



MEMORANDUM

To: Malvern Borough Council
Mayor Burton

From: Christopher Bashore, Borough Manager

Date: November 6, 2018

Re: Update – Borough Council Initiatives
5-Year Capital Improvement Plan

At the October 16, 2018 meeting of Borough Council, the proposed 5-year Capital Improvement Plan was presented. At the January 16, 2018 meeting, Borough Council discussed the five (5) year capital improvement plan (CIP) and appointed a committee to complete an update of the plan. The committee consisted of Council President Grossman, Vice-President Uzman, and Councilor Meisel. This was done due to the fact that the last update was completed in 2016.

No action was taken on the plan in order to allow Borough Council to further review the plan prior to considering a motion of adoption. The information below is what was presented at the October 16, 2018 meeting.

Information from the October 16, 2018 meeting of Borough Council

This committee reviewed the existing CIP and outlined the following categories:

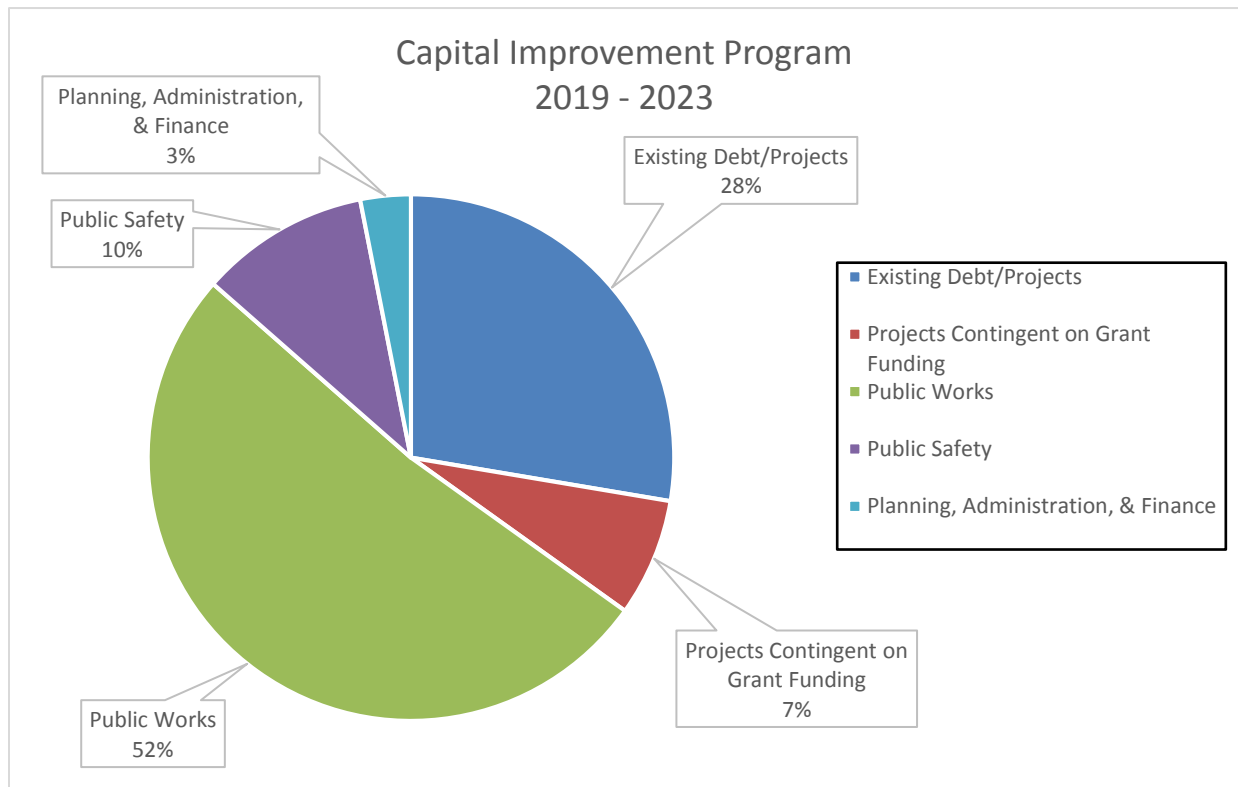
- Existing debt/projects
- Projects contingent on grant funding
- Public Works
 - Sewer Projects
 - Facility/Vehicle Upgrades
 - Paving & Roadway Infrastructure
 - Pedestrian Enhancements
- Public Safety
- Planning, Administration, & Finance

Outlining these projects will assist with future budgeting and will also assist in determining how certain projects will be financed (e.g., grants, debt incurrence, existing funds on hand). The committee reviewed the projects within each of the established categories that were previously outlined. Based on the committee’s review, the total projected cost over the period of 2019 – 2023 is **\$8,168,887**.

Article IX, Section 904 of the Borough’s Home Rule Charter defines items to be included in the capital budget as those expenditures amounting to \$10,000 or more. The Borough’s budget allocates certain capital projects in the General Fund, but the vast majority are budgeted in the Sewer Capital Reserve and the Capital Reserve Funds.

Certain projects outlined have existing funding through either grants or debt service, including the traffic signal upgrade project at the intersection of N. Warren Ave. and King St. (funded by grants from the PA Department of Community and Economic Development and the PA Department of Transportation). Please be advised that, due to the significant cost of these projects, several may continue over into subsequent years. Additionally, may items include allocations for multiple years.

The chart below outlines the allocation over the five (5) year period amongst the different categories in the CIP:



The total allocations to each category per year is as follows:

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Existing debt/projects	\$1,123,337	\$348,570	\$348,741	\$349,856	\$82,484	\$2,252,987
Projects contingent on grant funding	\$70,000	\$355,000	\$125,000	\$25,000	\$15,000	\$590,000
Public Works	\$2,203,500	\$523,000	\$475,000	\$475,000	\$527,000	\$4,203,500
Public Safety	\$175,000	\$155,000	\$170,000	\$190,000	\$160,000	\$850,000
Planning, Admin. & Finance	\$167,000	\$41,200	\$13,200	\$28,000	\$23,000	\$279,400
Total	\$3,738,837	\$1,422,770	\$1,131,941	\$1,067,856	\$807,484	\$8,168,887

This document is intended to serve as a tool to be used for budgeting purposes. The Borough has committed itself to the enhancements on N. Warren Avenue due to the grants that have been awarded. Other projects may be reviewed on a case-by-case basis. In addition, due to the long term nature and planning involved in several of these projects, these items may extend into subsequent years. Due to these factors, I would recommend that Borough Council review this plan on an annual basis at a minimum.

Please let me know if you have any questions. Thank you.

**Capital Improvement Program
2019 - 2023**

Capital Projects		2018	2019	2020	2021	2022	2023	Total	Notes
Existing debt/projects		Projected Final							
1	Debt Service Principal (2002 Series & 2013 Series)	\$ 255,000	\$ 258,000	\$ 262,000	\$ 266,000	\$ 271,000	\$ 32,000	\$ 1,089,000	Renovations to Borough Hall & Public Works Facilities Bonds paid off in Dec. 2022 and Jan. 2023
2	Debt Service Interest (2002 Series & 2013 Series)	\$ 19,060	\$ 15,337	\$ 11,570	\$ 7,741	\$ 3,856	\$ 484	\$ 38,987	
3	Multimodal Pedestrian Imp.	\$ 62,266	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$560,000 funded by PennDOT & DCED Grants
4	Woodland Ave. Revitalization	\$ 840,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Project completed in 2018
5	Tredyffrin Twp. & VFSA Construction Fund	\$ -	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ 325,000	
Total - Existing debt/projects		\$ 1,176,326	\$ 1,123,337	\$ 348,570	\$ 348,741	\$ 349,856	\$ 82,484	\$ 2,252,987	
Capital Projects		2018	2019	2020	2021	2022	2023	Total	Notes
Projects Contingent on Grant Funding		Projected Final							
1	Randolph Woods Dev/ & Greenway Trail w/Willistown	\$ -	\$ 70,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 15,000	\$ 150,000	
2	Patriot's Path	\$ -	\$ -	\$ 340,000	\$ 100,000	\$ -	\$ -	\$ 440,000	Joint recreation project between Malvern Borough, E. Whiteland Twp., & Tredyffrin Twp.
Total - Projects Contingent on Grant Funding		\$ -	\$ 70,000	\$ 355,000	\$ 125,000	\$ 25,000	\$ 15,000	\$ 590,000	
Capital Projects		2018	2019	2020	2021	2022	2023	Total	Notes
Public Works		Projected Final							
Sewer Projects									
1	Ruthland Ave. Pump Station Upgrade	\$ 31,920	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000	
2	Replace Pump at Station #1	\$ 1,475	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
3	Stormwater Pipe - N. Warren Ave.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Repair joints for I & I	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ 350,000	
5	Repair Sewer Mains	\$ -	\$ 5,000	\$ 5,000	\$ 7,000	\$ 10,000	\$ 12,000	\$ 39,000	
6	Drainage Improvements	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Sub-Total - Sewer Projects		\$ 33,395	\$ 530,000	\$ 80,000	\$ 82,000	\$ 85,000	\$ 62,000	\$ 839,000	
Facility/Vehicle Upgrades									
1	Municipal Building Renovations	\$ 173,976	\$ 450,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 500,000	Part of the 2013 General Obligation Note For HVAC completion
2	Public Works Capital Expenditures	\$ 49,473	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 30,000	\$ 280,000	Equipment, vehicles, and building upgrades
3	Parking Facility Improvements	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	Repaving of King St. & Burke Park lots in 2019
4	Borough Park Improvements	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000	Repaving of trails in Burke Park in 2019
5	Trail Construction	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	Construction of trail to connect to the required pedestrian access for Malvern Prep
Sub-Total - Facility/Vehicle Upgrades		\$ 223,449	\$ 661,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 130,000	\$ 780,000	
Paving & Road Infrastructure									
1	Maintenance & Repairs - Streets	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	Budgeted in the Gen. Fund
2	Bridge Repairs	\$ -	\$ 32,500	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 107,500	
Sub-Total - Paving & Road Infrastructure		\$ 150,000	\$ 182,500	\$ 170,000	\$ 170,000	\$ 170,000	\$ 165,000	\$ 857,500	

**Capital Improvement Program
2019 - 2023**

Capital Projects	2018	2019	2020	2021	2022	2023	Total	Notes
Public Works	Projected Final							
Pedestrian Enhancements								
1 Wayfinding Signs	\$ -	\$ 50,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 56,000	Borough should retain a consultant to coordinate this project Could seek VPP grant for initial study that should be completed
2 Old Lincoln Highway Improvements	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
3 Sidewalk Improvements	\$ 95,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	
4 Streetscape Improvements	\$ -	\$ 230,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 310,000	2019 includes costs for improvements to Crest Ave. May be used for additional sidewalk improvements, street tree installation, lighting, etc.
Sub-Total - Pedestrian Enhancements	\$ 95,000	\$ 830,000	\$ 173,000	\$ 173,000	\$ 170,000	\$ 170,000	\$ 1,516,000	
Total - Public Works	\$ 501,844	\$ 2,203,500	\$ 523,000	\$ 475,000	\$ 475,000	\$ 527,000	\$ 4,203,500	

Capital Projects	2018	2019	2020	2021	2022	2023	Total	Notes
Public Safety	Projected Final							
1 Traffic Analysis Engineering Studies	\$ 50,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 50,000	\$ 40,000	\$ 180,000	
2 Traffic Safety Improvements	\$ 18,205	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	Specific projects to be recommended by the Public Safety Committee. Based on review of the traffic study.
3 Police Capital Expenditures	\$ -	\$ 45,000	\$ 25,000	\$ 40,000	\$ 40,000	\$ 20,000	\$ 170,000	Projects vehicle purchases in 2019 and 2021
Total - Public Safety	\$ 68,205	\$ 175,000	\$ 155,000	\$ 170,000	\$ 190,000	\$ 160,000	\$ 850,000	

Capital Projects	2018	2019	2020	2021	2022	2023	Total	Notes
Planning, Administration, & Finance	Projected Final							
1 Zoning Ordinance Amednments/Update	\$ 10,000	\$ 15,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 41,000	
2 General Code - Reformat of Code of Ordinances	\$ 3,891	\$ 4,000	\$ 3,200	\$ 3,200	\$ 3,000	\$ 3,000	\$ 16,400	
3 Streambank Stabalization	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000	Awaiting approval from PA DEP on the Borough's Pollution Reduction Plan Potentially eligible for grant funding
4 Revitalization & Comprehensive Plan Update	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	May be completed through the Chester County Vision Partnership grant program
5 Audio/Video Equipment for Meeting Room	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	Upgrade of microphones and potential teleconferencing equipment
6 Official Map	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	
7 Document Imaging	\$ 4,175	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
8 General Expense	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	Used for application fees for loans and/or grants.
Total - Planning, Administration, & Finance	\$ 21,066	\$ 167,000	\$ 41,200	\$ 13,200	\$ 28,000	\$ 23,000	\$ 252,400	

Total CIP Budget - 2019 to 2023 **\$ 1,767,441** **\$ 3,738,837** **\$ 1,422,770** **\$ 1,131,941** **\$ 1,067,856** **\$ 807,484** **\$ 8,168,887**