

CITY OF THE COLONY
2008-2009
ANNUAL BUDGET

CAPITAL PROJECTS
ADMINISTRATION

GORDON SCRUGGS
Director of Engineering

CAPITAL PROJECTS ADMINISTRATION FUND

The Capital Projects Administration Fund is used to account for personnel whose responsibilities are to administer all capital projects in the City.

Revenues are transferred from various Capital Projects Funds for personnel costs, supplies, etc. A summary presentation of revenue and expenditure totals for the 2008-2009 budget year is included on the following pages.

CAPITAL PROJECTS ADMINISTRATION
Revenue & Expenditure Projections
For Revised 2007-2008 & 2008-2009 Budget Years

	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
REVENUES:						
Advertising Fees	-	-	-	-	-	-
Investment Income	5,801	18,557	25,336	20,000	20,000	10,000
TOTAL REVENUES	5,801	18,557	25,336	20,000	20,000	10,000
TRANSFERS IN:						
Transfer from - 2004 Rev Bonds	207,044	300,000	-	-	200,000	200,000
Transfer from - Capt Proj Streets	130,491	-	200,000	200,000	-	-
Transfer from - 2002 G.F. Cert of Oblig	110,251	-	-	-	-	-
Transfer from - 2004 Cert of Oblig	-	100,000	-	-	200,000	200,000
Transfer from - 1998 Wtr/Swr Rev Bonds	185,264	-	-	-	-	-
Transfer from - 2003 Cert of Oblig	57,658	-	-	-	-	-
Transfer from - 2002 U.F. Cert of Oblig	57,725	-	-	-	-	-
Transfer from - 2006 U.F.Cert of Oblig	-	-	200,000	-	-	-
Transfer from - 2004 RB	-	-	-	200,000	-	-
TOTAL TRANSFERS IN	748,433	400,000	400,000	400,000	400,000	400,000
TOTAL REVENUES/TRANSF.	754,234	418,557	425,336	420,000	420,000	410,000
EXPENDITURES:						
Personnel Services	313,118	329,965	347,117	371,308	376,003	446,255
Contractual Services	7,429	8,108	7,664	2,500	8,500	8,000
Supplies	7,106	5,819	4,041	6,000	6,000	6,000
Maintenance	51	223	83	1,000	900	1,000
Capital Outlay	-	-	-	-	-	-
TOTAL EXPENDITURES	327,704	344,115	358,905	380,808	391,403	461,255
EXCESS (DEFICIENCY)	426,530	74,442	66,431	39,192	28,597	(51,255)
BEGINNING FUND BALANCE	3,217	429,747	504,189	570,620	570,620	599,217
ENDING FUND BALANCE	429,747	504,189	570,620	609,812	599,217	547,962

**COST CENTER: Capital Projects
Administration**

**Fund: 800 - Capital Projects
Administration**

PROGRAM DESCRIPTION
Capital Projects Administration personnel review construction plans, inspect construction, manage the contractors payments, respond to public inquiries, and coordinate issues.

GOALS AND OBJECTIVES	
Goal:	Manage design and construction of capital projects for streets, drainage, water, and wastewater.
Objective:	Review construction plans for discrepancies and bring to the attention of the design engineer.
Objective:	Respond to request for inspection within Four (4) hours of request.
Objective:	Respond to questions and other construction issues.
Objective:	Inspect work performed by contractors.
Objective:	Coordinate construction of Phase IIIB and IIIC Streets, Paige Road Improvements from South Colony Blvd. to North Colony Blvd., Residential Watermain Replacements, Northwest Trunk Sewer Main Replacement, Master Lift Station 1 Improvements, Well Site #3 improvements, Wynnwood Elevated Storage Tank, and Erosion Control Master Plans and Improvements for Office Creek and Stewart Creek Tributary 1.

PERSONNEL DETAIL*	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Engineering Inspections Supervisor	0	0	0
Senior Engineer	0	0	0
Project Engineer	0	0	0
Engineering Inspector	0	0	0
Customer Service Representative	0	0	0
Administrative Assistant	0	0	0
DEPARTMENT TOTAL	0	0	0

* These personnel are included in their respective departments even though salaries are paid out of this fund.

**COST CENTER: Capital Projects
Administration**

**FUND: 800 - Capital Projects
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EXPENDITURE SUMMARY	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Personnel Services	\$ 347,117	\$ 376,003	\$ 446,255
Contractual Services	7,664	8,500	8,000
Supplies	4,041	6,000	6,000
Maintenance	83	900	1,000
DEPARTMENT TOTAL	\$ 358,905	\$ 391,403	\$ 461,255

PERFORMANCE INDICATORS & MEASUREMENTS	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Review construction plans within 15 working days	90%	90%	90%
Perform final maintenance inspections within 3 months prior to warranty expiring	95%	95%	95%
Inspect construction at capital projects everyday	95%	95%	95%
Final inspections	1 per month	1 per month	1 per month
Respond to request for inspection within 1 working day	95%	95%	95%
Daily inspections	6 per day	6 per day	6 per day

**COST CENTER: Capital Projects
Administration**

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ACCT. NO.	ACCOUNT DESCRIPTION	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
6109	Merit Increases	\$ -	\$ -	\$ 15,330
6110	Salaries	261,126	276,273	316,778
6111	Salaries, Overtime	1,646	6,500	6,500
6114	Hospitalization Insurance	26,681	28,098	32,643
6115	Social Security Taxes	18,069	20,892	26,080
6117	Retirement Contributions	33,550	36,640	42,020
6118	Uniforms	488	600	500
6120	Private Auto Allowance	2,883	1,800	2,704
6125	Education & Training	1,967	4,000	2,500
6126	Travel Expense	-	400	400
6127	Dues & Memberships	708	800	800
6213	Contractual Services	6,102	6,000	6,000
6244	Telephone Service	1,561	2,500	2,000
6310	Office Supplies	1,074	800	800
6311	Copier Supplies	180	400	400
6312	Computer Supplies	208	700	800
6320	Postage	205	100	-
6330	Books and Periodicals	55	-	-
6340	Fuel & Lubricants	2,212	4,000	4,000
6390	Miscellaneous Supplies	107	-	-
6440	Vehicle Maintenance	83	900	1,000
	DEPARTMENT TOTAL	\$ 358,905	\$ 391,403	\$ 461,255