

Town of Lovettsville

CAPITAL IMPROVEMENT PLAN AND BUDGET FY 2008-2012



Adopted June 28, 2007

Town of Lovettsville

FY 2008 - 2012 Capital Improvement Plan and Budget

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Town Council

Elaine Walker, Mayor
Robert Zoldos II, Vice-Mayor
Richard Efthim
James McDonough
Christopher Treptow

Planning Commission

Christopher Treptow, Chairman
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Christopher Zierk

Keith Markel, Interim Town Manager

Town of Lovettsville

June 28, 2007

Mayor and Town Council
Town of Lovettsville
6 East Pennsylvania Avenue
Lovettsville, Virginia 20180

Subject: Adopted Fiscal Year 2008 – 2012 Capital Improvement Plan
and Capital Budget.

Dear Mayor and Town Council:

The following document is the FY 2008 – FY 2012 Five-year Capital Improvement Plan (CIP) and Capital Budget, adopted by the Town Council in conjunction with the FY 2008 Operating Budget on June 28, 2007.

BACKGROUND

A Five Year CIP is a planning tool, as the title suggests. The capital projects included in the CIP are defined as physical improvements that are planned for the Town that are significant, one time expenditures. Capital improvements are also defined as infrastructure improvements, although infrastructure improvements more often refer to “in ground” improvements such as water and sewer distribution lines. The CIP identifies specific projects that are planned and prioritized over a five year period for planning, design, engineering and construction. The costs associated with each project are estimated and may very well change as projects are actually designed and bid for construction.

Each year the CIP is revised to reflect the current status of projects. The first year of the CIP is FY 2008, and the most significant year as it identifies both costs and actual sources of funds that are authorized to be spent in FY 2008 on approved projects. The adoption of this CIP for the “out years”, FY 2009 - 2012 represents a “different type of commitment” in that funds for the out years are not actually authorized. Funding for projects identified in the CIP that are to be completed in the out years or begin in the out years require a commitment to identify and seek funding in those years before actual implementation of projects.

The CIP is organized into Project Summaries, each of which is contained on a separate page. Key to the effectiveness of this CIP is that for each project there is a

series of information that is compiled which describes the project in considerable detail. This information includes:

- Identification of each project with a project number
- Cost estimate of each project
- Identification of actual sources of funding for each project to begin in FY 2008
- Identification of possible sources of funding for projects that are carried over from FY 2008 or are to begin in the out years
- Timing of each project over five years
- Identification of the person/persons responsible for the implementation of each project

In summary, the CIP should be used as a planning document. It contains sufficient flexibility that allows for change as new information is gathered. All projects that are identified in the CIP are subject to Town Council approval prior to implementation. At the time that projects are forwarded to the Town Council for approval, staff will provide updates and build the most current information and present staff recommendations.

ANALYSIS OF PROJECTS

The FY 2008-2012 Five Year CIP is 10,596,503 compared to the FY 2007-2011 of \$7,822,039. The current CIP for FY 2008 is \$3,679,503 compared to last year's CIP first year funding of \$5,347,128.

The difference in the five year totals is attributable to a number of new projects, as well as modifications to the scope and magnitude of work to be preformed on such projects as sidewalks and streetscape improvements. In addition, a number of projects from last year's CIP have been postponed one year, due to the amount of work necessary to initialize these projects. For example, it has taken almost one year to plan, design, and engineer the inflow and infiltration and wastewater treatment plant expansion projects.

A comparative review of the two, five year CIPs are shown in Chart 1. Chart 1 indicates a different trend for the FY 2008-2012 CIP verse the 2007-2011 CIP. It allows for a "smoothing out" over five years which appears to be more realistic, considering the amount of time it has taken to plan for some of these projects. In this regard the FY 2008-2012 CIP is probably far more accurate an indication of costs and timing for the implementation of CIP projects.

The following is a summary of Project Descriptions contained in the CIP.

GENERAL FUND PROJECTS

1. Town Streetscape Plan:

In an effort to improve the appearance of the core main street area along Broad Way, a Streetscape Enhancement Plan will be developed to include design plans for new signage, landscaping, and pedestrian crosswalks. This Plan will also study existing right-of-way to determine where land is available for infrastructure improvements, and where additional land is needed. The Plan will be coordinated with plans for sidewalks, storm sewers and additional street lighting along Broad Way. Once this Plan is developed and approved, a new project will be added to the FY 2009-2013 Five Year CIP with sufficient resources to implement the planned improvements.

2. Bike Path:

To construct a multi-purpose 10 foot wide bicycle path along the West side of Route 287 from the South end to the North end of Town. Most of the funding for this project is from matching grants from the Federal Highway Administration / Virginia Department of Transportation, and Loudoun County Gas Tax Revenue allocation to the Town. The balance of funds necessary to complete the project over approximately two years shall come from Reserves. The state and county funding has been verified and is currently available.

As of June 2006 the Northern Virginia Office of VDOT has reviewed and given verbal approval to the submitted construction drawings. The remaining tasks to be completed prior to commencement of construction is to acquire easements, attain an exclusion for environmental concerns and to design and engineer the final construction drawings.

4. Sidewalk, Streetlight, Storm Sewer and Streetscape Improvements (Broad Way):

To enhance pedestrian accessibility and overall aesthetics, improvements are needed along East Broad Way. Curb, gutter, sidewalks, landscaping, lighting, and parking are all items that will be included in this streetscape improvement project. This project will be planned in coordination with the Town's storm sewer plan (Project 11) and safety lighting program (Project 3), and can be started after the Town's Streetscape Enhancement Plan (Project 1) has been completed.

5. Sidewalk, Streetlight and Storm Sewer Improvements (South Loudoun):

To enhance pedestrian accessibility and overall aesthetics, improvements are needed along East Broad Way. Curb, gutter, sidewalks, landscaping, lighting, and parking are all items that will be included in this streetscape improvement project. This project will be planned in coordination with the Town's storm water and safety lighting plans, and can be started after the Town's Streetscape Enhancement Plan has been completed. Some funding for sidewalk construction is available through developer proffers.

6. Germanna Drive:

Germanna Drive was constructed as part of a 1989 Subdivision of homes built by Richard Vaaler, ND/V Partnership. Germanna Drive was intended to be completed and accepted by the Virginia Department of Transportation into the State system. A punch list was created to bring the road to State standards, however these improvements were not completed and the road was never accepted by VDOT.

There was a series of performance bond reductions approved. The last such reduction was to the amount of \$17,500 which was approved on October 26, 1989. An independent inspection has concluded that improvements to curb, gutter, driveway entrances, and resurfacing of the street would most likely be needed before VDOT would accept the street. The performance bond would only cover a small portion of the estimated \$100,000 of estimated repair cost. The Town would need to provide the additional funding to bring the current street up to a standard that VDOT would accept. Once in the VDOT system, road maintenance, including snow removal would be provided by VDOT.

7. Lovettsville Town Hall:

The Town will be looking to lease, renovate or construct a new Town Hall that will include offices for Town Staff, a satellite office for the County Commissioner of Revenue, a substation for the County Sheriff, Council Chambers and community meeting space. The estimated size of the new Town Hall will range between 4,000 & 5,000 square feet. A feasibility analysis will be undertaken to determine the range of options available in the Town for a project of this magnitude. Acquisition and construction options will prove to be far more costly than simple renovating the existing Town Hall space. Acquiring a loan for land for a parcel large enough to house a 4,000 to 5,000 square foot new Town Hall can conceivably run as much as \$400,000 to \$500,000. Construction and/or renovation is estimated at \$150 to \$200 per square foot. The project that is included in the FY 2008-2012 CIP assumes renovation and some construction of a new acquisition.

8. 7 Acre Park:

Design and develop the seven acre parcel deeded by New Town Meadows to the Town. This park could include trails, benches, and fenced area for off-leash dog recreation. A future use of this land could also be for water related utility projects.

9. Town Center Parks:

As a result of the approval of Town Center, the Town is the recipient of two parcels of land, a Town Center Park and a Town Square. The Town is responsible for some of the design, development and all of the maintenance of these parcels. The Town will have the options to make further improvements to these large open space areas. These improvements could include a new Town sign on the square, park benches, flags, monuments, additional landscaping beyond what is provided by the Town Center developers, gazebos and other park structures. In FY 2008 the Town will undertake a plan for the implementation of these improvements.

10. Lovettsville Community Park:

In 2004 Loudoun County and the Town purchased over 90 acres of land, partially located within the eastern Town limits, for the purpose of creating a community park to serve the residents of the Town and surrounding area. Under the agreement the Town has been obligated to contribute \$200,000 toward the total purchase price of the property. Over the past four years the Town has contributed \$192,497 towards the purchase. Preliminary plans have been developed for the land, but funding for improvements to the Park have not been approved nor have funds been allocated by the County for this project. The Town is committed to seeing that this park is developed and is currently working with the County to support the planning for improvements that will hopefully lead to County funding over the course of the next few years.

UTILITY FUND PROJECTS

11. Storm Sewer Plan:

The Town has a number of storm sewer and drainage issues that have not been addressed adequately in the past and these issues require attention over the course of the next few years. Many of these issues become apparent particularly after sever weather related events. In anticipation of undergoing long term storm sewer and drainage improvements in the Town a Storm Sewer Plan is proposed to be undertaken that will map the current storm sewer network and drainage areas and develop long range plan for managing storm water runoff for the Town. This Plan will include locations for future storm sewer piping and locations for storm water management areas.

12. Sewer Infiltration and Inflow:

In March of 2007 the Town hired Atlantic Coast Contractors Inc. to perform camera inspection of the Town's sewer pipes to determine the severity of the intrusion problem into the sanitary sewer system. These tests will result in an analysis and recommendations as to the extent and magnitude of repairs and replacement of sewer pipes necessary to recapture the loss of treatment capacity of the Town's wastewater treatment plant. The report is due to be completed in June of 2007. Subsequently the Town will approve and fund the necessary repairs to be undertaken in FY 2009. In addition the Town's utility operating budget will include allocation of operation funds for ongoing repairs and maintenance in order to keep the system free of such problems in the future.

13. Wastewater Treatment Plant:

The Town has approved the construction of a third module for the Wastewater Treatment Plant. The current plant is designed to process up to 250,000 gallons of wastewater per day. This third module will increase capacity by 125,000 gallons for a total daily treatment capacity of 375,000 gallons. This new capacity will meet the needs of development that has been approved to date along with allowing for some additional future construction. Additionally, the State has required that there be filters constructed to remove phosphorus before the treated water is released into Dutchman's Creek. A turn-key contract has been approved with English Construction and R. Stuart Royer. R. Stuart Royer will design, engineer and manage the construction of the project. A sewer tap reservation policy will be adopted by the Town Council in advance of construction, and revenue from sewer tap fees shall be used to pay down the debt for this project.

14. Water Tower:

The 75,000 gallon water tower has not been serviced in many years. A tower inspection conducted by R. Stuart Royer in September of 2006 found the tower to be structurally sound. Routine maintenance and repairs will be needed within the next five years. The current estimated cost for tower repairs and painting is \$125,000.

IMPLEMENTATION

The Town has hired an Assistant Town Manager/Project Manager to oversee the CIP. Since January 2007, Assistant Town Manager/Project Manager has undertaken efforts on behalf of the Town to bring current the FY 2007 – 2011 CIP projects. Plans and engineering drawings have been reviewed. Authorization to proceed with completion of design and engineering has been given by the Town Council. Local and State agencies have been contacted. Funding sources have been confirmed as available for implementation of projects. Schedules have been developed. In some cases, authorizations to proceed with certain projects have been granted by the Town

Council. Funding Sources have been identified. Loan applications for funding for some projects have been submitted for review.

The position of Assistant Town Manager/ Project Manager has been funded in FY 2008. Actual implementation of a number of projects are planned to begin in either the latter part of FY 2007 or early FY 2008.

Infiltration and Inflow inspections are currently underway. The inspections report will provide information as to the scope and magnitude of the repair and replacement work to be performed. Finalization of the Wastewater Treatment Plant Expansion project contract is in process. Water Tower inspections have been completed and a final report has been issued on the status of work to be completed in the out years.

The FY 2008 - 2012 CIP provides a firm basis for implementing much needed capital projects in the Town. An ongoing commitment from the Mayor and Town Council is necessary to insure successful and timely implementation. The plan and the resources sufficient to implement the CIP are in place. FY 2008 should see considerable progress toward implementation.

Sincerely,

Keith Markel
Interim Town Manager