technology Replacement	10,000	-	10,600	-	11,200	-	11,800	-	12,600	56,200
Trail Connectivity to Plainfield	-	-	-	-	-	-	-	-	-	-
New Mower	60,000	-	-	-	-	-	-	-	-	60,000
Police Car Replacement Rotation	105,000	191,400	191,400	200,900	208,900	208,900	219,400	228,200	228,200	1,782,300
Police Car #1 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #2 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #3 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #4 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #5 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,700
Police Car #6 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #7 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #8 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
Police Car #9 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,200
∃Police Dog (K-9)	25,000	-	-	-	-	-	-	-	-	25,000
Police Dog (K-9)	25,000	-	-	-	-	-	-	-	-	25,000
Police Station Improvements	-	-	300,000	-	-	-	-	-	-	300,000
0	-	-	-	-	-	-	-	-	-	-
Backup Generator	-	-	-	-	-	-	-	-	-	-
Out Building - Separate	-	-	300,000	-	-	-	-	-	-	300,000
∃Road Projects	5,200,000	-	-	-	-	-	-	-	-	5,200,000
Carlisle and Monroe Intersection	1,100,000	-	-	-	-	-	-	-	-	1,100,000
North Indiana Street	4,100,000	-	-	-	-	-	-	-	-	4,100,000
∃Sidewalks	20,600	127,300	21,800	135,100	23,200	143,400	24,600	152,100	26,100	674,200
Sewer Lining	-	106,100	-	112,600	-	119,500	-	126,800	-	465,000
Sidewalks	20,600	21,200	21,800	22,500	23,200	23,900	24,600	25,300	26,100	209,200
Vehicles	243,100	3,200	3,300	82,200	3,500	3,600	3,700	92,500	3,900	439,000
Bobcat/Skid Steer	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900	31,500
Light-Duty Pickup Trucks (3)	65,000	-	-	78,800	-	-	-	88,700	-	232,500
Dump Truck w/ Snow Plow	175,000	-	-	-	-	-	-	-	-	175,000
<u> </u>							\$ 436,800	\$ 651,800		\$ 10,586,300

# C. Nine-Year Capital Requests by Department

Table 3 below illustrates the capital requests by the respective department.

TABLE 3 – LISTED BY DEPARTMENT

Department and Project Amounts	2023	2024	2025	2026	2027	2028	2029	2030	2031	Totals
Fire	\$ 528,000	\$ 56,900	\$ 50,900	\$ 172,400	\$ 204,000	\$ 175,600	\$ 177,300	\$ 179,000	\$ 204,800	\$ 1,748,900
Airpacks, Masks, and Bottles	300,000	-	-	-	-	-	-	-	-	300,000
Handheld Radios	-	5,000	-	-	-	-	-	-	-	5,000
Remodel Department Headquarters	100,000	-	-	-	-	-	-	-	-	100,000
Turnout Gear	-	-	-	-	30,000	-	-	-	-	30,000
Mobile Radios	-	2,500	-	-	-	-	-	-	-	2,500
Ladder Truck	_	-	-	-	_	-	_	-	144,000	144,000
Fire Engine (Lease)	_	-	_	120,000	120,000	120,000	120,000	120,000	-	600,000
Staff Vehicles (Fire)	48,000	49,400	50,900	52,400	54,000	55,600	57,300	59,000	60,800	487,400
Extraction Tools	80,000	-	-	-	-	-	-	-	-	80,000
∃Park	254,000	-	10,600		11,200	_	11,800	-	12,600	300,200
Community Center		_		_	,	_	,	_	-	_
Cornhole Board Installation	4,000	_	_	_	_	_	_	_		4,00
Intermodal Trail Master Plan	-				_				_	-,,,,,
Land Purchase - Spees (2 acres)					_				_	
Old Town Park Restrooms	100,000								_	100,00
Outdoor Recreation Expansion	-	-							_	100,000
Pickleball Courts and Shade Structure		-	-	-	-	-	-			
	40,000	-	-	•	-	-	-	-	•	40.00
Picnic Shelter	40,000	-	-	-	-	-	-	-	-	40,00
Playground	40,000	-	-	-	-	-	-	-	-	40,00
Seal Coat the Park Road	-	-	-	-	-	-	-	-	-	-
Technology Replacement	10,000	-	10,600	-	11,200	-	11,800	-	12,600	56,20
Trail Connectivity to Plainfield	-	-	-	-	-	-	-	-	-	-
New Mower	60,000	-		-	-	-	-	-	-	60,00
Police	145,000	206,400	506,400	215,900	208,900	208,900	219,400	228,200	228,200	2,167,30
Backup Generator	-	-	-	-	-	-	-	-	-	-
Body Cameras	15,000	15,000	15,000	15,000	-	-	-	-	-	60,00
Out Building - Separate	-	-	300,000	-	-	-	-	-	-	300,00
Phone Replacement (Headsets)	-	-	-	-	-	-	-	-	-	-
Police Dog (K-9)	25,000	-	-	-	-	-	-	-	-	25,00
Virtual Reality De-Escalation Training Equipment	-	-	-	-	-	-	-	-	-	-
Police Car #1 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,70
Police Car #2 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,70
Police Car #3 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,70
Police Car #4 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,70
Police Car #5 (3-year rolling lease)	21,000	21,000	21,000	22,900	22,900	22,900	25,000	25,000	25,000	206,70
Police Car #6 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,20
Police Car #7 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,20
Police Car #8 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,20
Police Car #9 (3-year rolling lease)	-	21,600	21,600	21,600	23,600	23,600	23,600	25,800	25,800	187,20
Streets	5,463,700	130,500	25,100	217,300	26,700	147,000	28,300	244,600	30,000	6,313,20
Bobcat/Skid Steer	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900	31,50
Carlisle and Monroe Intersection	1,100,000	_	_	_	_	_	_	_	-	1,100,00
Light-Duty Pickup Trucks (3)	65,000	_	_	78,800	_	_	_	88,700	_	232,50
North Indiana Street	4,100,000			70,000	_			-	_	4,100,00
Sewer Lining	-	106,100	-	112,600	-	119,500	-	126,800	-	465,00
Sidewalks	20,600	21,200	21,800	22,500	23,200	23,900	24,600	25,300	26,100	209,20
		-				23,900		23,300		
Dump Truck w/ Snow Plow	175,000		-	-	4 200		-	-	4 200	175,00
Town Hall	48,300	-	-	-	4,200	-	-	-	4,200	56,70
Ordinance Codification	-	-	-	-	-	-	-	-	-	-
Town Hall HVAC	-	-	-	-	-	-	-	-	-	-
Street Department Garage HVAC	-	-	-	-	-	-	-	-	-	-
Fire Station HVAC	-	-	-	-	-	-	-	-	-	-
WWTP HVAC	-	-	-	-	-	-	-	-	-	-
Court/Old Town Hall HVAC	-	-	-	-	-	-	-	-	-	-
Park Department Building HVAC	-	-	-	-	-	-	-	-	-	-
Clerk's Office Laptop Replacement	4,200	-	-	-	4,200	-	-	-	4,200	12,600
Machinery and Equipment	44,100	-	-	-	-	-	-	-	-	44,100
Grand Total	\$ 6,439,000	\$ 393,800	\$ 593,000	\$ 605,600	\$ 455,000	\$ 531,500	\$ 436,800	\$ 651,800	\$ 479,800	\$ 10,586,300

#### **TABLE 3 – LISTED BY DEPARTMENT (Cont'd)**

#### CONCLUSION, MODIFICATIONS AND ANNUAL REVIEW

Baker Tilly suggests working with the Town to make formal updates to the Plan on an annual basis. The updated Plan should be presented to the Town Council on an annual basis for consideration, preferably before or during the budgeting process. For the first official update, Baker Tilly would suggest updating the Plan in October of 2023, but any changes needed before that can also be made. Prior to the updating process, Baker Tilly will coordinate with the Working Group to ensure that any updates made throughout the year are incorporated. The Firm will then re-initiate the coordination with the Working Group to determine progress of completing projects/acquiring assets, new projects/assets that should be included and other changes that should be made to their specific Department. Moving forward, modifications to the Plan should be less time-consuming and more efficient and cost effective for the Town.