

# CITY OF DARIEN

## CAPITAL IMPROVEMENTS PLAN GUIDELINES

### FISCAL YEARS ENDING 4/30/14 TO 4/30/16

A capital improvement plan (CIP) is our multi-year plan identifying capital projects to be funded or identified during the 3-year planning period. These CIP guidelines identifies each capital project to be undertaken, the year the improvement project will be started, the amount of funds expected to be expended in each year of the CIP and the way the expenditure will be funded. A CIP also identifies non-core discretionary and expansion projects that a community may want to initiate if funding becomes available. A CIP is not a static document. It should be reviewed every year to reflect changing priorities, unexpected events and opportunities. The CIP should include the maintenance, repair and rehabilitation of existing infrastructure as well as the construction of new infrastructure. This may include capital items exceeding \$75,000 such as buildings, water system, roadways, bridges, storm water systems, and sidewalks.

There are several benefits for developing and adopting a Capital Improvement Plan. Not only does the CIP become a management tool for the City Council and City staff, a CIP also provides valuable information to the citizens, developers and businesses who are interested in the development of the community. The CIP document will assist in leveraging available resources through improved timing of projects, and coordinating City projects with those of other public or private entities.

The CIP sets the general schedule within which public improvements are proposed to be undertaken. The first year reflects the adopted Budget for the fiscal year. The remaining years represent a schedule and estimate of future capital needs that may be funded given projected revenue estimates. A proposed CIP is presented to the Municipal Services Committee and the City Council as part of the annual budget process. A final CIP is presented to the City Council and is adopted concurrently with the annual operating budget effective May 1 of each year.

This plan will illustrate:

1. identified projects
2. project prioritization
3. funding plan for projects.

# 1 IDENTIFIED PROJECT LIST

The city of Darien identifies capital projects in three categories:

- A. **Core projects:** This category includes maintenance required to maintain existing essential infrastructure in acceptable condition including streets (and related accessory curb/gutter, storm water structures/ditches), sidewalks, buildings and grounds. To meet the criteria of a core project, the project must be part of a multi year rating system such as the road maintenance program or an urgent repair.
- B. **Non-core discretionary projects:** This category includes maintenance required to maintain existing non-essential infrastructure in acceptable condition including entranceway sign replacement, street sign replacement, beautification projects to existing buildings, rights of way, etc.
- C. **Expansion Projects:** This category includes the construction of additional non-essential infrastructure bike paths, new roads, land acquisition, new beautification projects.

## A. IDENTIFIED CORE PROJECTS

	PROJECT TITLE	PROJECT DESCRIPTION
1	Ditch storm water improvements – see multi year rating plan	Storm water ditches within the public rights of way need to be maintained on a scheduled basis to prevent them from silting up and forcing water back onto the travel way surface, into the sub base of the pavement, and onto private property. The city’s ditch maintenance program is determined by the annual road maintenance program.
2	Sidewalk replacement – see multi year rating plan	Sidewalks are inspected on an annual basis. Sidewalks not in compliance with safety standards are replaced annually.
3	Road crack seal maintenance – see multi year rating plan	Filling or sealing pavement cracks to prevent water from entering the base and sub-base will extend the pavement life by an estimated three to five years. The city roads are inspected on an annual basis to determine the annual crack filling schedule.
4	Curb and gutter improvements – see multi year rating plan	The concrete curb and gutter along municipal roads play an important part of road maintenance. A functioning curb and gutter ensures proper drainage of a road. In conjunction with the annual road maintenance program the city inspects curb and gutter and replaces it as needed.
5	Building/grounds maintenance	The city maintains Approximately \$21,000,000 in building value and 20 acres of land. The buildings and grounds need to be maintained on an as needed basis to ensure safety,

		aesthetics, and efficient operations.
6	Street maintenance program – see multi year rating plan	The city maintains 70 miles of roads as outlined in the road maintenance program guide. The average life of an improved roadway is 12 years with additional road life possible with additional preventive maintenance. The city’s current annual road maintenance program includes approximately 4.5 miles per year. Due to additional preventive maintenance, the road program will be reduced overtime as conditions warrant.
7	Bond payment	Annual principal and interest payments on previous bond issues are paid annually.

**B. IDENTIFIED NON CORE DISCRETIONARY PROJECTS**

	PROJECT TITLE	PROJECT DESCRIPTION
1	Welcome to Darien signs at <i>Community Gateways</i>	Construction of between 5 to 9 Community Gateway signs placed at entranceways to the community.
2		
3		
4		
5		
6		

**C. IDENTIFIED EXPANSION PROJECTS**

	PROJECT TITLE	PROJECT DESCRIPTION
1	Streetscape Improvements	The City’s Comprehensive Plan promotes improving the 75 <sup>th</sup> Street and Cass Avenue town center area by constructing a number of streetscape improvements, including paved crosswalks, landscaping in medians, and other design treatments.
2	Bike Plan	In 2002 TranSystems Corporation prepared a feasibility study on developing a municipal bicycle route system. The study identified approximately twenty five miles of bicycle <b>paths</b> that would create a network of on-street and off-street bikeways that could be used by Darien residents.
3	Informational Sign	Electronic message board that would provide information on City activities similar to the sign at Hinsdale South.
4	New Sidewalk Construction	Identify priority areas where new sidewalks should be constructed along critical pedestrian walkways

5	Utility Line Burial	Move power lines underground for those areas with overhead electric lines
6		

## **2 PROJECT PRIORITIZATION**

Capital projects will be prioritized in the following order:

1. **Core projects**
2. **Non-core discretionary projects**
3. **Expansion Projects**

When prioritizing projects the following guidelines will be used:

Consistent with city goals  
 Linked to other projects  
 Planned as part of a multi year plan  
 Included in city comprehensive plan and other planning documents  
 Eligible for grant or special funding such as a special service area  
 Reduces liability  
 Results in more efficient operations  
 Promotes economic development  
 Improves public health and safety  
 Reduces operating budget  
 Facilitates intergovernmental cooperation  
 Specific ranking criteria within specific project categories

## **3 FUNDING PLAN**

When developing a funding plan we analyze past, present and future trends in revenue generation, debt levels, general economic factors, new and increased revenues, and project reduction. The objective of the analysis is to determine the amount of funds available from existing and future revenue sources to pay for capital projects. When looking at the cost of doing a project we look at all the project costs; capital, operating and maintenance as well as looking at the cost of not doing a project. If a project or maintenance is delayed, what will the cost of construction be in the future, what are the current yearly operating and maintenance costs and what is the lost opportunity cost to the municipality. Specific criteria we use when developing a funding plan include:

- Project funding will be planned over a three-year period in conjunction with the approval of the annual budget
- Surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually
- The capital projects fund shall maintain a minimum fund balance of \$500,000 in each year of the three-year plan to be available for emergency projects
- Core projects will be funded prior to approving any non-core discretionary or expansion projects over the 3-year planning process
- Revenue shall be estimated if it is reasonably planned to be received over the 3-year period
- Revenue shall be considered sufficient for the 3-year plan when core projects are funded and \$500,000 is available for emergency projects
- Bonds will only be issued for projects once the core projects are funded and for projects over \$1,500,000 and have a useful life of at least 15 years.

If revenue is not sufficient for the 3-year period then the city shall have the option to:

- Reduce the scope of core projects
- Reduce operating expenses and transfer the savings to the capital projects fund
- Increase revenues (examples include, but are not limited to, gas tax, real estate tax, home rule sales tax)

**City of Darien**

3/27/2012

**CAPITAL PROJECTS FUND BUDGET  
FOR THE YEAR ENDING 4/30/2013**

ACCOUNT	FY 11 ACTUAL	FY 12 BUDGET	FY 12 ESTIMATED ACTUAL	FY 12 REQUEST	FY 12 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FY 14 FORECAST	FY 15 FORECAST
<b>REVENUE</b>									
TRANSFER from GEN. Fund	\$ 1,800,000	\$ 3,000,000	\$ 3,000,000	\$ 2,800,000	\$ -	\$ -	\$ 2,800,000	\$ 1,500,000	\$ 1,300,000
Transfer from Debt Fund	\$ 43,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Road Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND LEVY	\$ 200,770	\$ 200,770	\$ 200,770	\$ 202,184	\$ 202,184	\$ 202,184	\$ -	\$ 202,320	\$ 202,256
GRANTS	\$ 24,177	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
sale of property	\$ -	\$ -	\$ 656,875	\$ 1,800,000	\$ -	\$ -	\$ 1,800,000	\$ -	\$ -
BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST	\$ 4,639	\$ -	\$ 10,000	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,802,871</b>	<b>\$ 3,200,770</b>	<b>\$ 4,017,645</b>	<b>\$ 4,806,184</b>	<b>\$ 202,184</b>	<b>\$ 202,184</b>	<b>\$ 4,604,000</b>	<b>\$ 1,702,320</b>	<b>\$ 1,502,256</b>
<b>CAPITAL</b>									
DITCH PROJECTS	406,516.12	456,400	403,000.00	864,543	-	-	864,543	750,000	750,000
SIDEWALK REPLACEMENT	75,653	79,300	61,678.00	67,630	67,630	67,630	67,630	75,250	76,650
CRACK SEAL PROGRAM	40,020.80	74,250	56,700.00	92,400	92,400	92,400	92,400	65,172	66,027
CURB & GUTTER PROGRAM	44,625	341,450	323,927.00	318,127	318,127	318,127	318,127	243,245	248,520
Bid/equipment repairs	227,169	-	-	135,600	-	-	135,600	-	-
STREET RECONSTRUCTION	1,308,669	1,234,028	1,237,077	1,505,250	1,328,250	1,328,250	178,000	1,474,250	1,524,250
BOND PAYMENT	200,789	200,770	200,770	202,184	202,184	202,184	-	202,320	202,256
SUB-TOTAL	2,303,442	2,387,088	2,283,052	3,207,744	2,009,601	2,009,601	1,158,143	2,840,237	2,901,703
<b>PURCHASE OF PROPERTY</b>									
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,303,442</b>	<b>\$ 2,387,088</b>	<b>\$ 2,283,052</b>	<b>\$ 3,207,744</b>	<b>\$ 2,009,601</b>	<b>\$ 2,009,601</b>	<b>\$ 1,158,143</b>	<b>\$ 2,840,237</b>	<b>\$ 2,901,703</b>
<b>FISCAL YEAR BALANCE</b>	<b>(400,571)</b>	<b>813,672</b>	<b>1,734,593</b>	<b>1,588,450</b>	<b>(1,807,407)</b>	<b>(1,807,407)</b>	<b>3,405,857</b>	<b>(1,137,917)</b>	<b>(1,399,447)</b>
<b>BEG FUND BALANCE</b>	<b>515,264</b>	<b>114,693</b>	<b>114,693</b>	<b>1,849,286</b>	<b>1,849,286</b>	<b>1,849,286</b>	<b>1,849,286</b>	<b>3,447,736</b>	<b>2,309,819</b>
<b>ENDING FUND BALANCE</b>	<b>114,693</b>	<b>928,356</b>	<b>1,549,286</b>	<b>3,447,736</b>	<b>41,879</b>	<b>41,879</b>	<b>5,255,143</b>	<b>2,309,819</b>	<b>910,372</b>