City of Falls Church
Planning Commission

Planning Commission Meeting Date: 2-3-2020	Title: FY2021-2026 6-Year Capital Improvements Program	Agenda No.: 8A Work session

Proposed Motion: (draft for consideration at the February 18, 2020 meeting)

I move that the Planning Commission recommend that the City Council **approve**, pursuant to Section 6.19 of the City Charter and Section 17.08 of the City Code the FY2021-2026 Capital Improvements Program (CIP) as presented on February 3 and 18, 2020, as summarized on CIP notebook pages 3-1, 3-2, 3-3, 3-4, 3-5, 3-6 and 3-7 based on the following justifications:

1. The CIP is consistent with the adopted Comprehensive, Small Area and Master Plans;
2. The CIP approaches the citywide capital infrastructure and reinvestments needs in a holistic manner;
3. The CIP is enhanced through purposely planned and balanced reinvestment needs, funding options and staff resources;
4. The CIP is fiscally responsive and compliance with adopted financial policies;
5. The CIP addresses long-term dedicated and sustainable funding for Pay As You Go local funding for facility reinvestment and other capital needs to provide for fiscal balance of cash and debt financing; and
6. The CIP provides sufficient match funding to leverage grants to address significant transportation needs; and
7. Other: _____

Originating Department Head:	Report Prepared By:
Cindy L. Mester, Deputy City Manager CLM 01-27-2020	Same

REQUEST AND RECOMMENDATION:
Following the presentation on February 3 and public hearing of February 18, 2020, staff is seeking Planning Commission recommendation of approval for the FY2021-2026 Capital Improvements Program (CIP).

BACKGROUND
Capital Budget Planning
The requirement for the annual consideration and adoption of a six-year Capital Improvements Program is provided in Section 6.19 of the City Charter, and Section 17.08 of the City Code. The inset below contains the relevant provisions.

> Sec. 17.08. ... The city manager shall subsequently submit to the commission a proposed capital improvements program together with a report on the financial condition of the city, insofar as it may relate to any contemplated capital fund projects. In the preparation of its capital improvement recommendations, the commission shall consult with the city

> manager, the school board, the heads of departments and interested citizens and organizations, and shall hold such public hearings as it shall deem necessary. It shall submit its recommendations to the city council, at such time as the council shall direct, together with estimates of cost of such projects and the means of financing them, to be undertaken in the ensuing fiscal year and in the next four (4) years.
>
> Sec. 6.19. Capital budget.
> At the same time that he submits the current expense budgets, the city manager shall submit to the council a program previously acted upon by the city planning commission, as provided in Chapter 17 of this Charter, of proposed capital improvement projects, including schools, as defined in section 7.02 of this Charter, for the ensuing fiscal year and for the four (4) fiscal years thereafter, with his recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. This program shall be termed the "capital budget" and may be adopted by resolution.

The adoption of the CIP by the City Council, based on the Planning Commission's recommendation, signifies the Council's identification of a set of priorities for capital spending over a six-year period. However, the City Council may delay or limit the construction or improvement of any proposed project over the course of the six-year period as economic conditions, available resources, and needs may dictate.

The development of the CIP starts with each department head submitting to the City Manager a detailed listing of all immediate and long-range capital improvement needs, together with cost estimates and recommendations as to priority and timing of the projects listed. An additional factor to be considered is that CIP projects that are inactive for three fiscal years are either eliminated or must be re-appropriated. If an approved CIP has no expenditure activity for 3-years it must be re-appropriated. The specific code section relevant to this issue is: "No appropriation for a capital improvement project contained in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided that any project shall be deemed to have been abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of the appropriation therefor."

The Planning Commission received an update on the status of the existing CIP proejcts from FY2020 and prior; this update is also included in Tab 1 Overview of the proposed FY2021-2026 document. Staff will present the FY021-2026 CIP to the Planning Commission on February 3, 2020 with scheduled adopted recommendations for City Council on February 18, 2020. The Planning Commission is scheduled to conduct the public hearing on February 18, 2020 prior to the vote. The Commission will evaluate the proposed CIP in the context of the Comprehensive Plan as well as means to finance them. New materials prepared for this CIP document, at the request of the Planning Commission, is a summary of project and funding changes since the last CIP adoption as well as a Comprehensive Plan "Report Card" for progress on action strategies in relation to current and proposed CIP projects. These two documents are located in Tab 1 section of the CIP notebook. Additionally, the staff have refined the transportation project schedule which is filed in Tab 8 Transportation.

Following the delivery of the Planning Commission recommendations, the City Manager will make his final CIP recommendation to the City of Falls Church Council as part of the overall presentation for the City's FY2021 operating and 6-year capital budget on March 09, 2020.

The development of the City's Six-Year Capital Improvements Program (CIP) allows the City to take the shared and competing visions for the development of our public facilities through a disciplined evaluation process. In FY2019, the City shifted to a six-year planning window along with a 10-year look ahead. The six-year window aligns better with most grant-funding agencies. The 10-year look ahead allows for improved forecasting of projects as well as funding needs. It is important to note that the 10-year look ahead is a new framework and will be refined over this next year. By identifying projects and capital needs several years into the future, the City accomplishes the following objectives:

- Cost estimates for long-term objectives and identified needs are linked to available resources, and placed on a schedule for implementation;

- Major expenditures are scheduled in the context of a balanced Annual Operating Budget and a six-year financial forecast.

Capital projects are defined as a new, one-time project with a useful life of more than **five** years, and costing **$150,000** or more. The cost estimates included in the CIP are intended to capture the entire estimated project cost, including, as applicable, land acquisition, design, negotiated agreements, and construction. The total request for each project is evaluated and, based upon funding, is prioritized to meet the needs of the City.

For FY2017 the City embarked on a new two-year CIP cycle process, whereby odd numbered years will be for minor updates to the approved CIP, and even numbered years are open for more significant changes and consideration of new projects. The goal of this “biennial CIP” approach is to allow staff to focus more time and effort on carrying out already approved projects, by redirecting some of the time and effort that is currently dedicated to developing and vetting new projects each year.

As FY2021 is an odd numbered year the focus was for no new projects due to staff workload, existing CIP projects pending completion and financial constraints. There are two new transportation projects due to priority needs; one for sidewalks and streetlight conversion and another for multi-modal concept in order to apply for a future grant. The project needs, funding constraints and staff allocation resources have been considered in the development of this six-year plan including the new projects. Several infrastructure projects cost estimates have increased due to cost escalation as well as with refined scope and therefore additional grant applications with match requirements have been updated in this CIP.

CIP Projects versus Maintenance Projects

CIP projects generally require significant engineering design and construction, whereas maintenance projects (like road paving, crosswalk painting, sidewalk section replacement, roof replacement, carpet and landscaping) require routine upkeep every one to six years.

What is Capital Infrastructure?

This term refers to the built environment that makes the City of Falls Church safe, healthy, engaging, and beautiful and helps fulfill the City Council's vision of "A Special Place." Projects can be mandatory, like police emergency radios, but others build a quality community. Some construction project examples include:

- roads, sidewalks, crosswalks, bus shelters, traffic signals
- stormwater detention and pipes, sewer system, restoring flooding stream banks
- tennis and basketball courts, park trails, park play equipment
- HVAC, roofs, WiFi and fiber connectivity, renovation and expansion for public buildings (schools, City Hall, community center, library, police station, courts)
- police emergency radio and 911 equipment

The projects contained in the CIP support the goals and objectives outlined in the City's Comprehensive Plan and are intended to establish the long-term spending priorities identified by the City Council and are consistent with their 2025 Vision/Comprehensive Plan/Strategic Plan as well as adopted Financial Polices. The CIP is updated annually and is subject to change with each review.

January 21, 2020 Work Session

This work session presentation was focused on the current CIP project status. The January 2020 Snapshot and cover memorandum was discussed. Good progress has occurred over the last year for project completion. The Planning Commission meeting packet memorandum included, per their request, project updates on several projects as summarized below; see January 21, 2020 staff report for additional information. Additional information for City Hall and Library will be provided at the February 3, 2020 pending status of contract negotiations.

Question	**Response**
S. Washington Street Intermodal Plaza and Multi-modal Improvements	Project fully funded with award of a $2M Smartscale grant. The City is now awaiting final authorization to advertise from VDOT; it is expected to be advertised in March 2020 and begin construction July 2020. Construction duration is expected to be 12-18 months.
City Hall Public Space and Safety Improvements	Security infrastructure is 95% complete. Building commissioning is 50% complete. HVAC adjustments are expected to be finalized by the contractor in January. Police and Court Services are not entirely moved into the new City Hall; their move was delayed to March 2020 due to security upgrades requested. The full project construction costs are not finalized yet due to pending project close out and negotiations with the CMAR.

Library Renovation and Expansion	The contract costs (Guaranteed Maximum Price) and full scope are under final negotiations and are not available as of January 21, 2020 Planning Commission meeting.
West Broad Street Pedestrian Improvements (HAWK)	The project is funded by a federal grant for $1,000,000. The City has recently requested authorization for federal Right of Way (ROW), and is awaiting ROW authorization from VDOT. The project is currently scheduled to advertise March 4th, 2021 and construction will start early summer 2021.

During the work session the Planning Commission requested follow up information on their role for providing input on the Stormwater Taskforce recommendations and update to the Watershed Management Plan. Additional discussion revolved around Stormwater and Sanitary Sewer infrastructure needs and funding availability. Additional utility project details will be discussed at the February 3, 2020 meeting.

February 3, 2020 Requested Information

In addition to the full presentation of FY2021-2026 CIP projects scope and funding, the Planning Commission requested updates on the following:

Question	**Response**
Coordination of Stormwater with ongoing Taskforce and Watershed Management Plan Update	Staff has forwarded the request for clarity on Planning Commission's role on taskforce report to the lead project manager. The CIP Tab 10 section provides project overview, preliminary cost estimates and rate study process.
Green Infrastructure Plan	No specific CIP project to implement a plan, to be developed, but there is a focus for walkability, multi-mode travel, stormwater quality and LED conversion.
Fellows Property	Proposed CIP FY21-22 included $600K funding for design and implementation of the park master plan once it is adopted.
LED Streetlight Conversion	New CIP project and funding included in proposed FY21-26 CIP.
Comprehensive Plan Report	A Report Card is provided in the CIP Tab 1 section and includes policy and project status for the recent adopted Chapter action strategies.

TIMING:

Public hearing and action is scheduled for February 18, 2020. The Commission action is requested by this date for the City Manager's inclusion in the proposed FY21 budget to be delivered on March 9, 2020.

ATTACHMENTS:

1) FY 2021-2026 Capital Improvement Program notebook, February 3, 2020 (electronic only with one hard copy at the Library; hard copy CIP notebook distributed to Commissioners on February 3rd)
2) January 21, 2020 CIP Work Session Presentation

City of Falls Church
Capital Improvements Program
Current Project Status

Planning Commission Briefing
Cindy L. Mester
Deputy City Manager

January 21, 2020

Agenda

- CIP Snapshot- Current Projects
- Commission Requested Updates
- Schedule
- Questions/ Additional Direction

Current CIP Projects Progress

Accomplished Projects

- HEH Stream Valley Park
- Larry Graves Synthetic Turf
- Fellows Property Acquisition
- Firing Range Partnership
- Fire Station 6- HVAC Phase 1
- Bikeshare- phase 1

CIP SNAPSHOT

A SNAPSHOT: General Government CIP Projects January 2020 Update

Interactive Project map: www.fallschurchva.gov/CIPmap

Category (# of funding sources)	**Project Name**	**Description/Schedule** (funding source)	**Progress**
Parks			
(2)	Berman Park Daylighting & Trail Restoration	(Local) Daylighting and adjacent trail COMPLETE; 2nd half of trail scheduled in CIP for FY20 funding; per current project timeline, construction estimated to begin in FY23. On track. *(HSIP) VDOT grant $600k; $70k allocated in FY20. Not enough TE money to start in FY20 as planned.*	
	Big Chimneys Park	(Local) 90% plans received in September. Contracts have been issued for the site work, storm water management and play equipment. All tree clearing has been completed and currently working with Dominion Energy and Washington Gas to resolve some utility conflicts. Project is on time and on track for late summer completion.	
Facilities			
	City Hall Public Space & Safety Improvements	(Local) 95% complete for security infrastructure. Building commissioning is 50% complete. HVAC expected to be finalized in January. Police, Court Services move ongoing; delayed to March 2020 due to security upgrades requested.	
	Library Renovation & Expansion	(Local) GMP negotiations ongoing with contractor. Temporary library at TJ Elementary complete. Renovation construction expected to begin in March 2020 pending contract approval January 27th.	
	Facility Reinvestment	(Local) Facility reinvestment work will continue in CY2020 following completion of City Hall.	
Stormwater and Sanitary Sewer			
	Wren's Branch Drainage	(Local) The construction cost estimate came in over budget; design was revised and is moving forward.	

Interactive Project Map:
www.fallschurchva.gov/CIPmap

Current CIP Projects Progress

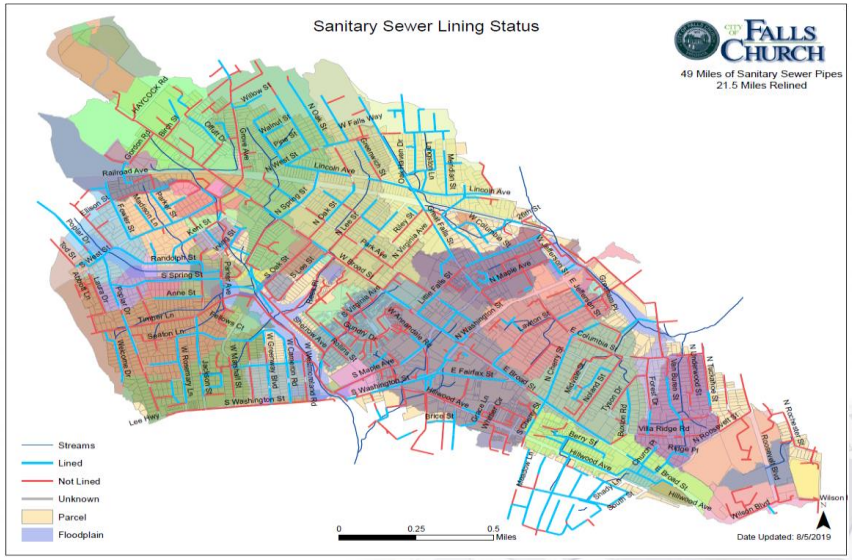
In Process (some, not all)

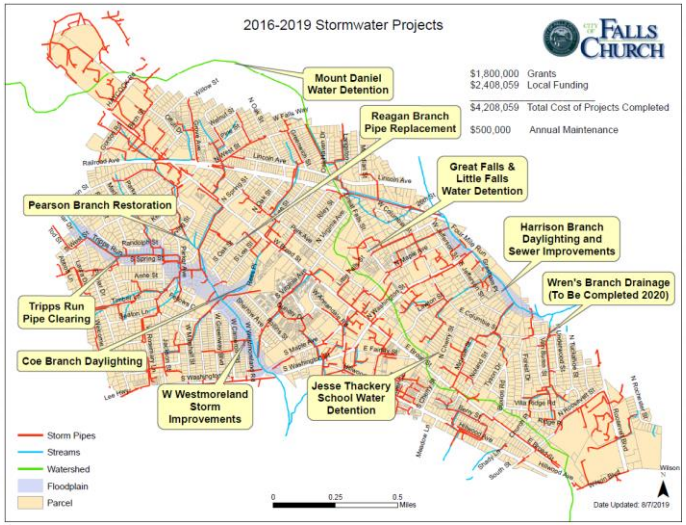
- Fire Station 6- HVAC phase 2
- GM High School/
  MEH Middle School
- Big Chimneys Park
- Paving (E Broad, Hillwood)
- Traffic Signals
  - N. West and Great Falls
  - N. Washington & Columbia
  - S. Washington & S. Maple
  - S. Maple & Annandale
- Neighborhood Traffic Calming

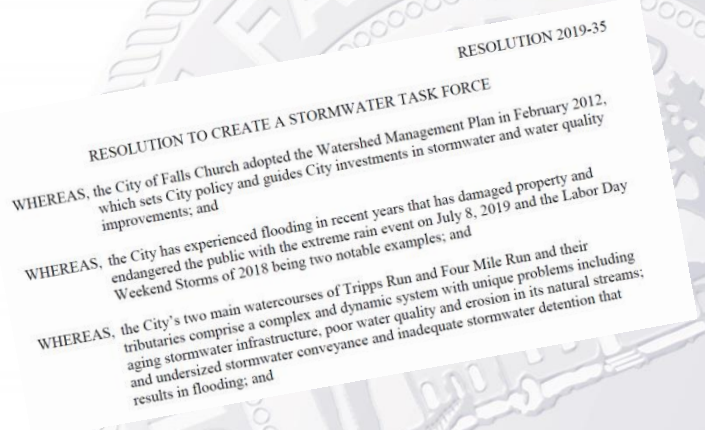
Current CIP Projects Progress

In Process (cont.)

- **Sewer Rehabilitation**
- **West Falls Church Sanitary Sewer**
- **Stormwater Investments**
- **Wren's Branch Drainage**







RESOLUTION 2019-35

RESOLUTION TO CREATE A STORMWATER TASK FORCE

WHEREAS, the City of Falls Church adopted the Watershed Management Plan in February 2012, which sets City policy and guides City investments in stormwater and water quality improvements; and

WHEREAS, the City has experienced flooding in recent years that has damaged property and endangered the public with the extreme rain event on July 8, 2019 and the Labor Day Weekend Storms of 2018 being two notable examples; and

WHEREAS, the City's two main watercourses of Tripps Run and Four Mile Run and their tributaries comprise a complex and dynamic system with unique problems including aging stormwater infrastructure, poor water quality and erosion in its natural streams; and undersized stormwater conveyance and inadequate stormwater detention that results in flooding; and

Current CIP Projects Progress

Commission Requested Update

- **Mary Riley Styles Library Renovation & Expansion**
  - **Project and video link: http://www.fallschurchva.gov/670/Expansion-and-Renovation-Project**
- **City Hall Public Space & Safety Improvements**
- **W. Broad St. Ped Crossings (HAWK)**
- **S. Washington St. Plaza & Multi-modal Improvements**

CIP Schedule

January 21st: Current Project Update

January 27th: FY21-26 Proposed CIP packet transmittal

February 3rd: FY21-26 CIP Presentation

February 18th: Follow up Questions & Recommendation Adoption

Questions & Additional Direction

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