

# **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.

## **2012 Accomplishments**

- Successfully opened the Riverwalk – Museum Campus on schedule.
- As part of the City-Wide Local Bridge Replacement Program, Reed Ave. and Pierce Ave. bridges will be constructed in 2012.
- Completed approximately 78 blocks of residential resurfacing across every zone in the City. The residential program also included the resurfacing and reconstruction of 15 alleys.
- Resurfaced arterial/collectors streets Colorado Ave. (East Gate Parkway to West Gate Parkway), Harlem (North Main St. to Auburn St.), Broadway (11th to 20th), Highcrest (Chelsea Ave to Alpine Road), Spring Brook (Imperial Oaks to Spring Creek Road)
- Completed the Phase II property acquisitions and demos on West State St.
- Addressed numerous sidewalk and ADA concerns covering all sectors of the City.
- Continued property acquisitions on the Main and Auburn Roundabout. Also finished designs and began the utility coordination and initial demolition
- Continued to work on the residential drainage concerns throughout the City.
- Completed the purchase of several homes in the Harmon Park area to help improve the drainage in the area.

## **Capital Projects Fund**

- Completed Keith Creek demos for Phase I and II for hazard mitigation.
- The Morgan St. Bridge moved forward to the 3 year construction project.

### **2013 Goals and Objectives**

- 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

## Budget Summary

<b>CAPITAL PROJECTS DIVISION BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,494,571	\$1,262,909	\$1,502,488	\$1,529,068	\$26,580
CONTRACTUAL	5,117,497	5,447,277	345,705	505,125	159,420
SUPPLIES	9,806	23,353	5,460	22,460	17,000
OTHER	2,719,925	5,538,266	471,580	499,080	27,500
CAPITAL	<u>14,741,133</u>	<u>17,995,922</u>	<u>60,517,267</u>	<u>43,379,267</u>	<u>(17,138,000)</u>
TOTAL	<u>\$24,082,932</u>	<u>\$30,267,727</u>	<u>\$62,842,500</u>	<u>\$45,935,000</u>	<u>(\$16,907,500)</u>
ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.					
<b>STAFFING REVIEW</b>	2010	2011	2012	2013	INCREASE (DECREASE)
ENGINEERING	7.45	5.50	10.00	9.50	(0.50)
CAPITAL PROJECTS	<u>17.05</u>	<u>18.50</u>	<u>17.00</u>	<u>16.50</u>	<u>(0.50)</u>
TOTAL	24.50	24.00	27.00	26.00	(1.00)
<b>FUNDING SOURCE</b>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
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 IMPROVE	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.					

## Budget Analysis

- 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.

## Five Year Financial Forecast

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.

# Capital Projects Fund

## CAPITAL PROJECTS FUND 2014-2018 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>

## Personnel Review

<b>CAPITAL PROJECTS DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2012</b>	<b>2013</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	
PERMANENT		\$910,471	\$922,771	\$12,300
TEMPORARY		22,000	22,000	0
OVERTIME		22,000	22,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>18,455</u>	<u>18,455</u>
<b>TOTAL SALARIES</b>		<b><u>\$954,471</u></b>	<b><u>\$985,226</u></b>	<b><u>\$30,755</u></b>
<b>BENEFITS</b>				
IMRF RETIREMENT		\$195,918	\$207,044	\$11,126
UNEMPLOYMENT TAX		3,060	2,970	(90)
WORKMEN'S COMPENSATION		13,863	10,500	(3,363)
HEALTH INSURANCE		325,078	313,131	(11,947)
LIFE INSURANCE		1,326	1,287	(39)
PARKING BENEFITS		<u>8,772</u>	<u>8,910</u>	<u>138</u>
<b>TOTAL BENEFITS</b>		<b><u>\$548,017</u></b>	<b><u>\$543,842</u></b>	<b><u>(\$4,175)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$1,502,488</u></b>	<b><u>\$1,529,068</u></b>	<b><u>\$26,580</u></b>
	<b>POSITION</b>	<b>2012</b>	<b>2013</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	
CITY ENGINEER	E-11	0.50	0.50	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-10	0.50	0.50	0.00
CIP OPERATIONS MANAGER	E-10	1.00	0.00	(1.00)
STORM WATER PROJECT MANAGER	E-10	0.50	0.50	0.00
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	3.50	0.00
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>16.50</u></b>	<b><u>(0.50)</u></b>

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

	2011 ACTUAL	2012 BUDGET	7 MONTH ACTUAL	2013 BUDGET	CHANGE 13-12
71112 SALARIES PERMANENT	793,274	910,471	379,001	922,771	12,300
71113 SALARIES TEMPORARY	18,702	22,000	16,384	22,000	-
71119 OUT OF CLASS PAY	-	-	172	-	-
71122 SALARIES OVERTIME PERM	9,549	22,000	7,080	22,000	-
71129 SALARY ADJUSTMENT	-	-	-	18,455	-
71251 IMRF	162,273	195,918	80,253	207,044	11,126
71253 UNEMPLOYMENT	3,280	3,060	2,888	2,970	(90)
71262 WORKMEN'S COMPENSATION	10,355	13,863	6,754	10,500	(3,363)
71263 HEALTH INSURANCE	255,466	325,078	126,579	313,131	(11,947)
71264 LIFE INSURANCE	1,130	1,326	511	1,287	(39)
71271 PARKING BENEFITS	8,880	8,772	5,117	8,910	138
<b>TOTAL PERSONNEL</b>	<b>1,262,909</b>	<b>1,502,488</b>	<b>624,739</b>	<b>1,529,068</b>	<b>8,125</b>
72203 WIRELESS	-	2,050	2,793	2,050	-
72211 PRINTING & PUBLICATION	12,573	11,000	4,955	11,000	-
72212 POSTAGE	931	1,000	342	1,000	-
72213 TELEPHONE	14,883	12,930	3,614	12,930	-
72214 TRAVEL	1,951	6,000	527	6,000	-
72215 DUES	714	1,000	223	1,000	-
72216 SUBSCRIPTIONS	-	1,000	2,850	1,000	-
72217 ADVERTISING	2,363	3,615	1,029	3,615	-
72218 SERVICE CONTRACTS	46,407	8,760	39,455	8,760	-
72231 UTILITIES-BLDG & OFF	798	-	73	-	-
72247 INSURANCE POLICIES	9,943	-	-	-	-
72255 MAINT-OFFICE & FURNITURE	-	5,000	-	5,000	-
72261 DEMOLITION	692,403	-	294,379	-	-
72263 MICROCOMPUTER	66,050	55,770	32,756	58,270	2,500
72264 VEHICLE REPAIRS	17,698	24,600	18,773	18,000	(6,600)
72265 FUEL	12,360	8,950	701	8,950	-
72267 RISK MANAGEMENT	8,640	139,260	81,235	287,820	148,560
72271 RENTAL EQUIPMENT	2,313	2,000	1,204	22,000	20,000
72272 RENTAL BUILDING	27,090	37,390	21,811	39,550	2,160
72281 PROF FEE LEGAL	-	3,000	-	3,000	-
72282 PROF FEE AUDITING	2,756	10,000	-	2,800	(7,200)
72283 PROF FEE ENGINEERING	2,916,326	-	1,158,439	-	-
72286 ENGINEERING CONSTRUCTION	1,603,923	-	881,144	-	-
72290 EDUCATION AND TRAINING	6,767	8,000	2,975	8,000	-
72294 PUBLIC RELATIONS	-	1,000	-	1,000	-
72299 MISCELLANEOUS CONTRACTUAL	388	3,380	31,369	3,380	-
<b>TOTAL CONTRACTUAL</b>	<b>5,447,277</b>	<b>345,705</b>	<b>2,580,647</b>	<b>505,125</b>	<b>159,420</b>
75501 PW SUPPLIES	79	-	-	-	-
75509 BOOKS	32	260	-	260	-
75520 SMALL EQUIPMENT AND TOOLS	657	300	-	300	-
75523 DRAFTING & ENGINEERING	-	300	-	300	-
75525 FOOD	290	400	(43)	400	-
75560 OFFICE GENERAL SUPPLIES	2,992	1,000	1,987	1,000	-
75561 PHOTOGRAPHY & REPRODUCTN	680	200	-	200	-
75569 MISC SUPPLIES	9,301	-	455	-	-
75570 COMPUTER NONCAPITAL	977	3,000	-	20,000	17,000
75591 OTHER NONCAPITAL	500	-	-	-	-
75592 EQUIPMENT NONCAPITAL	7,845	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>23,353</b>	<b>5,460</b>	<b>2,399</b>	<b>22,460</b>	<b>17,000</b>
76760 PROPERTY TAXES	66,132	-	66,726	-	-
76792 DEVELOPMENT EXPENSE	3,921,769	-	56,956	-	-
76794 SALES TAX REBATE	184,296	-	70,597	-	-
77720 TRANSFER TO OTHER FUNDS	889,543	-	-	-	-
77725 PURCH SERVICE-GENERAL FD	372,771	383,180	223,522	422,780	39,600
77746 TRANSFER TO RMAP	-	88,400	51,567	76,300	(12,100)
77749 TRANS TO SPRINGFIELD TIF	94,181	-	-	-	-
77761 TRANS TO LW TIF	8,081	-	-	-	-
78758 NOTE/BOND ISSUE COST	1,493	-	-	-	-
<b>TOTAL OTHER</b>	<b>5,538,266</b>	<b>471,580</b>	<b>469,368</b>	<b>499,080</b>	<b>27,500</b>
79901 LAND	4,197,625	-	1,601,176	-	-
79938 CONSTRUCTION PROJECT	13,798,297	60,517,267	5,197,997	43,379,267	(17,138,000)
<b>TOTAL CAPITAL</b>	<b>17,995,922</b>	<b>60,517,267</b>	<b>6,799,173</b>	<b>43,379,267</b>	<b>(17,138,000)</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>30,267,727</b>	<b>62,842,500</b>	<b>10,476,326</b>	<b>45,935,000</b>	<b>(16,925,955)</b>