



MEMO

TO:	MAYOR & CITY COUNCIL
FROM:	DEREK JACKSON, AICP, ASSISTANT CITY MANAGER
RE:	CIP Update & Amendments
DATE:	MARCH 12, 2018

PURPOSE & SCOPE

The purpose of this project is to assess the 2017-2022 Capital Improvement Program (CIP), provide a status report on closed out and on-going projects, and recommend amendments to the plan based on projections.

BACKGROUND & HISTORY

The CIP is a plan for the City's capital investments over a six (6) year period. The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with the policies established within the plan. The CIP will reflect a balance between capital replacement projects that repair, replace, or enhance existing capital assets; and capital projects that significantly expand or add to the City's existing fixed assets.

The plan was reviewed and approved by the City Council on August 28, 2017. Since its adoption, the City has acquired parks back from Collinsville Area Recreational District (CARD), resulting in the creation of a Parks & Recreation Department. In addition, the City is set to acquire Gateway Convention Center in May of 2018. The original version of the CIP did not include capital improvements for these assets. The proposed amendment before the Council includes new capital projects for the Parks & Recreation Department. In addition, all other Departments were asked to reassess their capital projects to forecast any changes to their respective items. Amendments are being recommended to the Administrative, Public Works, Fire Department, and Police Department's capital projects based on changing labor conditions, grant opportunities, and reprioritization of needs.

Staff anticipates returning to the Council in the Summer of 2018 with additional projects for the Parks & Recreation Department and Gateway Convention Center after all assets have been assessed.

COMPLETED 2017 PROJECTS

The following charts display capital projects that were completed in 2017. The projects have been grouped by their funding source, including Capital Projects Fund, TIF 1, NEBD, Animal Shelter, Fund, and Water & Waste Water Enterprise Fund. It should be noted that a super majority of the projects are on-going. The four (4) projects that are 2017 only include the Fire Department's Ambulance Replacement and Re-chassis of the 2010 Horton Ambulance, the Police Department's new Animal Control Vehicle, and the Public Works Department's Clay Street Streetscape and Repaving project. The intent of this section is to provide a status report for both closed out and on-going projects. Staff has utilized these figures to forecast amendments to respective projects.



MEMO

COMPLETED 2017 PROJECTS – CAPITAL PROJECTS FUND

Project Name	Department	Budget Amount	Amount Paid	Over/Under Budget
PC Refresh	Administration	\$20,000	\$17,894.57	\$2,105.43 Under Budget
City Fleet Pool Car Replacement	Administration	\$52,000	\$49,760	\$2,240 Under Budget
Re-chassis 2010 Horton Ambulance	Fire Department	\$150,000	\$142,304.09	\$7,695.91 Under Budget
Ambulance Replacement - 2006	Fire Department	\$200,000	\$198,972	\$1,028 Under Budget
2016 Fire Engine Replacement	Fire Department	\$107,910	\$107,811	\$99 Under Budget
Fire Engine Station One	Fire Department	\$55,000	\$59,264.64	\$4,938.72 Over Budget
EMA Sirens	Fire Department	\$27,000	\$29,850	\$2,850 Over Budget
EMS Equipment	Fire Department	\$32,000	\$31,646.73	\$353.27 Under Budget
Bunker Gear Replacement	Fire Department	\$15,400	\$15,074.70	\$74.70 Over Budget
Fire Equipment	Fire Department	\$32,000	\$30,058	\$1,942 Under Budget
Chief and Assistant Chief Vehicles	Fire Department	\$35,000	\$32,480	\$2,520 Under Budget
Taser 60 Plan	Police Department	\$19,460	\$19,459.96	\$0.04 Under Budget
Patrol Vehicle Replacement	Police Department	\$112,500	\$115,015.75	\$2,515.75 Over Budget
Street Department Vehicle & Equipment Replacement	Public Works	\$267,000	\$266,961	\$39 Under Budget
Property Acquisition for Salt Storage and Material Storage	Public Works	\$300,000	\$299,820	\$180 Under Budget
Sidewalk Repair and Replacement	Public Works	\$100,000	\$58,415.17	\$41,584.83 Under Budget
Mill and Overlay	Public Works	\$735,000	\$763,174.43	\$28,175 Over Budget
Total Impact on Capital Projects Fund FY 2017 – \$21,233.31 Under Budget				



MEMO

COMPLETED 2017 CAPITAL PROJECTS – TIF 1

Project Name	Department	Budget Amount	Amount Paid	Over/Under Budget
Uptown Citywide Information Sign	Administration	\$20,000	\$26,462.67	\$6,462.67 Over Budget
Clay Street Streetscape and Repaving*	Public Works	\$348,900	\$178,900	140,000 Under Budget
Eastport Water main Extension & Loop	Public Works	\$10,000	\$5,970	\$3,030 Under Budget
Total Impact on TIF 1 FY 2017 – \$136,567.33 Under Budget				

COMPLETED 2017 CAPITAL PROJECTS – ANIMAL SHELTER FUND

Project Name	Department	Budget Amount	Amount Paid	Over/Under Budget
Animal Control Vehicle Replacement	Police Department	\$50,000	\$31,596.25	\$18,403.75 Under Budget
Total Impact on Animal Shelter Fund FY 2017 – \$18,403.75 Under Budget				

COMPLETED 2017 CAPITAL PROJECTS – NEBD

Project Name	Department	Budget Amount	Amount Paid	Over/Under Budget
Beltline Road at Keebler Avenue Intersection	Public Works	\$1,000,000	\$982,714.13	\$17,285.87 Under Budget
Total Impact on NEBD FY 2017 – \$17,285.87 Under Budget				

COMPLETED 2017 CAPITAL PROJECTS – WATER & WASTE WATER ENTERPRISE FUNDS

Project Name	Department	Budget Amount	Amount Paid	Over/Under Budget
Water & Waste Water Department Vehicle & Equipment Replacement	Public Works	\$240,000	\$235,361	\$4,639 Under Budget
Manhole and Sewer Main Rehabilitation Projects**	Public Works	\$80,000	\$92,338	\$12,338 Over Budget
Total Impact on Water & Waste Water Enterprise FY 2017 – \$7,699 Over Budget				

* A significant amount of grant funding caused this project to be significantly under budget

** Manhole restoration caused item to be over budget.



MEMO

New Projects

There have been several new capital projects identified since the original adoption of the CIP. Staff is seeking approval from the Council to add the new projects to the CIP. The following sections will be split out by Department:

Administration:

The existing Granicus server is outdated and out of warranty. The Granicus server is used to upload agendas, minutes, videos, and packets to the Legistar website, which has served as a useful tool to provide transparency to the public. Staff is proposing to replace the server with a new one that has a three (3) year warranty and allows for future software upgrades.

NEW ADMINISTRATION CAPITAL PROJECTS			
Project Name	Fund	Department	Year Budgeted & Value
Granicus – Legistar Server replacement	Capital Projects Fund	Administration	2018 - \$6,000

Public Works:

Director Kress has recommended two (2) new projects to the CIP. The first project was for a new waste water grinder that needed to be replaced. This item was reviewed and approved by the Council on January 8, 2018 Council meeting as an emergency purchase due to an unexpected failure of the existing grinder. The second project is for a new vehicle to accommodate the new Facilities Maintenance Coordinator.

NEW PUBLIC WORKS CAPITAL PROJECTS			
Project Name	Fund	Department	Year Budgeted & Value
Wastewater Grinder	Capital Projects Fund	Public Works	2018 - \$40,000
Facilities Maintenance Vehicle	Capital Projects Fund	Public Works	2018 – \$30,000

Parks and Recreation:

Director Caughran has assessed the state of each park asset and has provided a recommendation for capital projects to incorporate into the CIP, including equipment, park rehabilitation, and software. It should be noted that Director Caughran intends on creating a Comprehensive Park Plan – however that effort will not be included within the CIP. Staff anticipates future amendments to the CIP based on the recommendations of the Comprehensive Park Plan for projects including Jaycee Sports Complex, Morris Hills Park, the dog exercise area, and any additional assets acquired via CARD. All of the Parks & Recreation projects will be under the Capital Projects Fund. The following page details the proposed Parks & Recreation CIP projects.



MEMO

NEW PARKS & RECREATION CAPITAL PROJECTS						
	2017	2018	2019	2020	2021	2022
Zero Turn Mowers, Two (2)		\$23,000				
Wide Area Mower, One (1)		\$42,000				
Parks Software		\$10,000				
Bleachers and ADA Picnic Tables*		\$43,521				
Woodland Park Improvements**		\$260,000	\$500,000			
Replace Lyons Playground***			\$140,000			
Schnuck's Memorial Park Playground Replacement				\$150,000		
Rotary Playground Replacement						\$125,000
Total, Equipment – Parks & Rec		\$378,521	\$640,000	\$150,000	\$0	\$125,000
2017-2022 Total Equipment: \$1,293,521						
Trucks, Two (2)		\$55,000				
Total, Vehicles – Parks & Rec		\$55,000	\$0	\$0	\$0	\$0
2017-2022 Total Vehicles: \$55,000						
TOTAL, 2017-2022	\$1,348,521					

*Anticipated PEP grant funding of \$41,300 in 2018

**Anticipated MEPRD grant funding of \$103,000 in 2018 & \$200,000 in 2019, NRPA grant funding of \$30,000 in 2018,

***Anticipated PEP grant funding of \$41,300 in 2019, Kaboom grant funding of \$15,000 in 2019



MEMO

AMENDMENTS TO EXISTING PROJECTS

Administration – There are three (3) recommended amendments to the Administration CIP projects. Information Technology Coordinator McCormick is recommending adjustments to the equipment replacement and PC refresh projects based on anticipated hardware needs and plans to implement Microsoft Office 365 Cloud in 2018. Zero dollars were utilized out of the IT Equipment Replacement fund in 2017 due to emergency purchases made as a result of a lightning strike on City Hall that came out of the IT operational budget. Staff is seeking to roll over the unspent \$44,000 to accommodate Office 365 Cloud and replacement of aging routers, switches, and tablets. Lastly, the City Fleet Pool Car Replacement for the purchase of two (2) Ford Explorers was a 2017 project. However, due to a backorder of the state bid, the vehicles were not paid for until February of 2018 under budget. Staff is seeking to simply update the project based on the year payment was made.

ADMINISTRATION CAPITAL PROJECTS AMENDMENTS						
Project Name & Fund	2017	2018	2019	2020	2021	2022
IT Equipment Replacement – Capital Projects Fund	\$44,000 \$0	\$10,000 <u>54,000</u>	\$20,000	\$70,000	\$28,000	\$10,000
PC Refresh – Capital Projects Fund	\$20,000 <u>\$17,894.57</u>	\$20,000	\$15,000 <u>\$20,000</u>	\$15,000 <u>\$20,000</u>	\$15,000 <u>\$20,000</u>	\$15,000 <u>\$20,000</u>
City Fleet Pool Car Replacement – Capital Projects Fund	\$52,000 <u>\$0</u>	\$0 <u>\$49,760</u>	\$80,000	\$21,000	\$52,000	\$23,000

Fire Department – The majority of the Fire Department's capital projects are on pace. Chief Edmond's recommended amendments are primarily in regard to vehicle financing. Chief Edmond is requesting to bolster the EMA Sirens fund based on pricing he has researched. Additionally, similar to the City Fleet Vehicles mentioned above, due to a backorder of the state bid, the Chief Vehicle was not paid for until February of 2018 under budget. The Assistant Chief's vehicle is being pushed back until 2019.

FIRE DEPARTMENT CAPITAL PROJECTS AMENDMENTS						
Project Name & Fund	2017	2018	2019	2020	2021	2022
Fire Engine Station One– Capital Projects Fund	\$55,000 <u>0</u>	\$55,000 <u>\$59,264.64</u>	\$55,000 <u>\$59,264.64</u>	\$55,000 <u>\$59,264.64</u>	\$55,000 <u>\$59,264.64</u>	\$55,000 <u>\$59,264.64</u>
Tanker Truck – Capital Projects Fund	\$25,000 <u>\$0</u>	\$25,000 <u>\$0</u>	\$25,000 <u>\$30,000</u>	\$25,000 <u>\$30,000</u>	\$25,000 <u>\$30,000</u>	\$25,000 <u>\$30,000</u>
Chief and Assistant chief vehicles – Capital Projects Fund	\$35,000 <u>\$0</u>	\$35,000 <u>\$32,480</u>	\$0 <u>\$35,000</u>	\$0	\$0	\$0
Fire Engine Station Two – Capital Projects Fund	\$0	\$0	\$0	\$65,000 <u>\$0</u>	\$65,000	\$65,000
EMA Sirens – Capital Projects Fund	\$27,000 <u>\$29,850</u>	\$30,000 <u>\$32,000</u>	\$30,000 <u>\$32,000</u>	\$30,000 <u>\$32,000</u>	\$30,000 <u>\$32,000</u>	\$30,000 <u>\$32,000</u>



MEMO

Police Department – The majority of the Police Department’s capital projects are on pace. Chief Evans’s recommended amendments are primarily in regard to the timing of renovations scheduled for the Police Department. The following section details the proposed amendments to the CIP, both of which are related to the Police Forfeiture Fund. Chief Evan’s is also recommending a 3% annual increase to the Patrol Vehicle Replacement based on increased vehicle and equipment costs.

POLICE DEPARTMENT CAPITAL PROJECTS AMENDMENTS						
Project Name & Fund	2017	2018	2019	2020	2021	2022
Evidence Room Remodel – Police Forfeiture Fund	\$0	\$35,000 \$0	\$0 \$35,000	\$0	\$0	\$0
Clerk/Records - Criminal Investigations remodel – Police Forfeiture Fund	\$0	\$30,000 60,000	\$30,000 \$0	\$0	\$0	\$0
Patrol Vehicle Replacement	\$112,500 \$115,015.75	\$112,500 \$117,500	\$112,500 \$121,025	\$112,500 \$124,656	\$117,500 \$128,396	\$117,500 \$132,248

Public Works – The majority of the Public Works Department’s capital projects are on pace. Director Kress has identified several projects that are being adjusted based on manpower, project prioritization, and possible grant opportunities. The following graph details the proposed Public Work amendments to the CIP.

PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS AMENDMENTS						
Project Name & Fund	2017	2018	2019	2020	2021	2022
Property Acquisition for Salt Storage and Material Storage -- Capital Projects Fund	\$300,000	\$0 \$20,000	\$0	\$0	\$0	\$0
Mill and Overlay -- Capital Projects Fund	\$735,000 \$763,174	\$750,000	\$736,600	\$750,000	\$750,000	\$750,000
Sidewalk Repair and Replacement -- Capital Projects Fund	\$100,000 \$58,415	\$100,000 \$75,000	\$100,000 \$77,250	\$100,000 \$79,568	\$100,000 \$81,955	\$100,000 \$84,414
Sewer Collection System Lift Station Rehabilitation - Water & Wastewater Enterprise Funds	\$90,000 \$0	\$90,000 \$101,000	\$90,000	\$90,000	\$90,000	\$0
Main Street Resurfacing – TIF1	\$360,000 \$0	\$0 \$360,000	\$0	\$0	\$0	\$0
Uptown Storm Water System Rehabilitation – TIF1	\$195,000 \$0	\$160,000 \$0	\$0 \$355,000	\$0	\$0	\$0
Uptown Resurfacing – TIF1	\$0	\$700,000 \$0	\$0 \$700,000	\$0	\$0	\$0
Sugar Loaf Road Reconstruction -- MFT	\$120,000 \$0	\$150,000 \$270,000	\$299,000	\$0	\$0	\$0



MEMO

Deleted Projects

Public Works – Director Kress has identified two (2) projects that are no longer needed after being reassessed. The Public Works Department is reevaluating the need of an addition street sweeper. In addition, staff has met with Charter Communication, who has provided a map of East Port Plaza where there is existing fiber installed, making the capital project unnecessary at this point in time. The deletion of these two projects frees up additional funding within the Capitol Project Fund and TIF1 Fund.

DELETED PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS						
Project Name & Fund	2017	2018	2019	2020	2021	2022
Street Sweeper -- Capital Projects Fund	\$0	\$0	\$100,000 \$0	\$100,000 \$0	\$100,000 \$0	\$0
Eastport Plaza Fiber Installation – TIF1	\$0	\$600,000 \$0	\$0	\$0	\$0	\$0

Feedback

Staff is seeking the Council's feedback on the proposed amendments to the CIP. An ordinance will be on the March 26th Council meeting incorporating any changes or recommendations made by the Council.