

# **Capital Projects Fund**

## **MISSION STATEMENT**

It is the mission of the Capital Projects Division to provide community facilities and services through a planned program of infrastructure replacements and additions.

## **PRIMARY FUNCTIONS**

The primary functions of the Capital Projects Division include:

- Planning, development, and management of the City's five-year Capital Improvement Program. This includes setting priorities for infrastructure repair, replacement, and expansion of various facilities, including parking facilities, surface transportation, storm water management, sanitary sewers, and water distribution and production.
- Meeting with various local, state, and federal agencies to secure funding for major projects. This includes preparing grant applications for grant funding to reduce the local public financing burden.
- Implementing projects through negotiation of professional engineering and architectural contracts, preparation of bid specifications for competitive public bidding, administration of consultant and contractor payments, and preparing capital project information to the general public.
- Coordinating administrative activities associated with capital improvement projects, including the development of intergovernmental agreements, the acquisition of right-of-way, the conducting of public meetings, the notification of residents and businesses, the preparation and approval of final project plans and specifications, the recommending of contract awards, and the approval of project related payments and contract change orders.

## **OBJECTIVES FOR FISCAL YEAR 2013**

- Continue and complete construction on the Riverwalk – Museum campus.
- Move forward with construction on the Main and Auburn Roundabout.
- Work with IDOT to coordinate the beginning of construction on the South Main St. and West State St. road projects.
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).
- Continue investment into arterial / collector sidewalk program. Create a neighborhood sidewalk construction program (primarily for areas without sidewalks, but also to fill in gaps in neighborhoods where total sidewalk replacement or development are warranted).
- Assemble and implement a sidewalk transition plan for federal ADA compliance.
- Collect and utilize data on the City's infrastructure systems (including pavement conditions). Move toward an asset management model to focus on infrastructure investment in those areas of greatest need.
- Create a neighborhood program that increases the reliability of the infrastructure in the neighborhoods.
- Continue construction on the Morgan St. Bridge.
- Complete Phase II of the Harrison Ave. corridor project.
- Complete the City's Biennial Bridge Inspection.
- Continue to move forward with city-wide local bridge program.
- Work with IDOT on the Phase I study of the North Main Corridor project.
- Begin the Phase I study and design of the Jefferson St. Bridge.
- Continue drainage improvements in both Harmon Park and Churchill Park.
- Continue to move forward with enhancements to the Streetscape area. This is to include way finding signage, kiosks, and vendor area.
- Continue program support for the Water Division, including analysis of existing system facilities within the design cycle of road projects.

# Capital Projects Fund

## CAPITAL PROJECTS DIVISION BUDGET SUMMARY

	2011	2012	2012	2013	INCREASE
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$1,262,909	\$1,532,172	\$1,120,777	\$1,657,395	\$125,223
CONTRACTUAL	5,447,277	345,705	5,888,988	505,125	159,420
SUPPLIES	23,353	5,460	63,500	22,460	17,000
OTHER	5,538,266	471,580	1,311,199	499,080	27,500
CAPITAL	<u>17,995,922</u>	<u>60,517,267</u>	<u>17,095,676</u>	<u>43,250,940</u>	<u>(17,266,327)</u>
TOTAL	<u>\$30,267,727</u>	<u>\$62,872,184</u>	<u>\$25,480,140</u>	<u>\$45,935,000</u>	<u>(\$16,937,184)</u>

ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.

	2010	2011	2012	2013	INCREASE
<b>FUNDING SOURCE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
STATE MOTOR FUEL TAX	2,346,538	2,272,183	3,000,000	3,000,000	0
LOCAL SALES TAX	15,171,378	15,292,506	14,900,000	15,100,000	200,000
WATER REPLACEMENT IMPROVEMENI	2,322,025	1,851,523	4,275,000	4,550,000	275,000
OTHER GOVERNMENTS/PRIVATE	3,618,212	10,047,163	39,467,500	22,085,000	(17,382,500)
INTERFUND TRANSFERS	198,808	2,400,000	1,200,000	1,200,000	0
INTEREST INCOME	<u>183,977</u>	<u>958,388</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$23,840,938</u>	<u>\$32,821,763</u>	<u>\$62,842,500</u>	<u>\$45,935,000</u>	<u>(\$16,907,500)</u>

APPROPRIATIONS AND REVENUES MAY NOT MATCH DUE TO MULTIPLE YEAR FINANCING OF CAPITAL PROJECTS.

## CAPITAL PROJECTS DIVISION AUTHORIZED POSITIONS

<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2012 EMPLOYEES</b>	<b>2013 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
CITY ENGINEER	E-11	0.50	0.60	0.10
CONSTRUCTION PROGRAM MANAGER	E-11	1.00	1.00	0.00
TRAFFIC ENGINEER	E-11	1.00	1.00	0.00
ENGINEERING OPERATIONS MANAGER	E-10	0.50	0.60	0.10
CIP OPERATIONS MANAGER	E-10	1.00	0.00	(1.00)
STORM WATER PROJECT MANAGER	E-10	0.50	0.60	0.10
SR PROJECT MANAGER	E-9	0.00	2.00	2.00
PROJECT MANAGER	E-8	3.50	3.50	0.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	1.00	1.00	0.00
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	3.50	4.20	0.70
CIP ACCOUNTING TECHNICIAN	E-6	0.00	1.00	1.00
SENIOR ADMIN ASSISTANT	E-6	0.00	1.00	1.00
ENGINEERING TECHNICIAN	E-5	1.00	0.00	(1.00)
SENIOR ACCOUNT CLERK	A-21	1.00	0.00	(1.00)
SENIOR CLERK	A-19	<u>1.50</u>	<u>0.00</u>	<u>(1.50)</u>
<b>TOTAL PERSONNEL</b>		<b><u>17.00</u></b>	<b><u>17.50</u></b>	<b><u>0.50</u></b>

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## **BUDGET HIGHLIGHTS**

- Personnel expenses adjust slightly as wage increases, a budgeted 2% salary adjustment, and fringe benefit increases are offset by the reduction of staff by 0.5 FTE. The position, previously shared between Engineering and CIP, was moved to the Finance Department with the creation of the Customer Service Center.
- The balance of changes in the budget include adjustments in purchase of service charges and an increase in computer supplies to cover desktop replacement and software purchases.

## **CAPITAL PROJECTS FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$47,313	\$48,732	\$50,194	\$51,700	\$53,251
Expenses	<u>47,313</u>	<u>48,732</u>	<u>50,194</u>	<u>51,700</u>	<u>53,251</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

The 2014-2018 five-year forecast assumes that the City will continue to have a balanced capital replacement and construction program funded by a variety of resources, both long and short term.