


City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 20, 2008

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 the 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 2009 Capital Budget, approved by City Council on May 5, 2008, or approved in capital budgets prior to FY 2009 with a CIP budget document page reference in the Attachment. A project title listing appears on the next page and a detailed summary appears in the Attachment.

Allocations are recommended for the following projects:

ACPS

Minnie Howard Ninth Grade Center - HVAC/Electric Power	\$	4,188,615
School Bus Replacements		1,059,500
Rowing Facility - Storage Rack Replacement		60,000

Community Development

4 Mile Run Watershed Improvements	\$	350,636
-----------------------------------	----	---------

Public Buildings

New Police Facility - Design and Related Costs	\$	5,000,000
Public Safety Center Slab Replacement - Construction Phase		4,442,555
Beatley Library - Capital Maintenance Projects		100,000
Animal Shelter - Capital Maintenance Projects		27,563

Public Transportation & Traffic Control		
Traffic Control Facilities	\$	400,000
Streets, Bridges, and Pedestrian Improvements		
Traffic Calming	\$	500,000
Alley Rehabilitation Program		295,000
Sewers		
Taylor Run at Janney's Lane – Design	\$	500,000
Information Technology		
Voice Over Internet Protocol (VOIP) – Phase I	\$	1,848,000
Customer Relationship Management System		125,000
Sheriff Accreditation Training System		75,000
Sheriff Mobile Digital Video System		72,000
Payroll/Personnel System		50,000

ATTACHMENT: Capital Improvement Program Planned Expenditures

STAFF:

Mark Jinks, Deputy City Manager

Bruce Johnson, Director, Office of Management and Budget

Liz Wheel, Budget/Management Analyst, Office of Management and Budget

Attachment: Capital Improvement Program (CIP) Planned Expenditures

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 2009 Capital Improvement Program (CIP) budget or in prior year capital budgets.

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
001-164	200303-2121	ACPS (Minnie Howard Ninth Grade Center - HVAC Replacement / Electric Power Replacement)	\$4,188,615 (Funding Source: General Obligation Bonds)	p. 6-6 (FY 2009 Proposed)
<p>This allocation will provide funds for the replacement of the boiler, chiller, and heating, ventilation, and air conditioning (HVAC) equipment at the Minnie Howard Ninth Grade Center. In addition, this allocation will provide for an upgrade of the division-wide security center.</p> <ul style="list-style-type: none">• This equipment has reached the end of its expected service life and requires replacement to maintain current building operations.• This work represents the first phase of a multi-year project to replace and upgrade the balance of mechanical, electrical, domestic hot water, and HVAC systems.• The design of these systems will be within the LEED guidelines for existing buildings as adopted by the School Board policy.• Design of Phase 1 has been completed.• Construction of Phase 1 is expected to begin June 2008 and will be completed before the beginning of the school year.• An advance allocation of these funds is requested to accommodate this schedule.				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
001-180	200972-2121	ACPS (School Bus Replacements)	\$1,059,500 (Funding Source: Cash Capital)	p. 6-6 (FY 2009 Proposed)
<p>This allocation will provide funds for the immediate replacement of 13 school buses out of the existing school bus fleet of 98 vehicles.</p> <ul style="list-style-type: none">• The buses being replaced are 12 or more years old, which is the recommended life expectancy for a conventional school bus.• Buses will be ordered immediately and received before the beginning of the school year.• An advance allocation of these funds is requested to accommodate this schedule.				

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
001-207	200890-2121	ACPS (Rowing Facility - Storage Rack Replacement)	\$ 60,000 (Funding Source: General Obligation Bonds)	p. 6-6 (FY 2009 Proposed)
<p>This allocation will provide funds for the replacement of the original stick built wooden racks at the School's rowing facility.</p> <ul style="list-style-type: none">• The old racks will be replaced with an engineered steel rack system to help eliminate damage to the rowing shells.• Work will begin in July 2008, with completion expected before the beginning of the school year.• An advance allocation of these funds is requested to accommodate this schedule.				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	210240-2121	Community Development (4 Mile Run Watershed Improvements)	\$350,636 (Funding Source: Special Revenue- STAG Grant and General Obligation Bonds)	p. 6-21 (FY 2008 Approved)

This allocation will provide funding for a feasibility study, design and construction of a 5,000 square foot bioretention area, and the conversion of 5,000 square feet of roof into a green roof and associated accessibility structures at the Cora Kelly Magnet Elementary School.

- The intent of this project is to improve water quality in the Four Mile Run Watershed through environmental education and provision of two best management practices where none were before.
- The Federal Appropriations Act of FY 2004 made funds available to The U.S. Environmental Protection Agency (EPA) for special water and wastewater infrastructure projects through the State and Tribal Assistance Grant (STAG) program.
- The City of Alexandria and Arlington County received \$400,000 to be divided equally and funds were earmarked specifically for “water quality improvements in the Four Mile Run watershed.”
- This grant was received through Congressman Moran’s office and is administered through the Virginia Department of Environmental Quality.
- The cost-share requirement for these grants is 45 percent recipient and 55 percent federal.
- Federal funds available for expenditure by the City of Alexandria are \$192,850, and combined with the City share of \$157, 786, the total project budget is \$350,636.
- The feasibility study and design is scheduled to occur in spring and early summer of 2008.
- Construction of the green roof will begin in summer 2008 and construction of the bioretention area will begin in late summer or early fall of 2008.

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
005-357	221096-2121	Public Buildings (New Police Facility)	\$5,000,000 (Funding Source: General Obligation Bonds)	p. 6-61 (FY 2009 Proposed)
<p>This allocation will provide for continued design work and related services for the New Police Facility.</p> <ul style="list-style-type: none"> Specifically, this allocation provides the balance required to fully fund the City's contract with the architect for Architectural and Engineering Design Services per the Final Fee Proposal dated September 26, 2006, and will allow the architect to proceed with the remaining Architectural and Engineering Design Services per the contract including construction documents (CDs); construction administration (CA) and bid documents. This project is currently in Phase III of the design development and review process. Staff continues to work with the architect on the design and programming of the facility, as well as working to meet the goal of "Gold" level LEED certification. In addition, work continues on the consolidation/co-location study of Public Safety Communications, including assessing equipment and operations needs. The design process for the New APD Facility is scheduled to be complete in late 2008. Construction is scheduled to begin in Summer 2009 with completion scheduled for Fall 2011. An advance allocation of these funds is requested to accommodate this schedule. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
005-319	220780-2121	Public Buildings (Public Safety Center Slab Replacement – Construction Phase)	\$4,442,555 (Funding Source: General Obligation Bonds)	pp. 6-71, 6-61 (FY 2009 Proposed)
<p>This allocation request will provide for the construction phase of the Public Safety Center slab replacement project.</p> <ul style="list-style-type: none"> • The scope of this project whose total cost is currently estimated at \$11.448 million includes the demolition and replacement of the existing 32,000 square foot slab at the Public Safety Center; replacement of the mechanical systems located beneath the slab; and build-out of the above slab office space. • • The first floor of the office building has to be vacated as this work is done. • The contract for construction was awarded in April 2008. Notice to Proceed is to be issued and work is scheduled to begin after the approval of funds by City Council and will continue for two years into FY 2011. • There is currently \$3.0 million budgeted in the FY 2009 CIP in partial funding for the slab project. • An additional \$534,000 is being requested to fund the balance required to issue the contract and Notice to Proceed with the construction phase. These additional funds are proposed to be reprogrammed from the Sheriff CFMP (\$215,469 – OCA 221133) and the General City CFMP (\$315,531 – OCA 221135). • These requested allocations represent half of the FY 2009 budget for each of these projects, leaving an adequate remaining balance in each of these accounts to address planned capital maintenance activities at both the Sheriff's facilities and City-wide in FY 2009 (\$218,469 in the Sheriff CFMP and \$315,000 in the General City CFMP). • Also, \$908,555 is proposed to be allocated from the New Police Facility CIP Account in order to repay the slab account for funds used for the initial study and preliminary design of the New Police Facility. At the time this initial and preliminary Police Facility work was done, a single account was used for both the slab and Police Facility work. Now that there are two separate accounts, this allocation action is requested. • The reprogramming of these funds to the slab project will provide the required balance in the project account to issue the Notice to Proceed, begin construction, and continue the project through the summer. • Additional funds beyond those included in the adopted CIP may be required as the project progresses in the event of unforeseen conditions beneath the slab. The FY 2009 to FY 2014 CIP includes \$1.5 million in FY 2009 and \$1.0 million in FY 2010 to complete this project. • Staff will continue to monitor the project and if necessary will review the remaining budget in the fall during the FY 2010 budget process. • An advance allocation of these funds is requested to accommodate this schedule. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
002-301	205070-2121	Public Buildings (Beatley Library)	\$100,000 (Funding Source: Cash Capital)	p. 6-48 (FY 2008 Approved)
<p>This allocation will provide funds for capital maintenance projects at Beatley Library.</p> <ul style="list-style-type: none"> Specifically, this includes interior lighting improvements and interior painting. Beatley Library is the most heavily used facility in the library system and up to date capital maintenance is very important. These capital improvement projects are scheduled to begin in Summer 2008 and be completed by Fall 2008. 				

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
005-604	221281-2106	Public Buildings (Animal Shelter Capital Maintenance	\$27,563 (Funding Source: Cash Capital)	p. 6-73 (FY 2009 Proposed)
<p>This allocation request will provide for the capital maintenance project needs at the Vola Lawson Animal Shelter as defined in the contract between the City and the Animal Welfare League of Alexandria, manager the facility.</p> <ul style="list-style-type: none"> The City is responsible for all scheduled and unscheduled capital replacements and of elements and systems at the Vola Lawson Animal Shelter. This allocation is necessary to fund improvements required to meet the State Inspection Code including interior painting and the construction of an isolation room for sick animals. Improvements are scheduled to be complete in 90 days following the approval of funds. Other capital maintenance projects are on-going. An advance allocation of these funds is requested to accommodate this schedule. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
009-039	235390-2121	Public Transportation & Traffic Control (Traffic Control Facilities)	\$400,000 (Funding Source: General Obligation Bonds)	p. 6-83 (FY 2008 Approved)
<p>This funding will be used for the upgrade and maintenance of traffic control facilities and the traffic computer system, as well as the signalization of intersections currently passively controlled with STOP or YIELD signs.</p> <ul style="list-style-type: none"> • These projects will be mostly constructed by the R. E. Lee Electric Company and Eagle Traffic Control Systems. R. E. Lee has the annual traffic signal construction contract with the City and Eagle Traffic Control Systems is the vendor who furnished the traffic signal computer system. • This work is expected to be completed during the summer and fall of 2008. 				

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
011-109	245320-2121	Streets, Bridges, and Pedestrian Improvements (Traffic Calming)	\$500,000 (Funding Source: General Obligation Bonds)	p. 6-101 (FY 2008 Approved)
<p>This funding will be used for the design and construction of various traffic calming projects throughout the City.</p> <ul style="list-style-type: none"> • Traffic calming design work is typically performed by in-house staff or through one of the design engineering firms that are on the City's Engineer of Record contract. • Traffic Calming projects include the following: <ul style="list-style-type: none"> ○ East Glebe Road Traffic Calming design to commence in May 2008; ○ North Pegram Street/Pickett Street Traffic Calming construction to commence in May 2008; and ○ Prescott development Traffic Calming design and construction at the intersections of Fayette Street /Oronoco Street and Fayette Street/Queen Street. Construction is expected to begin in Summer 2008 • Budget memo #130 described these projects as 3 of 7 for which cost estimates were available. This allocation of \$500,000 in unallocated balances leaves \$645,000 in new funding in FY 2009 available for additional projects under City Council's Approved CIP for FY 2009 – FY 2014. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	245360-2121	Streets, Bridges, and Pedestrian Improvements (Alley Rehabilitation Program)	\$295,000 (Funding Source: General Obligation Bonds)	p. 6-101 (FY 2008 Approved)
<p>This project provides some funding for the rehabilitation of public alleys City-wide, which includes approximately 25 lane miles of public alleys.</p> <ul style="list-style-type: none"> • Of these lane miles, approximately 20 lane miles have not had maintenance or reconstruction in at least 20 years, which has resulted in drainage problems and deteriorated pavement conditions. • The following alley projects are currently under design: <ul style="list-style-type: none"> ○ 1200 block of Colonial Avenue; and ○ the Unit block of East Nelson Street. • Another project under consideration is the alley behind the 500 block of Carlyle Drive. • Construction of the East Nelson Street alley is proposed to begin in June 2008 and be complete by July 2008. 				

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	255050-2121	Sewers (Taylor Run at Janney's Lane - Design)	\$500,000 (Funding Source: General Obligation Bonds)	p. 6-118 (FY 2008 Approved)
<p>This allocation will provide for the design of a replacement of a deteriorating culvert at Taylor Run and Janney's Lane.</p> <ul style="list-style-type: none"> • At the time that it is replaced, the culvert will also be enlarged to alleviate flooding that occurs during major storm events. • Design of this project is expected to begin in summer 2008. • Currently, construction costs of \$551,250 for this project are listed as unfunded in FY 2010 in the approved CIP. The relative priority of this project for funding will be addressed as the next six year CIP is developed. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	265580-2121	Information Technology (Voice Over Internet Protocol (VOIP) – Phase I)	\$1,848,000 (Funding Source: Cash Capital, Comcast I-NET revenues)	p. 7-61 (FY 2009 Approved)
<p>This allocation will provide for the first year funding for the replacement of the City's aging telephony infrastructure, which has exceeded its recommended service life and does not meet current expectations for functionality. The total cost of this project is estimated at \$3.4 million over a three-year period.</p> <ul style="list-style-type: none"> • The existing infrastructure evolved over time to meet immediate needs without an enterprise-wide view, and further investment in the current platform would only compound these problems. • The City looks to deploy a VOIP (Voice Over Internet Protocol) telephony solution that will leverage industry standard technology to provide state of the art services to City employees and citizens of Alexandria through a fully integrated system. • Anticipated benefits include direct dialing to most City employees (no extensions required), a centralized voice mail system with the capability to broadcast a message to the entire City or to a specific department, four-digit dialing within the network, call accounting/call tracking capabilities, and computer-telephony integration. • Requested funds for this project will be used for equipment (switches, cabling and desksets), software (for the phone system, voice mail system and call accounting), and services (implementation, project management and training). • Phase I will include: City Hall, Tavern Square, Sheriff's Office, Mill Road Substance Abuse facility, 720 North St. Asaph Street, and 4480 King Street (Mental Health, Mental Retardation and Substance Abuse and Health). • A detailed memo describing this project was issued to Council earlier in May. • The remaining funds needed will be requested in the context of the FY 2010 and FY 2011 CIP budget. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	265585-2121	Information Technology (Customer Relationship Management System)	\$125,000 (Funding Source: Cash Capital – FY 2008 Unallocated Funds)	p. 7-22 (FY 2009 Proposed)
<p>This allocation will provide funding for the acquisition of a site license and implementation services for the Computerized Maintenance Management Software's (CMMS) Customer Relationship Management (CRM) product.</p> <ul style="list-style-type: none">• The CMMS project funds have already been allocated and selection and procurement will take place following this allocation in the summer of CY 2008.• The CRM system, which will replace the “contact us” system on the City’s web site, will track service requests, online correspondence, and other customer relationship information, thereby promoting more efficient and consistent responses to citizen requests, as well as providing additional accountability and making better use of IT infrastructure.• The CRM system will be installed after the base installation of the CMMS in Transportation and Environmental Services. However, the CRM will be used by all City departments.				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	265572-2121	Information Technology (Sheriff Accreditation Training System)	\$75,000 (Funding Source: Cash Capital – FY 2008 Unallocated Funds)	p. 7-41 (FY 2009 Proposed)
<p>This allocation will provide funding for an in-house computer based training program that will allow Deputy Sheriffs and civilian staff to participate in training during their normal duty hours.</p> <ul style="list-style-type: none"> • Training provided by this project will satisfy accreditation mandates that require Sheriff's staff to complete a requisite number of training hours each year on targeted operational work functions and topics. • This project will also ameliorate the need to pay overtime to staff to attend training programs located away from their duty stations. • The requested computer based training can be accessed at the staff's work station and therefore, allow staff to receive training every day without negatively impacting work team staffing levels and Sheriff's Office operations. • The training project will also allow the Sheriff's Office to deliver customized training to staff that is created in-house. Training needs assessments will form the basis for the training curricula, backed by actual operations data. This assures that staff receive training specific to operational needs and not canned training which is non-agency nor topically specific. • To date, the training software has been selected for this project. Once funds are allocated, the software can be purchased, as well as the server necessary to house the training software. • The various training curricula are being developed by the Sheriff's Office Training Unit, in cooperation with the Office's Technical Services Unit. • Initial project implementation is targeted for August 2008. Additional modules and training curricula will be added as operational needs require. Annual operational costs will ensure that the training modules are updated and relevant to current operations. • An advance allocation of these funds is requested to accommodate this schedule. 				

Attachment: Capital Improvement Program (CIP) Planned Expenditures

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
TBD	265585-2121	Information Technology (Sheriff Mobile Digital Video System)	\$72,000 (Funding Source: Cash Capital – FY 2008 Unallocated Funds)	p. 7-43 (FY 2009 Proposed)
<p>This allocation will provide funds for the Sheriff's Mobile Digital Video System project.</p> <ul style="list-style-type: none"> Specifically, funds will be used for the purchase of digital video camera equipment to be placed in vehicles used to transport prisoners. The use of cameras in transport vehicles will enhance Deputy Sheriff safety and aid in the investigation of potential complaints from prisoners, citizens and staff. The equipment will also be capable of recording vehicle frontal view events such as traffic stops, pursuits, emergency events, hazardous conditions and high threat evictions. Purchase of the cameras and ancillary equipment is targeted for July, 2008, with complete purchase and installation expected by October, 2008. An advance allocation of these funds is requested to accommodate this schedule. 				

PROJECT NUMBER	INDEX CODE/ SUB-OBJECT	PROJECT TITLE	REQUESTED ALLOCATION	CIP PAGE NUMBER
015-511	265686-2121	Information Technology (Payroll/Personnel System)	\$50,000 (Funding Source: Cash Capital – FY 2008 Funds)	p. 7-23 (FY 2008 Approved)
<p>This allocation will provide funds for the development of Financial System Requirements for the planned acquisition of an Enterprise Resource Management (ERP) system which will include Payroll, Human Resources, General Ledger, Purchasing, Budgeting and Asset Management modules.</p> <ul style="list-style-type: none"> Requirements development will begin upon approval of this allocation request, with the work taking place in FY 2009. It is contemplated that the ERP will be acquired in FY 2010. 				