

**BERNALILLO COUNTY
CAPITAL IMPROVEMENT PLANNING**

**2008-2013 Capital Plan and
2008 General Obligation Bond Projects**



**INFORMATION
HANDBOOK**

INTRODUCTION

Every two years the Bernalillo Board of County Commissioners updates a Capital Improvement Program (CIP) to plan major future County capital projects. The process includes gathering and evaluating ideas from citizens and neighborhood groups.

This Handbook provides information to help interested citizens with submission of project requests. It includes the definition and examples of capital projects, advantages of the County six-year CIP cycle, and a Neighborhood Request Form.

The deadline for submitting 2008-2013 CIP Request Forms is

Friday, May 2, 2008

You can mail, fax, or e-mail Request Forms:

Bernalillo County
Capital Improvements Projects
6840 Second Street NW Suite 239
Albuquerque, NM 87107
505.468.1350 – Kala Naranjo
505.468.1351 – Juli Velasco
Fax: 505.342.7983
Email: CIP@bernco.gov

What are Capital Improvement Projects?

Capital Improvement Projects are local government investments funded through use of special long term financing. A wide range of public facilities and equipment are considered capital improvements. In business, these are “fixed assets” like real estate or machinery. They can include construction or replacement of buildings, utility systems, roads, bridges, or parks. Costs such as the financing, design and engineering necessary to complete a building project are included in Capital Improvement Projects. Heavy equipment for road working or public safety can be considered a capital improvement, as can equipment and library materials. Capital improvements do not include money for operations, maintenance or services.

EXAMPLES OF CAPITAL IMPROVEMENT PROJECTS AND EQUIPMENT

- County offices
- Fire and Sheriff Stations
- Libraries and books
- Major building additions
- Land purchases
- Park land development
- Streets
- Sidewalks and trails
- Street lights and signals
- Sewer and water lines
- Storm drainage
- Landfills and disposal equipment
- Recreation buildings
- Tennis courts
- Swimming pools
- Playground equipment
- Community Centers
- Road graders and loaders
- Bulldozers and similar heavy equipment
- Sheriff and Fire radio systems

What is Capital Improvement Planning?

Development of a CIP is a step toward rational, long-range capital planning and budgeting. Local governments like Bernalillo County are faced with increasing pressure to fund competing projects. The CIP is a tool that enables those projects to be listed, evaluated and prioritized. The resulting document provides a guide for funding and administering implementation of plans and projects.

What are the Funding Sources for Projects?

GENERAL OBLIGATION (GO) BONDS: These bonds must be presented to voters for approval. In approving the sale of bonds, residents levy a tax on property based on value or an *ad valorem* tax. G.O. Bonds can't be used to fund the repair or reconstruction of existing capital facilities.

REVENUE BONDS: These bonds are approved by Ordinance (vote) by the County Commission. They are paid for by the pledge of a revenue source such as Gross Receipts Tax.

SPECIAL ASSESSMENT DISTRICTS: These are bonds that are approved by the County Commission and paid for by a tax assessment levied on the property within a Special Assessment District.

FEDERAL GRANTS: The County may apply for funds from federal agencies. Some grants require a percentage match from the County.

STATE APPROPRIATIONS: The County receives capital funds from the State through legislative appropriations.

Neighborhood Requests

The neighborhood request form is intended to collect basic information about desired projects directly from citizens. More detailed and accurate information on the form will improve the process. Reasonable requests with substantial neighborhood support will receive more consideration than vague or impractical projects. Instructions are included on the form.

Evaluation and Plan Development

After the May 2nd submittal deadline, County Department representatives will review and evaluate project requests to develop a preliminary list and cost estimates for submission to the County Manager and each Commissioner. A final CIP listing will be presented to the Board for adoption in August 2008.

General Obligation Bond Package

Through development of the 2008-2013 Capital Improvements Plan, the County Commissioners will choose projects for placement in 2008 General Obligation Bond package. Total project requests will far exceed this funding but will also be used to guide other grant requests and use of future bond funds.

**The County's G.O. Bond Package will go to voters on the
General Election Ballot, November 4, 2008.**