



Commission Memorandum

REPORT TO: Honorable Mayor and City Commission
FROM: Kristin Donald, Finance Director
SUBJECT: Adopt the **Public Works Administration Internal Service Fund Capital Improvement Plan (CIP)** for Fiscal Years 2021-2025.
AGENDA ITEM TYPE: Consent
MEETING DATE: **December 2, 2019**

RECOMMENDATION: Adopt the **Public Works Administration Internal Service Fund Capital Improvement Plan (CIP)** for Fiscal Years 2021-2025.

BACKGROUND: Each year, the City Manager is required to prepare a 5 Year Capital Improvements Plan and submit it to the Commission by December 15th. Similar to recent years past, we are bringing the various parts of the plan forward as items on the Consent agenda. We will be prepared to address questions, if they arise, at the public meeting.

The Public Works, City Manager, and other city staff met in October and November to develop the attached Capital Plan for the equipment and capital needs of Public Works from an administrative level. This includes Administration, Engineering and GIS, which are then charged to the public works fund based on needed activity from these functions.

Public Works Master Plan in Progress

The Public Works Department is currently having a master plan drafted that will address the Department's space needs. This will include space for workers based on the staffing plan and

projected growth, equipment storage based on the CIP and other master plans, and shop space. The completion of this plan will most likely change all Public Works' funds CIPs next year.

Stiff Building Remodel FY20 Project Changes

The FY20 Approved Budget contains a total of \$656,116 for the Stiff Building Remodel, funded from the General, Community Development, and Building Inspection Funds. This estimate was made from initial information developed more than 5 years ago, prior to Phase 1 of the project (basement conference room, etc.). After we completed the final programming on this next phase, the project has expanded to include other departments within the building with a focus on centralizing customer service, accommodating future staffing needs, and improved safety. The project is in final design stages and will be bid in mid-November. Our most recent estimates show the project could total between \$1.2- \$1.5 Million. These increased costs have not been added to the CIP or reflected in the FY20 amounts shown. Once bids are received, we will likely recommend making adjustments to the FY20 Budget by delaying or canceling current projects, using budget or vacancy savings, and/or possibly budget amendments.

Fund	Division/Dept	% of Allocation
General	Sustainability	2.0%
General	Facilities	7.8%
General	IT	10.9%
Community Dev	Community Development	26.4%
Building Inspection	Building Inspection	16.9%
Street Maintenance	Street Maintenance	4.1%
Water	Water Conservation	3.0%
Public Works Admin	Public Works Admin	7.1%
*Water	WTP/Ops	7.7%
*Wastewater	WRF/Ops	6.7%
*Solidwaste	Solidwaste	2.0%
*Stormwater	Stormwater	4.9%
*Vehicle Maintenance	Vehicle Maintenance	0.6%

* Allocation from Public Works Admin

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission. If the Commission does not wish to adopt this schedule tonight, it can be scheduled for approval on a later agenda.

FISCAL EFFECTS: This step in the process has no fiscal effect. Once adopted, the Capital Improvements Plan becomes the basis of the City Manager's Recommended Budget for FY21.

Report compiled on: November 8, 2019
Attached: Public Works Admin CIP Section

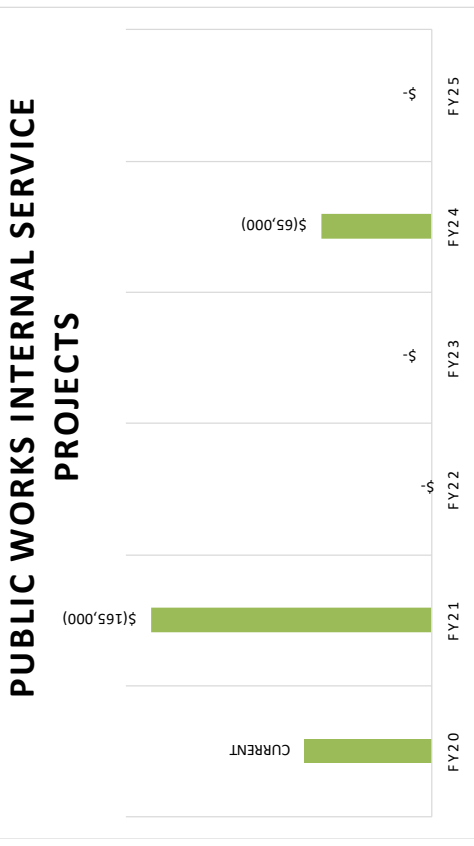
PUBLIC WORKS ADMINISTRATION INTERNAL SERVICE FUND FINANCIAL SUMMARY

Financial Summary	Current Year		Projected				Unscheduled
	FY20	FY21	FY22	FY23	FY24	FY25	
Projected Beginning Reserve Balance Dedicated to CIP	\$ -	\$ 16,516	\$ 869	\$ 869	\$ 869	\$ 1,908	\$ -
Plus:	\$ 91,516	\$ 149,353	\$ -	\$ -	\$ 66,040	\$ -	\$ -
Less: Scheduled CIP Project Costs	\$ (75,000)	\$ (165,000)	\$ -	\$ -	\$ (65,000)	\$ -	\$ (850,000)
Projected Year-End Cash Dedicated to CIP	\$ 16,516	\$ 869	\$ 869	\$ 869	\$ 1,908	\$ 1,908	\$ -

Assumptions Made for Revenue Estimates

Assumptions Made for Revenue Estimates	Current Year		Projected			
	FY20	FY21	FY22	FY23	FY24	FY25
Estimated Annual Public Works allocation	\$ 3,050,518	\$ 3,050,518	\$ 3,111,528	\$ 3,173,759	\$ 3,237,234	\$ 3,301,979
Estimated Annual Increase	0.0%	2%	2%	2%	2%	2%
Total Estimated Revenues	\$ 3,050,518	\$ 3,111,528	\$ 3,173,759	\$ 3,237,234	\$ 3,301,979	\$ 3,368,018
Current Revenues Dedicated to CIP %	3.0%	3.0%	0.0%	0.0%	2.0%	0.0%
Plus: Increase Dedicated to Water Capacity Expansion CIP	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%
Total % Dedicated to CIP	3.0%	4.8%	0.0%	0.0%	2.0%	0.0%

Total Estimated Revenues Dedicated to CIP \$ 91,516 \$ 149,353 \$ - \$ - \$ 66,040 \$ -



Note: The Public Works Administration Fund is an internal service fund that operates entirely from cost recovery paid by City Departments, specifically Public Works Departments. Capital items are funded as needed, without the accumulation of any reserve.

PUBLIC WORKS ADMINISTRATION INTERNAL SERVICE FUND PROJECT SUMMARY

Project #	Project Name	FY2021	FY2022	FY2023	FY2024	FY2025	Unscheduled
GIS03	ASSET MANAGEMENT SOFTWARE	-	-	-	-	-	-
GIS04	AERIAL PHOTOGRAPHY	65,000	-	-	65,000	-	-
GIS16	PERFORMANCE MANAGEMENT AND CIVIC ENGAGEMENT SYSTEM INVESTMENTS	125,000	-	-	-	-	-
GF277	ERP REPLACEMENT/UPGRADE	-	-	-	-	-	600,000
PWAD01	PW Cost Acct & Fleet SW	-	-	-	-	-	250,000
	Fiscal Year totals	190,000	-	-	65,000	-	850,000

PUBLIC WORKS ADMINISTRATION INTERNAL SERVICE FUND DETAIL

BACKGROUND

Public Works Administration internal service fund was created in FY19 to allocate the Public Works Administration, GIS, and Engineering to the enterprise funds based on the use of these functions. The charges to the other funds provides the funding for the three divisions.

CAPITAL PLAN SUMMARY

The plan contains requests for GIS. This includes aerial photography and performance management and civic engagement system investment, which all work towards the Strategic Plan 4.1 c **GIS Land Use & Infrastructure Development Tracking, 7.4 a Develop Data Analysis Tools, and 7.4c Analyze and Collect Data from Performance Measures.**



Project Name	Year	Description	Amount	Total	Project #
AERIAL PHOTOGRAPHY	2021	<p>PROJECT DESCRIPTION: AERIAL PHOTOGRAPHY IS USED ON A DAILY BASIS TO SUPPORT A WIDE VARIETY OF CITY OPERATIONS, INCLUDING PUBLIC ACCESS TO HISTORICAL ARCHIVES. CURRENT AERIAL PHOTOGRAPHY ENABLES TIMELY DECISIONS BASED ON ACCURATE INFORMATION AND CONTINUES TO EXPERIENCE UNPRECEDENTED DEMAND.</p> <p>ALTERNATIVES CONSIDERED: LOWER RESOLUTION SATELLITE IMAGERY ALONG WITH EXTERNAL PARTNERSHIPS MAY RESULT IN A LESS DESIRABLE OUTCOME.</p> <p>ADVANTAGES OF APPROVAL: THIS PROJECT BENEFITS BOTH THE ORGANIZATION AND THE COMMUNITY BY PROVIDING A CLEAR AND ACCURATE REPRESENTATION OF CURRENT CONDITIONS IN ADDITION TO SERVING AS AN IMPORTANT HISTORICAL RECORD DURING TIMES OF HIGH GROWTH. MEASUREMENTS AND LAND USE DETERMINATIONS CAN BE MADE WITHOUT REQUIRING EXTENSIVE TIME IN THE FIELD.</p> <p>ADDITIONAL OPERATING COSTS: THERE ARE NO RECURRING COSTS OR ANNUAL OPERATING EXPENSES ASSOCIATED WITH THIS PROJECT.</p>	65,000 - - - - - - - - - - - - - - - -	65,000	
					GIS04 (FY21)

Project Name	Year	Description	Amount	Total	Project #
AERIAL PHOTOGRAPHY	2024	<p>PROJECT DESCRIPTION: AERIAL PHOTOGRAPHY IS USED ON A DAILY BASIS TO SUPPORT A WIDE VARIETY OF CITY OPERATIONS, INCLUDING PUBLIC ACCESS TO HISTORICAL ARCHIVES. CURRENT AERIAL PHOTOGRAPHY ENABLES TIMELY DECISIONS BASED ON ACCURATE INFORMATION AND CONTINUES TO EXPERIENCE UNPRECEDENTED DEMAND.</p> <p>ALTERNATIVES CONSIDERED: LOWER RESOLUTION SATELLITE IMAGERY ALONG WITH EXTERNAL PARTNERSHIPS MAY RESULT IN A LESS DESIRABLE OUTCOME.</p> <p>ADVANTAGES OF APPROVAL: THIS PROJECT BENEFITS BOTH THE ORGANIZATION AND THE COMMUNITY BY PROVIDING A CLEAR AND ACCURATE REPRESENTATION OF CURRENT CONDITIONS IN ADDITION TO SERVING AS AN IMPORTANT HISTORICAL RECORD DURING TIMES OF HIGH GROWTH. MEASUREMENTS AND LAND USE DETERMINATIONS CAN BE MADE WITHOUT REQUIRING EXTENSIVE TIME IN THE FIELD.</p> <p>ADDITIONAL OPERATING COSTS: THERE ARE NO RECURRING COSTS OR ANNUAL OPERATING EXPENSES ASSOCIATED WITH THIS PROJECT.</p>	65,000 - - - - - - - - - - - - - - -	65,000	
					GIS04 (FY24)

Project Name	Year	Description	Amount	Total	Project #
PERFORMANCE MANAGEMENT AND CIVIC ENGAGEMENT SYSTEM INVESTMENTS	2021	PROJECT DESCRIPTION: PERFORMANCE MANAGEMENT AND CIVIC ENGAGEMENT ARE LISTED AS HIGH PRIORITIES WITHIN THE STRATEGIC PLAN (7.4 & 1.1, RESPECTIVELY). THIS PROJECT WILL LEVERAGE EXISTING INVESTMENTS IN CITYWORKS, GIS AND OTHER ENTERPRISE SYSTEMS TO IMPROVE THE WAY WE MEASURE AND REPORT PROGRESS. A MODERN SOFTWARE PLATFORM ALONG WITH IMPLEMENTATION SERVICES ARE NECESSARY TO PROVIDE A CITYWIDE APPROACH. ALTERNATIVES CONSIDERED: CUSTOM SOLUTIONS DEVELOPED USING BASIC TECHNOLOGY WILL LIMIT THE CITY'S ABILITY TO MEET STAFF AND CITIZEN EXPECTATIONS. ADVANTAGES OF APPROVAL: THE USE OF KEY PERFORMANCE INDICATORS WILL HELP IDENTIFY OPPORTUNITIES FOR INCREASED EFFICIENCY THROUGHOUT THE ORGANIZATION WHILE PROVIDING A INCREASE: \$25,000 WAS ADDED FOR IMPLEMENTATION SERVICES.	100,000 - - - - - - - - - - 25,000	125,000	GIS16
ERP REPLACEMENT/UPGRADE	UNSCHEDULED	ERP REPLACEMENT/UPGRADE DESCRIPTION: POSSIBLE EXAMINATION OF CURRENT ERP SYSTEM FOR CURRENT VENDOR UPGRADE OR NEW SYSTEM ALTERNATIVE: KEEP SAME SYSTEM UNTIL UNSUPPORTED ADD OPERATING: USUALLY ANNUAL MAINTENANCE COSTS FUNDING SPLIT: GF 35% PWADMIN 50% AND CD 15%	600,000 - - - - - - -	\$ 600,000	GF277

Project Name	Year	Description	Amount	Total	Project #
PUBLIC WORKS INTEGRATED COST-ACCOUNTING & FLEET	UNSCHEДУLED	PUBLIC WORKS INTEGRATED COST-ACCOUNTING & FLEET	250,000	\$ 250,000	
COST-ACCOUNTING & FLEET		MANAGEMENT SOFTWARE	-		
		DESCRIPTION:	-		
		THIS SOFTWARE WOULD INTEGRATE WITH OUR CURRENT	-		
		WITH THE CITY'S ERP SYSTEM TO PROVIDE PUBLIC WORKS	-		
		MORE TOOLS TO BECOME MORE EFFICIENT AND	-		
		EFFECTIVE IN SERVING THE COMMUNITY.	-		
		ALTERNATIVES:	-		
		NONE KEEP STATUS QUO	-		
		ADD OPERATING:	-		
		ANNUAL SOFTWARE MAINTENANCE CHARGES	-		
					PWAD01