

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **FY 2017 Capital Improvement Program Amendment/Fire and Rescue Training Command Competency Lab**

ELECTION DISTRICT: Catoctin

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Julie Crim, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
W. Keith Brower, Chief of the Combined Fire & Rescue System

PURPOSE: To amend the FY 2017 Capital Improvement Program (CIP) and budget to appropriate \$287,880.70 in the Public Facilities Fund (cash proffers) and transfer that amount to the Capital Fund, and to transfer \$173,385.17 within the Capital Fund from the completed Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors (Board) amend the FY 2017 CIP and budget to appropriate \$287,880.70 in the Public Facilities Fund and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

BACKGROUND: The Fire and Rescue Command Competency Lab Renovation project consists of converting the old Emergency Communications Center (ECC) space, located in the basement of the current Fire and Rescue Training Academy at 16600 Courage Court in Leesburg, to a Command Competency Lab. The Command Competency Lab will enhance the training level and proficiency of the operational officers within the Department of Fire and Rescue. Design of this lab has been completed.

The Loudoun County Combined Fire and Rescue System (LC-CFRS) utilizes both career and volunteer command management on emergency incidents. In order to ensure that a progressive and competent incident management structure exists and is functioning adequately, the LC-CFRS Training Division has been tasked with developing and implementing a command competencies

program to build, reinforce and evaluate officer command abilities. This program will utilize computer technology simulations from nationally accepted software programs to aide in conducting this training. This funding is needed to develop and maintain, through a qualifications and proficiency-based training approach, command level personnel who are proficient in functioning as emergency incident managers throughout Loudoun County.

ISSUES: An amendment to the FY 2017 CIP is required in order to appropriate funds for the Fire and Rescue Training Command Competency Lab project. If the Board chooses to not appropriate the cash proffer funding, or transfer the local tax funding for the project, then the project will not be able to award a construction contract to develop the Competency Lab. The cash proffers would remain in the Public Facilities Fund, will potentially be programmed for use on other projects in the CIP, and will not be used for the project as requested. The unspent local tax funding balance will be transferred from the completed Ashburn Volunteer Fire Department Renovation project within the Capital Fund to the CIP Contingency project for use on another project in the CIP.

The FY 2016 CIP appropriated \$200,000 to purchase furnishings and DIT equipment for the Ashburn Volunteer Fire Department Project. At the conclusion of the project, a balance remains and is available for transfer to other projects or the CIP contingency account.

On February 17, 2016, Zoning Administration issued a cash proffer determination, ZCOR-2015-0211, regarding the appropriateness of using certain proffer funds for the construction of the Fire and Rescue Training Command Competency Lab project. The cash proffer account approved for use on the project is outlined in Table 1.

Table 1. Cash Proffer Funding Provided for the Fire and Rescue Training Command Competency Lab

Application Name	Application Number	Sequence Number	Total Request
Evergreen Rural Village	ZMAP-2002-0002	99066330	\$287,880.70
Total			\$287,880.70

FISCAL IMPACT: The cost estimate to construct the Fire and Rescue Training Command Competency Lab is \$417,405. Appropriate cash proffer contributions have been identified to provide capital funding to the Fire and Rescue Training Command Competency Lab project. Zoning Administration staff issued cash proffer determination (ZCOR-2015-0211) indicating the cash proffer requested is appropriate for the proposed use. The current balance in the cash proffer account associated with the Evergreen Rural Village cash contribution totals \$287,880.70. If approved by the Board, staff will prepare a budget adjustment to appropriate \$287,880.70 in cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87). The additional funding requested for appropriation and transfer above the \$417,405 is needed as project contingency.

ALTERNATIVES: The Board may choose to recommend the appropriation and transfer some, all or none of the recommended \$461,265.87 for the Fire and Rescue Training Command Competency Lab project.

DRAFT MOTIONS:

1. I move the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 Capital Improvement Program and budget, and direct staff to execute a budget adjustment to appropriate \$287,880.70 in cash proffers from ZCOR-2015-0211, Evergreen Rural Village, in the Public Facilities Fund and transfer that amount to the Capital Fund, and to transfer \$173,385.17 within the Capital Fund from the Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project.

OR

2. I move an alternate motion.

ATTACHMENT:

1. ZCOR-2015-0211, Cash Proffer Determination – Use of Evergreen Rural Village Proffer funds for conversion of the old Emergency Call Center (ECC) space in order to develop a Training Command Competency Lab.

CORRESPONDENCE SUMMARY

DATE: February 17, 2016

CORRESPONDENCE NUMBER: ZCOR-2015-0211

SUBJECT: Request from DTCI to use Evergreen Rural Village, Cash Proffer funds for the Leesburg ECC Training Center Renovation

1993 Ordinance Reference Numbers: N/A

1972 Ordinance Reference Numbers: N/A

Other Applicable Reference Numbers: ZMAP-2002-0002*
(LSDO/FSM/ZMAP/SPEX)

Applicable Tax Map/PIN Numbers:

Election District: Blue Ridge
Catocin

Correspondence Summary: The table below lists the appropriateness of certain cash proffers for the FY 2017 Proposed Capital Improvement Program (CIP) budget to renovate the ECC Training Center.

ZMAP #	Seq. #	Project Name	Balance	Appropriateness
ZMAP-2002-0002	99066330	Evergreen Rural Village	\$288,863.47	Yes

PROPERTY OWNER:
Martins Chase Homeowners Association, Inc.
4443 Brookfield Corporate Drive
Chantilly, VA 20151

Author: Marisa Whitacre

*Indicates where to file

Is this a determination? Check one: Yes No

ZCOR 2015-0211

County of Loudoun

Department of Planning and Zoning

MEMORANDUM

DATE: February 17, 2016

TO: Daniel Csizmar, Capital Budget Manager, Department of Transportation and Capital Infrastructure (DTCI)

FROM: Marisa Whitacre, Proffer Specialists *mw*

SUBJECT: Request for Proffer Determination to Use Evergreen Rural Village, Cash Proffer funds for the Leesburg ECC Training Center Renovation

This correspondence is sent in response to your November 30, 2015, memorandum, as revised by a memorandum dated December 23, 2015, and received December 28, 2015, to Tim Hemstreet, County Administrator and Mark Stultz, Zoning Administrator which requested a proffer determination concerning the use of a specific cash proffer received from the developers of Evergreen Rural Village, Stonewall Hybrid Energy Park, and Woodland to fund the Leesburg ECC Training Center Renovation in support of the FY 2017 Proposed Capital Improvement Program (CIP) budget.

Request: DTCI requests \$275,500.98 for the Leesburg ECC Training Center Renovation consists of the conversion of the old Emergency Call Center (ECC) space located in the basement of the current Fire and Rescue training center in Leesburg at 16600 Courage Court (PIN: 191-16-9866). The vacated space is needed to develop a Training Command Competency Lab for Fire, Rescue and Emergency Services.

Determination: The proffer funds for Evergreen Rural Village LMIS Sequence #99066330/Oracle Award #Y00129 (current balance \$288,863.47) are appropriate to be used for the Leesburg ECC Training Center Renovation project. Please be advised that I cannot guarantee that the requested funds have not been disbursed or obligated to other projects.

On June 2, 2003, the Board of Supervisors approved the zoning map amendment application for Evergreen Rural Village, ZMAP-2002-0002, subject to the Proffer Statement dated February 28, 2003, and the Letter of Clarification dated May 23, 2003. As stated in the text below, Letter of Clarification Proffer 38 provided for a one-time cash contribution in the amount of \$9,323.43 per unit at the time of issuance of each zoning permit for the principal residential dwelling unit on each lot.

38. Capital Facility Contribution. The Applicant will provide, at the time of issuance of each zoning permit for the principal residential dwelling unit on each lot, a one-time cash contribution in the amount of \$9,323.43 per unit. This contribution shall escalate on an annual basis from the base year of 2003 and change effective each January 1 thereafter, based on the Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor, for the Washington-Baltimore, MD-VA-DC-WV Consolidated Metropolitan Statistical Area (CPI). These contributions shall be used for capital improvement projects for schools and/or other County government capital improvement projects.

The proffer text states that the capital facility contributions shall be used for capital improvement projects for schools and/or other County government capital improvement projects. Proffered capital facility contributions are used by the County to fund the development of capital facilities within the same Planning Subarea as the zoning map amendment application. The boundary of ZMAP 2002-0002 is located within two subareas—the Leesburg and Ashburn Planning Subareas. As the proposed ECC Training Center Renovation is located in the Leesburg Planning Subarea, it is appropriate to use the requested cash proffer funds (LMIS Sequence #99066330/Oracle Award #Y00129) for this project.

To date, \$3,357,251.45 has been collected pursuant to Evergreen Rural Village Letter of Clarification Proffer 38; the proffer is partially fulfilled. The current balance is \$288,863.47.

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the proffers as they exist as of the date of this letter and such proffers may be amended by a subsequent Zoning Concept Plan Amendment.

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the proffer conditions attached to a rezoning or amendment to the zoning map, may appeal said decision within thirty (30) days to the Board of Supervisors in strict accordance with Section 15.2-2301 of the *Code of Virginia*. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Supervisors may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

If you have any questions concerning this correspondence, you may call me at 703-737-8211 or contact me via email: marisa.whitacre@loudoun.gov.

Daniel Csizmar
February 17, 2016
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Attachment: Vicinity Map

Cc via email: Phyllis Randall, Chair, Board of Supervisors
Tony Buffington, Jr., Blue Ridge District Supervisor
Geary Higgins, Catocin District Supervisor
Ricky W. Barker, AICP, Director, Planning and Zoning
Joe Kroboth, Director, DTCI
Erin McLellan, Director, Management and Budget
Mark Stultz, Zoning Administrator
Amy Kresge, Proffer Program Manager
Julie Crim, Capital Budget Specialist, DTCI

cc via U.S. Mail: Martins Chase Homeowners Association, Inc.

Leesburg ECC Training Center Renovation

Vicinity Map

