

Central Virginia Radio Communications Board

Fiscal Year 2020 – 2022 CAPITAL IMPROVEMENT PLAN

Adopted: 07 December 2018

Amended: 01 March 2019

The capital improvement plan (CIP) outlines the Central Virginia Radio Communication Board's plan for achieving the goals, objectives, and service delivery levels desired by its member jurisdictions. The purpose of this plan is to forecast and match projected revenues and major capital needs over a three (3) -year period.

The Board defines CIP capital expenditures as any expenditure of major value that recurs irregularly, results in the acquisition of a fixed asset, and has a useful life greater than one (1) year.

Generally, items included in the CIP are those which involve:

- Acquisition, renovation, and/or construction of a single fixed asset greater than \$25,000 – including land purchases not associated with another CIP project,
- Capital road maintenance or construction greater than \$15,000 – excluding recurring or routine maintenance projects, or
- Emergency Communications System enhancements in any amount – excluding recurring or routine maintenance costs.

The CIP is updated annually as part of the Board's regular budget process to ensure that it addresses new and changing priorities of the Board. The Board reviews and evaluates proposed projects using, but not limited to, the following criteria: system priorities, infrastructure needs, the financial capacity of the Board, and the impact the projects could have on the Board's operating budgets.

The Board may also present and include in the Plan unappropriated, future projects and planning years for their consideration, review, and endorsement so that staff can proceed with planning and evaluation of potential capital projects.

The CIP is simply that – a plan. As such, projects are subject to change based on new or shifting service needs, financing opportunities, emergency needs, or other directives or priorities established by the Board. Because priorities can change, projects included in outward planning years are not guaranteed for funding.

Factors Impacting Capital Improvement Planning

Revenue: All budgets are constrained by available revenues and that is no different for the CVRCB. Capital projects are prioritized so that available funds are allocated based on need, Board priority, and their impact on service provision.

Maintenance of Facilities, Equipment and Infrastructure: As Regional Radio System facilities age, there may be a need to renovate buildings to maintain safety and system integrity standards. The Board continues to be actively engaged in communications with service providers to determine and assess needs as they arise.

Software/Hardware Updates and Revisions: With the rapid growth of technology and a stated objective of the Board to operate and maintain optimal system operation and functionality for its members and non-members, the importance of maintaining relevant and useful system software and hardware cannot be understated

Current Year (FY19) CIP Project Listing

A total of \$351,489.81 in capital projects has been identified for FY19. A list of all FY19 projects and their primary funding sources (in parenthesis) can be found below.

- Lynchburg Department of Emergency Services Dispatch Center Console Replacement - \$159,762.31 (transfer from Capital Reserve Fund)
- Symphony Console additions to Dispatch Center at City of Lynchburg - \$66,727.50 (transfer from Capital Reserve Fund)
- No Business Mountain Planning Reserve Contribution - \$125,000 (transfer from Capital Reserve Fund)

First-Year (FY20) CIP Project Listing

A total of \$607,910 in capital projects has been identified for FY2020. A list of all first-year projects and their primary funding sources (in parenthesis) can be found below.

Infrastructure (towers, major road improvements, buildings, generators, etc.)

- Stand-by Diesel Generator Replacement (Dumpling Mtn/Rocky Mtn) - \$70,000 (transfer from Capital Reserve Fund)
- Regional Radio Communications Back-Up Dispatch and Training Center Feasibility Study - \$40,000 (transfer from Capital Reserve Fund)
- No Business Mountain Planning Reserve Contribution - \$125,000 (transfer from Capital Reserve Fund)

System Enhancements (console equipment, compound security, etc.)

- Amherst County (\$110,910) and Bedford County (\$177,000) Dispatch Center Console Replacement – Total: \$287,910 (transfer from Capital Reserve Fund)

System Equipment (batteries, new technology (licensing, devices, etc.), software/hardware upgrades)

- Symphony Console additions to Dispatch Centers of Amherst (1) and Bedford (2), - \$105,000 (transfer from Capital Reserve Fund)

Revenue Sources

Pay-as-you-go: Whenever possible, pay-as-you-go (“operating revenue” or “Transfer from --- Fund”) funding is the preferred method of funding CIP projects. Most items listed above use this method.

Capital Reserve Funds: These funds have been set aside for use in funding capital projects.

Regional Radio Non-Member Usage Fees: The Board collects usage fees from non-members. Revenue from this fee may go into the operating budget or into the Capital Reserve Fund.

Grant Funds: The Board periodically will pursue state and federal grant funding for special projects.

Capital Improvement Plan – Planning Budget FY2020-FY2022 attached herein as Attachment A

CIP Future Planning Years Project Listing *(for planning and consideration purposes)*

- Generator Control Panel / Generator Set Replacement – if identified
- No Business Mountain Planning Reserve Fund Contribution (FY20-22)
- Interoperability Projects (RIOS, etc.)

Conclusion

This document is considered a “living” document that serves as a planning guide and will be adjusted as existing projects change and new needs arise.

Approval

This Plan, as amended, was approved by the Central Virginia Radio Communications Board 01 March 2019.

Endorsement



Melissa Foster, Chair
Central Virginia Radio Communications Board

**Capital Improvement Plan - Planning Budget
FY2020 - FY2022**

**Attachment
A**

Capital Reserve Fund Balance

Fund Balance (Ending FY18)	\$	1,039,366.42
Balance to Maintain (20% of Annual Budget- 3-year Avg.)	\$	243,643.00
Available Fund Balance (Ending FY18)	\$	795,723.42

FY19 CIP Projects

Lynchburg Dispatch Center Update	\$	159,762.31
Lynchburg Dispatch Symphony Console Addition	\$	66,727.50
No Business Mountain Planning Reserve	\$	125,000.00
FY19 CIP Project Total	\$	351,489.81
Balance	\$	444,233.61
Estimated FY19 Capital Reserve Fund Contribution	\$	173,583.89
Projected Ending Fund Balance (FY19)	\$	617,817.50

FY20 CIP Projects

Stand-by Generator Replacement (Dumpling Mtn, Rocky Mtn)	\$	60,000.00
Dispatch Center Update (Amherst, Bedford)	\$	287,910.00
Symphony Console Additions (Amherst, Bedford)	\$	105,000.00
No Business Mountain Planning Reserve	\$	125,000.00
Regional Radio Communications Back-Up Dispatch and Training Center - Feasibility Study	\$	40,000.00
FY20 Project Total	\$	617,910.00
Balance	\$	(92.50)
Estimated FY20 Capital Reserve Fund Contribution	\$	98,427.00
Projected Ending Fnd Balance (FY20)	\$	98,334.50

FY21 CIP Projects

FY22 CIP Projects

Other

Future No Business Mountain Planning Reserve

Approved FY19 Contribution	\$	125,000.00
Approved FY20 Contribution	\$	125,000.00
Planned FY21 Contribution	\$	125,000.00
Planned FY22 Contribution	\$	125,000.00

Projected NBM Planning Reserve Fund Total \$ 500,000.00