

**CITY OF THE COLONY  
2009-2010  
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 2009-2010 budget year is included on the following pages.

**CAPITAL PROJECTS ADMINISTRATION**  
**Revenue & Expenditure Projections**  
**For Revised 2008-2009 & 2009-2010 Budget Years**

	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Budget	2008-2009 Revised	2009-2010 Budget
<b>REVENUES:</b>						
Investment Income	18,557	25,336	19,264	10,000	8,000	10,000
<b>TOTAL REVENUES</b>	<b>18,557</b>	<b>25,336</b>	<b>19,264</b>	<b>10,000</b>	<b>8,000</b>	<b>10,000</b>
<b>TRANSFERS IN:</b>						
Transfer from - 2004 Rev Bonds	300,000	-	200,000	200,000	200,000	200,000
Transfer from - Capt Proj Streets	-	200,000	-	-	-	-
Transfer from - 2002 G.F. Cert of Oblig	-	-	-	-	-	-
Transfer from - 2004 Cert of Oblig	100,000	-	200,000	200,000	200,000	200,000
Transfer from - 1998 Wtr/Swr Rev Bonds	-	-	-	-	-	-
Transfer from - 2003 Cert of Oblig	-	-	-	-	-	-
Transfer from - 2002 U.F. Cert of Oblig	-	-	-	-	-	-
Transfer from - 2006 U.F.Cert of Oblig	-	200,000	-	-	-	-
Transfer from - 2004 RB	-	-	-	-	-	-
<b>TOTAL TRANSFERS IN</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>TOTAL REVENUES/TRANSF.</b>	<b>418,557</b>	<b>425,336</b>	<b>419,264</b>	<b>410,000</b>	<b>408,000</b>	<b>410,000</b>
<b>EXPENDITURES:</b>						
Personnel Services	329,965	347,117	371,153	446,255	434,525	448,547
Contractual Services	8,108	7,664	6,637	8,000	7,460	7,500
Supplies	5,819	4,041	3,238	6,000	6,540	6,500
Maintenance	223	83	56	1,000	1,000	1,000
Capital Outlay	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>344,115</b>	<b>358,905</b>	<b>381,084</b>	<b>461,255</b>	<b>449,525</b>	<b>463,547</b>
<b>EXCESS (DEFICIENCY)</b>	<b>74,442</b>	<b>66,431</b>	<b>38,180</b>	<b>(51,255)</b>	<b>(41,525)</b>	<b>(53,547)</b>
<b>BEGINNING FUND BALANCE</b>	<b>429,747</b>	<b>504,189</b>	<b>570,620</b>	<b>608,800</b>	<b>608,800</b>	<b>567,275</b>
<b>ENDING FUND BALANCE</b>	<b>504,189</b>	<b>570,620</b>	<b>608,800</b>	<b>557,545</b>	<b>567,275</b>	<b>513,728</b>

**COST CENTER: Capital Projects  
Administration**

**Fund: 800 - Capital Projects  
Administration**

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

<b>GOALS AND OBJECTIVES</b>	
<b>Goal:</b>	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 IIIC Streets, FM 423 Utility relocations, Austin Ranch Lift Station, North Colony Boulevard widening from Curry to Paige, Memorial widening from Standridge to Paige, Carr Roadway Connector Project, Freeman Archer Roadway Connector Project, Residential Water main Replacements, Wynwood Elevated Storage Tank and Erosion Control Master Plan and Improvements for Office Creek.

<b>PERSONNEL DETAIL*</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
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
<b>DEPARTMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**COST CENTER: Capital Projects  
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**FUND: 800 - Capital Projects  
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<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 371,153	\$ 434,525	\$ 448,547
Contractual Services	6,637	7,460	7,500
Supplies	3,238	6,540	6,500
Maintenance	56	1,000	1,000
<b>DEPARTMENT TOTAL</b>	<b>\$ 381,084</b>	<b>\$ 449,525</b>	<b>\$ 463,547</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
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  
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<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 276,088	\$ 325,168	\$ 328,098
6111	Salaries, Overtime	6,414	6,500	6,500
6114	Hospitalization Insurance	28,495	28,404	33,345
6115	Social Security Taxes	20,548	24,413	26,980
6117	Retirement Contributions	36,508	43,136	46,720
6118	Uniforms	81	500	500
6120	Private Auto Allowance	1,814	2,704	2,704
6125	Education & Training	571	2,500	2,500
6126	Travel Expense	-	400	400
6127	Dues & Memberships	635	800	800
6213	Contractual Services	6,000	6,000	6,000
6244	Telephone Service	637	1,210	1,000
6275	Equipment Rental	-	250	500
6310	Office Supplies	344	800	800
6311	Copier Supplies	-	400	400
6312	Computer Supplies	-	800	800
6320	Postage	41	100	200
6322	Small Tools	-	100	100
6323	Small Equipment	-	-	100
6330	Books and Periodicals	-	300	100
6340	Fuel & Lubricants	2,825	4,000	4,000
6390	Miscellaneous Supplies	28	40	-
6440	Vehicle Maintenance	55	1,000	1,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 381,084</b>	<b>\$ 449,525</b>	<b>\$ 463,547</b>