



City of Bristol, Virginia Capital Improvement Program

Introduction

One of the most important duties of a local government is capital improvement planning. A capital improvement program consists of two (2) components, the capital plan and the capital budget. The capital budget is an element of the locality's annual budget adoption process and details the upcoming year's planned expenditures for capital projects. This capital budget is based on the capital improvement plan. The plan is a listing of capital items that the locality anticipates undertaking within the next five (5) years. A capital item is any tangible asset or project with a total cost of \$5,000 or more and a useful life of longer than 1 year.

The Capital Improvement Program (CIP) for the City of Bristol, Virginia is intended to provide four (4) basic benefits:

- The CIP is a formal mechanism for decision making.
The CIP provides the City with an orderly process for planning and budgeting capital needs. It provides answers to such questions as what to build, when to build, and how much to spend.
- The CIP links the budgeting process to the City's long range planning process.
- The CIP is a financial management tool.
A capital improvement plan can easily be seen as a "wish list" for government spending. However, the capital budget component of the program requires prioritization of capital items based on estimates of revenue, possible financing mechanisms, available funding and existing debt. This ensures that the best use is made of financially constrained capital dollars.
- The CIP is a reporting tool.
The program provides a source of information for citizens and businesses alike to be informed about planned city expenditures and needs.

Organization

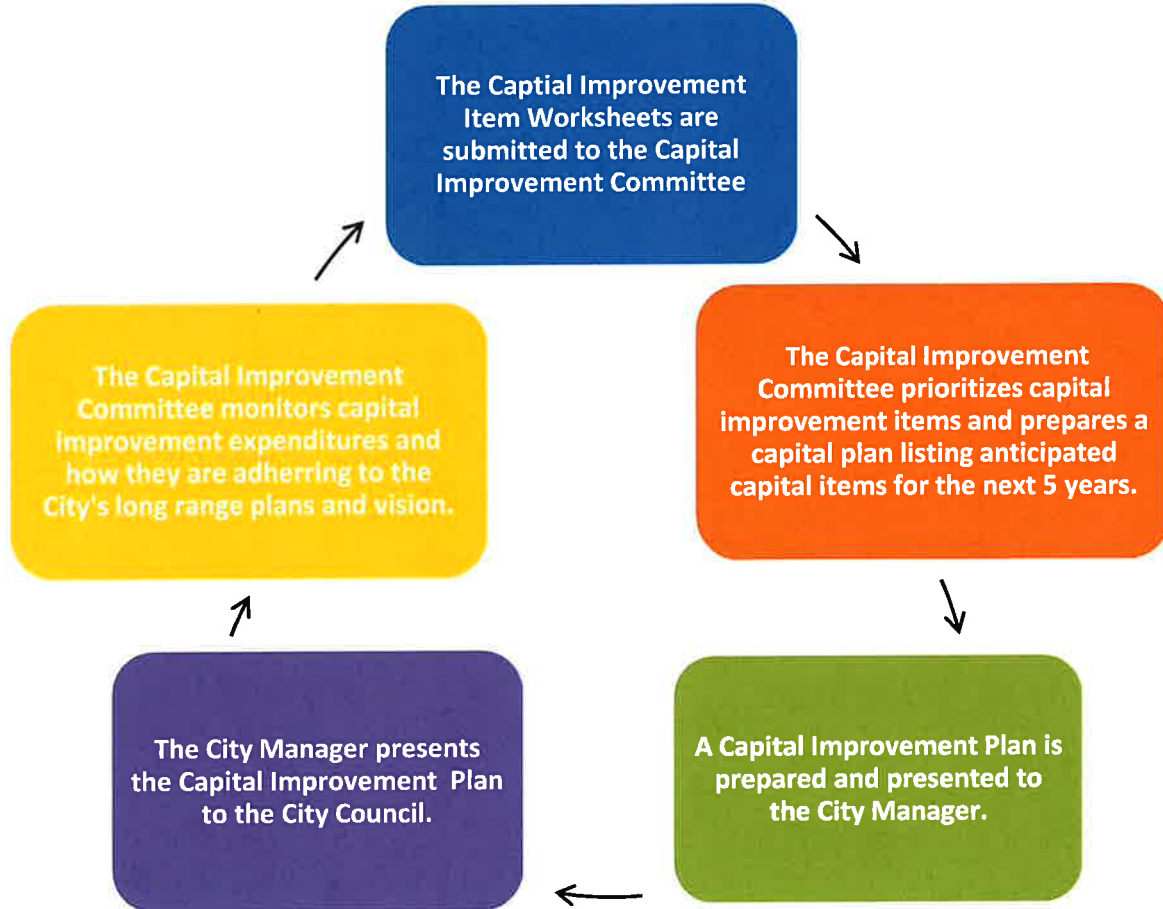
The Capital Improvement Program is composed of both process and format. A CIP committee will be formed. It will consist of the City Manager, Chief Financial Officer, Director of Public Works and other applicable City Staff. Each capital item to be included in the plan is sponsored by a department head and must be submitted to the CIP Committee with a valid Capital Improvement Item Worksheet. The worksheet provides details of the capital item to be purchased or the project to be undertaken. The Committee will convene to review the current year's capital budget, consider new capital item submissions, and discuss available funding. The Committee will update the capital improvement program as needed, which may include reprioritizing the capital items included in the plan, redistributing funding and adjusting delivery dates.

Following the work of the CIP Committee, the CIP will be submitted to the City Manager. The City Manager will review the plan and present it to the City Council.



City of Bristol, Virginia Capital Improvement Program

Capital Improvement Program Process





**City of Bristol, Virginia
Capital Improvement Program**

	FY20	FY21	FY22	FY23	FY24	FY25
Summary by Funding Source						
Transfers From The General Fund	625,427	985,415	1,239,601	1,480,000	1,680,000	1,680,000
State Funding	3,706,227	2,127,025	0	0	0	0
Federal Funding	5,873,634	7,184,428	3,832,629	4,417,081	0	0
Other Funding	0	0	0	0	0	0
Debt Funding	869,352	0	0	0	0	0
Capital Carryover Funding	8,000	0	0	0	0	0
Total Funding by Year	11,082,640	10,296,868	5,072,230	5,897,081	1,680,000	1,680,000
Summary by Function						
General Government Administration	99,050	0	0	0	55,300	0
Public Safety	727,025	574,331	719,601	676,424	84,000	0
Public Works	180,000	0	0	218,000	68,700	0
Parks & Recreation	0	0	0	0	46,760	0
Community & Economic Development	0	0	0	0	0	0
Transit	82,750	0	0	30,000	30,000	0
Infrastructure	9,767,815	9,409,537	3,907,629	4,492,081	75,000	0
Vehicle Replacment	226,000	313,000	445,000	480,000	480,000	480,000
Reserve	0	0	0	576	840,240	1,200,000
Total CIP	11,082,640	10,296,868	5,072,230	5,897,081	1,680,000	1,680,000



**City of Bristol, Virginia
Capital Improvement Program**

LOCAL FUNDING PLAN						
	FY20	FY21	FY22	FY23	FY24	FY25
Local Capital	399,427	672,415	794,601	1,000,000	1,200,000	1,200,000
Local Vehicle	226,000	313,000	445,000	480,000	480,000	480,000
Total	625,427	985,415	1,239,601	1,480,000	1,680,000	1,680,000
% of General Fund	1.16%	1.83%	2.30%	2.74%	3.12%	3.12%
Budget Increase from PY	324,427	359,988	254,186	240,399	200,000	0



**City of Bristol, Virginia
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	FY21	FY22	FY23	FY24	FY25	Total
FULLY FUNDED INFRASTRUCTURE PROJECTS						
State Funds	267,152	0	0	0	0	267,152
Federal Funds	2,756,569	3,832,629	4,417,081	0	0	11,006,279
						0
Total Revenue	3,023,721	3,832,629	4,417,081	0	0	11,273,431
Project Costs						
Bonham Road/Paulena Dr. Sidewalk	132,950	0	0	0	0	132,950
Lee Hwy-Old Airport Intersection	420,325	296,700	2,525,906	0	0	3,242,931
Euclid-Bob Morrison Signal w/Ped	416,347	0	0	0	0	416,347
Lee Hwy Shared Use Path-Overhill to Clover	192,915	0	0	0	0	192,915
Fairview St. Bridge Improvements	267,152	0	0	0	0	267,152
Goodson St. Bridge Replacement	392,850	1,547,150	0	0	0	1,940,000
Oak St. Bridge	482,512	793,946	1,663,542	0	0	2,940,000
Martin Luther King Bridge - Rehab	712,023	1,156,710	227,633	0	0	2,096,366
Old Airport Sidewalk	6,647	38,123	0	0	0	44,770
Total Projects	3,023,721	3,832,629	4,417,081	0	0	11,273,431

SUMMARY OF APPROVED CAPITAL REQUESTS				
PLAN FY 2021-2025				
LOCAL FUNDS				
DEPT #	DEPARTMENT NAME	DESCRIPTION	FY21	STATE/FEDERAL FUNDS
95735	STREETS AND ROADS	LEE HWY EXIT 5 PHASE 1B	39,874.00	5,647,315.00
33010	SHERIFF	JAIL PLUMBING	160,000.00	
95815	STREETS AND ROADS	BONHAM RD SHARED USE PATH	13,210.00	640,417.00
31010	POLICE	AUDIO RECORDER	30,000.00	
95000	STREETS AND ROADS	DRAINAGE IMPROVEMENTS	45,000.00	
32010	FIRE	PER PROT EQUIP (PPE)	30,000.00	
33010	SHERIFF	HVAC JAIL	354,331.00	
TOTAL FY 21			672,415.00	6,287,732.00
			FY22	
33010	SHERIFF	HVAC JAIL	82,669.00	
33010	SHERIFF	REC YARD COVER	350,000.00	
95000	STREETS AND ROADS	DRAINAGE IMPROVEMENTS	75,000.00	
31010	POLICE	POWER PHONE	54,093.00	
31010	POLICE	PORTABLE RADIOS	41,290.00	
33010	SHERIFF	JAIL KITCHEN UPDATE	35,608.00	
33010	SHERIFF	WALK-IN REFRIGERATOR	6,875.00	
33010	SHERIFF	JAIL LIGHTING	15,000.00	
33010	SHERIFF	BODY SCANNER	134,066.00	
TOTAL FY 22			794,601.00	
			FY23	
33010	SHERIFF	BODY SCANNER	7,759.00	
33010	SHERIFF	ROOF VENTS-EXHAUST FAN	15,000.00	
33010	SHERIFF	SKYWATCH	197,549.00	
33010	SHERIFF	INTERCOM	10,263.00	
95000	STREETS AND ROADS	DRAINAGE IMPROVEMENTS	75,000.00	
33010	SHERIFF	COOLER/FREEZER ROOF	8,300.00	
41010	PUBLIC WORKS	SOFTBALL UPGRADE AND RELOC	80,000.00	
41010	PUBLIC WORKS	SOFTBALL BLEACHER REPLACEMENT	48,000.00	
32010	FIRE	STORAGE BUILDING		
33010	SHERIFF	ROOF COPING	21,000.00	
32010	FIRE	STATION 1 FACILITY		
41010	PUBLIC WORKS	ANIMAL SHELTER PAVING	70,000.00	
33010	SHERIFF	LAUNDRY ROOM	16,453.00	
31010	POLICE	TRAINING KITS	32,600.00	
41010	PUBLIC WORKS	CITY HALL SECURITY	20,000.00	
33010	SHERIFF	KITCHEN A/C	17,500.00	
91010	TRANSIT	BUSES AND PARATRANSIT VAN	30,000.00	
13010	ELECTORAL BOARD	OFFICE MODIFICATIONS		
32010	FIRE	ALERTING SYSTEM	200,000.00	
32010	FIRE	SLEEPING QTR REMODEL	150,000.00	
TOTAL FY 23			999,424.00	
			FY24	
41010	PUBLIC WORKS	PW STORAGE FACILITY ROOF	68,700.00	
12095	INFORMATION TECH	POWER MANAGEMENT	25,600.00	
95000	STREETS AND ROADS	DRAINAGE IMPROVEMENTS	75,000.00	
71030	P&R PROG	SUGAR HOLLOW SCOREBOARDS	11,030.00	
71030	P&R PROG	SUGAR HOLLOW SCOREBOARDS	22,170.00	
91010	TRANSIT	GENFARE LINK SOFTWARE	30,000.00	
32010	FIRE	EXTINGUISHER	20,000.00	
32010	FIRE	STATION 2 FACILITY		
12095	INFORMATION TECH	IT VEHICLE	29,700.00	
21035	JASP	OFFICE SPACE		
71030	P&R PROG	BACKSTOPS AND PADDING	13,560.00	
32010	FIRE	STATION 3 FACILITY	4,000.00	
32010	FIRE	WINDOW REPLACEMENT	20,000.00	
32010	FIRE	KITCHEN REMODEL	40,000.00	
TOTAL FY 24			359,760.00	