

Memo

To: Board of Managers

From: Ellen Sands, Municipal Operations Coordinator 

CC: Shana Davis-Cook, Village Manager
Demetri Protos, Finance Director

Date: 2/22/2018

Re: Draft FY2018 – FY2024 Capital Improvements Program Budget

Overall this year's Capital Improvements Program (CIP) budget includes projects/expenditures totaling \$189,500 for FY2019 and \$1,569,000 over the life of the six-year CIP. The proposed combined FY2019 CIP represents a decrease of \$682,000 over its combined value in FY2018. Main drivers of the decrease are attributable to the completion of the Buffer Area sidewalk replacement (\$71,500); Brookville Road Park Redevelopment (\$82,000); Village Hall sidewalk, Public Works yard fence and wall replacement (\$83,000) projects which are all slated for completion in FY2018 and a decrease in the street maintenance expenditure category (to reflect that most streets have now been repaved).

In order to assist the Board in reviewing the FY2019 – FY2024 CIP, a brief description of the projects and expenditures for FY2019 and comparison summary are provided below.

Projects:

Sidewalk Maintenance:

This ongoing project proactively maintains and repairs Village sidewalks. Sidewalks installed over the last few years can settle and shift to accommodate tree roots however the repairs are usually modest adjustments to the stone dust base and the work can typically be carried out by the Public Works Department. We have also increased monitoring of the sidewalks, to proactively monitor for safety concerns. Sidewalks are repaired using the Village's approved brick type and pattern, and existing bricks will be re-used whenever possible.

FY2019 Value	Total 6-Yr. Value
\$3,500	\$21,000

Street Maintenance and Repair Program:

This project provides for the on-going maintenance and repair of the Village's roadways, curbs and storm drainage infrastructure using concrete and hot mix asphalt. The Village maintains a total of 8.1 miles of roadway or 27 lane miles. Following the re-paving of Bradley Lane last summer most streets have now been repaved and are in good condition. Village roadways will be repaved on a revolving 20-year basis as their condition warrants. Funding allocations in FY19 have been reduced to reflect a level of ongoing maintenance. The Village's street maintenance and repair contract was rebid at the beginning

of FY17 therefore budgeted figures reflect reasonably current costs although that can be affected by oil price volatility, labor costs and adherence to the Village's living wage policy.

FY2019 Value	Total 6-Yr. Value
\$50,000	\$300,000

Streetlight Upgrades:

This program serves to enhance and upgrade existing street lights in addition to installing new LED or high-pressure sodium streetlights in identified dark areas, thereby creating safer pedestrian and vehicular access throughout the Village. Since these replacements occur on an as-needed basis and no overall replacement program is planned, the yearly expenditure has not been adjusted since last year. The program also monitors technology developments regarding LED streetlights as well as potential incentive programs and fluctuation in PEPCO tariff rates.

FY2019 Value	Total 6-Yr. Value
\$10,000	\$60,000

Municipal Storm Drain System:

As an older community the Village's storm drainage infrastructure is lacking in areas of the Village. Several blocks in the Village have no storm drain infrastructure at all. All storm drainage infrastructure within the Village is owned and maintained by either the Maryland State Highway Administration (SHA) or Montgomery County. Over the past few years the increased frequency and severity of rain events and the installation of residential sump-pumps to keep water out of homes have highlighted the need to install storm drainage infrastructure in those areas that currently don't have any and to upgrade existing infrastructure where needed.

Since the Village is an established community Montgomery County will not install a new storm drainage system nor will it "retro-fit" existing storm drainage facilities. Instead the Village would be treated as a developer who could install the facilities to County and State specifications and then transfer ownership and maintenance of the facilities to the County. Since this project is in the early stages, planning funds are requested in FY19 to beginning concept planning and discussions between the County, Village and our consulting engineering firm. Construction funding in FY2021 – 2023 will be refined following concept planning.

FY2019 Value	Total 6-Yr. Value
\$15,000	\$265,000

Public Safety Technology and Equipment:

This project would further enhance the Village Police Department's strategies and practices to prevent and reduce crime throughout the Village as supported by the Village Public Safety Committee. Currently being explored are body-worn cameras, GPS-enabled bait items, protective apparel, and other crime-fighting equipment to support officers' efforts to deter crime and respond to emergencies.

FY2019 Value	Total 6-Yr. Value
\$20,000	\$120,000

Laurel Park Hydrology and Engineering Study:

This project will study the water runoff and flow through Laurel Park and the existing “rain garden” located at the south end of Laurel Park. Sections of the stream bed have been experiencing erosion due to the increased severity of weather events in recent years and the installation of two (2) curb inlets that were installed at the south end of the park back in 2011. The study will determine what mitigation measures should be implemented to slow the velocity of storm water entering the park, and how adjacent roadways should be protected from stream bank cut back. The study will also review the overall placement of the existing “rain garden” to determine the most effective location and proper design to maximize its potential to filter storm water runoff.

This project is currently in the planning phase. However, after consultation with Montgomery County Department of Environmental Protection (DEP) personnel, the opportunity exists to partner with the County in support of the design and construction of the project. In light of the County’s current budget priorities under which they are only focusing on critical projects, the project has been deferred until FY2022; however, county DEP personnel has committed to assist the Village to continue monitoring the erosion in the stream bed to determine whether earlier action is warranted.

FY2019 Value	Total 6-Yr. Value
\$0	\$100,000

Equipment Expenditures (FY2019 Only):

Public Safety Equipment – Mobile Data Terminals (Laptops):

Mobile Data Terminals (laptops) installed in the four Police vehicles was previously a line item within the equipment Public Safety Equipment Expenditures Detail Sheet, however, as it is associated with the purchase of Public Safety Vehicles it has been transferred to that area of the CIP.

Vehicle Expenditures (FY2019 Only):

Public Safety Vehicles – Police Cruisers:

The Police department’s fleet includes three marked and one unmarked surveillance vehicle for the performance of public safety operations. The marked vehicles are replaced every five years and the surveillance vehicle is replaced on an as-needed basis. Two marked vehicles are scheduled for replacement in FY2019. Cost of the vehicles includes all equipment, including mobile data terminals (laptops) for each.

FY2019 Value
\$91,000

CIP Comparison Summary

Projects:

	CIP Value as of FY2018	CIP Value as of FY2019	Difference
Infrastructure			
Sidewalk Maintenance Program	\$21,000	\$21,000	\$0
Street Maintenance and Repair Program	\$686,000	\$300,000	(\$386,000)
Streetlight Upgrades	\$60,000	\$60,000	\$0
Buffer Area Sidewalk Replacement	\$71,500	\$0	(\$71,500)
Municipal Storm Drain System	\$265,000	\$265,000	\$0
Public Safety			
Public Safety Technology and Equipment	\$120,000	\$120,000	\$0
Public Spaces			
Laurel Park Hydrology and Engineering Study	\$100,000	\$100,000	\$0
Brookville Road Park Development	\$82,000	\$0	(\$82,000)
Village Hall/Office			
Village Hall Sidewalk, Public Works Yard Fence & Wall Replacement	\$83,000	\$0	(\$83,000)
Total	\$1,488,500	\$866,000	(\$622,500)

Expenditures:

	CIP Value as of FY2018	CIP Value as of FY2019	Difference
General Government			
<i>Equipment:</i>	\$18,000	\$18,000	\$0
<i>Vehicles:</i>	\$35,000	\$28,000	(\$7,000)
Subtotal:	\$53,000	\$46,000	\$7,000
Public Safety			
<i>Communications Equipment:</i>	\$46,000	\$35,000	\$11,000
<i>Vehicles:</i>	\$156,000	\$272,000	\$94,000
Subtotal:	\$202,000	\$307,000	\$105,000
Public Works			
<i>Equipment:</i>	\$44,000	\$38,000	(\$6,000)
<i>Vehicles:</i>	\$464,000	\$312,000	(\$152,000)
Subtotal:	\$498,000	\$350,000	(\$158,000)
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Overall Total	\$763,000	\$703,000	(\$60,000)

Possible New Projects/Expenditures for CIP

Air Conditioning System:

There are ten (10) air conditioning units spread throughout the building to serve the Hall meeting rooms and public spaces; administrative offices; police department; public works department and the Post Office. To-date, there had been no routine maintenance contract for any of the equipment; however, staff is investigating maintenance plan options to implement before or during FY2019.

Several of the units are over sixteen (16) years old. The average life of mechanical units is ten to fifteen years. We have experienced several recurring and costly repairs. Staff has requested an equipment survey detailing each unit, its age and repair history. Staff recommends developing a replacement program in addition to the proposed routine maintenance service.