



# City of Harrisonburg, Virginia

## Department of Planning & Community Development

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Building Inspections

Engineering

Planning & Zoning

To: Eric Campbell, City Manager  
From: Adam Fletcher, Director - Department of Planning and Community Development; and  
Harrisonburg Planning Commission  
Date: March 12, 2019  
Re: Capital Improvement Program FY 2019-2020 Through 2023-2024

### **Summary:**

Consider recommendation of the FY 2019-2020 Through 2023-2024 Capital Improvement Program to City Council.

### **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.

The proposed CIP was provided to Planning Commission at the January 9<sup>th</sup> regular meeting so that they could begin reviewing the document in preparation of the review at the February regular meeting. The Commission had almost three weeks to review the document and to submit comments and questions to staff so that responses could be collected and provided to Planning Commission in the monthly packet. Several questions were submitted and responses to each question have been provided within a document attached herein.

### **Environmental Impact:**

N/A

### **Fiscal Impact:**

N/A

**Prior Actions:**

N/A

**Alternatives:**

N/A

**Community Engagement:**

The draft CIP was posted on the City's Capital Improvement Program webpage on January 10, 2019. On the same day, 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. (NOTE: The CIP document was removed from the webpage for a few days after errors were found. Once corrections were made, the document was re-uploaded.)

**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:**

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

**Review:**

Planning Commission voted unanimously (7-0) to recommend endorsing the FY 2019-2020 through FY 2023-2024 Capital Improvement Program as presented by staff.