

# Issue Analysis Form



**Date:** 09/24/2019  
**Item:** School CIP Budget  
Transfer Request #2  
**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 transfer moved unexpended funds within the CIP fund to address needed repairs to the PGHS HVAC system [moved \$187,604 from various School CIP accounts to School HVAC CIP account]. The Board of Supervisors approved this request at its September 10, 2019 meeting.

On September 9, the School Superintendent provided a memo communicating the need for an **additional \$32,807.72 be moved into the School HVAC CIP account** to address issues at N. B. Clements Junior High School. See **Attachment 1**.

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

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

#### Increase

0311-06-208-3187-48120 School HVAC (Chiller – rename) - \$32,807.72

#### Decreases

0311-06-208-3132-48105 School Bus Replacement – (\$32,807.72)

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 the School HVAC project.

## 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*

September 9, 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): Additional Request for Budget Transfer

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As previously shared on August 13, 2019, Prince George County Public Schools learned that the findings from Johnson Controls' evaluation of the HVAC system at PGHS identified \$173,334.93 of significant repairs that must be completed. As planned, I will be attending the Board of Supervisors' Meeting on September 10, 2019, to formally make this request for budget transfers within the funds set aside for the schools in the Countywide CIP to fund these repairs.

Since that request was made, we have learned that there are 42 controllers for Variable Air Volume (VAV) boxes that are designed to control air flow that need to be replaced as they serve classrooms at N.B. Clements Junior High School and have faulty integrated damper actuators. The cost to complete this work will be \$32,473.00. On September 4, 2019, our School Board granted approval for us to make the request to the Board of Supervisors to ask to reallocate the funds necessary for these repairs from the funds in the Countywide CIP earmarked for the Capital School Bus Replacement Schedule to support these much needed repairs on the HVAC system.

Please consider sharing this with the Board of Supervisors at your earliest convenience. If agreeable, I can plan to make this second request tomorrow night along with the first and then come back for a decision on this second piece, if necessary, based on the timeline that works for their earliest consideration on an upcoming agenda.

Additionally, we look forward to the Facility Condition Assessment recently approved by the Prince George County School Board that will begin on Tuesday, September 10, 2019. This comprehensive evaluation of the needs of the school division will allow our School Board to use the information gained from this analysis to help us prioritize 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.

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.

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OFFICE OF THE SUPERINTENDENT

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STATUS	ACCT DESCRIPTION	ORIGINAL BUDGET	REVERSED BUDGET*	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET As of 09/30/19	PROPOSED BUDGET Transfers Amended 09/10/19	AVAILABLE BUDGET AFTER TRANSFERS	FINAL BUDGET (Revised)
Under 13us	CAPITAL SCHEDULES RECAPACITMENT	\$ 136,039	\$ 269,837	\$ -	\$ 39,310	\$ 61,277.17	\$ 134,356.02	\$ 6,879.15	\$ 706,489.15
Complete	SCHOOLBELL MOWS	275,068.00	275,068.00	253,784.37	-	14,933.33	114,333.55	-	258,744.07
Complete	SCHOOL TRACK CP	6,628.49	6,628.49	5,799.39	-	823.50	328.50	-	5,759.99
Design Phase	SCHOOL FIELDHOUSE	50,000.00	50,000.00	-	-	80,000.00	-	30,000.00	50,000.00
Work in Progress	CP SCHOOL SECUR ~ IMPROVEMENT	300,000.00	300,000.00	2,6840.00	33,160.00	-	-	-	300,000.00
Work in Progress	SCHOOL FEELSS AFFAIRS	120,500.00	120,500.00	-	120,500.00	-	-	-	120,500.00
Completed In-house	SCHL MACALEMCOE	26,500.00	26,500.00	-	-	28,900.00	23,300.00	-	-
Additional Funding needed	SCHOOL CHILLER RENAME Behos MAC	155,549.00	155,549.00	125,331.00	253,729.72	122,471.72	220,471.72	-	375,250.72
Work in Progress	SCHL IMPROVEMENT	355,000.00	655,000.00	278,730.00	376,270.00	-	-	-	355,000.00
In Progress	SCHOOL ELECTRICAL SUPPLY SERVICE	50,400.00	50,400.00	-	50,400.00	-	-	-	50,400.00
Complete	SCHOOL ELECTRICIANS WORK	55,253.00	55,253.00	1,511.73	-	21,381.27	62,588.27	-	1,311.73
Work in Progress	SCHOOL VENTILATION	100,000.00	100,000.00	53,507.00	46,493.00	-	-	-	100,000.00
Work in Progress	SCHOOL FACILITY MAINTENANCE	75,852.00	75,852.00	-	-	79,892.00	-	79,892.00	75,852.00
Work in Progress	SCHOOL PARKING ELECTRICITY	124,559.35	124,559.35	75,000.00	49,999.35	-	-	-	124,559.35
	<b>TOTAL</b>	<b>\$ 2,025,160.23</b>	<b>\$ 2,272,437.01</b>	<b>\$ 1,025,503.79</b>	<b>\$ 1,080,862.07</b>	<b>\$ 166,771.15</b>	<b>\$ -</b>	<b>\$ 166,771.15</b>	<b>\$ 2,272,437.01</b>

Changes since 08/12/19:

\*FedEx - Fossed: \$17,763.92 - Amended Budget 8/23/19

\*Update: PO to EUs - \$89,670.35 - corrected to \$97,000

\*You requesting a transfer of \$54,598.02 from the bus line into the HVAC line. The original request was \$12,550.00, which equates to an increase of \$32,047.72 in the transfer.

This is a difference of \$32,807.72. As \$32,475.14 needed at the time and the total of the PO is for the school was \$32,725 more than expected.

All transfers are being moved from accounts into HVAC line

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 24<sup>th</sup> day of September, 2019:

Present:

Vote:

Donald R. Hunter, Chairman  
Floyd M. Brown, Jr., Vice-Chairman  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

A- \_

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

RESOLUTION; BUDGET TRANSFER (\$32,807.72 CAPITAL IMPROVEMENT PROJECT FUND; TRANSFER FROM SCHOOL CIP BUS REPLACEMENT TO SCHOOL HVAC)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<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:

FUND/ORGANIZATION

AMOUNT

**Capital Improvement Fund (0311)**

Expenditures:

Increase:

0311-06-208-3187-48120 CIP – School HVAC (formerly Chiller) \$32,807.72

Decrease:

0311-06-208-3132-48105 CIP – School Bus Replacement \$32,807.72

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator