



# WORK SESSION

ROBINS CITY COUNCIL

MONDAY, JANUARY 8<sup>TH</sup>, 2024

5:30 P.M. AT

ROBINS CITY HALL

*(ONE OR MORE MEMBERS OF THE COUNCIL MAY BE ATTENDING VIA*

## AGENDA:

1. CALL THE MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF THE AGENDA
4. UNDERSTANDING THE 5-YEAR CAPITAL IMPROVEMENTS PLAN
5. MOTION TO ADJOURN

# CITY OF ROBINS

## CAPITAL IMPROVEMENT PLAN PROCEDURE

### I. INTRODUCTION

The Capital Improvements Plan procedure involves the planning, coordination, and scheduling of public physical improvements and capital asset replacements for the City of Robins for the immediate five-year future. The scheduling is developed according to priorities based upon the need and importance of such improvements within the constraints of the City's ability to finance, implement, and administer the projects. As such, the Capital Improvement Plan Procedure is a policy-making and management tool to facilitate the planning, scheduling, and execution of a series of public improvements over a multi-year period.

The benefits of a systematic capital improvement planning effort are:

- a. Attention is focused on the needs, goals, and capabilities of the community. Capital improvements can be directed towards those concerns.
- b. Capital improvements planning can promote the optimal use of taxpayer dollars by guiding local officials in making sound annual budget decisions.
- c. Coordination of capital improvements planning can reduce conflicting and overlapping projects and scheduling problems.
- d. Local citizens and officials are presented a comprehensive picture of capital projects for which public moneys are to be expended.
- e. A sound and stable financial plan can be maintained by proposing projects and identifying their cost elements, then identifying available financial resources and their constraints, and developing a realistic financing plan. The basis of determining appropriations, tax rates, and bonded indebtedness can be clearly and objectively established.
- f. Intergovernmental and regional cooperation can be enhanced by providing public officials and all governmental units an opportunity to review the location, timing and financing of needed improvements.

### II. DEFINITION

For the purposes of this plan, a capital improvement is defined as a major, non-recurring expenditure lasting five years or longer, or any expenditures in excess of \$5,000. Major equipment purchases, major street or utility construction or reconstruction, land acquisitions, and the development of new facilities (parks, water tower, library, etc.) are examples of capital improvements covered by this procedure. Routine capital expense for maintenance or emergency repairs is not considered a capital improvement.

### III. RESPONSIBILITIES

The roles of the participants in the capital improvements programming process are described in relationship to the chronological flow of work involved as well as the responsibility of each group of participants.

- a. Submission of Proposed Projects—All city departments are requested to submit proposals for capital improvements based upon their departmental

goals and needs. These may be submitted throughout the year but no later than November first of each year to the City Council who acts as the Capital Improvement Plan board.

- b. Consideration and final approval of the Capital Improvement Plan—After incorporating any changes or modifications as determined by the City Council, the five-year Capital Improvement Plan is adopted by resolution and distributed to all city departments and boards, as well as other appropriate governmental agencies. Furthermore, the Capital Improvement Plan is made available to public as requested.

#### IV. FINANCIAL POLICIES

Financial constraints imposed by conditions such as reduction in state and federal funding programs or potential inflation cause some uncertainty in the capital improvements programming process. To meet the need for some certainty in financial projection, the City Council has adopted financial policies, which include policies related to the Capital Improvement Plan. Policies for the Capital Improvements Plan are intended to encourage planning for future growth and infrastructure repair within the framework of the City's other financial policies. These policies are as follows:

- a. The City should continue to prepare and annually update the five-year Capital Improvements Plan. This plan should identify future capital expenditures necessitated by anticipated changes in population, infrastructure replacement needs, economic base or land use.
- b. The Capital Improvements Plan will include the estimated costs, the sources of funding and the estimated impact on future revenue requirements for each project.
- c. The Capital Improvements Plan should maintain the City's assets at a level designed to protect the city's capital investments, minimize future maintenance, replacement costs, and provide for an adequate level of service.
- d. The expenditures identified in the Capital Improvements Plan should not exceed the projected revenues.
- e. Grants-in-aid and similar forms of intergovernmental assistance should be used to finance only those projects identified in the Capital Improvements Plan.
- f. A fiscal impact analysis should be performed on all projects for which city financial participation is requested by the private sector. This analysis should identify anticipated direct public costs and revenues associated with the proposed project.

Note: Purple is reserves

**CITY OF ROBINS  
FIVE YEAR CAPITAL IMPROVEMENTS PLAN  
FY24**

Yellow = new cost update  
\* = Committed

PROJECT NAME	Life Span	Anticipated Year	Cost of Unit	Annual Needs	Reserve Balance 6/30/23		FY 24	FY 25	FY 26	FY 27	FY 28	Unfunded	TOTAL
<b>A. Administration</b>													
Computer Upgrade/Telephone							GF	10,000	5,000	5,000	5,000		30,000
New City Hall Study (Design Study)			4,000,000				GO	20,000				4,000,000	20,000
City Hall furniture, computers, etc.							GO		20,000				20,000
Church Renovation				20,000	80,000		GF	80,000	20,000	20,000	20,000		160,000
<b>City Hall Total</b>				<b>20,000</b>				<b>110,000</b>	<b>45,000</b>	<b>25,000</b>	<b>25,000</b>	<b>4,000,000</b>	<b>205,000</b>
<b>B. Fire</b>													
2021 Air Packs, Masks and bottles	15	2036	200,000	13,333	17,332		GF	30,665	13,333	13,333	13,333		70,664
2021 Cascade System	15	2036	45,000	3,000	3,000		GF	6,000	3,000	3,000	3,000		18,000
Bunker Gear (10 years)	10	2024	1,500	5,000	15,000		GF	20,000	5,000	5,000	5,000		40,000
2016-Pierce Pumper Truck #365	20	2036	700,000	35,000	215,000		GF	250,000	35,000	35,000	35,000		390,000
2006-Freightliner Pumper Truck #366	20	2025	700,000	35,000	319,000		GF	354,000	35,000	35,000	35,000		494,000
Medical Truck #361 (2007)	20	2020	50,000	2,500	48,000		GF	50,500	2,500	2,500	2,500		60,500
2006 Brush Truck #369 (2006)	20	2026	70,000	3,500	32,200		GF	35,700	3,500	3,500	3,500		49,700
Radio upgrades (new in 2013)	10	2023	5,500	33,000	0		GF	33,000	33,000	33,000	33,000		165,000
2008 Tanker Truck #360 (2008)	20	2028	400,000	20,000	250,000		GF	270,000	20,000	20,000	20,000		350,000
<b>Allocated Reserves for Fire Dept</b>				<b>150,333</b>	<b>899,532</b>			<b>1,049,865</b>	<b>150,333</b>	<b>150,333</b>	<b>150,333</b>		<b>1,637,864</b>
<b>Fire Total</b>								<b>1,049,865</b>	<b>150,333</b>	<b>150,333</b>	<b>150,333</b>		<b>1,500,864</b>
<b>C. Parks/Recreation</b>													
Playground Equipment upgrade (ST Park)		2024	35,000	5,000	85,000		GF	90,000	5,000	5,000	5,000		110,000
Park amenities (all parks)		2024	350,000	25,000	175,000		GF	200,000	25,000	25,000	25,000		300,000
2021 Mower	5	2026	20,000	4,000	2,600		GF	6,600	4,000	4,000	4,000		22,600
2016 Mower	5	2021	20,000	4,000	18,200		GF	22,200	4,000	4,000	4,000		38,200
2025 Mower	5	2025	20,000	4,000	0		GF	4,000	4,000	4,000	4,000		20,000
<b>Allocated Reserves for Parks Dept.</b>				<b>42,000</b>	<b>280,800</b>			<b>322,800</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>0</b>	<b>490,800</b>
Park Planning (all parks)							GF	20,000	0	0	0		20,000
Robins Landing Park Pavilion/Facilities								500,000					500,000
<b>Parks Total</b>				<b>42,000</b>	<b>325,400</b>			<b>20,000</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>	<b>0</b>	<b>1,501,600</b>
West Main Street Trail (Phase 1) (MPO \$\$\$)					0		RUI/GO/FG	0	860,000	140,075			1,000,075
Purchase Robins Landing Parkland							LOST	400,000	400,000	400,000			1,600,000
<b>PARKS TOTALS</b>				<b>84,000</b>				<b>420,000</b>	<b>1,344,000</b>	<b>624,075</b>	<b>84,000</b>		<b>4,101,675</b>
<b>D. Police</b>													
Dispatch Fees							GF	5,100	5,100	5,100	5,100		20,400
Radio Replacement (New 2013)	10	2024/2025	7,200	7,200	0		GF	21,600	7,200	7,200	7,200		64,800
Computers/cameras, etc.	4	2024	9,000	3,000	6,000		GF	9,000	3,000	3,000	3,000		18,000

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2017 Explorer	8	2025	50,000	5,250	34,875	40,125	5,250	5,250	5,250	5,250		55,875
2020 Explorer	8	2028	50,000	5,250	15,750	21,000	5,250	5,250	5,250	5,250		36,750
2023 Explorer (Use 2013 Cruiser \$\$)	8	2031	50,000	5,250	43,500	48,750	5,250	5,250	5,250	5,250		69,750
<b>Allocated Reserves for Police Department</b>				25,950	100,125	126,075	40,350	25,950	25,950	25,950		245,175
<b>Police Totals</b>				25,950	118,875	152,775	67,050	38,250	38,250	38,250		265,575
<b>E. Building Department</b>												
2017 Building Inspector Vehicle (Total Allocated)		2025	35,000	4,167	32,368	36,535	4,167	4,167	4,167	4,167		49,036
<b>E. Sewer</b>												
Indian Creek Interceptor Rplmt						1,750,000	560,000	2,011,171				4,321,171
Sewer Equipment Pumps			7,000			16,000	16,000	16,000	16,000	16,000		80,000
Sewer to I-380<Flynn> and Iffstation SFGO 8 & 9 (Design/Engineering in FY25)							200,000	200,000	2,300,000			2,800,000
Village Upsizing (SS-2)						71,500						71,500
NW Trunk (N Leg) CHR to NCPR SFGO SS-3											1,408,300	0
NW Trunk (S Leg) Kings Way to NW Trunk (N Leg) SFGO SS-4											1,000,850	0
Dual 6-inch around Kings Way Church (SFGO SS-6)											310,000	0
Mobile Generator	25	2037	35,000	1,400	27,000	28,400	1,400	1,400	1,400	1,400		32,600
Kings Way Generator	15	2025	30,000	2,000	4,333	6,333	2,000	2,000	2,000	2,000		14,333
NW Quadrant Generator	15	2031	30,000	2,000	4,333	6,333	2,000	2,000	2,000	2,000		14,333
Maple Street Generator	15	2037	30,000	2,000	4,333	6,333	2,000	2,000	2,000	2,000		14,333
Wildflower Generator	15	2037	30,000	2,000	4,333	6,333	2,000	2,000	2,000	2,000		14,333
Kervin Court Generator	15	2037	25,000	1,700	3,700	5,400	1,700	1,700	1,700	1,700		10,500
<b>Allocated Reserves for Sewer Department</b>				11,100	48,032	59,132	11,100	11,100	11,100	11,100		100,432
<b>Sewer Total</b>				11,100		1,996,632	787,100	2,238,271	2,327,100	27,100	2,719,150	7,373,103
<b>F. Streets</b>												
Kings Way (Cambridge to Quass)								50,000	100,000	100,000	2,900,000	150,000
S.Troy Road Upgrade/Reconstruction								200,000	1,658,500			1,858,500
W. Main St. Construction Phase 1							1,000,000					1,000,000
West Main Street Reconstruction (Phase 2)- includes trail.										4,000,000		0
Landau/Coach Urban Cross Section							925,000	925,000				1,850,000
CH Road w/Linn Co. ( \$956,823)						325,000	325,000					650,000

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Tower Terrace I-380 Interchange						CP	200,000						200,000
Tower Terrace CPF Funding Grant Match for land acquisition(5M) (Community Funding)						LOST	208,816	208,816	208,816				626,448
Tower Terrace Build (city share after grants)						GRANTS		325,000	325,000	325,000	325,000		1,300,000
ITC Trail (hawkeye Dr to NCPR)						GO		150,000	150,000				300,000
Stamly Road (extension/construction)						GO						2,000,000	0
Center Point Road reconstruction w/turn lanes						GO						8,500,000	0
E. Knoll - reconstruct with curb and trail (Design/Engineering)						GO		200,000	2,200,000				2,400,000
Quass Rd Urban Cross Section (engineering/Design)						GO			200,000	6,100,000			6,300,000
Robins Rd-T. Terrace to M. Street-urban cross section (design fy 24)						GO		210,000	2,000,000	2,014,000			4,224,000
North Menzler Road Extension						TIF		360,000	360,000	360,000	720,000		1,080,000
<b>Streets Total</b>							<b>733,816</b>	<b>3,703,816</b>	<b>6,618,816</b>	<b>10,557,500</b>	<b>5,145,000</b>	<b>13,400,000</b>	<b>21,938,948</b>
<b>G. Streets Equipment</b>													
Tractor	25	2029	86,600	4,333	41,165	RU	45,498	4,333	4,333	4,333	4,333		62,830
Backhoe	25	2029	132,000	4,667	39,336	RU	44,003	4,667	4,667	4,667	4,667		62,671
2020 Bobcat with accessories	8	2024	41,000	5,125	4,100	RU	9,225	5,125	5,125	5,125	5,125		29,725
2013 Plow Truck	8	2021	225,000	28,125	167,082	RU	195,207	28,125	28,125	28,125	28,125		307,707
2017 Plow Truck	8	2027	225,000	28,125	104,259	RU	132,384	28,125	28,125	28,125	28,125		244,884
2003 1-ton Utility Truck	8	2023	65,000	8,125	18,750	RU	26,875	8,125	8,125	8,125	8,125		59,375
2019 1-ton Utility Truck	8	2039	65,000	8,125	12,500	RU	20,625	8,125	8,125	8,125	8,125		53,125
2022 1-ton Utility Truck	8	2030	65,000	8,125	0	RU	8,125	8,125	8,125	8,125	8,125		40,625
2002 Bucket Truck	15	2028	20,000	4,000	0	RU	4,000	4,000	4,000	4,000	4,000		20,000
1979 Sewer Truck (use old fire truck)	15	2028	30,000	6,000	0	RU	6,000	6,000	6,000	6,000	6,000		30,000
Salt Shed/Bay on existing building	25	2050	150,000	20,000	0	RU	20,000	2,000	2,000	2,000	2,000		28,000
<b>Allocated reserves for Streets Equipment</b>							<b>511,942</b>	<b>106,750</b>	<b>106,750</b>	<b>106,750</b>	<b>106,750</b>		<b>938,942</b>
<b>Streets Equipment Total</b>							<b>124,750</b>	<b>124,750</b>	<b>106,750</b>	<b>106,750</b>	<b>106,750</b>		<b>832,192</b>
<b>H. Storm Water</b>													
Quass Road Drainage Improvements(ditch)						RU	50,000						50,000
NW Quad Detention Basin(Zieser 20A @25K, plus basin) 460 acres						GO						3,200,000	0
East Regional Basin (south of Emerald and Northaven/Maple, Quarry) CR 28E						GO							0

