

**BATH COUNTY SCHOOL BOARD**

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

**SUBJECT:                      SUPERINTENDENT’S PRESENTATIONS/REPORTS**

**Continue Discussion of Capital Improvement Plan 2017-2022**

**BACKGROUND:              Projected cost estimates, as available, will be shared.**

**See attached correspondence from the county administrator and the planning/zoning administrator regarding the submission of budget and CIP requests.**

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.

**RECEIVED**

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

NOV 18 2016

**DATE:** November 14, 2016

BATH COUNTY SCHOOL BOARD

**SUBJECT:** FISCAL YEAR 2018 GENERAL FUND BUDGET REQUESTS AND FISCAL YEARS 2018 TO 2022 CAPITAL IMPROVEMENT PLAN (CIP) REQUESTS

In order to provide time for development of budget requests for Fiscal Year 2018 and to allow agencies time to develop and incorporate requested additional supplemental information, we are sending the budget request forms out earlier than usual. Attached is (1) copy each of the Budget and Capital Improvement Plan request forms to be completed and returned.

Please return the completed budget request and CIP forms to the office of the County Administrator no later than 3:00 p.m. on Thursday, January 12, 2017. 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 23, 2017 and also consider scheduling a public hearing on requests for February 27, 2017. 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 \$50,000 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 2018 budget on May 9, 2017.

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 be a challenge as local revenue resources are likely to be flat. 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.

Please type or obtain an electronic copy at [www.bathcountyva.org](http://www.bathcountyva.org) under the Public Information button then select the County Financial Information button. Please call the County Administrator's office with any questions at 540-839-7221.

**Form 2**

**BATH COUNTY BOARD OF SUPERVISORS**

**ORGANIZATION BUDGET REQUEST FOR FISCAL YEAR 2017-2018**

**Organization:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

	<b>Funding Request (\$)</b>	<b>Description</b>	<b>Reason for Request</b> <b>Attach additional pages if necessary</b>
<b>1.</b>			
<b>2.</b>			

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



PHONE: 540.839.7236  
FAX: 540.839.7222

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NOV 18 2016

BATH COUNTY SCHOOL BOARD

November 14, 2016

Enclosed you will find the Capital Improvement Plan request for projects for FY17-18 – FY21-22. This is a two page form. Please include one form for each project that you plan to submit.

Please note that the minimum dollar threshold for a requested project is \$50,000. This **cannot** be an aggregate of projects totaled to meet this amount. It must be separate projects that are \$50,000 or more in cost.

For your convenience (and reference only), the CIP Evaluation Criteria Checklist and CIP Evaluation Criteria Form that will be used by the Planning Commission in calculating the requests are enclosed. The Planning Commission will make a recommendation to the Board of Supervisors based on these forms. The decision on funding will be the Board of Supervisors.

The scores 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 scores will be used as a guide only.

Also, please note that these forms are **due by January 12, 2017**. The Planning Commission will hold their hearing on CIP requests on **February 27, 2017**. Please let me know if you have any questions.

Sherry J. Ryder, CZA  
Planner/Zoning Administrator

# BATH COUNTY CAPITAL PROJECT REQUEST FORM

Department/Activity _____											
1. Project title: _____	2. Priority # _____ of _____										
<i>NOTE: Requests shall not be an aggregate total of projects/equipment that are grouped together to meet minimum dollar threshold (\$50,000 per request). For example: A garage door replacement should not be combined with a bathroom renovation request. All projects to be evaluated individually.</i>											
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	Please explain department priority: _____ _____ _____ _____ (use additional sheet if necessary)										
10. Total Estimated <b>Capital</b> Costs*:  Planning/Engineering/Legal \$ _____  Land/Right-of-way \$ _____  Construction \$ _____  Equipment/Furniture \$ _____  Other \$ _____ (Explain other \$: _____ _____ _____ _____	11. Total Estimated <b>Annual</b> Operating Costs per year*: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">FY17-18</th> <th style="padding: 5px;">FY18-19</th> <th style="padding: 5px;">FY19-20</th> <th style="padding: 5px;">FY20-21</th> <th style="padding: 5px;">FY21-22</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> </tbody> </table>  *Explain all savings, revenues, and trade-ins: _____ _____ _____ _____ (Use additional sheet if necessary)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	\$	\$	\$	\$	\$
FY17-18	FY18-19	FY19-20	FY20-21	FY21-22							
\$	\$	\$	\$	\$							
Total Capital Project Cost _____ *Use dollar amounts*	_____										

12. Cost Summary:

	FY 17-18	FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
County						
State						
Federal						
Other						
<b>TOTAL</b>						

FY2017-2022

Recommended method(s) of financing:

<input type="checkbox"/> Current Revenue	<input type="checkbox"/> Capital Reserve Fund
<input type="checkbox"/> Revenue Bond	<input type="checkbox"/> Grant (type)
<input type="checkbox"/> General Obligation	<input type="checkbox"/> Loan (type)
<input type="checkbox"/> Special Assessment	

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Does request have a life expectancy of 10 years or greater?  yes  no

If yes, how many years could be expected? \_\_\_\_\_ years

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*

**Note: #15 and #16 REQUIRED**

## **TO BE USED BY PLANNING COMMISSION**

### **CIP Evaluation Criteria Checklist:**

1. Risks to public health and safety: should address a clear and immediate risk
2. Protection and conservation of natural resources
3. Encouragement of economic development
4. Project that is already linked to an existing high priority project and/or to complete an approved project that may need additional improvements not previously noted
5. Replacement, maintenance or addition of new equipment/facilities that would exceed a cost of \$50,000 and with a life expectancy of a minimum of ten (10) years
6. Greater efficiency
7. Equitable provision of facilities in order to provide for groups that are under served in comparison

- Group A: Urgent, high-priority projects that should be done if at all possible
- Group B: High-priority projects that should be done as funding becomes available
- Group C: Projects to be considered if funding becomes available; may be deferred to a subsequent year
- Group D: Low priority projects; desirable but not essential
- Group E: Very low priority or not desirable



# TO BE USED BY PLANNING COMMISSION

## CIP EVALUATION CRITERIA

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Criteria	Group	Notes:
<b>Improves Health and Safety</b> <ul style="list-style-type: none"> <li>• Risks to public health and safety: should address a clear and immediate risk</li> </ul>		
<b>Protection and Conservation of Resources</b>		
<b>Encouragement of Economic Development</b>		
<b>Project linked to an existing project that needs additional improvements</b> <ul style="list-style-type: none"> <li>• Project that is already linked to an existing high priority project and/or to complete an approved project that may need additional improvements not previously noted</li> </ul>		
<b>Replacement, Replacement or Addition of new equipment/facilities</b> <ul style="list-style-type: none"> <li>• Replacement, maintenance of deteriorating or addition of new equipment/facilities that would exceed a cost of \$50,000 with a life expectancy of a minimum of ten (10) years</li> </ul>		
<b>Greater Efficiency</b>		
<b>Project being equitable</b> <ul style="list-style-type: none"> <li>• Equitable provision of facilities in order to provide for groups that are under served in comparison</li> </ul>		

**BATH COUNTY PUBLIC SCHOOLS  
 PROPOSED CAPITAL IMPROVEMENT PLAN REQUESTS  
 FY 2017-2018 through FY 2021-2022**

Approved by School Board: \_\_\_\_\_

PRIORITY	PROJECT	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
	BCHS Parking Lot Project					
	BCHS HVAC (Gym AC/Chiller)					
	MES/VES Classroom Door Locks					
	Paving - Multiple Areas					
	VES Gym A/C					
	Baseball Field					
	VES Gym - Refinish Floor					
	MES Roof					

DRAFT