

**TOWN OF CARRBORO, NORTH CAROLINA
CAPITAL IMPROVEMENTS PLAN
FY 2018-19 THROUGH FY 2022-23**

BOARD OF ALDERMEN

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Message from the Manager
Capital Improvements Plan
FY 2018-19 through FY 2022-23

January 23, 2018

Dear Mayor and Board of Aldermen:

The Capital Improvements Plan (CIP) for FY 2018-19 through FY 2022-23 concentrates primarily on the completion of current projects rather than the initiation of new projects. The Town has 15 capital projects underway totaling \$25.4 million. The largest project is the 203 S. Greensboro Street project at \$15.6 million, a joint endeavor between the Town and Orange County, to develop a facility to house the Orange County Southern Branch Library and administrative offices for the Town. The County is expected to contribute \$6.0 million and the Town anticipates debt financing of \$9.0 million.

Over the next five years, the Town will funds for the following projects;

Street Re-surfacing \$1.5 million;
Vehicles and Equipment \$2.5 million; and,
Infrastructure Projects (e.g., sidewalks, bike ways, etc.) \$2.8 million.

While the Facilities Assessment and Space Needs Study in 2016 identified a need for the renovation of several Town building, these projects have not been included in the CIP. These projects need to be more specifically defined to allow for better evaluation of funding options as well as impact analysis on the General Fund.

Overall Costs

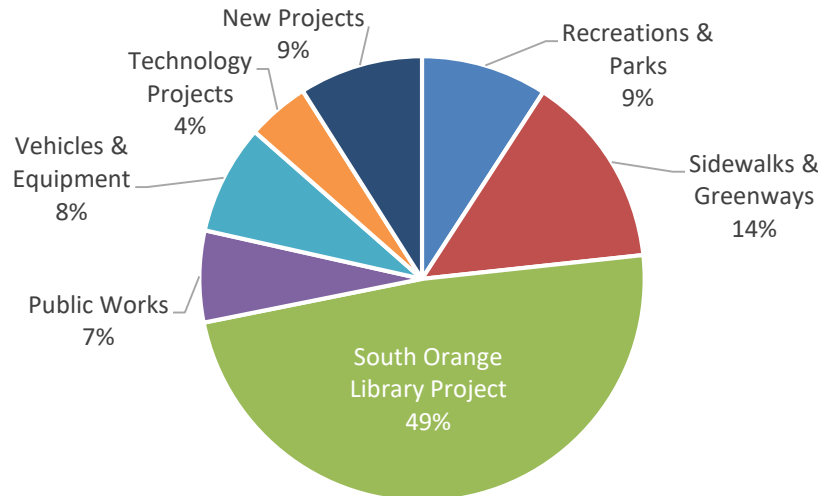
The total cost of the CIP for FY 2018-19 through FY 2022-23 is estimated at \$32.3 million, \$3.2 million less than last year. Current projects total \$25.4 million or 78.7% of the total.

The chart below shows the estimated cash needs by year.

	FUNDING	PROJECT REQUESTS					TOTAL	TOTAL
PROJECT COSTS	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	REQUEST	COST
CURRENT PROJECTS	23,879,782	300,000	300,000	300,000	300,000	300,000	1,500,000	25,379,782
VEHICLES / EQUIPMENT	-	357,014	577,635	363,383	535,077	746,252	2,579,361	2,579,361
TECHNOLOGY PROJECTS	1,461,201	-	-	-	-	-	-	1,461,201
NEW PROJECTS	105,000	218,413	687,651	1,664,844	232,907	-	2,803,815	2,908,815
TOTAL PROJECT COSTS	25,445,983	875,427	1,565,286	2,328,227	1,067,984	1,046,252	6,883,176	32,329,159

On a functional basis, the new building at 203 S. Greensboro Street to house the South Orange Library and Town administrative office is by far the largest project to be undertaken.

Total Capital Improvement Plan by Functional Area



In the past we have used “Storm Water Management” to show retrofits required of the Town to address the Jordan Lake Rules and other regulatory requirements. As of July 1, 2017, the Town has established a Storm Water Utility Enterprise Fund to manage regulatory requirement, as well as flooding mitigation. The Utility Enterprise Fund is expected to provide a stable and consistent source of funding to address storm water and flooding issues.

Over the next five years capital projects for Stormwater total less than a million dollars with \$4.3 million estimated to be needed beyond FY 2022-23. Funding for stormwater capital projects are anticipated to be paid from the Enterprise Fund.

The cost for replacement of Vehicles and Equipment over the next five years total \$2.5 million, \$700,000 less than the \$3.2 million in last year’s CIP. Part of the reason for this decrease is related to the revised replacement criteria to include other operating factors in addition to the age and mileage of vehicles (see Appendix C). The discontinuation of certain models by manufacturers may result in an increase in cost for vehicle and equipment replacements, depending upon the selected replacements. Ford has discontinued its small pick-up truck, Ranger, and Fleet Maintenance has chosen to replace it with a Ford F-150. Chevrolet has discontinued its Caprice, used by police, and for FY 2017-18 police has decided to replace this with the all-wheel-drive Dodge Charger V-8.

The actual vehicles and equipment to be acquired in any given year will continue to be dependent upon the Town’s financial condition and debt tolerance.

Funding

Below are the proposed sources of funding for the \$32.3 million CIP for FY 2108-19 through FY 2022-23.

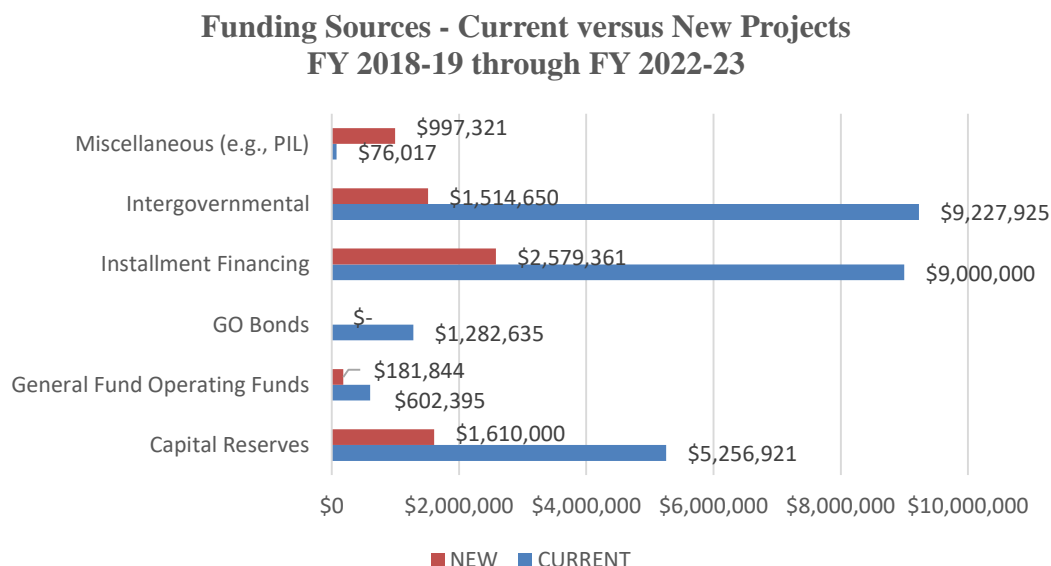
PROJECT REVENUES	TOTAL COST	% of TOTAL
Capital Reserves	\$ 6,866,921	21.2%
General Fund Operating Funds	\$ 784,239	2.4%
GO Bonds	\$ 1,282,635	4.0%
Installment Financing	\$ 11,579,361	35.8%
Intergovernmental	\$ 10,742,575	33.2%
Miscellaneous (e.g., PIL)	\$ 1,073,338	3.3%
TOTAL REVENUES	\$ 32,329,069	100.0%

Historically, the Town has limited the use of debt financing for specific capital projects. For example, general obligation bonds were issued for sidewalks and greenways, bank financing for fire station #2, and lease-purchases for vehicle and equipment replacements annually. Installment debt financing for the CIP through FY 2022-23 comprise 35.8% of all capital funds.

Most all of the projects supported by General Obligation bonds issued in 2013 have been completed. The remaining projects (e.g. Rogers Road sidewalk, greenways, etc.) currently comprise 4.0% of capital funding. Going forward, there are no plans for a general obligation referendum.

Intergovernmental revenues provide a significant share of project costs. The challenge for the Town will be to provide matching funds for such revenues. General Fund operating funds will comprise 2.4% of capital financing. The Town has been able to use general obligation bonds issued in 2013 for sidewalks and greenways, and fund balance from the general fund to match intergovernmental funds.

Below is comparison of funding sources for current projects and new projects.



Undertaking the proposed capital projects through FY 2022-23 will present many challenges and decision points. Along with proper and appropriate design of capital projects, the Town will need to balance funding capital projects with the continuation of current level services to residents. With a heavy reliance on residential property tax revenues, the Town will need to continue to explore additional revenue sources (e.g. increased property tax rate, transit tax, prepared meals tax, increase fees, impact fees, etc.).

The Town has established high levels of service delivery for the citizens. Implementation of the proposed capital projects through FY 2022-23 will provide the necessary infrastructure and create an environment for continuation of high performance levels in delivering services to residents.

Sincerely,

A handwritten signature in black ink, reading "David L. Andrews". The signature is fluid and cursive, with the first name "David" and last name "Andrews" clearly distinguishable.

David L. Andrews, ICMA-CM
Town Manager

INTRODUCTION

The Capital Improvement Plan (CIP) is a planning tool that seeks to develop a plan for meeting the Town's immediate and long-term capital needs. It identifies needed capital investments for property, plant or equipment acquisitions and renovations to implement the Board of Aldermen's vision and strategic priorities for the Town. The Board's ultimate goal is to create and maintain Carrboro as a sustainable community that is a highly desirable place to live, with emphasis on quality of life policies such as walkability, environmental protection, recreation and local economic development.

No budget appropriations are made in the CIP. Capital projects are funded by the Board through adoption of a Capital Project Ordinance or in the annual general fund budget. Adjustments for project costs may be made each year during development of the annual operating budget. The CIP is prepared bi-annually and updated annually or as necessary.

Capital projects are required to address one of the Board's six strategic goals:

1. Maintaining the existing infrastructure in order to protect the Town's investments
2. Expanding the Town's tax base in a way that will benefit both current and future citizens
3. Complying with state and federal mandates
4. Incorporating energy and climate protection strategies
5. Providing Town services in the most efficient, safe and quality manner
6. Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans (e.g., Vision 2020, Downtown Visioning Plan, Downtown Traffic Circulation Study, Recreation and Parks Master Plan, etc.)

Projects in the CIP fall into one of the following categories:

- Public Works/Infrastructure projects (e.g., purchase, construction or renovation of buildings, purchase of land, construction of parks and greenways, sidewalk construction, etc.) that cost \$100,000 or more and require several years for completion.
- Vehicles and Equipment replacements that cost \$30,000 or more per unit. As a general rule, vehicles with less than 100,000 miles will not be replaced unless it is determined to be a "lemon" and annual repairs in a two year period exceed the cost of a new vehicle. Beginning in 2016 all vehicles for purchase must reflect fuel efficiencies as identified in the Town's Strategic Energy and Climate Protection Plan.
- Information Technology (IT) projects which cost \$50,000 or more that are designed to increase or provide new technology capacity. IT projects related to software replacements, upgrades or maintenance costs are provided for in the annual operating budget.
- Storm Water Management projects to address mandated federal and state storm water compliance requirements, as well as flooding mitigation throughout the Town due to the frequency and severity of rain storms.

Project costs are updated periodically depending on the type of project. For example: street resurfacing costs are adjusted each year due to the fluctuation of petroleum costs; sidewalk costs are updated based on a cost per foot; new construction and renovations are calculated on a square foot basis. Funds appropriated in the annual operating budget for study or evaluation of facilities and infrastructure that are less than \$50,000 are not included as part of the CIP project cost.

The table below is a summary of capital projects, current and new requests with estimated cash needs per year.

Summary of Capital Improvements Plan FY 2018-19 through FY 2022-23

	FUNDING	PROJECT REQUESTS					TOTAL	TOTAL
PROJECT COSTS	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	REQUEST	COST
CURRENT PROJECTS	23,879,782	300,000	300,000	300,000	300,000	300,000	1,500,000	25,379,782
VEHICLES / EQUIPMENT	-	357,014	577,635	363,383	535,077	746,252	2,579,361	2,579,361
TECHNOLOGY PROJECTS	1,461,201	-	-	-	-	-	-	1,461,201
NEW PROJECTS	105,000	218,413	687,651	1,664,844	232,907	-	2,803,815	2,908,815
TOTAL PROJECT COSTS	25,445,983	875,427	1,565,286	2,328,227	1,067,984	1,046,252	6,883,176	32,329,159
PROJECT REVENUES								
Capital Reserves	5,151,921	300,000	410,000	300,000	300,000	300,000	1,610,000	6,761,921
Capital Reserves - Matching Funds	105,000	-	-	-	-	-	-	105,000
General Fund Operating Funds	602,395	110,497	71,347	-	-	-	181,844	784,239
GO Bonds	1,282,635	-	-	-	-	-	-	1,282,635
Installment Financing	9,000,000	357,014	577,635	363,383	535,077	746,252	2,579,361	11,579,361
Intergovernmental	9,228,015	107,916	201,547	1,030,680	174,507	-	1,514,650	10,742,665
Miscellaneous (e.g., PIL)	76,017	-	304,757	634,164	58,400	-	997,321	1,073,338
TOTAL REVENUES	25,445,983	875,427	1,565,286	2,328,227	1,067,984	1,046,252	6,883,176	32,329,159

CURRENT PROJECTS

The Board of Aldermen has appropriated \$25 million for fifteen (15) capital projects that are currently underway. Below is a list of these projects. For a status report of each project, see Appendix A.

<u>Department</u>	<u>Project #</u>	<u>Project</u>	<u>Appropriation</u>
Public Works	55032	Rogers Road Sidewalk	\$1,371,658
Public Works	N/A	Street Re-surfacing	\$551,000
Planning	55003	Bolin Creek Greenway	\$1,253,130
Planning	55002	Morgan Creek Greenway	\$1,521,471
Planning	33007	Stormwater Management	\$80,000
Planning	55033	Jones Creek Greenway	\$420,000
Planning	TBD	South Greensboro Street Sidewalk	\$105,000
Public Works	66041	LED Streetlights	\$100,000
Public Works	66001	Town Commons	\$1,304,974
Recreation & Parks	66044	Martin Luther King, Jr. Park	\$1,657,654
Information Technology	54041	Planning Software	\$230,000
Information Technology	44701	Rogers Road Conduit	\$155,000
Information Technology	53007	Police Body Worn Cameras	\$148,831
Police/Fire	55006	Public Safety Radios	\$927,370
New Building	20133	203 S. Greensboro Street Project	\$15,699,895
TOTAL			\$25,525,983

Several projects are expected to be completed in FY 2018-19 and no additional funding above current appropriation is anticipated:

- Homestead-Chapel Hill High School Multi-Use Path
- Town Commons
- Planning Software
- Rogers Road Conduit
- Public Safety Radios

The Town continues to maintain its road infrastructure with a planned 15-year cycle street resurfacing program. The Town sets aside funds in Capital Project Reserve each year for street re-surfacing and issues a paving contract every two years. Currently there is \$551,000 appropriated for street re-surfacing.

Town staff continues to work on energy and climate protection to identify, evaluate and plan for implementation of energy efficiency strategies in Town facilities and infrastructure. The project to replace street lights with LED lights is on hold pending decisions by Duke Power and North Carolina Utility Commission.

The study of Town Hall infrastructure for more effective use of finished and unfinished space was postponed from its original anticipated start date in FY 2015-16. Consultant was hired in FY 2016-17 to undertake this study which was expanded to cover all Town facilities (i.e. Town Hall, Century Center, Public Works Facility, and Fire Stations). Recommendations from this study have not been included in the CIP as these projects need to be more specifically defined to allow for better evaluation of funding options as well as impact analysis on the General Fund.

NEW CAPITAL IMPROVEMENT PROJECT REQUESTS

Between FY 2018-19 and FY 2022-23 it is estimated that the Town will need an additional \$6.8 million street re-surfacing, vehicle and equipment replacement, and proposed new projects.

PROJECT COSTS	FUNDING TO DATE	FY 2019- 2023 REQUEST	TOTAL COST
CURRENT PROJECTS	\$ 23,879,692	\$ 1,500,000	\$ 25,379,692
VEHICLES / EQUIPMENT	\$ -	\$ 2,579,361	\$ 2,579,361
TEHCNOLOGY PROJECTS	\$ 1,461,201	\$ -	\$ 1,461,201
NEW PROJECTS	\$ 105,000	\$ 2,803,815	\$ 2,908,815
TOTAL PROJECT COSTS	\$ 25,445,893	\$ 6,883,176	\$ 32,329,069

The Town anticipates borrowing \$9.0 million and the County contributing \$6.0 million for development of 203 S. Greensboro Street to house the South Branch Library and administrative offices for the Town.

See Appendix B for a description of new CIP projects and financing needs through FY 22-23.

Storm Water Utilities

In the past we have used “Storm Water Management” to show retrofits required of the Town to address the Jordan Lake Rules and other regulatory requirements. As of July 1, 2017, the Town has established a Storm Water Utility Enterprise Fund to manage regulatory requirement, as well as flooding mitigation. The Utility Enterprise Fund is expected to provide a stable and consistent source of funding to address storm water and flooding issues. Funding for stormwater capital projects are anticipated to be paid from the Enterprise Fund.

Over the next five years capital projects for stormwater total less than a million dollars with \$4.3 million estimated to be needed beyond FY 2022-23. The Town has provided \$80,000 for preliminary planning with the following projects identified as a priority.

	COST ESTIMATE
Anderson Park	\$ 296,503
Carrboro High School	\$ 44,344
Carrboro Plaza	\$ 111,792
McDougle School Retrofit	\$ 82,974
Morgan Creek Retrofit	\$ 287,750
STORMWATER MANAGEMENT	\$ 823,363

Vehicles and Equipment

The cost for replacement of Vehicles and Equipment over the next five years total \$2.5 million compared to \$3.2 million in last year’s CIP. Part of the reason for this decrease is that we modified the replacement criteria to include other operating factors in addition to the age and mileage of vehicles (see Appendix C). Below is the projected schedule for vehicle and equipment replacements over the next five years.

	PROJECT REQUESTS					TOTAL REQUEST
	FY 19	FY 20	FY 21	FY 22	FY 23	
<u>VEHICLES / EQUIPMENT</u>	\$357,014	\$577,635	\$363,383	\$535,077	\$746,252	\$2,579,361

See Appendix D for detailed list of vehicles and equipment proposed for replacement. The actual vehicles and equipment to be acquired in any given year will continue to be dependent upon the Town’s financial condition and debt tolerance. Going forward the Town may need to re-evaluate its strategy of lease purchase of vehicles and equipment in light of additional financing needs.

Transportation Projects

The Town has received a number of federal and state highway transportation grants to help fund greenways, multi-use paths, sidewalks and other roadway infrastructure. These grants require a local match. For informational purposes, below is a list of Transportation Projects where funding has been approved or earmarked for certain Town projects by the MPO or state DOT that will require a local match.

	<u>Fiscal Year</u>	<u>Program</u>	<u>Federal/State Amount</u>	<u>Local Match Amount</u>	<u>Total Cost</u>
S. Greensboro Street Sidewalk					
Design	FY 2017	STPDA	\$ 84,000	\$ 21,000	\$ 105,000
Construction	FY 2017	TBD	\$ 437,240	\$ 87,448	\$ 524,688
Construction	FY 2019	CMAQ	\$ 440,000	\$ 110,000	\$ 550,000
Total Project Cost			\$ 961,240	\$ 218,448	\$ 1,179,688
Jones Ferry Road Sidewalk	FY 2021	STPBG	\$ 448,869	\$ 112,217	\$ 561,086
Estes Drive Sidewalks & Bike Lanes	FY 2021	STPBG	\$ 1,063,803	\$ 212,761	\$ 1,276,564
Barnes Street Sidewalk	FY 2022	STPBG	\$ 232,907	\$ 58,227	\$ 291,134
TOTAL			\$ 2,706,819	\$ 601,653	\$ 3,308,472

As the design for these projects are completed and Municipal Agreements are executed, the CIP will be revised to reflect any changes in cost.

Additionally, the Town has submitted the following projects as part of the SPOT prioritization 5.0 process for funding in the FY 2018-19 STIP. If programmed, funding would be available during the first four years and require a 20% local match.

- NC 54 Sidepath – Sidepath on the north side of NC 54 from James Street to Anderson Park
- Seawell School Road Bike-Ped Infrastructure – bike lanes and sidewalks along one side of Seawell School Road from Estes Drive to Homestead Road
- NC Old 86 Bike Lanes – bike lanes on both sides of NC Old 86 from Farm House Road to Calvander, intersection of Homestead Road, Dairyland Road and NC Old 86

FINANCIAL STATUS OF THE TOWN

Overall, the Town's financial health is good with General Fund unassigned fund balance of 53.7% of annual expenditures at June 30, 2017. Total fund balance for all funds in 2017 was \$21.6 million or 78.9% of total General Fund expenditures. Property taxes, local sales taxes, and other taxes comprise 83% of the Town's revenue sources. The remainder comes from intergovernmental revenue, fees and permits, and various other revenue sources. Revenues over the past seven years have grown roughly 2.9% compound annual growth rate. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources (net position) by \$37.0 million. The Town maintained its AAA bond rating with Standard and Poor's; and Aa1 by Moody's.

Total expenditures were \$20.1 million which was \$2.3 million less than the final budget of \$22.4 million. Salaries, wages, health insurance, and other employee benefits represent more than half (57%) of Town expenses. Transportation expenses have increased at a compound actual growth rate of 6.9%.

The Board of Aldermen has adopted a Fund Balance policy to maintain a General Fund

unassigned fund balance within a range of 22.5% to 35% of budgeted appropriations. When the General Fund unassigned fund balance exceeds 35%, the Town Manager may set aside an amount in assigned fund balance for transfer to Capital Reserves Fund for specific future capital projects. Should the unassigned fund balance in the General Fund fall below 20%, the Town Manager must develop and implement a plan to re-build the balance to 22.5% within one year.

IMPACT ON OPERATING BUDGET

The CIP planning process also seeks to assess the potential impact of the proposed capital projects on the Town's overall financial condition and annual operating budget. Of particular concern is debt financing and the Town's ability to meet future debt obligations. The long range financial plan (presented under separate cover) for the next 5-7 years considers the impact of additional debt in projecting the Town's base financial plan.

Appendix A

Status of Current CIP Projects

PROJECT TITLE: Town Commons Improvements	DEPARTMENT: Public Works
AUTHORIZED BUDGET: \$1,284,974	CONTACT: Anita Jones-McNair

START DATE: June 2015	EXPECTED COMPLETION DATE: March 2018
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DESCRIPTION

This project will provide a complete overhaul of Town Commons. Improvements include structurally supported sod, irrigation, new restroom, pervious pavement and new landscaping. The wooden vertical structures will receive a cleaning and a fresh coat of stain.

STATUS

Grading/construction began November 2017. The major goal of the project is to complete major work over the winter so that Farmers' Market can resume in early spring.

PROJECT TITLE: Homestead-CHHS Multi-use Path	DEPARTMENT: Public Works/ Planning
AUTHORIZED BUDGET: \$1,253,129	CONTACT: Anita Jones-McNair

START DATE: FY 2012	EXPECTED COMPLETION DATE: December 2018
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DESCRIPTION

Construction of a paved 10-foot wide trail connecting the Claremont neighborhood, under Homestead Road, to Chapel Hill High School.

STATUS

Construction is underway, including surveying, sedimentation and erosion control installation, clearing, grading, gravel installation and compaction, and bridge design.

PROJECT TITLE: LED Streetlights	DEPARTMENT: Public Works
AUTHORIZED BUDGET: \$100,000	CONTACT: Cathy Dorando

START DATE: Unknown	EXPECTED COMPLETION DATE: Unknown
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DESCRIPTION

Installation of LED streetlights on light poles leased from Duke Energy. This project has yet to start.

STATUS

Awaiting Duke Energy to change funding and rental rules for LED lights.

PROJECT TITLE: Martin Luther King Jr Park	DEPARTMENT: Recreation and Parks
AUTHORIZED BUDGET: \$1,657,654	CONTACT: Wendell Rodgers

START DATE: FY 15-16	EXPECTED COMPLETION DATE: December 2018
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DESCRIPTION

The design will be attentive to environmental features, address best practices in water resources and provide accessible facilities to users of all abilities. The facility will be designed with, at a minimum, the consideration of the following elements: parking, expansion of the existing community garden and storage area, picnic areas and shelters, restrooms, an amphitheater, natural playground, adult fitness equipment, youth cycling area, 10' wide ADA accessible trail, pollination gardens, bee hives, and a wetland.

STATUS

Design is expected to be complete by January 2018. Staff is working on hiring a consultant to specifically prepare construction drawings, documents, and cost estimates for construction bid in early 2018.

PROJECT TITLE: Police Body Worn Cameras	DEPARTMENT: IT
AUTHORIZED BUDGET: \$148,831	CONTACT: Andy Vogel

START DATE: FY 2015	EXPECTED COMPLETION DATE: June 2018
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DESCRIPTION

Purchase and implement new Police Officer body worn camera system with additional SAN storage for video retention.

STATUS

The Town of Carrboro has been awarded a grant in the amount of \$46,731 by the U. S. Department of Justice, Bureau of Justice Assistance and the grant funds are to be used to cover up to 50% of the Town's total cost to acquire 32 body worn cameras. The Town's matching funds will be \$46,731. The total estimated cost to acquire 32 body worn cameras is \$65,600 (plus \$16,898 for SAN storage) for a total of \$82,498.

PROJECT TITLE: Rogers Road Conduit	DEPARTMENT: IT
AUTHORIZED BUDGET: \$155,000	CONTACT: Andy Vogel

START DATE: October 2014	EXPECTED COMPLETION DATE: October 2018
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DESCRIPTION

Installation of conduit along Rogers Road for fiber optic infrastructure by directional boring. Will be done in conjunction with Rogers Road NCDOT improvements.

STATUS

Conduit path along Rogers Road has been fully engineered and designed. NC DOT encroachment permit for placing conduit in NCDOT ROW has been approved by the NCDOT. Installation of conduit will be synchronized with NCDOT road improvements work.

PROJECT TITLE: Permitting Software	DEPARTMENT: IT
AUTHORIZED BUDGET: \$230,000	CONTACT: Andy Vogel

START DATE: June 2015	EXPECTED COMPLETION DATE: April 2019
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DESCRIPTION

Purchase and implement new Permitting & Land Management (PLM) Software for Planning, Zoning and Inspections Department.

STATUS

Software implementation, customization and configuration (including a large GIS integration component) is ongoing and is scheduled to be completed by 11/2018. A soft launch is intended to take place near the end of year 2018 with the application going into full production use by early to mid-2019.

PROJECT TITLE: Jones Creek Greenway	DEPARTMENT: Planning
AUTHORIZED BUDGET: \$420,000	CONTACT: Tina Moon

START DATE: July 11, 2016	EXPECTED COMPLETION DATE: DECEMBER 2019
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DESCRIPTION

Construct a greenway that will complete an off-road network between Morris Grove Elementary, Lake Hogan Farms neighborhood, and Twin Creeks Park.

STATUS

RFQ proposals for design have been received and are being reviewed. A supplemental agreement with NCDOT has been executed to reflect an additional \$80,000 of CMAQ funding.

PROJECT TITLE: Rogers Road Sidewalk	DEPARTMENT: Planning
AUTHORIZED BUDGET: \$1,371,658	CONTACT: Trish McGuire

START DATE: FY 2012	EXPECTED COMPLETION DATE: December 2019
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DESCRIPTION

Installation of a 5 ft. wide concrete sidewalk, curb and gutter along west side of Rogers Road from Homestead Rd. to Meadow Run Ct.

STATUS

All easements have been acquired and construction engineering and construction bids have been publicized. Construction engineering proposals have been received. Construction bid opening date of 12/12/17. Only two bids were received. A total of three bids are necessary for a formal bid. Re-bid will be done in January.

PROJECT TITLE: Morgan Creek Greenway Phases 1 and 2	DEPARTMENT: Planning
AUTHORIZED BUDGET: \$1,521,471	CONTACT: Tina Moon

START DATE: FY 2012	EXPECTED COMPLETION DATE: FY 2019
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DESCRIPTION

Design and construct a greenway along Morgan Creek from Smith Level Road to University Lake, with connections, via a bridge, to BPW Club Rd. and, via an underpass, to Frank Porter Graham Elementary.

STATUS

Currently Phase 1, Alternate Phase 1, and Phase 2 are in the preliminary engineering phase. It expected that Phase 1 will be under construction in the spring of 2018.

PROJECT TITLE: Public Safety Radio Upgrade	DEPARTMENT: Police & Fire
AUTHORIZED BUDGET: \$927,370	CONTACT: Walter Horton/Susanna Williams

START DATE: FY 2015-16	EXPECTED COMPLETION DATE: June 2018
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DESCRIPTION

Update all public safety radios for compliance with Orange County radio system. Orange County will no longer support the existing radios.

STATUS

Radios have been purchased. Once all radios are received, they will be programmed, tested and installed. Personnel will receive training on use of the new radios.

PROJECT TITLE: Orange County Library	DEPARTMENT: Planning
AUTHORIZED BUDGET: \$15,699,895	CONTACT: Patricia McGuire

START DATE: FY 2017-18	EXPECTED COMPLETION DATE: TBD
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DESCRIPTION

Construction of a multi-story shell building to house the Orange County Southern Branch Library and Town of Carrboro administrative offices with an associated parking structure.

STATUS

RFQ for architectural/engineering services has been published and proposals have been received. Committee will review these proposals and make a recommendation of a qualified firm to the Board of Aldermen.

Appendix B

New CIP Project Requests

DEPARTMENT: Information Technology
PROJECT TITLE: Town Phone System Replacement

	FUNDING					FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	PROJECT COSTS
Expenses							
Equipment/Furnishings		\$ 95,000					\$ 95,000
TOTAL	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Appropriations							
Capital Project Fund		\$ 95,000					\$ 95,000
TOTAL	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Operating Budget Impact							
Operating			\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000.00
Estimated Total	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000.00

Description and Benefits

Replace existing phone system (includes voicemail system) that serves all Town facilities and departments. Current phone system has been at end-of-life for over five years. Replacement parts are becoming hard to obtain. Current system cannot be upgraded or added to in any way. No new replacement parts are being made for the current system.

Energy Sustainable Measures

N/A

Funding Source Notes (if grants, ID source and matching requirements)

Capital Fund

DEPARTMENT: Information Technology
PROJECT TITLE: Conduit Installation on S. Greensboro St.

	FUNDING					FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	PROJECT COSTS
Expenses							
Equipment/Furnishings			\$ 110,000				\$ 110,000
TOTAL	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000
Appropriations							
Capital Project Fund			\$ 110,000				\$ 110,000
TOTAL	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000

Description and Benefits

Install conduit along South Greensboro St. during NCDOT and the Town of Carrboro South Greensboro Sidewalk Project. The proposed conduit installation will link Town owned conduit located on Smith Level Rd to the Century Center and connect the planned Carrboro-Orange County Library to the Town of Carrboro conduit infrastructure system.

Energy Sustainable Measures

N/A

Funding Source Notes (if grants, ID source and matching requirements)

Capital Fund

DEPARTMENT: Planning
PROJECT TITLE: Greensboro-Lloyd Bikeway

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Planning/Design		\$ 28,604					\$ 28,604	\$ 28,604
Construction			\$ 176,841				\$ 176,841	\$ 176,841
Land/ROW		\$ 9,809					\$ 9,809	\$ 9,809
TOTAL	\$ -	\$ 38,413	\$ 176,841	\$ -	\$ -	\$ -	\$ 215,254	\$ 215,254
Appropriations								
General Fund		\$ 15,497	\$ 71,347				\$ 86,844	\$ 86,844
Intergovernmental Funds		\$ 22,916	\$ 105,494				\$ 128,410	\$ 128,410
TOTAL	\$ -	\$ 38,413	\$ 176,841	\$ -	\$ -	\$ -	\$ 215,254	\$ 215,254

Description and Benefits

The project was approved for a federal Congestion Mitigation and Air Quality (CMAQ) allocation for FY2016 by the Durham-Chapel Hill-Carrboro MPO on 10/12/2011, and subsequently amended in 2016 with updated cost estimates and milestones for completion. It was anticipated that this allocation would pay for 80% of the project's detailed design and engineering costs, updated costs required a higher local match (40%). Completion would provide an alternative east-west route for bicycles and pedestrians, away from the heavily traveled East Main/Weaver roads heading toward North Greensboro Street and beyond.

Energy Sustainable Measures

CMAQ projects are selected through a competitive application process, to identify projects with a measurable positive impact to Greenhouse Gas emissions.

Funding Source Notes (if grants, ID source and matching requirements)

Local match would be required, anticipated at 20-40% of total cost.

DEPARTMENT: Planning
PROJECT TITLE: Barnes Street Sidewalk

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Planning/Design			\$45,897				\$45,897	\$45,897
Construction					\$232,907		\$232,907	\$232,907
Land/ROW			\$13,196				\$13,196	\$13,196
TOTAL	\$ -	\$ -	\$ 59,093	\$ -	\$232,907	\$ -	\$292,000	\$292,000
Appropriations								
Intergovernmental Funds			\$ 59,093		\$174,507		\$ 233,600	\$233,600
Other					\$58,400		\$58,400	\$58,400
TOTAL	\$ -	\$ -	\$ 59,093	\$ -	\$232,907	\$ -	\$ 292,000	\$ 292,000

Description and Benefits

Design and construct a sidewalk along one side of Barnes Street, approximately 0.26 mile, from King Street to Jones Ferry Road (SR 1005).

Energy Sustainable Measures

Barnes Street links a number of apartment complexes, including Carolina Apartments, University Lake Apartments and Royal Park along NC 54, to Jones Ferry Road near Town Hall. The installation of a sidewalk would facilitate bike-pedestrian travel modes as well as provide a safety alternative to walking along NC 54 to reach downtown Carrboro, transit stops, grocery shopping, etc. The apartments tend to serve students and low-to medium income families.

Funding Source Notes (if grants, ID source and matching requirements)

STP-DA Funds, 20 local match required (noted as Other appropriations). The Town submitted the project as part of the SPOT process for P4.0, and it was programmed as part of the FY2018-2027 STIP (TIP # EB-5890). The tentative Let date is FY 2020.

DEPARTMENT: Planning
PROJECT TITLE: Estes Drive Bike-Ped Improvements

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Construction				\$ 877,261			\$ 877,261	\$ 877,261
Land/ROW			\$ 47,386				\$ 47,386	\$ 47,386
TOTAL	\$ -	\$ -	\$ 47,386	\$ 877,261	\$ -	\$ -	\$ 924,647.00	\$ 924,647
Appropriations								
Intergovernmental Funds			\$ 36,960	\$ 674,880			\$ 711,840	\$ 711,840
Other			\$ 10,426	\$ 202,381			\$ 212,807	\$ 212,807
TOTAL	\$ -	\$ -	\$ 47,386	\$ 877,261	\$ -	\$ -	\$ 924,647.00	\$ 924,647

Description and Benefits

This is a collaborative project with the Town of Chapel Hill to design and install bike-ped, and transit, improvements along the entire Estes Drive corridor from North Greensboro Street to Martin Luther King Boulevard, with approximately 0.86 miles in the Town of Carrboro. Costs for the Carrboro portion, only, are shown in the spreadsheet. It is viewed as a long term improvement to Estes Drive that will provide safe bicycle and pedestrian access along the road. Estes Drive is a major connection between Chapel Hill and Carrboro and will only increase in use if the Carolina North project is developed.

Energy Sustainable Measures

This is a much needed facility that would establish a bike-ped network along the entire corridor and connect to downtown Carrboro, Carrboro Elementary, Wilson Park, etc. Some apartments along this corridor serve students and low-to medium income families. The facility adds bike lanes, sidewalks, and transit accommodations on both sides of the road from Greensboro Street to Town limits, as well as a multi-use path from Williams Street to Estes Drive at the entrance to Estes Park Apartments, which would provide an alternative bicycle-pedestrian connection.

Funding Source Notes (if grants, ID source and matching requirements)

STP-DA Funds, 20 local match required (noted as Other appropriations). The project has been programmed in the FY2018-2027 TIP as #EB-5886, with an anticipated Let date of FY 2021. \$106,296 of Transit funds have been earmarked for the Town of Carrboro to conduct a corridor study in FY2018 to help inform the subsequent preliminary design work.

DEPARTMENT: Planning
PROJECT TITLE: Jones Ferry Road Sidewalk

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Planning/Design		\$ 85,000					\$ 85,000	\$ 85,000
Construction				\$ 436,000			\$ 436,000	\$ 436,000
Land/ROW			\$ 30,000				\$ 30,000	\$ 30,000
TOTAL	\$ -	\$ 85,000	\$ 30,000	\$ 436,000	\$ -	\$ -	\$ 551,000	\$ 551,000
Appropriations								
Intergovernmental Funds		\$ 85,000		\$ 355,800			\$ 440,800	\$ 440,800
Other			\$ 30,000	\$ 80,200			\$ 110,200	\$ 110,200
TOTAL	\$ -	\$ 85,000	\$ 30,000	\$ 436,000	\$ -	\$ -	\$ 551,000	\$ 551,000

Description and Benefits

Design and construct a sidewalk (approximately 0.5 mile in length) along the north side of Jones Ferry Road, from Davie Road to West Main Street (SR 1010).

Energy Sustainable Measures

This sidewalk project fills a missing segment let over from the NCDOT SPOT safety project for Jones Ferry NC 54. The completed project would

Funding Source Notes (if grants, ID source and matching requirements)

STP-DA Funds, 20 local match required (noted as Other appropriations). The project has been programmed in the FY2018-2027 TIP as #EB-5880.

DEPARTMENT: Planning
PROJECT TITLE: Old Fayetteville Road Sidewalk

	FUNDING					FIVE YEAR		TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Planning/Design			\$ 92,983					\$ 92,983
Construction				\$ 260,583				\$ 260,583
Land/ROW			\$ 111,348					\$ 111,348
TOTAL	\$ -	\$ -	\$ 204,331	\$ 260,583	\$ -	\$ -	\$ -	\$ 464,914
Appropriations								
Other			\$ 204,331	\$ 260,583				\$ 464,914
TOTAL	\$ -	\$ -	\$ 204,331	\$ 260,583	\$ -	\$ -	\$ -	\$ 464,914

Description and Benefits

Installation of missing sections of sidewalk along the south end of Old Fayetteville Road between NC 54 West and Jones Ferry Road (approximately 0.26 mile). The project was identified during the consideration of priorities for Orange County Transit Plan bus capital projects to provide safer and increased access for transit riders to bus stops and to/from the park and ride facility at Carrboro Plaza. The project is included in the Safe Routes to School Action Plan and the sidewalk policy.

Energy Sustainable Measures

The process for submitting a bus capital access project as part of the Orange and Durham transit plans involved considerable analysis showing the potential benefit for bike-ped users to have better access to transit (bus). This improvement provides greater pedestrian access to the CHT Park-and-Ride at Carrboro Plaza, completes the last missing segment of what would become a continuous sidewalk along Old Fayetteville Road (almost 3 miles). McDougle Elementary and Middle Schools are just over half a mile north of this sidewalk segment.

Funding Source Notes (if grants, ID source and matching requirements)

The Town submitted the project as part of the adoption of the updated Orange County and Durham County Transit Plans. Transit tax district funds are expected to fund entire project-design and construction.

DEPARTMENT: Planning
PROJECT TITLE: West Main Street Sidewalk

	FUNDING					FIVE YEAR		TOTAL
	TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	PROJECT COSTS
Expenses								
Planning/Design			\$ 13,000					\$ 13,000
Construction				\$ 91,000				\$ 91,000
Land/ROW			\$ 47,000					\$ 47,000
TOTAL	\$ -	\$ -	\$ 60,000	\$ 91,000	\$ -	\$ -	\$ -	\$ 151,000
Appropriations								
Other			\$ 60,000	\$ 91,000				\$ 151,000
TOTAL	\$ -	\$ -	\$ 60,000	\$ 91,000	\$ -	\$ -	\$ -	\$ 151,000

Description and Benefits

Installation of an important missing section of sidewalk along the south side of West Main Street between West Poplar and Fidelity. The project was identified during the consideration of priorities for Orange County Transit Plan bus capital projects to provide safer and increased access for transit riders to bus stops. Once completed there will be a continues sidewalk along this side of West Main Street from points east of Town Hall and the farmers market to the intersection with NC 54. The project is included in the Safe Routes to School Action Plan and the sidewalk policy.

Energy Sustainable Measures

The process for submitting a bus capital access project as part of the Orange and Durham transit plans involved considerable analysis showing the potential benefit for bike-ped users to have better access to transit (bus). This improvement provides greater pedestrian access to the CHT Park-and-Ride at Carrboro Plaza, completes the last missing segment of what would become a continuous sidewalk along Old Fayetteville Road (almost 3 miles).

Funding Source Notes (if grants, ID source and matching requirements)

The Town submitted the project as part of the adoption of the updated Orange County and Durham County Transit Plans. Transit tax district funds are expected to fund entire project-design and construction.

Appendix C

Vehicle Replacement Policy Evaluation

**TOWN OF CARRBORO
VEHICLE REPLACEMENT POLICY**

I. PURPOSE

To establish guidelines for the replacement of Town owned vehicles in order to ensure the vehicles are replaced in the most efficient and cost effective manner.

II. POLICY

Replacement criteria are essential to meet departmental requirements for replacement of obsolete or inoperable vehicles necessary to maintain a safe, efficient and reliable fleet. Replacement criteria will serve as method for evaluating each vehicle against several economic and operational considerations such as original cost, estimated replacement cost, cost of repair, downtime and maintenance, and suitability for intended use.

III. PROCEDURE

- A. All Departments utilizing Town owned vehicles are required to monitor the condition and mileage of the vehicle(s) under their control. With assistance from the Fleet Maintenance Division in Public Works, each department is required to maintain the upkeep and service on all assigned vehicles.
- B. In lieu of new or used vehicle purchases, the requesting Department must contact the Purchasing Officer to review utilization of vehicles from other Departments to determine if vehicle re-assignment would meet Departmental needs.
- C. During the budget process, all Departments requesting the purchase of vehicles will provide Finance with a mileage schedule of all assigned vehicles.
- D. The Board of Aldermen must appropriate budget funds for vehicles to be replaced. No vehicle replacement can be made prior to an approved budget request.
- E. When the replacement vehicle is placed into service, the replaced vehicle must be turned into Purchasing for surplus along with a completed property disposition form. Purchasing will coordinate with Public Works Department for storage of replaced vehicles until disposition. Purchasing will be responsible for securing declaration of surplus and the final disposal of all surplus vehicles.

IV. REPLACEMENT CRITERIA

Vehicles shall meet or exceed at least one of the following criteria to be eligible for replacement:

- A. Vehicle to be replaced was destroyed and/or cost to repair is 75% or greater than the current NADA wholesale value; or
- B. The accumulated repair costs has reached or exceeds 80% or the original purchase price; or
- C. Replacement parts or components are no longer available; or
- D. The vehicle age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity.

Suggested disposal criteria for miles and age of vehicles are listed below. Vehicles not specifically listed shall be evaluated against miles/age criteria for a similar type vehicle.

Vehicle Description	Age	Maximum Mileage
Police Patrol/Pursuit Sedans	8	125,000
Police Admin/Investigations Sedans	10	150,000
Vans (passenger/cargo)	10	150,000
	12	125,000

Light Trucks/Utility Vehicles	12	150,000
Heavy Vehicles/Trucks	12	200,000
Fire Apparatus/Aerial	20	250,000

V. EVALUATION CRITERIA

Vehicles are evaluated by four criteria: age, mileage, general overall condition, and maintenance cost. Each vehicle is scored as follows to determine which units are *eligible for replacement consideration*.

1. Year of Vehicle: One (1) point is assigned for each year of chronological age past life expectancy, based on "in-service date" of the vehicle.
2. Mileage: One (1) point is assigned for each 5,000 miles of operation over 125,000 miles.
3. General Overall Condition: This category takes into consideration the condition of the body, rust, interior condition, vehicular accident status, anticipated repairs, etc. A scale from one (1) to five (5) is used, with five (5) being extremely poor condition.
4. Maintenance Cost: Points are assigned on a scale of one (1) to five (5) based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs. A five (5) would be equal to 100% or more of the original purchase price, while a one (1) would be equal to 20% of the original purchase price.

POINT RANGES FOR REPLACEMENT CONSIDERATION

<u>Score</u>	<u>Condition</u>
Less than 8 points	I. Excellent
8 - 12 points	II. Good
13 - 17 points	III. Qualifies for replacement
Above 18 points	IV. Needs immediate replacement

VEHICLE EVALUATION FOR REPLACEMENT

Department: _____ Division: _____

Vehicle Make: _____ Year: _____ In Service Date: _____

Purchase Price: \$_____ Mileage: _____ Maintenance Cost: \$_____

General Overall Condition: _____

Reason for Replacement:

_____ Vehicle to be replaced was destroyed and/or cost to repair is 75% or greater than the current NADA wholesale value; or

_____ Accumulated repair costs has reached or exceeds 80% or the original purchase price; or

_____ Replacement parts or components are no longer available; or

_____ Vehicle age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity.

Points for Replacement Consideration:

<u>Factor</u>	<u>Point(s)</u>
Year of Vehicle	
Mileage	
General Overall Condition	
Maintenance Cost	
Total Points	

Comments: _____

Submitted by: _____
Department Head

Date: _____

Reviewed by: _____
Finance

Date: _____

Approved by: _____
Town Manager

Date: _____

Appendix D

Vehicle Replacement Schedule

2019 Vehicle CIP Vehicle Requests					
Division	Vehicle	Age	Make	Model	Replacement Price
Police	231		Chevrolet	Impala	\$51,318
Police	229		Chevrolet	Impala	\$51,318
Police	222		Chevrolet	Impala	\$51,318
Police	230		Chevrolet	Impala	\$51,318
Police	224		Chevrolet	Impala	\$51,318
Police	236		Chevrolet	Impala	\$51,318
IT	12		Dodge	Caravan	\$28,000
				Total	\$335,908

2020 Vehicle CIP Vehicle Requests					
Division	Vehicle	Age	Make	Model	Replacement Price
Police	252		Chevrolet	Impala	\$52,345
Police	223		Chevrolet	Impala	\$52,345
Police	238		Chevrolet	Impala	\$52,345
Planning	134		Ford	F-150	\$27,185
PW	503		Ford	F-450	\$70,350
PW	041		Ford	F-350 4x4	\$44,100
PW	030	X	Ford	F-250 4x2 HD	\$41,273
PW	031	X	Chevrolet	Dump Truck	\$110,000
PW	033	X	International	Dump Truck	\$110,000
				Total	\$559,943

2021 Vehicle CIP Vehicle Requests					
Division	Vehicle	Age	Make	Model	Replacement Price
Police	241		Chevrolet	Impala	\$53,392
Police	240		Chevrolet	Impala	\$53,392
Police	242	X	Chevrolet	Impala	\$53,392
RP	016		Ford	F-150	\$28,544
Planning	135		Chevrolet	Blazer	\$37,250
PW	712		Ford	Escape	\$46,826
PW	600	X	Ford	Ranger	\$28,544
RP	701	X	Ford	Van	\$38,755
				Total	\$340,096

2022 Vehicle CIP Vehicle Requests					
Division	Vehicle	Age	Make	Model	Replacement Price
Police	265		Chevrolet	Caprice	\$54,460
Police	266		Chevrolet	Caprice	\$54,460
Police	245		Chevrolet	Impala	\$54,460
Police	253	X	Chevrolet	Impala	\$54,460
Police	254	X	Chevrolet	Malibu	\$54,460
Police	255	X	Chevrolet	Impala	\$54,460
Planning	709	X	Ford	Ranger	\$28,800
PW	502	X	Freightliner	Dump Truck	\$121,000
				Total	\$476,560

2023 Vehicle CIP Vehicle Requests					
Division	Vehicle	Age	Make	Model	Replacement Price
Police	251		Chevrolet	Impala	\$55,549
Police	239		Chevrolet	Impala	\$55,549
Police	267		Chevrolet	Caprice	\$55,549
Police	268		Chevrolet	Caprice	\$55,549
Police	269		Chevrolet	Caprice	\$55,549
Police	258	X	Chevrolet	Impala	\$55,549
Police	259	X	Ford	Explorer	\$55,549
Police	256	X	Chevrolet	Impala	\$55,549
Police	257	X	Chevrolet	Impala	\$55,549
PW	607		Ford	F-250 4x2 HD	\$44,180
PW	705		Ford	Ranger	\$31,752
PW	504	X	Ford	Ranger	\$31,752
PW	710	X	Ford	F-150	\$31,752
				Total	\$639,377