

Memo

To: Mayor Glatt & Members of Common Council
From: Christopher Cotter, City Administrator
CC: Department Heads & File
Date: July 29, 2010
Re: 2010 – 2015 Capital Improvement Plan -- *Revised*

Following the review and discussion during the Common Council meeting on July 13th, several modifications have been made to the proposed Capital Improvement Plan.

Attached for your review and consideration is a *revised* copy of the plan that illustrates the changes in yellow highlighted cells. Two areas have been increased:

- \$16,000: Traffic speed monitors for the police department for 2010.
- \$20,000 (increase) Upgrade for City Hall computer network for 2010.

Several infrastructure and road improvement projects have been deferred to future years. The specific projects deferred from 2010 include:

- \$300,000: Upper Tatlock tennis court renovations.
- \$500,000: Valley View Avenue reconstruction.
- \$300,000: Greenfield Avenue reconstruction.
- \$600,000: Beechwood Road reconstruction.
- \$25,000 (reduction) Drainage improvement projects.

The proposed changes result in a revised total for “City Projects” that will amount to \$6,786,300. Of that total, \$1,000,000 will be reimbursed through a federal grant resulting in a final “City Projects” total of: \$5,786,300. I look forward to responding to any comments or questions that you may have.

City of Summit Proposed 2010- 2015 Capital Improvement Plan

*Presented to: The Honorable Mayor Jordan Glatt & Members of Common Council
By: Christopher J. Cotter, City Administrator*

Attached is the proposed capital improvement plan covering the period 2010 – 2015.

This plan incorporates replacement schedules for equipment and recommendations by department heads for projects, facility improvements that typically have a useful life of ten or more years. The plan includes specific proposals for 2010 and pending projects through 2015.

Those items in the current budget year that are aligned with the 2010 goals of Common Council are shown in **bold**.

The following is the full listing of 2010 Council goals:

1. Fiscal Responsibility
2. Downtown
3. Safety
4. Infrastructure

An explanation of several significant projects and recommended changes in the plan follows:

Fire Department:

Equipment: Scheduled equipment replacement projects include firefighter protective gear; automatic external defibrillators, radio pagers and a response vehicle assigned to incident command.

Fire Headquarters: Included in this category are replacements for an air compressor, windows in the hose tower section of the facility and funding for replacement of an aged heating system. A request for an upgraded phone system has been moved to 2011 in anticipation of the pending regional communications project and the Millburn and Summit Fire Department shared services study.

Consolidated Radio Request – Fire & Police: Funding included here will include acquisition of new radios for the fire and police department, a multi-agency, multi-jurisdictional computer aided dispatch system and related equipment necessary to fund the City's portion of a regional dispatch center. Funding is provided in the amount of \$3 million of which \$1 million will be paid through a federal grant. The costs are estimates pending the completion of the project implementation plan.

Police Department:

Replacement of automatic electronic defibrillators (AEDs) are included here.

Municipal Court:

The acquisition of a heavy duty shredder is proposed.

Administration/Clerk Finance:

Information Technology: Projects include: Scheduled replacement of computers and funding for improvements to the software used for Tax Collection as well as improvements to the City Hall phone system.

Department of Community Programs

Municipal Golf Course Improvements: \$8,000 is included this year for replacement of the club house roof.

Family Aquatic Center: \$35,000 is included for installing replacement windows in the main building.

Upper Tatlock Tennis Courts: Funding is included to resurface and repair the tennis courts at a cost of \$300,000.

Community Center: Funding for window replacement at a cost of \$75,000 is included here.

Community Programs Equipment:

Projects include acquisition of a lightning detection system for the Family Aquatic Center and replacement of playground equipment at the Mabie Playground.

Department of Community Services

Project Infrastructure:

This section includes the most significant and costly capital improvement projects. Each of the projects have been included in previous capital improvement plans as part of programmed, infrastructure upgrades.

Pedestrian Safety Improvements: \$150,000 is included as part of the continuing initiative for pedestrian improvements and traffic calming.

Drainage Improvements: \$150,000 is included for general drainage improvement projects and upgrades to the City's storm water sewer system.

Road Improvements: Based on recommendations of the City Engineer, a road reconstruction program is developed for the capital plan. Typically, the project is offset by assessments to property owners for the installation of replacement curbing and sidewalks; however, those costs are included in the initial project budget. Certain projects are eligible for funding in part from grants by the New Jersey Department of Transportation.

Bellevue Avenue Drainage Improvement: Funding in the amount of \$500,000 as part of a major storm water drainage improvement project.

Blackburn Road Drainage Improvement: Funding in the amount of \$250,000 is included to address drainage improvements.

DCS Equipment & Buildings:

Annual Vehicle Replacement: \$422,000 is proposed for the replacement of several vehicles in the DPW fleet.

Traffic Signal Controllers: \$18,500 is included for the upgrade of existing traffic signal controllers.

Computer Network Upgrade: \$40,000 is proposed for the continuing upgrade of the City's computer network.

Geographic Information System (G.I.S.): \$150,000 is proposed for continued implementation of the City's GIS program.

Storm Water Requirements: \$50,000 is included for continuing compliance with the New Jersey *Storm Water Act* regulations.

Transfer Station Building Maintenance \$22,000 is proposed for facility maintenance.

City Garage: \$30,000 is allocated for soil remediation associated with removal of underground storage tanks at 41 Chatham Road, the city's municipal garage.

City Hall: \$21,000 is proposed for various maintenance improvements to City Hall.

Parking Services

Parking Lots Upgrade: \$50,000 is included in a multi-year initiative to upgrade the various parking lots.

Park & Shop Lots: \$700,000 is included for the installation of devices at the park and shop lot to accommodate a paid parking system.

Sewer Utility

Vehicle Replacement: \$290,000 is allocated for vehicle replacement.

Infrastructure Improvements: Continuing the investment in rehabilitation of the City's sanitary sewer system, \$800,000 is included in this year's budget.

Financial Analysis

Municipal Debt Service

Capital projects are funded either through cash payment or long term bonding – paid typically over a 20-year period. An analysis of the current debt service – the annual cost for paying down existing debt -- for all municipal and school improvement projects is shown on the following page.

Later this year a bond sale is anticipated that will include the sale of accumulated short term debt in amount of \$20 million for various municipal and school projects completed during the past several yeas. The actual impact on debt service w ill be dependent on how the repayment schedule will be structured.

Capital Plan Total: The current year plan total is \$8.2 million. A federal grant for a combined communication center will reduce that amount to \$7.2 million. In order to achieve a \$5 million "target", significant projects will need to be postponed, including roadway and draining improvements. I look forward to discussing the various options with you.

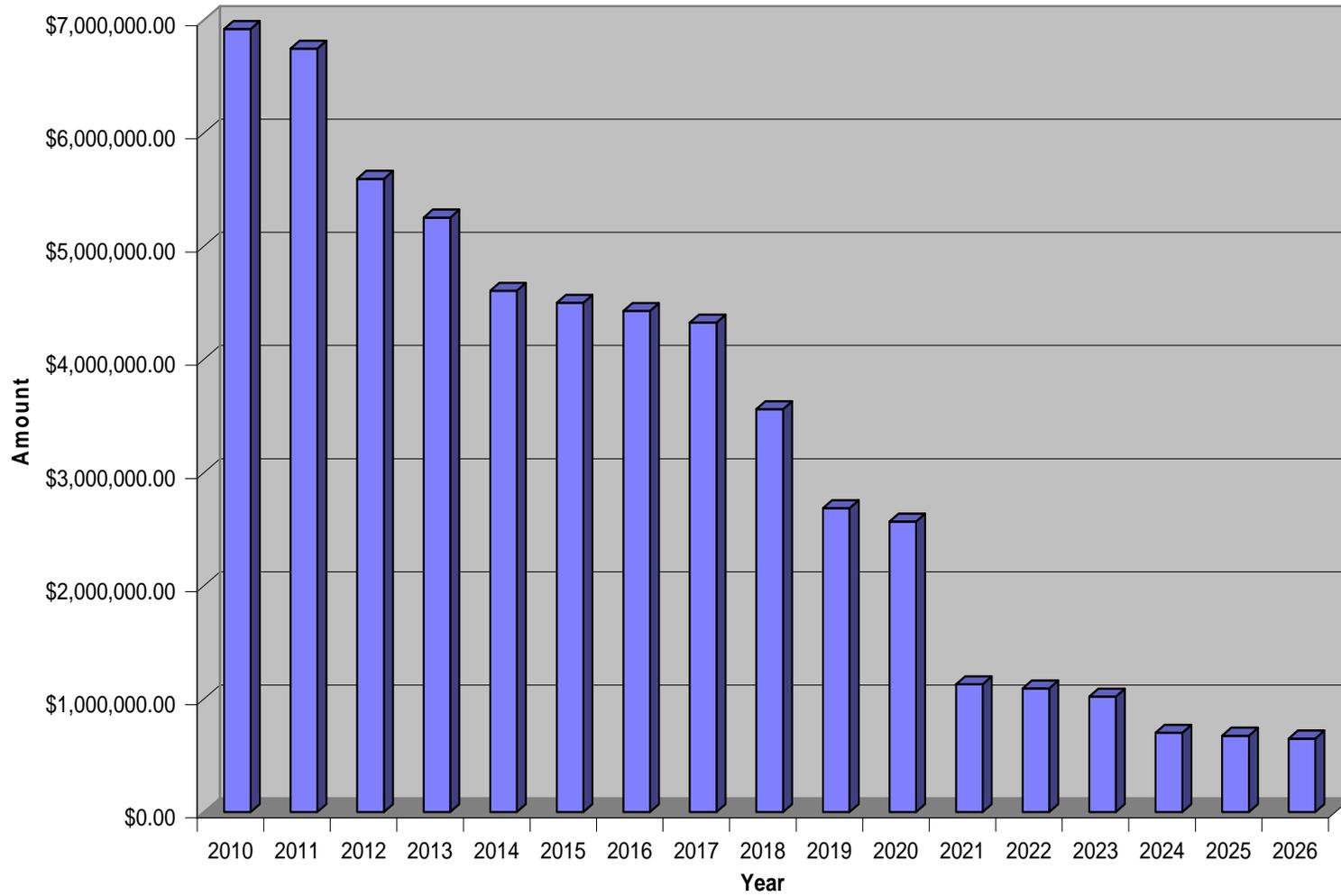
Once again I'm thankful for all of the efforts of our department heads and to Acting City Treasurer Scott Olsen, for their contribution to this capital plan.

I look forward to responding to any comments or questions that you may have.

Respectfully submitted,

Christopher J. Cotter,
City Administrator

City of Summit Comparison of Total Debt Service



2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Fire Department</u>							
<u>Equipment</u>							
Fire Hydrant Markers			3,000			3,000	6,000
Replace Fire Hose		11,000		13,000		15,000	39,000
Replace Turn Out Gear	11,500	12,000	12,000	12,500	13,000	13,000	74,000
Purchase/Replace 2 AED's	4,300			4,300			8,600
Replace Small Equipment		8,000		9,000		10,000	27,000
SCBA Update Program		23,000	23,500	24,000			70,500
Replace Hydraulic Rescue Equipment			30,000			30,000	60,000
Replace Fire Prevention Vehicle 2				45,000			45,000
Replace Engine # 2			600,000				600,000
Replacement of Special Services Vehicle		50,000					50,000
Computer, Server, and Hub Upgrades		13,000			13,500		26,500
Recall Pagers	10,000						10,000
Replace Incident Command Vehicle	75,000						75,000
<u>Fire Equipment Subtotal</u>	\$ 100,800	\$ 117,000	\$ 668,500	\$ 107,800	\$ 26,500	\$ 71,000	\$ 1,091,600
 <u>Fire Headquarters</u>							
Mechanical High Density Mobile File Sys		18,000					18,000
Replace Air Compressor	8,000						8,000
Replace Carpet and Furniture					14,000		14,000
Replace Carpeting		7,000			9,000		16,000
Replace Office Furniture		7,000			9,000		16,000
Replace/Upgrade Telephone System		35,000					35,000
Replace Windows in Hose Tower	7,000						7,000
Interior Painting		18,000			18,000		36,000
Heating System Eval. & Boiler Replacement	95,000						95,000
<u>Fire Headquarters Subtotal</u>	\$ 110,000				\$ 50,000		\$ 245,000
 <u>Fire Department Totals</u>	\$ 210,800	\$ 117,000	\$ 668,500	\$ 107,800	\$ 76,500	\$ 71,000	\$ 1,336,600
 <u>Consolidated Dispatch Request</u>							
Consolidated Dispatch System	3,000,000						3,000,000
<u>Consolidated Dispatch Total</u>	\$ 3,000,000						\$ 3,000,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Police Department</u>							
Speed Monitors	16,000				16,000		32,000
Replacement of Defibrillators	40,000						40,000
Long Weapon Replacement				35,000			35,000
Evidence Beast System Replacement		12,000					12,000
Evidence Processing System		27,000					27,000
Variable Message Board Replacement		16,000					16,000
Alco-Tester Replacement			15,000				15,000
Furniture Replacement				100,000			100,000
Replace Copiers (3)					25,000		25,000
Replace In-Car Video System						60,000	60,000
Replace In-Car Computer System						60,000	60,000
<u>Police Department Totals</u>	\$ 56,000	\$ 55,000	\$ 15,000	\$ 135,000	\$ 41,000	\$ 120,000	\$ 422,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Municipal Court</u>							
Replace Copier		10,000					10,000
Commercial Shredder	5,000						5,000
Municipal Court Total	\$ 5,000	\$ 10,000					\$ 15,000
<u>Library</u>							
PC Workstation Upgrade			19,500	19,500			39,000
Computer Lab Laptop Upgrade							-
Library Total			\$ 19,500	\$ 19,500			\$ 39,000
<u>Administration/Clerk/Finance</u>							
City Hall Computerization (Admin)	18,000	18,000	20,000	22,000	24,000	25,000	127,000
Upgrade Tax Collection Software	30,000						30,000
Increase City Hall Telephone Capacity	20,000	20,000					40,000
Administration/Clerk/Finance Total	\$ 68,000	\$ 38,000	\$ 20,000	\$ 22,000	\$ 24,000	\$ 25,000	\$ 197,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Department of Community Programs</u>							
<u>Facility Repair/Maintenance</u>							
Cornog Field house Renovations			250,000	750,000			1,000,000
Golf Course - Pond, Dam, Building Improvements		500,000	500,000				1,000,000
Metro Homes Concession Stand Upgrade		100,000					100,000
Metro Homes Track Replacement		100,000					100,000
Metro Homes Artificial Turf Replacement			500,000				500,000
Family Aquatic Center Renovations			1,000,000				1,000,000
Family Aquatic Center Buildings		50,000	450,000				500,000
Family Aquatic Center Windows	35,000						35,000
Family Aquatic Center Parking Lot		400,000					400,000
Recreation Center Rehabilitation		2,000,000					2,000,000
Upper Tatlock Field House Rehabilitation		50,000	450,000				500,000
Upper Tatlock Field Tennis Court		300,000					300,000
Upper Tatlock Artificial Turf Field						500,000	500,000
Memorial Field Track Rehabilitation		250,000					250,000
Wilson Park Phase II		750,000					750,000
Replace Bleachers Metro Homes Field		500,000					500,000
Golf Course Roof	8,000						8,000
Community Center Gym Windows	75,000						75,000
<u>Subtotal Community Programs Facility Repair</u>	\$ 118,000	\$ 5,000,000	\$ 3,150,000	\$ 750,000		\$ 500,000	\$ 9,518,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Community Programs Equipment</u>							
Park Furnishing		10,000					10,000
Lightning Detection Systems	35,000	35,000					70,000
Replace Equipment at Mabie Playground	25,000	75,000					100,000
<u>Subtotal Community Programs Equipment</u>	\$ 60,000	\$ 120,000					\$ 180,000
<u>Community Programs Totals</u>	\$ 178,000	\$ 5,120,000	\$ 3,150,000	\$ 750,000		\$ 500,000	\$ 9,698,000
<u>Community Programs Construction Projects (DCS)</u>							
Memorial Brook Wall Repair & Fence			500,000				500,000
<u>Total Community Programs Construction</u>			\$ 500,000				\$ 500,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Department of Community Services</u>							
<u>Infrastructure</u>							
Pedestrian Safety Improvement Project	150,000	125,000	100,000	100,000	100,000	100,000	675,000
Drainage Improvement Projects	125,000	125,000	100,000	100,000	100,000	100,000	650,000
Waldron Avenue Improvements			500,000				100,000
Improve Valley View Avenue					800,000		800,000
Improve Bellevue Avenue		500,000					500,000
Bellevue Drainage Basin Improvements	500,000						500,000
Improve Hillcrest Avenue				600,000			600,000
Improve Bedford Road				500,000			500,000
Improve Sunset Drive	600,000						600,000
Improve Miele Place & Plain Street	350,000						350,000
Improve Greenfield Road		300,000					300,000
Miscellaneous Road Projects	20,000	20,000	20,000	20,000	20,000		100,000
Improve Beechwood Road-Hillcrest-Hawthorne		600,000					600,000
Improve Beechwood Road-Hawthorne-DeForest			250,000				250,000
Euclid Avenue			200,000				200,000
Hawthorne Place			500,000				500,000
Essex Road Reconstruction					900,000		900,000
Ashland Road Paving			250,000				250,000
DeForest Avenue Paving			300,000				300,000
Whittredge Road Sec 1 (Summit - Essex)				500,000			500,000
Whittredge Road Sec 2 (Essex - Prospect)					900,000		900,000
Kent Place Blvd Paving		650,000					650,000
Beekman Road Paving	750,000						750,000
Druid Hill Road Improvements						1,000,000	1,000,000
Warwick Road Improvements						500,000	500,000
Fernwood Road Improvements					1,000,000		1,000,000
Edgemont Avenue Improvements				500,000			500,000
Badeau Avenue Improvements						500,000	500,000
Wallace Road Improvements						400,000	400,000
Shadyside Avenue			450,000				450,000
Blackburn Drainage Project						250,000	250,000
Fairview Ave					450,000		450,000
<u>Subtotal DCS Infrastructure</u>	\$ 2,495,000	\$ 2,320,000	\$ 2,670,000	\$ 2,320,000	\$ 4,270,000	\$ 2,850,000	\$ 16,525,000

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Equipment</u>							
Annual Vehicle Replacement	422,000	403,000	425,000	425,000	425,000		2,100,000
Traffic Signal Controllers	18,500	18,500	19,500	22,000	22,000		100,500
Upgrade City Computer Network	60,000	40,000	125,000	40,000	40,000		305,000
G.I.S. System	150,000	150,000	150,000	150,000	150,000		750,000
Storm Water Requirements	50,000	50,000	50,000	50,000	50,000		250,000
<u>Subtotal DCS Equipment</u>	\$ 700,500	\$ 661,500	\$ 769,500	\$ 687,000	\$ 687,000		\$ 3,505,500
<u>DCS Buildings</u>							
Transfer Station Bay Doors				60,000			60,000
Transfer Station Building Maintenance	22,000						22,000
UST Soil Cleanup/Tank 41 Chatham Road	30,000	30,000					60,000
City Hall Chiller		200,000					200,000
City Hall - Building Maintenance	21,000	21,000	21,000	21,000	21,000		105,000
<u>Subtotal DCS Buildings</u>	\$ 73,000	\$ 251,000	\$ 21,000	\$ 81,000	\$ 21,000		\$ 447,000
<u>Department of Community Services Total</u>	\$ 3,268,500	\$ 3,232,500	\$ 3,460,500	\$ 3,088,000	\$ 4,978,000	\$ 2,850,000	\$ 20,477,500
<u>CITY TOTAL PROJECTS</u>	\$ 6,786,300	\$ 8,572,500	\$ 7,814,000	\$ 4,122,300	\$ 5,139,000	\$ 3,566,000	\$ 35,685,100

2010 - 2015 Recommended Capital Improvement Plan

PROJECT	2010 Total Request	2011 Total Request	2012 Total Request	2013 Total Request	2014 Total Request	2015 Total Request	Total Request 2010-2015
<u>Parking Services Utility</u>							
Parking Lots Upgrade	50,000	50,000	5,000	5,000	5,000	5,000	120,000
Park & Shop Lots Program	700,000						700,000
Replace Parking Services Truck						35,000	35,000
Replace Change Machine		10,000					10,000
Parking Services Utility Totals	\$ 750,000	\$ 60,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000	\$ 865,000
<u>Sewer Utility</u>							
<u>Equipment</u>							
Vehicle Replacement	290,000						290,000
Subtotal Sewer Equipment	\$ 290,000						\$ 290,000
Joint Meeting Share		937,000				1,008,000	1,945,000
General Rehabilitation Projects	800,000	825,000	850,000	900,000	950,000	950,000	5,275,000
Total Sewer Utility	\$ 1,090,000	\$ 1,762,000	\$ 850,000	\$ 900,000	\$ 950,000	\$ 1,958,000	\$ 7,510,000
TOTAL CITY ALL PROJECTS	\$ 8,626,300	\$ 10,394,500	\$ 8,669,000	\$ 5,027,300	\$ 6,094,000	\$ 5,564,000	\$ 44,060,100