

CITY OF FALLS CHURCH

Six-Year Capital Improvements Program

Fiscal Years 2023 – 2028

Presented to the
City of Falls Church Planning Commission
March 2, 2022

Introduction

The development of the City's Six-Year Capital Improvements Program (CIP) allows the City to take the shared and competing visions for the development of our public facilities through a disciplined evaluation process. In FY2019, the City shifted to a six-year planning window along with a 10-year look ahead. The six-year window aligns better with most grant-funding agencies. The 10-year look ahead will allow for improved forecasting of projects as well as funding needs. It is important to note that the 10-year look ahead is entering into the second year so this effort is more refined but will require another rule to fully flesh out the long-view. By identifying projects and capital needs several years into the future, the City accomplishes the following objectives:

- Cost estimates for long-term objectives and identified needs are linked to available resources, and placed on a schedule for implementation;
- Major expenditures are scheduled in the context of a balanced Annual Operating Budget and a six-year financial forecast.

Capital projects are new, one-time project with a useful life of more than **five** years, and costing **\$150,000** or more. The cost estimates included in the CIP capture the entire estimated project cost, including, as applicable, land acquisition, design, negotiated agreements, and construction. The total request for each project is evaluated, and based upon available funding, then prioritized to meet the needs of the City.

As of FY2017, the City embarked on a new two-year CIP cycle process, whereby CIP odd numbered years will be for minor updates to the approved CIP, and even numbered years are open for more significant changes and consideration of new projects. The goal of this “biennial CIP” approach is to allow staff to focus more time and effort on carrying out already approved projects, by redirecting some of the time and effort that is currently dedicated to developing and vetting new projects each year.

FY2023 is an odd numbered year and by practice is a year that generally no new projects are added except for federal COVID-19 relief funded (ARPA SLFRF), long-range planning window of the seven to 10 out-years or an existing project is eliminated or significantly reduced. The financial strain of COVID-19 is mitigated but all revenues are not fully recovered so conservativeness is still practiced in budgets of regional organizations and State

agencies, including grant programs, which the City uses to fund many CIP transportation projects. Additionally, the new Virginia Administration is undertaking tax reform and the full revenue impact on localities is not known at this time.

In this year's CIP there are four new project sheets introduced by staff. The project needs, funding constraints and staff allocation resources have been considered in the development of this six-year plan including the new projects. Several project cost estimates have increased due to cost escalation as well as with refined scope and therefore additional grant applications with match requirements have been updated in this CIP.

CIP Projects versus Maintenance Projects

CIP projects generally require significant engineering design and construction, whereas maintenance projects (like road paving, crosswalk painting, sidewalk section replacement, roof replacement, carpet and landscaping) require routine upkeep every one to six years.

What is Capital Infrastructure?

This term refers to the built environment that makes the City of Falls Church safe, healthy, engaging, and beautiful and helps fulfill the City Council's vision of "A Special Place." Projects can be mandatory, like police emergency radios, but others build a quality community. Some construction project examples include:

- roads, sidewalks, crosswalks, bus shelters, traffic signals
- stormwater detention and pipes, sewer system, restoring flooding stream banks
- tennis and basketball courts, park trails, park play equipment
- HVAC, roofs, WiFi and fiber connectivity, renovation and expansion for public buildings (schools, City Hall, community center, library, police station, courts)
- police emergency radios and 911 equipment

The projects contained in the CIP support the goals and objectives outlined in the City's Comprehensive Plan and establish the long-term spending priorities identified by the City Council and are consistent with their 2025 Vision/Comprehensive Plan/Strategic Plan as well as adopted Financial Policies. Updates to the CIP occur annually and changes may happen with each update.

Due to continued COVID-19 impact, the City community input process was minimal this cycle but includes website updates and relevant Board and Commission input. Information will be available at www.fallschurchva.gov/CIP.

Key Policy Decisions

The Six-Year CIP for the period of FY2023 through FY2028 continues with some past commitments by right sizing to accurate cost estimates as well as addressing new and significant challenges. As with last year's CIP, major funding is provided for City public facility improvements, transportation improvements on the primary corridors, storm water mitigation and park improvements, primarily funded through grants, debt or enterprise. ***The overarching budget theme continues the financial foundation sustainability and a community commitment to funding capital infrastructure. This CIP proposes critical projects to address deferred systems and infrastructure maintenance as well as establishing needed long-range project***

planning. Additionally, this CIP balances long-term sustainable funding requirements for C&I/ C&I equivalent, Pay As You Go, capital reserve and debt service in a constrained fiscal climate due to COVID-19 pandemic economic impact.

The financial challenges have driven what and how projects can be funded; however, strong planning underpinnings remain important to address the long-term infrastructure needs of the City.

An overview of the major policy discussions in this CIP are provided below:

Sound Finances and Financial Sustainability:

City Council continues to strengthen the financial position of the City as expressed in its adopted Vision statement on Sound Finances, and Financial Policies. The FY2022 Budget Guidance continues to place strong emphasis on planning for, and funding, the City's wide ranging infrastructure needs.

The City's Financial Policies sets limits on the minimum size of the reserve balance and debt capacity. Refer to Tab 2 for summary details and full document included as an attachment.

It is worth noting that "debt capacity" in terms relating strictly to policy guidance does not address the separate issue of affordability within current tax rates so the CIP has been developed with both policy compliance and affordability in mind. The ratio of annual debt service to total General Fund expenditures is a constraint that bears close attention. This ratio is used by bonding agencies to assess fiscal health, and must be used by the City to assess the affordability of specific projects and the six-year CIP as a whole. The projects in this FY2023-2028 CIP stay within the City's policy constraints based on the assumptions used in this forecasting tool.

The proposed FY2023-2028 CIP is within policy compliance and does not contemplate an additional real estate tax rate increase for the ongoing financial commitment to capital investment. The ongoing economic development for the West Falls Church 10-acre redevelopment project is a key factor in sustaining the financial plan for the CIP.

Fiscal Challenges:

Although the City is projecting moderate overall revenue growth, the decline in some local tax revenues is still being monitored, due to the economic recovery uncertainty brought on by the COVID-19 pandemic. There also remain unknown consequences of federal and state policies as well as federal COVID-19 relief funding which ends December 31, 2024. Costs of providing City services, including the WMATA transit system, continue to rise, and along with increase material and labor construction costs and the pressures of remaining competitive for personnel hiring and retention, are all considerations that need to be taken into account in the budget deliberations. The FY2023-2028 CIP allocates local funding and grants when they are available and includes debt issuance when necessary with intestinal plan to limit FY2022 debt. The debt issuance contemplated in this six-year CIP is fairly reasonable and are within the current tax rates and capital reserves, with the possible exception of the debt anticipated for the Sanitary Sewer and Stormwater Funds which are mitigated by the American Recovery Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). No rate increases are planned for FY2023. The projects, their timing, and funding source may change as financial sustainability and rate structure are monitored.

Key policy discussion and decisions required for this CIP development include the following challenges and opportunity topics:

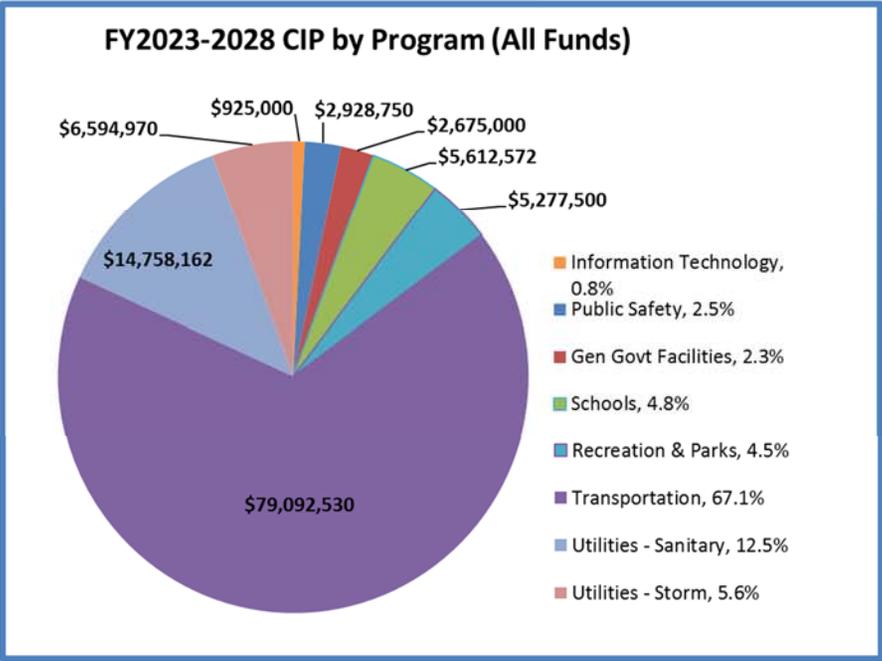
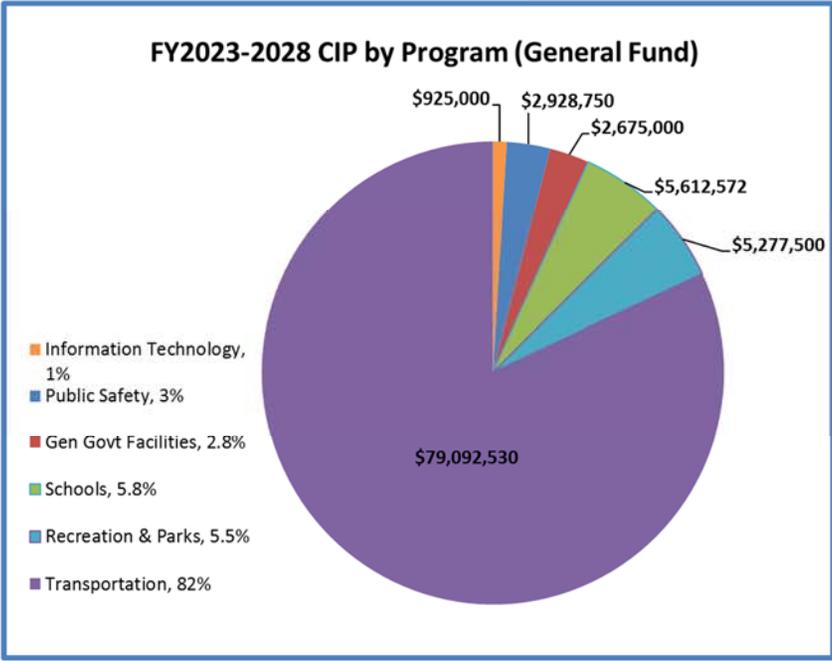
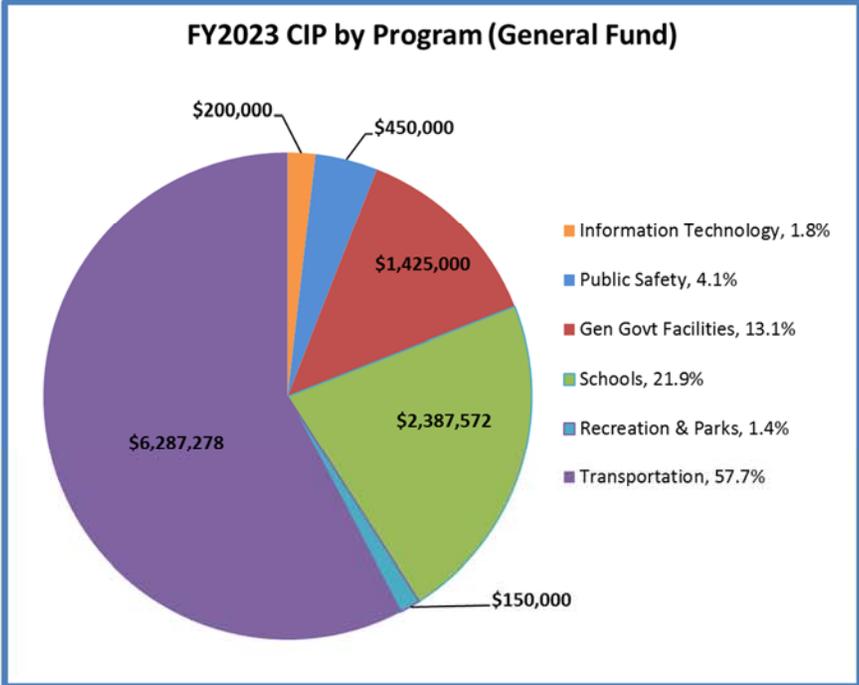
- **Determine desired level of services for health, safety and community amenities in terms of balancing financial affordability, sustainability and service expectations;**
- **Assess all projects against the diagnostic Equity and Environmental Impact Lens tool (new);**
- **Determine desired balance between capital and operating budget components with Council priority for capital and directive for operating constraints;**
- **Determine level of commitment for staffing resources/workload and complexities of non-local funding sources;**
- **Set prioritization and timing of projects within six-years and ensures consistency with long-range Comprehensive and Area Plans;**
- **Determine affordable level of local Pay As You Go funding;**
- **Assess economic development revenue opportunities balanced with community vision and goals; and**
- **Continue dedicated Pay As You Go funding for facilities, traffic calming, sidewalks and consideration for establishing Equipment and Vehicle Replacement and/or Capital Reserve.**

CIP Project Implementation:

There are previously approved active CIP projects being implemented that are further described under the existing general government project status report, the Snapshot, below. New projects proposed within the FY2023-2028 CIP have taken constrained staff as well as funding resources in mind and therefore phased, this is especially true in the area of transportation.

The following pie charts provide a visual look at how CIP projects allocation by functional areas for the General/School, Special Transportation and Utility Funds:

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Recreation and Parks:

There is \$1.7M requested for park master plan improvements over six-years along with allocating voluntary concession funding, \$500K for Fellows Park construction, increased by \$100K due to escalating costs, of the master plan community engagement and design are completed as well as an additional \$2M in open space funding. The open space funding is noted as unfunded since debt financing cannot be issued without an identified property. The open space funding was also delayed by one-year from the Recreation and Parks Advisory Board recommendation. There is continuation of project for synthetic turf replacement to begin planning for a staggered three-year cycle but is currently not funded; challenge is that this is not eligible for debt financing as only the opt layers of the field require replacement versus full foundation installation therefore a replacement reserve fund is under consideration. The Recreation and Parks Advisory Board concurred with staff project submissions. See Tab 9.

Information Technology:

The CIP project establishes a comprehensive plan to reinvest in all core infrastructure and backend systems to be able to improve overall systems security, modernize support, continue providing flexibility and greater access to staff to better serve the public by improving efficiency and response time up to date with secure industry standard options. The project sheet provides further details and timing for the key infrastructure needs with includes firewalls, switches, servers, E-911 and wireless components. See Tab 4.

Transportation:

The City continues to define transportation CIP items at the “program” scale, with each project being connected to a single source of grant funding and organized into CIP “programs”. The program areas are infrastructure-bridges, infrastructure-pavement, infrastructure-traffic signals, Downtown Area POA, North and South Washington POA, West Broad Street POA, Multimodal Connectivity and Accessibility, Neighborhood Traffic Calming (“NTC”) and Streetlights and Sidewalks (“Sidewalks”). This reorganization allows the City to focus investment in specific areas of the City and to coincide with the geographic Planning Opportunity Areas identified in the Comprehensive Plan. For example, the draft CIP includes a program for the Downtown Planning Opportunity Area (POA). Infrastructure specific CIP programs account for projects that involves citywide systems and not confined to a single Planning Opportunity Area. The examples of citywide infrastructure programs include traffic signals, bridges and pavement.

Organizing the CIP by program enables staff to better plan for future expenditures for a 10-year window, identify funding needs, and give the City greater flexibility in project scheduling, capitalizing on funding opportunities and allowing staff to coordinate related projects. Ongoing analysis of staff capacity to manage existing projects determines a realistic schedule for implementation; refer to updated six-year schedule at end of Tab 1. The proposed transportation CIP realistically schedules project implementation based on project priorities and existing staff levels. Due to construction cost escalation for fuller defined project scope, many existing projects cost estimates doubled. Additional grants, with required match, have been submitted to “right size” the transportation projects. Pay Go as well as ARPA funding has been prioritized to NTC and Sidewalks projects.

The proposed WMATA budget continues to increase reinvestment into the system for safety and reliability as well as offset COVID-19 ridership loss. The City policies support transit, and is legally required through the WMATA agreement to allocate funding.

To further long-term planning, several new POA projects are included in the outer years to refine scope and identify funding sources; listed as unfunded for this FY2023-FY2028 CIP. A FY2027 parking garage option is broken out from the Downtown POA but is designated as unfunded until legal and financing for public dollars for private property to be resolved. See Tab 8.

Schools:

The new Meridian High School (MHS) and Mary Ellen Henderson Middle School (MEHMS) construction projects are complete. The new FY2020 facility reinvestment concept continues to provide for regular reinvestment in all school facilities over the 10-year planning horizon and many of these items cannot be debt financed so must be Pay Go or grant funded. The schools have two pending grants, through the state, to assist with Oak Street Elementary and Facility Reinvestment Projects. There is currently no local cash available to allocate to these projects so a portion is shown as unfunded. Options to fund these facility needs will continue in collaboration with the School Board through end of the year revenue sharing or surplus funding.

The School Board adopted CIP is available under Tab 6.

General Government Facility Reinvestment:

Ongoing reinvestment into existing public facilities remains a priority and is an area where dedicated capital replacement reserves is recommended. For FY2023-2028, there is \$1.5M Pay Go local funding for general government facility reinvestment. Due to funding availability, the annual amount is set at \$250K; however, Public Works staff recommendation starts at \$310K/year with an annual escalation. See Tab 6.

Community Center HVAC (NEW):

The original Community Center, built in 1968, is served by a switch-over chilled and hot water system for cooling and heating. This CIP project will replace the full system over the gym to an energy efficient system that will include all systems, piping, vents, and catwalk. The project would necessitate a full interior ceiling and lighting system removal which will permit LED lighting replacement as well. The cost is \$1M and will be funded by ARPA and is cost effective given the long-term value of this important community benefit. See Tab 6.

Capital Food Bank (NEW):

The Capital Area Food Bank is planning on building a new facility in Lorton, Virginia, and is requesting \$175,000 from the City of Falls Church. The Food Bank is the major source of supply for Food for Others where clients from the City are referred. In addition, they operate a monthly on-site food program at the Winter Hill apartments that is available to all 80 households. Both food programs were critical during COVID to meet the needs of these vulnerable populations. This food program helped seniors to not have to venture out to do food shopping during that time.

The requested \$175,000 from the City is to support the construction of their facility in Lorton, Virginia. City of Falls Church accounts for just over 2.3% of their distribution totals of Northern Virginia in FY2021. They are asking for \$7.5 million to be covered by the local jurisdictions (Fairfax, Prince William, Arlington Counties, and the cities of Alexandria, Manassas, Manassas Park, Fairfax, and Falls Church), The \$175,000 is 2.3% of the \$7.5 million. This CIP project is ARPA funding. See Tab 6.

Facility Security Systems:

This project will upgrade security measures across public facilities so they are part of one centric system that are monitored in the Public Safety Dispatch Center. City buildings include: City Hall, Property Yard, Community Center, Library, Aurora House, Cherry Hill Farm House, Cherry Hill Barn, Gage House, and Fire Station 6. The project was moved out two fiscal years to accommodate other public safety operational projects as well as COVID-19 workload impacts.

Improvements to the system would include all locking access control doorways, alarms (e.g., intrusion, panic and fire), and interior and exterior cameras. Many security measures do exist within the listed facilities; however, the centralization of all security measures would allow for the optimization of the facilities' systems with a comprehensive, customized solution of cameras, alarms, pass card systems all tied back to public safety; one system that makes buildings safe, productive, efficient. Several of the existing systems are also at the end of their useful life cycle. See Tab 5 for details.

Storm Water Infrastructure:

In many parts of the City, the storm water system is aging, undersized, and unable to convey the standard 10-year storm event. These deficiencies result in frequent flooding along some of the City streets and damage to private property. As the City carries out repairs to its existing storm water infrastructure, there will be opportunities for the implementation of measures that will improve capacity and flooding issues. After the July 8, 2019 storm, Council appointed a Stormwater Task Force that identified six priority project that reduce flooding as well as the need for ongoing investment funding. The taskforce's charter was extended to select and prioritize green infrastructure project by March 2021. Council has now reconstituted the Utility Commission that will focus on both sanitary sewer and stormwater. Additionally, local and state ARPA SLFRF funds have been allocated for stormwater projects and additional grants will be researched for funding options for out-years with the intent of keeping the stormwater rates as low as possible in terms of capital projects. See Tab 10.

Sanitary Sewer Fund:

The Sewer Fund is impacted by EPA-mandated projects to upgrade the Arlington and Alexandria wastewater treatment plants that the system uses. In addition to these EPA mandated projects, the City is quickly approaching its allotted capacity at the Alexandria Wastewater plant. To offset this concern, the City undertook a capacity study to project future needs and is currently working with Fairfax County on a capacity purchase and discussions are underway. This purchase will ensure enough capacity is available for the City's use until FY2045. Funds to purchase this additional capacity will come from projected tap fees and debt service. Due to the ongoing COVID-19 pandemic, there is a surplus of funds in the rehabilitation account allowing for local funding to be used for treatment plant upgrades at Arlington and Alexandria in lieu of debt. The CIP projects provide preliminary projected cost needs pending completion of this work. The City is determining best funding sources for these required projects while ensuring the fund remains healthy. No FY23 rate increase is planned for capital projects but operational funding needs to be funded by the rate structure are still under review. See Tab 10.

Existing Projects Snapshot

The following provides an update on current CIP projects, as of January 2022, authorized for FY2022 and prior.

A SNAPSHOT: General Government CIP Projects January 2022 Update

Interactive Project map: www.fallschurchva.gov/CIPmap

Category (# of funding sources)	Project Name	Description/Schedule (funding source)	Progress
Parks			
(2)	Berman Park Daylighting & Trail Crossings	(Local) Daylighting and adjacent trail COMPLETE; 2 nd half of trail scheduled for FY22 funding; construction planned in FY23. On track. <i>(HSIP)</i> Rec & Parks Advisory Board, CACT, and Planning Commission meetings held in April 2021. 30% design plans distributed in late June to DRC group and VDOT staff. Public meeting was held on September 25, 2021. 60% plans expected mid to late January 2022.	
Facilities			
	Facility Reinvestment	(Local) Facility reinvestment work is ongoing on Property Yard chimney, first phase of Cherry Hill Structural Supports complete, energy efficient lighting has been purchased for Community Center, install date pending, receiving quotes for Aurora House fire alarm replacement, Cherry Barn structural upgrade nearing completion.	
	Library Renovation & Expansion	(Local) Punch list complete. Waiting on installation of humidifier control boards. Supply chain issues have caused major delays in shipping and manufacturing. Once control boards are installed winter mode commissioning will commence. After winter mode commissioning CFC will issue final payment to contractor and close project.	

Stormwater and Sanitary Sewer			
	Wren's Branch Drainage	(Local) 100% design completed, the homeowner proposed a change to the final plan before signing the deed of easement. So far the city has no plan to change the final plan. Other alternative options were discussed with the homeowner, but they were pushed back by the homeowner.	
	West End Pipebursting	(Local) Kick-off meeting was held on August 12 th . RKK & Rice Surveys completed property survey by December 23, 2021. The contractor is now working on the plats and deeds showing the Sanitary Sewer and Temporary Construction Easements needed for the actual Pipebursting project. The project is expected to start construction in March 2022.	
	Stormwater Improvements at Poplar/Laura and Midvale	(Local) Scope of work was revised to include the removal of the existing 15" RCP stormwater pipeline. Construction is complete, close out in process. -Midvale project is cancelled due to easement issues with property owners.	
	Trammel Branch (Part of the Four Mile Run Watershed Improvements)	Phase one placed the new pipe under W&OD trail for NOVA Parks; started in June 2021 and is complete. Phase two includes the installation of a new pipe down the trail to the outfall, channel work, and possibly another culvert replacement, and is proposed to start construction in Summer 2022. ARPA funding will be used to construct the project.	
	Greening of Lincoln (Part of the Four Mile Run Watershed Improvements)	This project will complete a long term vision for Lincoln Ave from N. West Street to the Arlington County Line. Stormwater improvements planned for the area will reduce overall flows from the three watersheds that drain through the areas. Sidewalk modifications and tree plantings are also included. This project will start planning and design in April of 2022 with construction starting before the end of	

		2024. ARPA funding will used for design and construction.	
	Hillwood Avenue #1 (Part of the Tripps Run Watershed Improvements)	This project is ending design in February and will be ready for Construction in the Summer of 2022. Project now includes downstream channel modifications that will help dissipate velocities and help with water quality. ARPA funding will be used to construct the project.	
	Sherrow Avenue (Part of the Tripps Run Watershed Improvements)	This project will look to eliminate street flooding in an area close to Tripp's Run. Water Quality BMPs will be used to help reduce flows and treat street runoff. The project will start design in April of 2022. ARPA funding will used for design and construction.	
	Lincoln Ave	This project looks to alleviate street flooding on the upper portion of Lincoln Avenue west of N. West Street. Design is nearing completion with plans at 95%. No funding has been identified yet.	
Technology			
	Telecommunications & Infrastructure	(Local) Main PBX successfully deployed; originally planned voicemail server (Zeacom) procured. Installation to be completed by late Fall/Winter 2021.	
Public Safety			
	Fire Station 6 HVAC Phase 2	(Local) Phase 2 initiated November 2019 and completed January 2020. DPW Ops replaced sewer lines concurrently. FY21 bay door replacement is pushed to FY23 due to COVID-19 cost increases and economic impact so debt issuance has not been authorized yet. Additional funding in FY23-28 CIP.	
Transportation			
(3)	Park Ave Great Streets & Downtown POA Streetscape Rehab	(SmartScale x2, NVTA 70%) Project schedules were aligned and both projects are managed by the same PM and are being design by the same consultant, Volkert Inc. The consultant has submitted 30% Design plans, which City staff and VDOT are reviewing. After	

		reviews are complete plans will be presented to the Planning Commission. New ad date is 3/10/2025.	
(2)	S Washington St Transit Plaza and Streetscape Improvements	(SmartScale, SAFTEA-LU VA-04-0029-01) Construction started in August 2020. Completed elements are - brick paver sidewalks everywhere except for the plaza area, three new crosswalks across S Washington St and Hillwood Ave, a trench drain in front of Coleman Power Sports, street tree planters and street lights are installed, storm water pipes are in place. New signal poles are expected in January for installation in February. The historic sign panels are being fabricated. Work underway now to build rain garden, seat walls, plaza. Revised expected completion date is March 31, 2022.	
	S Wash & S Maple Intersection and Traffic Signal	The construction contract was awarded to Ardent Construction. The pre-construction was scheduled on 1-14-2022 and the first Notice to Proceed was issued for the contractor to purchase long lead items. Once a delivery date for the traffic poles and mast have been established, a second NTP will be issued to begin construction. Construction is expected to start in Spring of 2022 and the estimated construction duration is 180 days.	
	S Washington & Annandale Intersection	(Rev Share) Planning to allocate FY25 local funds in CIP to cover funding deficit, preliminary engineering and design scheduled for FY23 upon confirmation of COVID-19 SYIP allocations; current ad date is 1/20/25. New PM TBD.	
	S Maple & Annandale Signal	(Rev Share) City opted for a roundabout design for the intersection as opposed to signal. 60% design received in October. 90% design expected for submission by end of January 2022. Project to be presented at 1/18/2022 City Council Work Session. Coordination ongoing with the developer of One City	

		Center project as both projects impact this intersection. VDOT advertisement date is 3/1/2023.	
	Oak Street Bridge	(RSTP) 100% design plans are currently being reviewed by VDOT and should be finalized soon. The ROW acquisition phase is complete and certified by VDOT. VDOT will manage construction phase of the project. Project is scheduled to start construction in the Summer of 2022.	
	N Washington and Columbia St Traffic Signal	(Rev Share) In ROW acquisition phase; signatures of property owners obtained for two of the properties, 400 N Washington and Columbia Baptist. ROW acquisition phase completion postponed for 6 months as result of ongoing easement issue with Crossman Methodist and Dominion. New developments revealed by Dominion Power in October 2021 indicate that the overhead lines proposed for relocation across the Crossman Church property are two communication lines only, not Dominion. Overhead Dominion lines do not impact proposed project. Project designer is evaluating alternatives to move the communication lines out of project conflict. Revised ad date is 2/28/2022.	
(2)	Neighborhood Traffic Calming	(Local) <u>Great Falls/Little Falls</u> : Construction is completed except for a punch list item (ponding on a driveway) which should be taken care of by the contractor in January, weather permitting. <u>S Oak/S Lee</u> : Project consists of Light and Heavy solutions. Some of the light solutions have already been implemented such as pavement markings. The flashing School Zone and speed feedback sign installation component of the light solutions have been delayed until the r/w lines are established and it is confirmed that the City has the ability to install the signs at the preferred locations. This will not likely	

		<p>occur until Spring of 2022. The Heavy solutions include speed humps and curb extensions, which have been approved by the residents and will be installed in Spring 2022.</p> <p><u>Greenway Downs</u> (HSIP, federal): Community outreach began Fall 2020. Project is in preliminary engineering phase with 30 percent plans due by the end of April 2022. Consultant is developing conceptual plans for the seven street segments in the neighborhood that will be reviewed by small Working Groups of residents in late March. Current construction ad date is March 2024.</p>	
	Bike-Share Operations & Maintenance	(NVTC I-66 Commuter Choice) New 15-dock Capital Bikeshare station to be installed at Founder's Row in late January 2022.	
	Broad St Ped Crossings (HAWK signals)	(SmartScale) ROW acquisition phase was completed in November 2021 and certified by VDOT. Closings for all seven parcels have been completed and recorded with Arlington County Records. Work on the IFB package is ongoing for project advertisement. Ad date extended to 4/7/22.	
	Broad Street Multimodal Improvements	(SmartScale) 60% plans are being developed and will be received by mid to late February 2022. ROW authorization is expected in March.	
(2)	W&OD Park and Greenway projects: Trail Crossings and Dual Trails	(TAP, RSTP,) Working on coordination of as-built survey. Expect to have final 100% plans in February 2022. Due to procurement staff workload, request for authorization to advertise expected in Fall/Winter 2022. Due to current VDOT procurement review turnaround times, and lead time on construction materials, construction start expected Spring 2024.	

		Dual Trails (NVTA 70%) Project is substantially complete. Ribbon cutting was held in early October 2021.	
	West Falls Church and Joint Campus Revitalization	(NVTA 70%) The last segments of conduit for dry utility undergrounding are installed, DVP is currently pulling wires. Construction of new parking lot to serve MEH and GMHS is complete. Work to relocate a Washington Gas regular station to West End Park is complete. Design of the new public streetscapes and traffic signals is approximately 40% complete.	
	West Falls Church Access to Transit and Multimodal Connectivity	(NVTA 70%) \$6.9M awarded for FY22 appropriation. Agreement was executed in early July. Project expected to kick-off in Spring 2022.	
	LED Streetlight Conversion	Pilot Program presentation completed in January 2022. Working to implement pilot program fixtures in late February or early March 2022.	

Process Overview

Section 6.19 of the City Charter and Section 17.08 of the City Code provide the requirements for the annual consideration and adoption of a six-year Capital Improvements Program (CIP) with additional 4-year look ahead. The CIP intentionally provides a total of 10-year term versus the minimum of 5-year as described below. The inset below contains the relevant Code and Charter provisions:

Sec. 17.08. ... The city manager shall subsequently submit to the commission a proposed capital improvements program together with a report on the financial condition of the city, insofar as it may relate to any contemplated capital fund projects. In the preparation of its capital improvement recommendations, the commission shall consult with the city manager, the school board, the heads of departments and interested citizens and organizations, and shall hold such public hearings as it shall deem necessary. It shall submit its recommendations to the city council, at such time as the council shall direct, together with estimates of cost of such projects and the means of financing them, to be undertaken in the ensuing fiscal year and in the next four (4) years.

Sec. 6.19. Capital budget.

At the same time that he submits the current expense budgets, the city manager shall submit to the council a program previously acted upon by the city planning commission, as provided in Chapter 17 of this Charter, of proposed capital improvement projects, including schools, as defined in section 7.02 of this Charter, for the ensuing fiscal year and for the four (4) fiscal years thereafter, with his recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. This program shall be termed the "capital budget" and may be adopted by resolution.

The adoption of the CIP by the City Council signifies the Council's identification of a set of priorities for capital spending over a six-year period. However, the City Council may delay or limit the construction or improvement of any proposed project over the course of the six-year period as economic conditions, available resources, and needs may dictate.

Organization

The CIP material serves as a working document as it goes through the Planning Commission review. As a working document, the CIP is either in a notebook binder or in an electronic format so that pages may be easily amended as staff incorporates the Planning Commission's comments and requests for information into the program.

The CIP is organized in a ten-tab format:

- Tabs 1 – 3 Overview/Existing Project Status, Financial Status/Polices, Glossary, Project Recommendations and Financial forecasting tools
- Tabs 4 – 9 Project Descriptions for the General/School Fund and Special Transportation Fund
- Tab 10 Project Descriptions for the Utility Funds

The project categories represent the function versus the department to ensure an integrated and coordinated CIP between the General Government and Schools. For example, all facility related projects are in one category versus split between Parks and Fields, Public Works, Public Safety and Schools. Additionally, the financial components included at the front of the CIP provide the context in which the various infrastructure projects are considered.

Procedures, Schedule, and Community Engagement

Planning Commission Procedure

Section 6.19 of the City Charter and Section 17.08 of the City Code states the Planning Commission requirement for the annual consideration and adoption of a six-year Capital Improvements Program (CIP). The inset below contains the relevant Code provision.

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The development of the CIP starts with each department head submitting to the City Manager and Deputy City Manager a detailed listing of all immediate and long-range capital improvement needs, together with cost estimates and recommendations as to priority and timing of the projects listed. An additional factor considered is that CIP projects that are inactive for three fiscal years are re-appropriated or eliminated. If an approved CIP has no expenditure activity for three-years, it must be re-appropriated. The specific code section relevant to this issue is: "No appropriation for a capital improvement project contained in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished

or abandoned, provided that any project shall be deemed to have been abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of the appropriation therefor.”

Schedule

Staff will present the CIP to the Planning Commission on March 2, 2022. The Commission will evaluate the proposed CIP in the context of the Comprehensive Plan, and hold public hearing(s) to obtain community input. The Planning Commission will conduct the public hearing, adopt its CIP recommendations on March 16, 2022, and forward them to the City Manager. Following the delivery of the Planning Commission recommendations, the City Manager will make his final CIP recommendation to the City of Falls Church Council as part of the overall presentation for the City's FY2023 operating and six-year capital budget.

Community Engagement

For the FY2023-2028 CIP, the community engagement processes were within standard Planning Commission and planned City Council public hearings and town hall meetings due to COVID-19 pandemic impacts, General Fund financial constraints, staff workload and focus on implementing current projects. The CIP is consistent with the adopted Comprehensive Plan Vision and updated chapters, Planning Opportunity Area and Master Plans as well as School Board, Mary Riley Styles Library Board of Trustees and Recreation and Parks Advisory Board recommendations. During the remainder of this budgeting cycle, staff will continue utilizing website postings, social media messaging and town hall meetings.

Council Approval Process

The City Council will evaluate the Planning Commission recommendations and hold its public hearings in the months of March and April. Upon adoption by the Council, the Operating Budget and the Capital Improvements Program/Capital Operating Plan will go into effect at the beginning of the new fiscal year on July 1, 2022. The scheduled date for Operating Budget and CIP for concurrent adoption is May 2, 2022. However, given the impact of the final tax rate and expenditure reductions on the undesignated fund balance the Council has the option to separate the CIP adoption, by no more than 28 days per City Code Section 6.19, from the operating budget so an alternative adoption date might be not later than May 30, 2022. The full tentative budget calendar is on the City website at: <http://www.fallschurchva.gov/budget>.

Staff will provide a report to the Planning Commission at the end of the process, after Council has adopted the final Operating Budget and CIP, to review the final document. As planned, the final report is scheduled for June 2022.

The adoption of the CIP by the City Council signifies the Council's identification of a set of priorities for capital spending over a six-year period. However, the City Council may delay or limit the construction or improvement of any proposed project over the course of the six-year period as economic conditions, available resources, and needs may dictate.