

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 22, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

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 \$2,471,569 for capital project allocations and planned expenditures for the capital projects as detailed in the Capital Improvement Expenditure Summary (Attachment).

DISCUSSION: This docket item provides a summary of Capital Improvement Program planned expenditures (Attachment). It includes projects reflected in the City’s Fiscal Year 2011 Capital Budget approved by City Council, or approved in capital budgets prior to FY 2011 with a CIP budget document page reference in the Attachment. A project title listing appears below and a detailed summary appears in the Attachment.

Allocations are recommended for the following projects:

Public Buildings (\$663,969)

General Services Capital Facilities Maintenance Program	\$460,969
Energy Conservation Program	\$203,000

Public Transportation & Traffic Control (\$60,000)

Lower King Street Multi-space Parking Meters	\$60,000
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Sanitary Sewers (\$250,000)

Sanitary Sewer Capacity Study – Trunk Sewer Flow Monitoring	\$250,000
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IT Plan (\$1,497,600)

LAN/WAN Infrastructure	\$370,000
Voice over Internet Protocol (VoIP)	\$350,000
Computer Aided Dispatch System Replacement	\$600,000
Payroll/Human Resources/Financial System Replacement	\$100,000
Document Automation Software	\$30,000
Graphic Information Systems (GIS) Development	\$47,600

Total Allocations Requested for September 2010	\$2,471,569
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ATTACHMENT:

Capital Improvement Program Planned Expenditures

STAFF:

Mark Jinks, Deputy City Manager

Bruce Johnson, Chief Financial Officer

Michael Stewart, Analyst, Office of Management and Budget

**Attachment: Capital Improvement Program (CIP) Planned Expenditures
September 28, 2010 Report, Docketed September 28, 2010**

This attachment provides summary information on capital improvement program projects for which work will be initiated and expenditures incurred during the upcoming months. Except as noted, funding for all of the projects discussed below is included in the City's Approved FY 2011 Capital Improvement Program (CIP) budget or in prior year capital budgets.

Ongoing Maintenance Program (Category 1) Title		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
General Services Capital Facilities Maintenance Plan (CFMP)		Public Buildings – p. 6-84 (Approved FY 2011)	\$460,969 (General Obligation Bonds)	221135-2102	005-307
Program Funding Summary		<u>Use of Funds</u>			
Current Fiscal Year Program Budget	\$1,100,000	<p>This allocation will provide for the following capital repairs and maintenance projects at City-owned facilities:</p> <ul style="list-style-type: none"> • Public Safety Center: Replacement of the section of the roof where the cooling tower is located. (\$20,000). This project is scheduled to begin in Fall 2011. • City Hall: Replacement of the boilers (\$80,000). Work is scheduled to begin and be completed in Spring 2011. • Scheduled and unscheduled preventative capital maintenance needs at multiple City facilities including heating, ventilation and air conditioning (HVAC) systems, electrical and plumbing systems, painting and flooring (carpet and tile) replacements. (\$361,000). 			
Total Fiscal Year Allocations to Date	\$665,000	<u>Project Background / Operating Impacts</u>			
Current Allocation Request*	\$460,969	<p>The General Services Capital Facilities Maintenance Plan (GS CFMP) provides a work plan that projects the anticipated timetable and estimated costs of infrastructure and equipment repairs and/or replacements based on industry standards for life expectancies of equipment and materials that are necessary to adequately maintain the City's physical plant. In some</p>			

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Total Fiscal Year Allocations to Date	\$0	<p><u>Project Background / Operating Impacts</u></p> <p>A total of \$2.1 million is planned over ten years to implement these initiatives. Continued emphasis will be placed on energy consumption analysis; the development of strategies to address the largest consumers of energy; promoting energy awareness such as turning off lights and office electrical equipment; adjusting and adhering to space temperature settings and implementing energy conservation initiatives. The City's goal is to reduce energy consumption in the City's facilities by as much as 3 percent per square foot per year. This includes electricity, water, and natural gas with a goal of reducing overall energy consumption by 20 percent by the year 2015. The aforementioned usage of funds is considered part of a multi-year effort.</p> <p>Prospective projects competing for this funding will be subject to an exhaustive decision criteria model. The first criteria will score a project based on how quickly the City would realize a full return on investment. The second scores based on how energy intensive the facility is, with low-performing facilities (i.e. inefficient) receiving preference. The final criterion examines and scores based on the corresponding CO₂ emission reduction and impact of occupant comfort/health.</p>
Current Allocation Request*	\$203,000	
Projected Remaining Unallocated Bal	\$210,000	

* Represents FY 2010 approved funds. Remaining \$210,000 is FY 2011 approved funding.

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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Lower King Street Multi-space Parking Meters		Summary Expenditure Tables – p. 4-8 (FY 2011 Approved CIP)	\$60,000 (Cash Capital)	245602-2121	011-115
Project Funding Summary		Use of Funds			
Total Project Budget*	\$60,000	<p>This allocation of funds will be used to purchase six multi-space parking meters for the 100 and 200 blocks of King Street in Old Town. These funds were included in the FY 2011 Approved CIP through the City Council add-delete process. The \$1.25 million approved by City Council on September 14 did not include funding for these two blocks of multi-space meters.</p> <p><u>Project History / Background</u> Installation of multi-space meters in this heavily-used segment of King Street was a recommendation in the Old Town Area Parking Study. It is proposed as part of a broader strategy to encourage more turnover in the City's on-street parking stock and ultimately support higher retail and restaurant sales. By raising on-street meter rates, installing multi-space meters (to accept variable forms of payment such as credit cards or cash) and improving wayfinding to parking garages, the City seeks to improve convenience and availability of short-term (on-street) parking and encourage long-term parking in garages. Additional information on this project can be found in Budget Memo #100 from the FY 2011 budget process or the related docket item (#19) from the September 14, 2010 City Council meeting.</p>			
Total Allocations to Date	\$0				
Current Allocation Request	\$60,000				
Remaining Unallocated Project Balance	\$0				

* best estimate at time of allocation request

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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Sanitary Sewers Capacity Study - Trunk Sewers Flow Monitoring		Sanitary Sewers – p. 6-133 (FY 2011 Approved CIP)	\$250,000 (Sanitary Sewer Fees)	255110-2102	013-109
Project Funding Summary		Use of Funds			
Total Project Budget*	\$250,000	<p><u>Project History / Background</u></p> <p>The sanitary flows from the City’s service area to ASA Wastewater Treatment Plant have historically been based on the total flow at the WWTP and deducting flow monitoring of the Fairfax County flows. A more precise measurement of the City’s dry and wet weather flows is required to determine cost effective methods of addressing future City growth and remediating wet weather inflow and infiltration and also combined sewer flows. The City’s flow monitoring of the trunk sewers is intended to be permanent metering, which will be funded annually through the Sanitary Sewer Capacity Study CIP project.</p>			
Total Allocations to Date	\$0				
Current Allocation Request	\$250,000				
Remaining Unallocated Project Balance	0				

* best estimate at time of allocation request

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Ongoing Maintenance Program (Category 1) Title		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
LAN / WAN Infrastructure		IT Plan – p. 7-78 (FY 2011 Approved CIP)	\$370,000 (Comcast Franchise Revenue)	260143-3802	015-003
Program Funding Summary		Use of Funds			
Current Fiscal Year Program Budget	\$370,000	<p>The requested monies of \$370,000 will be used to purchase three enterprise-class network switches used to direct network traffic at the core of the City's infrastructure and for professional services needed for installation. The current switches are nearing the end of their useful life and replacement is necessary to maintain the integrity and stability of the City's network.</p> <p><u>Project Background / Operating Impacts</u> This project enables the City to deliver scalable data, voice and video communications to all the sites on the City's Institutional Network. This project also funds the replacement and acquisition of core switches, edge switches, firewalls, routers, modules, fiber optic cable and professional services.</p>			
Total Fiscal Year Allocations to Date	\$0				
Current Allocation Request	\$370,000				
Projected Remaining Unallocated Balance	\$0				

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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Voice Over Internet Protocol (VoIP)		IT Plan – p. 7-83 (FY 2011 Approved CIP)	\$350,000 (Comcast Franchise Revenue)	265580-3902	015-572
Project Funding Summary		Use of Funds			
Total Project Budget*	\$3,484,327	<p>The requested monies of \$350,000 will be used for the continuing development of the City's VoIP telephony system. Sites funded by this allocation will include Police Vice Facility, Police Shooting Range, Police Operations (new facility only), Police K9 facility and the Apothecary. Additionally, this allocation will fund deployment and installation of a VoIP solution in the new Police Department Headquarters currently under construction.</p> <p><u>Project Background / Operating Impacts</u> As the City adds new sites onto the existing VoIP system, additional operating costs will be accrued in the operating budget as these sites are brought into the production environment. Current operating expenses for VoIP are \$251,000. Completion of these additional sites will increase annual maintenance costs by \$225,000 to an estimated \$476,000. These costs will be distributed to each department on a usage-basis, beginning in the FY 2012 operating budget cycle. This represents the final year of the initial implementation of VoIP telephony, and this request should fund all the sites remaining in the original plan.</p>			
Total Allocations to Date	\$3,134,327				
Current Allocation Request	\$350,000				
Remaining Unallocated Project Balance	\$0				

* Best estimate at time of allocation request. The initial project budget for VoIP implementation was approximately \$3.4 million.

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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Computer Aided Dispatch (CAD) System Replacement		IT Plan – p. 7-64 (FY 2011 Approved CIP)	\$600,000 (Cash Capital)	265755-2102	015-579
Project Funding Summary		<u>Use of Funds</u>			
Total Project Budget*	\$34,600,000	<p>The requested allocation will fund professional services (provided primarily by DELTAWRX) for the City's Computer Aided Dispatch/Records Management System replacement project. Services are needed to procure and implement a CAD/RMS replacement. The City does not have the internal staff capacity or technical knowledge to handle all these processes for project of this magnitude without outside professional assistance.</p> <p>The actual agreement with DELTAWRX will take the form of a fixed-price contract for approximately \$410,000 and will cover five phases of the CAD/RMS project. Those phases include drafting a needs assessment (approx. \$90k and completed early fall 2010), writing system requirements and developing an RFP (approx. \$81k and completed winter 2010), assisting with the procurement and contract negotiation (approx. \$104k and completed summer 2011), and implementation of a new system (approx. \$138k and completed fall 2012).</p>			
Total Allocations to Date	\$0	<u>Project History / Background</u>			
Current Allocation Request	\$600,000	<p>This project provides for a multi-year effort to select, procure and implement a unified public safety Computer Aided Dispatch/Records Management System. The majority of project expenditures are predicted for FY2013 and FY2014, when it is anticipated that a solution will be approved, purchased and implemented.</p>			
Remaining Unallocated Project Balance	\$34,000,000	<p>The total project budget noted at left is an estimate and is likely to change based on the feedback received from DELTAWRX following the completion of the Needs Assessment.</p>			

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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Payroll/Human Resources System		IT Plan – p. 7-47 (FY 2011 Approved CIP)	\$100,000	265686-2102	015-511
Project Funding Summary		Use of Funds			
		<p>The requested monies of \$100,000 will be used for preparation and development of procurement and specifications documents to purchase a new Enterprise Resource Planning (ERP) system that will include payroll, human resources, and financial system functionalities. It is anticipated that the City would award a final ERP contract sometime in the spring of 2011.</p> <p>These funds will be used to secure a fixed-price contract with Plante-Moran to assist the City through the following project phases of procuring a new ERP: RFP preparation including refining requirements (approx. \$34k); selecting the optimal ERP (approx. \$29k); negotiating the best price on the final ERP product (approx. 19k); and project management for the procurement (approx. \$7k). The remaining funds will provide a contingency and would revert to being used for the actual purchase of the ERP if unused.</p>			
Total Project Budget*	\$3,000,000	Project Background The City requires a fully integrated Human Resources and Payroll solution that includes automated processes, built-in workflows, approvals, triggers, alerts and reminders. The new system will allow the City to better manage human resources, the largest category of expenditure in the annual budget.			
Total Allocations to Date	\$0				
Current Allocation Request	\$100,000				
Remaining Unallocated Project Balance	\$2,900,000				

* best estimate at time of allocation request

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Capital Project (Category 2/3) Name	CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Document Automation Software	IT Plan – p. 7-43 (FY 2011 Approved CIP)	\$30,000	265966-2102	New - TBD
Project Funding Summary		<u>Use of Funds</u>		
Total Project Budget*	\$30,000	Document automation software lets users transform frequently-used documents such as legal documents, contracts, proposals, etc., into reusable templates. This software allows the City to adopt best practices in the legal industry for frequently-used legal documents. The use of such templates will preclude the need for fresh creation every time a document is to be used, thereby promoting the efficient use of staff time. A larger bank of automated forms will allow the City Attorney's Office to respond more quickly to a larger set of client needs with less required research and background analysis. The final documents created from these templates will be stored in our Document Imaging System for future search and retrieval.		
Total Allocations to Date	\$0	<u>Project History / Background</u>		
Current Allocation Request	\$30,000	The City Attorney's Office currently creates their new legal document from scratch. They also rely upon outside counsel and consultants for background analysis. Currently there is no effective creation, access, and management of legal documents.		
Remaining Unallocated Project Balance	\$0			

* best estimate at time of allocation request

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Ongoing Maintenance Program (Category 1) Title	CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Geographic Information Systems	IT Plan – p. 7-55 (FY 2011 Approved CIP)	\$47,600 (Cash Capital)	265710-2102	015-514
Program Funding Summary		<u>Use of Funds</u>		
Current Fiscal Year Program Budget	\$20,000	<ul style="list-style-type: none"> • GIS application programming work in the completion of the first phase of GIS web-based applications migration to the new comprehensive “Geographic Research and Analysis Interface (GARI) ” • Purchase of software and technical consulting services to enable integration of the City’s Pictometry product (Citywide oblique photos) with GARI 		
Total Fiscal Year Allocations to Date	\$0	<u>Project Background / Operating Impacts</u>		
Current Allocation Request	\$47,600*	<p>The City’s Geographic Information System is used by virtually every department in the City to analyze and visualize vast amounts of information. Over the past 10 years, GIS has developed a proliferation of end-user application to support a variety of specific needs. During the last two years the platform on which these applications was built has been replaced with new technologies offering many more opportunities to increase the utility and reach of the system. This project will complete the first phase of this development which will consolidate the application suite into a more robust and sustainable application and provide numerous additional application integrations and data analysis functions. It will also provide for the acquisition and integration of “Pictometry on Line”. Pictometry, a collection of aerial images taken from a 45 degree angle, is one of the City’s most valuable tools for providing intuitive visual information about locations. Currently Pictometry is available only to a limited number of users through a completely separate desktop application which does not integrate with GIS.</p>		
Projected Remaining Unallocated Balance	\$0	<p>Operating costs are \$4,000 annually for “Pictometry On Line” software maintenance.</p>		

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*request includes \$27,600 of FY 2010 funding.