



## CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

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To: Eric Campbell, City Manager  
From: Adam Fletcher, Director – Department of Community Development and Harrisonburg Planning Commission  
Date: April 14, 2020 (Regular Meeting)  
Re: Capital Improvement Program FY 2020-2021 Through 2024-2025

### **Summary:**

Public hearing to consider recommendation of the FY 2020-2021 Through 2024-2025 Capital Improvement Program to City Council. There is no specific staff recommendation. Planning Commission recommended approval of the CIP, 6-0 (Commissioner Ford-Byrd was absent).

### **Background:**

The Capital Improvement Program (CIP) is a multi-year presentation of planned capital projects of \$50,000 or greater with an appropriate financing plan to fund the projects. The CIP is prepared annually to facilitate planning and the setting of priorities among capital improvement needs over a subsequent five-year period. The CIP is designed to identify projects for all City departments, as well as for Harrisonburg City Public Schools, for which funding has already been committed or is being sought for within the five-year planning period.

### **Key Issues:**

Planning Commission's objective is to review and evaluate the CIP and, once the document is in an acceptable format, recommend the document for approval to City Council. Remember that the CIP is not a budget and inclusion of projects in the document does not guarantee that such projects will be funded by the City or any external sources in the year presented or at the level proposed. The actual commitment of funds by the City for any capital item comes with the approval of the annual budget for each fiscal year. However, the CIP serves as an important planning tool for formulating the capital portion of the annual budget.

As can be observed by reviewing previous CIP documents, the CIP is not a static plan. It is part of annual planning and programming, where after each passing year, another year is added to the planning period to maintain the five-year forecast. Each year costs, needs, and revenue sources are reevaluated.

Staff emailed Planning Commission the proposed CIP on February 25<sup>th</sup> so that they could begin reviewing the document in preparation of the review at the March 11<sup>th</sup> regular meeting. The document was uploaded to the City's website on February 26<sup>th</sup>. The Commission had a little over a week to review the document and to submit comments and questions to staff so that responses could be collected and provided to Planning Commission.

**Environmental Impact:**

N/A

**Fiscal Impact:**

N/A

**Prior Actions:**

N/A

**Alternatives:**

- (a) Approve the Capital Improvement Program as submitted;
- (b) Approve the Capital Improvement Program with suggested changes; or
- (c) Deny the Capital Improvement Program and have staff provide further information. If denied, ultimately Planning Commission must re-review the Capital Improvement Program and a recommendation must be provided to City Council at a later date.

**Community Engagement:**

The draft CIP was posted on the City’s Capital Improvement Program webpage on February 26, 2020. On Wednesday, March 4, 2020, staff notified media sources as well as all other individuals that receive the notice of Planning Commission packet postings that the draft CIP was available online for review.

In addition, the request was published in the local newspaper twice advertising for City Council’s public hearing. The advertisement was published as shown below:

***City of Harrisonburg Capital Improvement Program FY 2020-2021 through 2024-2025***

Public hearing to consider the proposed Capital Improvement Program, for fiscal years 2020-2021 through fiscal years 2024-2025. The Capital Improvement Program is a multi-year projection and scheduling of capital projects of \$50,000 or greater. This plan is prepared annually in an effort to facilitate planning and setting priorities among capital improvements needs over a subsequent five-year period. Copies of the capital improvement program are available for review on the city’s website, in the Department of Community Development, and the City Manager’s Office.

**Recommendation:**

There is no specific staff recommendation. Inclusion of projects in the document does not indicate staff support of or opposition to any of the items or the proposed timing of the projects.

**Attachments:**

- 1. Planning Commission extract.
- 2. The draft CIP is available at the following address: <https://www.harrisonburgva.gov/capital-improvement-program>.

**Review:**

Planning Commission recommending approval of the CIP, 6-0 (Commissioner Ford-Byrd was absent).