

# CITY OF PLACERVILLE

2007/2008



## PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET



# CAPITAL IMPROVEMENT PROGRAM POLICY

Each year the City faces the challenge of meeting infrastructure and equipment needs with limited financial resources. The Capital Improvement Program Budget is designed to address the large financial investment that is required to maintain and expand public facilities and infrastructure. Ongoing service delivery can be assured only if adequate consideration is given to capital needs including capital asset replacement. If the City were to fail to maintain its capital assets, facilities and infrastructure will deteriorate until costly, constant maintenance is required, service levels are threatened, and community growth stagnates or even declines.

- In contrast to the Operating Budget, the Capital Improvement Program is a multi-year planning document. With respect to capital projects, it sets our goals for the next five years within what we believe to be realistic revenue projections.
- Capital assets are defined as a new or rehabilitated physical asset that is nonrecurring, has a useful life of more than three to five years, and is expensive to purchase. Capital projects are undertaken to acquire a capital asset. Examples of capital projects include construction of public facilities, major street improvements, and the acquisition of large pieces of equipment.
- Each project, shown within this document, indicates the potential funding sources based upon a number of restrictions that are common to local government revenue sources. As an example, we can build roads with gas tax funds and development impact funds, but not with park development funds.
- The funding strategy for the capital improvement program is to use all available restricted funds before general capital improvement funds. This maintains the City's flexibility to fund priority projects without regard to the source of revenues.
- Because of limited resources, the City's strategy during the last several years has been to contribute any carry-over from the prior year's operating budget to the General Capital Improvements Fund. This is the only true source of unrestricted capital improvement funds within the City. With the backlog of street and building maintenance projects, the City's goal is to some day allocate a percentage of sales tax revenues to be used only for capital improvements. This will assure long-term financial health of the City.

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**2007/2008 CAPITAL IMPROVEMENT PROGRAM PROJECTS**

## **Police Station Organization Units (CIP #40801)**

### ***DESCRIPTION:***

The police public safety building was constructed in approximately 1977. Since that time the built in organization cabinets have remained mostly the same as they were originally built. It is now common knowledge that the public safety building is in critical need of expansion or replacement with a larger, modern facility. This is supported by the 2002 public safety building needs assessment master plan. This project would provide for new organization units for the current squad room, evidence booking and storage areas, firearms storage and the CSI processing/equipment storage area. This project would assist as a stopgap measure to provide for some greater efficiency in the current facility until such time as a new public safety facility can be secured.

### ***COST SUMMARY:***

Construction	\$13,000
Architecture/Engineering	
Environmental Document	
Right-of-Way Acquisition	
Inspection/Testing	
Subtotal	<u>13,000</u>
Contingency	<u>2,600</u>
Total Estimate	<u>\$15,600</u>

### ***POTENTIAL FUNDING SOURCES:***

General Capital Improvement Fund	\$15,600
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

It is anticipated that new organization units will assist in cleaning up and organizing various areas of the public safety building to the extent that the building can be kept cleaner and items being stored can be kept more safe and secure. This type of organization will reduce wear and tear on equipment and supplies providing for efficiency and the associated inevitable cost savings.

### ***ALTERNATIVES:***

1. Expand this organization unit project to additional areas of the public safety building.
2. Do nothing with any of the storage areas of the public safety building in anticipation of a possible new public safety building project.

## **Stamp Mill Exterior Painting (CIP #40802)**

### ***DESCRIPTION:***

This project will protect the exterior of the Stamp Mill at Gold Bug Park. The existing paint and stain has diminished to the point where reapplication is necessary. The scope of work will focus on the repair of existing siding and trim, removal of loose debris from treated surfaces and re-application of paint and stain.

### ***COST SUMMARY:***

Construction	\$8,000
Engineering	
Construction Administration	
Sub Total	<u>8,000</u>
Project Management	
Contingency	<u>1,600</u>
Total Estimate	<u>\$9,600</u>

### ***POTENTIAL FUNDING SOURCES:***

General CIP Fund	\$9,600
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

The improved condition of the Stamp Mill will protect against damage to the structural integrity of the facility resulting in reduced maintenance and operational costs in the future.

### ***ALTERNATIVES:***

Defer the project.

## **Lions Park Safety Fencing (CIP #40803)**

### ***DESCRIPTION:***

This project will protect park visitors from the potential risk of falling into an abandoned irrigation ditch located within Lions Park. The irrigation ditch is located within the undeveloped portion of the park enjoyed primarily by disc golfers. Given the increased popularity of disc golf at the park the potential for a falling accident has increased in this area. The scope of work will include a six-foot perimeter fence and a gate.

### ***COST SUMMARY:***

Construction	\$ 6,000
Engineering	
Construction Administration	
Sub Total	<u>6,000</u>
Project Management	
Contingency	<u>1,200</u>
Total Estimate	<u>\$ 7,200</u>

### ***POTENTIAL FUNDING SOURCES:***

Park Development Fund	\$ 7,200
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

This project will not have an impact on annual maintenance and operation costs.

### ***ALTERNATIVES:***

Defer the project.

## **Recreation and Parks Facilities Master Plan (CIP #40804)**

### ***DESCRIPTION:***

This project will set the framework for decision makers in the planning and rehabilitation of the City's recreation and parks facilities. The Master Plan is intended as a planning tool that addresses future needs, sets parks and facilities standards and will provide a systematic and prioritized approach to implementation of needed parks and facilities projects. The Master Plan will be inherently linked to the City's Capital Improvement Plan. The Plan will be used as the basis for establishing facilities replacement fees and expenditures of Quimby fees for rehabilitation of existing parks. It is important that the Master Plan clearly articulate the standards and guidelines that support the recommendations for both new facilities and rehabilitation of existing facilities. The scope of work will focus on updated needs assessment, administrative policy and procedures, planning and funding of parks development.

### ***COST SUMMARY:***

Construction	\$ 40,000
Engineering	
Construction Administration	
Sub Total	<u>40,000</u>
Project Management	
Contingency	<u>8,000</u>
Total Estimate	<u>\$ 48,000</u>

### ***POTENTIAL FUNDING SOURCES:***

Park Development Fund	\$ 48,000
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

The successful consultant will be expected to work closely with City Staff and the Recreation and Parks Commission. It will be incumbent upon existing City staff and the Recreation and Parks Commission to be an active participant in the master plan process. All parties must be available to participate in meetings with staff and public forums. City staff will also be responsible for the necessary support required by the terms and conditions of the consulting agreement. This agreement may include periodic requests for project related information, technical assistance with a statistically valid survey and public workshop facilitation.

### ***ALTERNATIVES:***

Defer the project.

## **El Dorado Trail Repair and Resurfacing (CIP #40805)**

### ***DESCRIPTION:***

This project will improve the existing condition of the asphalt trail from Mosquito road to Jacquier road. The scope of work will focus on the repair of two short sections of trail east of Schnell School Road. Failed asphalt will be removed and repaved. The entire length of trail will be cleansed, applied with tack oil, overlaid with two inches of type two asphalt, rolled for compaction and striped.

### ***COST SUMMARY:***

Construction	\$ 18,000
Engineering	
Construction Administration	
Sub Total	<u>18,000</u>
Project Management	
Contingency	<u>3,600</u>
Total Estimate	<u>\$ 21,600</u>

### ***POTENTIAL FUNDING SOURCES:***

TDA Article 3	\$ 21,600
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

Improved surface will result in a slight reduction in maintenance associated with patching and crack sealing of failed asphalt.

### ***ALTERNATIVES:***

Defer the project.

## **Benham Park Basketball Court Improvements (CIP #40806)**

### ***DESCRIPTION:***

This project will improve the play surface and basketball hoops at Benham Park. The scope of work will focus on: 1.) Cleaning the existing surface, 2.) Application of tack oil, 3.) Overlay with 2” of type two asphalt, 4.) Rolled for compaction, 5.) Striping and 6.) Basketball standard and backboard replacement. Benham Park is the most frequently used court in the City and has become more popular due to other improvements throughout the park. The existing court is worn, drainage is poor, the lines are faded, the backboards are sagging, and the rims are not at regulation height.

### ***COST SUMMARY:***

Construction	\$ 15,000
Engineering	
Construction Administration	
Sub Total	<u>15,000</u>
Project Management	
Contingency	<u>3,000</u>
Total Estimate	<u>\$ 18,000</u>

### ***POTENTIAL FUNDING SOURCES:***

Park Development Fund	\$ 18,000
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

Improved drainage will result in a slight reduction of manpower associated with sweeping off standing water from the play surface.

### ***ALTERNATIVES:***

Defer the project.

## **Registration and Scheduling Software Conversion (CIP #40807)**

### ***DESCRIPTION:***

The Community Services Department currently utilizes Class Software for its registration and scheduling needs. Class software is operated on a Local Area Network (LAN) using computer hardware that is maintained by the City's IT Division. The City pays an annual maintenance fee of \$6,873 for annual software maintenance and periodic upgrades. The City currently does not have online registration capability at this time.

Class Software was bought out by a company called The Active Network Ltd. recently, which also has its own brand of recreation software called ActiveNet. ActiveNet is a web based software that operates on a Wide Area Network (WAN) and requires little hardware to run. ActiveNet also has online registration capability that can easily be linked to an agency's website. The Active Network Ltd. Has made contact with City staff of the software buyout, and conveyed its intention to phase out Class software in approximately seven years. As an alternative, The Active Network has offered the City its ActiveNet software license free of charge. However, the City would have to pay for training, some low cost third-party software, and any data conversion costs.

There is no annual maintenance fee for ActiveNet. Instead, a minimal fee is charged per transaction. Because the hardware required to operate ActiveNet is limited to just a PC for the end user, hardware maintenance and replacement costs are reduced dramatically. ActiveNet can easily be linked to the City's website thereby giving the community the ability to register for classes and sport leagues via the internet. Staff believes that over time, ActiveNet will reduce both operating and capital outlay replacement costs in the future.

### ***COST SUMMARY:***

Training	\$ 9,000
Software	500
Hardware	1,300
Part-Time Clerical	<u>500</u>
Sub Total	<u>11,300</u>
Project Management	
Contingency	<u>2,260</u>
Total Estimate	<u>\$13,560</u>

### ***POTENTIAL FUNDING SOURCES:***

General CIP Fund	\$13,560
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

ActiveNet maintenance is based on a per transaction charge. Staff does not know the exact number of transactions that will occur in the future, and the exact dollar amount that will be paid for annual maintenance. Online registration will reduce staff's workload in working the phones and counter. Once the City has utilized the new software for a full year, staff will be able to better anticipate maintenance costs.

### ***ALTERNATIVES:***

Defer the project and continue to use the Class software which may be phased out in approximately seven years.

## **Main Street Sidewalk Planters (CIP #40808)**

### ***DESCRIPTION:***

Many years ago, memorial plaques were placed below street trees on Main Street. Over the years, many of these plaques have been displaced by the trees advancing root systems. The Parks Division currently has nine plaques in storage. This project would provide an opportunity to get the displaced plaques back onto Main Street in a manner that complements their significance to our community. Each plaque will be predominantly displayed on sidewalk planters throughout Main Street.

### ***COST SUMMARY:***

Construction	\$ 10,000
Project Management	
Contingency	<u>2,000</u>
Total Estimate	<u>\$12,000</u>

### ***POTENTIAL FUNDING SOURCES:***

General CIP Fund	\$ 12,000
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

This project will result in annual maintenance and operation costs associated with maintaining vegetation within each planter. Once initial plantings are complete, ongoing costs should be reduced to watering, routine plant care, and occasional plant replacement.

### ***ALTERNATIVES:***

1. Defer the project.

## **Facility Impact Fee Study (CIP #40809)**

### ***DESCRIPTION:***

This CIP project is an attempt to, in part, address the facilities needs of several City departments. The Police Department has outgrown its current facility and needs to either relocate to an existing building, build a new facility, or substantially remodel its current facility. The cost to provide the Police Department with such a facility ranges from \$5 million to \$8.5 million.

The Public Works streets maintenance crew also needs additional facilities in order to maintain their equipment, as well as have a base for their operations. The Recreation and Parks maintenance crews do not have a facility to house their equipment nor to serve as their base of operations.

All three departments are woefully in need of new facilities. Unfortunately, the City does not have the funds available to construct these facilities. The need for additional facilities for each department can be directly attributed to growth within the City. With the probability that in the next few years the City will experience substantial growth as a result of the development projects which are in the formative stages, it will be even more important to address the facilities issue.

The proposed CIP project will utilize the services of a consultant to analyze the City's needs for such facilities and develop an impact fee structure to help address those needs. The study will establish the nexus between the needed facilities, the impact of new development and the amount of the fees.

### ***COST SUMMARY:***

Consulting Services	\$ 40,000
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### ***POTENTIAL FUNDING SOURCES:***

General CIP Fund	\$ 40,000
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### ***IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:***

Some staff time will be required to facilitate the study which can be absorbed by the proposed Operating Budget.

### ***ALTERNATIVES:***

1. Defer the project.

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