



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

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To: Ande Banks, City Manager
From: Adam Fletcher, Director – Department of Community Development and Harrisonburg Planning Commission
Date: April 11, 2023 (Regular Meeting)
Re: Capital Improvement Program FY 2023-2024 Through 2027-2028

Summary:

Consider recommendation of the FY 2023-2024 Through 2027-2028 Capital Improvement Program to City Council.

Planning Commission recommended approving (7-0) the CIP with suggested changes.

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 to set 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 some time 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 by 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 provided Planning Commission draft project information sheets at the February 8, 2023, regular meeting and requested that Commissioners submit comments and questions to staff prior to the Planning Commission review so that responses could be prepared and provided in advance of the meeting. The questions and responses are attached herein. On Thursday, March 2, 2023, the final draft of the CIP was uploaded to the City's website.

Environmental Impact:

N/A

Fiscal Impact:

N/A

Prior Actions:

N/A

Alternatives:

- (a) Approve the Capital Improvement Program as submitted;
- (b) Approve of the Capital Improvement Program with suggested changes; or
- (c) Deny 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 Thursday, March 2, 2023. On Friday, March 3, 2023, 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. The notification of CIP public hearing was posted twice in the newspaper advertising for City Council’s public hearing.

Recommendation:

There is no specific staff recommendation as inclusion of projects in the document indicates capital needs and desires with identified justifications for the projects.

Attachments:

- FINAL Update CC Draft CIP FY24-28
- Extract from Planning Commission, includes Planning Commission Questions and Responses
- The draft CIP is available at the following address: <https://www.harrisonburgva.gov/capital-improvement-program>.

Review:

Planning Commission recommended (7-0) alternative (b) approval of the Capital Improvement Program with suggested changes, which include moving Fire Station 4 forward one year so that funds would be reflected in FY26 and to change the funding source for the Splashpad and Kids Castle projects.