

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 16, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: 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:

<b>Schools</b>	
T.C. Williams High School	\$ 2,200,000
F.C. Hammond Middle School	419,400
Lyles-Crouch Elementary School	135,000
Mount Vernon Elementary School	60,000
<b>Renovation and Maintenance of Existing City Facilities</b>	
Human Services Renovation for <i>JobLink</i>	\$ 345,000
Mental Health Facilities	293,770
Impound Lot	10,000

Sewers		
Sewer Map Update	\$	1,200,000
Mitigation of Combined Sewer Systems		195,000
Royal Street Relief Sewers		150,000
Community Development		
City Marina Dredging	\$	120,000
Landover Pathway		100,000
Infrastructure Projects		
Telephony Integration	\$	161,000
Systems Projects		
Finance Document Management System	\$	100,000
Mental Health/Mental Retardation/Substance Abuse		
Health Insurance Portability Accountability Act Data Security		75,000
Mental Health/Mental Retardation/Substance Abuse		
Citrix Upgrades		14,625
Fleet Services Bar Coding		7,500

**ATTACHMENTS:**

Attachment 1 - Capital Improvement Program Planned Expenditures

**STAFF:**

Mark Jinks, Assistant City Manager

Alfred Coleman, Budget/Management Analyst, Office of Management and Budget

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.

<b>Project Number Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 001-205	Schools	\$2,200,000	\$2,200,000	Page 42 of the
Account No.200730	(T.C. Williams			City's Approved 2004
Sub-object 2121	High School - Design)			CIP Budget Document

This allocation will provide the balance of funding required for the architectural and engineering services related to the completion of the design and construction documents for the replacement of the T.C. Williams High School. The planned, new, state of the art, 420,000 square foot high school will replace the current 38-year old T.C. Williams High School. The design development phase is scheduled to be completed in Fall 2003. Upon the completion of the design development phase, the design team will move into final design and construction document phases. (Fund Source: Bond Proceeds - FY 2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 001-063 Account No.200279 Sub-object 2121	Schools (F.C. Hammond Middle School)	\$419,400	\$419,400	Page 42 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the architectural and engineering design required for the replacement of the heating, ventilation and air conditioning (HVAC) and boiler systems, as well as the lighting systems at F.C. Hammond Middle School, in the part of facility not renovated in 2002. In addition, this project will expand the fire sprinkler system installed in the 2002 building throughout the original building so that the entire facility will be sprinkled. Design is scheduled to begin in Fall 2003 and be completed by Winter 2004. The project is then scheduled to go out for bid in Spring 2004 to allow for the completion of construction in Summer 2004. (Fund 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 001-073 Account No.200121 Sub-object 2121	Schools (Lyles-Crouch Elementary School)	\$135,000	\$135,000	Page 42 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the architectural and engineering design required for the replacement of the heating, ventilation and air conditioning (HVAC) and boiler systems, the upgrade of the electrical power and lighting systems, and an upgrade to the plumbing systems at Lyles-Crouch Elementary School. Design is scheduled to begin in Fall 2003 and be completed by Winter 2004. The project will then go out for bid in Spring 2004 to allow for completion of construction in Summer 2004. (Fund 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 001-169 Account No.200238 Sub-object 2121	Schools (Mount Vernon Elementary School)	\$60,000	\$60,000	Page 42 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the architectural and engineering design required for the upgrade of the electrical power systems, the installation of an elevator and the installation of an emergency generator at Mount Vernon Elementary School. Design is scheduled to begin in Fall 2003 and be completed by Winter 2004. The project will then go out for bid in Spring 2004 in order for construction to be completed in Summer 2004. (Fund 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 005-332 Account No.221185 Sub-object 2121	Renovation of Existing Facilities (Human Services Renovation)	\$345,000	\$345,000	Page 110 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the relocation of Joblink from its current location on Eisenhower Avenue to leased space at 2900 Business Center Drive as well as the build-out of the new space. The current lease will expire this fall and the landlord has indicated that the lease with Joblink will not be renewed. The project is scheduled to be completed by the end of October, 2003. (Fund Source: Cash Capital - FY 2002 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 005-330 Account No. 221160 Sub-object 2121	Renovations of Existing City Facillities (Mental Health Facillities)	\$293,770	\$293,770	Page 110 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the capital replacement and repair requirements at City - owned and operated group homes. The Department of General Services, at the request of the Office of Management and Budget, conducted a comprehensive survey of facility conditions at nineteen group homes operated by the City, the Alexandria Community Services Board, and Sheltered Homes of Alexandria. The survey identified approximately \$755,000 in repair and maintenance items at these locations. \$127,165 was allocated in FY 2003 to continue to address the repair and maintenance items at these facilities and any additional facilities identified by General Services and/or Mental Health. This allocation will provide for capital replacement and improvements through FY 2004. This project is ongoing. (Fund 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 005-021 Account No. 220541 Sub-object 2121	Renovation of Existing City Facillities (Impound Lot)	\$10,000	\$10,000	Page 108 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the purchase and installation of a replacement fence on the north and east sides of the City's Vehicle Impound Lot located at 5249 Eisenhower Avenue. (Fund Source: Cash Capital - FY 1998 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 013-104 Account No.255060 Sub-object 2121	Sewers (Sewer Map Updating)	\$1,200,000	\$1,200,000	Page 167 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding to map the City's sanitary, combined and storm sewer infrastructure. The City does not have a comprehensive inventory of the existing subterranean sanitary and storm sewer systems. Existing maps were last updated in the 1970's and projects completed since that time are not documented or mapped. Once sanitary sewer and storm water permit regulations, currently being adopted by the U.S. Environmental Protection Agency, are applied to the City, the City will be required to perform much more accurate assessments of the capacity of City sewers and demonstrate compliance with prospective permit requirements. This allocation will also provide for field data collection, data conversion, documents scanning and geodatabase development. The geodatabase will become part of the City's Geographical Information System (GIS). The field data will be completed using Global Positioning System (GPS) technology and the elements of the sewer infrastructure will be incorporated into a multi-user geodatabase. The Request For Proposals will be advertise in the Fall 2003, with award scheduled to take place by the end of CY 2003. The project is expected to take three years to complete. (Fund Source: Cash Capital - FY 2001-2004 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 013-010 Account No.255208 Sub-object 2121	Sewers (Mitigation of Combined Sewer Systems)	\$195,000	\$195,000	Page 165 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the development of an Area Reduction Plan for the City of Alexandria Combined Sewer System (CSO). The City's Combined Sewer Systems 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. The Area Reduction Plan will identify "Targets of Opportunities" for the system modifications, associated costs

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and environmental impacts of separating certain portions of the Combined Sewer System especially conducive to separation relative to the Combined Sewer System area as a whole. This task is consistent with the City's goal to reduce the overall area of the Combined Sewer System by separating the storm and sanitary sewers over time in conjunction with new development or redevelopment projects. This project is scheduled to be completed in June 2004. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number</b>	<b>Project</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 013-010	Sewers	\$150,000	\$150,000	Pages 167 of the City's Approved 2004 CIP Budget Document
Account No.255080	(Royal Street Relief Sewer)			
Sub-object 2121				

This allocation will provide funding for an engineering evaluation of the routing options for the proposed new large diameter storm sewer and outfall system as part of the Tanyard Ditch Combined Sewer Partial Separation project (Royal Street Relief Sewer). Portions of the combined sewer constructed in the early 1900's are inadequate to carry the storm water flows connected to them. As a result, flooding occurs at the intersection of Pitt and Gibbon Streets. This allocation is part of the overall plan to engineer and construct relief measures to alleviate flooding at the intersection of Pitt and Gibbon Streets. The engineering analysis is scheduled to begin in Fall 2003 and be completed in Spring 2004. (Fund Source: Bond Proceeds - FY 2003 Funds)

<b>Project Number</b>	<b>Project</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 003-601	Community Development	\$120,000	\$120,000	Page 61 of the City's Approved 2004 CIP Budget Document
Account No.210200	(City Marina Dredging)			
Sub-object 2121				

This allocation will provide funding to conduct a siltation study to examine and develop methods by which siltation may be minimized at the City's Marina in the future and extend the dredging cycle from 5-7 years to 9-11 years. In FY 1996, City Council approved the allocation of \$628,100 for the dredging of the waterfront marina from the Torpedo Factory to Founders



Park. Seven years later the City Marina area once again required dredging due to the accumulation of silt resulting in a number of boat slips available for rental to decline. \$750,000 was allocated in September 2002 to dredge the City marina area from the Torpedo Factory to Founders Park for the reasons noted above. The engineering study is scheduled to start in Fall 2003 and be completed in Spring 2004. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 003-008 Account No.210700 Sub-object 2121	Community Development (Landover Pathway)	\$100,000	\$100,000	Page 64 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the construction of the Landover Pathway between Landover Street in Warwick Village and West Glebe Road. This pathway will provide a safer access route to the Arlandria business district. The Warwick Village Civic Association had requested improvements for pedestrians to access the Arlandria Business District. The Landover Pathway was developed by the combined effort of the Civic Association and City staff. The project is scheduled to be completed in late Fall 2003. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 015-004 Account No.265454 Sub-object 2121	Infrastructure Projects (Telephony Integration)	\$161,000	\$161,000	Page 233 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding to review the planning, management and operation of the City's telecommunications function and to fund the replacement of telephone switches, voicemail servers and telephone desk sets at the General Services Fleet Services Division, located at 3550 Wheeler Avenue and at the Substance Abuse/Shelter Center at 2355 Mill Road. Both of these switches are over 15 years old and have become troublesome and expensive to

repair. The new switches and desk sets will be more reliable and will enable staff to take advantage of additional productivity improvements that these systems offer. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 015-004 Account No.265470 Sub-object 2121	Systems Projects (Finance Document Management System)	\$100,000	\$100,000	Page 201 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the design and implementation of the Finance Document Management System. This project will support the Finance Department's responsibility for fielding and resolving calls from citizens and businesses with regard to tax and fee issues. The primary requirement for this system is to provide ready access to electronically filed documents dealing with taxpayer filing forms, inquiries, letters and other documents. This project will enhance productivity of Finance staff by reducing the time and effort required to respond to citizen inquiries and complaints by significantly reducing the time to locate and research key documents and will ensure the accuracy of responses. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 015-538 Account No.265225 Sub-object 2121	Systems Projects (MH/MR/SA HIPAA Data Security)	\$75,000	\$75,000	Page 222 of the City's Approved 2004 CIP Budget Document

This allocation will provide funding for the migration from the use of traditional password security to a fingerprint recognition security system crucial to meeting the Federal Health Insurance Portability Accountability Act (HIPAA) of 1996. HIPAA was enacted by Congress and signed into law to regulate and standardize information exchanges and establish standards for the privacy and security of individually identifiable health insurance information and will impact all functions, processes and systems that store, handle or generate health

information. The system is scheduled to be purchased, pending successful testing, in October 2003. (Fund Source: Cash Capital - FY 2004 Funds)

<b>Project Number</b>	<b>Project Index Code/ Sub-object</b>	<b>Project Title</b>	<b>Approved Funding Available</b>	<b>Planned Expenditure Amount</b>	<b>Budget Document Page Reference</b>
Project 015-005	Account No.265455	Systems Projects	\$14,625	\$14,625	Page 226 of the City's Approved 2004 CIP Budget Document
	Sub-object 2121	(MH/MR/SA Citrix Upgrades)			

This allocation will provide funding for the development of a redundant back-up for the remote access component of the Mental Health, Mental Retardation, Substance Abuse (MH/MR/SA) mission critical case management system. In the spring of calendar year 2002, MH/MR/SA implemented a wireless solution to provide access to the mission critical medical records database (Anasazi) to fifteen of the remote locations which are not connected to the City's Wide Area Network (WAN). This project will extend redundancy for remote location users. This project is scheduled to begin in Summer 2003. (Fund Source: Cash Capital - FY 2004 Funds)

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Project 015-005	Account No.265429	Systems Projects	\$7,500	\$7,500	Page 226 of the City's Approved 2004 CIP Budget Document
	Sub-object 2121	(Fleet Services Bar Coding)			

This allocation will provide funding for the purchase of a Bar Coding module that will allow General Services to bar code the parts and accessories inventory of the Fleet Services Division. The Bar Code module will provide an effective means of maintaining inventory and will augment the City's Fleet Management System, which the City has been using for three years to track fleet maintenance services. An accurate inventory will increase the efficiency of the Parts Section, save time issuing parts and replenishing stock, while reducing the labor costs associated with conducting annual inventories. (Fund Source: Cash Capital - FY 2004 Funds)