



Guide to the FY 2021 – FY 2026 Proposed CIP

This section provides the reader with an overview of the structure of the six-year Capital Improvement Program (CIP) and insight into the capital budget development process. The CIP is one of the definitive products of the County's process for forecasting and planning its future capital facility growth, in conjunction with department service plans, the Capital Needs Assessment, and the 2019 Comprehensive Plan. This planning process works to address the County's projected capital needs associated with new development together with the CIP funding plan and budget.

The CIP provides a six-year forecast of the County's Government and Schools' land, facility, and equipment needs, with a financing plan to implement each need. The CIP plans for the land acquisition, design, construction, and capital equipment procurement for each project. Potential projects are evaluated in relation to each other and compared to Board priorities to ensure that the highest priority projects receive funding, with essential improvements planned in a manner commensurate with the County's ability to pay.

The CIP is developed biennially, with the six-year period moving out an additional two years every other fiscal year. The current six-year CIP planning period extends from FY 2021 through FY 2026. The CIP is a multi-year plan that does not constitute or require an appropriation of funds beyond those for the proposed fiscal year, FY 2021. The FY 2022 – FY 2026 timeframe contains projects with planned funding that should be considered for future appropriations in subsequent fiscal year CIP budgets. Funding decisions concerning the CIP are made in conjunction with decisions regarding the County's operating budget. Final authority to spend funds for purposes specified in the County's operating and capital budgets is accomplished through the adoption of an appropriations resolution by the Board of Supervisors.

The FY 2021 Proposed Capital Budget abides by all County fiscal policies and debt ratios. Planning years FY 2022 – 2026 provide projections of future amendments to the annual debt issuance guideline to provide flexibility in the CIP planning and to adjust for future increases in construction costs due to inflation while maintaining adherence to all County debt ratios. The FY 2021 – 2026 Proposed CIP includes prior board approved projects with very limited new debt-financed projects; primarily related to public safety. Projects approved for FY 2021 will receive funding appropriations as part of the FY 2021 Adopted Budget; projects proposed for the FY 2022 – FY 2026 timeframe provide only planned appropriations and are subject to change in subsequent budget development processes.

Concepts

Structure of this Document

The CIP is divided into four sections: Previously Authorized Projects, County Projects, Transportation Projects, and School Projects. Project pages provide additional and pertinent information in an easy-to-read format.

Capital Budget Development Calendar

Slightly different than the overall budget development calendar, the CIP development calendar incorporates additional work sessions with the Finance/Government Operations and Economic Development Committee (FGOEDC).

Summary of CIP

The CIP Executive Summary includes a high-level discussion, supported by charts, of year-over-year changes and other relevant information.



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Structure of this Document

Previously Authorized Projects Section

This section provides general overview of projects that had prior year funding that are still considered “active.” This section provides a brief overview of each previously authorized project and refers the reader to the last budget document in which an individual project page appeared for this project. In this way, the reader will have greater access to information about these projects by referring to previous budget documents.

County Projects

- **Administration & Information Technology** includes land and information technology systems acquisition projects.
- **General Government** includes general capital projects such as government offices, warehouses, support space, storm water management, projects at the County Landfill, and the County’s Renovation Program.
- **Health and Welfare** includes capital projects for program space and group residences for the Department of Family Services and the Department of Mental Health, Substance Abuse, and Developmental Services.
- **Parks, Recreation, and Culture** includes recreational capital projects such as libraries, parks, recreation centers, community centers, senior centers, and teen centers.
- **Public Safety** includes capital projects in support of the Loudoun County Sheriff’s Office, the Department of Fire and Rescue Services, the Loudoun County Courts, and the Department of Animal Services.
- **Towns** includes all capital projects for which the County contributes funds to incorporated towns. This section is new; previously, town projects were scattered throughout the other sections of the CIP.

Transportation Projects

These projects include preliminary engineering, right-of-way acquisition, utility relocation, and construction of roads, interchanges, roundabouts, trails, sidewalks, traffic signals, park and ride lots, and the procurement of transit buses. The Transportation section of the document is divided into the following programs: road projects; sidewalks, signals, and traffic calming projects; and transit projects. Additionally, this section includes road and transit projects that are located in Loudoun County but are being administered by the Virginia Department of Transportation (VDOT). Project pages in this category are for reference purposes only, and do not display financial tables since the project funding is received and administered by VDOT.

School Projects

These projects include design and construction funding for Loudoun County Public Schools (LCPS). The School section of the document is divided into the following programs: elementary schools, middle schools, high schools, and other school projects.

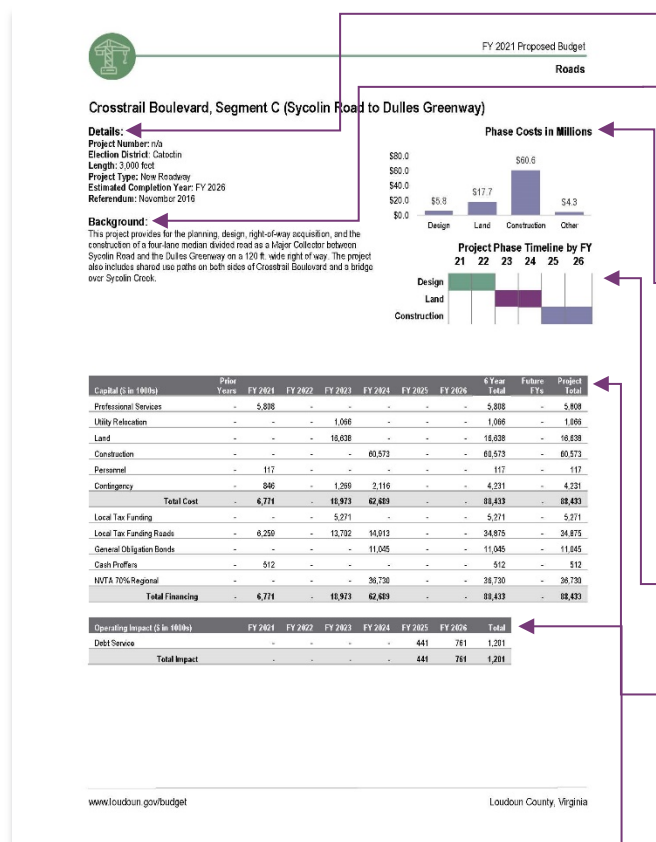


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Informative Project Pages

Each capital project has its own project page with proposed timing of appropriations, estimates of funding sources and expenditures, narratives with background information, phase costs and timeline by fiscal year, and identifies anticipated operating impacts in future years. Due to the wide variety of project types, these project pages differ slightly throughout the document, but the overall structure remains consistent with the description below.

New to the project pages in FY 2021 is the addition of expanded expenditure categories, including planning, professional services, land acquisition, utility relocation, construction, Furniture, Fixtures, and Equipment (FF&E), owner costs, and contingency. This expanded categorization improvement serves a twofold benefit: it will provide additional transparency to the CIP document, and it will allow staff to build and manage project budgets at a more refined level.



Details provides high-level information quickly, including relevant election district(s), estimated completion year, referendum year if applicable, length/square footage, location, and project type.

Background provides the scope of the project and any relevant information, including total estimated cost, timing of project development, and broader context.

Phase Costs in Millions displays the total cost for each phase of a project (design, land, construction, and furniture, fixtures, and equipment/other). Design includes planning and professional services; Land includes land acquisition and utility relocation; Other includes contingency funding for transportation projects and furniture, fixtures, and equipment for vertical projects.

Project Phase Timeline by FY displays the approximate start and completion dates for each phase of a project (design, land, and construction).

Financial Table(s) provide appropriations and funding sources for each fiscal year, including prior years' allocations and future fiscal years (FFY) beyond the six-year CIP planning period (FY 2027 to FY 2030). Any projected operating and maintenance and personnel costs and anticipated revenues will be included in an additional **Operating Impact** table below the main table. This table will also provide projected debt service payments for principal and interest expenses related to debt issued for the project.



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Definitions

The following pertain to Phase Costs, Project Phase Timeline, and Table information:

- **Planning:** Includes activities, such as initial scoping, high-level cost, and schedule estimation, that occurs prior to a project beginning design
- **Design:** Preliminary and final design of the facility or improvements are programmed in the financial table in the professional services budget line
- **Land:** Acquisition of land and right-of-way and utility relocations
- **Construction:** Site preparation and construction of the improvement
- **Furniture, Fixtures, and Equipment (FF&E):** Purchase of furniture, equipment, and fire apparatus (for fire stations) related to the opening and initial operation of the facility
- **Other:** Transfer of payments to other entities and County staffing costs

For year-over-year escalations due to inflation, the following factors are used in the FY 2021 Proposed CIP:

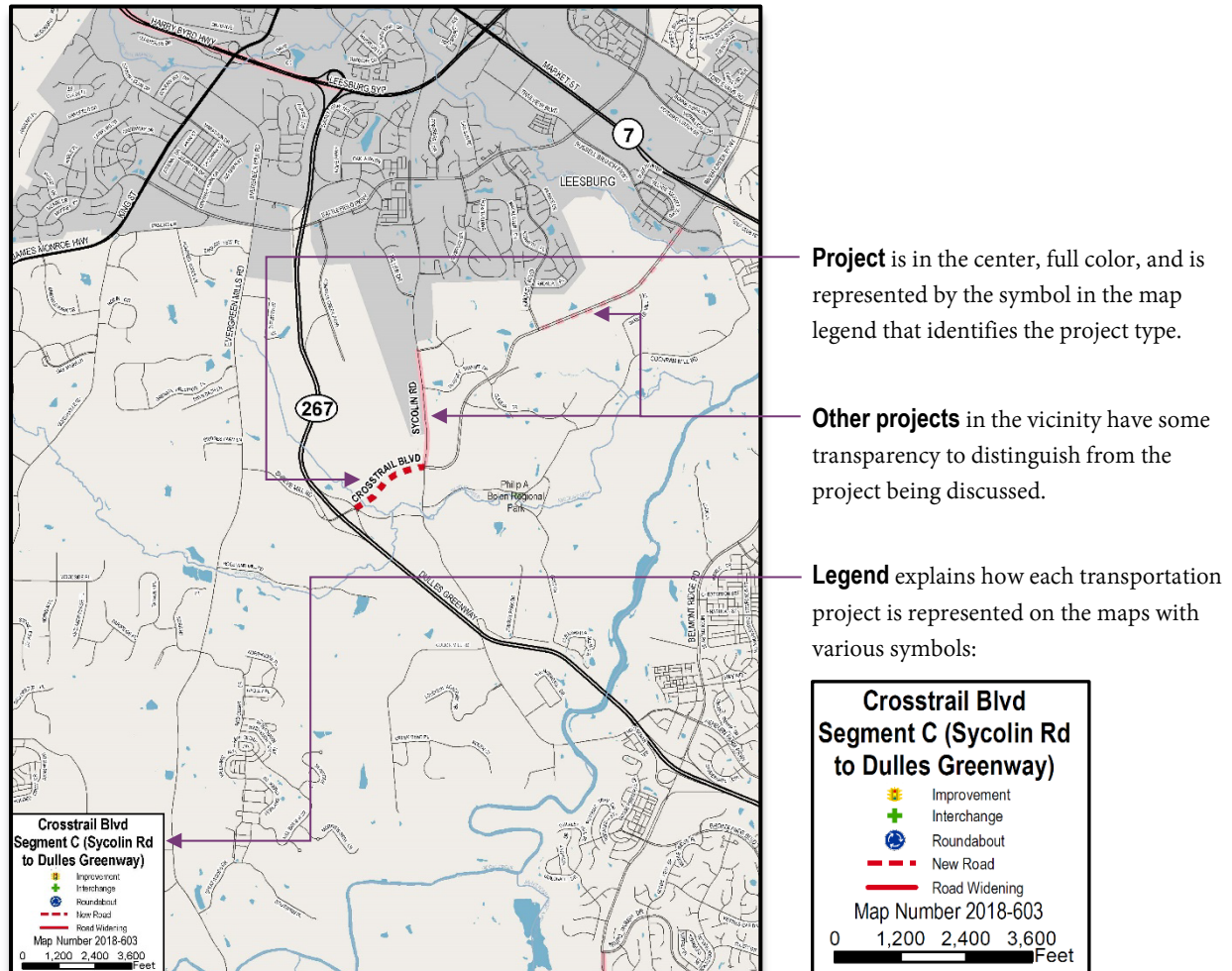
Project Phase	Inflation Factor	Project Phase	Inflation Factor
Planning	3%	Furniture, Fixtures, and Equipment	5%
Design	3%	Owner Costs	3%
Land Acquisition	5%	Personnel	3%
Utility Relocation	5%	Operations and Maintenance	1%
Construction	5.5%		
Contingency	For projects less than \$10 million, 10% of total project. For projects greater than \$10 million, 5% of total project. Up to 40% for transportation projects.		



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Transportation Maps

For transportation projects, corresponding maps show the location of planned transportation improvements. The map displays the project's surrounding area and includes other projects and major landmarks and roads.





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Budget Development Calendar

The calendar describes the County's internal capital budget process, which highlights the monthly activities required of County departments, as well as the external (or public) process, which highlights the role of the Board of Supervisors, its standing committees, and the public in the development process.

	Internal Process		External (Public) Process
2019	Departments begin evaluating project needs using capital planning tools.	July	FGOEDC receives FY 2021 economic outlook information.
	DFB and DTIC ¹ prioritize project requests, build cost estimates and funding schedules for County Administrator's review.	August – November	FGOEDC and Board provide preliminary budget guidance .
	DFB develops preliminary funding scenarios for County Administrator's consideration.	December	FGOEDC provides final budget guidance recommendation for Board consideration.
2020	Staff finalizes funding scenario(s) and produces budget document.	January	Board issues final budget guidance .
	Departments prepare for work sessions with Board.	February	County Administrator presents FY 2021 Proposed Budget . FGOEDC begins work sessions on CIP.
	Departments participate in work sessions on the operating and capital budgets.	March	Board holds work sessions to discuss FY 2021 Proposed Budget.
	DFB produces adopted budget and budget story documents.	April	Board adopts FY 2021 Budget.

¹ DFB is the Department of Finance and Budget, and DTIC is the Department of Transportation and Capital Infrastructure.