

# **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 2014**

- Maintain the master sidewalk list and layer in GIS to track sidewalk repairs.
- Complete and put into practice the results of the water main corrosion test pilot study of East Rockford.
- Keep the CIP neighborhood program under budget allowing more projects to be completed.
- Complete the construction of the Blackhawk and Seminary road improvements.
- Complete the construction of Morgan Street.
- Coordinate with IDOT on Phase II of North Main Street (Yonge Street to north of Riverside Boulevard).
- Coordinate with IDOT on Phase II of West State Street (Independence Avenue to Day Avenue).
- Provide a minimum of 15 hours of training each for staff.
- Continue design of Harrison Avenue reconstruction from 20<sup>th</sup> Street to 11<sup>th</sup> Street.
- Complete design of Airport Dr. and Falcon Rd. reconstruction and have construction underway.
- Coordinate with IDOT on the South Main Street projects.
- Continue investment into a city-wide sidewalk transition plan for federal ADA compliance.
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).
- Begin the Phase I study and design of the Jefferson Street Bridge reconstruction.
- Complete design work and begin construction of the Ingersoll Indoor Sports Complex.
- Continue to move forward with enhancements to the downtown streetscape areas.
- Continue program support for the Water Division, including analysis of existing systems and facilities within the design cycle of road projects.

# Capital Projects Fund

## CAPITAL PROJECTS DIVISION BUDGET SUMMARY

	2011	2012	2013	2014	INCREASE (DECREASE)
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	
PERSONNEL	\$1,262,909	\$1,120,778	\$1,657,395	\$1,781,795	\$124,400
CONTRACTUAL	5,447,277	5,963,831	505,125	758,695	253,570
SUPPLIES	23,353	63,561	22,460	16,700	(5,760)
OTHER	5,538,266	1,233,658	499,080	534,080	35,000
CAPITAL	<u>17,995,922</u>	<u>18,038,444</u>	<u>43,250,940</u>	<u>47,668,730</u>	<u>4,417,790</u>
TOTAL	<u>\$30,267,727</u>	<u>\$26,420,272</u>	<u>\$45,935,000</u>	<u>\$50,760,000</u>	<u>\$4,825,000</u>

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

	2011	2012	2013	2014	INCREASE (DECREASE)
<b>FUNDING SOURCE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	
STATE MOTOR FUEL TAX	2,272,183	3,034,986	3,000,000	2,800,000	(200,000)
LOCAL SALES TAX	15,292,506	15,586,806	15,100,000	15,500,000	400,000
WATER REPLACEMENT IMPROVEMENI	1,851,523	4,717,972	4,550,000	4,800,000	250,000
OTHER GOVERNMENTS/PRIVATE	10,047,163	4,099,907	22,085,000	26,260,000	4,175,000
INTERFUND TRANSFERS	2,400,000	1,200,000	1,200,000	1,200,000	0
INTEREST INCOME	<u>958,388</u>	<u>236,591</u>	<u>0</u>	<u>200,000</u>	<u>200,000</u>
TOTAL	<u>\$32,821,763</u>	<u>\$28,876,262</u>	<u>\$45,935,000</u>	<u>\$50,760,000</u>	<u>\$4,825,000</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>2013 EMPLOYEES</b>	<b>2014 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
CITY ENGINEER	E-11	0.60	0.60	0.00
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-11	0.60	0.60	0.00
CIP OPERATIONS MANAGER	E-11	0.00	1.00	1.00
STORM WATER PROJECT MANAGER	E-10	0.60	0.60	0.00
ASST TRAFFIC ENGINEER	E-10	0.00	1.00	1.00
SR PROJECT MANAGER	E-9	2.00	1.00	(1.00)
PROJECT MANAGER	E-8	3.50	3.50	0.00
ASST OPERATIONS MANAGER	E-8	0.50	0.50	0.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	1.00	1.00	0.00
STORM WATER/ENVIRON COORDINATOR	E-7	0.00	1.00	1.00
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.20	2.20	(2.00)
CIP ACCOUNTING TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ADMIN ASSISTANT	E-6	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>18.00</u></b>	<b><u>18.00</u></b>	<b><u>0.00</u></b>

# **Capital Projects Fund**

## **BUDGET HIGHLIGHTS**

- Personnel expenses adjust slightly as wage increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands are implemented. These increases are offset by reductions in IMRF and health insurance rates.
- The balance of changes in the budget include minor adjustments to contractual and supply accounts to adjust for actual expense, as well as in purchase of service charges. Computer supplies decrease after the purchase of desktop computers in 2013.

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$52,283	\$53,851	\$55,467	\$57,131	\$58,845
Expenses	<u>52,283</u>	<u>53,851</u>	<u>55,467</u>	<u>57,131</u>	<u>58,845</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 2015-2019 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.

**PUBLIC WORKS-CAPITAL IMPROVEMENT PROGRAM  
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2012 ACTUAL	2013 BUDGET	8 MONTH ACTUAL	2014 BUDGET	CHANGE 14-13
71112 SALARIES PERMANENT	683,635	998,136	523,166	1,059,901	61,765
71113 SALARIES TEMPORARY	19,188	22,000	11,667	22,000	-
71119 OUT OF CLASS PAY	172	-	-	-	-
71122 SALARIES OVERTIME PERM	24,691	22,000	6,881	22,000	-
71129 SALARY ADJUSTMENT	-	19,963	-	108,231	88,268
71251 IMRF	146,836	223,433	112,259	252,326	28,893
71253 UNEMPLOYMENT	3,921	3,240	2,195	3,240	-
71262 WORKMEN'S COMPENSATION	11,499	11,111	8,545	9,937	(1,174)
71263 HEALTH INSURANCE	221,129	346,388	159,399	293,036	(53,352)
71264 LIFE INSURANCE	935	1,404	685	1,404	-
71271 PARKING BENEFITS	8,772	9,720	6,480	9,720	-
<b>TOTAL PERSONNEL</b>	<b>1,120,778</b>	<b>1,657,395</b>	<b>831,277</b>	<b>1,781,795</b>	<b>124,400</b>
72203 WIRELESS	6,542	2,050	6,468	6,600	4,550
72211 PRINTING & PUBLICATION	8,223	11,000	5,709	11,000	-
72212 POSTAGE	694	1,000	24	750	(250)
72213 TELEPHONE	10,290	12,930	2,241	10,300	(2,630)
72214 TRAVEL	2,763	6,000	1,803	3,000	(3,000)
72215 DUES	1,151	1,000	100	1,200	200
72216 SUBSCRIPTIONS	2,850	1,000	-	3,000	2,000
72217 ADVERTISING	1,179	3,615	-	1,615	(2,000)
72218 SERVICE CONTRACTS	195,879	8,760	220,321	8,760	-
72231 UTILITIES-BLDG & OFF	499	-	57	-	-
72255 MAINT-OFFICE & FURNITURE	-	5,000	407	5,000	-
72261 DEMOLITION	626,230	-	519,049	-	-
72263 MICROCOMPUTER	55,994	58,270	38,847	67,140	8,870
72264 VEHICLE REPAIRS	37,276	18,000	10,917	40,000	22,000
72265 FUEL	14,116	8,950	7,651	15,050	6,100
72267 RISK MANAGEMENT	139,260	287,820	191,880	481,560	193,740
72271 RENTAL EQUIPMENT	2,173	22,000	12,642	2,200	(19,800)
72272 RENTAL BUILDING	37,390	39,550	26,367	73,020	33,470
72281 PROF FEE LEGAL	-	3,000	7,018	3,000	-
72282 PROF FEE AUDITING	10,405	2,800	1,867	10,500	7,700
72283 PROF FEE ENGINEERING	2,690,191	-	1,607,591	-	-
72286 ENGINEERING CONSTRUCTION	2,050,152	-	825,064	-	-
72290 EDUCATION AND TRAINING	8,356	8,000	2,163	9,000	1,000
72294 PUBLIC RELATIONS	-	1,000	70	1,000	-
72299 MISCELLANEOUS CONTRACTUAL	62,218	3,380	1,405	5,000	1,620
<b>TOTAL CONTRACTUAL</b>	<b>5,963,831</b>	<b>505,125</b>	<b>3,489,661</b>	<b>758,695</b>	<b>253,570</b>
75501 PW SUPPLIES	6,262	-	-	-	-
75509 BOOKS	-	260	-	200	(60)
75520 SMALL EQUIPMENT AND TOOLS	422	300	806	7,000	6,700
75523 DRAFTING & ENGINEERING	-	300	404	-	(300)
75525 FOOD	708	400	1,404	1,000	600
75529 OTHER SUPPLIES	37	-	-	-	-
75542 MAINT-TREES	48,146	-	-	-	-
75560 OFFICE GENERAL SUPPLIES	4,240	1,000	3,062	4,500	3,500
75561 PHOTOGRAPHY & REPRODUCTN	-	200	-	-	(200)
75570 COMPUTER NONCAPITAL	3,229	20,000	13,711	4,000	(16,000)
75592 EQUIPMENT NONCAPITAL	517	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>63,561</b>	<b>22,460</b>	<b>19,387</b>	<b>16,700</b>	<b>(5,760)</b>
76760 PROPERTY TAXES	66,282	-	34,677	-	-
76792 DEVELOPMENT EXPENSE	512,109	-	565,853	-	-
76794 SALES TAX REBATE	209,583	-	71,699	-	-
77725 PURCH SERVICE-GENERAL FD	383,180	422,780	281,853	457,780	35,000
77746 TRANSFER TO RMAP	-	76,300	-	76,300	-
78837 INSTALLMENT NOTE INTEREST	62,504	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,233,658</b>	<b>499,080</b>	<b>954,082</b>	<b>534,080</b>	<b>35,000</b>
79901 LAND	2,913,865	-	2,027,311	-	-
79938 CONSTRUCTION PROJECT	15,124,579	43,250,940	7,600,845	47,668,730	4,417,790
<b>TOTAL CAPITAL</b>	<b>18,038,444</b>	<b>43,250,940</b>	<b>9,628,156</b>	<b>47,668,730</b>	<b>4,417,790</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>26,420,272</b>	<b>45,935,000</b>	<b>14,922,563</b>	<b>50,760,000</b>	<b>4,825,000</b>