EXHIBIT NO. 1

17
4-27-04

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 21, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER PS

SUBJECT: CONSIDERATION OF AUTHORIZATION OF RECOMMENDED CAPITAL PROJECT ALLOCATIONS AND PLANNED EXPENDITURES

ISSUE: City Council authorization of the recommended capital project allocations and planned expenditures.

RECOMMENDATION: That City Council authorize the capital project allocations and planned expenditures for the capital projects as detailed in the Capital Improvement Expenditure Summary (Attachment 1)

DISCUSSION: This docket item provides a summary of Capital Improvement Program planned expenditures (Attachment 1). It includes projects reflected in the City's Fiscal Year 2004 Capital Budget, approved by City Council on April 29, 2003 or approved in capital budgets prior to FY 2004 with a CIP budget document page reference in Attachment 1. A project title listing appears on the next page and a detailed summary appears in Attachment 1.

Allocations are recommended for the following projects:

Renovation of Existing City Facilities		
Space Management Program	$	30,000
Streets and Bridges		
King and Beauregard Intersection Improvements Design	$	1,000,000
Street Lighting		55,000
Sewer Rehabilitation and Pollution Abatement		
Royal Street Relief Sewer	$	2,650,000
Mitigation of Combined Sewer Overflows		50,000

Infrastructure Projects		
Network Operating System Upgrade	$	30,000
Systems Development Projects		
Document Management and Imaging Infrastructure	$	75,000
Commonwealth Attorney Information System		7,000

ATTACHMENTS:
Attachment 1 - Capital Improvement Program Planned Expenditures

STAFF:
Mark Jinks, Assistant City Manager
Alfred Coleman, Budget/Management Analyst, Office of Management and Budget

CAPITAL IMPROVEMENT PROGRAM PLANNED EXPENDITURES **ATTACHMENT 1, PAGE 1**
March 31, 2004 Report, Docketed April 27, 2004

This attachment provides summary information on capital improvement program projects for which work will be initiated and expenditures incurred during the upcoming months. Funding for all of the projects discussed below is included in the City's Approved FY 2004 Capital Improvement Program (CIP) budget or in prior year capital budgets.

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 005-020 Account No. 221155 Sub-object 2121	Renovation of Existing City Facilities (Space Management Program)	$30,000	$30,000	Page 107 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for a City-wide program that will provide for the architectural assessment of City-owned and leased buildings, the documentation and analysis of space needs versus space inventory; as well as the relocation recommendation to optimize City-owned space and minimize leased space. This allocation will provide for a space study and needs assessment for the Department of Human Services. The Department currently leases office space at 2525 Mount Vernon Avenue and occupies 2900 Business Center Drive, which is now City owned. Prior to consideration of a long term lease for 2525 Mt. Vernon Avenue or any other facility, General Services recommends a space analysis be completed to determine if current space needs are being met in the facility and determine how to meet future needs, including the consolidation of JobLink with the larger department. (Funding Source: Cash Capital - FY 2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 011-104 Account No. 245209 Sub-object 2121	Streets and Bridges (King and Beauregard Intersection Improvements)	$1,000,000	$1,000,000 (State: $980,000; City: $20,000)	Page 141 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the design of at-grade improvements to the King/Beauregard/Walter Reed Drive intersection to alleviate the traffic problems associated with this intersection. Regional growth and development of the King Street corridor, particularly in Fairfax County, has resulted in increased traffic congestion at the intersection of King and Beauregard Streets and Walter Reed Drive. The Virginia Department of Transportation (VDOT) commenced a study in winter 2001 to examine redesign alternatives for this intersection and submitted the preliminary concept information to the City and Arlington County. The review of the at-grade improvement alternatives is in its final stages. This allocation will provide for the initiation and completion of the design phase of the project. Notice to Proceed with the design is scheduled to be issued in May 2004, with final design to be completed by the end of CY 2004. At a future date, before allocation of construction funds, this project will be brought for City Council review and approval. Construction would then be scheduled to begin in CY 2005. (Funding Source: State Revenues (VDOT) - $980,000; Cash Capital - $ 20,000 - FY 2004 Funds)

Project Number Index Code/ Sub-object	**Project Title**	**Approved Funding Available**	**Planned Expenditure Amount**	**Budget Document Page Reference**
Project 011-075 Account No. 245373 Sub-object 2121	Streets and Bridges (Street Lighting)	$55,000	$55,000	Page 159 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the purchase of Gadsby street light fixtures, including High Pressure Sodium Vapor and Incandescent fixtures. Per the franchise agreement with Dominion Virginia Power, the City is required to have a perpetual stock of these fixtures on hand at all times. This project is on-going. (Funding Source: Cash Capital - FY 2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 013-010 Account No. 255080 Sub-object 2121	Sewers (Royal Street Relief Sewer)	$2,650,000	$2,650,000	Page 167 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the construction of relief measures to alleviate street and home flooding at Gibbon Street between South Pitt and South Royal Streets; and South Royal Street between Wolfe and Duke Streets. Portions of the combined sewer in areas constructed in the early 1900's are inadequate to carry the storm water flows connected to them. An engineering consultant retained by the City is currently evaluating several alignments for a relief sewer to alleviate the flooding. The final design of this project is scheduled to be completed in May 2004. Construction is scheduled to begin in late summer/early fall 2004.(Funding Source: Cash Capital - FY 2004 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 013-010 Account No. 255208 Sub-object 2121	Sewers (Mitigation of Combined Sewer Overflows)	$50,000	$50,000	Page 165 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding to continue improvements to the City's combined sewer systems (CSO's)that are required to meet federal and State regulations. The City's combined sewer system includes areas east of the railroad corridor (primarily Old Town) and is an area of approximately 560 acres. CSO outfalls (discharge points for wet weather overflows) are located at the foot of Pendleton Street and Royal Street and under Duke Street at Hoof's Run. This allocation will allow the City to continue addressing the requirements of the Virginia Pollution Discharge Elimination System (VPDES) permit issued to the City by the Virginia Department of Environmental Quality (VADEQ) in August 2001. These requirements include increased management, monitoring, reporting and evaluation of the discharges from all CSO outfalls. This project is on-going. (Funding Source: Cash Capital - FY 2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-004 Account No. 265314 Sub-object 2121	Infrastructure Projects (Network Operating System Upgrade)	$30,000	$30,000	Page 229 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding to continue the upgrade of the network operating systems used by the City's network and application servers. The plan for all Windows NT servers will be to upgrade them to Microsoft Windows 2000 Advanced Servers. This new version of server operating systems provides the ability to synchronize the directory and user entries on all Wide Area Network (WAN) connected servers, simplifying the administration of these servers. The newest version of the server operating systems also provides improved performance and improved integration of the Windows 2000 Server database applications and provides a more hospitable environment for TCP/IP, which is the standard data communications protocol used on the Internet. As a result of these upgrades, the management of these servers is greatly simplified in newer versions making it possible to provide a more reliable computing environment. This project is on-going.(Funding Source: Cash Capital - FY 2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-524 Account No. 265165 Sub-object 2121	Systems Development Projects (Document Management And Imaging Infrastructure)	$75,000	$75,000	Page 200 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding to implement the Document Management and Imaging Infrastructure. This project, to be implemented over several phases, will improve customer service by providing easily retrievable and recoverable information, improve staff productivity by allowing for the faster retrieval of electronic documents, improved security, and improved file management over current methods utilized, which are disorganized due to

lack of physical space. The document imaging project has been initiated in Finance and Code Enforcement, with additional departments to follow.(Funding Source: Cash Capital - FY 2004 Funds)

Project Number Index Code/ Sub-object	**Project Title**	**Approved Funding Available**	**Planned Expenditure Amount**	**Budget Document Page Reference**
Project 015-531 Account No. 265475 Sub-object 2121	Systems Development Projects (Virginia Commonwealth Attorney Information System)	$7,000	$7,000	Page 214 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the purchase of a scanner and dedicated computer to use for electronic filing of papers in criminal cases in the Alexandria Circuit Court. As required by law, the Commonwealth Attorney's Office provides a large volume of document material to the Public Defender's Office as discovery in criminal cases. This material is currently provided in photocopy form. The Commonwealth Attorney's Office is also required to file the same material with the Court for inclusion in the case file. An additional photocopy is provided to the Clerk of the Circuit Court for inclusion in the case file. Once the Circuit Court receives these documents, they are scanned for electronic filing into the Alexandria Justice Information System (AJIS). This process is time consuming and inefficient. It is estimated that the Commonwealth Attorney's Office copies between 8,000 to 10,000 pages per month to meet this demand. With the installation of a scanner, rather than photocopying these pages, all pages could be scanned directly into AJIS greatly increasing access and efficiency. In addition, this hardware could be used to produce PDF files of materials that could be transmitted to other attorneys outside of the Public Defender's Office that do not have access to AJIS. The software for this project is already in place and is part of the existing AJIS system. All that is required is the purchase and installation of the hardware. The scanner and computer are scheduled to be purchased in June 2004 and be fully functional by July 2004 once installation and testing are completed.(Funding Source: Cash Capital - FY 2004 Funds)