



# Internal Services Functional Team





## County of Roanoke, Virginia FY 2021 – FY 2030 Adopted Capital Improvement Program Internal Services Summary

*Note: Projects with \$0 in FY 2021-2030 are active projects that have been fully funded in prior fiscal years.*

Functional Team/Department/Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 21-30 Total
<b>Internal Services</b>											
<b>Communications &amp; IT</b>											
County-Wide Computer Replacement Program	\$0	\$233,000	\$233,000	\$233,000	\$233,000	\$233,000	\$233,000	\$233,000	\$233,000	\$233,000	\$2,097,000
IT Infrastructure Repl. Capital Maintenance Program	0	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	5,850,000
<i>CommIT Total</i>	0	883,000	883,000	883,000	883,000	883,000	883,000	883,000	883,000	883,000	7,947,000
<b>Finance</b>											
Integrated Financial System (IFS)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dynamics D365 Upgrade	720,000	0	0	0	0	0	0	0	0	0	\$720,000
<i>Finance Total</i>	720,000	0	0	0	0	0	0	0	0	0	720,000
<b>Finance/Human Resources</b>											
Human Resources and Payroll Modules	659,400	0	888,360	0	0	0	0	0	0	0	1,547,760
<i>Finance/Human Resources Total</i>	659,400	0	888,360	0	0	0	0	0	0	0	1,547,760
<b>General Services</b>											
Bent Mountain Comm. Center Repairs & Renovations	0	0	0	0	0	0	0	0	0	0	0
General Service Capital Maintenance Program	596,924	880,000	880,000	880,000	880,000	880,000	880,000	980,000	960,000	945,000	8,761,924
Public Service Center Facility Replacement	0	0	3,704,000	0	0	0	0	0	0	0	3,704,000
Administration Center Envelope Repairs	0	0	231,000	0	0	0	0	0	0	0	231,000
Administration Center Carpet Replacement	0	0	244,000	0	0	0	0	0	0	0	244,000
Public Safety Center Updates	0	0	0	0	0	750,000	0	0	0	0	750,000
Administration Center Facility Updates	0	0	0	0	0	0	0	0	1,500,000	0	1,500,000
<i>General Services Total</i>	596,924	880,000	5,059,000	880,000	880,000	1,630,000	880,000	980,000	2,460,000	945,000	15,190,924
<b>Internal Services Total</b>	<b>\$1,976,324</b>	<b>\$1,763,000</b>	<b>\$6,830,360</b>	<b>\$1,763,000</b>	<b>\$1,763,000</b>	<b>\$2,513,000</b>	<b>\$1,763,000</b>	<b>\$1,863,000</b>	<b>\$3,343,000</b>	<b>\$1,828,000</b>	<b>\$25,405,684</b>



**County-Wide Computer Replacement Program**

Department: Communications & Information Technology

Category: Replacement

Location: Countywide

Est. Useful Life: 5 – 10 years

Magisterial District: Countywide

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	2,880,000	783,000	0	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	2,097,000
<b>Funding Sources</b>													
CommIT Fund Transfer	2,880,000	783,000	0	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	2,097,000
<b>Total Funding Sources</b>	2,880,000	783,000	0	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	233,000	2,097,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

Beginning in FY 2018, the County-Wide Computer Replacement program became part of the ten-year CIP. The program is necessary to ensure that employees have adequate computing power and that the latest security measures are always met by maintaining computer systems. With this program, Communications & Information Technology will streamline the specification, acquisition, and deployment of new equipment and disposal of old equipment. This program assures that appropriate computing resources are available for departments to support the needs of Roanoke County's business processes. Due to the limited available funding related to the COVID-19 pandemic, funding for FY 2021 is eliminated and will be evaluated with the development of the FY 2022 – FY 2031 CIP.



*County-Wide Computer Replacement Program (continued)*

**Project Description and Justification:**

The Computer Replacement Program operates on a five-year replacement cycle that keeps County workstations with the most up-to-date operating systems and internal hardware. The County-Wide Computer Replacement program is necessary to ensure that employees have adequate computing power and that the latest security measures are met by maintaining computer systems. Beginning in FY 2018, the County-Wide Computer Replacement program became part of the ten year CIP.

With this program, Communications & Information Technology will streamline the specification, acquisition, and deployment of new equipment and disposal of old equipment. This program assures that appropriate computing resources are available for departments to support the needs of Roanoke County's business processes. The project is planned for future funding by transferring \$233,000 annually from the CommIT Fund, which is a reduction from \$275,000 scheduled in prior years due to the County no longer purchasing five year warranties on new products. Due to the limited available funding related to the COVID-19 pandemic, funding for FY 2021 is eliminated and will be evaluated with the development of the FY 2022 – FY 2031 CIP.

**Additional Operating Impacts:**

There are no anticipated operating impacts.

**Conformance with Plans, Policies, and Legal Obligations:**

Proper computer resources are necessary to the functions of all Roanoke County departments.

**Project Highlights and Key Milestones:**

- Program became part of the ten year CIP beginning in FY 2018.
- Computer Replacement Program will replace all computers on a five-year rotation.
- Program will improve disposal of old/outdated equipment.
- Program scheduled to receive \$233,000 annually from FY 2022 through FY 2030 during the FY 2021 – FY 2030 CIP.

**Community Strategic Plan**

Connect Roanoke County to the World

Improve Communications and Data Technology in both the Business Sector & in Residential Settings



**IT Infrastructure Replacement Capital Maintenance Program**

Department: Communications & Information Technology

Category: Replacement

Location: Countywide

Est. Useful Life: Varies

Magisterial District: Countywide

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	7,425,000	1,575,000	0	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	5,850,000
<b>Funding Sources</b>													
CommIT Fund Transfer Allocation of FY 2019	7,175,000	1,325,000	0	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	5,850,000
Year End Funding	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funding Sources</b>	7,425,000	1,575,000	0	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	5,850,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

Beginning in FY 2018, the IT Infrastructure Replacement Capital Maintenance Program became part of the 10 year CIP. The IT Infrastructure Replacement Capital Maintenance Program (CMP) supports maintenance and repairs to Roanoke County’s network infrastructure, which are vital to supporting business operations. This system, comprised of thousands of individual components representing a multimillion dollar investment, connects to every department, throughout multiple County facilities, and supports Public Safety systems 24 hours a day/7 days a week. Due to the limited available funding related to the COVID-19 pandemic, funding for FY 2021 is eliminated and will be evaluated with the development of the FY 2022 – FY 2031 CIP.



*IT Infrastructure Replacement Capital Maintenance Program (continued)*

**Project Description and Justification:**

The IT Infrastructure Replacement Capital Maintenance Program (CMP) will support maintenance and repairs to Roanoke County's network infrastructure, which are vital to supporting business operations. This system, comprised of thousands of individual components representing a multimillion dollar investment, connects to every department, throughout multiple County facilities, and supports Public Safety systems 24 hours a day/7 days a week. The IT Infrastructure Replacement CMP transfers \$650,000 annually from FY 2022 through FY 2030 from the Communications & Information Technology Fund.

Maintaining this infrastructure life cycle is crucial to supporting our citizens and staff. Possible adverse effects of delaying this network infrastructure upgrade cycle include slowdown of 9-1-1 response times, the inability to store or back up critical business information, and the reduction of security effectiveness, and the possible delayed or unavailable citizen or employee access to systems and data. Due to the limited available funding related to the COVID-19 pandemic, funding for FY 2021 is eliminated and will be evaluated with the development of the FY 2022 – FY 2031 CIP.

**Additional Operating Impacts:**

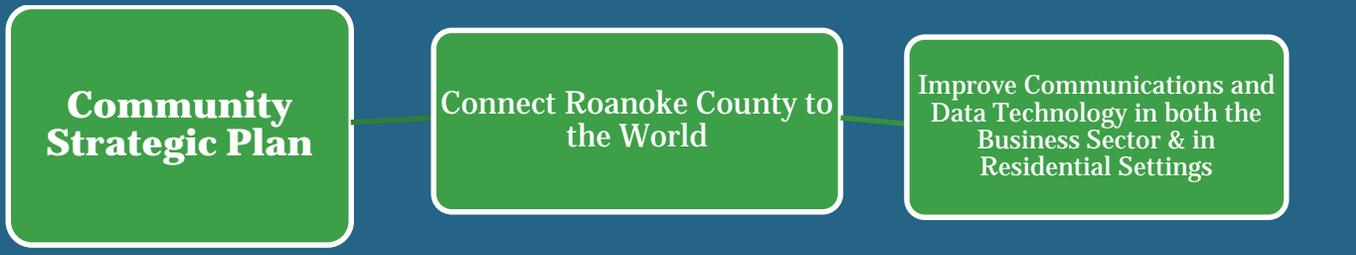
There are no anticipated operating impacts.

**Conformance with Plans, Policies, and Legal Obligations:**

Proper information technology resources are necessary to the functions of all Roanoke County departments.

**Project Highlights and Key Milestones:**

- Program became part of the ten year CIP beginning in FY 2018.
- Network infrastructure is a vital component for everyday business functions for all departments.
- Program will replace network infrastructure as necessary.
- Program received \$250,000 in FY 2019 year end funds in addition to \$225,000 appropriated in FY 2020.
- Program scheduled to receive \$650,000 annually each year from FY 2022 – FY 2030 CIP.





**Integrated Financial System (IFS)**

Department: Finance

Category: Replacement

Location: Countywide

Est. Useful Life: 15-20 years

Magisterial District: Countywide

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	3,996,390	3,996,390	0	0	0	0	0	0	0	0	0	0	0
<b>Funding Sources</b>													
Roanoke County -													
Unrestricted Cash	2,496,390	2,496,390	0	0	0	0	0	0	0	0	0	0	0
Transfer from Schools	1,500,000	1,500,000	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funding Sources</b>	3,996,390	3,996,390	0	0	0	0	0	0	0	0	0	0	0
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

The Integrated Financial System (IFS) project, fully funded in prior years, replaced and enhanced the financial software systems used by the County of Roanoke, Roanoke County Schools, and the Western Virginia Regional Jail Authority. IFS supports the integration of key financial business processes, supports process automation, and allows data to be entered or updated only once. Replacement was necessary as the vendor of the prior financial system would not commit any new resources to development and support was limited. The new finance system went live on July 1, 2016. This remains an active project due to the need for enhanced reporting capabilities which are currently being developed by the project vendor.



*Integrated Financial System (IFS) (continued)*

**Project Description and Justification:**

An Integrated Financial System (IFS) replaced the financial software systems used by the County of Roanoke, Roanoke County Schools, and the Western Virginia Regional Jail Authority. IFS supports the integration of key financial business processes and allows data to be entered or updated only once. The goal is to have all related financial processes in one system to share data and eliminate the need for system interfaces allowing for a more efficient and cost effective work environment.

**Additional Operating Impacts:**

This project had a minimal impact on the operating budget as the County paid for licensing and maintenance of software associated with the previous system. The County, Roanoke County Public Schools, and the Western Virginia Regional Jail Authority share a single financial system which has saved County citizens a substantial amount of tax dollars over the years in independent licensing.

**Conformance with Plans, Policies, and Legal Obligations:**

This project conforms with the Board of Supervisors stated mission to provide high quality delivery of services to the citizens of Roanoke County. It allows County Administration to have real time financial data available which is instrumental in making informed decisions on how to enhance public health, safety, and/or welfare issues, protect our existing investment in facilities and infrastructure while anticipating future needs. It also ensures the County complies with applicable state and federal mandates by providing the applicable financial data for reporting purposes.

**Project Highlights and Key Milestones:**

- The existing financial data software was used by the County since 1990 and was purchased by a new vendor in 2010.
- Vendor would not commit resources to new development, but continued to service the software for limited time.
- Integrated Financial System went live in July 2016.
- Dynamics AX 2012 was upgraded to Dynamics AX 2012 R3 CUI3 in May of 2018.

**Organizational  
Strategic Plan**

Responsive Service  
Delivery

Develop a Strategy to  
Streamline Processes and  
Services



**Dynamics D365 Upgrade**

Department: Finance, Communications & Information Technology

Category: Replacement

Location: Countywide

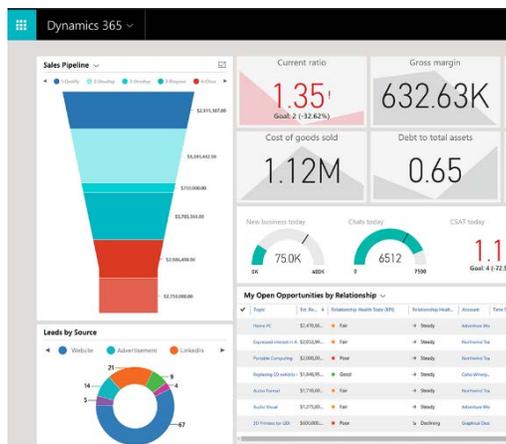
Est. Useful Life: 5 years

Magisterial District: Countywide

Project Status: Planned

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	720,000	0	720,000	0	0	0	0	0	0	0	0	0	720,000
<b>Funding Sources</b>													
Roanoke County -													
Unrestricted Cash	360,000	0	360,000	0	0	0	0	0	0	0	0	0	360,000
Transfer from Schools	360,000	0	360,000	0	0	0	0	0	0	0	0	0	360,000
<b>Total Funding Sources</b>	720,000	0	720,000	0	0	0	0	0	0	0	0	0	720,000
<b>Operating Impacts</b>			0	TBD									



**Project Summary:**

The Dynamics D365 Upgrade Project, planned for FY 2021, will upgrade the integrated financial system for the County, Roanoke County Public Schools and the entities for whom the County serves as fiscal agent. The Finance Department went live with Microsoft Dynamics AX 2012 as the County’s integrated financial system platform in July of 2016. This project will focus on the upgrade of Dynamics AX 2012 to the next generation of the Dynamics platform, D365. This upgrade will allow the County to ensure continued support from Microsoft for this platform while providing additional functional and technical enhancements that will simplify the use and support of this system. Funding for this project is split 50/50 between the County and Roanoke County Public Schools.



*Dynamics D365 Upgrade (continued)*

**Project Description and Justification:**

The Dynamics D365 Upgrade Project, planned for FY 2021, will upgrade the integrated financial system for the County, Roanoke County Public Schools and the entities for whom the County serves as fiscal agent. The Finance Department went live with Microsoft Dynamics AX 2012 as the County's integrated financial system platform in July of 2016. Microsoft will no longer support the County's current platform in October 2021. This project will focus on the upgrade of Dynamics AX 2012 to the next generation of the Dynamics platform, D365.

This upgrade will allow the County to ensure continued support from Microsoft for this platform while providing additional functional and technical enhancements that will simplify the use and support of this system. Funding for this project is split between the County and Roanoke County Public Schools.

**Additional Operating Impacts:**

Additional operating impacts are expected with shifting the platform hosting from onsite to Microsoft's data centers. Microsoft's preferred operating model for D365 is "Software as a Service (SaaS)" where the software is hosted and running in Microsoft's data centers. This model has a higher yearly cost but also has advantages in that it avoids the related infrastructure costs for running the software on premise.

**Conformance with Plans, Policies, and Legal Obligations:**

This project conforms with the Board of Supervisors stated mission to provide high quality delivery of services to the citizens of Roanoke County. The project will ensure the County complies with applicable state and federal mandates by providing relevant financial data for reporting purposes.

**Project Highlights and Key Milestones:**

- Dynamics AX 2012 was implemented in July of 2016 replacing the legacy Performance accounting system.
- Dynamics AX 2012 was upgraded to Dynamics AX 2012 R3 CUI3 in May of 2018.
- Microsoft mainstream support for Dynamics AX 2012 R3 will End in October of 2021.
- This project is targeted to begin in September 2020 with completion and Go Live July 2021.

**Organizational  
Strategic Plan**

Responsive Service  
Delivery

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**Human Resources and Payroll Modules**

Department: Human Resources and Finance

Category: Replacement

Location: Countywide

Est. Useful Life: 15 years

Magisterial District: Countywide

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	3,403,169	1,855,409	659,400	0	888,360	0	0	0	0	0	0	0	1,547,760
<b>Funding Sources</b>													
Roanoke County - Unrestricted Cash	1,800,969	1,057,089	299,700	0	444,180	0	0	0	0	0	0	0	743,880
Transfer from Schools	1,602,200	798,320	359,700	0	444,180	0	0	0	0	0	0	0	803,880
<b>Total Funding Sources</b>	3,403,169	1,855,409	659,400	0	888,360	0	0	0	0	0	0	0	1,547,760
<b>Operating Impacts</b>			(54,175)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD



**Project Summary:**

The Human Resources (HR) and Payroll project, with funding planned from FY 2018 to FY 2022, will further invest in the current Human Resources and Payroll system, Infor/Lawson. This project will also migrate the current modules utilized by the County of Roanoke, Roanoke County Schools, and the Western Virginia Regional Jail Authority to the new platform, Infor/Lawson CloudSuite HCM and Payroll. The current HR and Payroll systems will be decommissioned in the near future and require migration to the new platform. Project costs are shared with Roanoke County Schools.



*Human Resources and Payroll Modules (continued)*

**Project Description and Justification:**

The Human Resources (HR) & Payroll project, planned from FY 2018 to FY 2021, will require an additional investment in the Infor/Lawson HR and Payroll systems. The HR and Payroll systems will be decommissioned and require migration to a new platform. These systems also require compatibility with the new Integrated Financial System (IFS) implemented in 2016. Infor/Lawson CloudSuite HCM and Payroll will provide required platform changes and needed functionality. The modules that will be acquired with this project include Global HR, Performance and Goals, Talent Acquisition, and Global Payroll. HR and Payroll will be upgraded to the Global HR module with this project. Project costs are shared with Roanoke County Public Schools.

**Additional Operating Impacts:**

This project will migrate Infor/Lawson from a hosted solution to software as a service and will impact the operating budget. Operating expenses are expected to decrease by \$54,175 in FY 2021. Operating impacts beyond FY 2021 will be developed with the implementation of the new platform.

**Conformance with Plans, Policies, and Legal Obligations:**

This project conforms with the Board of Supervisors stated mission to provide high quality delivery of services to the citizens of Roanoke County. It will provide daily support to the operations and functions of all County departments and will allow County Administration to have real time financial data available which is instrumental in making informed decisions while anticipating future needs.

**Project Highlights and Key Milestones:**

- The County has been using the current human resources and payroll software since 1999.
- Current platform of Infor/Lawson is being decommissioned.
- Initial planning began in FY 2017 for the HR and Payroll Modules, with implementation scheduled from FY 2018 – FY 2021.
- The first phase of implementation of the HR and Payroll system began in September 2018 and was completed in Spring 2020.
- Talent Acquisition phase will begin in FY 2021.
- Migration to Infor’s CloudSuite payroll platform planned to begin in FY 2022.
- Costs are shared with Roanoke County Schools.

**Organizational  
Strategic Plan**

Responsive Service  
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**Bent Mountain Community Center Repairs and Renovations**

Department: General Services

Category: Replacement

Location: 10140 Tinsley Lane, Bent Mountain, VA 24059

Est. Useful Life: 20-25 years

Magisterial District: Windsor Hills

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	700,000	700,000	0	0	0	0	0	0	0	0	0	0	0
<b>Funding Sources</b>													
Roanoke County - Unrestricted Cash	200,000	200,000	0	0	0	0	0	0	0	0	0	0	0
Private Capital Contributions	500,000	500,000	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funding Sources</b>	700,000	700,000	0	0	0	0	0	0	0	0	0	0	0
<b>Operating Impacts</b>			TBD										



**Project Summary:**

The Bent Mountain Community Center Repairs and Renovations project will identify and address maintenance and repair needs for the facility. The Bent Mountain Community Center is housed in the former Bent Mountain Elementary School, originally constructed in the 1930s with an addition built in 1990. Following the school's closure in 2010, the County took ownership of the property in 2011 and executed a lease with the Bent Mountain Center, Inc. in 2013. The Center is currently used by the Civic League for community activities and programs. Various building systems and components have well exceeded the end of their useful life and based on their actual condition necessitate investment in the facility for continued utilization. Total project funding for this project is \$700,000 with \$500,000 from Section 106 Historic Mitigation funding associated with the Mountain Valley Pipeline.



*Bent Mountain Community Center Repairs and Renovations (continued)*

**Project Description and Justification:**

The Bent Mountain Community Center Repairs and Renovations project addresses maintenance and repair needs for various building systems and components that have exceeded the end of their useful life. The Center, turned over to the Roanoke County Board of Supervisors in 2011, is currently leased to the Bent Mountain Center, Inc.

Phase I of this project will address the significant roofing issues related to the building. This includes replacement of the built-up flat roof sections, repairs to the slate and metal seam roof sections, and necessary related structural and insulation repairs. The design work has been completed and approval provided by the Commonwealth of Virginia Department of Historic Resources.

A subsequent Phase II for the project will prioritize design and construction needs with remaining project funding. Phase II Engineering and Design began in Fall 2019.

**Additional Operating Impacts:**

Direct impact to the operating budget from repairs and renovations to the Bent Mountain Community Center are unknown at this time. There is potential for increased maintenance costs to various system upgrades including HVAC.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of County assets are necessary to maximize the potential of taxpayer funded buildings and facilities. The priorities of this existing CIP project incorporate deficiencies identified in the 2019 Facility Conditions Assessment.

**Project Highlights and Key Milestones:**

- Bent Mountain Elementary School constructed in 1930s with addition built in 1990.
- Elementary School closed in 2010, and County Board of Supervisors took ownership in 2011.
- In 2013, the Board executed a lease with Bent Mountain Center, Inc. to use a portion of the facility for community programs.
- In 2018, the Board approved an amendment of the lease to include use of the entire center.
- Roanoke County contracted with A&E firm to provide assessment on necessary repairs and renovations.
- Section 106 Historic Mitigation funding provided \$500,000 for the project.





**General Services Capital Maintenance Program**

Department: General Services

Category: Capital Maintenance Program

Location: Countywide

Est. Useful Life: 10-15 years

Magisterial District: Countywide

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	12,620,498	3,858,574	596,924	880,000	880,000	880,000	880,000	880,000	880,000	980,000	960,000	945,000	8,761,924
<b>Funding Sources</b>													
Roanoke County - Unrestricted Cash	12,620,498	3,858,574	596,924	880,000	880,000	880,000	880,000	880,000	880,000	980,000	960,000	945,000	8,761,924
<b>Total Funding Sources</b>	12,620,498	3,858,574	596,924	880,000	880,000	880,000	880,000	880,000	880,000	980,000	960,000	945,000	8,761,924
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

The General Services Capital Maintenance Program (CMP) is the vehicle in which County assets are programmed to receive regular maintenance and repair. Dedicating funding each year to the General Services CMP will fund repairs and maintenance maximizing the life of County facilities, lots, electrical systems, and plumbing systems. A comprehensive, independent Facility Conditions Assessment was completed in 2019 and will be utilized as a resource for developing current and future needs.



*Capital Maintenance Program (continued)*

**Project Description and Justification:**

The Capital Maintenance Program (CMP) is the mechanism that provides funding for applicable facilities maintenance and repair expenses. Ongoing preventive maintenance of facilities will ensure the safety and value of County assets while avoiding repair costs from lack of proper maintenance.

The program, administered by General Services, incorporates strategic evaluation and planning to maintain County infrastructure to provide for both the short and long term operational needs. The FY 2021 CMP plan will continue to focus on the core facility needs of the County while also continuing to prioritize and address long-term component investment in areas such as parking lots and roofs at a stage that mitigates additional expenditures that would be realized if deferred. CMP funding is also necessary to address projects related to service delivery needs for Departments.

**Additional Operating Impacts:**

Direct impact to the operating budget from the Capital Maintenance Program primarily comes from the additional staff time necessary to assess and implement repairs and maintenance. While repair and maintenance projects can have significant upfront costs, the long-term effect is a reduction in overall total cost and an increase in departmental efficiency. Over time, it is expected that ongoing preventive maintenance will reduce operating costs and enhance service levels.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of assets is necessary to maximize the potential of buildings and facilities, which directly and indirectly supports all of the County's Community Strategic Plan Initiatives. The Facility Conditions Assessment helps inform overall General Services CMP planning needs.

**Project Highlights and Key Milestones:**

- In FY 2016, CMP expanded to 10-year funding schedule and is included in the current CIP.
- The General Services CMP services County facilities, replacing HVAC units, electrical and lighting systems, heaters, renovating buildings, upgrading building automated security systems, and repairing asphalt.
- A comprehensive Facility Conditions Assessment study was completed in 2019 and is utilized to inform overall CMP planning needs.





**Public Service Center Facility Replacement**

Department: General Services

Category: Replacement

Location: 1206 Kessler Mill Road, Salem, VA 24153

Est. Useful Life: 30 years

Magisterial District: City of Salem

Project Status: Active

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	15,254,000	11,550,000	0	0	3,704,000	0	0	0	0	0	0	0	3,704,000
<b>Funding Sources</b>													
Roanoke County -													
Unrestricted Cash	500,000	500,000	0	0	0	0	0	0	0	0	0	0	0
Fleet Center Fund	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0
Lease/Revenue Bonds	14,704,000	11,000,000	0	0	3,704,000	0	0	0	0	0	0	0	3,704,000
<b>Total Funding Sources</b>	15,254,000	11,550,000	0	0	3,704,000	0	0	0	0	0	0	0	3,704,000
<b>Operating Impacts</b>			0	0	0	TBD							



**Project Summary:**

The Public Service Center Facility Replacement Project implements a strategy that best blends operational efficiencies with overall cost effectiveness based on a comprehensive Building Planning Study completed in FY 2017. This project was initiated to address the multiple issues related to the current facility/site to include the condition of the facility, significant storm water challenges, location within the Federal Emergency Management Agency (FEMA) designated 100-year flood plain, and the cumulative resulting feasibility limitations for long term use of the site for existing County functions. In FY 2020, \$10.0 M in bonds funds the construction of Phase I of the project. Phase II of the project is planned for funding in FY 2023 with \$3.7 M in bonds.



*Public Service Center Facility (continued)*

**Project Description and Justification:**

The Public Service Center Facility Replacement Project began in FY 2017 with the completion of a Building Planning Study. In FY 2018, a contract for acquisition on or before July, 2019 was executed on a key piece of property necessary for expansion of the existing County Fleet Service Center.

In FY 2019, Architectural and Engineering services for Phase I of the project were contracted and commenced. Phase I includes expansion of the existing Fleet Services Center for all General Services department functions, renovation of a section of the facility adjacent to the Fleet Service Center for relocation of the Communications Shop and site management functions for Communications & Information Technology, utilization of the existing Public Service Center site not located within the flood plain for Stormwater Operations, and the relocation a district shop for the Parks, Recreation, and Tourism Department to Green Hill Park.

In FY 2020, the County purchased two additional properties on Hollins Road for the future relocation of Parks, Recreation and Tourism offices and warehouse needs as Phase II of the project. Phase II is currently anticipated to commence in FY 2023.

**Additional Operating Impacts:**

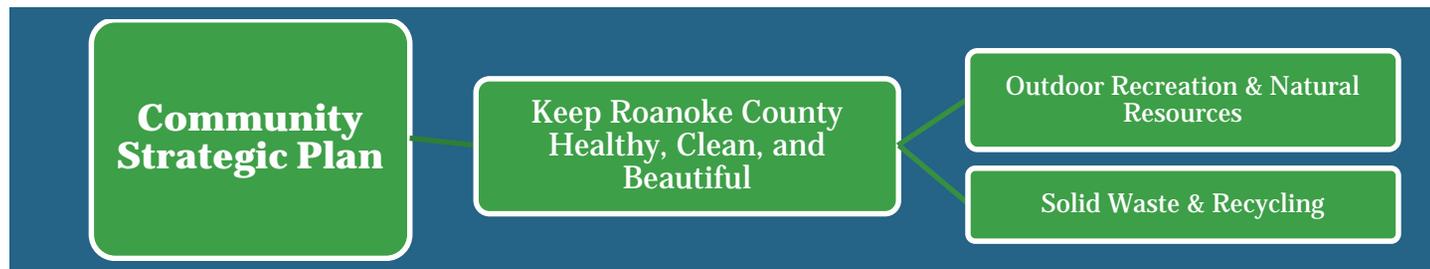
Maintenance costs for the building will likely decrease with the completion of multiple phases of the project. Non-deferrable short and long term maintenance needs for the existing facility can be redirected for other facility infrastructure operating or maintenance needs.

**Conformance with Plans, Policies, and Legal Obligations:**

The Public Service Center is a core facility that provides support to all departments and direct delivery of major services/programs to citizens.

**Project Highlights and Key Milestones:**

- The building, originally constructed in 1950, is located in a flood plain, and flooded in 1985 and 2004.
- The facility is regularly impacted by water entering both office and operational space during periods of heavy rain due to inadequate drainage.
- In FY 2017, a Building Planning Study was commissioned to identify a replacement strategy.
- In FY 2019, Architectural and Engineering design services for Phase I were completed.
- In FY 2020, the County contracted for the acquisition of property to facilitate the relocation of Parks, Recreation & Tourism, currently planned for FY 2023 construction.





**Administration Center Building Envelope Repairs**

Department: General Services

Category: Replacement

Location: 5204 Bernard Drive, Roanoke, VA 24018

Est. Useful Life: 8-12 years

Magisterial District: Cave Spring

Project Status: New

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	231,000	0	0	0	231,000	0	0	0	0	0	0	0	231,000
<b>Funding Sources</b>													
Lease/Revenue Bonds	231,000	0	0	0	231,000	0	0	0	0	0	0	0	231,000
<b>Total Funding Sources</b>	231,000	0	0	0	231,000	0	0	0	0	0	0	0	231,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

The Administration Center Building Envelope Repairs project, planned for funding in FY 2023, will address issues with the building envelope, which continues to degrade. A structural engineering report was conducted in 2018 to evaluate the entire building envelope. Air gaps, water infiltration, insect issues, and failing windows were identified as issues. Funding in the amount of \$231,000 is planned to wet seal the building windows and utilize joint sealant for the gaps. This solution is estimated by the contracted structural engineering firm to address the issue for 8-12 years. The Facility Conditions Assessment identified Roanoke County Administration Center building envelope as a deficiency.



*Administration Center Building Envelope Repairs (continued)*

**Project Description and Justification:**

The Administration Center Building Envelope Repairs project, funded in FY 2023, plans to address issues with building envelope, which continues to degrade. A structural engineering report was conducted in 2018 to evaluate the entire building envelope. Air gaps, water infiltration, insect issues and failing windows were identified issues. Funding in the amount of \$231,000 is planned to wet seal the building windows and utilize joint sealant for the gaps. This solution is estimated by the contracted structural engineering firm to address the issue for 8-12 years.

The 2019 Facility Conditions Assessment concurs with the structural engineering report and categorizes these repairs as current deficiencies and includes this scope of work in the resulting recommended 5-year action plan.

**Additional Operating Impacts:**

No additional operating impacts are anticipated.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of County assets is necessary to maximize the potential of taxpayer funded buildings and facilities, which directly and indirectly supports all of the County's Community Strategic Plan Initiatives. Project identified as a deficiency within the 2019 Facility Conditions Assessment.

**Project Highlights and Key Milestones:**

- General Services has seen increasing issues with the building exterior.
- Structural Engineering Report with evaluation and recommendations provided in 2018.
- 2019 Facility Conditions Assessment identified Roanoke County Administration Center Building Envelope as a deficiency.

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**Administration Center Carpet Replacement**

Department: General Services

Category: Replacement

Location: 5204 Bernard Drive, Roanoke, VA 24018

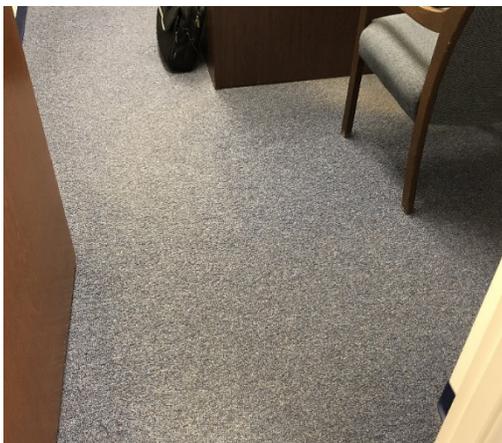
Est. Useful Life: 10-15 years

Magisterial District: Cave Spring

Project Status: New

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	244,000	0	0	0	244,000	0	0	0	0	0	0	0	244,000
<b>Funding Sources</b>													
Lease/Revenue Bonds	244,000	0	0	0	244,000	0	0	0	0	0	0	0	244,000
<b>Total Funding Sources</b>	244,000	0	0	0	244,000	0	0	0	0	0	0	0	244,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

The Administration Center Carpet Replacement project will replace worn and stained carpet throughout the building. The exact date of placement is unknown but the areas planned have exceeded their useful life and are categorized as deficiencies by the 2019 Facility Conditions Assessment. This project is planned in FY 2023 with \$0.24 million in bond funding.



*Administration Center Carpet Replacement (continued)*

**Project Description and Justification:**

The County Administration Building is a major County facility that is heavily used by the building occupants and public. The carpet is planned for replacement with a commercial grade nylon carpet. The carpet on each floor is significantly worn and stained. Carpet squares are the preferred product type

The 2019 Facility Conditions Assessment categorizes this as a current deficiency. Based on the comparative criticality as compared to other identified deficiencies, the Assessment develops a maintenance action plan that is spread out over a five-year period. While in need of current replacement, the project is planned for funding in FY 2023 as recommended in the Assessment.

**Additional Operating Impacts:**

No additional operating impacts are anticipated.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of County assets is necessary to maximize the potential of taxpayer funded buildings and facilities, which directly and indirectly supports all of the County's Community Strategic Plan Initiatives. Project identified as a part of Facility Conditions Assessment.

**Project Highlights and Key Milestones:**

- The carpet planned for replacement has well exceeded useful life and is worn and stained.
- The 2019 Facility Conditions Assessment includes these areas as deficiencies in need of replacement and predicts failure beyond just worn carpet within 3 years for sections.
- \$244,000 in bond funding is planned for FY 2023 to replace carpet throughout the Administration Center.

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**Public Safety Center Facility Updates**

Department: General Services – Public Safety Center

Category: Replacement

Location: Public Safety Center, 5925 Cove Rd, Roanoke, VA 24019

Est. Useful Life: Varies

Magisterial District: Catawba

Project Status: New

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	750,000	0	0	0	0	0	0	750,000	0	0	0	0	750,000
<b>Funding Sources</b>													
Lease/Revenue Bonds	750,000	0	0	0	0	0	0	750,000	0	0	0	0	750,000
<b>Total Funding Sources</b>	750,000	0	0	0	0	0	0	750,000	0	0	0	0	750,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	0	0



**Project Summary:**

The Roanoke County Public Safety Center Facility Updates project is planned to replace and update HVAC components that are approaching the end of their useful life. In FY 2026, \$0.75 million in bond funding is planned to address HVAC component needs within the facility including rooftop units, packaged units, and variable air volume boxes throughout the building. The exact scope of work will be evaluated closer to the funding year. This project was identified as a need within the 2019 Facility Conditions Assessment.



*Public Safety Center Facility Updates (continued)*

**Project Description and Justification:**

The Roanoke County Public Safety Center Facility Updates project is planned to replace and update HVAC components that are approaching the end of their useful life. In FY 2026, \$0.75 million in bond funding is planned to address HVAC component needs within the facility including rooftop units, packaged units, and variable air volume boxes throughout the building. The exact scope of work will be evaluated closer to the funding year. This project was identified as a need within the 2019 Facility Conditions Assessment.

The Public Safety Center building was constructed in 2006 and dedicated in 2007. The building currently houses police, fire and rescue, E-911 communications center, and information technology staff.

**Additional Operating Impacts:**

Minimal energy savings should be obtained due to efficiency improvements but cannot be quantified at this time.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of County assets is necessary to maximize the potential of taxpayer funded buildings and facilities, which directly and indirectly supports all of the County's Community Strategic Plan Initiatives. This project was identified as a need within the 2019 Facility Conditions Assessment.

**Project Highlights and Key Milestones:**

- Roanoke County Public Safety Center was constructed in 2006.
- The building houses police, fire and rescue, E-911 and information technology staff.
- In FY 2026, \$0.75 million in bond funding is planned to address HVAC needs within the facility that will be evaluated closer to the funding year.
- This project was identified as a need within the 2019 Facility Conditions Assessment.

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**Administration Center Facility Updates**

Department: General Services

Category: Replacement

Location: 5204 Bernard Drive, Roanoke, VA 24018

Est. Useful Life: Varies

Magisterial District: Cave Spring

Project Status: New

**Financial Summary**

	Total Cost	Through FY 2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total FY 21 - FY 30
<b>Total Project Cost</b>	1,500,000	0	0	0	0	0	0	0	0	0	1,500,000	0	1,500,000
<u>Funding Sources</u>													
Lease/Revenue Bonds	1,500,000	0	0	0	0	0	0	0	0	0	1,500,000	0	1,500,000
<b>Total Funding Sources</b>	1,500,000	0	0	0	0	0	0	0	0	0	1,500,000	0	1,500,000
<b>Operating Impacts</b>			0	0	0	0	0	0	0	0	0	TBD	TBD



**Project Summary:**

The Administration Center Facility Updates project is planned to address issues identified in the 2019 Facility Conditions Assessment. In FY 2029, \$1.5 million in bond funding is proposed to address issues including HVAC and potentially other facility needs that will be evaluated closer to the funding year. The Administration Center building was constructed in 1981 with an open space floor plan that was subsequently reconfigured to meet the needs of the County. In 2017, a limited evaluation recommended a comprehensive HVAC replacement.



*Administration Center Facility Updates (continued)*

**Project Description and Justification:**

The Administration Center Facility Updates project is planned to address issues identified in the 2019 Facility Conditions Assessment. In FY 2029, \$1.5 million in bond funding is proposed to address issues including HVAC and potentially other facility needs that will be evaluated closer to the funding year.

The County commissioned a limited mechanical study in 2017 to evaluate and provide for recommendations on short- and long-term needs. The report indicated that the entire system should be replaced and would need to include more detailed engineering analysis to develop the comprehensive scope as this will be a significant project that includes replacement and construction in all areas of the building. The 2019 Facility Conditions Assessment indicates that there are significant current and future liabilities related to the building's HVAC systems.

**Additional Operating Impacts:**

No additional operating impacts are currently anticipated.

**Conformance with Plans, Policies, and Legal Obligations:**

Maintenance and upkeep of County assets is necessary to maximize the potential of taxpayer funded buildings and facilities, which directly and indirectly supports all of the County's Community Strategic Plan Initiatives. Project identified as a part of Facility Conditions Assessment.

**Project Highlights and Key Milestones:**

- Roanoke County Administration Center was constructed in 1981 with an open space floor plan that was reconfigured to meet the County's needs.
- Many of the building's mechanical components are original to the building and will require strategic replacement.
- 2017 limited engineering evaluation recommended a comprehensive replacement.
- 2019 Facility Conditions Assessment recommends a comprehensive engineering analysis to identify and quantify the scope and HVAC needs.

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