



**CAPITAL
IMPROVEMENT
PROGRAM
(CIP)**

PROPOSED

FY 2017-22+



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Introduction

I am pleased to present the Capital Improvement Program (CIP) for FY2017-22 for consideration by the Seabrook City Council. Last year, we introduced an updated comprehensive CIP and we are continuing to make significant strides toward a more fiscally responsible and rational process for the prioritization and approval of the City's capital assets and addressing our long-term liabilities.

My goal for this comprehensive CIP is to continue use this document as a planning and budgeting tool to enhance the Council's understanding and decision making in regards to the capital budget. The overall goals of this tool are to:

- Present each year along with the draft budget document so that it can be reviewed by staff and council in separate workshops to address content and priorities
- Projects supported by Enterprise Fund are differentiated from the General Fund. The Enterprise Fund supports Water and Sewer projects.
- Detailed project information will be included on each project showing a brief description of project, timeline, proposed funding (if currently identified), and costs if project is approved and completed.

A Total Multi-Year Capital Budget for FY 2017-22 of \$ **97,754,323** is proposed. Of the **\$97 million** in FY 2016-17, **\$4,685,911** is proposed by different funding sources.

Finally, this CIP was generated as a cohesive team that understands the City's overall goals and objectives from its Strategic Plan, Comprehensive Plan 2030 (June 2010), and new Draft Comprehensive Plan 2040 pending approval along with all applicable city financial policies.

Authority

The preparation of the Capital Improvement Program (CIP) is done in accordance with the Charter. As laid out in the Charter Section 5.02 (11), the City Manager submits the proposed CIP to City Council each year. The Capital Improvement Program consists of a capital budget for the ensuing fiscal year and a capital improvement program for the four fiscal years following. There is also a "2022+" column to depict additional projects that have been identified for potential longer range goals.

Seabrook City Charter

Section 5.02 (11)

A Five (5) Year Capital Program and Budget, which may be revised and extended each year to indicate capital improvements pending or in the process of construction or acquisition, and shall include the following items:

- a. A summary of proposed programs;*

- b. *A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;*
- c. *Cost estimates, method of financing and recommended time schedules for each such improvement; and*
- d. *The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.*
- e. *Adoption of the budget is for the ensuing fiscal year only and does not constitute adoption for the subsequent four (4) fiscal years.*

Purpose

The Capital Improvement Program (CIP) is a recommended schedule of improvements to City capital assets, including the planning and design thereof. The CIP is a 5-year plan, of which the first year represents the proposed capital budget for the current fiscal year. The remaining four years of the CIP serve as a financial plan for capital investments. The CIP will be updated annually, at which time the schedule of projects will be re-evaluated, and another fiscal year added with new projects, as appropriate.

Capital assets are comprised of facilities, infrastructure, equipment, and networks that enable or improve the delivery of public sector services. The procurement, construction, and maintenance of capital assets are critical activities in the management of those assets. The threshold for the City's definition of a capital asset is:

- The asset has a gross purchase price equaling \$50,000 or more.
- The asset has a useful life of 5 years or more.

Capital projects are major projects undertaken by the City that fit one or more of the following categories:

1. Construction of new facilities or infrastructure.
2. Non-recurring rehabilitation or major repairs to a capital asset.
3. Acquisition of land for a public purpose.
4. All projects requiring debt obligation or borrowing.
5. Purchase of major equipment and vehicles meeting the threshold definition of a capital asset.
6. Any specific planning, engineering study or design work related to a project that falls in the above categories

The City's Capital Improvement Program serves as a useful budgeting and managing tool:

- a. It allows the City to balance needed or desired capital investments with available financing, thereby receiving the optimum benefits for the available public revenue.
- b. It allows the City to ensure a clear relationship between capital spending and government service delivery.
- c. It allows the City to align its planning activity, programs, and operating resources with the capital improvement program and facilitate coordination between City departments.



- d. It allows the City to take advantage of government, foundation, and other grant programs and leverage project-specific funding resources.
- e. It provides for a logical process of assigning priorities to projects based on their overall importance to the City.
- f. It allows other government sectors, the community and the private sector to anticipate when the City will undertake public improvements, and make decisions and plan investments accordingly.

Financing the Capital Budget

The City considers all forms of public financing when developing its CIP. These include:

General Obligation Bonds – Bonds are the primary source of funding by which capital projects are financed and are a long term debt instrument backed by the full faith and credit of the City and issued with the guarantee that the government will use its general taxing authority to pay principal and interest payments on the debt. Seabrook citizens must vote to approve the authorization to issue GO Bonds, and once authorized, the Bonds may only be used for project listed in propositions.

Revenue Bonds – Long term debt instrument secured by the revenues of the City's utilities. Revenue Bonds can only be issued for utility related capital projects and are issued with 5-20 year amortizations.

Government Loans and Grants – The City receives state grants and loans for various capital projects, including roads and community facilities.

Grants and Contributions – Funds contributed to a project via a project-specific grant program or by a local business or special interest group. This includes developer contributions, which are payments by developers for capital facilities that enhance their property.

Capital Impact Fees – A source of funding for Water and Wastewater projects only, these are user fees in the form of connection charges.

Community Development Block Grant (CDBG) Funds – Federal grant funds used primarily to facilitate the production and preservation of low and moderate income housing, but also utilized for capital projects that serve or benefit the City's low income population.

Operating Funds – Next to general obligation bonds, operating funds are the largest source of funding for capital projects. Transfer of funds from the operating to the capital budget for specific capital projects are noted in budget documents.

Role of the Comprehensive Plan in the Capital Improvement Program

The Seabrook Comprehensive Plan is the financially unconstrained long-range plan for the City. In accordance with Article XI, Section 11.24 of the Seabrook City Charter it identifies goals and policies for city land use, economic development, transportation, sensitive environmental resources, community facilities, including parks and recreation, and water resources. The Comprehensive Plan is recognized as a key component of the Capital Improvement Program because it assists in determining the strategic goals that the City aims to achieve over the long term via its program of capital investments. The link between the Comprehensive Plan, the Annual Strategic Plan and CIP is supported by various planning documents



and studies, including functional master plans that inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments.

- Encourage a More Economically Viable City
- Preserve Neighborhoods
- Enhance Seabrook’s Sense of Community
- Maintain and Improve City Buildings and Infrastructure
- Implement a Safe and Efficient Transportation System
- Enhance the Recreation and Open Space System
- Maintain and Improve the Quality of Seabrook’s natural and Manmade Environments
- Improve Public Safety
- Support Education at All Levels

Presentation Format

The sections which follow represent the capital improvement projects grouped category by schedule of funding and then in a table format that includes the funding possibilities and what those impacts could be to the citizen.

Additional capital needs anticipated over the long term are noted. Those potential projects may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are included in this document to convey to City leaders and other interested parties the general parameters and breadth of upcoming capital needs.

Within each of the projects, they are further sorted into project stages. This allows like projects to be considered together, so as to determine overall City priorities and allow for resources to be allocated accordingly.

- Project Engineering/Planning/Design Stage: includes the development of the project scope, feasibility study, a design budget, and order of magnitude construction budget. It includes the development of any environmental documents, legal documents, construction plans and specifications, and a detailed construction budget.
- Land/Easement Acquisition: includes the surveying and negotiating phase of acquiring land and easements necessary for the completion of a project.
- Construction Stage: includes site preparation, utility and infrastructure placement, equipment installation, construction, and environmental mitigation.

Funds - Overview

The City considers all funds when developing its CIP. Sources of financing include operating funds, General Obligation Bonds, Revenue Bonds, government loans and grants, Community Development Block Grant (CDBG) funds, revenue from fees, and revenue from Capital Impact Fees. The capital projects presented in the CIP are grouped by the funds which support them – the General Fund and Enterprise Fund.



General Fund

Capital projects supported by the General Fund generally fall into the following categories:

- City Buildings/Facilities
- Information Technology systems and infrastructure
- Roadways, Sidewalks, and Infrastructure assets located in the public right of way
- Recreation Facilities and Parks
- Special projects addressing Economic Development, Revitalization, and Redevelopment

Capital Impact Fees Fund

The Capital Impact Fees Fund generates revenue through Water and Sewer Impact fees for funding or recouping the cost of capital improvements that have a life expectancy of five or more years, including water supply, treatment and distribution facilities and wastewater collection and treatment facilities, for new development in the city.

Capital projects supported by the Capital Impact Fees Fund generally include:

- Facility expansions, including construction, surveying and engineering, land acquisition
- Principal and interest on bonds, notes or other obligations issued by or on behalf of the city

Enterprise Fund

The Enterprise Fund supports capital projects related to the water distribution system and wastewater treatment plant. The fund's primary sources of revenue are user charges levied on water and sewer services.

The Enterprise Fund also supports the following: the Water, Sewer and Utility Billing Departments. The Enterprise fund is responsible for the end point transmission, testing, storage, and distribution of all potable water for customers of the City. The Water Department is responsible for meter reading and operating, maintaining and repairing the City's water distribution system, including service lines, water meters and fire hydrants. The Sewer Department is responsible for operating, maintaining and repairing the City's sewage conveyance system and pumping stations.

Future Projects

Projects below include those identified for a future long-term capital program. Many of these projects are subject to more careful scope definition and management review. These projects generally identified via area plans or other planning activity will be included in the capital budget in future years, depending on priorities, funding availability, and other considerations. They are listed in no particular order.

<i>Project Name</i>	<i>Budget Commitment would allow:</i>	<i>Year Proposed for Funding:</i>
SH 146 Corridor Hardscape, Landscape and Branding Project	Define Seabrook from surrounding communities and enhance natural	2018+



	elements	
Police Station	Flooding and surge protection of essential service department	2022+
CVE/DOT Substation under the Red Bluff Overpass	Public Safety site north of the new rail line	2018+
Trail: SH 146 Pedestrian Crossing	Safe connectivity between east and west trails	2018+
Trail: East Meyer Trail	Safe connectivity between east and west (SafeRoutes)	2017+
Trail: Trailhead at Old SH 146 and Red Bluff	Trail Enhancement	2017+
Trail: Centerpoint Trail System along SH 146 Corridor	Trail connectivity on the west side of SH 146	2018+
Back Bay Green Core	Sustaining a walkable and livable community in the Old Seabrook/Back Bay District	Ongoing
Boardwalk in Slough/Old Seabrook Area	Encourage pedestrian access to the Slough and Back Bay	2019+
Kayak Launches	Promote safe and secure launch areas for waterfront access	2018+
Boardwalk/Coastal Footpath along Clear Lake	Promote public access and connection to future waterfront developments	2022+
Park Irrigation System along Trails	Foster ongoing and future new tree growth	2017+



CIP PROJECTS 2017-22+

FULL CIP PROJECTS DESCRIPTIONS AND EXHIBITS

WATER PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
W1	TODVILLE ROAD 12-INCH WATER LINE	\$	1,619,520
W2	SHIPYARDS WATER SERVICE PHASE 1	\$	667,420
W3	SHIPYARDS WATER SERVICE PHASE 2	\$	778,280
W4	HUMBLE DRIVE WATER PLANT RELOCATION	\$	2,860,873
W5	TAYLOR LAKE WATER LINE CROSSING	\$	2,065,000
W6	OLD SEABROOK WATER LINE IMPROVEMENTS	\$	429,560
W7	STATE HIGHWAY 146 WATER LINE IMPROVEMENTS	\$	2,608,731
W8	WATER PLANT BOOSTER PUMPS	\$	540,000
W9	RED BLUFF 12-INCH WATER LINE	\$	534,380
W10	PINE GULLY AREA WATER LINE IMPROVEMENTS	\$	1,087,600

TOTAL WATER PROJECTS \$ 13,191,364



WASTEWATER PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
WW1	EAST MEYER PIPE BURSTING	\$	1,434,282
WW2	SHIPYARDS SEWER SERVICE PHASE 1	\$	1,277,400
WW3	SHIPYARDS SEWER SERVICE PHASE 2	\$	659,000
WW4	TODVILLE SEWER LINE REPLACEMENT	\$	2,476,000
WW5	WASTEWATER TREATMENT PLANT UPGRADES PHASE 1		COMPLETE
WW6	WASTEWATER TREATMENT PLANT UPGRADES PHASE 2	\$	1,406,090
WW7	RED BLUFF SANITARY SEWER EXTENSION	\$	538,080
WW8	STATE HIGHWAY 146 SANITARY SEWER IMPROVEMENTS	\$	2,272,632
WW9	PINE GULLY WASTEWATER TREATMENT PLANT PHASE 1A	\$	4,439,520
WW10	PINE GULLY WASTEWATER TREATMENT PLANT PHASE 1B	\$	3,690,000
WW11	PINE GULLY WASTEWATER TREATMENT PLANT PHASE 2	\$	9,720,000
WW12	PINE GULLY WASTEWATER TREATMENT PLANT PHASE 3	\$	14,383,500
WW13	PINE GULLY WASTEWATER TREATMENT PLANT PHASE 4	\$	366,500

TOTAL WASTEWATER PROJECTS \$ 42,663,004



DRAINAGE PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
D1	TODVILLE ROAD BRIDGE	\$	3,869,240
D2	EL MAR DITCH	\$	4,377,800
D3	RED BLUFF ROAD DRAINAGE CHANNEL	\$	10,240,625
D4	WILDLIFE PARK DRAINAGE EXPANSION	\$	596,600
D5	BAYBROOK SECTION 1 - DRAINAGE IMPROVEMENTS	\$	1,114,750
D6	LOWER PINE GULLY DRAINAGE IMPROVEMENTS	\$	3,038,244
D7	HESTER'S GULLY DRAINAGE IMPROVEMENTS	\$	623,330
D8	SURF OAKS DRIVE	\$	281,600
TOTAL DRAINAGE PROJECTS		\$	24,142,189

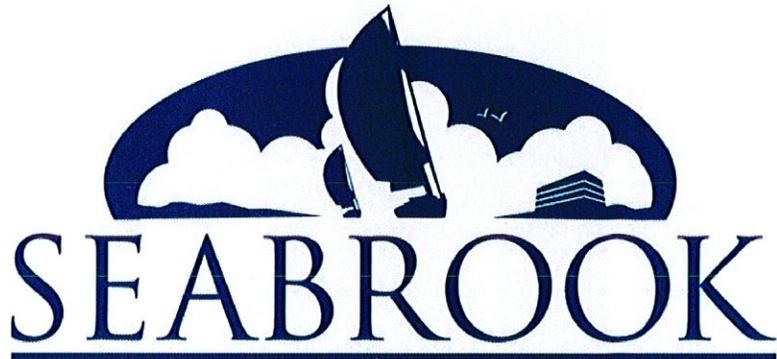


STREET PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
S1	BAYBROOK SECTION 1 - DELABROOK CT	\$	254,019
S2	BAYBROOK SECTION 1 - CEDARBROOK CT	\$	264,515
S3	BAYBROOK SECTION 1 - BROOKWOOD CT	\$	271,753
S4	MIRAMAR STREETS - DOLPHIN DRIVE	\$	697,083
S5	MIRAMAR STREETS - CAPRI LANE	\$	690,643
S6	MIRAMAR STREETS - BIMINI WAY	\$	696,123
S7	MIRAMAR STREETS - ASPEN LANE	\$	701,283
S8	SEASCAPE II STREET IMPROVEMENTS	\$	4,235,408
S9	BAYBROOK SECTION III STREET IMPROVEMENTS	\$	3,783,300
TOTAL STREET PROJECTS		\$	11,594,127

FACILITY PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
FAC1	SCADA SYSTEM UPGRADES	\$	705,672
FAC2	CITY HALL PARKING LOT	\$	178,421
FAC3	COMMUNITY CENTER PARKING LOT	\$	459,429
FAC4	MIRAMAR PARK PARKING LOT	\$	335,110
FAC5	SEABROOK SPORTS COMPLEX PARKING LOT	\$	539,647
FAC6	SMART WATER METER CONVERSION	\$	1,700,000
FAC7	FRIENDSHIP PARK WATER TANK REHABILITATION	\$	655,000
FAC8	REPSDORPH WATER TANK REHABILITATION	\$	714,000
FAC9	CHLORAMINE CONVERSION	\$	189,060
TOTAL FACILITY PROJECTS		\$	5,476,339

PARK AND TRAIL PROJECTS			
CIP #	PROJECT DESCRIPTION	PROJECT COST	
P1	PINE GULLY HIKE AND BIKE TRAIL	\$	542,300
P2	WILDWOOD PLAYGROUND REPLACEMENT	\$	25,000
P3	MIRAMAR PLAYGROUND REPLACEMENT	\$	50,000
P4	MEADOR PARK TRAIL LIGHTING	\$	70,000
TOTAL PARK PROJECTS		\$	687,300

TOTAL WATER PROJECTS	\$	13,191,364
TOTAL WASTEWATER PROJECTS	\$	42,663,004
TOTAL DRAINAGE PROJECTS	\$	24,142,189
TOTAL STREET PROJECTS	\$	11,594,127
TOTAL FACILITY PROJECTS	\$	5,476,339
TOTAL PARK AND TRAIL PROJECTS	\$	687,300
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$	97,754,323



CAPITAL IMPROVEMENT PROJECTS FY17 – FY22+

July 2016



Submitted By:





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CAPITAL IMPROVEMENT PROJECTS



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CAPITAL IMPROVEMENT PROJECTS



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CAPITAL IMPROVEMENT PROJECTS



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TOTAL FACILITY PROJECTS	\$	5,476,339
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TOTAL CAPITAL IMPROVEMENT PROJECTS	\$	97,609,323