

# Town of Lovettsville

March 24, 2011

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

Subject: Town Manager's Recommended Fiscal Year 2012–2016 Capital Improvement Plan

Dear Mayor and Town Council:

The attached document is the FY 2012–FY 2016 Five-year Capital Improvement Plan (CIP) to be presented to the Mayor and Town Council for their consideration and approval in conjunction with the FY 2012 Operating and Capital Budget.

## BACKGROUND

A Five Year CIP is an actual Plan as the title suggests. Capital projects included in the CIP are defined as physical improvements that are planned for the Town. 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 2012 and the most significant year as it identifies both costs and actual sources of funds that are authorized to be spent in FY 2012 on approved projects. The adoption of this CIP for the “out years”, FY 2013-2016 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 2012

- Identification of possible sources of funding for projects that are carried over from FY 2012 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 provide the most current information and present staff recommendations.

### ANALYSIS OF PROJECTS and FUNDING

The FY 2012-2016 Five Year CIP is \$6,779,500 compared to the FY 2011-2015 of \$6,233,623. The proposed CIP for FY 2012 is \$1,038,500 compared to last year's CIP first year funding of \$567,469.

Over the past several years the Town has been working on several critical capital projects, some of which remain in the CIP, while others have been completed. The most expensive of these projects was the expansion of the Wastewater Treatment Plan at a cost of over \$3.4 million. The Town also completed nearly \$500,000 of Inflow and Infiltration repairs to the Wastewater collection system throughout the community. Both of these projects will require ongoing funding and support. It is hoped that annual allocations in the Operating Budget will address many of these needs.

The Lovettsville economy is showing signs of improvement after several years of depressed revenue, but the prolonged economic down turn and limited increases in spending within the Operating Budgets has limited the amount of surplus revenue that will be available to transfer to Capital Projects and debt retirement for FY 2012. My recommended budget shows a small surplus of approximately \$12,400 in the Town's General Operating Budget. It should be noted that revenue from the Meals and Cigarette Tax are being directly accounted for in the General Capital Budget rather than being transferred from the Operating Budget. With signals for a continued strengthening of new housing construction, I am projecting a more sizable \$48,045 surplus, primarily from connection fees and new user accounts, from the Utility Operating Fund. Much of this surplus will need to be directed towards the Town's debt retirement needs.

There are several major projects being proposed for FY 2012 that are outlined in this Plan and described in the Project Descriptions below. Most of note is the Streetscape Improvements for East Broad Way, the Bicycle Path along Berlin Pike, the Town Support and Storage Facility, and the Water Facility Improvements. In December of 2010 the Town Council borrowed \$2,000,000 through the VML/VACo Bond Pool to secure a portion of the needed funding for Capital Projects, first and foremost, the East Broad Way Streetscape Improvements. The financing was designed to allow for any additional funds to be used for other critical improvements needed in the Town.

This year staff has modified the format of the CIP to remove the Capital Budgets from this Plan and include them along with the Operational Budget. We feel this best reflects the intent of the two documents. The CIP will now stand alone as a multi-year planning document, where the Budget will include all financial appropriations for FY 2012. The first year spending in this document will be shown as appropriated funds in the General and Utility Capital Budgets.

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

## GENERAL FUND PROJECTS

### 1. Broad Way Streetscape Improvements: Phase 1 – Park Place to Community Center:

To provide pedestrian accessibility and enhance overall aesthetics, streetscape improvements are needed along East Broad Way. The Streetscape Master Plan for E. Broad Way and S. Loudoun Street was completed in 2009. Phase I will involve streetscape improvements for East Broad Way between Park Place and the Lovettsville Community Center. Phase I improvements will include curb, gutter and underground stormsewers, sidewalk on the north side of the road, and street trees, lighting and limited on-street parking. The project will also include replacement of the Transite waterline at time of construction. The project will require easements and/or right of way from properties along the road way. Some of the utility poles will also require relocation. In December of 2010 the Town Council borrowed money through the VML/VACo bond pool to fund this project.

### 2. Broad Way Streetscape Improvements: Phase II – Park Place to Town Center:

To provide pedestrian accessibility and enhance overall aesthetics, streetscape improvements are needed along East Broad Way. The Streetscape Master Plan for E. Broad Way and S. Loudoun Street was completed in 2009. Phase II will involve streetscape improvements for East Broad Way between Park Place and the Town Square. Phase I improvements will include curb, gutter and underground stormsewers, sidewalk on the north side of the road, and street trees, lighting and limited on-street parking. The project will also include replacement of the Transite waterline at time of construction. The project will require easements and/or right of way from properties along the road way. Some of the utility poles will also require relocation. In December of 2010 the Town Council borrowed money through the VML/VACo bond pool to fund this project.

### 3. Streetscape Improvements – South Loudoun Street:

To enhance pedestrian accessibility and overall aesthetics, improvements are needed along South Loudoun Street. Stormwater drainage, sidewalks, and lighting are all items that will be included in this streetscape improvement project. In 2008, the Town funded preliminary planning and design work for the South Loudoun Street corridor. The Streetscape Plan was endorsed in 2009. This plan will serve as the platform to develop engineered construction drawings to be put out for bid. Limited funding for sidewalk construction is available through developer proffers. Total project cost is estimated in the Streetscape Master Plan at \$1,780,000 and does not show up

because the project is not slated to begin until after the East Broad Way streetscape improvements are completed.

4. Bicycle / Pedestrian 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. \$556,000 in funding is available from matching grants from the Federal Highway Administration / Virginia Department of Transportation (VDOT), and Loudoun County Gas Tax Revenue allocation to the Town. Because of increases in costs associated with design and construction, the current available funds are projected to cover preliminary engineering for the whole path. Additional funds will be needed to complete the remainder of the project scheduled for FY12- FY15 through additional grant funding, Town reserves or financing. In January of 2009, VDOT took over the administration of design and construction of the bicycle path. The project design is almost completed. VDOT will reevaluate the design to try to reduce impact to private property and reduce the cost of the project.

5. South Church Street Improvements:

South Church Street, between East Broad Way and East Town Center Drive is in need of improvements to match the previous work performed by the Town Center development to the south and by the United States Post Office's extension of Church Street to the north, across East Broad Way. With new businesses and the extension of North Church Street, it is anticipated that this section of road will continue to see increased traffic volumes. This project would design sidewalk, stormwater drainage, a possible turn lane at the intersection of South Church Street and East Broad Way, and limited road widening to accommodate increased pedestrian and vehicular demands.

6. Lovettsville Town Hall:

The Town will be looking to construct a new Town Hall or expand the existing Town Hall that will include offices for Town Staff, Council Chambers and community meeting space and possible satellite offices for the County Commissioner of Revenue and other County services along with a substation for the County Sheriff. 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. It is critical to acquire the land prior to another development surge, especially if there is a desire to keep the Town Office in the downtown area. A parcel large enough to house a 4,000 to 5,000 square foot new Town Hall could cost as much as \$400,000 to \$500,000. Construction and/or renovation is estimated at \$150 to \$200 per square foot. Additional space in the building could be added to house the Museum as well.

7. New Town Meadows Donated Parcel:

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 include water related utility facilities and Town support facilities.

8. Town Square Development:

As part of the Town Center project the Town will receive deeded ownership of the Town Square. The Town will be responsible for the design, development and maintenance of the parcel. In February, 2009 the Town completed a Concept Plan for the development of this park which ultimately includes a water feature, memorial wall and patio area, shade trees, benches, and rain garden area. Four benches were added in FY 2011. The planned improvements will be made over a phased period depending on need and funding. As the Town has been approached by a Community organization interested in construction of the Memorial Wall, this will likely be the first developed element. Construction of hardscape and permanent features will begin once the property is conveyed to the Town.

9. Town Green Development:

In February, 2009 the Town completed a Concept Plan for the development of this park which ultimately includes a band stand, picnic area, shade trees, berming, child play area, restroom/refreshment stand and rain garden area. These improvements will be made over a phased period depending on need and funding. Power was brought to the Park in FY 10. In FY 11 benches, picnic tables and waste cans were added. In FY 12, a bandstand is planned to be added to the park. There is also an opportunity to capitalize on regrading (needing to be done by the developer to correct settled low spots) to add the berms that were designed as part of the master plan. This regrading will unfortunately involve adjustments to the irrigation system. The park land was gifted to the Town from the developer of the Town Center project.

10. Lovettsville Community Park:

In 2004, Loudoun County, with a \$200,000 financial contribution from 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. In July of 2010 the Loudoun County Board of Supervisors approved the Special Exception Permit to allow active recreational uses on the site. To date, no County funds have been allocated for park development. The Town is committed to seeing this park developed and is currently working with the County to support the planning for limited improvements that will hopefully lead to full County funding over the course of the next few years. Because the timeline for any County funding approval is unclear, no money has been allocated in first year of the FY 12 CIP for park development.

11. Support Storage Facility:

As the Town grows, there is an increased need for daily support for meter reading, park maintenance, equipment storage and overall Town upkeep. With the Town employing a part time maintenance worker, there is also a need for equipment and workspace. A 1,300 square foot facility will provide work and storage space for this growing need. This facility would also serve as a storage location for Town documents and supplies, such as those used for Oktoberfest. The building would also eliminate the Town's dependence on renting a large storage unit to house supplies and equipment.

## UTILITY FUND PROJECTS

### 12. Storm Water Management Plan:

The Town has a number of storm sewer and drainage issues that have not been addressed adequately in the past and these issues should receive attention over the next few years. Many of these issues become apparent after severe 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 a 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.

### 13. Upgrades to Existing Water Tower:

The 75,000 gallon water tower has not been serviced in many years. A tower inspection conducted by R. Stuart Royer (now Malcolm Pirnie) in September of 2006 identified a need for maintenance as well as recommended conducting a structural analysis and inspection on the tank. The structural Analysis was completed by KCI, Inc. and accepted by Town Council in October, 2008. Recommended maintenance includes: reattachment of existing antennas to the tank to address structural concerns and ease in maintenance, painting the tank inside and out and completing other safety repairs. The Water Improvements project will need to be completed prior to taking the tank offline in order to ensure pressure in the system while the tank work is completed.

### 14. Water Line Replacement:

The older original parts of the Town's Water Distribution system contains 40 year old Transite pipe. Transite pipe becomes brittle with age, increasing the likelihood of leaks and breaks in the pipe. In order to maintain the reliability and quality of the water supply, the Transite pipe should be replaced. This project can be completed over a series of years.

### 15. New Elevated Water Tower:

The Town currently has only has one elevated storage tank to provide pressure and flow to the Town system. Without this tank, the Town does not have sufficient pressure to serve its customers. The addition of a second tank would provide more consistent pressure throughout the Town, additional storage capacity and duplicity in the system when maintenance and repairs require taking a tank offline. A 125 foot high tank holding 150,000 gallons is estimated to cost \$700,000. If the Water Improvements described in Project 16 are completed, the need for this project becomes less immediate.

### 16. Water Facility Improvements:

The two major water filtration sites in Town utilize high pressure pumps to introduce new water into the distribution system when the elevated tank drops to a preset level. The pumps were sized to provide a rapid introduction of water into the system and to

provide high volumes of water in the event of a high demand such as a major fire. These pumps would provide additional volume once the water in the elevated tank has been used. The pressures produced by these pumps are very high and do not provide consistent pressures in the system when the tank must be taken offline. Improvements to the two newest well/filtration systems, including installation of new smaller pumps with Variable Frequency Drives (VFDs), upgrades to the SCADA programming and an altitude valve at the existing elevated tank are currently in the design phase. These modifications will improve everyday operations and pressures in the system and will provide suitable pressures when the elevated tank is offline.

## IMPLEMENTATION

The Town has been very aggressive over the last several years in advancing the Town's Capital Projects, but unfortunately, major projects always take longer to complete than any of us would hope. Securing the necessary funding for specific projects and coordinating with outside governmental agencies has delayed the Town on several Capital Projects.

The FY 2012-2016 CIP continues a significant list of important projects for the Town. The Town will continue to move forward on the major Capital Projects such as the Berlin Bike Path, the East Broad Way Streetscape improvements, and upgrades to the water distribution system. Smaller projects such as park development and construction of a storage facility are other recommended endeavors that will help beautify the Town, improve service delivery and provide tangible improvements for the residents of Lovettsville. The Town has already taken responsibility for sizable debt service in order to upgrade the Wastewater Treatment System and repair inflow and infiltration issues on the Utility side and borrowed additional money in December of 2010 to fund the East Broad Way streetscape improvements. For the foreseeable future, the Town's Capital Budget must not only focus on projects but also on funding the Town's debt retirement. The Town Manager, Project Manager, Mayor and Town Council must work together to insure a successful and timely implementation of the projects outlined in this Plan. I look forward to working with you over the next several months to refine this plan so that it most accurately reflects your priorities for Lovettsville.

Sincerely,

A handwritten signature in black ink that reads "Keith Markel". The signature is written in a cursive, flowing style.

Keith Markel  
Town Manager