

Board of Supervisors

Meg Bohmke, Chairman
Gary F. Snellings, Vice Chairman
Jack R. Cavalier
Thomas C. Coen
L. Mark Dudenhefer
Wendy E. Maurer
Cindy C. Shelton

Thomas C. Foley
County Administrator

Finance, Audit & Budget Committee Meeting Agenda

June 19, 2018 – 1:00 p.m.

Conference Room A/B/C - Second Floor

**Committee Members: Chairman Mark Dudenhefer, Jack Cavalier
and Wendy Maurer**

	Agenda Item	
1.	Budget and Finance Monthly Report <ul style="list-style-type: none">School's technical adjustmentInsurance proceeds for the Schools State Budget and the impact for schools/CountyPublic hearing for VPSA discussion	Maria Perrotte
2.	Review of Volunteer Fire & Rescue Funding Policy	Chief Cardello
3.	SmartScale funding	Keith Dayton
4.	Tourism Funding update	John Holden
5.	CIP Update <ul style="list-style-type: none">Proposed Joint CIP Policy changesFY2019-2028 CIP update	Maria Perrotte
	Next FAB meeting is scheduled for August 21, 2018	

FAB06192018





To: Finance, Audit and Budget Committee

From: Maria Perrotte, Chief Financial Officer

Subject: Monthly Update

Date: June 14, 2018

CC: Thomas C. Foley, County Administrator

State Budget

As you are aware, the state has adopted a budget for the upcoming biennium. There are several implications for Stafford County.

- As a result of Medicare expansion, the County is approved for five new state funded positions. Three had been included in the recently adopted County budget, so two more positions will need to be added and the additional state funding will need to be budgeted and appropriated.
- Stafford County Schools will receive \$1.44M in funding beyond that included in the adopted budget. The recommended CIP anticipates \$1M be allocated to school capital needs, leaving \$440k available for school purposes. I anticipate a request from Schools regarding these funds. Items discussed with school staff include positions for growth and school security needs, but the School Board has not yet reviewed the issue.

School Agenda Items

There are two items related to Schools on the consent agenda for the June 19th meeting. Attached please find under item #1 in the first bullet a request for technical adjustments to the school budgets. This is necessary each year to make modifications based on the final budget approved by the School Board after adoption of the County budget.

Also, please find under item #1, in the second bullet a request for appropriations of additional insurance proceeds. When the previous insurance appropriation was made, it was expected that these insurance claims would not be approved until FY19.

But the estimates and claims have been approved so, even though the work will not be started until the next fiscal year, and the revenue and expenditures will be incurred in the next fiscal year, accounting standards call for the transactions to be accrued back to FY18. Therefore an appropriation for FY18 is needed.

CIP related actions

Once a CIP is adopted by the County, there are several actions needed to execute the plan in FY19.

If the purchase of Fredericksburg Christian School is approved, cash available for design of the modifications to the building will need to be budgeted and appropriated so the School Board can enter into a contract for design services.

Additionally, because VPSA bonds are a source of funds for the purchase, the bonds will need to be authorized and the proceeds budgeted and appropriated. The authorization of debt requires a public hearing which will need to be authorized. So, the Board will be asked to authorize the public hearing, and then after the hearing is held, authorize the debt and budget and appropriate the proceeds. If the purchase transaction is completed prior to the bond closing, school and county staff will coordinate cash flow with the Treasurer.

Volunteer Fire and Rescue Funding

Attached please find information regarding the new methodology for funding the volunteers, Chief Cardello will be presenting to PSC and FAB committees.

SmartScale funding

Attached please find information regarding SmartScale funding that will be reviewed briefly by Assistant Director to Public Works Keith Dayton.

Tourism Update

Attached is an update on Tourism that will be presented by Director of Economic Development John Holden at the FAB meeting.

Monthly Financial Report

The monthly financial report previously has been included as part of the monthly Board report. With that report discontinued, we are attaching the financial report to the FAB agenda and posting it online in the Finance and Budget section of the County website. Creation and publication of the report are considered "best practice" and also are required by our financial policies.

Please let me know if you have any questions.

BOARD OF SUPERVISORS

Agenda Item

Meeting Date:	June 19, 2018
Title:	Authorize Technical Adjustments to the Schools' FY2019 Budget
Department:	Finance and Budget
Staff Contact:	Maria J. Perrotte, Chief Financial Officer
Board Committee/ Other BACC:	Finance, Audit, and Budget Committee
Staff Recommendation:	Approval
Fiscal Impact:	See Background Report
Time Sensitivity:	See Background Report

ATTACHMENTS:

1.	Background Report	3.	School Budget Resolution dated 5/21/2018
2.	Proposed Resolution R18-144		

X	Consent Agenda		Other Business		Unfinished Business
	Discussion		Presentation		Work Session
	New Business		Public Hearing		Add-On

REVIEW:

X	County Administrator	<i>Thomas P. Foley</i>
X	County Attorney (legal review only)	<i>Rysheide M. Henderson</i>

DISTRICT:	N/A
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BACKGROUND REPORT

Proposed Resolution R18-144 requests the Board to adjust the budget and appropriation to make technical adjustments for Schools' FY2019 budget.

Each year, after the Board approves local funding for the Schools, the School Board revises its budgets to reflect final revenue projections, and typically requests technical changes based on final funding projections. No change is required in the Nutrition Services Fund or the Workers' Compensation Fund. Other funds adjustments are reflected in the table below.

The construction fund is increasing by \$73,122 to include project management costs to keep the funding of these portions of positions in the construction fund. Through the FY2019 budget process, the School Board proposed to pay for these positions from the Schools' operating fund; however, funding was not available. The appropriation is adjusted to be consistent with the Board's practice of withholding 5% of the appropriation until mid-year. The grants fund is being adjusted to account for the more accurate and timely information for the projected award of grants. The health insurance fund is adjusted to account for the projected decrease in health insurance cost.

Schools Fund	FY2019 Adopted Budget	FY2019 School's Budget Resolution	Difference	Appropriation Amount
Construction Fund	\$417,277	\$490,399	\$73,122	\$490,399
Grants Fund	\$12,702,909	\$12,923,242	\$220,333	\$12,923,242
Health Services Fund	\$32,238,253	\$30,753,877	(\$1,484,376)	\$30,753,877
School Operating Fund Budget	\$289,951,163	\$289,691,163	(\$260,000)	\$278,061,174

The Schools' construction fund budget includes proceeds from the Virginia Public Schools Authority (VPSA), and prior year funding previously approved by the Board. The Board budgets and appropriates the Schools' capital funds by project when the financing is authorized. The FY2019 budget appropriation resolution, adopted on May 2, 2018, authorizes the rollover of these capital commitments for project completion. Therefore, only personnel costs and costs associated with the maintenance of parking lots, supported by local fee revenue, are included by the County at the time of budget adoption for this fund.

Proposed Resolution R18-144 budgets and appropriates the technical adjustments Schools' FY2019 budget. Staff recommends approval.

PROPOSEDBOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIARESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 19th day of June, 2018:

MEMBERS:

Meg Bohmke, Chairman
Gary F. Snellings, Vice Chairman
Jack R. Cavalier
Thomas C. Coen
L. Mark Dudenhefer
Wendy E. Maurer
Cindy C. Shelton

VOTE:

On motion of , seconded by , which carried by a vote of to , the following was adopted:

A RESOLUTION AUTHORIZING TECHNICAL ADJUSTMENTS
TO THE FY2019 SCHOOLS' BUDGET

WHEREAS, on May 2, 2018, the Board adopted the FY2019 Schools' Budget, which was based on the School Board's approved budget request, with the appropriation of the Schools' Operating Fund reduced by the 5% appropriation hold; and

WHEREAS, the School Board adopted its budget based on updated projections, including the local school funding adopted by the Board and now requests technical adjustments to its FY2019 budget; and

WHEREAS, the Board appropriated 95% of the adopted FY2019 budget for the Schools' Operating Fund;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 19th day of June, 2018, that it be and hereby does authorize technical adjustments to the FY2019 Schools' budget as follows:

	Budget	Appropriation
Schools' Operating Fund	\$289,691,163	\$278,061,174
Construction Fund	\$490,399	\$490,399
Grants Fund	\$12,923,242	\$12,923,242
Health Services Fund	\$30,753,877	\$30,753,877

DR. W. BRUCE BENSON
Superintendent



STAFFORD COUNTY PUBLIC SCHOOLS

31 Stafford Avenue
Stafford, Virginia 22554
Telephone (540) 658-6000
www.staffordschools.net

SCHOOL BOARD

Patricia Healy, Chair
Dewayne McOsker, Vice-Chair
Dr. Sarah Chase
Jamie Decatur
Irene Egan
Holly Hazard
R. Pamela Yeung

BUDGET RESOLUTION FOR FISCAL YEAR 2019 (FY19)

Whereas, the Stafford County School Board has the responsibility to provide quality educational programs and services for the county's school-aged children in a regular school day instructional program and in an accredited summer school program; and

Whereas, the instructional program extends to the literacy and interest needs of adults; and

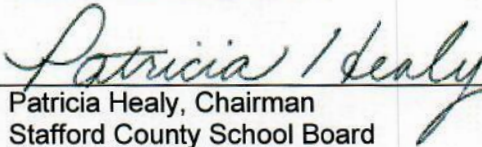
Whereas, the population growth in Stafford County has created additional demands for personnel, operating costs, classroom space, and equal classroom facilities;

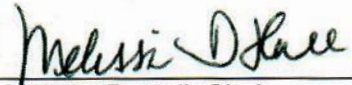
Now, therefore, be it resolved, that on **May 15, 2018**, the Stafford County School Board requests:

1. A full, non-categorical appropriation of **\$289,691,163** from the Stafford County Board of Supervisors for the **FY19** School Operating Budget; and
2. That all school operating funds unexpended on **June 30, 2018**, be carried forward to **FY19**; and
3. That the following special school funds be appropriated by the Stafford County Board of Supervisors in the following amounts:

Debt Service on Bonds	\$31,466,416	Nutrition Services Fund	\$14,046,930
Health Benefits Fund	\$30,753,877	Fleet Services Fund	\$5,111,229
School Construction Fund	\$490,399	Workers' Compensation Fund	\$622,565
Grants Fund	\$12,923,242		

Approved by the Stafford County School Board this 15th day of May, 2018.


Patricia Healy, Chairman
Stafford County School Board


Melissa D. Hall, Clerk
Stafford County School Board

BOARD OF SUPERVISORS

Agenda Item

Meeting Date:	June 19, 2018
Title:	Authorize the County Administrator to Budget and Appropriate Insurance Proceeds to the Schools' Operating Fund
Department:	Finance and Budget
Staff Contact:	Maria J. Perrotte, Chief Financial Officer
Board Committee/ Other BACC:	N/A
Staff Recommendation:	Approval
Fiscal Impact:	N/A
Time Sensitivity:	N/A

ATTACHMENTS:

1.	Background Report	3.	School Letter dtd 6/10/2018
2.	Proposed Resolution R18-165		

X	Consent Agenda		Other Business		Unfinished Business
	Discussion		Presentation		Work Session
	New Business		Public Hearing		Add-On

REVIEW:

X	County Administrator	Thomas C. Foley
X	County Attorney (legal review only)	Ryshede H. McClinton

DISTRICT:	N/A
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BACKGROUND REPORT

Each year, the School Board's budget includes a contingency appropriation for insurance recoveries and grants, so that if or when they are received, the funds can be spent.

In the current year, the contingency is \$1,000,000. On May 15, 2018, the Board budgeted and appropriated additional insurance funds in the amount of \$750,000 as the contingency had been exceeded. The continuation of bad weather caused unusually high amounts of damage. The Schools' are expecting to exceed that amount and have requested appropriation to cover the additional amount of \$750,000 for roof repairs (Attachment 3). Funds are spent only when the supporting revenue is received, and there is no net effect on the Schools' budget. The local appropriation remains unchanged.

Staff recommends approval of proposed Resolution R18-165, which budgets and appropriates insurance proceeds to the Schools' Operating Fund.

R18-165

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 19th day of June, 2018:

MEMBERS:

Meg Bohmke, Chairman
Gary F. Snellings, Vice Chairman
Jack R. Cavalier
Thomas C. Coen
L. Mark Dudenhefer
Wendy E. Maurer
Cindy C. Shelton

VOTE:

On motion of , seconded by , which carried by a vote of to , the following was adopted:

A RESOLUTION TO BUDGET AND APPROPRIATE INSURANCE
PROCEEDS TO THE SCHOOLS' OPERATING FUND

WHEREAS, the School Board maintains a contingency to account for insurance and grants revenues; and

WHEREAS, in FY2018, the actual revenue received is expected to exceed the amount budgeted and appropriated; and

WHEREAS, funds from this account are spent only if and when they are received received;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 19th day of June, 2018, that Seven Hundred Fifty Thousand Dollars (\$750,000) be and it hereby is budgeted and appropriated to the Schools' Operating Fund to increase the contingency account.

TCF:MP:aml



STAFFORD COUNTY PUBLIC SCHOOLS

31 Stafford Avenue
Stafford, Virginia 22554-7246
Phone: 540-658-6000
www.staffordschools.net

SCHOOL BOARD
Patricia Healy, Chair
Dewayne McOsker, Vice-Chair
Sarah Chase, Ph.D.
Jamie Decatur
Irene Egan
Holly Hazard
R. Pamela Yeung

Office of the Superintendent

Attachment 3

June 10, 2018

Mr. Tom Foley
County Administrator
Stafford County
Stafford County Government Center
1300 Courthouse Road
Stafford, Virginia 22554

Re: FY18 Unfunded Insurance Proceeds

Dear Mr. Foley:

By this letter, the School Division (Schools) requests an additional appropriation of \$750,000 for projects funded by insurance proceeds. The Schools expects to receive insurance proceeds to cover storm damages as result of a wind storm that occurred on March 2nd – March 3rd, 2018. The School's annual appropriation includes \$1,000,000 of unfunded contingency funds to be used when unexpected funds are received. Additionally, on May 15, 2018, the Board of Supervisors approved an additional \$750,000 appropriation for various repairs and projects funded with insurance proceeds. Not included in the original request and approval, were the damages as a result of the March 2018 wind storm as insurance proceeds were not yet determined. In order to comply with the total appropriation authorized, the School Division requests an additional appropriation. The funds will not increase the budgeted local transfer budgeted by the County.

The insurance company has currently authorized the payments for the following projects:

Colonial Forge High School Roof	\$218,925
Gayle Middle School Roof	483,433
Rocky Run Elementary School Roof	<u>53,550</u>
Total:	\$755,908

The Schools request an additional appropriation of \$750,00 with approval at the June 19th, 2018 Board of Supervisors meeting in order for the contract to be executed in time to complete work this coming summer. Funds will not be expended unless a revenue offset is received.

If you have any questions please contact Mr. Chris Fulmer at 540-658-6580.

Respectfully,

W. Bruce Benson, E.D.
Superintendent

cc: Mr. Scott Horan, Assistant Superintendent of Operations
Mrs. Pamela Kahle, Associate Superintendent
Mr. Chris Fulmer, Chief Financial Officer

BOARD OF SUPERVISORS
Agenda Item

Meeting Date:	June 19, 2018
Title:	Discuss Adopting Policy Directing the Funding of Stafford County's Volunteer Fire and Emergency Medical Services (EMS) System
Department:	Fire and Rescue
Staff Contact:	Chief Joseph Cardello
Board Committee/ Other BACC:	Public Safety Committee; and Finance, Audit, and Budget Committee
Staff Recommendation:	Approval
Fiscal Impact:	See background report
Time Sensitivity:	N/A

ATTACHMENTS:

1.	Background Report	4.	Volunteer Fire and EMS System Budget Spreadsheet
2.	Proposed Resolution R18-166	5.	Power Point Presentation
3.	Volunteer Fire and EMS Budget Policy		

	Consent Agenda		Other Business		Unfinished Business
	Discussion		Presentation		Work Session
X	New Business		Public Hearing		Add-On

REVIEW:

X	County Administrator	Thomas C. Foley
X	County Attorney (legal review only)	Rysheda H. Hillendorn
X	Finance and Budget	for ml Andrea Liguori

DISTRICT:	N/A
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BACKGROUND REPORT

The Stafford County Fire and Rescue Department (Department) is a combination all-hazards response agency that provides fire suppression, emergency medical, technical rescue, life-safety, and community risk reduction services throughout the County. These services are provided through a collaborative response staffing model involving participation of both career and volunteer personnel. Trained personnel respond to emergencies from stations located throughout the jurisdiction.

The Department and Finance and Budget staff, along with representatives from the Volunteer Fire and Rescue Association, have worked to develop an equitable and understandable budget policy to direct the funding of the Volunteer Fire and Emergency Medical Services (EMS) System. The Volunteer Fire and EMS System Budget Policy (Policy) (Attachment 3) would be implemented in FY2019 and in future budget cycles. The purpose of the Policy is to ensure that station operating expenses are appropriately managed, funds are allocated toward training and volunteer service, and cost centers are identified for capital needs.

The Policy will provide guidance to the Volunteer fire and rescue stations as they prepare and make their annual budget request. Additionally, it will provide guidance to the Department as it considers those requests and the County Administrator as he prepares the annual budget. Lastly, it will provide the Board and the community with consistent and equitable information on the funding and budgeting with the System.

Following discussion on June 19th, the Board will be asked to consider proposed Resolution R18-166, which adopts the proposed Volunteer Fire and EMS System Budget Policy, at its July 10th meeting. Attachment 4 contains the Volunteer Fire and EMS proposed FY2019 budget spreadsheet.

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the day of , 2018:

MEMBERS:

Meg Bohmke, Chairman
Gary F. Snellings, Vice Chairman
Jack R. Cavalier
Thomas C. Coen
L. Mark Dudenhefer
Wendy E. Maurer
Cindy C. Shelton

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION ADOPTING A POLICY DIRECTING THE
FUNDING OF STAFFORD COUNTY'S VOLUNTEER FIRE AND
EMERGENCY MEDICAL SERVICES (EMS) SYSTEM

WHEREAS, the Board has identified public safety as one of the County's top priorities; and

WHEREAS, Volunteer Fire and EMS stations are an essential component of the Stafford County Fire and Rescue Department; and

WHEREAS, the appropriate and effective funding of Volunteer Fire and EMS stations is necessary for uninterrupted service delivery; and

WHEREAS, a collaborative and system-wide approach has been used to ensure an equitable and proper funding mechanism;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the day of , 2018, that it be and hereby does adopt the Volunteer Fire and Emergency Medical Services (EMS) System Budget Policy, attached as Exhibit A, which shall take effect with the FY2019 budget.

TCF:JC:jg

Volunteer Fire and Emergency Medical Services (EMS) System Budget Policy

Adopted on:

Proposed Resolution R18-166

PURPOSE

To provide guidance for the County funding of the Volunteer Fire and EMS System (System) within the context of the County's annual budget;

To provide equitable funding across the System;

To promote and encourage volunteerism; and

To enhance a System-wide approach to the procurement of goods and services.

POLICY

The County Administrator will develop a budgeting process for the System which supports the Board's goals and meets the purpose of this policy. The development of the budgeting process will be done in consultation with the Volunteer Fire and Rescue (VF&R) senior leadership and the Fire and Rescue Chief, or his designee.

The System budgeting process shall address three specific areas: (1) annual operating funds, (2) volunteer system training and incentives funds, and (3) capital needs and maintenance expenses. During the County's annual budget process, the County Administrator or his designee will provide the Board of Supervisors the proposed System and VF&R station budgets, addressing these three specific areas.

Annual operating funds shall be allocated in an equitable fashion across the System and between VF&R stations. Annual operating budgets will be based upon projected needs of each VF&R station. These funds will be dispersed in accordance with the general ledger structure and utilities costs at the VF&R stations will be included within the annual operating budget.

Volunteer system training and incentive funds will be provided as a source of funding for additional training opportunities to VF&R members. The Length of Service Awards Program (LOSAP) incentive shall also be included in this budget allocation. The Fire and Rescue Department's leadership, in conjunction with the VF&R senior leadership, will develop and administer procedures regarding funding for training and incentives and the County Administrator will include these funds in the proposed System budget presented to the Board of Supervisors.

Capital needs and facilities maintenance expenses not included within the County's Capital Improvement Program (CIP) will be proposed in each VF&R station's budget. These funds will be used for items such as furniture and fixtures, machinery and equipment, and computer equipment. The VF&R station must use the County's procurement system whenever required and/or practical to ensure

Volunteer Fire and Emergency Medical Services (EMS) System Budget Policy

Adopted on:

Proposed Resolution R18-166

quality services and goods at the best value for the County. The Fire and Rescue Department's leadership, in conjunction with the VF&R senior leadership, will develop and administer an equitably needs-based system for allocating these funds and the County Administrator will include these funds within the proposed System budget presented to the Board of Supervisors.

Any obligations, agreements, or contracts entered into by a VF&R station or agency that do not follow the County's procurement policy, County or State law, or any other County or Fire and Rescue Department policy, shall not become liabilities of the County. Mortgages, liens, deeds of trust, promissory notes, and similar encumbrances against real or personal property, which were not explicitly agreed to via Resolution by the Board of Supervisors shall remain the sole responsibility of the VF&R station or agency; inclusion within a VF&R station's budget, without separate action and approval of the Board of Supervisors, will not be recognized for the purpose of the County incurring liability or paying on the liability.

Volunteer Station Operating Budgets:														
	Co 1	Co 2	Co 3	Co 4	Co 5	Co 6	Co 7	Co 8	EMS1	EMS4	EMS7	EMS8	EMS9	TOTAL
3120 - Accounting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$13,000
3311 - Unsched. Repairs	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$0	\$20,000
5540 - Training -	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$32,500
5802 - Misc.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$65,000
5863 - Vol Program Exp.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6001 - Office Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$13,000
6002 - Food Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6005 - Custodial Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$19,500
6007 - Repair/Maint.	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$0	\$25,000
6011 - Uniforms	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$26,000
6081 - Expendable Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$13,000
Operating totals without Mortgage:	\$18,500	\$14,000	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$14,000	\$18,500	\$18,500	\$18,500	\$14,000	\$227,000
Co. 1 Mortgage	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Operating Totals with Mortgage	\$53,500	\$14,000	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$14,000	\$18,500	\$18,500	\$18,500	\$14,000	\$262,000

Projected Volunteer Station Utilities:														
	Co 1	Co 2	Co 3	Co 4	Co 5	Co 6	Co 7	Co 8	EMS1	EMS4	EMS7	EMS8	EMS9	TOTAL
3161 - Trash Removal	\$3,540	\$0	\$698	\$698	\$698	\$698	\$1,393	\$854	\$0	\$683	\$698	\$826	\$535	\$11,321
3166 - Pest Control Srvcs	\$364	\$0	\$336	\$260	\$256	\$276	\$260	\$260	\$0	\$300	\$304	\$248	\$264	\$3,128
5110 - Utilities Electric	\$20,487	\$0	\$8,427	\$8,269	\$9,291	\$8,549	\$9,010	\$7,745	\$0	\$7,692	\$7,483	\$5,112	\$7,793	\$99,858
5120 - Utilities Heat	\$4,478	\$0	\$4,976	\$3,243	\$404	\$1,443	\$5,462	\$7,141	\$0	\$2,592	\$5,867	\$2,719	\$424	\$38,749
5130 - Water /Sewer	\$1,512	\$2,079	\$0	\$462	\$0	\$0	\$990	\$0	\$0	\$439	\$1,669	\$0	\$1,031	\$8,182
5135 - Utilities Cable	\$5,765	\$2,677	\$1,516	\$4,055	\$3,872	\$2,529	\$2,868	\$1,936	\$0	\$4,044	\$2,989	\$3,492	\$1,936	\$37,679
5230 - Comm. - Phone	\$0	\$3,967	\$3,752	\$1,765	\$0	\$0	\$1,381	\$6,715	\$0	\$2,475	\$0	\$0	\$0	\$20,055
5233 - T1 Line	\$0	\$0	\$4,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,988
Totals:	\$36,146	\$8,723	\$24,693	\$18,752	\$14,521	\$13,495	\$21,364	\$24,651	\$0	\$18,225	\$19,010	\$12,397	\$11,983	\$223,960

Operating Funds Including Utilities	\$485,960
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System Wide Funding:	
Length of Service Awards Program (LOSAP)	\$20,000
Fire Training Funds	\$34,000
EMS Training Funds	\$34,000
Totals:	\$88,000

One-Time Station Funding:	
Non-Capital Funding Source for Volunteer Station Maintenance & Repairs and Equipment	\$134,025

Volunteer Fire and EMS System Budget (Operating Budgets AND System Wide Funding AND One Time Funding):	\$707,985
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Additional Funds for Station Improvements	
FY19 General Fund Non-Capital Expenses	\$150,000
FY17 Fund Balance Rollover	\$173,009
FY19 CIP Funds	\$330,000
Totals:	\$653,009

Volunteer Fire & EMS System Budget Policy


June 19, 2018

Public Safety Committee and
Finance, Audit and Budget
Committee Meetings

Purpose

- To provide an overview of the significant changes in the Volunteer Fire and Rescue (VF&R) funding policy – from performance based to a needs-based system.
 - To propose a policy providing guidance for staff and Volunteer Fire & Rescue (VF&R) leadership's work.
- 

Where We Were

- Since 2012, VF&R has been funded on a performance based system.
 - Under a comprehensive review of the Fire and Rescue System, it was determined that this funding strategy did not promote recruitment and retention, or provide equitable opportunities across the VF&R stations.
- 

FY2019 Proposed Budget

- The VF&R FY19 Proposed Budget was prepared as a zero-based budget.
- It did not provide for parity across the stations.
- FY19 proposed at \$484,025, a savings of \$63,322 over prior year.
 - Savings were used to provide funding for the Volunteer Coordinator Position.
- Staff was directed to come back to the Board with a budget proposal within the constraints of \$484,025 that provided greater parity, encouraged and retained volunteers, and was presented in a format that detailed financial data on the investment in volunteer stations.

Policy

- Staff worked with VF&R leadership to develop a funding policy and method providing for:
 - Annual operating costs to be recorded in station expenses for tracking and analysis. (Including utility costs which were previously reported within the general Fire and Rescue Department budget);
 - Volunteer system training and incentives funding to ensure that quality of operations remained across the organization;
 - One time funding to ensure the maintenance and repair of facilities.
- This policy is before you today for consideration and recommendation to the full Board.

Funding Strategy

FY2019 Proposed Budget	Amount
FY2019 Proposed Budget - Station Performance / Zero Based Funding	\$484,025
FY2019 Utilities (previously in F&R Budget)	\$223,960
Volunteer Coordinator Position	\$65,000
Department Wide Funding - Career & Volunteer (fuel, insurance, workers comp, etc.)	N/A
Total	<u>\$772,985</u>


Proposed Operating Expenditures under draft Policy	Amount
FY2019 Operating (includes \$223,960 for Utilities)	\$485,960
New System Wide Training Program	\$68,000
System Wide Length of Service Awards Program	\$20,000
One Time Station Expenses (maintenance, repairs & equipment replacement)	\$134,025
Volunteer Coordinator Position	\$65,000
Department Wide Funding - Career & Volunteer (fuel, insurance, workers comp, etc.)	N/A
Total	<u>\$772,985</u>

Set Aside One-Time Capital Funding	Amount
Station Repair & Replacement	\$150,000
Future Station Capital Projects Reserve	\$503,009
Total	\$653,009


Organizational Investments

- In addition to Operating, Volunteer System Training and Incentive Funding, and One Time Costs, the County's Fire and Rescue Department Budget includes:
 - Apparatus Purchase, Repairs, Fuels, & Maintenance
 - Property, Liability, & Vehicle Insurance
 - Personal Protective Equipment
 - Orientation and Fire/EMS Certification Training
 - Communications Systems and Technology
 - Medical, Durable, & Expendable Supplies/Equipment


Volunteer Station Assessments

- VF&R station conditions across the system are indicative of significant future capital improvements needs.
 - A facilities assessment is in place and is anticipated to be completed in late summer.
 - This assessment will provide a ranked list of priority major capital needs.
 - In anticipation of funding needs, strategies to fund these capital needs have been put into place.
- 

Additional Commitments to the VF&R System

- The Adopted FY2019 Budget includes one time funding for Volunteer Station repairs of \$150,000.
 - The Proposed CIP includes cash funding for Volunteer Station repairs of \$330,000.
 - End of year unspent funding of \$173,009 was held in fund balance at the end of FY2017 to meet the capital needs of the VF&R system.
 - If the CIP is adopted as proposed, these funding sources will provide \$653,009 to meet the major capital needs of the VF&R system.
- 

Conclusion

- Attached is the updated VF&R FY2019 budget and draft policy for your consideration.
 - This represents a considerable improvement in providing transparency to the Board, public and stakeholders.
 - Throughout the annual budget process, more work will be done to normalize budgets and to create opportunities to promote and retain volunteers while communicating across the system, to the citizens and to the Board.
- 

Questions

Smart Scale Application Updates

June 19, 2018

Smart Scale

- Staff provided an update to the Infrastructure Committee at the June 6th meeting, and advised of significant increases to the cost estimates for the projects selected by the Board for Smart Scale District Grant applications
- The updated information on the four projects approved for submission, along with the revised Smart Scale funding requests necessary are provided below

➤ **Route 1/Enon Road Intersection and Roadway Improvements**

<u>Fuels Tax</u> -	\$50,000
<u>CMAQ/RSTP</u> -	\$ 3,500,000
<u>Impact Fees</u> -	\$ 1,500,000
<u>Smart Scale</u> -	<u>\$ 6,550,000</u>
Total	\$11,600,000

➤ **Winding Creek Road Widening**

<u>Developer Contribution</u> -	\$ 2,216,090 (Road Improvements)
<u>Developer Contribution</u> -	\$ 150,000 (Right of Way)
<u>Smart Scale</u> -	<u>\$14,633,910</u>
Total	\$17,000,000

➤ **Eskimo Hill Roadway Improvement**

<u>R-Board</u> -	\$ 1,000,000
<u>Revenue Sharing</u> -	\$ 1,000,000
<u>Smart Scale</u> -	<u>\$26,000,000</u>
Total	\$28,000,000

➤ **Stefaniga and Mountain View Road Intersection Improvement**

<u>Smart Scale</u> -	\$4,600,000
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- The increase in Smart Scale funding being requested with these estimates would seriously jeopardize our possibilities for success with our applications. The Committee was advised that staff would be meeting with VDOT to consider various factors in an attempt to lower the estimates. Following this meeting, the cost estimates for all Stafford projects have been reduced

- The committee also requested Staff to examine other funding sources to lower the Smart Scale funding request and improve the chances for success. The suggested funding strategy which factors in the updated estimates is provided below

➤ **Route 1/Enon Road Intersection and Roadway Improvements**

<u>Fuels Tax</u>	\$ 50,000
<u>CMAQ/RSTP</u>	\$3,500,000
<u>Impact Fees</u>	\$1,500,000
<u>Revenue Sharing</u>	\$1,550,000
<u>Smart Scale</u>	<u>\$3,100,000</u>
Total	\$9,700,000

➤ **Winding Creek Road Widening**

<u>Developer Contribution</u>	\$ 2,300,000 (Road Improvements)
<u>Developer Contribution</u>	\$ 1,300,000 (Right of Way)
<u>Smart Scale</u>	<u>\$10,600,000</u>
Total	\$14,200,000

➤ **Eskimo Hill Roadway Improvement**

<u>R-Board -</u>	\$ 1,000,000
<u>Revenue Sharing -</u>	\$ 1,000,000
<u>Smart Scale -</u>	<u>\$22,600,000</u>
Total	\$24,600,000

➤ **Stefaniga and Mountain View Road Intersection Improvement**

<u>Revenue Sharing</u>	\$1,000,000
<u>Local Match</u>	\$1,000,000 (assuming proposed Trans funding in CIP)
<u>Smart Scale -</u>	<u>\$1,400,000</u>
Total	\$3,400,000

- The changes above will greatly improve the chances of receiving Smart Scale funding for the Enon Road and Stefaniga/Mountain View Road projects. The Eskimo Hill Road and Winding Creek Road projects are unlikely to be awarded funding unless further reductions to the cost estimates or other funding sources are identified. Staff continues to work with VDOT on the Eskimo Hill Road and Winding Creek Road projects to lower the estimated cost
- If the state alters the revenue sharing program such that these funds are not available, then local funds will have to be substituted or the projects abandoned

Finance Audit and Budget Committee
Tourism Funding Discussion
June 19, 2018

- On June 5, 2015, staff briefed the CEDC on use of historical and planned tourism marketing funds. Director Holden and the Tourism Manager Logan intend to clarify and document procedures for organizations to request that funding.
- At the CEDC Meeting, Staff were directed to stop all new tourism allotments to private entities until a procedure had been developed
- Several of our partner agencies have been receiving funding for several years and have included that amount in their annual budgets
- A proposed procedure will be brought back to the CEDC which outlines the requirements for grants and sponsorships that employs the same online tool that is used each year for our Community Partners

Contractual Partnerships

- **Fredericksburg Tourism Alliance** – Promotes regional tourism
- **Belmont** – preserves the historic home and provides advertisement for Stafford Tourism in the gift shop

Approved Budget Tourism Grants (Budget book 248 – attached)

- **White Oak Museum** - \$7,500 is Budgeted and Appropriated for the Museum to assist with brochures, advertisements in Civil War magazines etc.
- **Riverside Dinner Theatre** – FY19 approved budget allocates \$10,000 for the dinner theatre to use for advertising, photography and videography
- **Stafford Historical Society** - \$3,000 provided for support of Historical Society mission
- **Ferry Farm Foundation** - \$10,000 is allocated to pay for items associated with the July 4th celebration at Ferry Farm Foundation, such as signage, trolleys etc

Additional Sponsorships that are committed

- **Oktoberfest** (Partnership with Adventure) \$ 3,000
- **Stafford Summer Fun Fest** (Partnership with McLane) \$ 5,000
- **Stafford Soccer** – The approved budget includes \$10,000 for the Saint Paddy's day tournament which generates an estimated \$350,000 in direct economic impact

Recent Request for Sponsorship

- Bethlehem Church Historical Marker \$1,770
Although a new request, Church members discussed in March with Chairman Bohmke. At that time, a positive response to supply funds was provided, would committee recommend maintaining?

Staff recommends continuing the funding this year, as committed, while presenting new procedures for FY2019. This will allow the current partners that have planned for this funding to continue with their events.

Tourism Partner Agencies' Funding

Stafford County FY19 Proposed Budget

Agency	Program Description	FY2017 Actual	FY2018 Adopted Budget	Proposed Budget	FY2019 Change Adopted to Proposed	
Artisan Trail	Stafford County Tourism is no longer participating in the Artisan Trail. Prince William County and Fauquier County pulled funding voiding MOU.	0	10,000	0	(10,000)	-100.0%
Fredericksburg Tourism Alliance	To promote regional tourism through joint marketing and event promotion.	171,000	171,000	171,000	0	0.0%
Ferry Farm	To preserve and promote History and Knowledge of George Washington's time in Stafford.	7,577	10,000	10,000	0	0.0%
White Oak	The White Oak Civil War Museum houses a unique collection of hundreds of Union and Confederate artifacts collected from encampments and battle sites around the Fredericksburg area.	3,130	7,500	7,500	0	0.0%
Belmont	Preserves and protects the home, garden and studio of the former residence of renowned American artist Gari Melchers and is the Stafford Visitor Center.	63,630	55,000	45,000	(10,000)	-18.2%
Riverside	Riverside Center for the Performing Arts is an elegant, full-service, special event venue and dinner theater located in Stafford VA.	10,193	10,000	10,000	0	0.0%
Historical Society	To preserve and promote knowledge of Stafford County history.	3,000	3,000	3,000	0	0.0%
Stafford Soccer	Our sponsorship of the St. Paddy's day tournament helps to generate 350,000 in direct economic impact.	10,000	10,000	10,000	0	0.0%
Total		\$268,530	\$276,500	\$256,500	(\$20,000)	-7.2%
Funds will be transferred to the General Fund.						
Parks and Recreation	To provide the county with activities and events.	\$10,000	\$10,000	\$10,000	\$0	0.0%
Total		\$10,000	\$10,000	\$10,000	\$0	0.0%

BOARD OF SUPERVISORS
Agenda Item

Meeting Date:	June 19, 2018
Title:	Proposed FY2019-28 Capital Improvement Program
Department:	Finance and Budget
Staff Contact:	Maria J. Perrotte, Chief Financial Officer
Board Committee/ Other BACC:	Finance, Audit, and Budget Committee
Staff Recommendation:	Approval
Fiscal Impact:	See background report
Time Sensitivity:	Yes, to allow for necessary public hearings on VPSA to meet requirements for the fall borrow and to meet the June 30 adoption based on the Financial Policies

ATTACHMENTS:

1.	Background Report	4.	School Board Proposed CIP
2.	Proposed Resolution R18-49 (FY2019-2028 CIP)	5.	Ferry Farm Elementary School Project Plan
3.	CIP Summary FY2019-28		

<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Other Business	<input checked="" type="checkbox"/>	Unfinished Business
<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Work Session
<input type="checkbox"/>	New Business	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Add-On

REVIEW:

X	County Administrator	<i>Thomas C. Foley</i>
X	County Attorney (legal review only)	<i>Ryphede M. McCloud</i>

DISTRICT:	N/A
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BACKGROUND REPORT

Proposed Resolution R18-49 adopts the FY2019-28 Capital Improvement Program (CIP). The CIP is adopted for planning purposes only. Approval of the CIP does not authorize issuance of debt or expenditure of funds and authority to proceed is granted by the Board on a project-by-project basis. For each individual project, the Board is asked to take action, which would approve (or deny) the project and the funding source, and appropriate the project's budget.

The development of the CIP considers the Board's priorities as obtained through the Joint CIP Oversight Committee meetings; the Finance, Audit, and Budget (FAB) Committee meetings; budget work sessions; and joint budget work sessions with the School Board. Additionally, the CIP considers the priorities established by the School Board, adopted by the School Board on May 22, 2018 (Attachment 4), and incorporates them into the proposed CIP.

Capacity, in terms of debt and student levels, has played a significant part in developing this year's CIP consideration. In accordance with the Board's principles of high performance financial management (Policy), the impact on debt capacity is paramount to fiscal responsibility and maintenance of the County's bond credit rating. Therefore, fundamental to the process was maintaining Policy guidelines. Additionally, maintaining adequate levels of capacity for the elementary and high school students is essential to an effective CIP.

The FY2019-28 CIP views school enrollment at the macro level, assuming that all available seats will be used prior to building a new school rather than the micro level, or school-by-school. Therefore, the proposed CIP assumes that redistricting and/or temporary learning cottages may be necessary.

ACCOMPLISHMENTS

1. Use of a new comprehensive CIP funding model that makes greater use of a variety of funding sources;
2. The tax rate of \$0.99 allowed for an increase in debt capacity of \$5 million; and
3. The retirement of over \$11 million in debt over the 10-year period.

REVENUE ASSUMPTIONS

1. Assumes the use of cash funding and proffers before debt funding.
2. Assumes that the Courthouse ramp-up that has begun and is being planned in future budgets, is utilized to provide funding to reduce reliance on debt, and is used post-construction to provide established funding for debt services. These funding sources are from:
 - a. FY2019 revenue - \$543,000;
 - b. FY2020 revenue - \$2,495,697;
 - c. FY2021 revenue - \$3,935,000;
 - d. Courthouse maintenance fee revenue (\$3 collected per case) projected to be \$65,000 annually;
 - e. Projected fund balance is reserved from savings from debt service, recordation fees in excess of budget, and accumulated Courthouse maintenance fee revenues; and
 - f. Proffer funding in the amount of \$163,631.
3. Assumes the use of on-going revenue:
 - a. General Fund allocation of 3% as prescribed in the Policy;
 - b. General Fund allocation of dedicated real estate tax revenue, as specified in the FY2019 adopted budget, inflating 3% annually;
 - c. The Schools' provided current revenue to support repair, replacement, and rehabilitation (3R) projects; and

- d. Due to the projected increase in state funding for education anticipated in the State's recently adopted budget, \$1 million is programmed annually as recurring funding to meet the Schools' Capital Projects in the Plan.
- 4. Assumes the use of one-time revenue:
 - a. The projected net profits from the sale of Moncure Elementary School in FY2022 for \$6.3 million;
 - b. Funding from the Capital Projects Reserve of \$1.2 million;
 - c. General Fund projected annual year-end budget savings of \$1 million;
 - d. June real estate tax collections estimated in excess of the budget approximately \$2 million;
 - e. Funding from Capital Projects Reserve fund balance of \$840,000 identified in the FY2019 budget;
 - f. Available funds from the reserve for Schools' major capital projects (held by the County) \$615,000;
 - g. Schools' year-end carryover of \$427,000 as provided by the Schools' Proposed CIP adopted by the School Board on May 22, 2018;
 - h. Available funding from the current capital project savings \$74,000;
 - i. Schools' Capital Project Reserve (held by the County) \$46,000; and
 - j. Fleet Services and School Nutrition cash funding for specific and related projects listed in the Schools' 3R.
- 5. Assumes use of all available proffers for projects in the 10-year CIP.

OPERATING IMPACTS

Within the first half of the proposed 10-year CIP, the operating impact is the equivalent of an increase of 2.3 cents of the current assessed value. This increase assumes that normal revenue growth (non-reassessment growth) will pay for other operating increases.

During the second half of the proposed 10-year CIP and with the opening of a new high school and elementary school (among other capital projects), the operating impact will continue to increase. Furthermore, assumptions for the operating costs (i.e., personnel, utilities, supplies) for the Fredericksburg Christian School additions have not been included.

MAJOR CAPITAL PROJECTS

1. Courthouse – uses a phased-in plan, with the assumption that projected needs for additions will be outside the 10-year CIP window. Staff worked with the architects to refine the options and develop a preferred option that represents a compromise between space needs, function, safety and long-term flexibility. Adjustments were made to the size of the proposed Circuit Court and the operating expenses to more accurately reflect the proposed construction schedule and timing, while still addressing long-term needs.
2. Ferry Farm Renovation – assumes available funding. The extent of the rehabilitation, given the amount of funding, is unknown. The Technical Review Committee (TRC) did not analyze the Ferry Farm renovation. Further plans and data will be provided in the FY2020-29 joint CIP process and additional study is currently underway
3. The TRC did not analyze the purchase and renovation of Fredericksburg Christian School along with the additions of classrooms in future years. The additions have not had a cost-estimate completed by an architectural and engineering firm and future costs are placeholders without consideration of inflation. Further plans and data will be provided in the FY2020-29 joint CIP process. Since the June 5th BOS meeting, the first addition of 10 classrooms has been moved out to FY2025 construction.

4. Elementary school #18 is anticipated to provide 966 seats. The impact on available seats is tied to the Fredericksburg Christian School and any future additions.
5. High school #6 is assumed to use proffered land and will provide 2,150 seats.
6. The TRC did not analyze improvements to the Gari Melchers location.

It is important to note that the CIP is a financial planning tool. Like the five-year financial outlook, the CIP is meant to help the Board responsibly prepare for major capital investments on the horizon. Work is already underway to further develop the plans for the projects represented here. All of these projects will be back before the Board for further consideration as those plans are developed and the projects move forward. Next year's CIP process has already commenced. The CIP proposed here addresses the most pressing Court needs in a phased approach and achieves school priorities, all within the County's debt capacity.

Staff recommends approval of proposed Resolution R18-49 and will be available at the meeting to answer questions related to the above-referenced items.

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 19th day of June, 2018:

MEMBERS:

Meg Bohmke, Chairman
Gary F. Snellings, Vice Chairman
Jack R. Cavalier
Thomas C. Coen
L. Mark Dudenhefer
Wendy E. Maurer
Cindy C. Shelton

VOTE:

On motion of , seconded by , which carried by a vote of to , the following was adopted:

A RESOLUTION TO ADOPT THE FISCAL YEARS 2019-2028
CAPITAL IMPROVEMENT PROGRAM WITH THE INTENT TO
REIMBURSE CERTAIN CAPITAL IMPROVEMENT EXPENDITURES

WHEREAS, a public hearing on the proposed fiscal years (FY) 2019-2028 Capital Improvement Program (CIP) was held on Tuesday, April 3, 2018, at 7:00 P.M. in the Board Chambers at the George L. Gordon, Jr., Government Center, located at 1300 Courthouse Road Stafford, Virginia; and

WHEREAS, the Board considered the recommendations of the School Board and staff, and the public testimony, if any, received at the public hearing; and

WHEREAS, the ten-year CIP is a significant part of the County's comprehensive planning; and

WHEREAS, the Board finds that it is necessary to identify needed capital improvements;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 19th day of June, 2018, that the FY2019-2028 Capital Improvement Program (CIP) be and it hereby is adopted as follows:

General Government

ERP System	Belmont - Ferry Farm Trail - Phase 6
Fiber Network	Berea Church Road (SR 654) Improvements
General Government Repairs, Replacements and Rehabs	Brooke Road (SR 608) Reconstruction South of Eskimo Hill Road (SR 628)
Courthouse	Courthouse Road (SR 630) at Jefferson Davis Hwy (RT 1) Intersection Improvement
Parks Repairs, Replacements and Rehabs	Enon Road (SR 753) Widening: RT1 to I-95
Library	Jefferson Davis Hwy (RT 1) at Potomac Creek Drive (SR 761)
Replacement Apparatus	Juggins Road (SR 711) Reconstruction
LifePak Replacement	Tech Center Drive
Public Safety Repairs, Replacements and Rehabs	Telegraph Road (SR 637) and Woodstock Lane (SR 639) at RT 1 Safety Improvements
Command Bus	Flatford Road Sidewalk
Radio Core	Onville Road Sidewalk
Stormwater	
Public Works Repairs, Replacements and Rehabs	

Education

Rebuild Moncure Elementary	Renovate Ferry Farm Elementary
Purchase and Renovate Fredericksburg Christian School	Rebuild Hartwood Elementary
Addition to Fredericksburg Christian School, Phase 1	Elementary School #18
Addition to Fredericksburg Christian School, Phase 2	High School #6
	Schools Repairs, Replacement and Rehabs

Utilities

433-06 - Moncure Pump Station Distribution Upgrade	LFR-15 - Replace 18", 15" and 12" with 24" Line along Claiborne Run from Morton Road to Kings Hill Road
472-01 - Shelton Shop Road 8" Main 472/433 Boundary Adjustment	LFR-30 - Construct 12" Gravity Line from England Run Pump Station to Days Inn Pump Station
342-06 - 24" Main along Truslow Road from I-95 to Enon Road to Hulls Chapel Road	LFR-51 - Construct 10" Line to serve future Central PDA Growth
342-15 & 16 - 24" Main from Enon Road Tank to Centreport Pkwy, via Abel Lake and existing 16" Replacement	LFR-58 - Replace 8" with 15" Line along Cambridge Street from Force Main to Michael Street
433-04 - Construct 10-inch main from Embrey Mill Road to the existing 10-inch main on White Chapel Lane	LFR-59 - Replace 8" with 10" from Nelms Circle to Auction Drive
433-05 - Construct 16-inch main along Courthouse Road from pumping station at 433/370 Zone boundary to Rollinswood Lane	LFR-129 - Replace 8" with 16" Force Main from Potomac Creek Pump Station
472-100 - Construct 0.5 Million Gallon Storage Tank along Garrisonville Road near Ripley Road	LFR-204 - Expand future Celebrate Virginia Pump Station
472-200 - Construct 0.9 mgd pumping station along Lightfoot Road near Mountain View Road	LFR-209 - Replace Falls Run Pump Station
480-04 - Construct 12" Main along University Blvd from 12" Main on Reservoir Road	LFR-214 - Expand Claiborne Run PS
Tank Removal	LFR-217 - Expand Stafford Place Pump Station
Hydrant/Valves Replacement Program	LFR-228 - Expand Ingleside Pump Station
Water Distribution Rehab - Neighborhood Systems	Gravity Lines & Interceptor Maintenance
Water Distribution Rehab - Transmission Lines Replacements	Pump Stations
Regional Water Interconnection	Little Falls Run Wastewater Treatment Facility - Influent Structure

Water Distribution Rehab - Small Water Projects	Little Falls Run Wastewater Treatment Facility - Influent Grit Blowers
Water Extension Projects	Little Falls Run Wastewater Treatment Facility - Filter Replacement
Redundant Gate Replacement for Abel Lake and Smith Lake	Aquia Wastewater Treatment Facility - Generator Tiebreaker (MCC Replacement)
Lake Mooney - Thickener Tank and Equipment	Infiltration and Inflow Maintenance
Lake Mooney - Permanganate	Sewer Extension Projects
Lake Mooney - Additional Modules for Interconnection	AWWTF-001 - Aquia WWTF Upgrade - Facilities Planning
Smith Lake - Electrical Switchgear	AWWTF-002 - Aquia WWTF General Upgrades - Concrete Repair, Headworks, Power Distribution
Smith Lake - Filter Replacements	AWWTF-003 - Aquia WWTF Solids Handling - Sludge Storage Expansion
342 Phase 1	AWWTF-005 - Aquia WWTF General Upgrades - Filtration, UV, Controls, Miscellaneous
342-101 - Enon Road Water Tank (formerly Centreport)	LWWTF-001 - Little Falls Run WWTF Upgrade - Facilities Planning
A-40 - Aquia Drive 8" Gravity Line, Delaware Drive to Vessel Drive	LWWTF-002 - Little Falls Run WWTF General Upgrades - Concrete Repair, Headworks, UV
A-47 - Aquia Harbour 15" Gravity Line at Voyage Drive	LWWTF-003 - Little Falls Run WWTF Denitrification Upgrade
A-51 - Coal Landing 15" Main, Greenridge Drive to US1	LWWTF-004 - Little Falls Run WWTF Upgrades (Rappahannock Policy, FWNC / NH3 Allowance)
A-115 - Aquia @ Bridge Force Main	LWWTF-005 - Little Falls Run WWTF General Upgrades - Filtration, Miscellaneous
A-205 - Expand Upper Accokeek Pump Station	Claiborne Run Gravity Sewer Project Construction
LFR-3 - Falls Run Interceptor, Phase 2	Lower Accokeek
A-18 - Replace 24" with 36" Gravity Line, Whitsons Run to Austin Run Pump Station	Wayside Sewer Interceptor
A-37 - Construct 8" Gravity Line from Marshall to Heritage Oaks II Pump Station	Falls Run Sewage Force Main 24-inch
A-234 - Expand Azalea Woods at Galway Lane Pump Station	Claiborne Run Parallel Force Main
Stafford Complex	Vehicles and Equipment Replacement
Contingency Allowance	

BE IT FURTHER RESOLVED that the intent to reimburse certain capital improvement expenditures for projects indicated in the FY2019-2028 CIP be and it hereby is adopted as follows:

NOTICE OF INTENT TO REIMBURSE CERTAIN CAPITAL IMPROVEMENT EXPENDITURES

Section 1: Statement of Intent. The County presently intends, at one time or from time-to-time, to finance projects in the FY2019-28 Capital Improvement Program (Projects) with tax-exempt or taxable bonds, or other obligations (Bonds), and to reimburse capital expenditures paid by Stafford County (including expenditures previously paid by the County to the extent permitted by law) in connection with the Projects before the issuance of the Bonds.

Section 2: Source of Interim Financing and Payment of Bonds. The County expects to pay the capital expenditures related to the Projects, and incurred before the issuance of the Bonds, with an inter-fund loan or loans from the General Fund or funds from temporary appropriations or loans from the General Capital Projects Fund. Stafford

County expects to pay debt service on the Bonds from the General Fund consisting of general tax revenues for the Projects to be financed in the FY2019-28 Capital Improvement Program. The maximum amount of the Bonds expected to be issued for the Projects is \$347,913,000.

Section 3: Effective Date; Public Inspection. This Resolution is adopted for the purpose of complying with Treasury Regulation Section 1.150-2 (26 CFR 1.150-2) or any successor regulation, and shall be in full force and effect upon its adoption. The Clerk of the Board shall file a copy of this Resolution in the records of Stafford County, available for inspection by the general public during Stafford County's normal business hours.

TCF:AL

Line #	Projected Sources	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total
1	Debt Funding											
2	County Bond Proceeds	-	-	24,641,889	-	1,940,000	-	-	-	-	50,000	26,631,889
3	School Bond Proceeds	13,954,753	12,877,185	3,615,000	2,606,686	47,147,676	60,416,248	41,389,111	25,510,839	32,144,781	7,388,814	247,051,092
4	Master Lease	2,270,000	3,176,000	8,016,000	1,614,000	1,710,000	2,841,240	898,000	920,000	943,000	1,279,000	23,667,240
5												-
6	County Cash Sources											-
7	General Fund Allocation Transfer 3%	2,945,000	3,891,000	3,492,000	3,105,000	3,476,000	3,838,000	3,935,000	3,053,000	2,600,000	4,087,000	34,422,000
8	Courthouse Ramp Up Funding	1,839,303	2,560,697	4,000,000	3,150,000	4,000,000	-	-	-	-	-	15,550,000
9	Transfer from General Fund, dedicated Real Estate Tax Revenue - to support School projects	183,316	188,815	194,480	200,314	206,324	212,513	218,889	225,456	232,219	239,186	2,101,512
10	Year End Funding	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,000,000
11	Net Funding Sale of MES				6,300,000							6,300,000
12	School Cash Sources											-
13	Fleet Services Fund (Schools 3R)	700,000	-	-	-	-	-	-	-	-	-	700,000
14	Nutrition Fund (Schools 3R)	115,000	118,000	122,000	126,000	130,000	-	-	-	-	-	611,000
15	School's year end carryover	427,000										427,000
16	Current Revenue (Schools 3R)	5,107,000	5,186,000	5,158,000	5,101,000	5,040,000	5,084,000	5,079,000	5,044,000	5,049,000	4,936,000	50,784,000
12	Additional local transfer to support School projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,000,000
17	Prior Fund Balance & Proffers											-
18	June 2018 Real Estate Increase - One Time Funding	2,000,000	-	-	-	-	-	-	-	-	-	2,000,000
19	Use of Prior Year Fund Balance, General Fund (County 3R)	840,000	-	-	-	-	-	-	-	-	-	840,000
20	Available funding from current capital project savings	74,225										74,225
21	Capital Projects Reserve Fund Balance	1,208,329	-	-	-	-	-	-	-	-	-	1,208,329
22	Schools Major Capital Projects Fund Balance	614,755	-	-	-	-	-	-	-	-	-	614,755
23	School's Capital Project Reserve	46,622	-	-	-	-	-	-	-	-	-	46,622
24	Proffers	-	-	163,631	-	-	3,648,239	-	-	-	-	3,811,870
25	Total Projected Sources	34,325,303	29,997,697	51,403,000	24,203,000	65,650,000	78,040,240	53,520,000	36,753,295	42,969,000	19,980,000	436,841,535

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Uses	Completion Date	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total
General Government												
ERP System	FY2021	200,000	-	5,065,000	-	-	-	-	-	-	-	5,265,000
Fiber Network		542,000	-	-	-	-	-	-	-	-	-	542,000
Repairs, Replacements and Rehabs		284,000	212,000	642,000	338,000	697,000	1,016,000	1,304,000	380,000	979,000	203,000	6,055,000
Public Safety												
Fire and Rescue												
Replacement Apparatus		1,978,000	1,536,000	2,044,000	1,614,000	1,710,000	876,000	898,000	920,000	943,000	1,279,000	13,798,000
Replacement Ambulance		824,000	861,000	882,000	903,000	927,000	951,000	975,000	999,000	1,023,000	1,050,000	9,395,000
LifePak Replacement		292,000	1,640,000	216,000	-	-	-	-	-	-	-	2,148,000
Repairs, Replacements and Rehabs		330,000	-	-	-	-	-	-	-	-	100,000	430,000
Sheriff		-	-	-	-	-	-	-	-	-	-	
Command Bus	FY2021	-		691,000	-	-	-	-	-	-	-	691,000
Radio Core	FY2024	-	-	-	-	-	1,965,240	-	-	-	-	1,965,240
Repairs, Replacements and Rehabs		1,036,000	818,000	-	-	-	-	-	-	-	-	1,854,000
Code Compliance		-	-	-	-	-	-	-	-	-	-	
Stormwater		300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,000,000
Judicial												
Courthouse			2,600,000	29,000,000	3,150,000	5,940,000						40,690,000
Courthouse Parking lot			1,800,000									1,800,000
Parks and Recreation												
Repairs, Replacements and Rehabs		229,000	1,148,000	749,000	884,000	1,447,000	904,000	1,021,000	1,183,000	-	1,589,000	9,154,000
Library		-	-	-	-	-	-	-	-	-	50,000	50,000
Public Works												
Transfer to Transportation Fund		3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
Repairs, Replacements and Rehabs		40,000	552,000	919,000	680,000	105,000	667,000	335,000	191,000	298,000	845,000	4,632,000
Education												
Rebuild Moncure ES	FY2020	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
Improvements to Gari Melchers	FY2019	-	-	-	-	-	-	-	-	-	-	-
Purchase & Renovate FCS	FY2020	10,652,000	-	-	-	-	-	-	-	-	-	10,652,000
Addition FCS - Phase I; 10 Classrooms	FY2026						617,000	7,492,000		-	-	8,109,000
Addition FCS - Phase II; 10 Classrooms		-	-	-	-	-	-	-	-	-	-	-
Renovate Ferry Farm ES		857,000	9,945,000	-	-	-	-	-	-	-	-	10,802,000
Rebuild Hartwood ES	FY2031	-	-	-	-	-	-	-	1,057,295	-	1,700,000	2,757,295
Elementary School #18	FY2028	-	-	-	-	-	-	1,250,000	19,300,000	28,373,000	1,970,000	50,893,000
High School #6	FY2026	-	-	-	5,100,000	43,400,000	62,450,000	28,993,000	1,397,000	-	-	141,340,000
Bond Funded Repairs, Replacement and Rehabs	Ongoing	5,000,000	4,121,000	4,615,000	5,007,000	4,954,000	2,210,000	4,873,000	4,982,000	5,004,000	4,958,000	45,724,000
Cash/Grant/Lease Funded Repairs, Replacements and Rehabs	Ongoing	5,922,000	5,304,000	5,280,000	5,227,000	5,170,000	5,084,000	5,079,000	5,044,000	5,049,000	4,936,000	52,095,000
Total All Projects		32,486,000	31,837,000	51,403,000	24,203,000	65,650,000	78,040,240	53,520,000	36,753,295	42,969,000	19,980,000	436,841,535
Summary of Total Sources and Uses												
Total Sources (Line 25)		34,325,303	29,997,697	51,403,000	24,203,000	65,650,000	78,040,240	53,520,000	36,753,295	42,969,000	19,980,000	
Carryover Funding for Courthouse Design		1,839,303	(1,839,303)	-	-	-	-	-	-	-	-	
Total Uses (Line 64)		32,486,000	31,837,000	51,403,000	24,203,000	65,650,000	78,040,240	53,520,000	36,753,295	42,969,000	19,980,000	

69	Impacts		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
70	Debt Capacity											
71	Total Borrow		13,954,753	12,877,185	28,256,889	2,606,686	49,087,676	60,416,248	41,389,111	25,510,839	32,144,781	7,438,814
72	Debt Capacity		48,490,000	36,764,000	26,691,000	37,350,000	39,840,000	29,108,000	18,497,000	25,381,000	22,472,000	35,841,000
74	Cumulative (Deficit)/Surplus		34,535,247	58,422,062	56,856,173	91,599,488	82,351,812	51,043,564	28,151,453	28,021,613	18,348,833	46,751,018
75	Master Lease Affordability		5,821,000	508,000	7,343,000	2,594,000	695,000	3,089,000	742,000	2,605,000	727,240	1,473,000
76	Debt Service		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
77	Existing Debt Service		43,613,716	41,275,473	39,410,427	38,406,640	36,379,564	34,313,531	33,206,733	33,041,359	32,369,000	31,975,020
78	County Debt Service		-	-	-	677,652	1,384,365	162,338	-	-	-	-
79	County Master Lease			532,000	744,000	1,877,000	378,000	400,000	665,000	210,000	215,000	221,000
80	Schools Debt Service		150,536	1,167,724	1,077,554	302,501	218,126	3,945,286	5,055,591	3,463,413	2,134,730	2,689,854
81	Dedicated Courthouse Funding					(850,000)	-	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
82	Total Debt Service		43,764,252	43,125,733	43,082,242	44,085,607	44,889,022	43,330,613	47,944,406	51,452,445	53,129,816	55,646,690
83	ES Capacity and Projections		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
84	ES Capacity		13,809	13,868	13,934	13,934	13,934	13,692	13,648	13,934	13,934	14,900
85	ES Projected Students		12,618	12,658	12,808	12,961	13,056	13,279	13,406	13,575	13,835	14,094
86	Available Seats		1,191	1,210	1,126	973	878	413	242	359	99	806
87	Pre-K Capacity and Projections		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
88	Pre-K Capacity FCS		-	168	168	168	168	168	168	168	168	168
89	Pre-K Capacity FCS Addition				-	-	-	-	-	80	80	80
90	Pre-K Capacity MES		-	-	-	-	-	-	-	288	288	288
91	Total Pre-K Capacity		-	168	168	168	168	168	168	536	536	536
92	Pre-K Projected Students		168	192	208	224	240	256	272	288	304	320
93	Available Seats			(24)	(40)	(56)	(72)	(88)	(104)	248	232	216
94	Number of ES Classrooms used			(3)	(5)	(7)	(9)	(11)	(13)	31	29	27
95	HS Capacity and Projections		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
96	HS Capacity		10,650	10,650	10,650	10,650	10,650	10,650	10,650	12,800	12,800	12,800
97	HS Projection		9,585	9,782	10,009	10,217	10,423	10,645	10,782	10,952	10,959	11,183
98	Available Seats		1,065	868	641	433	227	5	(132)	1,848	1,841	1,617
99	Operating Impacts Summary		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
100	Personnel		384,507	1,065,000	1,086,000	1,487,000	1,911,000	1,956,000	2,287,000	5,718,000	6,200,000	7,731,000
101	Operating		23,610	267,000	533,000	710,430	1,034,120	1,061,160	2,263,280	2,910,860	3,227,520	3,380,720
102	Total Personnel and Operating		408,117	1,332,000	1,619,000	2,197,430	2,945,120	3,017,160	4,550,280	8,628,860	9,427,520	11,111,720
103	Affordability - Summary of Budget Impacts		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
104	Change in Debt Service		150,536	(638,519)	(43,492)	1,003,366	803,415	(1,558,409)	4,613,793	3,508,039	1,677,371	2,516,874
105	Operating Costs		408,117	1,332,000	1,619,000	2,197,430	2,945,120	3,017,160	4,550,280	8,628,860	9,427,520	11,111,720
106	Total Summary of Budget Impacts		558,653	693,481	1,575,508	3,200,796	3,748,535	1,458,751	9,164,073	12,136,899	11,104,891	13,628,594

W. BRUCE BENSON, Ed.D.
Superintendent



STAFFORD COUNTY PUBLIC SCHOOLS

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Stafford, Virginia 22554-7246
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www.staffordschools.net

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R. Pamela Yeung

Office of the Superintendent

May 23, 2018

Mr. Thomas Foley
County Administrator
Stafford County
1300 Courthouse Road
Stafford, VA 22554

Dear Mr. Foley,

At the joint work session held on May 15, 2018, the Board of Supervisors asked that the School Board reaffirm its capital improvement program large project priorities, as well as provide a plan to address the projected future early childhood special education (ECSE) needs of the school division.

At the School Board work session and meeting held on May 22, 2018, the School Board discussed these two items and approved the attached report, titled "Recommended School Capital Project CIP Taking into Consideration Financial Parameters." This report reaffirms the School Board's large capital project priorities while acknowledging and working within financial and affordability limitations. Planning for ECSE growth is addressed by purchasing and renovating Fredericksburg Christian School (FCS) and phasing the construction of the addition into two parts: ten classrooms in Phase I and ten additional classrooms in Phase II.

Sincerely,

W. Bruce Benson, Ed.D.
Superintendent
Stafford County Public Schools

Attachments: 1

Stafford County Public Schools
Recommended School Capital Project CIP
Taking into Consideration Financial Parameters
FY2019-28

Project Name	Open Year	Distribution of Funds by Fiscal Year										Total Within Window
		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
Rebuild Moncure ES	FY2020	1,000,000										1,000,000
Improvements to Gari Melchers*												0
Purchase & Renovate FCS	FY2020	10,652,000										10,652,000
Addition FCS - Phase I; 10-Classrooms	FY2021	495,000	6,014,000									6,509,000
Addition FCS - Phase II; 10-Classrooms	FY2028										10,000,000	10,000,000
Renovate Moncure ES for ECSE Facility												0
Renovate Ferry Farm ES	FY2021	427,000**	9,945,000									10,372,000
Rebuild Hartwood ES	FY2031								1,057,295		1,700,000	2,757,295
Elementary School #18	FY2028							1,250,000	19,300,000	28,373,000	1,970,000	50,893,000
High School #6	FY2026				5,100,000	43,400,000	62,450,000	28,993,000	1,397,000			141,340,000
Bond Funded Repairs, Replacements	Ongoing	5,000,000	4,121,000	4,615,000	5,007,000	4,954,000	2,210,000	4,873,000	4,982,000	5,004,000	4,958,000	45,724,000
Cash/Grant/Lease Funded Repairs, Replacements	Ongoing	5,922,000	5,304,000	5,280,000	5,227,000	5,170,000	5,084,000	5,079,000	5,044,000	5,049,000	4,936,000	52,095,000

Notes:

* School Division recognizes that improvements are needed for the Gari Melchers Complex (GMC) and plans to fund the improvements via cash, capital, or carry-over funds because of financial constraints.

** School Division plans to request use of FY18 carry-over funds from the Board of Supervisors to fund remaining balance needed to complete Renovate Ferry Farm ES planning (\$430,000).

Renovate Ferry Farm Elementary School
Project Plan
CIP FY2019-28

Below is a description of the proposed plan to renovate Ferry Farm Elementary School:


- Total project cost being considered in the County Capital Improvement Plan is: \$10,802,000 (\$430,000 cash; \$10,372,000 bond)
- Total planned construction period: approximately 14 months (Two summers and one school year)
- Demolish the original building (13,800 sqft)
- Construct new building with additional 9,000 sqft +/- (22,800 sqft total)
- New building will benefit all students attending Ferry Farm ES by providing a larger art room, and library to meet current elementary school education specifications
- New music room to be consider in new building with conversion of existing room to classroom
- New building will improve student, staff, and community access by being on-grade with appropriate ADA access
- New building will allow for expanded clinic and office spaces to align with current elementary school education specifications (e.g., new security vestibule, offices for guidance counselors, etc.)
- Additional classrooms will be added if budget and design allow
- Project may also include extension of some building wide systems into other areas of the school (i.e. fire alarm, security, IT cabling, phone, PA)
- There are 7 total classrooms within this section of the building (1 used as a clinic because designed clinic space is too small to serve student population)
- Swing space in the form of modular buildings will be utilized to house the affected portion of the building during construction
- No classrooms are planned to be lost as part of this project

Joint CIP Process Draft Policy Changes

June 19, 2018

Finance, Audit and Budget
Committee Meeting

FY2019-28 CIP

- Included only large scale, bond-funded projects;
 - Created a platform for discussion and thorough review of needs and solutions by both Boards; and,
 - Is a launching point for next year's CIP.
- 

After Action - Debrief

- The Finance and Budget Department held after action meetings with stakeholders to define process improvements;
- Provided for improvements that will be presented as draft updates to the policy;
- Will include training for departments on submission requirements and rating criteria;
- The Board's input is pivotal for moving forward with an effective and efficient process for next year.

How can we make this a better process for the Board to be informed about the sources and uses in the CIP and be able to make decisions?



Draft Policy Changes - Overview

- Clarifies charge and responsibilities of the Technical Review and Oversight Committees;
- Requires School Board's approved capital priorities at the beginning of the review process;
- Requests updated school enrollment numbers earlier in the process;
- Includes a reporting mechanism to provide project status updates to the Board
- Emphasis on maintaining existing capital assets;

Inclusion of 3R Projects

- Working with School staff to define and provide scoring criteria for Repair, Replacement and Rehabilitation (3R) projects;
- Will have scoring criteria that is applied to both School and County that will provide for efficient presentation of the project and scoring; and,
- Will continue to work on the funding mechanisms over the summer as we gather input from the Board and the Joint Schools Working Group.

Proposed 3R Scoring Criteria

- Does the project increase infrastructure capacity to meet existing deficiencies to service the existing population? (20%)
- Does the project eliminate a risk or hazard to public health and/or safety that endangers that population area? (20%)
- Does the project preserve or extend the life of an existing asset? (30%)
- Will failure to do the project or delaying the project have major impacts on other projects or programs? (15%)
- Is the need for the project supported through studies? (20%)


Questions

Proposed FY 2019 – 2028 CIP Changes

June 19, 2018

Finance, Audit and Budget
Committee Meeting

FY2019-28 CIP

- Made major adjustments to new court building with total costs now around \$40 million dollars
 - Moved first phase addition to FCS out to FY25
 - Second phase addition is now outside of the 10-year CIP
 - Reduces the projected tax impact to an equivalent of 2.3 cents of current assessed value by year 5
- 

Need for New Court Building?

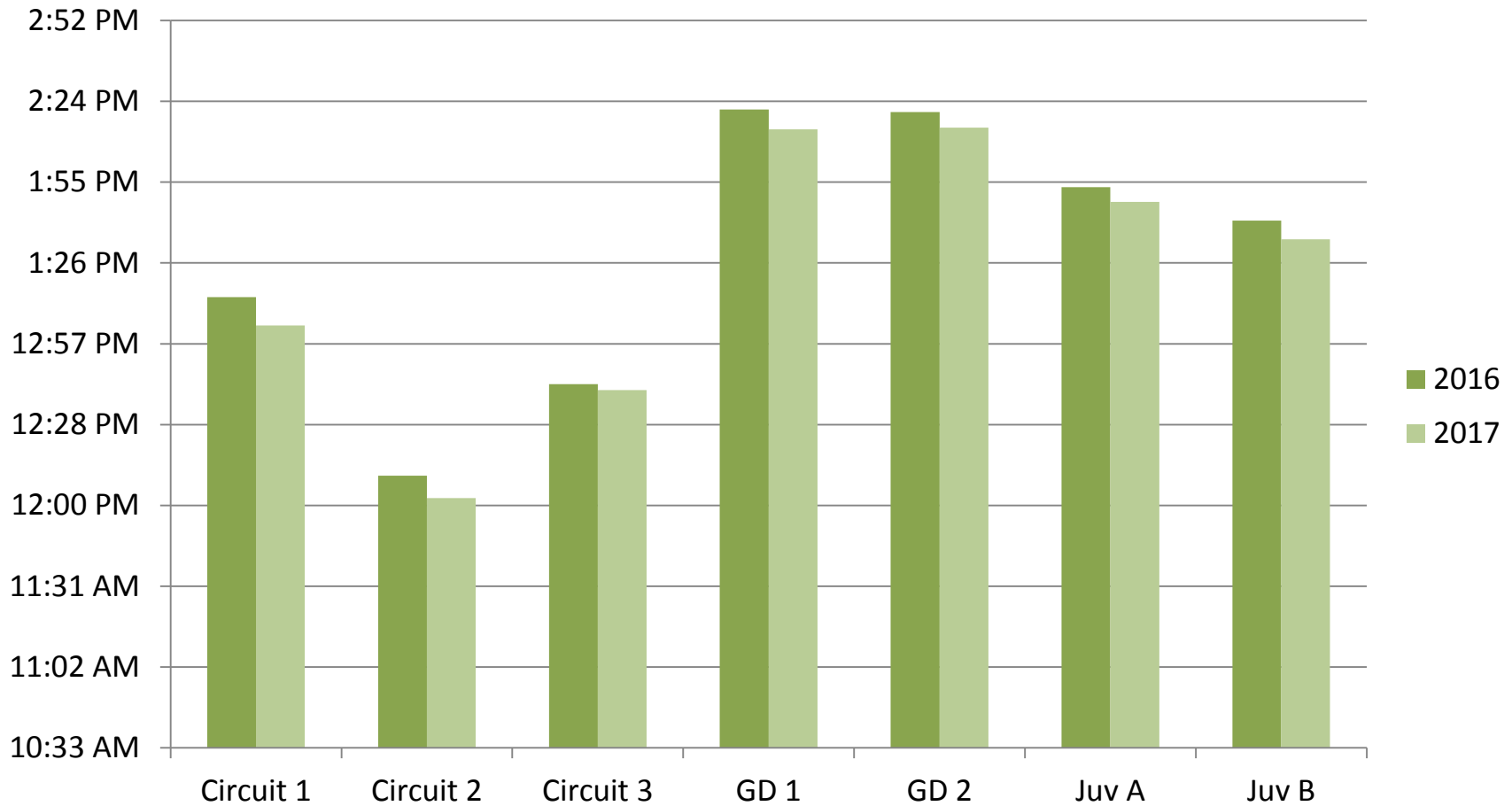
- Questions raised about:
 - The need for the new Circuit Court
 - Number of new courts needed in the 10 year CIP

Data Analysis Results

- Staff Reviewed Courtroom use data for 2016 & 2017
- Staff received all Court Docket information from the Courts
- Moseley reviewed all Virginia Courts caseload information for Stafford to update their needs analysis

Court Security Data

Average Court Adjournment Times



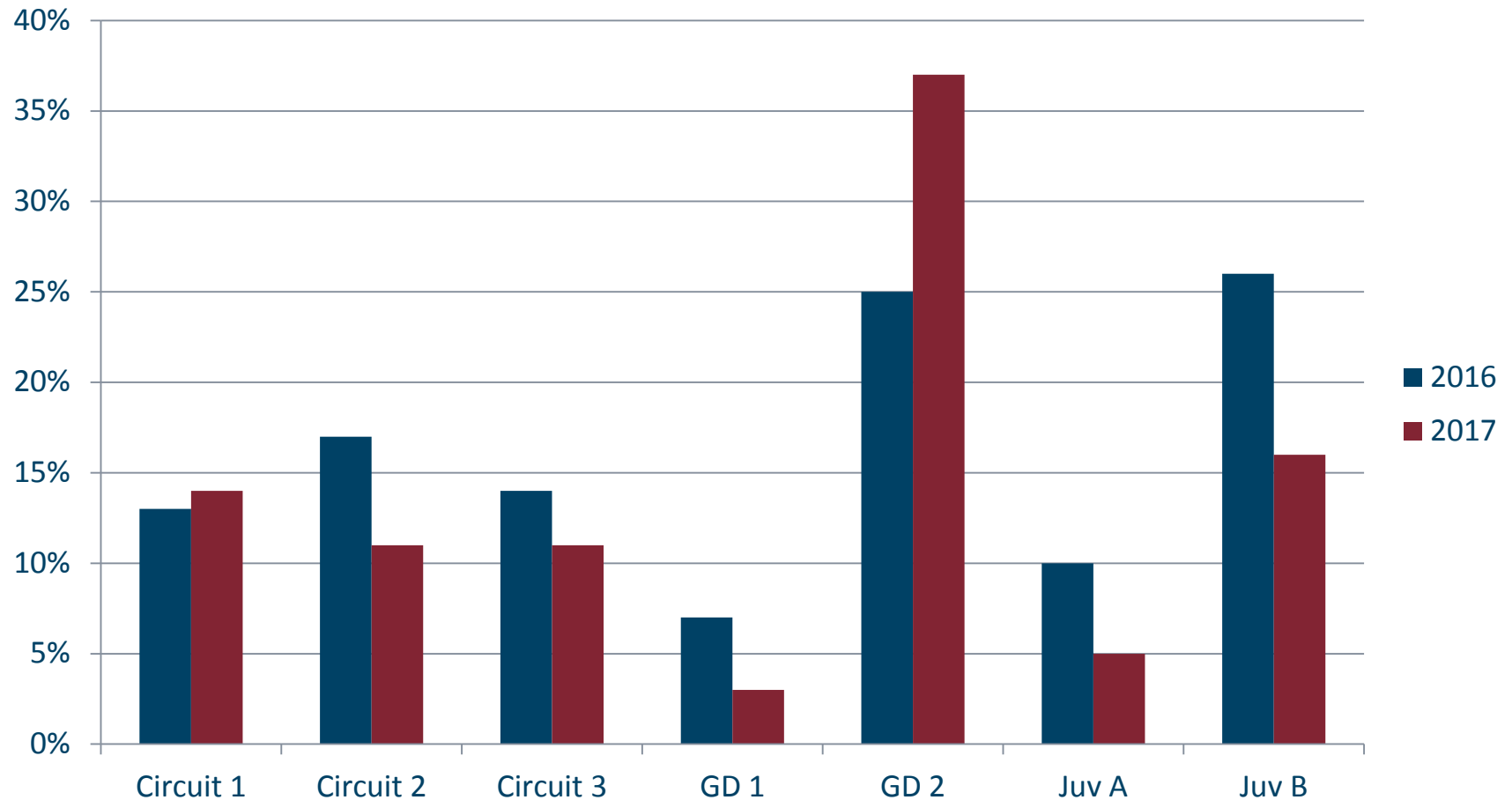
Court Security Data

Court Adjournment Times

	Circuit 1	Circuit 2	Circuit 3
Earliest Adjournment	9:04 AM	9:16 AM	8:53 AM
Latest Adjournment	9:09 PM	9:17 PM	10:37 PM

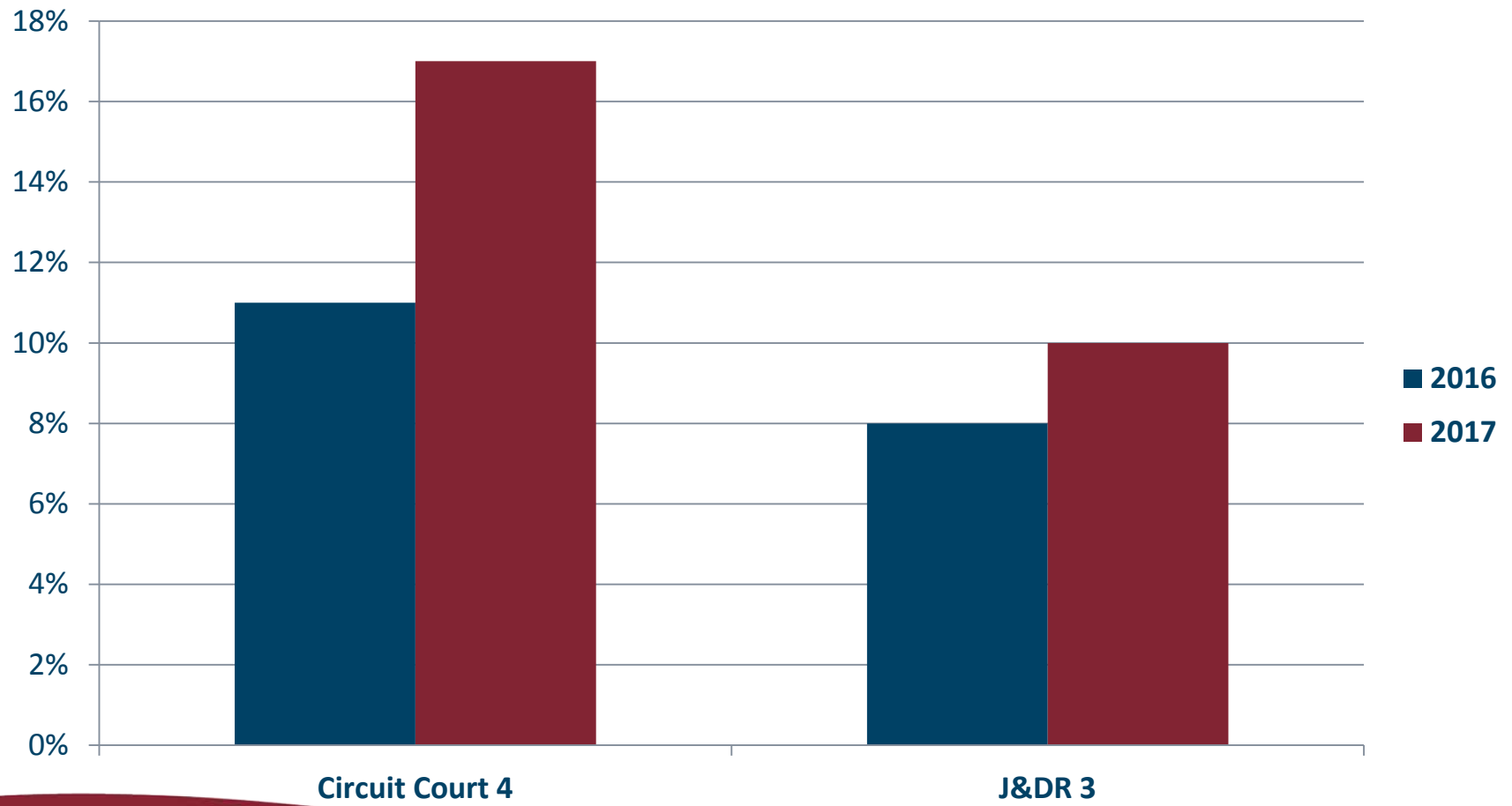
Court Security Data

Existing Courtrooms – % of Days Vacant



Court Security Data

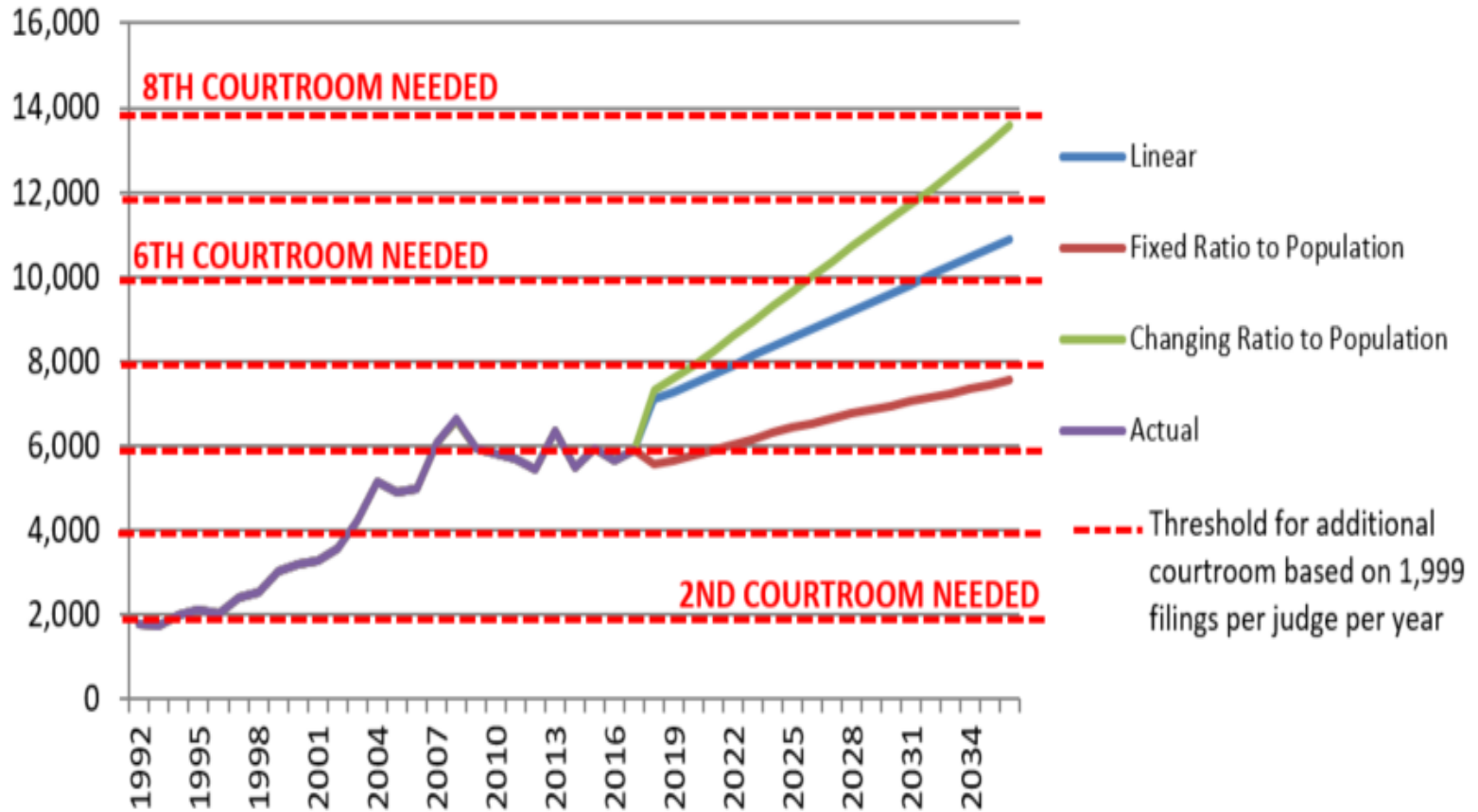
Additional Courtrooms - Utilization



CIRCUIT COURT CASE FILING TRENDS

	As indicated	2021			2026			2031			2036		
		Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required
Based on 2017 Average													
Case Filings per Judge in Stafford County (3.3 Judges)													
Average Stafford County	1,790												
Linear		7694	4.3	5	8754	4.9	5	9820	5.5	6	10886	6.1	7
Average Ratio to Population		5889	3.3	4	6536	3.7	4	7043	3.9	4	7555	4.2	5
Changing Ratio to Population		8236	4.6	5	10008	5.6	6	11720	6.5	7	13577	7.6	8
Based on 2013 Average													
Case Filings per Judge in 15th Circuit (9 judges)													
Average 15th Circuit	2,383												
Linear		7694	3.2	4	8754	3.7	4	9820	4.1	5	10886	4.6	5
Average Ratio to Population		5889	2.5	3	6536	2.7	3	7043	3.0	3	7555	3.2	4
Changing Ratio to Population		8236	3.5	4	10008	4.2	5	11720	4.9	5	13577	5.7	6
Based on 2013 Average													
Case Filings per Judge Statewide (158 judges)													
Average Statewide	1,823												
Linear		7694	4	5	8754	5	5	9820	5	6	10886	6	6
Average Ratio to Population		5889	3.2	4	6536	3.6	4	7043	3.9	4	7555	4.1	5
Changing Ratio to Population		8236	5	5	10008	5	6	11720	6	7	13577	7	8
RECOMMENDED ASSUMPTIONS	1,999	7965	4.0	4	9381	4.7	5	10770	5.4	6	12231	6.1	7

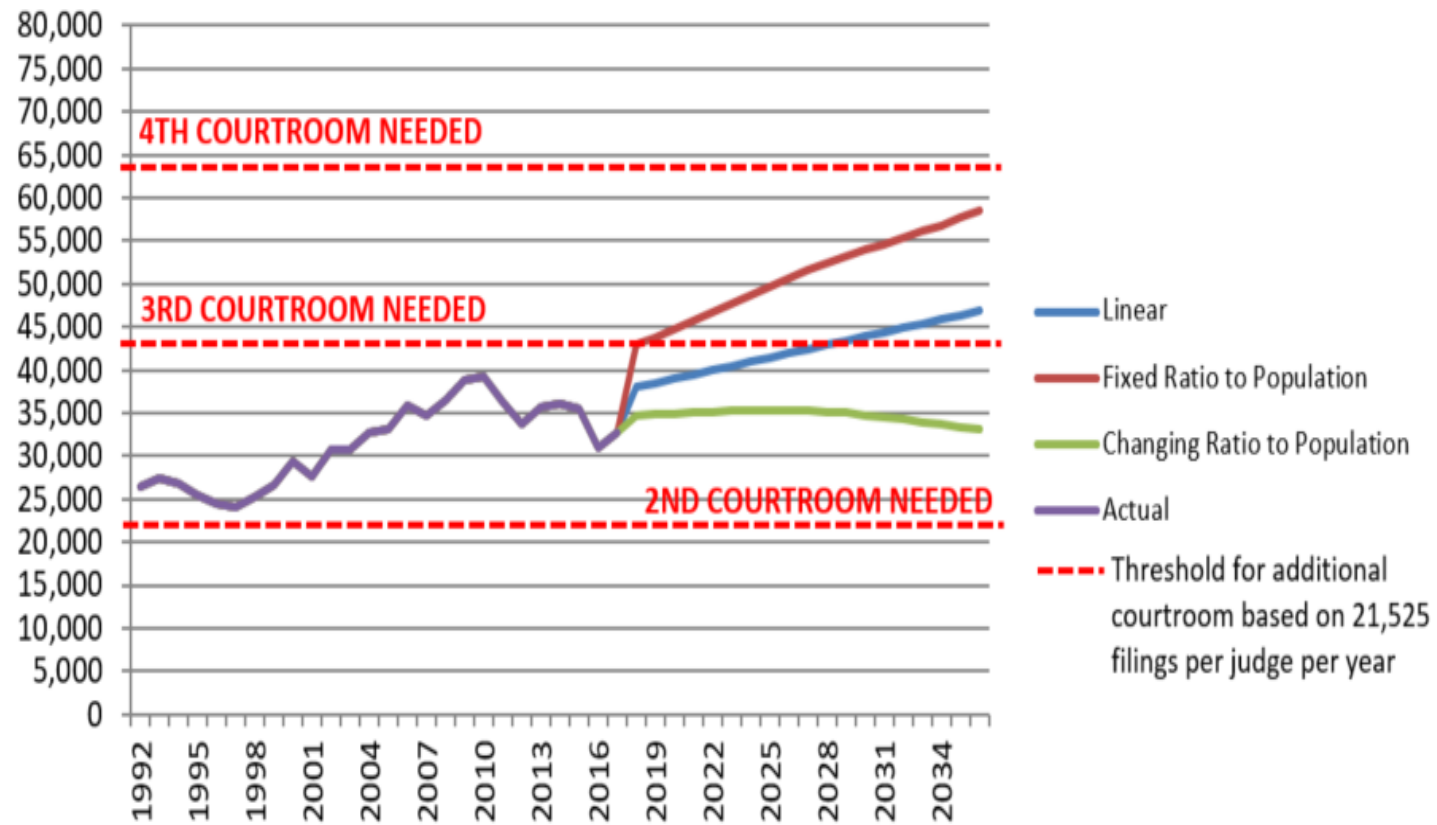
STAFFORD COUNTY CIRCUIT COURT CASE FILING TRENDS - 2018



GENERAL DISTRICT COURT CASE FILING TRENDS

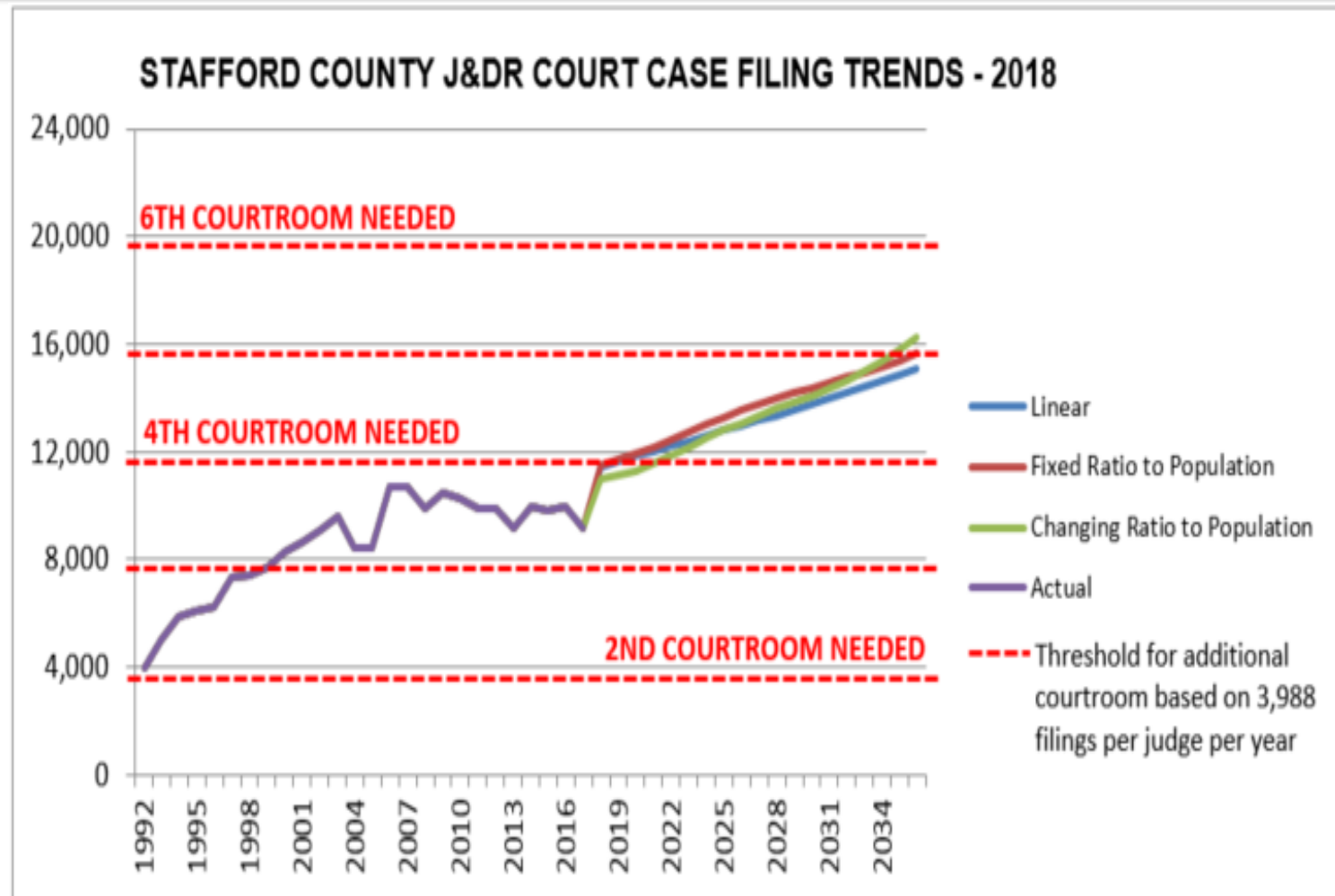
	As indicated	2021			2026			2031			2036		
		Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required
Based on 2017 Average													
Case Filings per Judge in Stafford County (1.6 Judges)													
Average Stafford County	20,504												
Linear		39487	1.9	2	41929	2.0	3	44372	2.2	3	46815	2.3	3
Average Ratio to Population		45676	2.2	3	50690	2.5	3	54624	2.7	3	58599	2.9	3
Changing Ratio to Population		35047	1.7	2	35359	1.7	2	34519	1.7	2	33185	1.6	2
Based on 2016 Average													
Case Filings per Judge in 15th District (7 judges)													
Average 15th District	22,537												
Linear		39487	1.8	2	41929	1.9	2	44372	2.0	2	46815	2.1	3
Average Ratio to Population		45676	2.0	3	50690	2.2	3	54624	2.4	3	58599	2.6	3
Changing Ratio to Population		35047	1.6	2	35359	1.6	2	34519	1.5	2	33185	1.5	2
Based on 2016 Average													
Case Filings per Judge Statewide (125 judges)													
Average Statewide	21,534												
Linear		39487	1.8	2	41929	1.9	2	44372	2.1	3	46815	2.2	3
Average Ratio to Population		45676	2.1	3	50690	2.4	3	54624	2.5	3	58599	2.7	3
Changing Ratio to Population		35047	1.6	2	35359	1.6	2	34519	1.6	2	33185	1.5	2
RECOMMENDED ASSUMPTIONS	21,525	40070	1.9	2	42660	2.0	2	44505	2.1	3	46199	2.1	3

STAFFORD COUNTY GENERAL DISTRICT COURT CASE FILING TRENDS - 2018



J&DR DISTRICT COURT CASE FILING TRENDS

	As indicated	2021			2026			2031			2036		
		Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required
Based on 2017 Average Case Filings per Judge in Stafford County (2.4 Judges)													
Average Stafford County	3,832												
Linear		12037	3.1	4	12983	3.4	4	13983	3.6	4	15111	3.9	4
Average Ratio to Population		12193	3.2	4	13532	3.5	4	14582	3.8	1	15643	4.1	5
Changing Ratio to Population		11592	3.0	4	13073	3.4	4	14373	3.8	4	16246	4.2	5
Based on 2016 Average Case Filings per Judge in 15th District (9 judges)													
Average 15th District	4,056												
Linear		12037	3.0	3	12983	3.2	4	13983	3.4	4	15111	3.7	4
Average Ratio to Population		12193	3.0	4	13532	3.3	4	14582	3.6	4	15643	3.9	4
Changing Ratio to Population		11592	2.9	3	13073	3.2	4	14373	3.5	4	16246	4.0	5
Based on 2016 Average Case Filings per Judge Statewide (124 judges)													
Average Statewide	4,076												
Linear		12037	3.0	3	12983	3.2	4	13983	3.4	4	15111	3.7	4
Average Ratio to Population		12193	3.0	3	13532	3.3	4	14582	3.6	4	15643	3.8	4
Changing Ratio to Population		11592	2.8	3	13073	3.2	4	14373	3.5	4	16246	4.0	4
RECOMMENDED ASSUMPTIONS	3,988	11941	3.0	3	13196	3.3	4	14313	3.6	4	15667	3.9	4



OPTION 2B
SITE PLAN



OPTION 2B - PHASE 1

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CONSTRUCTION COSTS		cost per	
New CourtsBuilding Phase 1	88,096 SF @	\$353 **	\$31,061,000
New CourtsBuilding Phase 1 -shell fourth floor			Not included
New Courtsbelow grade parking			Not required
Stework allowance	2.00 acres	\$380,000	\$760,000
Retaining wall at north			Not required
Existing CourtsBuilding Reno (all except security	64,900 SF @	\$172 ***	\$11,162,800
Existing CourtsBuilding Renovation (security 14%	64,900 SF @	\$28 ***	\$1,817,200
Existing CourtsBuilding Expansion	400 SF @	\$386	\$155,000
Stework allowance	0.25 acres	\$380,000	\$95,000
Parking construction allowance	500.00 spaces	\$4,500	Not included
Construction Cost Subtotal			\$45,051,000
OTHER COSTS			
Furniture allowance (\$25/SF for new building only)			\$2,210,000
Geotechnical study			\$35,000
Boundary and topographic Survey			\$45,000
Testing and inspections (1% of construction cost)			\$451,000
Arch/Eng/Furniture design services(8% of construction cost & furniture allowance)			\$3,780,000
Commissioning services			\$50,000
Data/Telephone allowance (2% of building construction cost)			\$658,000
Moving expensesallowance			\$20,000
Land acquisition			not required
Archaeology			not included
Permitting and utility connection fee allowance			\$100,000
Offsite VDOTroad improvements allowance			\$100,000
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$7,449,000
Project Cost Subtotal			\$52,500,000
Recommended Project Budget Contingency (10%)			\$5,250,000
TOTAL			\$57,750,000
** \$318/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021			
*** \$180/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021			

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				Reno at \$200/SF		Reno at \$150/SF		Reno at \$100/SF	
CONSTRUCTION COSTS				cost per		cost per		cost per	
New CourtsBuilding Phase 1 (reduce flr SF 10%)	88,096	SF @	\$353 **	\$31,061,000		\$353 **	\$31,061,000	\$353 **	\$31,061,000
New CourtsBuilding Phase 1 - shell fourth floor	18,202	SF @	-\$176	-\$3,209,000		-\$176	-\$3,209,000	-\$176	-\$3,209,000
New Courtsbelow grade parking				Not required		Not required		Not required	
Stework allowance	2.00	acres	\$380,000	\$760,000		\$380,000	\$760,000	\$380,000	\$760,000
Retaining wall at north				Not required		Not required		Not required	
Existing CourtsBuilding Reno (all except security	64,900	SF @	\$172 ***	\$11,162,800		\$129 ***	\$8,372,100	\$86 ***	\$5,581,400
Existing CourtsBuilding Renovation (security 14%	64,900	SF @	\$28 ***	\$1,817,200		\$21 ***	\$1,362,900	\$14 ***	\$908,600
Existing CourtsBuilding Expansion	400	SF @	\$386	\$155,000		\$386	Not included	\$386	Not included
Stework allowance	0.25	acres	\$380,000	\$95,000		\$380,000	Not included	\$380,000	Not included
Parking construction allowance	500.00	spaces	\$4,500	Not included		\$4,500	Not included	\$4,500	Not included
Construction Cost Subtotal				\$41,842,000		\$38,347,000		\$35,102,000	
OTHER COSTS									
Fumiture allowance (\$25/SF for new building only)				\$1,750,000		\$1,750,000		\$1,750,000	
Geotechnical study				\$35,000		\$35,000		\$35,000	
Boundary and topographic Survey				\$45,000		\$45,000		\$45,000	
Testing and inspections (1% of construction cost)				\$419,000		\$384,000		\$352,000	
Arch/Eng/Fumiture design services (8% of construction cost & fumiture allowanc				\$3,487,000		\$3,207,000		\$2,948,000	
Commissioning services				\$50,000		\$50,000		\$50,000	
Data/Telephone allowance (2% of building construction cost)				\$881,000		\$816,000		\$752,000	
Moving expensesallowance				\$20,000		\$20,000		\$20,000	
Land acquisition				not required		not required		not required	
Archaeology				not included		not included		not included	
Permitting and utility connection fee allowance				\$100,000		\$100,000		\$100,000	
Offsite VDOTroad improvements allowance				\$100,000		\$100,000		\$100,000	
Offsite utility improvements				not included		not included		not included	
Legal expenses				not included		not included		not included	
Financing expenses				not included		not included		not included	
Other Costs Subtotal				\$6,887,000		\$6,507,000		\$6,152,000	
Project Cost Subtotal				\$48,729,000		\$44,854,000		\$41,254,000	
Recommended Project Budget Contingency (10%)				\$4,880,000		\$4,490,000		\$4,130,000	
TOTAL				\$53,609,000		\$49,344,000		\$45,384,000	

** \$318/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021

*** \$180/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021

OPTION 2B.1 - PHASE 1 - SHELL THE FOURTH FLOOR

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				Reno at \$100/SF
CONSTRUCTION COSTS			cost per	
New CourtsBuilding Phase 1 (reduce flr SF 10%)	80,006	SF @	\$353 **	\$28,209,000
New CourtsBuilding Phase 1 - shell fourth floor	18,202	SF @	-\$176	-\$3,209,000
New Courtsbelow grade parking				Not required
Stework allowance	2.00	acres	\$380,000	\$760,000
Retaining wall at north				Not required
Existing CourtsBuilding Reno (all except security)	64,900	SF @	\$86 ***	\$5,581,400
Existing CourtsBuilding Renovation (security 14%)	64,900	SF @	\$14 ***	\$908,600
Existing CourtsBuilding Expansion	400	SF @	\$386	Not included
Stework allowance	0.25	acres	\$380,000	Not included
Parking construction allowance	500.00	spaces	\$4,500	Not included
Construction Cost Subtotal				\$32,250,000
OTHER COSTS				
Furniture allowance (\$25/SF for new building only)				\$1,550,000
Geotechnical study				\$35,000
Boundary and topographic Survey				\$45,000
Testing and inspections (1% of construction cost)				\$323,000
Arch/Eng/Furniture design services (8% of construction cost & furniture allowance)				\$2,704,000
Commissioning services				\$50,000
Data/Telephone allowance (2% of building construction cost)				\$694,000
Moving expensesallowance				\$20,000
Land acquisition				not required
Archaeology				not included
Permitting and utility connection fee allowance				\$100,000
Offsite VDOTroad improvements allowance				\$100,000
Offsite utility improvements				not included
Legal expenses				not included
Financing expenses				not included
Other Costs Subtotal				\$5,621,000
Project Cost Subtotal				\$37,871,000
Recommended Project Budget Contingency (10%)				\$3,790,000
TOTAL				\$41,661,000
** \$318/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021				
*** \$180/SF (2018 cost) plus three years escalation of 3.5%/year to midpoint of construction of July, 2021				

Court Need Conclusions

- Data shows that a forth Circuit Courtroom is needed now and a fifth will be needed during the term of the current 10-YR CIP
- By shelling the 4th floor it provides the most flexibility and cost savings if additional Court rooms are required during this first 10 years as the data suggest.
- Needs of J&DR and General District can be met in the proposed renovated existing Courthouse for the duration of the 10-YR CIP

General CIP Conclusions

- CIP is a planning document. Projects will be further evaluated and developed prior to formal Board consideration
- Proposed CIP meets the primary needs of Courts and Schools for next 10 years
- Made major adjustments to new court building with total costs now around \$40 million dollars
- Moved first phase addition to FCS out to FY25
- Second phase addition is now outside of the 10-year CIP
- Reduces the tax impact to an equivalent of 2.3 cents of current assessed value
- CIP well within County's projected debt capacity limits

Questions