

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT'S REPORT - ACTION

FY2015-20 Capital Improvement Plan

BACKGROUND: The list of possible CIP projects reflects items discussed on November 4, 2014. Cost estimates will not be available until early December.

RECOMMENDATION: Priorities for each of the next five (5) years must be established, and approved on January 6, 2015, for submission to the County Administrator's Office by 3:00 PM on January 9, 2015.

**BATH COUNTY PUBLIC SCHOOLS
 PROPOSED CAPITAL IMPROVEMENT PLAN REQUESTS
 FY 2015-2016 through FY 2019-2020**

Approved by School Board: _____

PRIORITY	PROJECT	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
	School Bus Replacement (65 Passenger w/ cameras - one w/ AC and storage bins)	(2)	(1)	(2)	(1)	(2)
	Auditorium Project (BCHS) - Phase 2 Curtains and Carpet					
	Vehicle Replacement (Truck)					
	Restroom Project: Boy/Girls Locker Rooms, Public Restrooms (Yr. 1 HS./Yr. 2 Elem. Schools)					
	Gym A/C (BCHS, VES)					
	Football Field Crowning					
	BCHS (Home) Bleacher Railings					
	Team Shelters (Football Field)					
	Concession Stand/Equipment Upgrade					
	Baseball/Softball Field Lighting					

P.O BOX 309
WARM SPRINGS, VA
24484



PHONE: 540.839.7221
FAX: 540.839.7222

TO: Department and Agency Heads, Key Officials, Interested Civic and Community Organizations, Emergency Services Organizations, and Regional Service Providers.

FROM: Ashton N. Harrison, County Administrator
Phone: 540-839-7221 Fax: 540-839-7222

DATE: November 12, 2014

SUBJECT: FISCAL YEAR 2016 GENERAL FUND BUDGET REQUESTS AND FISCAL YEARS 2016 TO 2020 CAPITAL IMPROVEMENT PLAN (CIP) REQUESTS



In order to provide time for development of budget requests for Fiscal Year 2016 and to allow agencies time to develop and incorporate requested additional supplemental information, we have enclosed the necessary budget request forms. Please find attached (1) copy each of the Budget and Capital Improvement Plan request forms to be completed and returned.

Please return the completed budget request forms and the Capital Improvement Plan request form to the office of the County Administrator no later than 3:00 p.m. on Friday, January 9, 2015. This is the beginning of the budget process, and we may need to come back to you for revisions as we progress.

The Board of Supervisors is requiring all agencies, civic and community organizations, emergency services organizations, and regional service providers who desire funding from Bath County supply financial statements compiled, reviewed, or audited by an independent certified public accountant from the prior year along with their request for the Board's review. **This supplemental information is not optional, any request submitted without the requested documentation will not be considered.**

Compiled financial statements are financial statements prepared by an independent certified public accountant in accordance with Statements on Standards for Accounting and Review Services (SSARS). Under a compilation engagement, the accountant assists management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Reviewed financial statements are financial statements prepared by an independent certified public accountant. A review engagement involves the CPA performing procedures (primarily analytical procedures and inquiries) that will provide a reasonable basis for obtaining limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the applicable financial reporting framework.

A Financial Audit, or more accurately, an audit of financial statements, is the verification of the financial statements of a legal entity, with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the applicable financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements.

The Bath County Planning Commission will review and discuss all Capital Improvement Plan (CIP) requests at their regular meeting on January 26, 2015, and also consider scheduling a public hearing on requests for Monday, February 23, 2015. The finalized CIP serves as a guide for budgetary planning and consideration of capital requests.

Capital Improvement Plan expenditures shall be considered as non-recurring expenditures that have an operating/use life of at least five (5) years and have a total cost exceeding \$30,000 in total funding. The capital cost includes all labor involved, implementation costs and capital outlay required to fully implement each project. Capital projects must be compatible with other planned projects and the County's adopted Comprehensive Plan. Please resubmit any previously submitted project with updated cost estimates that you would like to be included in the upcoming Capital Improvement Plan.

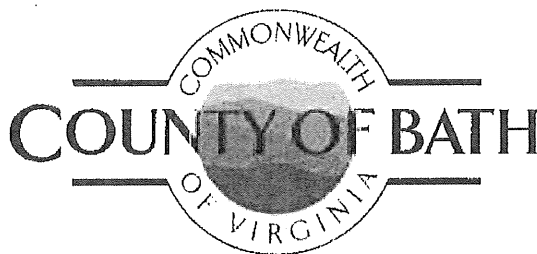
The Board of Supervisors is anticipated to schedule work sessions to review general government requests with department and agency representatives as deemed necessary. Work sessions will be scheduled as needed as the budget is developed by the Board of Supervisors and Planning Commission. The goal is adoption of the Fiscal Year 2016 budget on May 12, 2015.

The Bath County Public Schools budget process will follow the details and deadline as specified in the Code of Virginia. Work sessions and public hearings on the proposed school budget will be scheduled as necessary by the School Board and the Board of Supervisors.

Your assistance and cooperation in working with us during the budget and Capital Improvement Plan process is greatly appreciated. This budget year will once again be a challenge with resources likely to be reduced at the State and Federal levels. Please do not hesitate to contact us with any questions or concerns you have.

Cc: Honorable Members of the Bath County Board of Supervisors and School Board
Bath County Planning Commission
Bath County Building, Planning, and Zoning Office.

Building, Planning & Zoning
P.O. BOX 216
WARM SPRINGS, VIRGINIA
24484



PHONE: 540.839.7236
FAX: 540.839.7222

November 12, 2014

You will note that the Capital Improvement Plan request has more pages included than in past years. There is also a fiscal year breakdown request on the bottom of the first page for Annual Operating Costs.

The Board of Supervisors and Planning Commission would like to score each project request. There is a CIP Evaluation Criteria Checklist included. The questions that are listed on this page are questions that the Planning Commission will be using as a guide in scoring each request. There is also included the CIP Evaluation Criteria scoring form. This shows how each project will be "weighted" and scored. *These forms are included for your reference only.*

The score assigned to each project will be a "guide" used in determining projects to be funded. A low score does not necessarily mean that the project won't be funded by the Board of Supervisors, and a high score does not mean that the project will be funded. The score will be used as a guide.

Also, please note that these forms are **due by January 9, 2015**. Please let me know if you have any questions.

Thanks in advance for your cooperation as we begin using this new form of submittal for the Capital Improvement Plan.

A handwritten signature in black ink, appearing to read "Sherry J. Ryder".

Sherry J. Ryder, CZA
Planner/Zoning Administrator



BATH COUNTY CAPITAL PROJECT REQUEST FORM

Department/Activity _____																																																			
1. Project title: _____	2. Priority # _____ of _____																																																		
3. Project Description/Location (Please note service area and magisterial district): _____																																																			
4. Project Justification and/or Objectives: _____																																																			
5. Status of Project, Plans, Specifications, etc. _____																																																			
6. Required Permits or Approval: _____																																																			
7. Anticipated Start Date of Project: _____																																																			
8. Anticipated Time of Construction or Anticipated Completion Date of Project: _____																																																			
9. Department Priority (see instructions for Completing Capital Request Form): _____ Urgent _____ Necessary _____ Desirable	_____ If not funded, describe hardship, if any, that would be created: _____ _____ _____																																																		
10. Total Estimated Capital Costs*: Planning/Engineering/Legal \$ _____ Land/Right-of-way \$ _____ Construction \$ _____ Equipment/Furniture \$ _____ Other \$ _____ (Explain other \$: _____ _____ _____ Total Capital Project Cost _____ *Use dollar amounts*	11. Total Estimated Annual Operating Costs per year*: Salaries and Benefits: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>FY15-16</th> <th>FY16-17</th> <th>FY17-18</th> <th>FY18-19</th> <th>FY19-20</th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> Professional and Contractual Services: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>FY15-16</th> <th>FY16-17</th> <th>FY17-18</th> <th>FY18-19</th> <th>FY19-20</th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> Materials and Supplies: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>FY15-16</th> <th>FY16-17</th> <th>FY17-18</th> <th>FY18-19</th> <th>FY19-20</th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> Annual Maintenance Cost: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>FY15-16</th> <th>FY16-17</th> <th>FY17-18</th> <th>FY18-19</th> <th>FY19-20</th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> Total Operating Costs: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>FY15-16</th> <th>FY16-17</th> <th>FY17-18</th> <th>FY18-19</th> <th>FY19-20</th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> *Explain all savings, revenues, and trade-ins: _____ (Use separate sheet of paper if necessary)	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
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\$ _____	\$ _____	\$ _____	\$ _____	\$ _____																																															

12. Cost Summary:

	FY 15-16	FY16-17	FY17-18	FY18-19	FY19-20	TOTAL
County						
State						
Federal						
Other						
TOTAL						

FY2015-2020

Recommended method(s) of financing:

Current Revenue
 Revenue Bond
 General Obligation
 Special Assessment

Capital Reserve Fund
 Grant (type)
 Loan (type)

Other: _____

13. What is the life expectancy of the equipment with regard to major repairs or replacement?

14. If this is a replacement, will this equipment be more cost effective? Explain how:

15. Does this request go along with the goals and objectives of the Bath County Comprehensive Plan?

16. If so, please indicate what section of the Comprehensive Plan and the appropriate goals and recommendations. (If you fail to answer questions 15 & 16, your application will not be considered)

17. Please attach a map showing the location of the project, if applicable.

Planning Commission Use Only

Score: _____

Note: #15 and #16 REQUIRED

CIP EVALUATION CRITERIA

Department: _____

Project Title: _____

Criteria	Measure Score	Weight	Total
Life Expectancy of Project 3 – functional life of 20 years or more 2 – functional life of 15 to 19 years 1 – functional life of 10 to 14 years 0 – functional life of less than 10 years		1	
Population Served 3 points – serves 50% or more of the County’s Population 2 points – serves 25% - 49% of the County’s Population 1 point – serves 10% - 24% of the County’s Population 0 points – serves less than 10% of the County’s Population		1	
Improves Health and Safety 2 – addresses a major hazard 1 – addresses a minor hazard 0 – addresses no hazard		2	
Meet legal requirements 2 – required within 2 years 1 – required after 2 years 0 – not required		2	
Impact on Departmental Operating Budget 3 – reduces operating budget by more than 10% 2 – reduces operating budget by 5 to 9.9% 1 – reduces operating budget by less than 5% 0 – provides no reduction or increases operating budget		1	
Relationship to Adopted Plans and Policies 2 – clearly meets or implements plans and policies 1 – does not conflict with plans and policies 0 – conflicts with plans and policies		1	
Economic Development, Job Creation 3 – facilitate creation of 26 or more jobs 2 – facilitate creation of 11 to 25 jobs 1 – facilitate creation of 2 to 10 jobs 0 – facilitate creation of less than 2 jobs		1	

Economic Development, tax base expansion (m=million) 3 – facilitate creation of new taxable property of 1m+ 2 – facilitate creation of new taxable property of .5-.9m 1 – facilitate creation of new taxable property of up to .5m 0 – facilitate creation of no new taxable property		1		
Readiness to proceed 2 – within 1 year 1 – within 2 years 0 – more than 2 years		1		
Quality of Life 2 – project has positive aesthetic and/or social effects 1 – project has neither positive or negative effects 0 – project has negative aesthetic and/or social effects		1		
Environmental Impact 2 – project has a positive impact on Total Maximum Daily Load 1 – project has neither positive or negative impact on TMDL 0 – project has negative impact on TMDL's		1		
Departmental priority 2 – urgent 1 – necessary 0 – desirable only		1		
Grant Monies available 4 – 100 % grant money available 3 – 75% - 99% grant money available 2 – 50% - 74% grant money available 1 – 20% - 49% grant money available 0 – 0% - 19% grant money available		1		

Total Score _____
(Weighted Criteria)

Highest possible weight = 37

CIP Evaluation Criteria Checklist

Population Served

- What is the percentage of citizens that will gain potential benefit from this project?

Public Health, Safety, or Welfare

- Does the project eliminate or reduce unsafe or unhealthful conditions?
- What health or safety impacts will result from this project?

Legal Requirements

- Is the project needed to meet legal requirements?
- Is the project needed to meet state or federal mandates?
- Is the County under threat of any sanction or fine in the near term for failure to comply?

Fiscal Impacts

- What local government revenues will be affected by the project?
- What net impact will the project have on the operating budget?
- Does the project improve energy requirements?
- Will the project increase the efficiency of the service delivery?
- Are the expected benefits greater than the project's costs?
- Does the project reduce or avoid potential liabilities?

Community Plans and Policies

- Is the project consistent with the comprehensive plan and other plans?
- Is the project consistent with the governing body's policies?
- Does the project location comply with or complement county development patterns and intended growth areas?

Community Economic Impact (Job Creation)

- Does the project increase the number of jobs available to the local workforce?
- Does the project add more job choice and diversification to the local labor market?
- Will project complement and/or supplement the local economy? (Tax base)
- Does the project increase the valuation of local property?
- Will deferral of the project increase land acquisition costs?
- Does the project provide a service needed for economic development?

Readiness to Proceed

- Is the project essential to the success of other proposed projects already under development?
- Is the project part of a larger program already funded?
- Does the project complete or make fully usable a major public improvement?

Quality of Life

- Does the project have positive aesthetic and social effects?
- Will the project cause inconvenience to the public during construction?

Environmental Impact

- What potential positive environmental impacts will result from the project?
- How much can the County lower its TMDL as a result of the project?

Grant Funding

- Was research performed to check on any available grant money?
- If so, was application made?