

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 20th Street to 11th 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.
- Coordinate with IDOT on completion of Phase I of West State Street (Kent Creek to Independence Avenue).
- Continue investment into repairing our arterial and collector roads.
- Continue investment into arterial sidewalk and bike path connections throughout the city.

Capital Projects Fund

- Continue our local bridge program with deck replacement on the Harrison Avenue Rock River Bridge and replacement of the Railroad Avenue Keith Creek Bridge.

CAPITAL PROJECTS DIVISION BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$1,120,778	\$1,657,395	\$1,372,153	\$1,720,588	\$63,193
CONTRACTUAL	5,963,831	505,125	7,097,268	757,325	252,200
SUPPLIES	63,561	22,460	193,472	16,700	(5,760)
OTHER	1,233,658	499,080	1,332,110	521,105	22,025
CAPITAL	<u>18,038,444</u>	<u>43,250,940</u>	<u>19,185,478</u>	<u>47,744,282</u>	<u>4,493,342</u>
TOTAL	<u>\$26,420,272</u>	<u>\$45,935,000</u>	<u>\$29,180,481</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
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
STATE MOTOR FUEL TAX	2,272,183	3,034,986	3,000,000	3,200,000	200,000
LOCAL SALES TAX	15,292,506	15,586,806	15,100,000	15,500,000	400,000
WATER REPLACEMENT IMPROVEMEN	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	1,150,000	(50,000)
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>\$51,110,000</u>	<u>\$5,175,000</u>

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

Capital Projects Fund

CAPITAL PROJECTS DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
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>
TOTAL PERSONNEL		<u>18.00</u>	<u>18.00</u>	<u>0.00</u>

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	\$52,643	\$54,223	\$55,850	\$57,526	\$59,252
Expenses	<u>52,643</u>	<u>54,223</u>	<u>55,850</u>	<u>57,526</u>	<u>59,252</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.