



# City of Harrisonburg, Virginia

Department of Planning & Community Development  
409 South Main Street  
Harrisonburg, Virginia 22801  
[www.harrisonburgva.gov/community-development](http://www.harrisonburgva.gov/community-development)

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To: Kurt Hodgen, City Manager  
From: Planning Commission;  
Adam Fletcher, Director of Planning and Community Development  
Date: April 4, 2016  
Re: FY 2016-2017 through 2020-2021 Capital Improvement Program

## **Summary:**

Receive Planning Commission's recommendation for the 2016-2017 through 2020-2021 Capital Improvement Program (CIP).

## **Background:**

As described within the Introduction of the CIP, the CIP is a multi-year production and scheduling of capital projects of \$50,000 or greater with an appropriate financing plan to fund these projects. Harrisonburg's CIP is prepared annually in an effort to facilitate planning and setting priorities among capital improvement needs over a subsequent five-year period. The CIP is designed to identify projects for all City departments for which funding has already been committed or is being sought for some time within the five-year planning period.

Planning for capital equipment and improvements is a matter of prudent financial management. Large, non-recurring capital outlays require special planning for several reasons. First, special planning is needed to ensure that assets are acquired in time to meet specific needs. Also, careful planning can seek to spread costs more comfortably over several years and avoid a large peak in expenditures during a single year. Preparation of a comprehensive CIP is also a way in which the City can demonstrate its commitment to the Mission Statement and to its goals.

It should be stressed that the CIP is not a budget but a planning tool. The actual commitment of funds for any capital item comes with the approval of the annual budget for each fiscal year. However, the CIP should serve as an important planning tool for formulating the capital portion of the annual budget. All of the proposed projects within the CIP will not likely be funded exactly as outlined due to budgetary restraints. Nevertheless, all of the projects are important and need to be included in the planning document in order to have clear vision of the long term needs of the City. Projects for Harrisonburg City Public Schools (HCPS) are also included within the document.

Finally, it should be stressed that the CIP is not a static plan. It is a part of annual planning and programming. Each year, another year will be added to the planning period in order to maintain the five-year forecast horizon. Also, each year, costs and needs will need to be reevaluated. The goal of this process is for the City to continue to meet its capital needs in a timely manner and to maintain a tradition of strong responsibility.

Per Section 10-1-7(a) (1) of the City Code, Planning Commission must make a recommendation to City Council concerning the 2016-2017 through 2020-2021 CIP.

**Key Issues:**

Planning Commission suggested for City Council to give consideration to moving the High School Annex project (page 92) to an earlier fiscal year.

On Wednesday April 6th, Craig Mackail, Executive Director of Operations and School Safety with HCPS, notified City staff that at the April 5<sup>th</sup> Harrisonburg City School Board meeting, the Board approved amendments to the HCPS CIP. The Board believes the amendments better reflect the future plans of the school division. The Board has requested for the amendments to be included within the City's CIP. The document sent by Mr. Mackail is attached to this submission.

**Environmental Impact:**

N/A

**Fiscal Impact:**

N/A

**Prior Actions:**

N/A

**Alternatives:**

N/A

**Community Engagement:**

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

“The Harrisonburg City Council will hold a public hearing on Tuesday, April 12, 2016 at 7:00 p.m., or as soon as the agenda permits in the City Council Chamber located at 409 South Main Street, to consider the proposed Capital Improvement Program, for fiscal years 2016-2017 through fiscal years 2020-2021. 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 improvement 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 Planning and Community Development, the City Manager's Office, and the Massanutten Regional Library.”

**Recommendation:**

Staff recommends approval of the CIP as submitted to Planning Commission.

**Attachments:**

1. Planning Commission extract (9 pages).
2. Amended HCPS CIP FY 2017 to 2021 (1 page).

**Review:**

Planning Commission unanimously (6-0) recommended approval of the CIP as presented with one suggested amendment. The suggested amendment included for City Council to give consideration to moving the High School Annex project (page 92) to an earlier fiscal year.