

CITY OF CHARLOTTESVILLE
"A World Class City"

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



November 17, 2015

**TO: Charlottesville Planning Commission, Neighborhood Associations &
News Media**

Please Take Notice

A Work Session of the Charlottesville Planning Commission will be held on **Tuesday November 24, 2015 at 5:00 p.m. in the NDS Conference Room in City Hall (610 East Market Street).**

AGENDA

1. Capital Improvement Program
2. Public Comment

cc: City Council
Maurice Jones
Mike Murphy
Alexander Ikefuna
Planners
Kathy McHugh, Tierra Howard
Craig Brown, Lisa Robertson

**City of Charlottesville
City Manager's Office
MEMO**



TO: Planning Commission
FROM: Ryan Davidson, Senior Budget and Management Analyst
CC: Maurice Jones, City Manager
Leslie Beauregard, Assistant City Manager
Alex Ikefuna, Director, N.D.S.
City Council
DATE: November 18, 2015
SUBJECT: **F.Y. 2017 – 2021 Proposed Capital Improvement Program**

Presented for the Planning Commission's consideration is the Proposed F.Y. 2017-2021 Capital Improvement Program (C.I.P.).

As has been the case in recent years, preparing for this five year plan was most challenging. What is being presented to the Planning Commission reflects what we know at this time regarding the City's total revenue and expenditure needs for F.Y. 2017. Until staff has a complete picture for the total budget, including how City revenues are projected to perform in F.Y. 2017 and how expenditure needs will be balanced with available revenue, the 5 year C.I.P. will remain a work in progress and could see adjustments between now and when the Proposed Budget is presented to City Council in March.

Beginning in FY 19, this CIP as presented puts us over our current debt policy limit: debt payments at no more than 8% of General Fund budget. While City Council can consider revising the policy, the increased debt limit would come with higher debt service costs. Staff has been and will continue to analyze very closely the City's debt limit, and more specifically what the City can afford to borrow for capital needs, in order to inform future debt discussions with City Council.

Staff looks forward to the upcoming discussion with the Planning Commission on this draft 5 year plan. If you have questions or need more information before the Planning Commission meeting, please don't hesitate to contact me (beauregard@charlottesville.org) or Ryan Davidson, Budget and Management Analyst (davidson@charlottesville.org).

Information for November 24th P.C. Work session

In preparation for the November 24th Planning Commission work session, attached is information on the Proposed F.Y. 2017-2021 Capital Improvement Program (C.I.P.). Staff will give a short Power Point presentation followed by a question/answer session. Any follow up will be included as information for the December 8th Public Hearing.

- Attachment I** – F.Y. 2017-2021 Proposed C.I.P.
- Attachment II** – Proposed F.Y. 2017 C.I.P. Revenue and Expenditure Description Summary
- Attachment III** – F.Y. 2017-2021 Unfunded C.I.P. Projects List
- Attachment IV** – Project Request Forms
- Attachment V** – School Facilities and City Facilities Capital Project Detail
- Attachment VI** – Capital Improvement Program Code Requirements

Attachment I

FY 2017 – 2021 Proposed CIP



The following are the priorities identified by the Planning Commission for the FY 2017 – 2021 Capital Improvement Program process. Departments submitting CIP requests that they feel meet one of the Planning Commission Priorities should review the below documents and find specific links (page numbers, statements, etc.) to the plans provided, which support the submitted project meeting one of the priorities.

- Provide ample robust funding for broader planning initiatives currently underway including:
 - River Renaissance
<http://www.tjpd.org/livablecommunities/Actions%20for%20Com.pdf>
 - Streets That Work
<http://www.charlottesville.org/Index.aspx?page=3573>
 - Code Audit
<http://www.charlottesville.org/Index.aspx?page=3573>
 - Bicycle and Pedestrian Master Plan
<http://www.charlottesville.org/Index.aspx?page=1309>
 - Affordable Housing – Fulfillment of 2025 Vision
<http://www.charlottesville.org/Index.aspx?page=1369>
 - Green Infrastructure and Environmental programs
<http://www.charlottesville.org/Index.aspx?page=554>
- Provide ample robust funding to implement place based initiatives including:
 - SIA
<http://www.charlottesville.org/index.aspx?page=3409>
 - West Main Street
<http://gowestmain.com/>
 - Belmont Bridge

Attachment II

Proposed FY 2017 CIP Revenue and Expenditure Description Summary



Proposed F.Y. 2017 C.I.P. Revenue and Expenditure Description Summary

Revenue Summary

Total proposed revenues for F.Y. 2017, **\$21,637,740**, are broken down as follows:

- 1) The General Fund transfer to the Capital Fund is proposed at a total of \$5,065,164.
- 2) A contribution from Albemarle County of \$156,500 for the County's portion of expenses related to facility improvements at the C.A.T.E.C. and the Central Library.
- 3) The annual \$200,000 contribution from the Charlottesville City Schools for their Small Capital Improvement Program. There is a corresponding \$200,000 on the expenditure side for this purpose.
- 4) P.E.G. Fee revenue of \$47,500 which is received as part of the franchise agreement with Comcast.
- 5) The \$16,168,576 in bond revenue, part of a bond issuance that will take place during C.Y. 2017 to pay for those projects deemed bondable.

Expenditure Summary

Bondable Projects

Total expenditures for the F.Y. 2017 Bondable projects, **\$17,685,748**, are broken down as follows:

Education

- 1) Lump Sum to Schools Proposed F.Y. 17 – \$1,066,401
This sum is the yearly appropriation to the City Schools for their Capital Program. Some of the items proposed to be covered by this appropriation include: C.H.S. building envelope restoration; Greenbrier tree removal and replanting; Clark elevator replacement; and Interior Painting - Systemwide.
The balance for the lump sum to schools account as of November 17, 2015 is \$1,030,704.
- 2) Schools H.V.A.C. Replacement Plan Proposed F.Y. 17 – \$484,500
Facilities Maintenance has developed a 20-year plan for the replacement of H.V.A.C. equipment. Each piece of equipment has a predictable life cycle, beyond which failure

**Proposed Capital Improvement Program
FY 2017-2021**

	<u>Adopted FY16</u>	<u>Proposed FY17</u>	<u>Projected FY18</u>	<u>Projected FY19</u>	<u>Projected FY20</u>	<u>Projected FY21</u>	<u>5 Year Total</u>
REVENUES	-	-	-	-	-	-	-
Transfer from General Fund	4,750,000	5,065,164	5,059,738	5,062,182	5,135,241	5,212,270	25,534,595
Contribution from Albemarle County (CATEC)	120,000	81,500	75,000	170,000	0	0	326,500
Contribution from Albemarle County (Central and Gordon Ave. Library)	0	75,000	0	87,500	0	0	162,500
Contribution from Albemarle County (J&DR Court)	27,500	0	0	0	0	0	0
Contribution from Schools (Small Cap Program)	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
PEG Fee Revenue	47,500	47,500	47,500	47,500	47,500	47,500	237,500
CY 2016 Bond Issue	10,725,887	0	0	0	0	0	0
CY 2017 Bond Issue	0	16,168,576	0	0	0	0	16,168,576
CY 2018 Bond Issue	0	0	11,879,892	0	0	0	11,879,892
CY 2019 Bond Issue	0	0	0	15,264,936	0	0	15,264,936
CY 2020 Bond Issue	0	0	0	0	4,494,472	0	4,494,472
CY 2021 Bond Issue		0	0	0	0	4,939,146	4,939,146
TOTAL AVAILABLE REVENUES	\$15,870,887	\$21,637,740	\$17,262,130	\$20,832,118	\$9,877,213	\$10,398,916	\$80,008,117
BONDABLE PROJECTS							
EDUCATION	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Lump Sum to Schools (City Contribution)	1,045,491	1,066,401	1,087,729	1,109,483	1,131,673	1,154,307	5,549,593
City Schools HVAC Replacement	475,000	484,500	494,190	504,074	514,155	524,438	2,521,357
School Board CHS Priority Project	0	650,000	0	0	0	0	650,000
CHS Phase II Daylighting	0	0	0	0	425,000	0	425,000
Middle School Reconfiguration Design	0	0	0	750,000	0	0	750,000
SUBTOTAL	\$1,520,491	\$2,200,901	\$1,581,919	\$2,363,557	\$2,070,828	\$1,678,745	\$9,895,950
FACILITIES CAPITAL PROJECTS	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Lump Sum to Facilities Capital Projects	1,045,491	1,045,491	1,045,491	1,045,491	1,045,491	1,045,491	5,227,455
City Facility HVAC Replacement	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
City Solar PV Program	100,000	100,000	100,000	100,000	100,000	100,000	500,000
SUBTOTAL	\$1,345,491	\$1,345,491	\$1,345,491	\$1,345,491	\$1,345,491	\$1,345,491	\$6,727,455

PUBLIC SAFETY AND JUSTICE	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year Total
	FY16	FY17	FY18	FY19	FY20	FY21	
Project	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
	FY16	FY17	FY18	FY19	FY20	FY21	Total
Circuit Court Renovation	0	500,000	4,000,000	0	0	0	4,500,000
General District Court	0	500,000	0	6,560,000	0	0	7,060,000
Police Mobile Radio Replacement	111,000	111,000	0	0	0	0	111,000
Police Portable Radio Replacement	0	0	167,000	167,000	167,000	0	501,000
Replacement Fire Trucks	0	1,599,366	0	902,948	0	995,500	3,497,814
800 MHz Radio System Upgrade (ECC)	2,300,219	2,437,381	0	0	0	0	2,437,381
ECC Computer Aided Dispatch (CAD) System	1,072,251	0	0	0	0	0	0
SUBTOTAL	\$3,483,470	\$5,147,747	\$4,167,000	\$7,629,948	\$167,000	\$995,500	\$18,107,195
TRANSPORTATION AND ACCESS	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
Project	FY16	FY17	FY18	FY19	FY20	FY21	Total
Undergrounding Utilities	95,000	95,000	95,000	95,000	95,000	95,000	475,000
New Sidewalks	200,000	204,600	209,306	214,120	219,045	224,083	1,071,153
West Main Improvements	500,000	3,500,000	3,250,000	3,250,000	0	0	10,000,000
SIA Immediate Implementation	250,000	250,000	250,000	250,000	250,000	250,000	1,250,000
Small Area Plans	50,000	50,000	50,000	50,000	50,000	50,000	250,000
Street Milling and Paving	1,487,264	1,517,009	1,547,349	1,578,296	1,609,862	1,642,060	7,894,577
SUBTOTAL	\$2,582,264	\$5,616,609	\$5,401,655	\$5,437,416	\$2,223,907	\$2,261,142	\$20,940,730
PARKS AND RECREATION	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
Project	FY16	FY17	FY18	FY19	FY20	FY21	Total
McIntire Park Master Plan Implementation	1,000,000	1,000,000	500,000	0	0	0	1,500,000
McIntire Park Skate Park	0	1,700,000	0	0	0	0	1,700,000
Tonsler Park Master Plan Implementation	1,500,000	250,000	0	0	0	0	250,000
Meadow Creek Valley Master Plan Implementation	150,000	175,000	0	0	0	0	175,000
Pen Park Tennis Court Renovations	0	250,000	285,000	0	0	0	535,000
SUBTOTAL	\$2,650,000	\$3,375,000	\$785,000	\$0	\$0	\$0	\$4,160,000
	\$11,581,716	\$17,685,748	\$13,281,065	\$16,776,413	\$5,807,226	\$6,280,879	\$59,831,331

	<u>Adopted</u>	<u>Proposed</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>5 Year Total</u>
	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	
NONBONDABLE PROJECTS							
EDUCATION	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
School Small Capital Improvements Program	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
SUBTOTAL	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
ECONOMIC DEVELOPMENT	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Economic Development Strategic Initiatives	150,000	150,000	150,000	150,000	150,000	150,000	750,000
SUBTOTAL	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
TRANSPORTATION AND ACCESS	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Sidewalk Repair	400,000	408,000	416,160	424,483	432,973	441,632	2,123,248
State Bridge and Highway Inspections	121,137	121,137	121,137	121,137	121,137	121,137	605,685
Minor Bridge Repairs	200,000	204,000	208,080	212,242	216,486	220,816	1,061,624
CAT Transit Bus Replacement Match	66,291	11,613	22,838	79,273	74,985	104,094	292,803
Intelligent Transportation System	95,000	95,000	95,000	95,000	95,000	95,000	475,000
City Wide Traffic Improvements	95,000	95,000	95,000	95,000	95,000	95,000	475,000
Citywide ADA Improvements - Sidewalks and Curbs	95,000	96,900	98,838	100,815	102,831	104,888	504,271
Bicycle Infrastructure	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
SUBTOTAL	\$1,272,428	\$1,231,650	\$1,257,053	\$1,327,950	\$1,338,412	\$1,382,567	\$6,537,632
PARKS AND RECREATION	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Parks and Recreation Lump Sum Account	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Parks and Schools Playground Renovations	102,812	104,868	106,966	109,105	111,287	113,513	545,739
Trails and Greenway Development	77,109	78,651	80,224	81,829	83,465	85,135	409,304
Urban Tree Preservation and Planting	25,000	25,000	25,000	25,000	25,000	25,000	125,000
Parkland Acquisition	95,000	95,000	95,000	95,000	95,000	95,000	475,000
SUBTOTAL	\$499,921	\$503,519	\$507,190	\$510,934	\$514,752	\$518,647	\$2,555,042

	<u>Adopted FY16</u>	<u>Proposed FY17</u>	<u>Projected FY18</u>	<u>Projected FY19</u>	<u>Projected FY20</u>	<u>Projected FY21</u>	<u>5 Year Total</u>
STORMWATER INITIATIVES	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Neighborhood Drainage Projects	125,000	125,000	125,000	125,000	125,000	125,000	625,000
SUBTOTAL	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
TECHNOLOGY INFRASTRUCTURE	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Communications Technology Account/Public Access	47,500	47,500	47,500	47,500	47,500	47,500	237,500
SUBTOTAL	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$237,500
OTHER GOVERNMENTAL COMMITMENTS	Adopted	Proposed	Projected	Projected	Projected	Projected	5 Year
<u>Project</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total</u>
Charlottesville Affordable Housing Fund	1,569,322	1,569,322	1,569,322	1,569,322	1,569,322	1,569,322	7,846,610
Home Energy Conservation Grant Program	125,000	125,000	125,000	125,000	125,000	125,000	625,000
Voting System Replacement	300,000	0	0	0	0	0	0
SUBTOTAL	\$1,994,322	\$1,694,322	\$1,694,322	\$1,694,322	\$1,694,322	\$1,694,322	\$8,471,610
TOTAL NONBONDABLE EXPENDITURES	\$4,289,171	\$3,951,991	\$3,981,065	\$4,055,705	\$4,069,987	\$4,118,036	\$20,176,785
TOTAL PROJECT EXPENDITURES	\$15,870,887	\$21,637,740	\$17,262,130	\$20,832,118	\$9,877,213	\$10,398,916	\$80,008,117
DEBT SERVICE PERCENTAGE	7.71%	7.43%	7.96%	8.01%	8.47%	8.28%	

becomes imminent. All aging equipment will be replaced with the most energy-efficient option available on the market, resulting in direct and lasting cost savings.
The balance for this project as of November 17, 2015 is \$526,191.

- 3) School Board C.H.S. Priority Project Proposed F.Y. 17 – \$650,000
The Charlottesville City Schools requested two projects in addition to the Lump Sum to Schools project, both of which will take place at Charlottesville High School – C.H.S. Running Track Rehabilitation and C.H.S. Field House Upgrades. Each project is estimated to cost between \$630,000 and \$650,000. This allocation provides funding for completion of one of those projects in F.Y. 17. The School Board will determine the final project selection at a later date.

Facilities Capital Improvements

- 1) Lump Sum to Facilities Capital Projects Proposed F.Y. 17 – \$1,045,491
In F.Y. 2017, Facilities Capital Projects has been allocated a lump sum of \$1,045,491 in order to fund improvements and repairs to various City owned facilities. These include: C.A.T.E.C. H.V.A.C unit replacements in the shop area and interior painting; Installation of a second elevator at the Central Library; McGuffey Art Center building envelope restoration; and any other repairs deemed to be necessary in order to preserve the City's properties.
The balance for lump sum to facilities account as of November 17, 2015 is \$1,914,655.
- 2) City Building H.V.A.C. Replacement Plan Proposed F.Y. 17 – \$200,000
Facilities Maintenance has developed a plan for the replacement of H.V.A.C. equipment in City Facilities. Each piece of equipment has a predictable life cycle, beyond which failure becomes imminent. All aging equipment will be replaced with the most energy-efficient option available on the market, resulting in direct and lasting cost savings.
The balance for this project as of November 17, 2015 is \$54,603.
- 3) City Solar P.V. Program Proposed F.Y. 17 – \$100,000
This project is the phased installation of solar photovoltaic panels on the roofs of various City facilities. Upon completion of the first system the City will begin to generate some of the electricity need to run its facilities and with energy costs rising at an average of 8% per year, the City will realize immediate savings. The Public Works Facilities Maintenance division has positioned itself to design and self-install solar P.V. systems at approximately half the cost of outsourcing enabling a quicker return on investment (R.O.I.) for the project.
The balance for this project as of November 17, 2015 is \$184,566.

Public Safety and Justice

- 1) Circuit Court Renovation Proposed F.Y. 17 – \$500,000
Funds are for the renovation and expansion of the City Circuit Court building which is proposed to include: New hearing room; Improved & secure detainee holding facilities; Improved support spaces; New passenger elevator and other ADA compliance measures; and Vehicle sally-port for secure transfer of detainees to/from the building (including detainee elevator). F.Y. 17 funding will be used for design and engineering work.
- 2) General District Court Proposed F.Y. 17 – \$500,000
Funds represent the City's portion of the cost of co-location of the City of Charlottesville and Albemarle County General District Courts at the existing Levy Building and Jessup House sites downtown, which are co-owned by the City and County. The City General District Court (G.D.C.) program space would include one courtroom set, space for the City G.D.C. Clerk's office and use of shared spaces in the facility. Shared spaces would include public waiting areas, attorney/client meeting rooms, public restrooms, holding cells and the secure sally port and secure parking. If approved the co-location concept would involve a cost sharing agreement between the City and County – with the City's portion estimated to be 27%.
- 3) Police Mobile Radio Replacement Proposed F.Y. 17 – \$111,000
Funds are for the replacement of the current radio model that is used for the police cars, which have reached the end of their useful service life. The current radio system can no longer be repaired and must be replaced when failure occurs.
The balance for this project as of November 17, 2014 is \$10,151.
- 4) 800MHz Radio System Replacement Proposed F.Y. 17 – \$2,437,381
This represents the City's portion of the replacement of major technology components and equipment of the existing 800 MHz radio system, to include: electronic components at all tower sites and the prime site at the ECC facility, new console equipment at the ECC and equipment such as site generators and UPS Systems.
- 5) Replacement Fire Trucks Proposed F.Y. 17– \$1,599,366
This is the replacement of a Fire Department aerial truck (ladder truck) which was originally placed in service in 1999. The cost includes the necessary tools and materials needed to equip the truck and place it in service.

Transportation and Access

- 1) Undergrounding Utilities Proposed F.Y. 17 - \$95,000
This project provides funding to allow the City to take advantage of strategic opportunities to partner with developers to underground utilities on public rights-of-way. In past years, this has worked out to essentially a doubling of funds used to underground electric, phone and cable lines.
The balance for this project as of November 17, 2015 is \$301,804.

- 2) New Sidewalks Proposed F.Y. 17 - \$204,000
 This funding continues to remedy the gaps that remain throughout the sidewalk infrastructure of the City. Priority is given to completing the sidewalk network around schools, parks, business centers and community amenities such as libraries, post offices, etc. Sidewalk construction often includes upgrade of ADA ramps, installation of drainage systems, minor road improvements and other items to ensure that the best possible alignment and location is chosen. Project locations will be approved by the Planning Commission and City Council.
 The balance for this project as of November 17, 2015 is \$265,719.
- 3) West Main Improvements Proposed F.Y. 17 - \$3,500,000
 Funding of a significant urban design and streetscape improvement project for the West Main Street Improvements that will include changes to the street profile, undergrounding utilities, green infrastructure, trees and street furniture.
 The balance for this project as of November 17, 2015 is \$1,199,797.
- 4) S.I.A. Immediate Implementation Proposed F.Y. 17 - \$2500,000
 This funding is intended to facilitate completion of projects outlined in the Strategic Investment Area Plan completed in December, 2013. Examples of capital projects in the plan include 2nd Street Extension to Ix Building with improved streetscape, daylighting of Pollacks Branch, improved connectivity and walkability, and improvement to the Monticello Avenue streetscape.
 The balance for this project as of November 17, 2015 is \$528,855.
- 5) Street Milling and Paving Projected F.Y. 17 – \$1,517,009
 These funds will be used to repair street problems that occur during the year, such as potholes, and support additional street milling and paving projects that are a major part of maintaining the City’s aging infrastructure. This is also part of a dollar match for the over \$2,000,000 received from V.D.O.T.
 The balance for this project as of November 17, 2015 is \$1,824,668.
- 6) Small Area Plans Proposed F.Y. 16 - \$50,000
 The Comprehensive Plan Update identified several specific areas of the city where planning and design issues or investment opportunities may warrant additional study through the development of specific small area plans in the coming years. The small area planning process is intended to examine areas anew and holistically, with the full engagement of the public, elected and appointed officials and planning professionals. The resulting small area plans will provide the basis for future planning, urban design, investment decisions, and possible changes to zoning and the future land use plan.
 The balance for this project as of November 17, 2015 is \$255,000.

Parks and Recreation

- 1) McIntire Park Master Plan Implementation Proposed F.Y. 17 – \$1,000,000
These funds represent a continuing commitment to set aside funds for the future development of McIntire Park. Funds have been set aside in previous years for this purpose, with the intention to implement the McIntire Park Master Plan upon the final location of McIntire Road Extended and the interchange with U.S. Route 250. The balance for this project as of November 17, 2015 is \$1,141,420.
- 2) McIntire Park Skate Park Proposed F.Y. 17 – \$1,700,000
The ongoing implementation of the Master Plan for the east side of McIntire Park includes the signature active recreation element in the master plan - a new skate park. These funds represent the cost of the construction of the actual skate park.
- 3) Tonsler Park Master Plan Implementation Proposed F.Y. 17 – \$250,000
Funds are to implement the improvements and changes in the park that are included in the Tonsler Park Master Plan. Lighting upgrades on basketball courts, court renovation and walking trail have been completed. The splash pad is scheduled for design and construction with opening in the spring of F.Y. 16 (May of calendar year 2016), as well as additional amenities such as picnic shelters, seating, etc. The balance for this project as of November 17, 2015 is \$1,923,762.
- 4) Meadow Creek Valley Master Plan Implementation Proposed F.Y. 17 – \$175,000
The adopted Master Plan calls for the park to remain in its natural state, with the addition of trails, stream crossings, and a small active recreation area along Michie Drive with a playground, garden plots and an open play area. Funding is requested primarily for the construction of new stream crossings and bridges throughout the park. The balance for this project as of November 17, 2015 is \$266,170.
- 5) Pen Park Tennis Court Renovations Proposed F.Y. 17 – \$250,000
This project will completely reconstruct the eight (8) tennis courts at Pen Park. The condition of the courts will require a complete renovation of the courts, including excavation of the existing courts, reconstruction of the sub-base of the courts, pouring new net post footers, applying new asphalt and color coat and lining the courts.

Non-bondable Projects

Total expenditures for the F.Y. 2017 Non-Bondable projects, **\$3,951,991**, are broken down as follows:

Education

- 1) Schools Small Capital Improvements Proposed F.Y. 17 – \$200,000
This sum is to cover the some of the small capital improvement projects within the various City Schools. This expenditure item is offset by a corresponding dedicated revenue source from the Schools.
The balance for this project as of November 17, 2015 is \$474,951.

Economic Development

- 1) Economic Development Strategic Initiatives Proposed F.Y. 17 – \$150,000
The City has a history of funding a strategic investments fund so that a ready source of funds is available when unique opportunities arise. The strategic initiative funds are critical to the economic development efforts of the City. These efforts include marketing, business retention, small business support, incubator support, sponsorship of job fairs and workforce development. These funds are also used to assist in the long term strategic improvements, to grow and expand the tax base, as well as allowing the City to respond quickly to take advantage of a variety of strategic opportunities.
The balance for this project as of November 17, 2015 is \$668,894.

Transportation and Access

- 1) Sidewalk Repair and Improvements Proposed F.Y. 17 – \$408,000
This project funds the repair of the City's existing sidewalks. Sidewalk repairs are necessary to keep existing infrastructure safe and hazard free and are necessary for completion of the pedestrian network which in turn, is needed to balance sound transportation alternatives. When the tripping hazards, gaps, and broken sidewalks are repaired it helps to minimize the liability of the City. As part of the F.Y. 15-19 C.I.P. this project received an increase of approximately \$200,000 per year to provide for the repair, upgrade, and/or replacement of existing A.D.A. ramps, primarily those ramps on streets scheduled for paving as required by ADA law.
The balance for this project as of November 17, 2015 is \$226,381.
- 2) State Bridge Inspections Proposed F.Y. 17 – \$121,137
This project is the continuation of the required State inspections of the various bridges throughout the City. V.D.O.T. requires bridge inspection reports on numerous structures be submitted annually. The current inspection schedule includes 22 bridges, box culverts, and overhead signs. Prior to F.Y. 14 this project was combined with the Minor Bridge Repair project under the title State Bridge and Highway Priorities. The projects were separated to show the true cost of doing inspections and the cost of bridge maintenance.
The balance for this project as of November 17, 2015 is \$334,862.

- 3) Minor Bridge Repairs Proposed F.Y. 17 – \$204,000
 This project is the continuation of the required maintenance of the various bridges throughout the City. This request is for lump sum C.I.P. project money to rehab/maintain citywide bridge projects. Work may include repairs to substructure (generally includes parts underneath and out of sight) and superstructure (generally includes the deck, railings, and 'visible to motorists' parts) elements.
 The balance for this project as of November 17, 2015 is \$1,725,509.
- 4) City Match Requirement for C.A.T. Transit Bus and Bus Related Purchases Proposed F.Y. 17 – \$11,613
 The matching funds are to leverage Federal and State capital grant funding for bus purchases. In F.Y. 2017, C.A.T. Bus & Bus-Related Purchases will include: One replacement 26-foot BOC bus, two (2) replacement small SUV's, replacement and expansion of waiting amenities, addition of photovoltaic arrays to the roof of the CAT administration and maintenance buildings. For cost projections it is assumed that the federal share is 80 percent, the state share is 4 percent, and the City share is 16 percent.
 The balance for this project as of November 17, 2015 is \$1,469,467.
- 5) Intelligent Transportation System Proposed F.Y. 17 – \$95,000
 The Intelligent Transportation System (I.T.S.) is comprised of traffic signal related hardware and software that communicates and coordinates with traffic signals citywide from the Traffic Operations Command Center. The system is also comprised of three weather stations related to street surface conditions during weather emergencies, and four (4) variable message boards located on major city entrances. Coordinated signal corridors controlled from the Control Center include Emmet Street, Main Street, Avon Street, Preston Avenue, and Ridge/5th. The project funds maintenance and upgrades of the system, including field and command center hardware and software, as well as on-going costs for utilities such as phone lines.
 The balance for this project as of November 17, 2015 is \$134,965.
- 6) City Wide Traffic Improvements Proposed F.Y. 17 – \$95,000
 This C.I.P. project money will be used to address various traffic issues and neighborhood traffic calming issues. Projects would include re-striping pavements, reconfiguring intersections, rephasing traffic signals, and other creative retrofitting to existing operations in lieu of building new roads. All potential projects will be discussed at Traffic Meetings to include N.D.S., police, fire, parks/trails planner, and public works. Traffic calming projects would be approved by residents and completed in accordance with the adopted Traffic Calming Guidelines.
 The balance for this project as of November 17, 2015 is \$90,585.
- 7) Citywide A.D.A. Improvements - Sidewalks and Curbs Proposed F.Y. 17 – \$95,000
 This project would provide handicapped accessibility at various locations throughout the City allowing the City to meet federally required guidelines for handicapped access. Upgrades include but are not limited to curb cuts and A.D.A. ramps, crosswalks,

bulbouts, enhanced pedestrian signal equipment for signalized intersections, sidewalk obstruction removal, etc.

The balance for this project as of November 17, 2015 is \$61,607.

- 8) Bicycle Infrastructure Proposed F.Y. 17 – \$200,000
This project implements the Bicycle and Pedestrian Master Plan, which addresses various bicycle access and safety issues on City streets, as well as other related bicycle infrastructure issues. Potential projects will be vetted through the Bicycle and Pedestrian Safety Committee as well as at Traffic Meetings to include N.D.S., police, fire, parks/trails planner, and public works. Projects would include re-stripping pavements, reconfiguring intersections, additional bicycle.

The balance for this project as of November 17, 2015 is \$353,206.

Parks and Recreation

- 1) Parks and Recreation Lump Sum Account Proposed F.Y. 17 – \$200,000
The Parks and Recreation Lump Sum Account was created to provide Parks and Recreation with the flexibility to prioritize those smaller projects to accomplish the most pressing needs. For F.Y. 17 projects are proposed to include, but not limited to: CCTV installation, upgrades and enhancements at recreational and maintenance facilities; park restroom renovations at Belmont, Greenleaf and Pen Parks; Washington Park bog garden; Crow center restroom and shower renovations and ventilation work; and new spray ground features for Forest Hills and Greenleaf Parks.

The balance for this project as of November 17, 2015 is \$266,016.

- 2) Parks and Schools Playground Renovations Proposed F.Y. 17 – \$104,868
The Parks and Recreation Department maintains twenty-nine (29) playgrounds across the City. This project includes the replacement of the City Parks playground equipment and of playground equipment at Charlottesville City School Parks, to ensure user safety and comply with current codes. This project will provide improved safety for the residents who use playgrounds daily.

The balance for this project as of November 17, 2015 is \$103,876.

- 3) Trails and Greenway Development Proposed F.Y. 17 – \$78,651
This project is the result of reallocated capital funds at the direction of City Council in February 2006. Parks and Recreation is currently managing this program and has moved forward on a number of fronts, new construction through Safe Routes to School funds around Buford Middle School and at Venable School, in McIntire Park along the 250 bypass for a commuter trail, at Azalea Park, and the improvement of connections to existing trails through the site plan review process. Trails were the # 1 priority as defined by the citizens in a citizen survey conducted as part of the Parks and Recreation Needs Assessment in 2005.

The unallocated balance for this project as of November 17, 2015 is \$37,460.

- 4) Urban Tree Preservation and Planting Proposed F.Y. 17 – \$25,000
 The protection of the Urban Tree Canopy has a direct affect upon air quality, stormwater management and quality of life for City residents and is a highly held value among residents of the City. These funds are used for preventive work and the preservation of the tree canopy, leveraging the completed tree inventory in the city, assess problem trees and further define action strategies toward the protection of the tree canopy. These funds will also be used for the procurement of replacement trees and the planting of new trees in areas of where invasive species are prevalent and along riparian buffers to enhance water quality and stormwater management strategies.
 The balance for this project as of November 17, 2015 is \$104,274.
- 5) Parkland Acquisition Proposed F.Y. 17 – \$95,000
 These funds will be used to pursue land acquisition opportunities to preserve open space, protect natural resources and improve riparian buffers and provide future trail connections. Green infrastructure and open space conservation are often the cheapest way to safeguard drinking water, clean the air and achieve other environmental goals.
 The balance for this project as of November 17, 2015 is \$464,345.

Stormwater Initiatives

- 1) Neighborhood Drainage Projects Proposed F.Y. 17 – \$125,000
 These funds are used to partner with City property owner funding to solve neighborhood drainage and flooding issues on residential properties that have never been budgeted on their own merit before. Cost participation by City residents makes the City funds go further.
 The balance for this project as of November 17, 2015 is \$257,906.

Technology Infrastructure

- 1) Communications Technology Account/
Public Access Television Proposed F.Y. 17 – \$47,500
 This funding will allow the City to continue upgrading and improving its cable network services and programming to the citizens by providing technology equipment and maintenance of that equipment to the Public Access Offices at C.A.T.E.C.; providing technology and equipment to Channel 10 located in City Hall. This funding is tied to the P.E.G. Fee Revenue.
 The balance for this project as of November 17, 2015 is \$127,460.

Other Governmental Commitments

- 1) Charlottesville Affordable Housing Fund Proposed F.Y. 17 – \$1,596,322
 The primary focus of CAHF is to accomplish the goal adopted by Council in February 2010 (as contained in the 2025 Goals for Affordable Housing report) to grow the supported affordable housing stock to 15% of overall housing stock by 2025. CAHF funds are specifically targeted toward assisting with creation of new supported affordable housing opportunities for persons/households of low to moderate-income levels or

preserving existing supported affordable units. Based upon these goals \$1.59 million of F.Y. 2017 CIP funding is earmarked for the Charlottesville Housing Fund. The balance for this project as of November 17, 2015 is \$979,822.

2) Home Energy Conservation Grant Program Proposed F.Y. 17 – \$125,000

The Home Energy Conservation Grant Program is a grant/loan program for residential owner-occupied housing that would fund energy conservation measures for the recipients by either providing a grant to low income families, or a low interest loan to non low income families, as incentive for energy conservation. The intent of the program is to provide savings on utilities; to facilitate low-income families to be able to afford energy saving measures; and to reduce the usage of nonrenewable energy. Participants first receive a home energy audit to identify the biggest culprits of energy waste and to determine an appropriate scope of work. Any homeowner in the City of Charlottesville whose income is less than 80% AMI is eligible to participate in the program. The City of Charlottesville has partnered with the Local Energy Alliance Program (LEAP) to carry out the Home Energy Conservation Grant program.

The balance for this project as of November 17, 2015 is \$7,507.

Attachment III

FY 2017 – 2021 Unfunded CIP Projects List



FY 2017-2021 Capital Improvement Program Unfunded List

Project Title	Requested FY 17	Requested FY 18	Requested FY 19	Requested FY 20	Requested FY 21	5 Year Total	Notes/Comments
City Schools							
School Building HVAC	9,500	19,570	30,236	41,527	53,472	154,305	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
FY17-21 Schools Lump Sum	31,365	64,925	100,804	139,128	180,034	516,256	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Middle School Reconfiguration	-	-	-	19,250,000	-	19,250,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Schools Small Capital Improvements Program	100,000	100,000	100,000	100,000	100,000	500,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
CHS Field House	-	650,000	-	-	-	650,000	Given other funding needs and projected revenues available, this is not recommended for funding.
CHS Track	630,000	-	-	-	-	630,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Schools Building Automation System Replacement	200,000	200,000	500,000	-	-	900,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Facilities Management							
Central Library Renovation	861,804	9,081,461	-	-	-	9,943,265	Since this is a joint City/County project, this should be reflected in both jurisdictions CIP plans. Currently, this project is not anticipated to be reflected in the County's capital budget either.
Public Works Yard Relocation Phase II	170,000	2,000,000	-	-	-	2,170,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Public Safety							
Fire Equipment Ambulances	-	465,704	-	232,852	-	698,556	A larger joint discussion and agreement about EMS staffing and servicing needs to occur before moving forward with this request.
Police Safety Data System Mobile Equipment	135,000	-	-	-	-	135,000	Given other funding needs and projected revenues available, this is not recommended for funding.

FY 2017-2021 Capital Improvement Program Unfunded List

Project Title	Requested FY 17	Requested FY 18	Requested FY 19	Requested FY 20	Requested FY 21	5 Year Total	Notes/Comments
Neighborhood Development Services							
Citywide ADA Improvements - Sidewalks and Curbs	253,100	251,162	249,185	247,169	245,112	1,245,729	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Citywide Traffic Improvements	5,000	5,000	5,000	5,000	5,000	25,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
New Sidewalks	175,400	170,694	165,880	160,955	193,917	866,847	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Bridge Inspections	2,434	3,670	4,918	6,178	7,452	24,652	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Undergrounding Utilities	30,000	30,000	30,000	30,000	30,000	150,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Belmont Bridge Replacement - Enhancements	1,000,000	1,000,000	1,000,000	-	-	3,000,000	Project still in the planning/design phases, funding represents City funding of any aesthetic enhancements and the exact amount needed is unknown at this time.
Forrest Hills Traffic Improvements	50,000	-	-	-	-	50,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Green Infrastructure Opportunities	75,000	75,000	75,000	75,000	75,000	375,000	Given other funding needs and projected revenues available, this is not recommended for funding.
JPA Pedestrian Improvements	50,000	50,000	-	-	-	100,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Blight and Code Enforcement	150,000	-	50,000	-	50,000	250,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Revenue Sharing Grant Matching Funds	500,000	500,000	500,000	500,000	500,000	2,500,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Wayfinding	100,000	50,000	100,000	50,000	100,000	400,000	Given other funding needs and projected revenues available, this is not recommended for funding. Are currently looking into other potential sources of funding for this project.
Charlottesville Affordable Housing Fund	85,694	130,280	176,068	223,088	271,376	886,506	Represents the difference between amount requested and amount proposed in FY17-21 CIP.

FY 2017-2021 Capital Improvement Program Unfunded List

Project Title	Requested FY	Requested FY	Requested FY	Requested FY	Requested FY	5 Year Total	Notes/Comments
	17	18	19	20	21		
Stormwater Initiatives							
Neighborhood Drainage	100,000	50,000	50,000	50,000	50,000	300,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Parks and Recreation							
McIntire Park Master Plan Implementation	-	2,000,000	-	-	-	2,000,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
McIntire Park Skate Park	900,000	-	-	-	-	900,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Tonsler Park Master Plan Implementation	2,350,000	-	-	-	-	2,350,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Parks and Recreation Lump Sum	200,000	200,000	200,000	200,000	200,000	1,000,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Parks School Playground Renovations	3,084	6,383	9,912	13,680	17,703	50,762	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Parkland Acquisition	5,000	55,000	105,000	155,000	205,000	525,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Trails and Greenway Development	71,349	119,776	118,171	166,535	164,865	640,696	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Urban Tree Preservation and Planting	50,000	50,000	75,000	75,000	100,000	350,000	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Belmont Spray Ground Replacement	-	500,000	-	-	-	500,000	Given other funding needs and projected revenues available, this is not recommended for funding.
City/County Joint Parks Renovations and Repairs	62,595	699,357	17,100	-	-	779,052	Given other funding needs and projected revenues available, this is not recommended for funding.
Parks Lighting Replacement	200,000	250,000	-	-	-	450,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Riverview Park Restrooms	200,000	-	-	-	-	200,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Trail Tunnels - Norfolk and Southern & Interstate 64	1,000,000	-	1,000,000	-	-	2,000,000	Given other funding needs and projected revenues available, this is not recommended for funding.

FY 2017-2021 Capital Improvement Program Unfunded List

Project Title	Requested FY 17	Requested FY 18	Requested FY 19	Requested FY 20	Requested FY 21	5 Year Total	Notes/Comments
Public Works							
Compressed Natural Gas Fueling System	-	-	-	380,000	-	380,000	Represents a change to purchasing and using Compressed Natural Gas buses, and should be part of a larger discussion with Council prior to placing funding in CIP.
Intelligent Transportation System	3,800	7,752	11,862	16,137	20,582	60,133	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Street Reconstruction (Milling and Paving)	482,991	452,651	421,704	390,138	357,940	2,105,423	Represents the difference between amount requested and amount proposed in FY17-21 CIP.
Venable School Stormwater Line Replacement	200,000	-	-	-	-	200,000	Given other funding needs and projected revenues available, this is not recommended for funding.
Traffic Signal Battery Back-ups	195,000	-	-	-	-	195,000	Given other funding needs and projected revenues available, this is not recommended for funding. Are currently looking into other potential sources of funding for this project.
Total for all Requests	10,638,115	19,238,385	5,095,840	22,507,386	2,927,455	60,407,182	

Attachment IV

Project Request Forms



City of Charlottesville
FY 2017 - 2021 Capital Improvement Program
Request Form Instructions

Final Request Form

The information presented below will help guide you through the completion of the CIP Final Request Form. All projects advancing to the second phase of the CIP request process must fill out the Final Request Forms. This form will be used to provide more detailed information on project timing, construction/purchase cost, and operational cost. The Final Request form will be used by the City Manager and the CIP Budget Development Committee to make final CIP inclusion decisions.

If you have any questions as to whether you should need to fill out a Final Request form for any of your projects please contact Ryan Davidson (ext.3418 or davidson@charlottesville.org) in the Office of Budget and Performance Management.

CIP Project Application Explanation

(1) Project Title – For all new projects list the name of the project as you want it to appear in SAP. For existing projects please give the name of the project as it appears in SAP for the current and/or prior fiscal year(s).

(2) Estimated Project Start Date – Provide the date on which it is estimated the project will begin incurring expenditures for design, construction, and/or purchase – whichever comes first.

(3) Estimated Project Completion Date – Provide the date on which it is estimated that project construction will be completed and no new expenditures incurred. If the project is a recurring yearly project you should list the completion date as “Ongoing”.

(3) Project Description – Provide a detailed description of the project that is being requested, including any relevant history or background information on the project.

(4) Projected Project Costs – For all projects list the amount requested from the City for each fiscal year from FY 2017 through FY 2026. For any projects that were approved in Fiscal Year 2016, please list the amount appropriated in the Adopted CIP for FY 2016. The column titled 10 Year Total will calculate automatically so please do not insert data in this cell.

(5) Funding Source - Record the amounts of funding to be received from each different source (City, State, Federal, Albemarle County, Other) in the appropriate row so that all sources of funding are properly identified. If the project will not receive any outside funding place the entire project amount in the row labeled City. The 10 Year Total for all funding amounts should equal the 10 Year Total for Projected Project Costs. The column titled 10 Year Total will calculate automatically so please do not insert data in this cell.

(6) Projected Operational Costs – Please fill out this section thoroughly, if upon completion the project will require **ANY increase/decrease in operational costs**. If the completed project will require additional facilities maintenance efforts please coordinate with Lance Stewart in the Facilities Maintenance Department. If the completed project will require additional grounds maintenance efforts, please coordinate with Brian Daly in the Parks and Recreation Department. If the completed project will require additional Street and/or Sidewalk maintenance efforts please coordinate with Steve Mays in the Public Service Division.

Personnel

- Please list the number of additional FTE's or additional hours required to staff or maintain this project. Place the increase in the year it would be necessary.
- List the estimated salaries for all additional Full-Time personnel under F/T Personnel costs and the estimated salaries of all Temporary/Seasonal personnel under the line titled Temporary Personnel Costs.
- The FICA line and Other Benefits Line will calculate automatically once data is entered into the F/T Personnel Cost and Temporary Personnel Cost rows.

Operating

- If additional operating expenses will be required as a result of this project please list all operating related expenses in this area. Several examples of potential operating expenses have been listed – Utilities, Supplies, Maintenance, Fixed Costs, and Other. Feel free to add new categories if applicable to your project.
- Lifecycle Replacement – If the project will result in new/additional infrastructure, facility, or equipment please calculate the lifecycle replacement cost here. The Lifecycle Replacement cost in this instance refers to the estimated cost to upgrade or replace the asset (infrastructure/equipment/facility) spread over the useful life of the facility. For example – if the project will create a facility that needs to be upgraded every 10 years at an estimated upgrade cost of \$100,000, then you would list the annual life cycle cost as \$10,000 per year ($\$100,000/10 \text{ years} = \$10,000 \text{ per year}$).

Equipment

- If additional equipment will be required for operations/maintenance of this project please list those costs under the appropriate line – either Vehicles or Other Operating Equipment.

(7) Projected Revenues – Please list all sources of revenue that will result from this project's completion. Examples would be, but are not limited to, Admission Fees, Annual Passes, Special Event Revenue, etc. If there is revenue in the Other section please specify the type and source of revenue (this could include intergovernmental revenue, increased tax collection, merchandise sales, etc.).

(8) Summary – These rows will calculate automatically based upon the information entered in the Projected Project Costs, Funding Source, Projected Operational Cost, and Projected Revenues categories, and will provide a summary of the Total Project Expenses, Total Revenues, and the Net Cost to the City.

(9) Alignment with City's Strategic Plan – Please list and provide a brief explanation as to how the project **most directly aligns** with an Adopted Strategic Plan Goal and Objective with which this project request **most directly aligns at the very least**. **If the project aligns with a specific Initiative in the Strategic Plan, list and provide an explanation of that that as well.** More information on the City of Charlottesville Strategic Plan can be found at the following link: www.charlottesville.org/strategicplan.

(10) Alignment with City Comprehensive Plan – In the text box you need to answer the question of whether or not the project conforms to the City of Charlottesville Comprehensive Plan. If yes then you need to identify the specific chapter and goal in the City's Comprehensive Plan that this project addresses or is related to. Also if the project directly meets one of the 6 identified Planning Commission Comprehensive Plan Priorities (included as attachment) please specify which priority it meets. More information on the City of Charlottesville Comprehensive Plan can be found at the following link: www.charlottesville.org/index.aspx?page=3523.

(11) Other Considerations – In this area highlight any other factors that should be taken into consideration when reviewing this project, such as, but not limited to:

- If the project is required by a legal mandate;
- If the project will remedy existing safety issues;
- If the project ties into another existing City project(s) or if the project will be done in partnership with another non-City organization(s); or,
- If there are any restrictions on any grants or donations to be received for the project.

(12) Alternative Scope – List any and all alternative methods for completing the project, such as, spreading the project over more than one fiscal year, using different materials, or only completing a portion of the original project request. Also list any effects of completing the project under the alternative methods.

(13) Location Map and Other Supporting Documentation – Attach any pictures, maps, plans, or other supporting documentation that would help provide a clearer understanding of the project and may illustrate or better emphasize the need for the project.

Capital Improvement Program Final Project Request Form

5- YEAR PROGRAM SPAN: Fiscal Year 17-21

Project Title:

Estimated Start Date:

Estimated Completion Date:

Project Description:

PROJECTED PROJECT COSTS

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
Design											-
Construction & FFE											-
Subtotal	-	-	-	-	-	-	-	-	-	-	-

FUNDING SOURCE

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
City											-
State											-
Federal											-
Albemarle County											-
Other: (Specify) _____											-
Total	-	-	-	-	-	-	-	-	-	-	-

PROJECTED OPERATIONAL COSTS

Personnel	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
# of Additional FTE											-
F/T Personnel Costs											-
Temporary/Seasonal Personnel Costs											-
FICA (7.65%)	-	-	-	-	-	-	-	-	-	-	-
Benefits (38% of F/T salary)	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-

Operating	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
Utilities		-	-	-	-	-	-	-	-	-	-
Supplies		-	-	-	-	-	-	-	-	-	-
Maintenance		-	-	-	-	-	-	-	-	-	-
Fixed Costs (IT, HVAC, etc.)		-	-	-	-	-	-	-	-	-	-
Other Operational Expenses		-	-	-	-	-	-	-	-	-	-
Lifecycle Replacement		-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-

Equipment	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
Vehicles											-
Other Operating Equipment											-
Subtotal	-	-	-	-	-	-	-	-	-	-	-

TOTAL OPERATING COST	-	-	-	-	-	-	-	-	-	-	-
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PROJECTED REVENUES

Revenues	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
Admission Fees											-
Annual Passes											-
Special Event Revenue											-
Other (Specify): _____											-
Subtotal	-	-	-	-	-	-	-	-	-	-	-

SUMMARY

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	10 YEAR TOTAL
Total Expenses	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-	-	-	-	-
Net Cost to City	-	-	-	-	-	-	-	-	-	-	-
Operational Cost Recovery	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Year in which total design and construction costs recovered

ALIGNMENT WITH CITY STRATEGIC PLAN

www.charlottesville.org/strategicplan

ALIGNMENT WITH CITY COMPREHENSIVE PLAN

www.charlottesville.org/index.aspx?page=3523

OTHER CONSIDERATIONS

ALTERNATIVE SCOPE

LOCATION MAP AND OTHER SUPPORTING DOCUMENTATION

City of Charlottesville
 FY 2017 - 2021 Capital Improvement Program
Preliminary Request Form

(1) Project Name

(2) Requesting Department

(3) Requested Project Funding

Approved FY 16	Proposed FY 17	Projected FY 18	Projected FY 19	Projected FY 20	Projected FY 21	Requested 5 Year Total
						-

(4) Project Description

Provide a brief (1 paragraph max) description of the project. Include a general description of the project's scope, if the project is required by legal mandate indicate that fact, and if the proposed project leverages outside funding in any way please indicate that as well.

(5) Alignment with City's Strategic Plan

www.charlottesville.org/strategicplan

List the Strategic Plan Goal(s) with which this request aligns.

(6) Does this project conform to the Comprehensive Plan? YES or NO

www.charlottesville.org/index.aspx?page=3523

(7) Would approval of this project require changes (increase or decrease) to operational expenditures and/or personnel? YES or NO

City of Charlottesville
FY 2017 - 2021 Capital Improvement Program
Request Form Instructions

Preliminary Request Form

The information presented below will help guide you through the completion of the CIP Preliminary Request Form. The Preliminary Request form is a simple one page form for the initial meeting with City Manager on August 21st. This form will be used by the City Manager and Budget Office Staff at the initial CIP meeting in August to help narrow down the overall number of submissions to those projects with a greater likelihood of receiving funding in the final proposed CIP.

CIP Project Application Explanation

(1) Project Name – For all new projects list the name of the project as you want it to appear in SAP. For existing projects please give the name of the project as it appears in SAP for the current and/or prior fiscal year(s).

(2) Requesting Department – List the name of the Department which is responsible for this project.

(3) Requested Project Funding – For all projects list the amount requested from the City for each fiscal year from FY 2017 through FY 2021. For any projects that were approved in Fiscal Year 2016, please list the amount appropriated in the Adopted CIP for FY 2016. The column titled Requested 5 Year Total will calculate automatically so please do not insert data in this cell.

(4) Project Description – Provide a brief (1 paragraph max) description of the project. This does not need to be detailed but please include a general description of the project; if the project is required by a legal mandate please indicate that fact; and if the proposed project leverages outside funding in any way please indicate that as well.

(5) Alignment with City's Strategic Plan – Please list the Adopted Strategic Plan Goal(s) with which this project request aligns. More information on the City of Charlottesville Strategic Plan can be found at the following link: www.charlottesville.org/strategicplan.

(6) Comprehensive Plan – In the highlighted space please provide a simple Yes or No answer to the question of whether the project conforms to the City of Charlottesville Comprehensive Plan. More information on the City of Charlottesville Comprehensive Plan can be found at the following link: www.charlottesville.org/index.aspx?page=3523.

(7) Operational Expenditures – In the highlighted space please provide a simple Yes or No answer to the question of whether the project would require changes, either increases or decreases, to operational expenditures and/or personnel numbers.

Attachment V

School Facilities and City Facilities Detail Capital Projects



Facilities Development Government - Lump Sum Projects

Project Title	P-00726 Approved FY '13	P-00785 Approved FY '14	P-00826 Approved FY '15	P-00881 Approved FY '16	Proposed FY '17	Proposed FY '18	Proposed FY '19	Proposed FY '20	Proposed FY '21
CATEC - Civil Rights compliance -- final design & construction (see notes below)	-	326,697	-	-	-	-	-	-	-
CATEC - building envelope restoration	-	-	30,000	240,000	-	-	-	-	-
CATEC - cooling tower replacement	-	-	90,000	-	-	-	-	-	-
CATEC - chiller replacement	-	-	-	-	-	-	160,000	-	-
CATEC - h&v unit replacements (5) in shop areas	-	-	-	-	118,000	-	-	-	-
CATEC - electrical: replace 23 original circuit breaker panels	-	-	-	-	-	-	180,000	-	-
CATEC - interior painting	-	-	-	-	45,000	-	-	-	-
CATEC - parking lot milling & paving	-	-	-	-	-	150,000	-	-	-
Central Library - building envelope - design & construction	-	62,000	411,000	-	-	-	-	-	-
Central Library - installation of 2nd elevator	-	-	-	-	150,000	-	-	-	-
Central Library - restroom renovations & ADA upgrades -- Phase I	408,728	-	-	-	-	-	-	-	-
City Hall - interior finishes	-	82,000	-	-	-	-	-	-	-
City Hall Annex - carpet replacement (floors 2-4)	-	-	-	-	-	200,000	-	-	-
City Hall Annex - elevator replacement	-	-	-	-	-	225,000	-	-	-
City Hall Annex - IT renovation	-	-	-	80,000	-	-	-	-	-
Fire: 250 Bypass Station - interior renovations (includes ACT removal & swing space)	550,000	-	-	-	-	-	-	-	-
Fire: Ridge Street Station - kitchen renovation	-	-	-	100,000	-	-	-	-	-
GDC - Feasibility Study for a combined City/County Facility	7,435	-	-	-	-	-	-	-	-
Gordon Avenue Library - interior finishes	-	-	50,000	-	-	-	-	-	-
Gordon Avenue Library - main level restroom renovations	-	-	-	-	-	175,000	-	-	-
Health Department - Parking Lot Improvements	-	-	-	-	-	180,000	-	-	-
J&DR Court Building - roof replacement	-	-	-	55,000	-	-	-	-	-
Key Recreation Center - install ADA compliant lift & 2nd floor restroom ADA upgrades	-	160,000	-	-	-	-	-	-	-
Key Recreation Center - replace gym floor	-	105,543	-	-	-	-	-	-	-
Market Street Parking Garage - building envelope restoration	-	-	495,000	-	-	-	-	-	-
McGuffey Art Center - elevator overhaul	46,291	-	-	-	-	-	-	-	-
McGuffey Art Center - building envelope restoration	-	-	-	-	675,000	-	-	-	-
McIntire Building (aka Historical Center) - roof replacement	-	-	-	-	-	93,000	-	-	-
Public Works Admin Building - EPDM roof overlay	-	-	15,000	225,000	-	-	-	-	-
Public Works Admin Building - interior finishes	-	-	-	150,000	-	-	-	-	-
Public Works Admin Building - PS Renovation (North Corridor)	-	-	90,000	-	-	-	-	-	-
SAC - Phase II IAQ (air barrier)	-	-	75,000	-	-	-	-	-	-
Warehouse - EPDM roof overlay & gutters	135,000	475,000	-	-	-	-	-	-	-
Wheeler Building - building envelope restoration (windows/doors)	-	-	-	50,000	-	-	-	-	-
Project Totals:	1,147,454	1,211,240	1,256,000	900,000	988,000	1,023,000	340,000	0	0

On Hold & Unfunded Projects	
CATEC: Fire Protection - installation of fire suppression system	310,000
Central Library - interior finishes	325,000
Central Library - fire sprinkler system (pre-action)	325,000
Central Library - restroom renovations & ADA upgrades - Phase II	275,000
City Hall - interior door replacements	TBD
City Hall - Council Chambers - renovation (scope TBD)	TBD
Fire: HQ Station - replace ACT floor tile (2nd floor)	92,000

- JMRL to include in proposed major renovation
 - JMRL to include in proposed major renovation
 - JMRL to include in proposed major renovation

Fire: HQ Station - select milling, paving & storm water improvements	70,000	
Jessup House - window replacement	25,000	- HOLD
Levy Opera House - elevator overhaul	73,000	- HOLD
Levy Opera House - replace standing seam metal roof	225,000	- HOLD
Levy Opera House – HVAC component replacement	425,000	- HOLD
McGuffey Art Center - replace windows & doors and add a/c and ventilation	2,600,000	
PW's Fleet Garage & Warehouse - fire suppression system & fire alarm system	320,000	
PW's Yard - milling & paving	TBD	
Warehouse - loading dock & site improvements	185,000	



Schools 5-Year Capital Improvement Plan

Report Date: September 16, 2015

Funding:

City CIP Appropriation -- includes partial funding for Small Cap Program:

City Line Item CIP FY 2018 - Buford renovation design:

City Line Item CIP FY 2014 - CHS/MLK-PAC Fire Suppression System:

Transfer between accounts

Transfer between accounts

Transfer between accounts

Year-End Carry Forward:

	Approved FY 2015 7/1/14 - 6/30/15	Approved FY 2016 7/1/15 - 6/30/16	Projected FY 2017 7/1/16 - 6/30/17	Projected FY 2018 7/1/17 - 6/30/18	Projected FY 2019 7/1/18 - 6/30/19	Projected FY 2020 7/1/19 - 6/30/20	Projected FY 2021 7/1/20 - 6/30/21
City CIP Appropriation -- includes partial funding for Small Cap Program:	\$1,045,491	\$1,045,491	\$1,045,491	\$1,045,491	\$1,045,491	\$1,045,491	\$1,045,491
City Line Item CIP FY 2018 - Buford renovation design:	\$0	\$0	\$0	\$0	\$750,000	\$0	\$0
City Line Item CIP FY 2014 - CHS/MLK-PAC Fire Suppression System:	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0
Transfer between accounts	\$236,705						
Transfer between accounts	\$170,258						
Transfer between accounts	\$6,331						
Year-End Carry Forward:	\$85,210	\$35,832	\$341,349	\$489,618	\$360,525	\$291,016	\$236,507
Total Available Funds:	\$2,343,995	\$1,081,323	\$1,386,840	\$1,535,109	\$2,156,016	\$1,336,507	\$1,281,998

Large Cap Projects

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Auditorium Improvements (seating & finishes) - Burnley Moran, Johnson & Venable					\$15,000	\$450,000	
Buford Building Envelope Restoration					\$425,000		
Buford Electrical (11 panel replacements)					\$75,000		
Buford renovation design					\$750,000		
CHS Fire Suppression System	\$800,000						
CHS / MLK-PAC Electrical (70 panel & 3 switchboard replacements)				\$490,000			
CHS Building Envelope Restoration			\$425,000				
CHS Stormwater Infrastructure Improvements	\$30,000						
CHS Science Lab Renovations & Phase I Daylighting	\$1,291,331						
Clark Building Envelope Restoration					\$350,000		
Clark Elevator Replacement			\$200,000				
Clark Restroom Renovations & Interior Improvements (flooring, casework, etc.)					\$65,000	\$435,000	
Greenbrier - removal of pine trees & re-plant			\$85,000				
Interior Painting -- Systemwide	\$76,832	\$79,974	\$77,222	\$76,584	\$75,000	\$75,000	\$75,000
J/V Fire Protection - fire sprinkler system		\$350,000					
Venable Building Envelope Restoration & site drainage improvements						\$30,000	\$470,000
Venable Elevator Replacement		\$200,000					
Walker Building Envelope Restoration				\$425,000			
Walker Electrical (11 panel replacements)				\$73,000			
Small Cap Program Funding Allocation	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
Actual/Estimated Large Cap Expenditures	\$2,308,163	\$739,974	\$897,222	\$1,174,584	\$1,865,000	\$1,100,000	\$655,000
Year-End Balance	\$35,832	\$341,349	\$489,618	\$360,525	\$291,016	\$236,507	\$626,998

-- line item funding



Charlottesville City Schools

Unfunded Project List

September 16, 2015



Project Title	Priority 2	
Buford: 1-hour fire rated enclosure at each of the four interior stairs of Bldg A	2	\$ 100,000
CHS Roof Replacement	2	\$ 2,100,000
CHS Turf Field Replacement	2	\$ 706,000
Central Office 1 (Dairy Road) ADA Improvements	2	\$ 100,000
Walker: 1-hour fire rated enclosure at each of the four interior stairs of Bldg A	2	\$ 100,000
Total		\$ 3,106,000

- tentatively scheduled for FY 2021
- tentatively scheduled for FY 2021

Project Title	Priority 3	
Buford Breezeway Enclosure (B Bldg at B-105 & B-106)	3	\$ 175,000
B-M VCT Replacement (west wing lower & upper halls, and cafeteria)	3	\$ 97,000
CHS Centralized Warehouse w/ Loading Dock (division-wide storage/handling facility)	3	\$650,000 - 850,000
CHS Running Track re-surfacing & expand to 8 lanes	3	\$ 630,000
CHS Stadium Field House (concession & locker rooms)	3	\$ 650,000
Venable Stormwater	3	\$ 200,000
Walker Breezeway Enclosure (Bldg A to Modular Classrooms)	3	\$ 175,000
Total		\$ 1,927,000

Project Title	Priority 4	
Buford Storefront Replacements - Bldgs A, B & C	4	\$ 127,000
Buford Interior Renovations (classroom VCT, restore interior doors, remove bulkheads, etc)	4	\$ 176,000
Buford & Walker Covered Walk Repairs	4	\$ 100,000
Buford Auditorium - seating & finishes	4	\$ 85,000
Buford Outdoor Track & Football Field Expansions	4	TBD
CHS Breezeway Enclosures (3 locations)	4	\$ 300,000
CHS Outdoor Learning Lab & Environmental Education Center (Phase I)	4	\$ 247,000
Daylighting:	--	--
*CHS - Phase II	4	\$ 425,000
*Buford	4	\$ 413,000
*Walker	4	\$ 507,000
*Jackson-Via	4	\$ 355,000
*Greenbrier	4	\$ 19,000
Greenbrier Interior Renovations	4	\$ 225,000
Greenbrier Select Window Replacements	4	\$ 225,000
MLK-PAC Rigging Modernization - replace counterweight rigging system with motorized hoist	4	\$ 170,000
MLK-PAC Seating Refurbishment, Carpeting Replacement & ADA Handrails/Guardrails	4	\$ 325,000
Venable Refurbish Monumental Entry Stair	4	TBD
Walker Auditorium - seating & finishes	4	\$ 85,000
Walker Upper Breezeway Enclosure at Elevator	4	\$ 200,000
Walker Restroom Renovations	4	\$ 250,000
Walker Interior Renovations (classroom & corridor VCT, restore interior doors, remove bulkheads, etc)	4	\$ 236,000
Walker Storefront Replacements - Bldgs A, B & C	4	\$ 127,000
Total		\$ 4,597,000

Project Title	Priority 5	
Walker Admin Office Relocation to Main Level	5	\$ 200,000
Total		\$ 200,000

Project Totals: \$ 9,830,000

CCS Reconfiguration		
Buford: renovate existing school for grades 7-8	2018	\$ 20,700,000
Buford: site improvements - expanded parking and create separate auto drop-off area	2018	\$ 2,000,000
Buford: construct 6th grade addition	2020	\$ 10,700,000
Walker: consolidate CO1 & CO2 into Walker. Construct minimal renovations (code compliance/functionality)	2022	\$ 431,000
Walker: Establish 11-15 pre-school classrooms	2022	\$ 130,000
CHS: convert lower level (previously CO2) to WALK program	2022	\$ 1,600,000
Walker: expand/renovate Building B for consolidated CO & renovate Building A for Pre-School Center	2023	\$ 24,500,000
Total		\$ 60,061,000
<hr/>		
GRAND TOTAL		\$ 69,891,000

-- Project on HOLD

Attachment VI

Capital Improvement Program Code Requirements



Code of Virginia

§ 15.2-2239. Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.