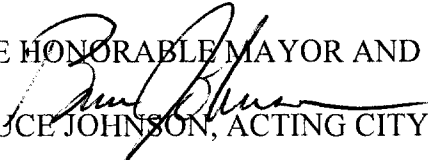


City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 18, 2011

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:  BRUCE JOHNSON, ACTING 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 \$3,925,100 for capital project allocations and planned expenditures for the capital projects as detailed in the Capital Improvement Program (CIP) 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 2012 Capital Budget approved by City Council, or approved in capital budgets prior to FY 2012 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:

Recreation and Parks (\$160,000)

Chinquapin Aquatics Center – Feasibility Study for Renovations	\$160,000
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Public Buildings (\$3,425,000)

Emergency Generator – Health Department	\$250,000
Energy Management Program	\$410,000
Fire Station 210 – Eisenhower Valley	\$2,000,000
General Services Capital Facilities Maintenance Plan (CFMP)	\$380,000
Office of Sheriff Capital Facilities Maintenance Plan (CFMP)	\$385,000

Public Transit (\$180,500)

ADA Access at City Bus Stops	\$20,500
Bus Shelters – Shelters, Foundations, Fixtures & Equipment	\$160,000

IT Plan (\$159,600)

Library Debt Collection Software	\$9,600
T&ES Infrastructure Management - Cityworks	\$150,000

ATTACHMENT:

Capital Improvement Program Planned Expenditures

STAFF:

Mark Jinks, Deputy City Manager

Michele Evans, Deputy City Manager

Laura Triggs, Acting Chief Financial Officer

Kendel Taylor, Acting Budget Director

Chris Bever, Analyst, Office of Management and Budget

**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

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 2012 Capital Improvement Program (CIP) budget or in prior year capital budgets.

Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Chinquapin Aquatics Center		Recreation & Parks – p. 6-70 (FY 2012 Approved CIP)	\$160,000 (Cash Capital)	215566-2121	004-302
Program Funding Summary		<u>Use of Funds</u>			
Total Approved Project Funding To-Date	\$687,541	<p>This allocation will provide for the feasibility study and design for renovations planned at the Chinquapin Aquatics Center. Elements of the study include:</p> <ul style="list-style-type: none"> • Feasibility study of all mechanical, electrical and plumbing systems and controls for the building and the pool; • Detailed analysis and recommendations for design; • Design and construction documents for permits and construction; • Permit application process; • Bidding documents and responses to comments; and • Future construction administration during construction. <p>All of the above feasibility and design elements are scheduled to begin in fall 2011 and estimated to be completed by spring 2012.</p> <p><u>Project Background</u> Chinquapin Aquatics Center was built in early 1980's and most of the original equipment is still in place. Significant mechanical system replacement is required in order to extend the useful life of this facility. Operating costs associated with heating and cooling Chinquapin are increasing each year this maintenance is delayed. This project has planned funding of \$6.6 million over the next ten years for renovations of the Chinquapin Aquatics and Fitness Center.</p>			
Total Project Allocations To-Date	\$527,541				
Current Allocation Request	\$160,000				
Remaining Unallocated Project Balance	\$0				
<i>*Total Project Budget Including CIP Out-Years</i>	\$7,127,541				

**As part of the Approved FY 2012 – 2021 CIP additional planned funding includes \$1.44 million in FY 2013; \$1.0 million in FY 2017; \$2.0 million in FY 2018; and \$2.0 million in FY 2019.*

**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Emergency Generators		Public Buildings – p. 6-86 (FY 2012 Approved CIP)	\$250,000 (Cash Capital)	221032-2121	005-402
Project Funding Summary		<u>Use of Funds</u>			
Prior Year Unallocated Balance	\$0	<p>This allocation will provide for the planning, design, purchase and installation of the replacement emergency generator at the Health Department Facility located at 4480 King Street. The Health Department building is an important West End facility that needs to be operational in the event of a power outage or other City emergency. Estimated project schedule:</p> <ul style="list-style-type: none"> • Winter or spring of calendar year 2011 – 2012 – Planning, Design, Procurement • Winter or spring of calendar year 2012 – Installation 			
FY 2012 Program Budget	\$250,000				
Total Fiscal Year Allocations to Date	\$0				
Current Allocation Request	\$250,000	<u>Project History / Background</u>			
Remaining Unallocated Project Balance	\$0	<p>This project provides for the systematic planned replacement and placement of emergency generators at City facilities. In FY 2008 and FY 2009, generators were replaced at City facilities including the General Services Fleet Services Division, Casey Clinic, and Lee Center. As part of the approved FY 2012 – 2021 CIP, \$780,000 is planned in FY 2014 to allow for portable emergency generator connections at key City facilities.</p>			

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Energy Management Program		Public Buildings – p. 6-83 (FY 2012 Approved CIP)	\$410,000 (Cash Capital)	221242-2121	005-401
Project Funding Summary		Use of Funds			
Prior Year Unallocated Balance	\$410,000	<p>This allocation will provide for energy conservation improvements and the use of energy-efficient technology in existing City buildings. The highest priority facilities at this time include larger, high-use facilities with outdated electrical and HVAC systems (e.g. City Hall, the Courthouse, the Public Safety Center, etc.). Types of projects include:</p> <ul style="list-style-type: none"> • <u>Lighting Retrofits (\$240,000)</u> - Retrofit existing facility lighting technology with energy efficient lamps and ballasts; where appropriate, relocation and replacement of fixtures is to be considered. Where applicable, integration of occupancy and daylight sensing control technologies to maximize efficiency and effectiveness of lighting retrofits. The current requested allocation will be combined with the existing allocated project balance to complete the work. Planning, design and procurement is scheduled for the fall and winter of calendar year 2011, with installation in the winter and spring of calendar years 2011 – 2012. • <u>Controls Retrofit and System Integration (\$70,000)</u> - Installation and/or retrofit of HVAC and building controls utilizing Direct Digital Controls (DDC)– or performance equivalent – systems. Where applicable, control integration to facility building automation system(s) and networked master control system for centralized control of HVAC systems and facility performance monitoring. Direct Digital Control systems provide control of HVAC systems for increased efficiency, effectiveness, and operational performance. Planning, design and procurement is scheduled for the fall of calendar year 2011, with installation in the winter of calendar year 2012. • <u>Re- and Retro-commissioning (\$50,000)</u> - Re- and retro-commissioning is a systematic process to calibrate existing facilities' HVAC and energy systems to operate efficiently and effectively. The commissioning process, involves functional 			
FY 2012 Program Budget	\$210,000				
Total Fiscal Year Allocations to Date	\$0				
Current Allocation Request	\$410,000				
Remaining Unallocated Project Balance	\$210,000				

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

		<p>testing, system diagnostics, and system calibration to maximize efficiency, effectiveness, and operational performance. Planning, design and procurement is scheduled for the fall and winter of calendar year 2011 - 2012, with installation in the winter and spring of calendar year 2012.</p> <ul style="list-style-type: none"> • <u>Advanced Utility Meter System (\$50,000)</u> - Advanced utility meters measure and record utility (energy and water) use at differential time intervals. Where applicable, meters integrated to networked monitoring system to provide utility use information, building diagnostics, analysis, reporting, and occupancy interaction with building systems. The system supports energy use management, procurement, and operations for increased efficiency, effectiveness, and operational performance. Planning, design and procurement is scheduled for the winter and spring of calendar year 2011 - 2012, with installation in the spring of calendar year 2012. <p><u>Project Background / Operating Impacts</u></p> <p>The Energy Conservation Program provides for energy conservation improvements and the use of energy-efficient technology in existing City buildings in order to achieve greater efficiency. 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 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 extensive 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>
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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Fire Station 210 (Eisenhower Valley)		Public Building – p. 6-101 (FY 2012 Approved CIP)	\$2,000,000 (General Obligation Bonds)	265780-2102	005-368
Program Funding Summary		<u>Use of Funds</u>			
Total Approved Project Funding To-Date	\$3,885,000	This allocation will provide for preliminary and final plan approvals, as well as Design/Build services for the Eisenhower Valley Fire Station (Station 210). The contract for Design/Build services is scheduled to be awarded fall 2011 and will include:			
Total Project Allocations To-Date	\$3,885,000	<ul style="list-style-type: none"> • Concept/Preliminary/Final Development Plan Special Use Permit review and approval process including engineering and design services in support of the application process; and • Design/Build bidding and construction document development. 			
Current Allocation Request	\$2,000,000	Construction of Fire Station 210 is estimated to begin summer 2012 and be completed fall 2013. An allocation request will be presented to City Council in the summer 2012 for the remainder of construction funding.			
Remaining Unallocated Project Balance	\$7,210,000	<u>Project Background</u>			
		A 2005 comprehensive needs assessment identified and determined the need for additional fire stations with particular attention to future needs in the western Eisenhower Valley area. The study focused primarily on response times and service requirements based on established standards. In FY 2008, a City Manager work group identified a more efficient utilization of the City's impound lot, allowing for the City-owned lot on Eisenhower Avenue to be reconfigured and used for the proposed new fire station which would co-exist with the existing Police Department pistol range and reduced impound lot. The concept also includes a provision for a secondary relief impound lot storage yard to hold vehicles for auction. City Council and Planning Commission approval for the relief lot was obtained in May 2011. Construction of the temporary impound lot at Business Center Drive adjacent to the DASH Bus facility is scheduled to begin fall 2011 and be completed in late fall 2011. Construction of the new smaller impound lot at the Eisenhower Avenue site is estimated to begin winter 2012 and will be completed spring 2012.			
<i>*Total Project Budget Including CIP Out-Years</i>	\$15,095,000				

** Includes \$2.0 million planned in the FY 2013 Capital Improvement Program.*

**Attachment: Capital Improvement Program (CIP) Planned Expenditures
 October 25, 2011 Report, Docketed October 25, 2011**

Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
General Service Capital Facilities Maintenance Plan (CFMP)		Public Buildings – p. 6-82 (FY 2012 Approved CIP)	\$380,000 (Cash Capital)	221135-2102	005-307
Project Funding Summary		<u>Use of Funds</u>			
Prior Year Unallocated Balance	\$0	This allocation will provide for the following capital repairs and maintenance projects at City-owned facilities: <ul style="list-style-type: none"> • 3200 Colvin Street (\$100,000) – Replacement of three rooftop heating, ventilation and air conditioning (HVAC) units at the City’s Transportation Division building. Scheduled to begin fall 2011. • Fleet Services Building at 3550 Wheeler Avenue (\$280,000) – Replacement of two boilers and two air handlers. Scheduled to begin spring 2012. 			
FY 2012 Program Budget	\$1,100,000				
Total Fiscal Year Allocations to Date	\$720,000				
Current Allocation Request	\$380,000				
Remaining Unallocated Project Balance	\$0				
		<u>Project History / Background</u>			
		The General Services Capital Facilities Maintenance Plan (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 cases, the City’s equipment may be retained beyond the standard life expectancy if it is in good operating condition and it is cost-effective to do so. The CFMP also provides for the scheduled capital maintenance needs of City facilities, including painting and floor covering (carpet and tile) replacement; mechanical, electrical and plumbing systems; and window and roof replacements.			

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Office of Sheriff Capital Facilities Maintenance Plan (CFMP)		Public Buildings – p. 6-97 (FY 2012 Approved CIP)	\$385,000 (Cash Capital)	221133-2102	005-359
Project Funding Summary		<u>Use of Funds</u>			
Prior Year Unallocated Balance	\$0	<ul style="list-style-type: none"> • Replacement of Security Cameras at William G. Truesdale Detention Facility (\$175,000) - Scheduled to begin in winter 2011 and be completed summer 2012; • Carpet Replacement (\$65,000) - Scheduled to begin in fall 2011 and be completed spring 2012; • Medical Cell Renovation and Deputy Sheriff Workstation Replacements (\$90,000) - Scheduled to begin in winter 2012 and be completed by summer 2012; and • Adult Detention Center Lighting Replacements (\$55,000) – Scheduled to begin in fall 2011 and be completed in spring 2012. 			
FY 2012 Program Budget	\$635,000				
Total Fiscal Year Allocations to Date	\$250,000				
Current Allocation Request	\$385,000				
Remaining Unallocated Project Balance	\$0				
		<u>Project History / Background</u>			
		<p>This project provides for the system and infrastructure improvements at the Public Safety Center (PSC), Franklin Backus Courthouse and the William G. Truesdale Detention Center, which are managed by the Alexandria Sheriff's Office (ASO). The ASO and the Department of General Services (DGS) have formed a permanent task force providing oversight for the work currently underway at these Sheriff managed facilities; developing a list of priorities; and evaluating new project proposals. A total of \$4.8 million over ten years (\$635,000 in FY 2012; and \$460,000 annually thereafter) is programmed to address capital maintenance requirements. An allocation of \$250,000 in June 2011 provided for Detention Center control center renovations, lobby renovations at the Public Safety Center, other control panel replacements, and electrical, HVAC and plumbing repairs.</p>			

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
ADA Access at City Bus Stops		Transportation & Transit Infrastructure: Public Transit – p. 6-131 (FY 2012 Approved CIP)	\$20,500 (Cash Capital)	TBD	TBD
Project Funding Summary		<u>Use of Funds</u>			
Prior Year Unallocated Balance	\$20,500	<p>This allocation request will provide funding to install Americans with Disabilities Act (ADA) passenger loading pads at 10 inaccessible City bus stops which will meet ADA regulations and guidelines. Work is to begin in the fall of 2011, portions completed late winter of 2012 (weather permitting) and end in the spring of 2012. Work involves 6" excavation and the installation/drying of concrete which will provide an accessible area for a person with a disability to enter and exit buses.</p> <p><u>Project History / Background</u> This project provides for improved access for persons with disabilities at bus stops throughout the City. Funding will be used for the installation of passenger loading platforms at bus stop locations, or to modify sidewalks and access ramps at or near bus stop locations. These improvements will bring the bus stop locations up to Americans with Disabilities Act (ADA) guidelines and provide better access to and from bus stops along the public right-of-way. This project will have no impact on the operating budget.</p>			
FY 2012 Program Budget	\$10,000				
Total Fiscal Year Allocations to Date	\$0				
Current Allocation Request	\$20,500				
Remaining Unallocated Project Balance	\$10,000				

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
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Ongoing Maintenance Program (Category 1 Title)		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Bus Shelters		Transportation & Transit Infrastructure: Public Transit – p. 6-132 (FY 2012 Approved CIP)	\$160,000 (\$96,000 Cash Capital; \$64,000 VDOT)	240093-2121	010-601
Project Funding Summary		<u>Use of Funds</u>			
*Prior Year Unallocated Balance	\$630,000	<p>This allocation will provide \$160,000 (\$96,000 City, \$64,000 VDOT) in CIP funds for the following initiatives:</p> <ul style="list-style-type: none"> • Replacement and Installation of New Bus Shelters (\$130,000) – Replacement of bus shelters that were installed in the 1970s at existing Metrobus shelter locations and installation of bus shelters at new locations in winter and spring of 2012. • Installation of New Fixtures (\$23,000) – Installation of bus stop benches at locations where benches have been damaged and at new locations where the installation of bus shelters is not feasible due to the lack of public right of way in November or December 2011 through spring 2012. • New or Replacement Concrete Pads (\$7,000) – Installation of new or repair of existing concrete pads (6" max thickness) that serve as foundations for bus stop benches and bus stop shelters and provide accessible connections to sidewalks in the winter and spring of 2012. <p><u>Project History / Background</u> This project includes funding for bus stop improvements including the replacement of existing bus shelters at various locations throughout the City, the construction of new bus shelters, the installation of bus stop benches, solar illumination, real time transit information, and other bus stop amenities. Operating Impacts: maintenance of bus shelters throughout the City is currently budgeted at \$30,000 for 124 shelters in FY 2012. Additional funding for the maintenance of new bus shelters will be necessary at an estimated average cost of \$240 per shelter per year, as they are added.</p>			
**FY 2012 Program Budget	\$155,000				
Total Fiscal Year Allocations to Date	\$0				
Current Allocation Request	\$160,000				
Remaining Unallocated Project Balance	\$625,000				

**Prior year unallocated balance includes \$130,000 in City funding and \$500,000 in grant funding through VDOT.*

***FY 2012 Program Budget of \$155,000 is grant funding through VDOT.*

**Attachment: Capital Improvement Program (CIP) Planned Expenditures
October 25, 2011 Report, Docketed October 25, 2011**

Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
Library Debt Collection Software		IT Plan – p. 7-78 (FY 2012 Approved CIP)	\$9,600 (Cash Capital)	265400-2121	015-530
Program Funding Summary		<u>Use of Funds</u>			
Total Approved Project Funding To-Date	\$9,600	<p>This allocation funds the acquisition of debt collection software that will improve the Library's ability to collect fines. The software is a module of the Library's current catalog management system, and has an inter-face to a debt collection agency. The debt collection software is not used for processing all fines and fees, only those fines and fees which meet the parameters to be sent to the collection agency. These parameters include delinquent accounts with a balance exceeding \$25.00 for 60 days and over. There is a \$10.00 non-negotiable service fee added to the patrons' account at the time they are referred to the collection agency.</p> <p><u>Project Background</u> Prior to the implementation of this software, the Library did not send accounts to a collection agency. By working with a collection agency, the Library will improve its ability to recover materials, as well as recover some fines and fees which previously would have been simply lost.</p> <p>With the implementation of this software, the Library may initially see a spike in revenues as existing delinquent patrons are contacted. However, after that brief spike, revenues are expected to dip back down, as patrons become more conscientious in returning their items. This has been the experience of most libraries contracting with collection agencies. While it is possible that FY 2012 will see a small increase, it is not expected to be carried over into FY 2013. Annual maintenance costs (\$1,230) are included with the Integrated Library Software System.</p>			
Total Project Allocations To-Date	\$0				
Current Allocation Request	\$9,600				
Remaining Unallocated Project Balance	\$0				
<i>Total Project Budget Including CIP Out-Years</i>	\$9,600				

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**Attachment: Capital Improvement Program (CIP) Planned Expenditures
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Capital Project (Category 2/3) Name		CIP Section & Page	Allocation Request	OCA / Subobject	Project #
T&ES Infrastructure Maintenance Management		IT Plan – p. 7-73 (FY 2012 Approved CIP)	\$150,000 (Cash Capital)	265490-2121	015-529
Program Funding Summary		<u>Use of Funds</u>			
Total Approved Project Funding To-Date	\$552,000	This allocation is being requested to support the further deployment of the existing Cityworks computerized maintenance management system in T&ES and to upgrade the system to the latest release of the software.			
Total Project Allocations To-Date	\$402,000	<u>Project Background</u>			
Current Allocation Request	\$150,000	The Cityworks computerized maintenance management system was implemented in the T&ES divisions of Solid Waste, Maintenance and Transportation in October 2009. It has also been expanded into other City departments as it is intended to be the City's overall maintenance management platform. The expansion of the system to other divisions of T&ES (including Environmental Quality and Engineering & Design) will expedite the department's goal of unifying its work management data and will provide better customer service, work coordination, and effort accounting.			
Remaining Unallocated Project Balance	\$0	Implementing the next version of the software (Cityworks Server) will simplify the deployment and support of the project in T&ES as well as in the other departments that are planning to use the system, including General Services and the Department of Community and Human Services.			
*Total Project Budget Including CIP Out-Years	\$677,000				

* Includes \$125,000 planned in the FY 2013 Capital Improvement Program.

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