

CAPITAL IMPROVEMENT PROGRAM

FY24-FY28



Acknowledgements:

This document was created and designed by various stakeholders, community partners, elected officials, appointed officials, Town staff, and with citizen engagement. Capital Improvement Programs (CIPs) were reviewed from surrounding localities for formatting and informational purposes. While this document serves as a living document, it also serves as a tool to ensure the financial viability and promotes priorities of the Town for the next five (5) Fiscal Years.

Town Council:

Kenneth Holbrook, Mayor

Matt Jordan, Vice Mayor

Josh Sawyers

Harry Kelly

William “Bill” Wallace

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Chad Monday, Town Manager

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Wendee Jones, Treasurer

Earl Carter, Public Works Director

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RESOLUTION OF THE TOWN OF ST PAUL

ADOPTION OF A FIVE (5) YEAR CAPITAL IMPROVEMENT PROGRAM

WHEREAS, a Capital Improvement Program (CIP) serves as a planning document for the Town of St Paul to identify its financial needs as a locality throughout the next five (5) Fiscal Years to accommodate upcoming capital costs.

WHEREAS, this Capital Improvement Program plans, but is not limited, to the incurring costs of future building expenses, purchasing of new fleet equipment throughout Town departments, the repair and maintenance of current and future fleet equipment, computers and software, other means of upgrading and maintaining Town assets, or any future capital expenses as they may arise.

WHEREAS, this Capital Improvement Program takes into consideration the current and future needs of the Town of St Paul. Nothing in this document shall be construed as binding and may be adjusted as needed to properly fulfill the needs of the Town and its obligation to its people.

NOW, THEREFORE, BE IT RESOLVED the Town of St Paul adopts this proposed five (5) year Capital Improvement Program and will attempt to fund projects within this program over the next fiscal budgets.

ADOPTED this _____th Day of _____, 2024.

TOWN OF ST PAUL, VIRGINIA

Kenneth Holbrook, Mayor

ATTEST

Wendee Jones, Clerk/Treasurer

Chapter 1: Introduction

What is a Capital Improvement Program (CIP)?

A Capital Improvement Program (CIP) is a living document that is used by localities so that they may examine and explore their current fiscal resources to plan for future economic investments. Its main purposes are to ensure that taxpayer funds are being appropriately allocated and allows citizens to see what capital improvements are being made in their community.

It is important to note that a CIP is not a binding commitment of the appropriation of public funds. Its goal is to forecast for the future so that the locality can make appropriate financial decisions for the short- and long-term success of their locality. *Funding awarded by grants and other outside sources can be used to substitute expenses on the Town's behalf.*

While it is impossible to plan for unexpected expenses, a CIP can help guide a locality in making crucial decisions. **In order for a CIP to remain effective, citizens must actively engage with the locality and voice their input for consideration of Town Council and the Planning Commission.**

Section [15.2-2239](#) of the Code of Virginia allows for a local planning commission (St Paul Planning Commission) to prepare and revise a CIP based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. This CIP will focus on Fiscal Year (FY) 24 – FY28. Expenditures will be broken down by department and fund type. Within each expenditure, a short description, area, fiscal year, line item, and price will be given.

Accounting Strategy:

Within the current budget layout for the Town of St Paul, each department contains a line-item for “Capital Outlay.” While this line-item represents funds previously appropriated for capital expenses, it does not designate appropriated funds for specific projects outlined within this document.

In order to correct this, a separate *Capital Fund* should be established and funded as needed from parameters established throughout this document and with consideration of the current financial limitations of the locality.

Definitions:

For clarification purposes, please refer to the following definition list:

CIP – Capital Improvement Program

WP – Water Plant – 16632 Russell St., St. Paul

WWTP – Waste Water Treatment Plant – Holbrook Ln., St. Paul

TH – Town Hall – 16531 Russell St., St. Paul

TS – Town Shop – 16532 Russell St., St. Paul

ARMMP – A.R. Matthews Memorial Park – Riverside Dr., St. Paul

PD – Police Department – 16531 Russell St., St. Paul

GC – Grit Chamber – 16529 Riverside Dr., St. Paul

OL – Oxbow Lake – Holbrook Ln., St. Paul

P – Pool – 16538 Tazewell St., St. Paul

CIP Financial Overview

As seen throughout this document, capital expense projects have been broken down by fund and department type. This allows for members of the public, Town Officials and staff to easily identify the estimated amount of funding, funding strategy, and timeline for completing Capital Improvement Programs. To view the CIP from an overhead breakdown, please click [here](#).

Chapter 2: Priority List

Within every locality, elected and appointed officials, staff members, stakeholders, and the citizen should prioritize their upcoming capital projects. This allows the locality to determine the timing and funding strategy to complete the project. Specifically, St. Paul has numerous projects to be completed and many community needs that have to be addressed in a timely manner. In order to identify these priorities, stakeholders and members of the public met to identify these needs and priorities.

Priority 1 – *Public Safety Building* – The current Fire Department was constructed in 1964 and is in dire need of replacement. The Police Department is working out of a renovated garage and has outgrown their space. Additionally, lack of storage space in the Town Hall is an issue. To solve all three of these issues, the Town needs to build a new facility for the Police and Fire Departments. This facility will consist of two buildings (one for Fire and one for Police) connected with an apparatus bay. Funding of this project will primarily consist of grants, but the Town will be responsible for funding a portion of the project. This would also allow for additional storage for the Street Department to store their equipment in the existing Fire Department.

Priority 2 – *Lyric Roof* – There is a substantial roof leak at the Lyric Theater that is causing damage to property and electronic systems in place. In order to protect the Town's investments, proper roofing should be put into place before further damages continue to occur. The Town is Currently evaluating its options to fix the leakage issue and should act accordingly to protect its investments.

Priority 3 – *Farmer's Market Alley* – The alley to access the Farmer's Market is in need of repair and/or replacement. This project would allow for easier access and increased parking for those who visit the market. Design plans would be needed to properly fix the existing issue.

Priority 4 – *Security Upgrades* – Federal security guidelines that been put into place requiring additional security features at critical infrastructure points. These requirements include: complete security camera coverage, electronically locking doors with swipe key access, and numerous server upgrades. These upgrades will need to be installed at the Water Treatment Plant, Wastewater Treatment Plant, and Town Hall.

Priority 5 – *Grit Basin* – Due to the Town’s location on the Clinch River and the location of the water intake, large amounts of sediment and grit are found in the water. For supplying high amounts of raw water to the Virginia Hybrid Energy Center, the Town needed to install a grit chamber to remove the grit/sediment. The membranes currently in place cannot handle the amount of grit/sediment removed. A larger sediment basin needs to be installed for a permanent solution.

Priority 6 – *TAP Sidewalk Project* – If awarded, a proposed 1400 sidewalk would be installed along Wise Street and the lower Food City Parking lot. Along the sidewalk section, new pedestrian lighting will be installed with underground utilities. Additionally, lights will be installed for the existing portion of Wise Street and one block along Fourth Avenue. This Transportation Alternative Program is an 80/20 grant opportunity, the Town would be responsible for 20% of the total project cost.

Priority 7 – *Underground Utilities* – During the Downtown Improvement Project, utility conduit was laid for future use. However, overhead utilities were not placed within this conduit due to financial limitations. This priority would allow the Town the ability to transition from overhead to underground utilities within the Downtown District where preinstalled conduit is available.

Chapter 3: General Fund – Fund 10

Administration – 10-400

Project 1 – *Town Hall Paving*

Area: TH

Estimated Cost: \$100,000

Description: Paving the parking lot, entrances, and exits to TH. Stormwater runoff may need to be taken into consideration. There are potential improvements that can accompany this project. They will be listed as separate projects with a special note.

FY 24: \$70,000 allocated within FY23-24 budget. Additional \$30,000 within the FY25 budget.

Project 2 – *Accounting Software*

Area: TH

Estimated Cost: \$35,000

Description: Due to the age of the current accounting software and technical issues that we are having with CitiPak, an update is required. Administrative staff will be switching to Financial Management System.

FY 24: Already allocated within FY23-24 budget.

Project 3 – *Office & PD Repainting*

Area: TH & PD

Estimated Cost: \$10,000

Description: The TH and PD have not been repainted since 2006. The entire TH & PD will need to be repainted.

FY 24: Already allocated within FY23-24 budget.

Project 4 – ADA Accessibility

Area: TH

Estimated Cost: \$15,000

Description: TH is currently not fully ADA compliant due to the lack of proper ADA parking, the existing stormwater drainage system, and lack of accessibility when entering TH from the front entrance. **This project could be done in conjunction with

*Project 1***

FY 24 or 25

Project 5 – Security Upgrade

Area: TH

Estimated Cost: \$35,000

Description: Upgrading the current camera security system within TH and installation of security controlled doors in critical points.

FY 25 (\$15,000) FY 27 (\$20,000).

Steet Department – 10-500

Project 1 – Snow Plow Truck

Area: TS

Estimated Cost: \$90,000

Description: Purchasing of a new snow plow truck to be used by the Street Department.

FY 24: Already included in budget year.

Project 2 – Vacuum Trailer/Jetter

Area: TS

Estimated Cost: \$60,000

Description: Purchasing of a jetter trailer to be used for water and wastewater needs.
FY 25.

Project 3 – Dogwood Drive Entrance

Area: TS

Estimated Cost: \$80,000

Description: The current entrance to Dogwood Drive has several cracks and is in rough condition. This road is owned by the Town.

FY 24 – 28: \$20,000 each FY.

Project 4 – Trench Boxes

Area: TS

Estimated Cost: \$15,000

Description: Purchasing of trench boxes for staff safety during shoring operations.

FY 25: \$15,000

Project 5 – Utility Line Locating Device

Area: TS

Estimated Cost: \$10,000

Description: Purchasing of a device that can be used to identify utilities.

FY 25: \$10,000

Project 6 – Power Trac

Area: TS

Estimated Cost: \$45,000

Description: Purchasing of a Power Trac and relative attachments for a variety
Of uses.

FY 25-28: \$15,000 each FY.

Project 7 – Underground Utilities

Area: TS

Estimated Cost: \$400,000

Description: Moving of overhead utilities in the Downtown District to the previously installed underground conduit.

FY 26-32: \$50,000 each FY.

Project 8 – New Metal/Insulation at Town Shop or New Town Shop

Area: TS

Estimated Cost: \$150,000 or \$500,000

Description: New metal and/or insulation at the Town Shop or purchasing of a new facility.

FY 25: \$150,000 or \$500,000.

Project 9 – Street Sweeper

Area: TS

Estimated Cost: \$200,000

Description: Purchasing of a street sweeper to clear debris from the roadway.

FY 25-37: \$20,000 each FY.

Project 10 – 3 Ton Dump Truck

Area: TS

Estimated Cost: \$250,000

Description: Purchasing of a new 3-ton dump truck.

FY 28-38: \$25,000 each FY.

Project 11 – *TAP Sidewalk Project* - Contingent

Area: Town Wide

Estimated Cost: \$350,000

Description: The Town's 20% match for the TAP Wise St Sidewalk and Lighting Project.

FY: Contingent

Project 12 – *Farmer's Market Alley* - Contingent

Area: Farmer's Market

Estimated Cost: Unknown

Description: Repairs and design work for the Farmer's Market Alley.

FY: Contingent

Police Department – 10-510

Project 1 – *Vehicle Replacement #800 & 807 (New Vehicle)*

Area: PD

Estimated Cost: \$49,000

Description: Purchasing of a replacement for PD Vehicle #800 and purchasing of a new PD Vehicle #807.

FY 24.

Project 2 – *P25 Compliant Radios*

Area: PD

Estimated Cost: \$40,000

Description: FY 25 – Purchasing of portable radios for all PD Officers. FY 26 – Purchasing of in car radios. FY 27 – Purchasing and installation of repeater. P25 radios will allow

officers to communicate with Russell and Wise Counties.

FY 24 (\$12,000). FY 25 (\$12,000). FY 26 (\$16,000).

Project 3 – *Body Cameras*

Area: PD

Estimated Cost: \$20,000

Description: Purchasing of new body cameras to be used when responding to calls.

FY 26.

Fire Department – 10-510

Project 1 – *Airpacks*

Area: FD

Estimated Cost: \$120,000

Description: Purchasing of new SCBA Airpacks.

\$60,000 (FY25). \$60,000 (FY26).

Swimming Department – 10-620

Project 1 – *Swimming Pool Elevator*

Area: P

Estimated Cost: \$60,000

Description: Installation of wheelchair capable elevator to enter the upper floor of the pool building.

FY 24 (\$15,000). FY 25(\$15,000). FY 26 (\$15,000). FY 27 (\$15,000).

Project 2 – *Security Upgrade*

Area: P

Estimated Cost: \$50,000

Description: Upgrading the current camera security systems around the pool and Installation of security doors where needed.

FY 25.

Recreation Department – 10-621

Project 1 – Playground Sunshade

Area: ARMMP

Estimated Cost: \$10,000

Description: Purchasing and installation of a sunshade over the primary playset in the Park.

FY 24

Project 2 – Tennis Court Paving and Stripping

Area: ARMMP

Estimated Cost: \$85,000

Description: Repaving the existing tennis courts and stripping for tennis and pickleball

FY 27

Project 3 – Little League Facilities Upgrade

Area: ARMMP

Estimated Cost: \$25,000

Description: Upgrading the existing facilities at the Little League field and complex.

FY 26.

Project 4 – Park Bathroom Replacements

Area: ARMMP

Estimated Cost: \$25,000

Description: Updating the current park bathrooms.

FY 26.

Project 5 – 17 Flower Pots/Trash Cans

Area: ARMMP

Estimated Cost: \$25,000

Description: Purchasing of new flower pots/trash cans for around the park.

FY 27.

Project 6 – Park Roof Replacement

Area: ARMMP

Estimated Cost: \$20,000

Description: Replacement of the roof over the large pavilion.

FY 25

Non-Departmental – 10-660

Project 1 – Public Safety Building

Area: IDA Lot

Estimated Cost: \$5,000,000

Description: Building a new public safety building. This building would consist of joint Fire and Police Departments connected by an apparatus bay.

FY ASAP

Project 2 – Grit Chamber Beautification

Area: GC

Estimated Cost: \$30,000

Description: Purchasing and installation of various materials around the grit chamber.

FY23 or FY 24 – Grant Funded

Project 3 – Estonoa Floor and Roof

Area: GC

Estimated Cost: \$30,000

Description: Installation of a new roof and floor at Estonoa Learning Center.

FY25.

Chapter 4: Utility Fund – Fund 20

Water Department – 20-800

Project 1 – *Water Plant Roof*

Area: WP

Estimated Cost: \$20,000 - ARPA

Description: Replacement of the roof at the Water Treatment Plant.

FY 24

Project 2 – *WP Security Upgrades*

Area: WP

Estimated Cost: \$50,000

Description: Upgrade of the current WP security system to conform with Department of Homeland Security standards.

FY 25.

Project 3 – *Grit Basin*

Area: GC

Estimated Cost: \$600,000

Description: See on priority list.

FY 24-34 - \$60,000 each FY.

Project 4 – *3rd Ave Waterline Replacement*

Area: WWTP

Estimated Cost: \$150,000

Description: Replacement of the current galvanized water supply line along 3rd Ave due

to constant leaks based upon the type of utility line.

FY 26.

Project 5 – Water Treatment Plant Interior Upgrades

Area: WP

Estimated Cost: \$50,000

Description: Updating the interior of the WTP and removal of any harmful materials.

FY 25.

Project 6 – Water Tank Painting and Cleaning

Area: Various Locations

Estimated Cost: \$300,000

Description: Painting and cleaning of existing water tanks

FY 28.

Project 7 – Valve Upgrades

Area: WP

Estimated Cost: \$500,000

Description: Transiting from mechanical to electronically controlled valves at the WP.

FY 28-38. \$50,000 each FY.

Sewer Department – 20-810

Project 1 – Russell County Flow Meter

Area: N/A

Estimated Cost: \$9,000 - ARPA

Description: Purchasing and installation of a flow meter to correctly and properly

Identify the amount of waste water received from Russell County.

FY 24.

Project 2 – Drum Screen

Area: WWTP

Estimated Cost: \$138,000 - ARPA

Description: Installation of a second drum screen for the treatment of waste water.

FY 24.

Project 3 – WWTP Security Upgrades

Area: WWTP

Estimated Cost: \$50,000

Description: Upgrade of the current WWTP security system to conform with Department of Homeland Security standards.

FY 25.

Project 4 – WWTP SCADA Upgrade

Area: WWTP

Estimated Cost: \$20,000

Description: Upgrade of the current SCADA system to conform with Department of Homeland Security Standards.

FY 25.

Project 5 – 3rd Ave Waste Water Line Replacement

Area: N/A

Estimated Cost: \$150,000

Description: Due to the location of the water and wastewater utility lines for the project,

both lines should be replaced at the same time while they are both easily accessible.

FY 26.

Project 6 – Pump Station Upgrades

Area: N/A

Estimated Cost: \$15,000 each FY.

Description: Upgrading wastewater pump stations with current equipment. One pump station each FY.

FY 25 – 28

Project 7 – WWTP Filters

Area: WWTP

Estimated Cost: \$50,000

Description: Replacement of the microbe-membrane filters used by the WWTP

FY 28.