

Memo

To: Board of Managers
From: Ellen Sands, Municipal Operations Coordinator
CC: Shana Davis-Cook, Village Manager
 Demetri Protos, Finance Director
Date: 2/25/2019
Re: Draft FY2020 – FY2025 Capital Improvements Program Budget

This year's Capital Improvements Program (CIP) budget includes projects/expenditures totaling \$291,500 for FY2020 and \$2,245,000 over the life of the six-year CIP. The proposed combined FY2020 CIP represents an increase of \$151,500 over its combined value in FY2019. This is due primarily to smaller individual Capital Projects (Brookville Road Park, the sidewalks at the Village Hall and Buffer and Public Works fence replacement) having been completed while the focus has shifted to the Village-wide stormwater infrastructure project.

In order to assist the Board in reviewing the FY2020 – FY2025 CIP, a brief description of the projects and expenditures for FY2020 and comparison summary are provided below.

Projects:

Sidewalk Maintenance:

This ongoing project proactively maintains and repairs Village sidewalks. The brick sidewalks are set in stone dust and are designed to settle and shift to accommodate tree roots. Repairs due to this settling or to address puddling of water in low spots are usually modest adjustments to the stone dust base and the work can typically be carried out by the Public Works Department, however, major repairs may be assigned to a contractor as was done in FY2019 for a section of slate sidewalk along Magnolia Parkway that was replaced with brick. We continue routine monitoring of all sidewalks, to proactively identify possible safety concerns. Sidewalks are repaired using the Village's approved brick type and pattern, and existing bricks are re-used whenever possible.

FY2020 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. All 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 reflect ongoing maintenance and repairs. The budgeted figures reflect current costs that can be affected

by oil price volatility, labor costs and adherence to the Village’s living wage policy.

FY2020 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. These replacements occur on an as-needed basis and no overall replacement program is planned. One new installation (of a fixture on an existing pole) is currently under consideration, but would occur in FY19 (subject to Board authorization). The yearly expenditure has not been adjusted since last year. The program also monitors technology developments regarding LED streetlights.

FY2020 Value	Total 6-Yr. Value
\$10,000	\$60,000

Municipal Storm Drain System:

This project is in the early stages. Planning funds have been and will continue to be applied towards identifying areas of most need, design planning and discussions between the County, Village and our consulting engineering firm. It is assumed that the total budgeted amount will be front-loaded to fund large-scale planning and most critical areas, while later years will be more focused efforts to address other areas. At its February 2019 meeting, the Board of Managers directed staff to focus on immediate remediation for the block of Hesketh and Irving Streets between Magnolia and Cedar Parkways. Construction funding has been adjusted to reflect this. The estimates for FY2021 – 2023 have been adjusted based on the civil engineer’s assessment of need and will be further refined based on the evolving scope of the project.

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.

FY2020 Value	Total 6-Yr. Value
\$100,000	\$840,000

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. No actual expenditures are anticipated in the balance of FY2019.

FY2020 Value	Total 6-Yr. Value
\$20,000	\$120,000

*Laurel Park Hydrology and Engineering Study:
(No change since last year due to the County's current budget priorities).*

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.

FY2020 Value	Total 6-Yr. Value
\$0	\$100,000

Equipment Expenditures:

Public Works Equipment:

Current equipment is functioning well and any costs incurred by repairs can be met through the operational budget. Equipment is evaluated annually for adjustments to the replacement schedule.

FY2020 Value	Total 6-Yr. Value
\$0	\$38,000

Vehicle Expenditures:

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. Cost of the vehicles includes all equipment, including mobile data terminals (laptops) for each. Please see the attached memo from Chief Fitzgerald regarding the funding for this expenditure.

FY2020 Value	Total 6-Yr. Value
\$108	\$336,000

Public Works Vehicles:

Vehicles are evaluated annually for adjustments to the replacement schedule. No vehicles are scheduled for replacement in FY2020.

FY2020 Value	Total 6-Yr. Value
\$0	\$354,000

CIP Comparison Summary

Projects:

	CIP Value as of FY2019	CIP Value as of FY2020	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	\$840,000	(\$575,000)
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	\$1,441,000	\$47,500

Expenditures:

	CIP Value as of FY2019	CIP Value as of FY2020	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	\$30,000	\$16,000
<i>Vehicles:</i>	\$156,000	\$336,000	(\$180,000)
Subtotal:	\$202,000	\$366,000	(\$164,000)
Public Works			
<i>Equipment:</i>	\$44,000	\$38,000	\$6,000
<i>Vehicles:</i>	\$464,000	\$354,000	\$152,000
Subtotal:	\$498,000	\$392,000	\$158,000
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Overall Total	\$763,000	\$804,000	(\$41,000)

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 FY2020.

Several of the units are over sixteen (16) years old. The average life of mechanical units is ten to fifteen years, however, significant repairs have resulted in equipment that is effectively re-built. Staff recommends developing a routine maintenance service program and replacement schedule.

Irrigation System:

Irrigation systems service the Village Hall and the Buffer. This past year we experienced repeated repair calls, ranging from incidents of broken heads to larger systemic repairs (replacement of a control box, light sensor and pump). Staff recommends that as part of the spring tune up a system-wide evaluation be performed to determine if the current system is viable (having been rebuilt and/or repaired) or whether it is time to consider replacement.