

Capital Improvements Plan

Town of Culpeper

FY 2021-2025



October 20, 2020

Capital Improvements Plan FY 2021-2025

Table of Contents

Introduction	1
Summary of Categories and Project Funding Sources	1
Administrative Facilities	7
Parks & Recreation	10
Transportation	12
Culpeper County School Board	14

Acknowledgements

Planning Commission

David Cubbage, Chairman

Ian Fitzsimmons

John Cerio

John Flanagan

Keith Price

Town Council

Michael T. Olinger, Mayor

William M. Yowell, Vice Mayor

Keith Brown

Jamie Clancey

Keith D. Price

Frank Reaves, Jr.

Pranas A. Rimeikis

Jon D. Russell

Meaghan Taylor

The development of the Capital Improvements Plan is a function of the Department of Planning & Community Development, with the valuable assistance of the following senior staff:

Christopher D. Hively, Town Manager

Salem Bush, Acting Director of Planning & Community Development

Jenn Landreth, Interim Director of Finance/Treasurer

Mike Stover, Director of Light & Power

Tonya Estes, Director of Information Technology

Jim Hoy, Director of Public Services

Introduction

Purpose of the Capital Improvements Plan

The Capital Improvements Plan (CIP) is intended to preserve, maintain and improve the Town's stock of public facilities such as roads, bridges, parks, water and sewer facilities, and electric utility systems. It provides a mechanism for:

- *Estimating capital requirements;*
- *Planning, scheduling, and implementing projects during a fixed period;*
- *Developing revenue policy for proposed improvements;*
- *Budgeting high-priority projects;*
- *Coordinating the activities of various departments in meeting project schedules;*
- *Monitoring and evaluating the progress of capital projects; and*
- *Informing the public of projected capital improvements.*

During Planning Commission review, the issue of the consistency of the proposed projects in relation to the Town's Comprehensive Plan is also addressed. In addition to providing current fiscal year capital budget, the CIP provides the framework and long term financial planning for the future 5 years.

The Capital Budget

The first year of the CIP is called the capital budget. The capital budget may be incorporated into the community's overall annual operating budget. In this case, the capital budget serves as the link between the CIP, the annual budget, and appropriations process. Following review by the Planning Commission, Town Council has historically adopted Year One of the capital budget into the annual budget.

Annual CIP Review and Update

The CIP should be reviewed and updated every year to reflect changing priorities, unexpected events, unique opportunities, cost changes, or alternative financing strategies. This CIP is formatted to conform to the categories identified in the Town's adopted proffer policy. County projects including public education and libraries have been included to allow for expenditure of Town collected proffer dollars designated for County projects.

Plan Contents

The 2021-2025 CIP outlined in the following pages provides a summary of planned expenditures and funding sources within each category. Each category begins with a summary sheet listing projects and expenditures for the five year period, followed by detailed individual project sheets. This year's CIP also establishes a priority ranking for each capital project, with 1 being the highest priority ranking and 5 the lowest priority.

The Capital Improvements Plan is a formal means by which to recognize the need for capital projects in the community and to provide a realistic means to pay for these projects. A good capital improvements program will maintain and improve our living and working environments and the quality of life that is so important to the Culpeper community.

Section 15.2-2298 of the Code of Virginia requires that "No proffer shall be accepted by a locality unless it has adopted a capital improvements plan." The Statute also prevents the transfer of property or acceptance of cash until the subject project is included in the capital improvements program.

The plan also includes County-funded projects that are not funded directly by the Town, but are impacted by growth. Under this mechanism, proffer monies can be transferred to the County and the Quasi-public organizations from residential rezonings.

Financing Capital Projects

The Town of Culpeper provides funding for capital projects through a combination of long-term borrowing and through the use of annual operating funds (or reserves). The operating budgets in the General Fund (a non-capital fund typically used to finance operations and maintenance functions) and Utility Fund (Water Fund, Wastewater Fund, and Light and Power Fund) annually include funding for the replacement of equipment and purchase of new equipment. These are used by Town functions (Light and Power, Water, and Wastewater) which operate as enterprise funds (which utilize user fees and are largely self-sustaining). In the utility operations budget, funding is also annually provided for recurring repairs and minor replacement projects. However, for larger non-recurring projects, the capital budget and the 5-Year Capital Improvements Plan are the means used to identify project needs, establish priorities, and earmark funding for needed capital improvements. The 5-Year capital plan is summarized by category.

Town of Culpeper, Virginia
Capital Improvement Plan
2021 thru 2025

CATEGORY SUMMARY

Category	2021	2022	2023	2024	2025	Total
Administrative Facilities		54,373		200,000		254,373
Parks and Recreation		50,000	250,000			300,000
Transportation		207,500	1,055,228			1,262,728
TOTAL		311,873	1,305,228	200,000		1,817,101

Town of Culpeper, Virginia
Capital Improvement Plan
2021 thru 2025

PROJECTS BY CATEGORY

Category	Project #	2021	2022	2023	2024	2025	Total
Administrative Facilities							
Salt and Abrasives Storage Building Replacement	2014-202				200,000		200,000
ERP software upgrade	2014-409		54,373				54,373
Administrative Facilities Total			54,373		200,000		254,373
Parks and Recreation							
Lakeview Park	2017-314		50,000	250,000			300,000
Parks and Recreation Total			50,000	250,000			300,000
Transportation							
Sidewalks, Bikeways, and Trails	2014-206		207,500	1,055,228			1,262,728
Transportation Total			207,500	1,055,228			1,262,728

Town of Culpeper, Virginia
Capital Improvement Plan
2021 thru 2025

FUNDING SOURCE SUMMARY

Source	2021	2022	2023	2024	2025	Total
General Fund		145,873	211,046	200,000		556,919
State and/or Federal		166,000	844,182			1,010,182
To Be Determined			250,000			250,000
GRAND TOTAL		311,873	1,305,228	200,000		1,817,101

Town of Culpeper, Virginia
Capital Improvement Plan
 2021 thru 2025

PROJECTS BY FUNDING SOURCE

Source	Project #	2021	2022	2023	2024	2025	Total
General Fund							
Salt and Abrasives Storage Building Replacement	2014-202				200,000		200,000
Sidewalks, Bikeways, and Trails	2014-206		41,500	211,046			252,546
ERP software upgrade	2014-409		54,373				54,373
Lakeview Park	2017-314		50,000				50,000
General Fund Total			145,873	211,046	200,000		556,919
State and/or Federal							
Sidewalks, Bikeways, and Trails	2014-206		166,000	844,182			1,010,182
State and/or Federal Total			166,000	844,182			1,010,182
To Be Determined							
Lakeview Park	2017-314			250,000			250,000
To Be Determined Total				250,000			250,000
GRAND TOTAL			311,873	1,305,228	200,000		1,817,101

Town of Culpeper, Virginia
Capital Improvement Plan
2021 thru 2025

PROJECTS BY CATEGORY

Category	Project #	2021	2022	2023	2024	2025	Total
Administrative Facilities							
Salt and Abrasives Storage Building Replacement	2014-202				200,000		200,000
ERP software upgrade	2014-409		54,373				54,373
Administrative Facilities Total			54,373		200,000		254,373
GRAND TOTAL			54,373		200,000		254,373

Capital Improvement Plan

Town of Culpeper, Virginia

2021 *thru* 2025

Project # 2014-202
Project Name Salt and Abrasives Storage Building Replacement

Type Maintenance
Useful Life 25 years
Category Administrative Facilities

Department Public Works
Contact Public Works Director



Description

The existing storage building will be replaced with a wooden and fabric structure.

Justification

The existing salt and abrasives storage building has deteriorated and is need of replacement. However, the Town is using a Culpeper County storage facility in the meantime before the existing building can be replaced. The current structure is constructed with block with a wooden roofing system. The chemicals stored in the structure have corroded and deteriorated the mortar and reinforcing steel holding the walls together. This deterioration has caused the wall to fracture horizontally allowing the internal weight of the chemicals to push the walls outward. The integrity of the blocks has been compromised so severely that repair of the structure would be more costly than replacement.

Comprehensive Plan Consistency:

Page 106 - Continue to operate its utilities in a timely and efficient manner, and offer competitive rates with the industry standards.

Page 106 - Lead by example in provisions of high-quality well maintained green spaces and public facilities.

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance				200,000		200,000
Total				200,000		200,000

Funding Sources	2021	2022	2023	2024	2025	Total
General Fund				200,000		200,000
Total				200,000		200,000

Capital Improvement Plan

Town of Culpeper, Virginia

2021 *thru* 2025

Project # 2014-409
Project Name ERP software upgrade

Type Improvement
Useful Life 10 years
Category Administrative Facilities
Department Information Technology
Contact IT Director



Description
<p>The town's current Enterprise Resource Planning (ERP) software is to provide an integrated real-time solution to track business resources (financial, HR, budget, inventory, accounts payable and receivables, utility billing, collection of real estate, personal property, business licenses and miscellaneous fees) and share data across to each module from data that is entered into the system.</p> <p>FY 2022 - eCitation - electronic ticketing system to generate reports and citation in the patrol vehicle. The system also has the capability to capture driver's license information electronically. Handwritten citations can take 15-20 minutes or longer to complete. The average time of stop, data run and tickets entry would be between 4-5 minutes. Citations are sent immediately to the Supreme Court System. - \$31,560</p> <p>E-parking upgrade - Upgrade e-parking software \$22,813</p>
Justification
<p>The current software has been active since 2009 and we continue to have ongoing significant issues.</p> <ul style="list-style-type: none"> - Has created additional work for staff and server downtime. - The flexibility and ability to modify is very limited and requires additional costs. - The constant experience of performance and response time issues. - We currently have over 30 open IT support cases. Some of them date back to nine months old. - The interoperability of the software with future IT infrastructure improvements is extremely limited and may require additional fees. <p>Comprehensive Plan Consistency: Page 106 - the Town should continue to operate its utilities in a timely and efficient manner</p>

Expenditures	2021	2022	2023	2024	2025	Total
Software		54,373				54,373
Total		54,373				54,373

Funding Sources	2021	2022	2023	2024	2025	Total
General Fund		54,373				54,373
Total		54,373				54,373

Town of Culpeper, Virginia
Capital Improvement Plan
 2021 thru 2025

PROJECTS BY CATEGORY

Category	Project #	2021	2022	2023	2024	2025	Total
Parks and Recreation							
Lakeview Park	2017-314		50,000	250,000			300,000
Parks and Recreation Total			50,000	250,000			300,000

Capital Improvement Plan

Town of Culpeper, Virginia

2021 *thru* 2025

Project # 2017-314
Project Name Lakeview Park

Type Unassigned
Useful Life 25 years
Category Parks and Recreation

Department Planning
Contact Town Planner



Description

Potential recreation space has been created with the completed construction of Lake Pelham Dam. The property is Town owned near the boat access to Lake Pelham that adjoins the Lakeview Subdivision. Additionally, the Lakeview Connector Trail connects this property to Yowell Meadow Park. These factors present an opportunity to construct a public park on this property. The Parks and Recreation Commission will begin conceptual planning for the park in FY 2021. FY 2022 funding is allocated for professional engineering services to design and engineer a park site plan. FY 2023 funding is allocated for the estimated cost to construct a park at this location.

Justification

Comprehensive Plan Consistency:

The Comprehensive Plan recognizes the need for more public parks throughout town, particularly community and neighborhood type parks. This size park fits the category of a neighborhood or community park. Additionally, adding this park to one side of the Lakeview Connector Trail will reinforce trail network by connecting two parks.

Comprehensive Plan Consistency:

Page 126 - Provide quality parks.

Page 126 - Protect natural resources including air and water quality.

Page 126 - Encourage connectivity in new and existing developments.

Expenditures	2021	2022	2023	2024	2025	Total
Planning/Design		50,000				50,000
Construction/Maintenance			250,000			250,000
Total		50,000	250,000			300,000

Funding Sources	2021	2022	2023	2024	2025	Total
General Fund		50,000				50,000
To Be Determined			250,000			250,000
Total		50,000	250,000			300,000

Town of Culpeper, Virginia
Capital Improvement Plan
 2021 thru 2025

PROJECTS BY CATEGORY

Category	Project #	2021	2022	2023	2024	2025	Total
Transportation							
Sidewalks, Bikeways, and Trails	2014-206		207,500	1,055,228			1,262,728
Transportation Total			207,500	1,055,228			1,262,728

Capital Improvement Plan

Town of Culpeper, Virginia

2021 *thru* 2025

Project # 2014-206
Project Name Sidewalks, Bikeways, and Trails

Type Improvement **Department** Public Works
Useful Life 25 years **Contact** Town Planner
Category Transportation



Description

-FY 2022 funding for Planning and Engineering for Transportation Alternative (TA) VDOT grant funds for two sidewalk projects that include sidewalk extension along Ira Hoffman Lane from James Madison Highway to Rocky Knoll and sidewalk infill along Sperryville Pike near Yowell Elementary School.
 -FY 2023 includes funding for construction for the two TA sidewalk projects.

Justification

The Sidewalks, Bikeways, and Trails Master Plan was adopted in 2007. The plan identifies locations for future sidewalks, bike lanes, and trails throughout the town. In 2012, staff developed a Culpeper Greenway Network Plan along with design guidelines for implementing a comprehensive multi-use trail system throughout the Town.

Comprehensive Plan Consistency:

Page 96 - Pursue opportunities to acquire funds, grants or other resources for the completion of local projects.

Page 104 - Support new growth with adequate increases in public services and facilities including police protection, sewer, and water.

Expenditures	2021	2022	2023	2024	2025	Total
Planning/Design		207,500				207,500
Construction/Maintenance			1,055,228			1,055,228
Total		207,500	1,055,228			1,262,728

Funding Sources	2021	2022	2023	2024	2025	Total
General Fund		41,500	211,046			252,546
State and/or Federal		166,000	844,182			1,010,182
Total		207,500	1,055,228			1,262,728

Town of Culpeper, Virginia
Capital Improvement Plan
2021 thru 2025

PROJECTS BY CATEGORY

Category	Project #	2021	2022	2023	2024	2025	Total
Public Education							
School Board	2014-502	2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263
Public Education Total		2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263

Capital Improvement Plan

Town of Culpeper, Virginia

2021 *thru* 2025

Project # 2014-502
Project Name School Board

Type Improvement
Useful Life 25 years
Category Public Education

Department Culpeper County Government
Contact County School Board



Description

Significant projects include renovations to Culpeper Middle School in FY 2022, renovations to Sycamore Park Elementary in FY 2023, new school site acquisition in FY 2023, and build a new school in FY25.

Justification

Comprehensive Plan Consistency:

Page 106 - Utilize the conditional zoning (proffer) system and rezoning process to obtain sites during private development for needed public facilities, including but not limited to sites for new schools, water storage facilities, and parks.

Page 106 - Coordinate with Culpeper County on County facilities which serve the Town, including schools parks which are located within the corporate limits.

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263
Total	2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263

Funding Sources	2021	2022	2023	2024	2025	Total
County Funds	2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263
Total	2,213,000	43,580,530	16,490,733	2,000,000	22,000,000	86,284,263