

# Issue Analysis Form



**Date:** 09/10/2019  
**Item:** School CIP Budget  
Transfer Request  
**Lead Department(s):** School and County  
Administration & Finance  
**Contact Person(s):** Lisa Pennycuff; Monique  
Barnes; Betsy Drewry

## Description and Current Status

On August 12, 2019, the School Board approved the request of transfers within the County-wide CIP fund maintained for school projects. The transfers would move unexpended funds within the CIP fund to address needed repairs to the PGHS HVAC system. See attached the School Board request (**Attachment 1**).

Staff has reviewed the available budget within each CIP account, and sufficient budget remains in each account to allow the requested transfers.

### Transfer entry is: CIP Fund (0311)

#### Increase

0311-06-208-3187-48120 School HVAC (Chiller – rename) - \$187,604

#### Decreases

0311-06-208-3132-48105 School Bus Replacement – (\$121,590.30)

0311-06-208-3157-48120 South Windows – (\$14,903.93)

0311-06-208-3175-48127 School Track – (\$828.50)

0311-06-208-3186-48120 HVAC JEJ Moore – (\$28,900.00)

0311-06-208-3190-48133 PGHS Electrical RR Locker Room – (\$21,381.27)

A resolution draft for board consideration is included in the board packet. The resolution approves the transfer of budgeted funds within the county-wide CIP fund for School projects.

## Government Path

- |  |   |  |
|--|---|--|
| Does this require IDA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require BZA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does this require a public hearing?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If so, before what date?                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

**Fiscal Impact Statement**

No overall fiscal impact; allows use of remaining CIP budgeted funds for a needed school project.

**County Impact**

No overall County impact.

**Notes**



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# Prince George County Public Schools

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*A Commitment To Quality Education*

August 13, 2019

To: Mr. Percy C. Ashcraft, County Administrator, Prince George County  
Mrs. Betsy Drewry, Deputy County Administrator, Finance, Prince George County

From: Dr. Lisa Pennycuff, Superintendent, Prince George County Public Schools 

Re: Fund 0311 (Capital Improvement Program/Plan): Request for Budget Transfers

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Prince George County Public Schools has been working to have in-depth studies conducted on the areas the school division has identified as our most critical areas of need. Recently, Johnson Controls submitted the findings from evaluating the HVAC system at PGHS and identified \$173,334.93 of significant repairs that must be completed. The stability of the HVAC system is imperative to keeping the school functioning. In order to fund these repairs, we are requesting to make budget transfers within the funds set aside for the schools in the Countywide CIP.

These transfers involve the consolidation of remaining balances from projects that have been completed. Additionally, the CIP currently has the funds set aside for two school buses. We have begun the process to purchase one bus. We are requesting that the remaining funds for the second bus be transferred to support the repairs for the PGHS HVAC. An account listing that takes into consideration activity in each line is included below for your review. Additionally, we are requesting that the line currently labeled "School Chiller" be renamed "School HVAC", as a chiller is a component of the HVAC System. This will then be the line where the additional funds mentioned above will be transferred to fund the repairs for the PGHS HVAC.

The Prince George County School Board, approved at their regular meeting on August 12, 2019, the request to consolidate remaining account balances from completed work and transfer the funds for one bus within the Fund 0311 to support these much needed repairs on the HVAC system at Prince George High School.

Please consider sharing this with the Board of Supervisors at your earliest convenience. This work is critical to the heating and cooling system at the high school and needs to be started as soon as we have confirmation of funding. We will initiate the work as soon as we have your approval to transfer these funds. Additionally, the Prince George County School Board also approved a Facility Condition Assessment that will provide a comprehensive evaluation of the needs of the school division. As we move forward, our School Board will be able to use the information gained from this analysis for prioritizing replacements and repairs over the next ten years. This will allow the division to move from a reactive to a proactive and more informed process for planning future capital improvements.

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OFFICE OF THE SUPERINTENDENT

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# Prince George County Public Schools

*A Commitment To Quality Education*

FULL ACCT	ACCT DESCRIPTION	CURRENT BUDGET	PROPOSED BUDGET TRANSFERS	FINAL (Revised) BUDGET
0311-06-208-3132-00000-000-000-000-48105 -	CAPITAL SCHOOL BUS REPLACEMENT	\$ 253,125.25	\$ (121,590.30)	\$ 131,534.95
0311-06-208-3157-00000-000-000-000-48120 -	SOUTH ELEM WINDOWS	273,088.00	(14,903.93)	258,184.07
0311-06-208-3175-00000-000-000-000-48127 -	SCHOOL TRACK CIP	6,628.49	(828.50)	5,799.99
0311-06-208-3176-00000-000-000-000-48120 -	SCHOOL FIELD HOUSE RENO	80,000.00		80,000.00
0311-06-208-3177-00000-000-000-000-48120 -	CIP SCHOOL SECURITY IMPROVEMEN	300,000.00		300,000.00
0311-06-208-3185-00000-000-000-000-48107 -	SCHL WIRELESS INFRASTRUCTURE	120,500.00	-	120,500.00
0311-06-208-3186-00000-000-000-000-48120 -	SCHL HVAC JEJ MOORE	28,900.00	(28,900.00)	-
0311-06-208-3187-00000-000-000-000-48120 -	SCHOOL CHILLER- Rename "School HVAC"	158,849.00	187,604.00	346,453.00
0311-06-208-3188-00000-000-000-000-48122 -	SCHL HARRISON ROOF	655,000.00		655,000.00
0311-06-208-3189-00000-000-000-000-48133 -	SCHOOL ELECTRICAL SWITCH GEARS	50,400.00		50,400.00
0311-06-208-3190-00000-000-000-000-48133 -	SCHOOL ELECTR PGHS RR LCKR RM	33,293.00	(21,381.27)	11,911.73
0311-06-208-3191-00000-000-000-000-48120 -	SCHOOL ENTRANCE REDESIGN	100,000.00		100,000.00
0311-06-208-3192-00000-000-000-000-43101 -	SCHOOL FACILITY INDEX STUDY	79,892.00		79,892.00
0311-06-208-3193-00000-000-000-000-48127 -	SCHOOL PARKING LOT REPAIRS	124,999.35		124,999.35
<b>TOTAL</b>		<b>\$ 2,264,675.09</b>	<b>\$ -</b>	<b>\$ 2,264,675.09</b>

Thank you in advance for your assistance sharing this request. Please let us know if there are any additional steps or information needed to facilitate this request to the Prince George County Board of Supervisors and support their ability to approve the requested budget transfers.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10<sup>th</sup> day of September, 2019:

<u>Present:</u>	<u>Vote:</u>
Donald R. Hunter, Chairman	
Floyd M. Brown, Jr., Vice-Chairman	
Alan R. Carmichael	
Marlene J. Waymack	
T. J. Webb	

A-1

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; BUDGET TRANSFER (\$187,604.00 CAPITAL IMPROVEMENT PROJECT FUND; TRANSFER FROM MULTIPLE SCHOOL CIP PROJECTS TO SCHOOL HVAC)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of September, 2019, does hereby authorize the following transfer of funds within the 2019-2020 Budget, such line items increased and decreased as follows:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
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**Capital Improvement Fund (0311)**

Expenditures:

Increase:

0311-06-208-3187-48120	CIP – School HVAC (formerly Chiller)	\$187,604.00
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Decrease:

0311-06-208-3132-48105	CIP – School Bus Replacement	\$121,590.30
0311-06-208-3157-48120	CIP – South Windows	\$14,903.93
0311-06-208-3175-48127	CIP – School Track	\$828.50
0311-06-208-3186-48120	CIP – HVAC JEJ Moore	\$28,900.00
0311-06-208-3190-48133	CIP – PGHS Electrical / RR Locker Room	\$21,381.27

A Copy Teste:

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Percy C. Ashcraft  
County Administrator