



PRINCE EDWARD COUNTY
PLANNING COMMISSION

June 15, 2021 - 5:30pm

A G E N D A

Due to the COVID-19 Emergency, the Prince Edward County Planning Commission is operating pursuant to and in compliance with the County's "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to these public meetings is not permitted, the public may participate in these meetings by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

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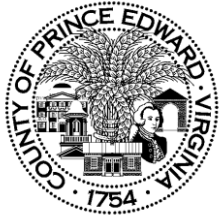
Public Participation and Public Hearing comments for Planning Commission meetings will be received by Karin Everhart, Deputy Clerk to the Planning Commission, using one of the following methods:

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Planning Commission, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Planning Commission: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)
  - b. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

- |           |    |                                                                                    |     |
|-----------|----|------------------------------------------------------------------------------------|-----|
| 5:30 p.m. | 1. | The Chairman will call the June 15, 2021 meeting to order                          |     |
|           | 2. | Approve Minutes                                                                    | 3   |
|           | 3. | FY 2022-2024 Capital Improvement Planning (CIP) Project Review and Scoring         | 13  |
| 7:00 p.m. | 4. | Public Hearing, Rezoning – Hampden-Sydney College – A-2 to CR, Tax Map # 049-A-34C | 169 |
|           | 5. | Review of Supervisors Actions                                                      |     |
|           | 6. | Old Business                                                                       |     |
|           | 7. | New Business                                                                       |     |

Next Meeting: Tuesday, July 20, 2021 at 7:00 p.m.

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**County of Prince Edward  
Planning Commission  
Agenda Summary**

**Meeting Date:** June 15, 2021  
**Item No.:** 2  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** Approval of Minutes

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**Summary:**  
For approval.

**Attachments:**  
June 16, 2020 Draft Planning Commission meeting minutes.

|                 |               |                     |              |
|-----------------|---------------|---------------------|--------------|
| Motion _____    | Paige _____   | Hunt _____          | Jones _____  |
| Second _____    | Sandlin _____ | <b>Womack</b> _____ | Watson _____ |
| Prengaman _____ | Jenkins _____ | Leatherwood _____   | Peery _____  |



**Prince Edward County Planning Commission  
Meeting Minutes  
April 21, 2021  
7:00 pm**

Members Present:     John “Jack” W. Peery, Jr., Vice Chairman     Preston L. Hunt  
                              Mark Jenkins                                             Robert “Bobby” Jones  
                              Clifford Jack Leatherwood                             Whitfield M. Paige  
                              Teresa Sandlin                                                 Henry Womack

Absent:                 John Prengaman, Chair                                     Cannon Watson

Staff Present:         Robert Love, Planning/Zoning Director             Douglas P. Stanley, County Administrator

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Vice-Chairman Peery called the April 21, 2021 meeting to order at 7:00 p.m.

**In Re: Approval of Minutes**

Commissioner Jones made a motion, seconded by Commissioner Paige, to approve the meeting minutes from March 17, 2021 as presented; the motion carried:

Aye:             Preston Hunt                                             Nay:     (None)  
                      Mark Jenkins  
                      Robert M. Jones  
                      Clifford Jack Leatherwood  
                      Whitfield M. Paige  
                      John “Jack” W. Peery, Jr.  
                      Teresa Sandlin  
                      Henry Womack

Absent:     John Prengaman  
              Cannon Watson

**In Re: Public Hearing – Special Use Permit, Milk Processing Facility with Retail Store**

Chairman Peery announced this was the date and time scheduled for a Public Hearing on a request by Israel Yoder, DBA Country Corner Dairy, for a Special Use Permit to operate a Grade M milk processing facility to produce varieties of cheese with a retail store on Tax Map Parcel 073-A-9 on County Line Road, Cullen, Virginia. Notice of this hearing was advertised according to law in the Friday, April 9, 2021 and Wednesday, April 14, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.



Commissioner Sandlin stated that she must recuse herself from this topic as she is an adjoining property owner.

Mr. Love stated the County received an application for a Special Use Permit from Israel Yoder, DBS Country Corner Dairy for a Special Use Permit to operate a Grade M milk processing facility to produce varieties of cheese with a retail store on Tax Map Parcel 073-A-9, on County Line Road, Cullen, Virginia. This is an A1, Agricultural Conservation zoning district and this use is allowed in the district only after approval of a special use permit.

Mr. Love said no comments were received regarding this application; he said staff provided recommended conditions. The Virginia Department of Health (VDH) has no issues with this project; several regulatory bodies, Virginia Department of Agriculture and Consumer Services (VDACS) and VDH approval will be necessary after the County grants approval.

Mr. Love said County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Vice-Chair Peery opened the public hearing.

Vice-Chair Peery asked about the hours of operation. Mr. Yoder said it would be from 8:00 a.m. until 4:00 p.m.

Commissioner Hunt asked what Grade M milk is; Mr. Yoder said Grade M is a manufacturing grade. He said Grade A is fluid milk, and Grade M is for processing cheese.

Commissioner Jones said the Health Department will keep up with this project. He added this would be one of the few cheese processors; there are other milk and ice cream processors that have done very well and have been a good asset to the community. Commissioner Jones said this will be also.

Commissioner Womack asked if the other farmers are in the general area. Mr. Yoder said they are.

Vice-Chair Peery reviewed the staff recommended conditions.

There being no one wishing to speak, Vice-Chair Peery closed the public hearing.

Commissioner Jones made a motion, seconded by Commissioner Hunt, that the Planning Commission recommend approval to the Board of Supervisors of the Special Use Permit request by Israel Yoder, DBA Country Corner Dairy for a Grade M milk processing facility with retail storefront, with the following conditions:

**SITE PLAN**

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 3/23/2021 are hereby made part of these development conditions.
2. Final site plan approval for the Milk Processing Facility shall be submitted to the Prince Edward County Planning Commission for final review and approval pursuant to Article IV Development Standards of the Prince Edward County Code (Zoning Ordinance).
3. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.

4. All buildings within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.
5. All landscaping shall be mulched and maintained to the reasonable satisfaction of the Prince Edward County Planning and Community Development Director. Any vegetation found to be of poor condition shall be replaced and/or improved at the reasonable direction of the Planning and Community Development Director or his designee.

#### ENVIRONMENTAL

6. All pollution control measures, erosion and sediment control measures, storm water control facilities, and all construction activities shall comply with the requirements of the appropriate federal, state, and local regulations and ordinances.
7. All facilities for the provision of potable water and sanitation and wastewater disposal systems shall be approved by the appropriate local, state, or federal agency including but not limited to Virginia Department of Health, Virginia Departments of Environmental Quality, Environmental Protection Agency, etc.
8. Any development activities of structural of land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statutes and regulations.

#### TRANSPORTATION

9. All entrance permits must be authorized by the Virginia Department of Transportation.
10. All internal roads used for public access shall be of compacted earth, or have a minimum of a four (4) inch stone base, or shall be paved.
11. Adequate area shall be provided on site to accommodate parking of all employees and patrons. It shall be the responsibility of the Permittee to assure that employees and patrons park only on site and not on any highway right-of-way, or on adjoining or adjacent parcels unless written consent is provided by the owner or owners thereof.

#### GENERAL

12. All exterior lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road. All lighting shall be full cut-off type fixtures.
13. Outdoor storage of trash containers shall be situated at the rear of buildings and shall be appropriately screened.
14. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
15. This Permit is non-transferable, except and unless written notice from the Permittee regarding the

transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.

16. Failure of Permittee to fully conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

The motion carried:

|         |                                                                                                                                                 |      |        |          |                |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|----------|----------------|
| Aye:    | Preston Hunt<br>Mark Jenkins<br>Robert M. Jones<br>Clifford Jack Leatherwood<br>Whitfield M. Paige<br>John "Jack" W. Peery, Jr.<br>Henry Womack | Nay: | (None) | Abstain: | Teresa Sandlin |
| Absent: | John Prengaman<br>Cannon Watson                                                                                                                 |      |        |          |                |

**In Re: 2232 Review – Community Solar Facility**

Mr. Love stated the County has received an application for a Special Use Permit from Prince Edward CSG, LLC, to operate a 5.12MWe/4.0MWac community solar generation facility on Tax Map Parcel 057-A-11, with an address of 14100 Thomas Jefferson Highway, Pamplin, Virginia.

Mr. Love said as required by VA Code Section 15.2-2232, the Planning Commission must review all proposed developments that include a "public utility facility" prior to the construction or authorization of such facility. A public hearing is required to determine whether the location, character, and extent of the proposed solar facility is in substantial accord with the Prince Edward County Comprehensive Plan prior to any approval of the special use permit for the facility.

The application property consists of a mixture of cleared land and timber land with the prior use being that of agricultural and residential. It is bordered by existing agricultural land consisting of pasture and timber land, as well as a few single-family residential homes. The property is zoned A1, Agricultural Conservation, and is adjacent to Thomas Jefferson Highway which is designated as a scenic byway. The property is shown as Agricultural and Forestal on the Future Land Use map as described in the Prince Edward County Comprehensive Plan.

Mr. Love reviewed several excerpts from the Prince Edward County Comprehensive Plan:

Chapter VI, Special Policy Areas, notes "When future development requests require Commission review and Board of Supervisors approval, the economic and quality of life benefits of open space and agricultural and forest land uses should be considered as well as the adequacy of public facilities and services to the area."

Goals, Objectives and Strategies, Land Use, states "Goal: Ensure optimal use of land resources within Prince Edward County, and promote and support an environmentally sound future land use pattern that provides for a variety of community needs, minimizes conflicts between existing and proposed land uses, and can be supported by adequate public facilities."

Land Use Objective #1: Strategies states “Utilize well planned site designs and effective buffer areas to mitigate the impacts of adjacent land uses of differing intensities.”

Historic and Cultural Resources Strategies notes “Evaluate the impact of new development on local historic structures and areas. Support development proposals and site designs that respect and promote the character of adjacent or nearby historic properties.”

Commissioner Jones with the railroad on the back side of the property, and asked how will it be buffered. Mr. Love stated there is a 50-foot setback with 15-foot landscape buffer, which meets the ordinance. He said there is an optional 100-foot setback; these will be determined at the next hearing.

Mr. Stanley said there is some vegetation but it is owned by the railroad; they could cut it down at any time.

Commissioner Jones stated the solar company needs to own their own buffer areas. Mr. Love said they have a well-planned site design and effective buffer areas to mitigate the impacts of the adjacent land use. He said the Commission could consider this in the Special Use Permit.

Commissioner Jones inquired if it is a lease of the land or a purchase. Mr. Love stated it is a lease.

Commissioner Jones asked if the company will be bonded like previous applicants; Mr. Love answered in the affirmative.

Commissioner Jones made a motion, seconded by Commissioner Leatherwood, that the Prince Edward CSG, LLC, proposed 5.12MWdc/4.0MWac community solar facility as described in the Special Use Permit application, is substantially in accord with the Prince Edward County Comprehensive Plan and promotes the Goals, Objectives and Strategies as noted in the Plan; the motion carried:

|         |                           |      |        |
|---------|---------------------------|------|--------|
| Aye:    | Preston Hunt              | Nay: | (None) |
|         | Mark Jenkins              |      |        |
|         | Robert M. Jones           |      |        |
|         | Clifford Jack Leatherwood |      |        |
|         | Whitfield M. Paige        |      |        |
|         | John “Jack” W. Peery, Jr. |      |        |
|         | Teresa Sandlin            |      |        |
|         | Henry Womack              |      |        |
| Absent: | John Prengaman            |      |        |
|         | Cannon Watson             |      |        |

**In Re: Public Hearing - Community Solar Facility**

Chairman Peery announced this was the date and time scheduled for a Public Hearing to receive citizen input prior to making a recommendation to the Board of Supervisors on a request by Prince Edward CSG, LLC for a Special Use Permit to operate a 5.12MWdc/4.0MWac community solar energy facility on Tax Map Parcel 057-A-11, with an address of 14100 Thomas Jefferson Highway, Pamplin, Virginia. Notice of this hearing was advertised according to law in the Friday, April 9, 2021 and Wednesday, April 14, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the County has received an application for a Special Use Permit from Prince Edward CSG, LLC, to operate a 5.12MWe/4.0MWac community solar generation facility on Tax Map Parcel 057-A-11, with an address of 14100 Thomas Jefferson Highway, Pamplin, Virginia. The parcel is in an A1, Agricultural Conservation zoning district and this use is allowed in the district only after approval of a Special Use Permit.

The purpose of the Special Use is to allow for the location of a community based solar energy generation facility. The applicant stated that the proposed facility will not be seen nor heard and will not impact adjacent properties. The facility will not generate noise, light, dust, odor, fumes or vibrations. Water quality will be addressed according to Virginia Stormwater Management Permit requirements and the site will not generate any significant amount of traffic with the main traffic occurring temporarily during the construction phase.

Mr. Love stated staff does not have any major concerns of negative impacts on surrounding properties but recommends that additional buffering be considered due to the fact the Thomas Jefferson Highway is designated as a scenic byway.

Vice Chair Peery opened the public hearing.

Commissioner Jones said the property looks forested; will have to be regulated by the Department of Forestry.

Kieran Siao, Prince Edward CSG, LLC, presented an overview of the project. He presented an overview of the development process. He said they are substantially smaller than utility scale solar, and is developed in a way that doesn't impact the environmental or natural resources and makes sense for the overall character of the community. He said they intend to lease the land; he said once the lease agreement is in place, they move into project development. After permits are in-hand, they go into the financing aspect where they partner with development partners before moving into construction and then operations. Mr. Siao then explained Community Solar; he said customers subscribe to the program that permits credits to offset their Dominion power bill to reach more people. He said this is open to Dominion residential customers and the home must meet certain criteria to participate. He said there is no cost to sign up and normally for 25 years but can opt out at any time.

Mr. Siao then presented information on Community Solar versus Utility Scale Solar, stating that it is 20 times smaller with a smaller footprint; this one is limited to 25 acres instead of 500 acres. He said this project complies with the Prince Edward County Code, and the setbacks must meet or exceed the required setbacks, with all sides having setbacks of 50 to 100 feet. He said the landowner is keeping the rest of their property; this project is out of sight and the landowner has his own vegetative buffer, but Prince Edward CSG will add a new vegetative buffer. The topography would not permit people to see this project from the road. Discussion followed.

Commissioner Jones stated the County would not receive much from tax revenue; he asked if the land was assessed at \$2,000 per acre. He said there would be little tax revenue as the County would only receive \$1,753 per year from this. Fletcher Mangum, Prince Edward CSG, stated the decreased revenue is entirely from increased assessments on the property. Mr. Mangum said the property typically reassessed between \$10,000 and \$17,000 per acre; the current assessment on this site is \$1,900 and the 20 acres within this fenced line, this is where the increased revenue comes from over a period of time. Mr. Mangum added this is a \$6.9 million investment; overall construction will generate 23 jobs and over the period of construction, it is an increase of approximately \$947,000 and \$2.9 million in economic output. That is a one-time tax benefit to state and local associated with the construction. Discussion followed.

Mr. Siao said this is a reoccurring real estate tax revenue over the lifetime of the project; this is additional revenue without additional costs of water service, sewer, no school age children. The site is not manned, there is no traffic and no waste pickup required. This is passive tax income for the County.

Vice Chair Peery questioned a date for construction, if approved. Mr. Siao said they expect to begin in late 2021 or early 2022 and construction will take approximately six months. He said this includes the traditional civil and site work where they are installing the rack, and then following that, wiring of the panels.

Mr. Love said they do have Stormwater bonding and decommissioning plans.

Vice Chair Peery read the proposed Conditions for consideration. Discussion followed regarding buffer zones and potential revenue for the County.

Vice Chair Peery questioned the number of homes this project could cover. Mr. Siao said this could power approximately 800 homes.

There being no one further wishing to speak, Vice Chair Peery closed the public hearing.

Mr. Stanley, County Administrator, said the Code of Virginia was modified a few years ago to allow “Revenue Share for Solar Energy Projects.” He said the code section states that any locality may, by ordinance, assess a revenue share up to \$1,400 per megawatt. That was instituted when they worked with the solar companies to try to give additional revenue to localities. Mr. Stanley said the problem is that it exempts anything under 20MW. Smaller scale facilities do not provide that ability to go after that revenue share.

Commissioner Sandlin made a motion, seconded by Commissioner Jenkins, to recommend approval to the Board of Supervisors of the Special Use Permit request by Prince Edward CSG, LLC, proposed 5.12MWdc/4.0MWac community solar facility with the following conditions:

#### SITE PLAN

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 3/24/2021 are hereby made part of these development conditions.
2. Final site plan approval for the community solar energy facility shall be submitted to the Prince Edward County Planning Commission for final review and approval pursuant to Article VII Alternative Energy Facilities, Section 53-157(6) of the Prince Edward County Code (Zoning Ordinance).
3. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.
4. Setbacks of 50 feet with 15 feet of existing natural buffer and newly installed landscape buffer shall be provided.
5. Project area shall be seeded with Native Grasses and Wildflower Mix.
6. All landscaping shall be mulched and maintained to the reasonable satisfaction of the Prince Edward County Planning and Community Development Director. Any vegetation found to be of poor condition shall be replaced and/or improved at the reasonable direction of the Planning and Community Development Director or his designee.

#### ENVIRONMENTAL

7. All pollution control measures, erosion and sediment control measures, storm water control facilities, and all construction activities shall comply with the requirements of the appropriate federal, state, and local regulations and ordinances.
8. Any development activities of structural of land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statues and regulations.

**TRANSPORTATION**

- 9. All entrance permits must be authorized by the Virginia Department of Transportation.
- 10. All internal roads used for public access shall be of compacted earth, or have a minimum of a four (4) inch stone base, or shall be paved.

**GENERAL**

- 11. All exterior lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road. All lighting shall be full cut-off type fixtures.
- 12. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
- 13. At the end of the useful life of the project, the property shall be restored to the same condition as existed prior to the project and as outlined in the Decommissioning Plan.
- 14. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.
- 15. Failure of Permittee to fully conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

The motion carried:

|         |                           |      |        |
|---------|---------------------------|------|--------|
| Aye:    | Preston Hunt              | Nay: | (None) |
|         | Mark Jenkins              |      |        |
|         | Robert M. Jones           |      |        |
|         | Clifford Jack Leatherwood |      |        |
|         | Whitfield M. Paige        |      |        |
|         | John "Jack" W. Peery, Jr. |      |        |
|         | Teresa Sandlin            |      |        |
|         | Henry Womack              |      |        |
| Absent: | John Prengaman            |      |        |
|         | Cannon Watson             |      |        |

**In Re: Review of Supervisors Actions**

Mr. Love reported the Board of Supervisors approved the recommended Fee Schedule, with one required change. He said the Subdivision ordinance includes a maximum of \$175 review fee for Subdivisions with \$10 for any lot over

five lots. He recommended the change to the language to reference the Fee Schedule as adopted by the Board of Supervisors; that will not lock in a single number in the Code and amend as necessary. He said the other fees are in place and the Board recommended that they become effective July 1, 2021, to coincide with the fiscal year. He said it has been posted to let people know the change is coming.

**In Re: Old Business**

(None)

**New Business**

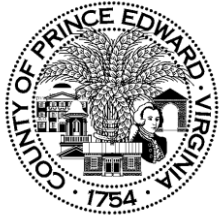
(None)

Vice-Chairman Peery adjourned the meeting at 8:11 p.m.

**Next Meeting: Wednesday, May 18, 2021 at 7:00 p.m.**

DRAFT





**County of Prince Edward  
Planning Commission  
Agenda Summary**

**Meeting Date:** June 15, 2021  
**Item No.:** 3  
**Department:** Planning and Community Development  
**Staff Contact:** Douglas Stanley / Robert Love  
**Issue:** Capital Improvement Plan (CIP) Project Review and Scoring

**Summary:**

The Capital Improvement Plan (CIP) is intended as a guide to assist the Board of Supervisors in the development of the County’s budget. The CIP process began with the submission of fourteen (14) capital expenditure requests from County Departments and associated agencies.

The Prince Edward County CIP includes major capital projects that are: 1) Non-recurring 2) Should have a “useful life” of five years or more 3) The estimated cost of the expenditure must exceed \$50,000 for a general government project and \$100,000 for a school project. All figured used represent estimated expenditures by the County.

The Commission, using the provided criteria scoring sheets, will determine a recommended priority for the various projects. After scoring is completed, a public hearing will be held on the proposed CIP before making a formal recommendation to the Board of Supervisors.

***FY2022-2024 Capital Improvement Plan (CIP)*** – We received 14 applications for the following projects:

- PECPS – Elementary School
- PECPS – Track
- Public Works – Skid steer
- Public Works – Compactor
- Public Works – Convenience Site Upgrades
- Building and Grounds – Courthouse Chiller
- Building and Grounds – Cannery Boiler Replacement
- Buildings and Grounds – Telephone System Replacement
- Administration – Document Management System
- Administration – VDOT Revenue Sharing
- Administration – Courthouse Lawn
- Registrar – Voting Machines
- Emergency Management – Communications System Upgrade
- Animal Control – New Animal Shelter

**Attachments:**

1. CIP projects with scoring sheets

|                 |               |                   |              |
|-----------------|---------------|-------------------|--------------|
| Motion _____    | Paige _____   | Hunt _____        | Jones _____  |
| Second _____    | Sandlin _____ | Womack _____      | Watson _____ |
| Prengaman _____ | Jenkins _____ | Leatherwood _____ | Peery _____  |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

Agency: \_\_\_\_\_

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

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/ or programs.       | Project does not fill a need in the community.                                    |        |



**Capital Improvement Plan  
Application:**

**Prince Edward County High  
School Track Facility  
Refurbishment**

**2022-2024**

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*Abstract and Enclosures: The Prince Edward County High School track is used year round by the students of Prince Edward County High School and Prince Edward County Middle School during the school day and after school. Further, the track is used by the Hampden-Sydney and Longwood track and cross country teams as well as the public on weekends. Thus, the track is now in need of repair; therefore, Prince Edward County Public Schools is requesting that the track be replaced/refurbished. Enclosed: FieldTurf/Beynon Proposal (2020); ATC Proposal (2019)*

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**Prince Edward County Public Schools**

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Submitted: May 10, 2021



## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Prince Edward County High School Track  
**Date Prepared:** May 1, 2021 (original estimates - October 17, 2019 and January 29, 2020)  
**Agency:** Prince Edward County Public Schools  
**Agency Contact Person:** Barbara A. Johnson, Ed.D. and Richard Goode  
**Email Address:** barbara.johnson@pecps.k12.va.us and richard.goode@pecps.k12.va.us  
**Location of Project:** Prince Edward County High School  
**Magisterial District:** Prince Edward County

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replace the Prince Edward County High School Track Facility to include but not limited to:

- \* disposal of existing rubberized track/field events
- \* filling cracks
- \* furnishing and installing Petromat Paving Fabric
- \* furnishing and installing field, turf, and fence protection

Please see the attached proposals for specific actions, unit costs, and fiscal estimates.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The project will take approximately 2-3 months, giving consideration to weather.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The Prince Edward County High School track is used year round by the students of Prince Edward County High School and Prince Edward County Middle School during the school day and after school. During the school day the track can be used by over 750 students in physical education classes. The track is used after school for Cross Country-Fall (25 athletes), Indoor Track - Winter (35 athletes) and Outdoor Track-Spring (40 athletes) and Middle School Track (35 athletes). We also host Cross Country meets with approximately 75 runners as well as track meets with over 100 participants. The Hampden Sydney Track and Cross Country teams as well as the Longwood Track and Cross Country teams use the track. The Special Olympics use the track annually for their track and field event. Relay for Life has used the track for their fundraising event. The track is also used daily by the public on weekend, before and after school also during the day as long as students are not on the track.

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**Please describe the need for the project.**

The track is used by numerous groups for recreation, fitness and competitions throughout the year. We have hosted numerous District and Regional meets at our track over the years but in the current state of our track and high jump runways with the asphalt exposed, pieces of the rubberized surface pulled loose or uneven surface it is becoming a safety issue and is not the quality a track surface needs to be to host District and Regional Championships. The high jump runways have settled in the ground over the years and weeds are growing on the and thru the asphalt. The track needs to also be repainted as the paint is fading and missing where parts of the rubberized track have pulled loose.

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**Please describe and justify the proposed location of the project.**

The track is currently located behind the Career Technical Building and is easily accessible to all students and staff. A change in location is not recommended.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:**   3  

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0       |
| Site Preparation<br>&<br>Improvements | \$297,704                  |                            |                            |                            |                            |                | \$297,704 |
| Construction                          |                            |                            |                            |                            |                            |                | \$0       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0       |
| Other                                 |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>                          | \$297,704                  | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$297,704 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| General Fund         | \$297,704                  |                            |                            |                            |                            |                | \$297,704 |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0       |
| State Grants         |                            |                            |                            |                            |                            |                | \$0       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>         | \$297,704                  | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$297,704 |

**Please describe the funding (i.e. type of grant):**



**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        | \$0                                   | \$0                   | \$0                                           |





THE ULTIMATE  
SURFACE EXPERIENCE



**Date:** January 29, 2020

**To:** Mr. Richard Goode  
Director of Support Services  
Prince Edward County School District

**From:** Drew Beynon  
Beynon Sports

**Phone:** (410) 771-9473

**Email:** [Drew.Beynon@tarkettsports.com](mailto:Drew.Beynon@tarkettsports.com)

**Subject:** Prince Edward County High School Track

FieldTurf USA, Inc. in conjunction with Beynon Sports is pleased to present pricing the following Proposal. The prices below are based off of the National Cooperative Purchasing Alliance (NCPA) program. NCPA is a buying co-op that provides member schools with predetermined preferential pricing by approved vendors whose product has already been bid at a national level per NCPA RFP # 20-16

Click on the following NCPA hyperlink for contract due diligence documentation: [NCPA RFP # 20-16](#)

**FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701**

**Option 1:**

**Site Work:**

- Remove and dispose of existing track surface off site.
- Sweep track and apply tack coat
- Furnish and install petromat paving fabric.
- Furnish and install 2" 9.5 mm surface course overlay of the track and field event areas at approximately 5,200 SY.
- Furnish and install Eight (8) new 8" take-off boards for the long jump/triple jump runways.

**Lump sum proposal price for the work stated above: \$204,518.00**

- **Surface Option 1:** Furnish and Install our BSS 100 Basemat Structural Spray track surfacing system in Red over approximately 5,200 SY for the price of: **\$163,586.00**
- **Surface Option 2:** Furnish and Install our BSS 200 Sealed Basemat Structural Spray track surfacing system in Red over approximately 5,200 SY for the price of: **\$190,201.00**
- **Surface Option 3:** Furnish and Install our BSS 300 Sandwich track surfacing system with Embedded texture in Red over approximately 5,200 SY for the price of: **\$276,930.00**

**Option 2: NO Bid, Not Recommended**

**Option 3: Beynon Recommendation**

**Site Work:**

- Remove and dispose of existing track surface off site.

- Furnish and install 2" 9.5 mm surface course overlay of field event runways at approximately 130 SY.
- Furnish and install Eight (8) new 8" take-off boards for the long jump/triple jump runways.
- Remove and replace the top layer of sand in two (2) sand pits at approximately 14 Tons

**Lump sum proposal price for the work stated above: \$80,650.00**

- **New Discus Cage:** Furnish and install new Sportsfield Specialties High School Discus Cage (DCHS) for the additional price of: **\$11,320.00**
- **Surface Option 1:** Furnish and Install our BSS 100 Basemat Structural Spray track surfacing system in Red over approximately 5,200 SY for the price of: **\$163,586.00**
- **Surface Option 2:** Furnish and Install our BSS 200 Sealed Basemat Structural Spray track surfacing system in Red over approximately 5,200 SY for the price of: **\$190,201.00**
- **Surface Option 3:** Furnish and Install our BSS 300 Sandwich track surfacing system with Embedded texture in Red over approximately 5,200 SY for the price of: **\$276,930.00**

**If Bonding is required, please add 1.5% to the price above for performance payment and bonds.**

**This proposal includes the following:**

- Installation of surfacing per manufacturer's (Beynon Sports) specifications.
- Single mobilization; if the site is not ready and additional mobilizations are necessary, additional charges will apply.
- All lane lines and event markings.
- New or patched asphalt or concrete receiving surface be allowed to cure for 28 days depending on surface type.
- Sales/Use tax.

**This proposal excludes the following:**

- Prevailing/Union Wage rates.
- Bonds or permits.
- Beynon Sports can accept the receiving surface planarity, but will not be responsible for the surface itself, base materials and/or construction.
- Logos and lettering.
- Protection of surface after completion.
- Design and construction documents.

If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: [eric.fisher@smartbuycooperative.com](mailto:eric.fisher@smartbuycooperative.com).

**If the price above is approved please make the PO or contract out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701.**

**REQUEST FOR PROPOSAL**

**ISSUE DATE: January 9, 2020**

**RFP- #19-001**

**ISSUING AGENCY: Prince Edward County Public Schools**

**Location where work is to be performed: Athletic Track**

**Sealed Proposals must be received by 2:00 P.M., Eastern Standard Time, on January 29, 2020, at the Prince Edward county School Board Office, 35 Eagle Drive, Farmville, VA 23901, for furnishing the services described herein. LATE PROPOSALS WILL NOT BE ACCEPTED.**

**MANDATORY MEETING: A mandatory meeting for all contractors will be held on January 22, 2020, 10:00 a.m. at the Prince Edward County School Board Office, 35 Eagle Drive, Farmville, VA. Meeting attendance is required for proposal consideration.**

**INQUIRIES: Contractors shall have until January 24, 2020 to make any inquiries. All inquiries shall be directed in writing to:**

**Mr. Richard Goode  
Director of Support Services  
Prince Edward County Public Schools  
35 Eagle Drive  
Farmville, VA 23901**

**PROPOSALS MAY BE DELIVERED (HAND DELIVERED, EXPRESS MAIL SERVICES, ETC.) OR MAILED (BY U.S. MAIL OR CERTIFIED MAIL) to:**

**Mr. Richard Goode  
Director of Support Services**

**In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.**

**Project Start Date: July 15, 2020  
Project Completion Date: September 1, 2020**

**The project is contingent upon funding availability.**

**The Prince Edward County Public School system reserves the right to reject any and all proposals.**

**Name and Address of Firm:**

Beynon Sports Surfaces, Inc.

**Date:** 1/29/2020

16 Alt Rd.

**By:**   
**Signature in Ink**

Cockeysville, MD 21030

**Title:** Chief Operations Officer



EST. 1945

# ATC CORP

FORMERLY AMERICAN TENNIS COURTS

October 17, 2019

Mr. Clifford Wilkerson  
Supervisor of Maintenance  
Prince Edward County Public Schools  
35 Eagle Drive  
Farmville, VA 23901

**RE: Running Track Refurbishment Proposal for Prince Edward County HS Track Facility**

Dear Mr. Wilkerson,

We are please to submit to Prince Edward County Public Schools ("the Customer") the following lump sum price of \$297,703.50, with option prices, to perform the following work at the above referenced project. All the prices are based on items from The National Cooperative Purchasing Alliance Contract NCPA#08-18.

|                                                               | <u>Unit Price</u> | <u>Amount</u> | <u>Unit</u>  | <u>Total</u>         |
|---------------------------------------------------------------|-------------------|---------------|--------------|----------------------|
| Item 38 Dispose of existing rubberized track/field events     | \$5.50            | 5,580         | Square Yards | \$ 30,690.00         |
| Item 1 Crack Filling                                          | \$3.55            | 430           | Linear Feet  | \$ 1,526.50          |
| Item 64 Furnish and Install Petromat Paving Fabric            | \$7.05            | 5,580         | Square Feet  | \$ 39,339.00         |
| Item 40 Pave existing asphalt with asphalt, 2" compacted      | \$19.75           | 5,580         | Square Feet  | \$ 110,205.00        |
| Item 49 Furnish and Install New Take Off Boards               | \$1,600.00        | 4             | Each         | \$ 6,400.00          |
| Item 66 Furnish and Install Field, Turf, and Fence Protection | \$0.95            | 3,500         | Square Feet  | \$ 3,325.00          |
| Item 43 Plexitrac Lightning Black Track Surface 3/8"          | \$17.85           | 5,580         | Square Yards | \$ 99,603.00         |
| Item 57 Layout and paint track and field events - 8 lanes     | \$6,615.00        | 1             | 1            | \$ 6,615.00          |
|                                                               |                   |               |              | <u>\$ 297,703.50</u> |

**Add Alternates:**

- Option #1: Plexitrac Accelerator RED Track Surface 1/2" Add \$53,847
- Option #2: Plexitrac Accelerator Modified RED Track Surface 3/8" Add \$41,475

**NOTE: THE ABOVE PRICING IS FOR THE LISTED ITEMS ONLY. NO OTHER ITEMS ARE INFERRED OR IMPLIED AND NO OTHER ITEMS, WHETHER IN THE SPECIFICATIONS OR DRAWINGS, WILL BE PERFORMED FOR THESE ITEM PRICES. ABOVE PRICE IS TO PAVE TO EXISTING PITCH AND GRADE. CLOGGED DRAIN WILL BE FIXED BY OTHERS. PRICING BASED ON NON PREVAILING WAGES. PLEASE ADD 2% IF PERFORMANCE AND PAYMENT BONDS ARE REQUIRED.**

We hope to have the opportunity to assist you in improving your track and field facility. If you have any questions, or if I can be of further service to you, now or in the future, please do not hesitate to contact me at 443-604-9531.

Sincerely,

*Adam Johnson*

Adam Johnson  
ATC CORP

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

**Barbara A. Johnson, Ed. D**  
*Superintendent*

TO: Prince Edward County School Board Members

FROM: Dr. Barbara A. Johnson, Superintendent 

DATE: October 29, 2019

RE: Track Refurbishment Proposal

During the September and October 2019 school board meetings, a board member inquired about refurbishing the Prince Edward County Public Schools (PECPS) track, noting that the rubberized surface was beginning to wear.

Based on this concern, the PECPS maintenance supervisor secured an itemized proposal from ATC CORP for the resurfacing and repair of the track facility. The total cost of this site improvement project is \$297,703.50 with the possibility of additional add-ons. Attached is the detailed proposal.

As an additional note, the track resurfacing project is a part of the PECPS strategic plan for the 2019-2020 school year; however, monies were not allocated for this improvement because of prioritized instructional needs and mandated salary increases.

If you have any further questions, please let me know. I welcome discussion as budget season has begun and fiscal priorities must be determined.

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UNITED IN EXCELLENCE



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |





**Capital Improvement Plan  
Application:**

**Prince Edward County  
Elementary School  
Rebuild/Renovation**

**2022-2024**

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*Abstract and Enclosures: The Prince Edward County Elementary School was constructed in several phases as the needs of the school community grew. There are seven sections of the elementary school, the first of which was constructed in school-year (SY) 1969-1970. The building has been in continuous use since its construction and shows significant structural wear, in spite of consistent and meticulous maintenance efforts. Thus, based on the age, condition, and functional inefficiencies of the elementary building, we are requesting a new elementary school building or, at minimum, a significant renovation to the facility. Enclosed: CRA Renovation Proposal; Mosely Roof and Facility Proposal; PECPS Ad Hoc Committee Findings*

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**Prince Edward County Public Schools**

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## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Prince Edward County Elementary School (PECES) Rebuild/Renovation

**Date Prepared:** May 4, 2021

**Agency:** Prince Edward County Public Schools

**Agency Contact Person:** Barbara A. Johnson, Superintendent and Richard Goode, Director

**Email Address:** barbara.johnson@pecps.k12.va.us richard.goode@pecps.k12.va.us

**Location of Project:** PECES, 1666 Zion Hill Road Farmville, VA 23901

**Magisterial District:** Prince Edward County

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Prince Edward County Elementary School was constructed in several phases as the needs of the school community grew. There are seven sections of the elementary school, the first of which was constructed in school-year (SY) 1969-1970. The building has been in continuous use since its construction and shows significant structural wear, in spite of consistent and meticulous maintenance efforts. Thus, based on the age, condition, and functional inefficiencies of the elementary building, we are requesting a new elementary school building or, at minimum, a significant renovation to the facility. Several options are attached.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The elementary school replacement schedule depends upon several variables which include but are not limited to: initial architectural planning, contract bidding processes, extent of renovation, extent of replacement, location, swing space, etc. Portions of the project can begin as soon as July 2021.



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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The elementary school is the center for early learning and houses over 800 students and 60 staff members and volunteers. It is the location for parent nights, celebrations, dances, professional development, parent/community resources centers, and many other activities which bring several communities together.

The buildings, though meticulously maintained, continue to demonstrate wear from not only use but also weather. Ice, rain and wind storms, tornadoes, and aging water pipes have plagued the building for several years. Although roof areas have been patched and repaired, the roofing structures continue to deteriorate causing leaks, damaged tiles, and warped wall and floor tiles throughout the buildings. Without significant renovations and/or a new build, the elementary school will not meet the public health and safety needs of our children and staff.

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**Please describe the need for the project.**

See the justification aforementioned justification.

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**Please describe and justify the proposed location of the project.**

The elementary school is currently located on the Prince Edward County Public Schools campus. Given the land space and division history, there is no recommendation for a change in location.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

This project is not contingent upon any other campus projects and/or renovations.

**Project Priority:** 1

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total        |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|--------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0          |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0          |
| Site Preparation<br>&<br>Improvements |                            | \$34,000,000               |                            |                            |                            |                | \$34,000,000 |
| Construction                          |                            |                            |                            |                            |                            |                | \$0          |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0          |
| Other                                 |                            |                            |                            |                            |                            |                | \$0          |
| <b>Total</b>                          | \$0                        | \$34,000,000               | \$0                        | \$0                        | \$0                        | \$0            | \$34,000,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            |                            |                            |                            |                            |                | \$0   |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0   |
| State Grants         |                            |                            |                            |                            |                            |                | \$0   |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0   |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0   |
| <b>Total</b>         | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$0   |

**Please describe the funding (i.e. type of grant):**

Funding sources will be determined in collaboration with the Prince Edward County Board of Supervisors and the Prince Edward County School Board.

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |

Prince Edward County Public Schools  
 Capital Improvement Project  
 Elementary School Construction, 2021

Project Description\*

The Prince Edward County Elementary School was constructed in several phases as the needs of the school community grew. There are seven sections of the elementary school, the first of which was constructed in school-year (SY) 1969-1970. Below is a chart that outlines the construction dates and square footage of each facility section.

| Prince Edward County Elementary School                                                                                                                            |                    |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|
| Facility Section                                                                                                                                                  | Size (square feet) | Construction Date |
| Building A                                                                                                                                                        | 9108               | 1969-1970         |
| Building B                                                                                                                                                        | 9108               | 1970-1971         |
| Building C                                                                                                                                                        | 8580               | 1972-1973         |
| Building D                                                                                                                                                        | 8580               | 1973-1974         |
| Building E                                                                                                                                                        | 9108               | 1973-1974         |
| Building F                                                                                                                                                        | 9108               | 1974-1975         |
| Building G and Renovations                                                                                                                                        | 16137              | 1980-1981         |
| Additional Construction                                                                                                                                           | 49000              | 1994-1995         |
| Building H                                                                                                                                                        | 6400               | 1978-1979         |
| Additional Restrooms (Building G)                                                                                                                                 | 512                | 2007              |
| During the 1998-1999 school year, approximately 4800 sq. ft. of the building was renovated for classroom use. The building was originally a maintenance facility. |                    |                   |

The building has been in continuous use since its construction and shows significant structural wear, in spite of consistent and meticulous maintenance efforts. Thus, based on the age, condition, and functional inefficiencies of the elementary building, we are requesting a new elementary school building or, at minimum, a significant renovation to the facility. Several options are attached.

Schedule

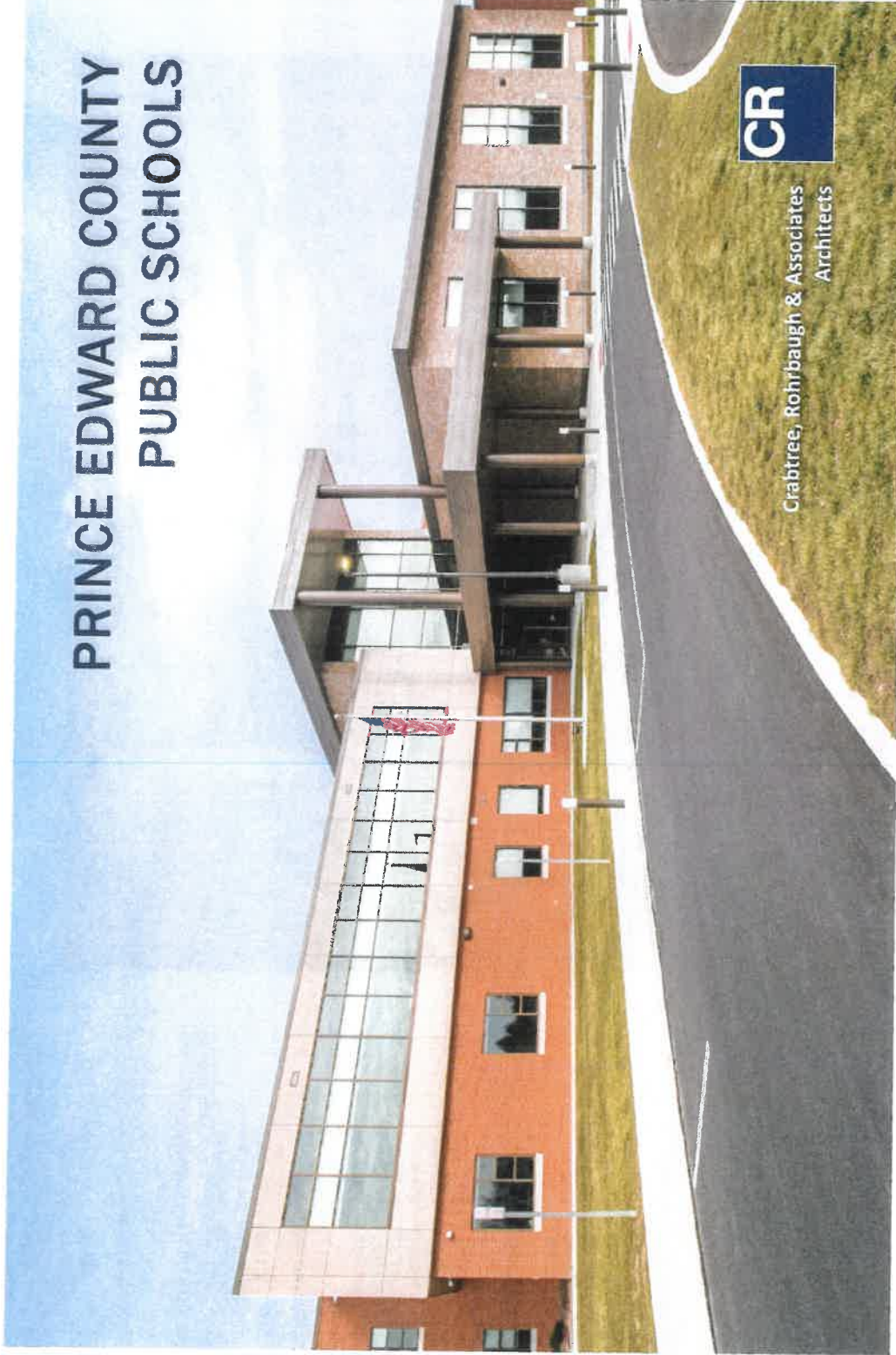
The elementary school replacement schedule depends upon several variables which include but are not limited to: initial architectural planning, contract bidding processes, extent of renovation, extent of replacement, location, swing space, etc. Portions of the project can begin as soon as July 2021.

Project Justification

The elementary school is the center for early learning and houses over 800 students and 60 staff members and volunteers. It is the location for parent nights, celebrations, dances, professional development, parent/community resources centers, and many other activities which bring several communities together.

The buildings, though meticulously maintained, continue to demonstrate wear from not only use but also weather. Ice, rain and wind storms, tornadoes, and aging water pipes have plagued the building for

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS



Crabtree, Rohrbaugh & Associates  
Architects



**Crabtree, Rohrbaugh & Associates**  
**Architects**

250 W. Main St  
Charlottesville, VA 22902  
(434) 975 7262

Joshua C. Bower, AIA, LEED AP, CPD  
Principal | Director of Architecture - VA

[www.cra-architects.com](http://www.cra-architects.com)





**Prince Edward County Public Schools**  
 Elementary School Options

**Option 1. Replace EPDM Roof on all flat roof areas at the Elementary School**  
 Existing flat roof area approx. 91,532sf

|                                      |                    |
|--------------------------------------|--------------------|
| Demolition (assuming not asbestos)   | \$45,766           |
| New .60mil EPDM + 30R insulation     | \$1,098,384        |
| Project Soft Costs                   | \$59,495           |
| <b>Total Potential Project Costs</b> | <b>\$1,203,645</b> |

**Option 2. Additions and renovations to the Elementary School**  
 Existing Elementary Renovation 74,011sf  
 New Construction 67,571sf

|                                      |                                                    |
|--------------------------------------|----------------------------------------------------|
| Demolition                           | \$98,024 - \$107,826                               |
| Building Construction                | \$24,400,000 - \$26,840,000                        |
| Project Soft Costs                   | \$3,660,000 - \$4,026,000                          |
| <b>Total Potential Project Costs</b> | <b>\$28,158,024 - \$33,789,628 (900 students)</b>  |
| <b>Total Potential Project Costs</b> | <b>\$32,508,024 - \$39,009,628 (1100 students)</b> |

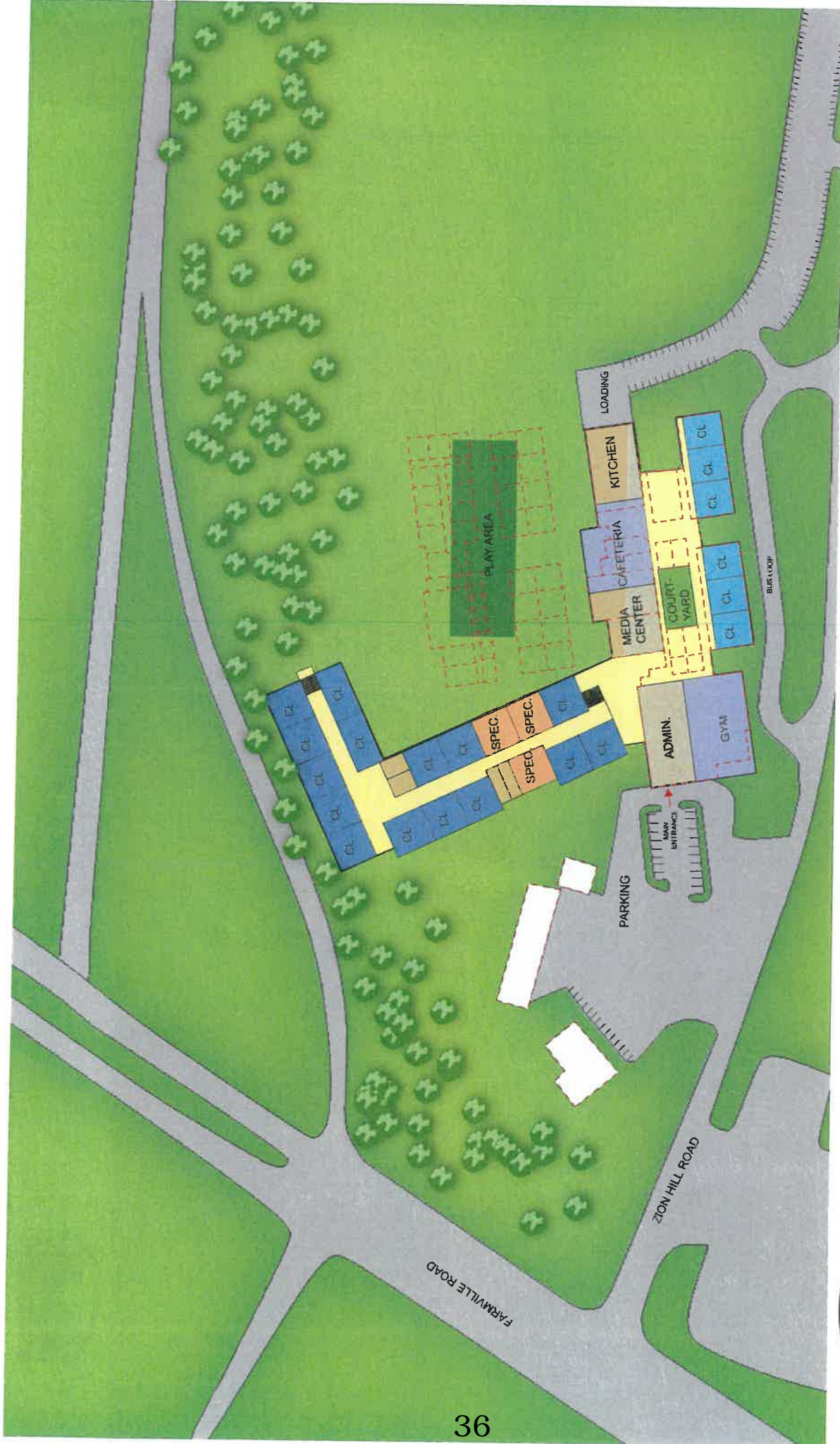
**Option 3. New Elementary School**  
 New Construction 142,000sf (900 students)

|                                      |                                                    |
|--------------------------------------|----------------------------------------------------|
| Demolition                           | \$112,024 - \$134,428                              |
| Building Construction                | \$26,980,000 - \$32,376,000                        |
| Project Soft Costs                   | \$4,047,000 - \$4,856,400                          |
| <b>Total Potential Project Costs</b> | <b>\$31,139,024 - \$37,366,828 (900 students)</b>  |
| <b>Total Potential Project Costs</b> | <b>\$35,239,024 - \$42,286,828 (1100 students)</b> |

**Option 4. New Elementary School**  
 New Construction 123,000sf (900 students)

|                                      |                                                    |
|--------------------------------------|----------------------------------------------------|
| Demolition                           | \$98,024 - \$107,826                               |
| Building Construction                | \$24,600,000 - \$29,520,000                        |
| Project Soft Costs                   | \$3,690,000 - \$4,428,000                          |
| <b>Total Potential Project Costs</b> | <b>\$28,388,024 - \$34,065,628 (900 students)</b>  |
| <b>Total Potential Project Costs</b> | <b>\$32,513,024 - \$39,015,628 (1100 students)</b> |

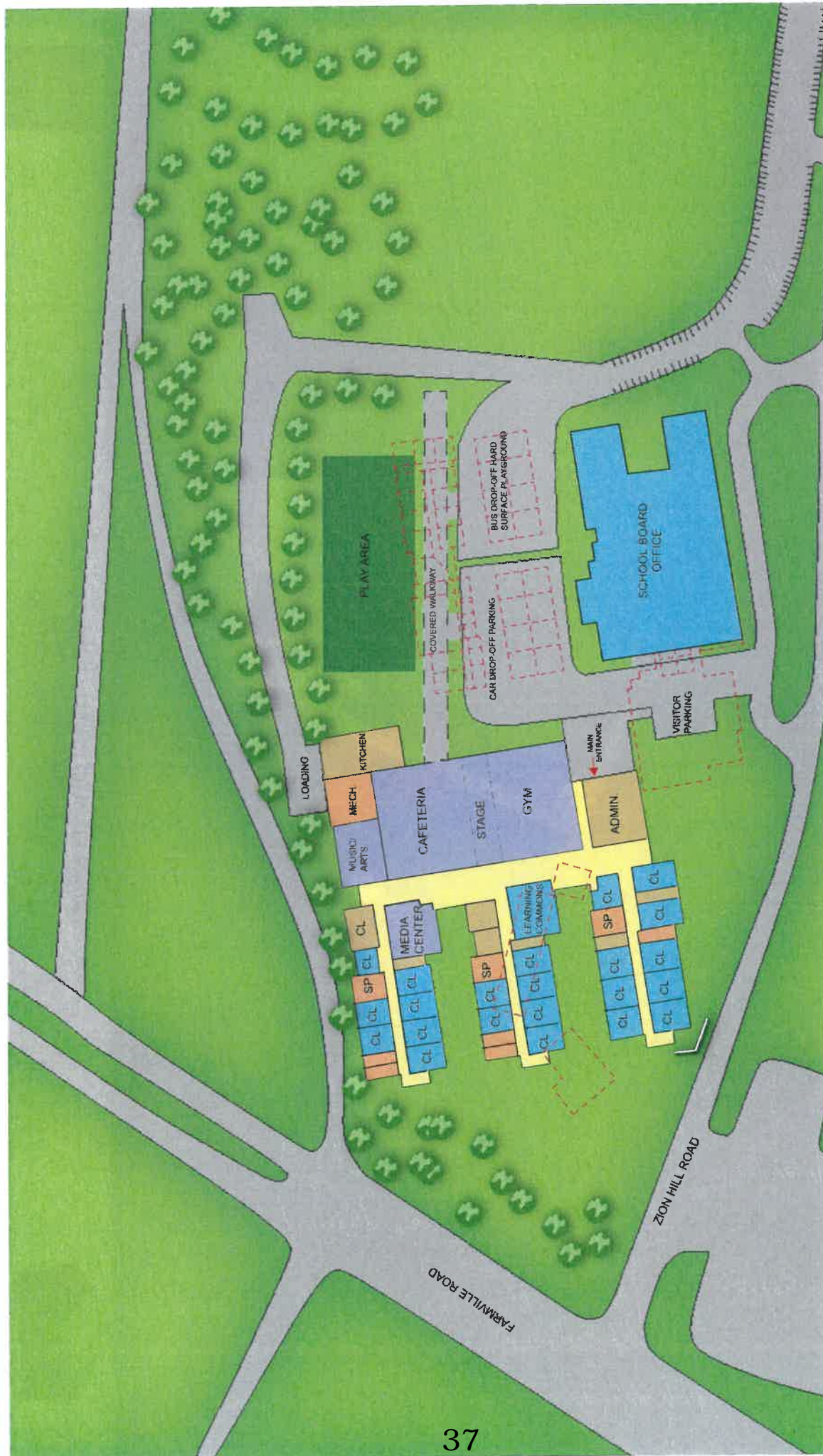




PRINCE EDWARD COUNTY PUBLIC SCHOOLS  
 ELEMENTARY OPTION #2  
 ADDITIONS AND RENOVATIONS



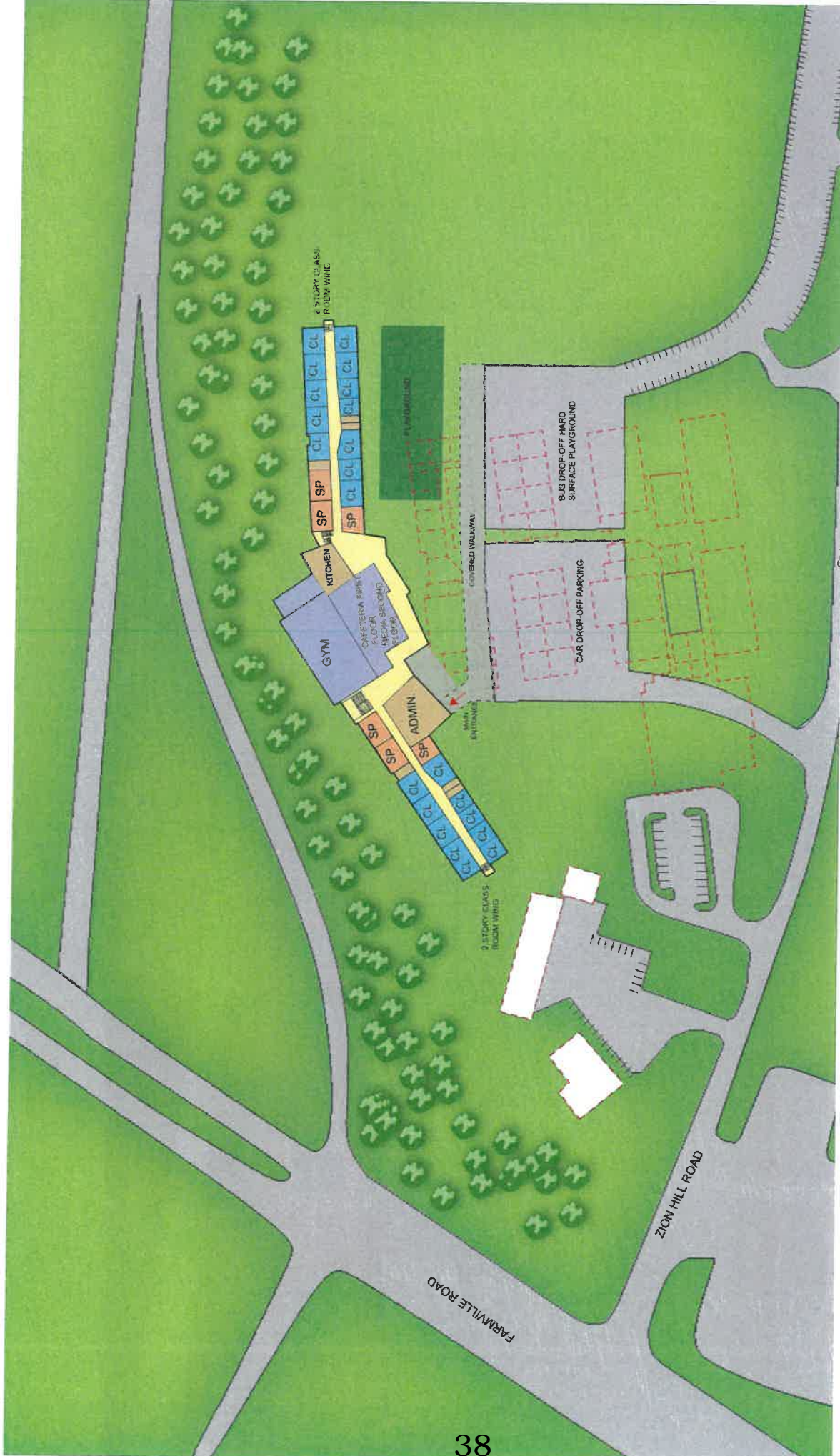




PRINCE EDWARD COUNTY PUBLIC SCHOOLS  
 ELEMENTARY OPTION #3  
 NEW ELEMENTARY - RENOVATE FOR SCHOOL BOARD OFFICE







PRINCE EDWARD COUNTY PUBLIC SCHOOLS  
 ELEMENTARY OPTION #4  
 NEW ELEMENTARY SCHOOL



# WEST HANOVER ELEMENTARY SCHOOL

Central Dauphin School District

**Construction Estimate**  
\$20,000,000

**Construction Cost**  
\$14,990,973

**Construction Completion**  
August 2019

**Project Size**  
91,244 SF New | 775 students

## PROJECT INFORMATION

The new West Hanover Elementary School was required to meet increasing enrollment and the need to provide modern and flexible educational spaces for the district's students. The facility is designed with a "Main Commons" Lobby which separates the large public spaces from the academic spaces. The two story Academic Wings are home to Kindergarten through Fifth grades and include Collaborative Learning Areas (CLAs) centrally located in the wing. Core support areas, such as Music and Art are located on the first floor for ease of access from each academic wing and are located in between public and academic spaces to buffer and separate the academic and public areas.

The new West Hanover Elementary School is a replacement school which was constructed on the same site while the old school remained in operation. Upon construction completion, the old school was demolished to finalize the site work. The new site work includes separate bus and parent drop-off staging areas to avoid vehicular congestion. Staff, visitor and overflow parking accommodates daily operations as well as public events. Soft and hard-surface play areas are included, with a dedicated kindergarten play area located adjacent to the kindergarten classrooms.

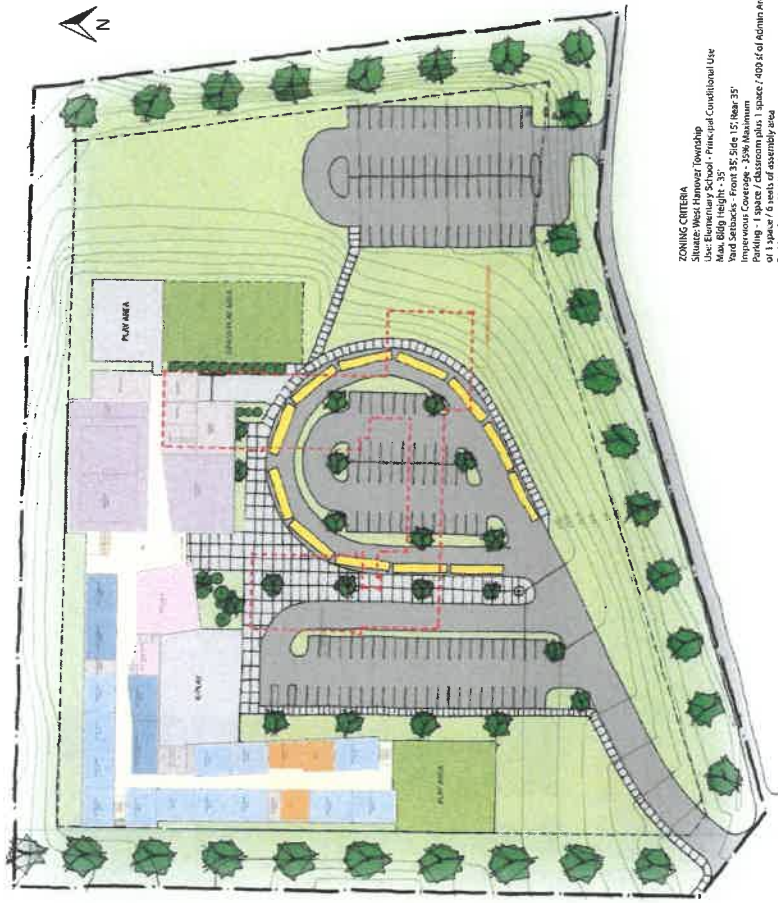




# SITE ANALYSIS



# FINAL SITE PLAN

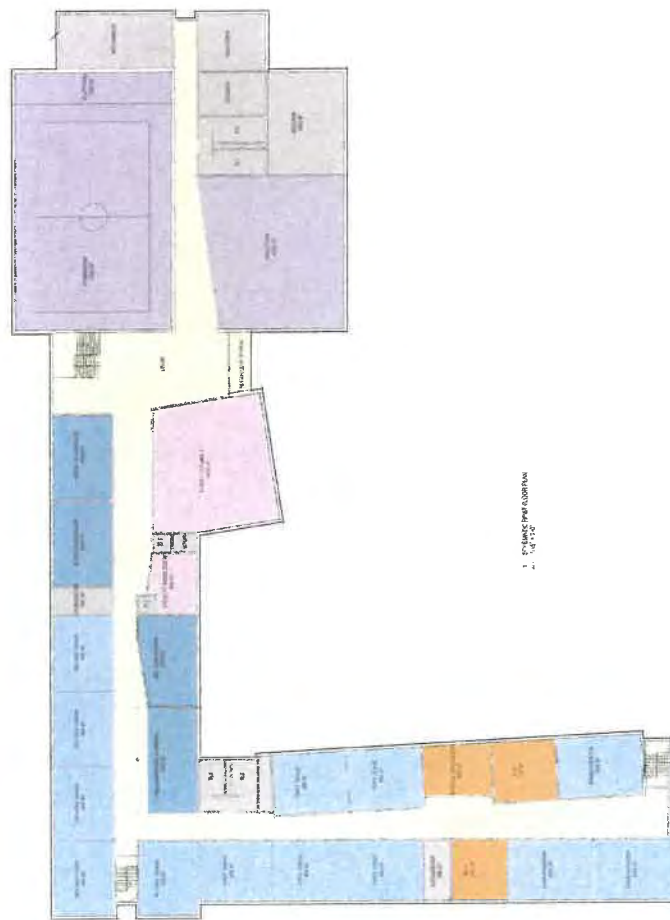


**ZONING CRITERIA**  
 Site: West Hanover Township  
 Use: Elementary School - Principal/Conditional Use  
 Max. Bldg. Height: - 35'  
 Max. Lot Coverage: - 35%  
 Max. Front Setback: 15' Near 35'  
 Max. Side Setback: 5'  
 Max. Rear Setback: 5'  
 Impervious Coverage: 50%  
 Parking: 1 space / classroom plus 1 space / 400 sq ft of Admin Area  
 or 1 space / 6 seats of assembly area  
 or 1 space / 20 seats of assembly area  
 or 1 space / 20 seats of assembly area  
 Buffer: 10' - 25' Between Residential and Non-Residential Use

**SECOND FLOOR PLAN**



**FIRST FLOOR PLAN**





# MAIN COMMONS





## FLEXIBLE SPACES



# EDUCATIONAL SPACES





# PUBLIC SPACES



**EXTERIOR CONDITIONS**



# WINDING CREEK ELEMENTARY SCHOOL

Cumberland Valley School District

Construction Cost  
\$22,698,005

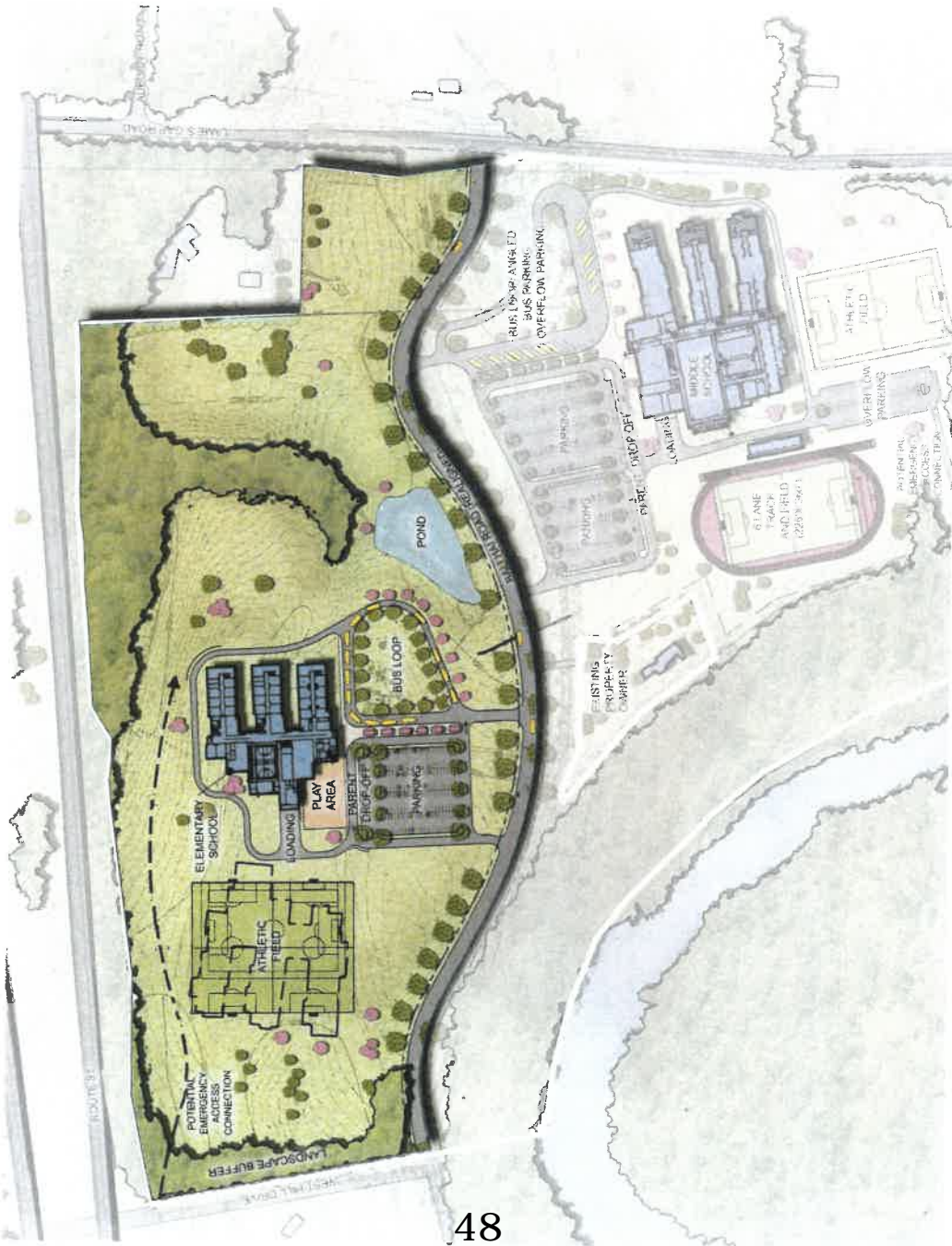
Construction Completion  
August 2018

Project Size  
140,000 SF New  
850 students



## PROJECT SUMMARY

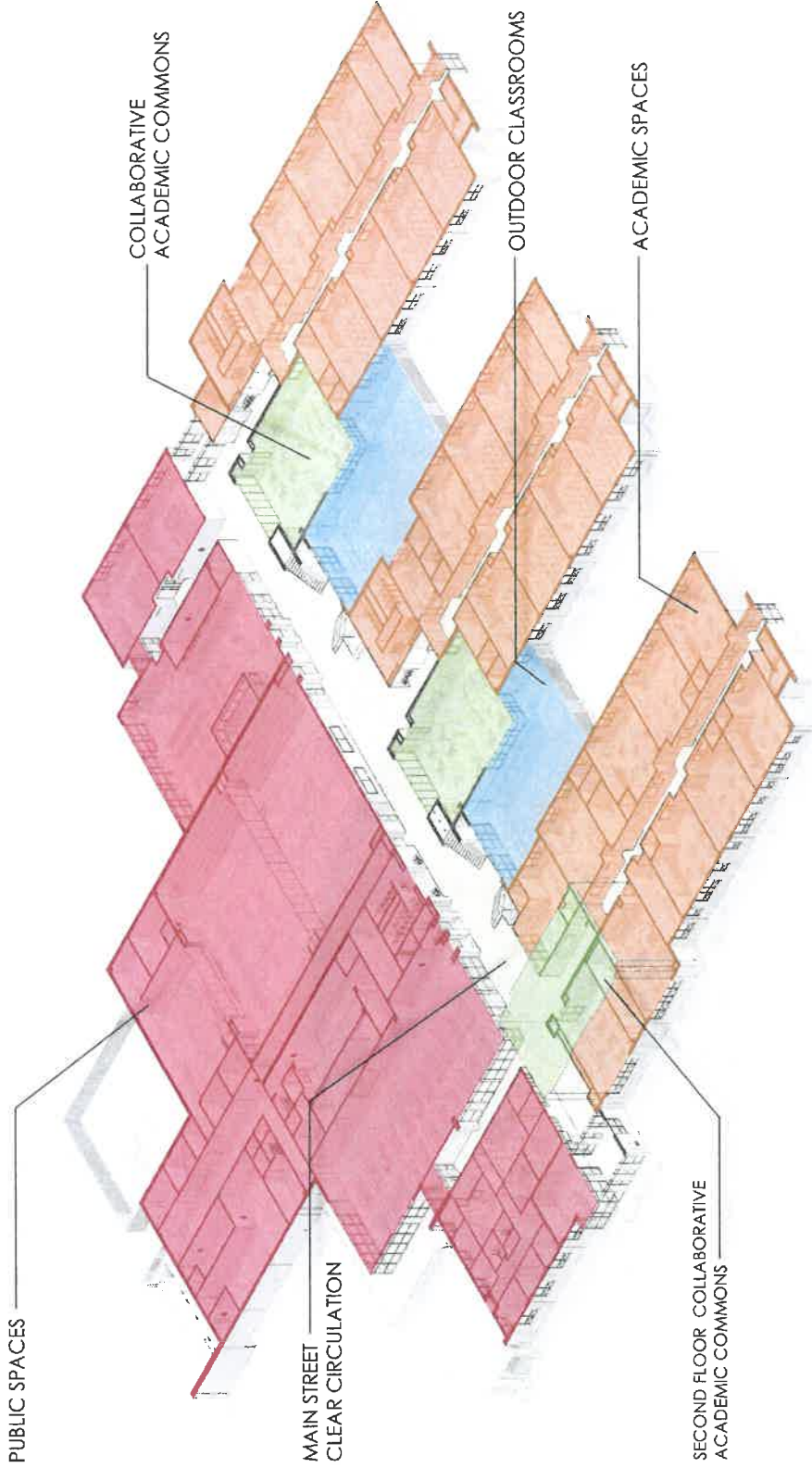
The School District's enrollment was increasing at a rapid rate of 200 elementary students a year and the need for a new elementary school was apparent. Winding Creek Elementary is the eighth elementary school within the District with a K-5 grade alignment. The 142,000, 850 student capacity Elementary School shares the 130 acre campus site with a new 240,000 student capacity Middle School for the District and has been master planned for the addition of another Elementary building in the future.





## BUILDING ORGANIZATION

The simple, yet highly efficient floor plan concept which includes a two story, extra wide circulation zone, "Main Street", off of which all programmatic spaces are located. This layout provides an easily supervised building with a single line of sight across the entire building giving administrators, teachers, school security, and first responders the ability to quickly see and respond to any level of concern.

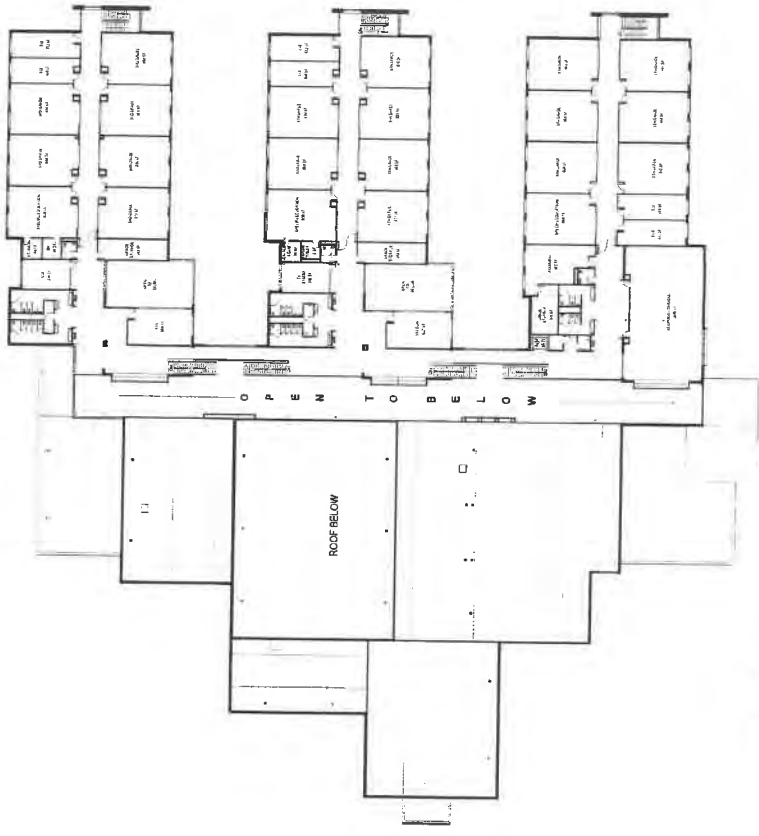


# FIRST FLOOR PLAN



OVERALL FIRST FLOOR PLAN

# SECOND FLOOR PLAN



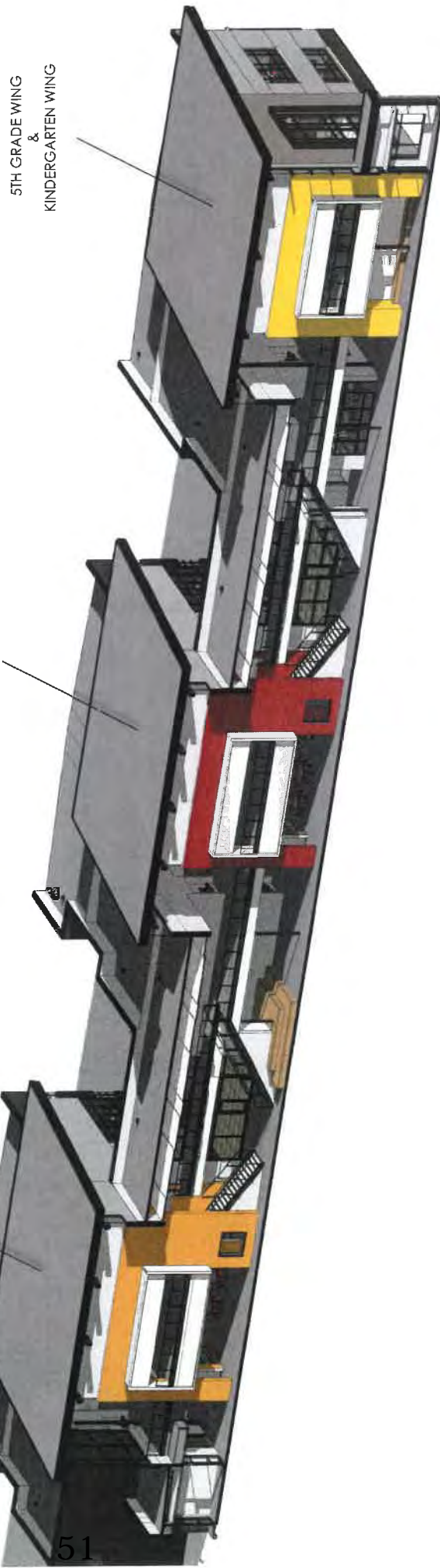
OVERALL SECOND FLOOR PLAN

## ACADEMIC WINGS

Bold use of color along Main Street highlights the school's "Academic Commons" which are the hubs of 21st Century Learning. Opening directly onto the Main Street, with fully operational glass folding partitions—blurring the line of the formal learning space—the Academic Commons allow for various forms of instruction, including individual, small and large group and even access to outdoor educational spaces.

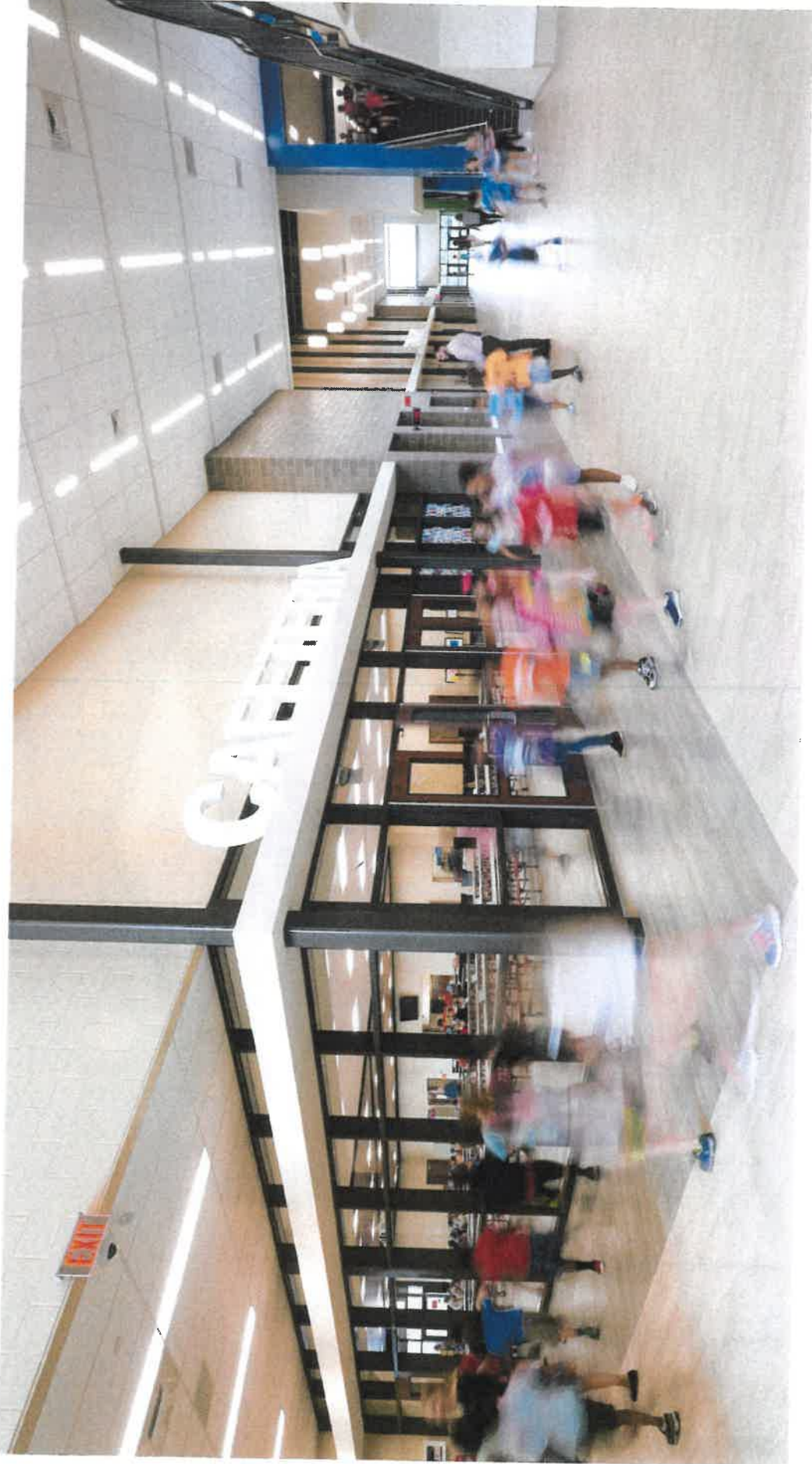
3RD GRADE WING  
&  
2ND GRADE WING

4TH GRADE WING  
&  
1ST GRADE WING



5TH GRADE WING  
&  
KINDERGARTEN WING





# CLEAR CIRCULATION





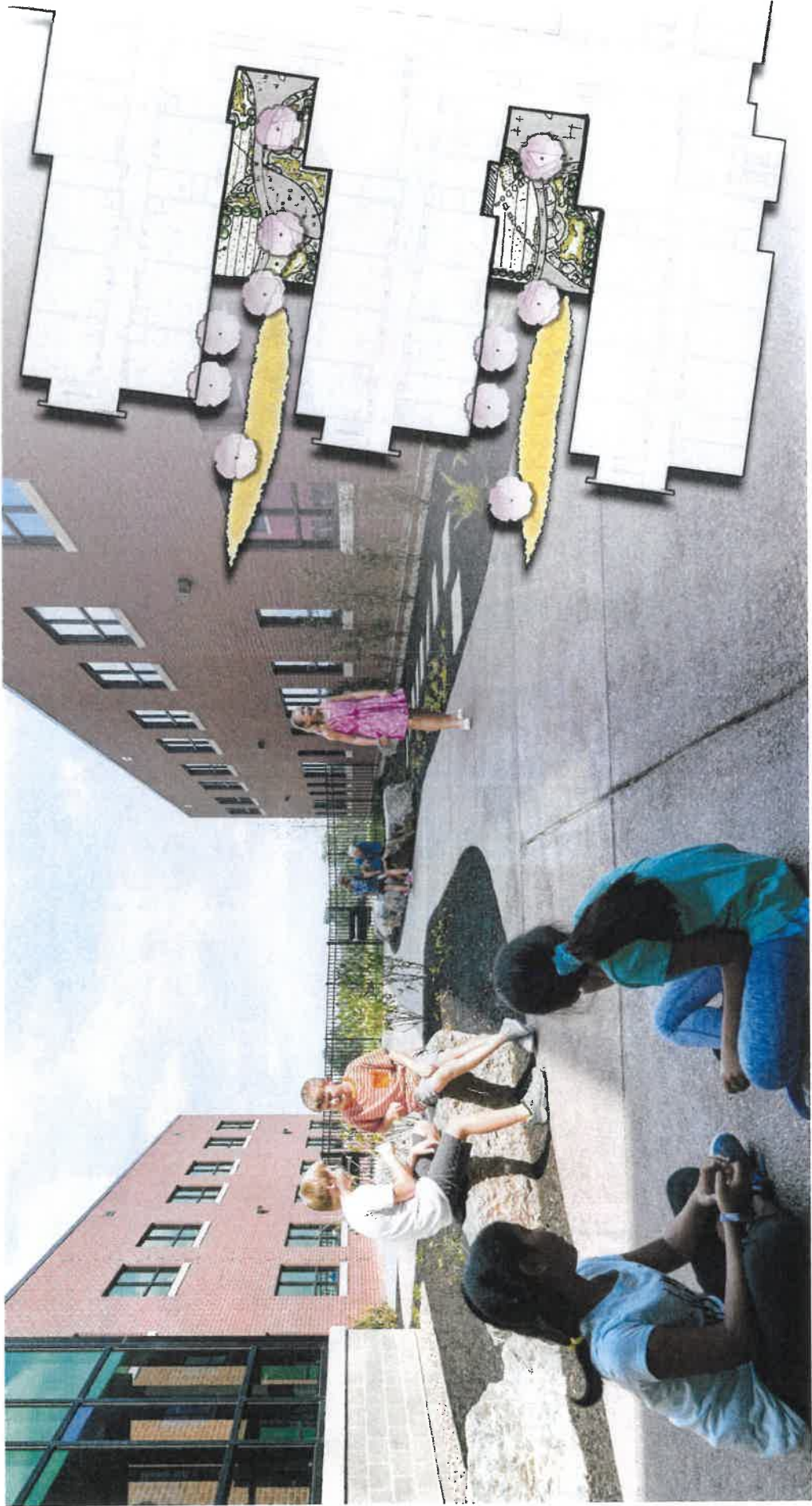
# FLEXIBLE SPACES



Infused with tech-smart, flexible and adaptable space, the Academic Commons promote collaboration, critical and creative thinking, effective communication, and the use of technology outside of the traditional classroom, allowing the traditional classrooms to be maintained as well organized and effective rooms for whole and small group instruction.

# ACADEMIC COMMONS





# OUTDOOR CLASSROOM



# MEDIA CENTER





# EXTERIOR CONDITIONS



Crabtree, Rohrbaugh & Associates is committed to providing the highest quality planning, design and professional services to our clients.

The foundation of the firm's success is our client-oriented approach that places the needs of our clients foremost in our design process.

Our relationship with our clients is our highest priority. We provide our clients with the highest level of service, maintaining honesty and integrity throughout all phases of the planning and design process.

# ELEMENTARY SCHOOL ROOF EVALUATION

for

Prince Edward County Public Schools

Virginia



Prepared by

**MOSELEY**ARCHITECTS

May 3, 2021

**Summary**

The purpose of this evaluation is to review the roof conditions at Prince Edward County Elementary School and develop recommendations for replacement or improvement. Prince Edward County Public Schools experiences ongoing roof leaking occurring in several locations over classrooms and public areas. Per County request, a site visit was conducted on March 24, 2021. Findings from the visit are outlined below and followed up by suggestions for repair or replacement.

**Description of Facility**

Prince Edward County Elementary School is located at 35 Eagle Drive, Farmville Virginia 23901. The site is bordered to the north by US Route 460 and the west by US Route 15. It is a campus-style school consisting of four separate structures joined by metal walkway canopies. The original campus has been renovated; however, building documents indicated that the original building construction consists of masonry walls with a concrete double-tee roof structure. The concrete tees support a built-up roofing system that has been removed and replaced with a ballasted membrane roof or re-roofed with a black membrane. Select structures that have either been stripped of their ballast or re-roofed and now show an aging roof coating applied to the black roof membrane. Roof slope is minimal, and it is unclear if roof drainage is provided by tapered insulation or the camber of the double-tee structure. The roof overhangs the building envelope by 7'-0" and provides a walkway and cover over classroom entrances. This overhang contains a trough meant to gather water for drainage at the corners of the building. Secondary drainage is not provided. Roof edge conditions consist of aluminum gravel stop and fascia.

In addition to altering the roof coating, renovations provided a sloped roof over framed on the two southernmost existing double tee structures. This roof consists of fiberglass shingles and roofing felt over 3/4" plywood. Wood trusses provide the sloping structure framed over the existing double tees.



Pictured above: Ballasted Membrane Roof in Red. Membrane roof (coated) in Blue. Sloped roof in Green. Modified bitumen roof in yellow. Shaded areas indicate existing concrete double tee structure. Building designations indicated in red.



several years. Although roof areas have been patched and repaired, the roofing structures continue to deteriorate causing leaks, damaged tiles, and warped wall and floor tiles throughout the buildings. Without significant renovations and/or a new build, the elementary school will not meet the public health and safety needs of our children and staff.

Please describe the need for the project

See the justification aforementioned justification.

Please describe and justify the proposed location of the project.

The elementary school is currently located on the Prince Edward County Public Schools campus. Given the land space and division history, there is no recommendation for a change in location.

Coordination

This project is not contingent upon any other campus projects and/or renovations.

\*Attached to the Prince Edward County Board of Supervisors Application

**Roof Observations**

**1. Black Membrane Roof**

The black roofing membrane displays several issues. The most visible include wrinkling, cracking, and blistering. Moisture penetrates the roof envelope, saturating the underlayment and freezing during cold winter nights. The freeze/thaw cycle continues the deterioration and spreads the infiltration of moisture within the system. Evidence of moisture is found within classrooms and along interior partitions within the vicinity of ponding water.

At the perimeter of the roof, the membrane is separating from the gravel stop fascia. Failure here is typical of an aging roof and provides an additional entry point for water within the roof. Because the roof extends beyond the thermal envelope of the building, this moisture is especially prone to freezing, resulting in an ice dam effect. Damage is evident on the underside of these 7'-0" roof extensions. Delamination of paint on the underside of double tees and rust stains on the concrete sidewalk directly underneath joints between the double tees indicate concrete saturation. Roof drainage does



Extreme Top Right: Ponding and blistering in the center of the roof.

Top left: Cracking

Top Right: Perimeter delamination/separation

Left: Underside of double tee

Right: Concrete walk directly under double tee.



not include a piped secondary system, encouraging overflow to cascade over the gravel stop perimeter condition. In the event of an overflow due to a clogged roof drain or backup, water will directly flow into the gap that has formed between the roof membrane and gravel stop.

Flashings at roof curbs show equivalent signs of aging. Wrinkling at corners may cause fishmouth pockets for moisture. These wrinkles within the membrane are caused by differential movement within the roof diaphragm. These will eventually fatigue and crack, especially when accompanied by vibrating equipment. Currently there are no reports of leaking directly at roof curbs.



## 2. Ballasted Membrane Roof

The ballasted membrane roof consists of a black membrane with river stone. It is unclear if the ballast provides the sole roof attachment within the field of the roof. Because of the nature of a ballasted roof, visual inspection is limited. Where ballast has receded, patches are visible and appear to be lifting from the membrane underneath. Moss within the ballast indicates the presence of standing water and organic material, typical of a ballasted roof. Maintenance issues are difficult to assess and perform on this type of roof.



## 3. Sloped Shingle Roof

Visual inspection centers around the flashings and curbs associated with transitions between the sloped roof and adjacent flat roofs. These joints contain accommodations for expansion control and consist of membrane covers. The covers are in good to fair condition. Fiberglass shingles also appear in fair to good condition.



**Additional Observations**

A brief walkthrough of a single learning space revealed moisture damage within the learning environment. Damage is most notable around former roof penetrations. At the time of this site visit, an active leak was observed in the center of the classroom. Additional damage also exists at the base of gypsum walls and floor tiles show signs of delamination due to excessive water exposure.



**Considerations**

1. Construction / Installation coordination

Any substantial repair or replacement project will need to be coordinated with the school schedule. Prior to any repair or replacement, curbs and flashings will need to be inspected, resulting in potential removal of rooftop HVAC equipment and subsequent facility downtime. Roof coatings will require substrate repair and/or slope correction prior to installation. More significant repairs may need to be

done to correct areas that may show degradation to the roof structure itself. If hazardous materials are present, any work will require abatement.

## 2. Regulatory Requirements

Along with any requirements a manufacturer may have for installation and warranty of a roofing system, There are three main regulatory code standards that any work must comply with: The International Building Code, the International Energy Conservation Code, and the International Existing Building Code.

International Building Code (IBC) 2015, section 1511.1 can be interpreted to require any re-roofing operation to result in a roofing system that complies with the current adopted building code edition. There are two exceptions. The IBC (2015) does not require roofing replacement to comply with the code-standard ¼" per foot slope requirement for new construction, nor does it mandate that roofing replacement include the addition of secondary roof drainage. However, section 1511.3 does address when tear-off roof system replacement is required instead of re-covering. If any of the following scenarios exist, the entire roof system should be stripped down to roof deck and replaced with a new assembly:

- The existing roof has two or more applications of any time of roof covering
- The existing roof is water-soaked or deteriorated to the point it will not provide an adequate substrate for roof re-covering
- The existing roof is slate, clay, cement, or asbestos-laden cement tile.

The International Energy Conservation Code (IECC) 2015, section C401.2.1 contains a mandate that additions, alterations, and repairs to existing buildings comply with code minimum thermal and reflectivity requirements. R-Values must comply with IECC minimums. This requirement is generally taken to include roof tear-off and not re-covering.

The International Existing Building Code (IEBC) 2015 includes specific code requirements for re-roofing aimed at addressing the integrity of the roof structure itself. It addresses design loads and creates additional constraints for projects in which the new roof system places additional load on existing structure. This includes parapets as well as roof framing.

Ultimately, code requirements and their application are managed by the Local Authorities Having Jurisdiction (LAHJ). Each re-roofing project may be subject to different requirements based on the existing conditions and extent to which compliance with the building code is possible.

## 3. Maintenance and Warranty

Current facility roof coverings consist of multiple materials, each with their own separate warranty, installation details, and repair requirements. Often times different roofing membranes will require different roofing contractors to perform work. Moving forward with a single roofing system would consolidate warranties and place repair responsibilities under one contractor, thus lessening the amount of coordination required for simple roof repairs.

## 4. Energy Efficiency

Existing roof assemblies do not meet new building envelope requirements. Re-roofing to current insulation standards may be required per Building Code if the LAHJ believes enforcement is required.

Complying with the most recent adopted code could result in less energy demand for mechanical heating and cooling, however, additional efficiency would be experienced with alterations to wall assemblies. Increasing insulation on the roof has an added benefit allowing slopes to be corrected and aid in proper roof drainage. Care must be taken to maintain flashing heights above adjacent roof membranes in order to satisfy roof assembly warranty requirements.

#### 5. Cost / Building Life Cycle

Upfront costs of repair or replacement of the current roof system must be considered against the long-term plans for the school facility. Water damage as a result of the leaking roof has begun to affect the learning environment. Floor and wall finishes show signs of degradation and are in need of repair. Roof tear-off and recovering will likely close a portion of the facility for a small period of time, giving opportunity for additional renovation while minimizing overall downtime.

#### **Recommendations**

Two leading causes of roof coating failure are improper drainage and poor substrate. Roof coatings generally do not fix roof leaks, instead they attempt to prolong the life of a functioning roof by adding UV protection. Due to the indiscernible roof slope, lack of secondary drainage systems, and deteriorating roof covering, roof coatings are not recommended as a suitable repair method. A roofing consultant should perform tests to determine the extent of moisture saturation within the existing roof assembly. If it is found to be widespread, the regulatory entities may require complete tear-off and replacement of the roof system.

Alternatively, an over-built roof similar to the pitched structures placed on the southernmost double tee buildings may be considered. This approach results in a plenum space and requires non-combustible materials (i.e. metal framing) to comply with modern codes. It is limited by the availability of structure as not all of the current school could be retrofit in this manner. If this method is chosen, roof drainage will need to be re-considered as additional piping may be required to collect rainwater and direct to proper stormwater dispersal areas via gutter, downspout, and possible underground drainage piping.

It is believed that tear-off and replacement may ultimately be a more inclusive method of roof repair. Full replacement in this manner will allow the County to achieve a uniform system with one warranty. Tear off also allows assessment of existing structure, re-design of the roof drainage, and compliance with modern roof systems.

#### **Conclusions**

The black membrane roof described above is in need of repair or replacement. The key to a successful roof coating is a suitable substrate, but due to the extent of base failure exhibited by the membrane roof, additional coatings may be difficult or costly to apply. Additionally, the multiple types of roof covering each demand unique solutions and cause undue stress on building maintenance. When considering which re-roofing approach is the best fit for the Elementary school, it is recommended that the County consider the overall big picture plans for the school. With the interior environment aging, renovation may be a feasible addition to this project. Complete mechanical, electrical, and plumbing upgrades, accompanied by a design that would appeal to a modern learning environment, would dramatically improve the life cycle and safety of the building. Renovation will allow for proper installation of roofing systems integrated with modern construction methods to achieve a proper

thermal and moisture barrier. Construction may be staged to allow for students to remain in place during renovation. Re-roofing is the best solution to the water issues presented by the County, however renovation may provide a wholistic solution that addresses the needs of the community, faculty, and students.

**Opinion of Probable Cost**

The following opinion of probable cost is based on roof replacement as recommended in the conclusions section above. Replacement includes removal of all existing roofing membranes including ballast, insulation, and substrate board down to a suitable structural deck. Additional costs due to hazardous materials may be required after thorough examination. All costs are based on data from May 2021 and are subject to change based on inflation and market demand. Square footages are estimates based on information provided by Prince Edward County Schools shown below. Shingled roof is not considered for replacement at this time.

| FACILITY                | SIZE           | ROOF TYPE      | AREA INCLUDED FOR RE-ROOFING | NOTES                                 |
|-------------------------|----------------|----------------|------------------------------|---------------------------------------|
| Building A              | 9,108          | Shingled Slope | 0                            |                                       |
| Building B              | 9,108          | Shingled Slope | 0                            |                                       |
| Building C              | 8,508          | Membrane       | 8,508                        |                                       |
| Building D              | 8,508          | Membrane       | 8,508                        |                                       |
| Building E              | 9,108          | Membrane       | 9,108                        |                                       |
| Building F              | 9,108          | Ballasted EPDM | 9,108                        |                                       |
| Building G              | 16,137         | Ballasted EPDM | 16,137                       |                                       |
| Additional Construction | 49,000         | Slope/Membrane | 24,500                       | ESTIMATED HALF AREA FOR MEMBRANE ROOF |
| Building H              | 6,400          | n/a            | 0                            | BUILDING LOCATED OFF CAMPUS           |
| Additional Restrooms    | 512            | Membrane       | 512                          |                                       |
| <b>TOTAL</b>            | <b>125,497</b> |                | <b>76,381</b>                |                                       |

The estimated cost of roof replacement is \$22/square foot. Based on information above, the total cost of membrane roof replacement is approximately \$1,680,382. Additional costs for design services, permitting fees, inspections, and recommended project contingency result in a total project cost of \$2,016,500.



To: PECPS School Board

From: Ad Hoc Committee, Elementary Buildings

Date: April 29, 2021

Committee considerations/discussions:

The following conditions, systems and their known repair history were considered.

Asbestos – concerns regarding disturbance and repairs to building materials used before 1980,

Age of current facilities – forty-six to fifty-one years since constructed,

ADA – limitations and concerns,

Roof – to include actual leaks and mold/mildew concerns,

Cooling and Heating units – age of units and design/efficiency concerns,

Drain/sewer lines- age- conditions and repair accessibility concerns,

Insulation – suitability for current energy efficiency standards, asbestos and mold concerns,

Water supply lines - age, condition and repair history and accessibility concerns,

Windows – condensation/energy efficiency concerns,

Ventilation- lack of adequate air velocity/flow rate, especially to meet current mold and virus remediation needs or standards,

Floor plans – outdated design and lack of storage capabilities,

Safety/Security – lack of proper barriers/conditions to eliminate or reduce the occurrence of illegal acts such as an active shooter, child abduction, domestic violence and/or other criminal activity,

Also, the amount of labor required for the maintenance and repair of the current conditions/systems, on-going hazardous conditions that are conducive to trips/falls from wet floors and containers positioned to address the leaks, and/or situations that breeds mold/mildew that could trigger allergies or other medical conditions/emergencies for our students, staff, parents/guardians and/or visitors.

Recommendation:

Therefore, due to the scope and multitude of the health and safety concerns and issues listed above we are requesting that appropriate action(s) be initiated ASAP to build/construct new elementary school building(s). However, this committee is not opposed to a significant renovation project, if the project is of the method and scope to appropriately address all of the health and safety/security concerns and other concerns/issues listed above.

Ad Hoc Committee affirmation of review and recommendation:

Mr. Russell Dove, Chair

*Russell H. Dove*

Mr. Dwight Ivey

*Dwight L. Ivey*

Mr. Jake Morgan

*Jake Morgan*

Mr. Wesley Reed

*Wesley Reed*

Mr. Oliver Stiff

*Oliver O. Stiff*

Mrs. Jo Ann Weidinger

*Jo Ann Weidinger*



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               | .      |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               | .      |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    | .      |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. | .      |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no effect on the environmental quality of the County.           | .      |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  | .      |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      | .      |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        | .      |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         | .      |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     | .      |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             | .      |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    | .      |



## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Emergency Communications Radio System

**Date Prepared:** 5/10/2021

**Agency:** Emergency Management

**Agency Contact Person:** Trey Pyle

**Email Address:** tpyle@co.prince-edward.va.us

**Location of Project:** Prince Edward County

**Magisterial District:** 10th

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

This project will overhaul and replace the currently out dated emergency communications radios system for emergency services agencies county wide. The current Fire/Rescue radio system operates on an antiquated UHF analog frequency off one tower site on Leigh Mountain. This will also increase the coverage for Prince Edward Sheriff's Office. Their current system operates off one tower site at Hampden Sydney Water Tower with coverage issues county wide. The proposed UHF Digital system will use a maximum of 5 tower sites county wide to achieve 95% handheld portable coverage. Furthermore, this system will mirror systems put in place in surrounding counties and Farmville furthering the interoperability between responders both in county and out.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

Currently this project has only had preliminarily engineering mapping down to assist in locating tower locations. Phase 1 of the project would be to secure tower locations, shelters, and lease agreements with an estimated time frame of 6-8 months. Phase 2 would be building out the locations and installing equipment with a 6-8 month time frame. Phase 3 would be installing and programing responders equipment and making the system go live, with time frame of 2-3 months. Overall project from start to finish would estimated 2 years.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This communications system will serve all emergency responders with reliable equipment and system to be able to get vital information to mitigate the emergencies in Prince Edward County. Not only will the system and equipment serve the responders, it will be the reliable link between 911 and the responders when the citizens call for help. Further more the system will allow mutual aid agencies the ability to coordinate response seamlessly when requested to assist on an incident inside the county. Overall, the communications system will served all in the county, from the responders to citizens, by insuring a reliable communications system and equipment is operable when an emergency arises.

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**Please describe the need for the project.**

The current system in place for both Fire/Rescue and the Sheriff's Office leave coverage issues all over the county. These coverage issues do not give responders the ability to communicate effectively with their dispatch office. The proposed Digital UHF system will have multiple repeater sites all over the county, thus giving our responders the security they need to be able to use the radio system when needed. Furthermore, the current Fire/Rescue system is outdated and becoming obsolete and currently only has one channel. The new proposed system will give Fire/Rescue two repeatered channels to operate on. On large incidents the current system can become overwhelmed with traffic causing delays in radio transmissions. Overall the proposed radio system will increase safety of all responders by providing a reliable platform to effectively respond to and mitigate emergencies in Prince Edward County.

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**Please describe and justify the proposed location of the project.**

The proposed repeater site locations have been identified by working with Motorola Engineers to provide 95% coverage inside the county on handheld portable radios. These locations will give responders the safety and security needed to perform their duties without delay trying to communicate on the radio system.



**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/ them and indicate the relationship between the projects.

The communication system for Prince Edward County is being planned for Fire/Rescue in conjunction with Prince Edward Sheriff's Office (PESO). The repeater locations and tower sites have been identified as the best locations to provide coverage. While Fire/Rescue and PESO operate separately, planning and securing tower and shelter space together will save time and money over the course of the project. Additional savings would be saved in the implantation and installation of equipment.

**Project Priority:** 1

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

N/A

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total       |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0         |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0         |
| Site Preparation<br>&<br>Improvements | \$2,401,216                |                            |                            |                            |                            |                | \$2,401,216 |
| Construction                          |                            |                            |                            |                            |                            |                | \$0         |
| Furniture and<br>Equipment            |                            | \$591,781                  |                            |                            |                            |                | \$591,781   |
| Other                                 |                            | \$1,800,419                |                            |                            |                            |                | \$1,800,419 |
| <b>Total</b>                          | \$2,401,216                | \$2,392,200                | \$0                        | \$0                        | \$0                        | \$0            | \$4,793,416 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total       |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------------|
| General Fund         | \$2,401,216                | \$2,392,200                |                            |                            |                            |                | \$4,793,416 |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0         |
| State Grants         |                            |                            |                            |                            |                            |                | \$0         |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0         |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0         |
| <b>Total</b>         | \$2,401,216                | \$2,392,200                | \$0                        | \$0                        | \$0                        | \$0            | \$4,793,416 |

**Please describe the funding (i.e. type of grant):**

Working with Motorola, there is financing options available to fund the project 5, 7 or 10 years with deferred payments of 24 months.

Additional funding maybe available from the American Rescue Funds.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

|                                               | 3                                                                                                                          | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                         |                                                                                                                            |                                                                                                                                          |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                            | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                        | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.      | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                          | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no effect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                     | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                            | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                     |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                        | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                             | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Prince Edward County Voter Registration

**Date Prepared:** May 10, 2021

**Agency:** \_\_\_\_\_

**Agency Contact Person:** Lynette Wright

**Email Address:** registrar@co.prince-edward.va.us

**Location of Project:** Elections

**Magisterial District:** ALL

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Prince Edward County currently has 11 voting precincts. We have 13 DS 200 Voting Equipment scanners plus 2 spares. Currently all equipment is used in each election, with the 2 spares as backup. Each location also has an Express Vote ballot marking machine for handicap access. There are currently 11 in use with 2 spares as backup. Voting equipment was purchased in 2017 and the Vendor ES &S advised that voting equipment usually has a 10 year maximum life span. I would like to be able to purchase voting equipment as needed or at the max life of the voting equipment. Approximately \$130,000.00 was spent to purchase the current voting equipment. I estimate the same amount since there has been NO price increase since purchase. Electronic poll books may be required to be used at all polling locations by 2022.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

Voting equipment is currently 4 years old and we would not need new equipment until another 4 years unless an unforeseen event takes place or new legislation requires new equipment. Currently the voting equipment is scheduled for an update and currently there is no estimate on the cost. Electronic poll books may be required to be used at all polling locations by the Nov. 2022 election. I would estimate about \$60,000. for 2 poll books for each location, including early voting plus spares.



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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

We would need to purchase about the same amount of voting equipment as long as no new precincts are established.

15 -DS 200 scan vote machine ( 2 spare scanners only)

13 -Express Vote -handicap accessible equipment-ballot marking device ( 2 spare marking devices)

28 - Electronic Poll books (2 required at each poll location) 2 sets of spares.

---

**Please describe the need for the project.**

New voting equipment will be needed as old equipment is out dated, unrepairable or decertified by the State. Electronic poll books may be required if new legislation is passed that same day registration is available to voters. This would be the ONLY way to be able to comply with the new laws. Town elections have also been moved to November elections. Possible use of electronic poll books may be the only way to distinguish who gets which ballot style in precincts that will have up to 5 or 6 styles.

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**Please describe and justify the proposed location of the project.**

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0       |
| Construction                          |                            |                            |                            |                            |                            |                | \$0       |
| Furniture and<br>Equipment            | \$60,000                   |                            | \$130,000                  |                            |                            |                | \$190,000 |
| Other                                 |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>                          | \$60,000                   | \$0                        | \$130,000                  | \$0                        | \$0                        | \$0            | \$190,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            |                            |                            |                            |                            |                | \$0   |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0   |
| State Grants         |                            |                            |                            |                            |                            |                | \$0   |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0   |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0   |
| <b>Total</b>         | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$0   |

Please describe the funding (i.e. type of grant):

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |






# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

|                                               | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                         |                                                                                                                                       |                                                                                                                                          |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no effect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** New Animal Shelter

**Date Prepared:** 05/19/2021

**Agency:** Prince Edward County Animal Control

**Agency Contact Person:** Chris Riviere

**Email Address:** ACO@co.prince-edward.va.us

**Location of Project:** Prince Edward County

**Magisterial District:** 101

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

This project aims to replace the current municipal Animal Shelter located at 255 County Shop Road. The current shelter was built sometime in the 1970's and has been added onto and modified multiple times to try and adapt to changing requirements from the state. The shelter is masonry block construction with concrete floors. The main building has five rooms. There is a separate room attached to the back of the building. The shelter can accommodate 9 cats and 11 dogs legally. Both the state vet and our overseeing veterinarian have made comments on inspection and suggested replacement in light of failing to meet all state regulations for an animal shelter. Our isolation room and euanasia room do meet mandated requirements.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

In order to replace the shelter many steps will need to be completed. The county will need to find a suitable location, survey the area, choose a building design, contact engineers to design the building according to the wishes of the county, prep the site and construct the building, and finally after inspection move existing operations into the new space.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The Prince Edward County Animal Shelter serves all citizens of Prince Edward County which after the 2018 census was listed as 22,950. The shelter is also jointly used by the town of Farmville. On average the shelter brings in 400-500 animals per year. The shelter has less than a 1 percent euthanasia rate which means we are able to adopt or transfer most animals.

---

**Please describe the need for the project.**

The current shelter is too small. The shelter stays full for long periods of time and as a result we are unable to take in animals when needed. There is no adequate storage space for supplies or equipment. The block construction promotes high humidity and causes issues with our electronics and the ability of paint to adhere to walls and floors. We are unable to modify the shelter to meet current needs or mandated requirements of the state. Repair costs to the shelter are beginning to reach the point of becoming unjustifiable in comparison to replacement. A new shelter would allow the county to house more animals in a better environment without the threat of fines or shutdown due to shelter deficiencies.

---

**Please describe and justify the proposed location of the project.**

The shelter could be rebuilt at the current location on County Shop Road or moved to another location owned by the County which is deemed suitable.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** 1

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total       |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------------|
| Planning,<br>Surveying, &<br>Design   | \$5                        |                            |                            |                            |                            |                | \$5         |
| Land<br>Acquisition                   | \$50                       |                            |                            |                            |                            |                | \$50        |
| Site Preparation<br>&<br>Improvements | \$150,000                  |                            |                            |                            |                            |                | \$150,000   |
| Construction                          | \$1,150,000                |                            |                            |                            |                            |                | \$1,150,000 |
| Furniture and<br>Equipment            | \$50,000                   |                            |                            |                            |                            |                | \$50,000    |
| Other                                 | \$50,000                   |                            |                            |                            |                            |                | \$50,000    |
| <b>Total</b>                          | \$1,400,055                | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$1,400,055 |



**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total       |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------------|
| General Fund      | \$1,500,000                |                            |                            |                            |                            |                | \$1,500,000 |
| Other Fund        |                            |                            |                            |                            |                            |                | \$0         |
| State Grants      |                            |                            |                            |                            |                            |                | \$0         |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | \$0         |
| Other Fundraising |                            |                            |                            |                            |                            |                | \$0         |
| <b>Total</b>      | \$1,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$1,500,000 |

**Please describe the funding (i.e. type of grant):**

Funding for this project would have to be sourced from the general fund of the county unless a grant becomes available.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     | \$100,000                             | \$50,000              | \$150,000                                     |
| Fringe Benefits        | \$0                                   | \$0                   | \$0                                           |
| Contract Services      | \$0                                   | \$0                   | \$0                                           |
| Materials and Supplies | \$26,300                              | \$35,000              | \$50,000                                      |
| Leases & Rentals       | \$0                                   | \$0                   | \$0                                           |
| Other Operations       | \$0                                   | \$0                   | \$0                                           |
| Subtotal               | \$126,300                             | \$85,000              | \$200,000                                     |
| Offsetting Revenue     | \$0                                   | \$0                   | \$0                                           |
| Net Cost               | \$126,300                             | \$85,000              | \$200,000                                     |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

|                                               | 3                                                                                                                          | 2                                                                                                                             | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                         |                                                                                                                            |                                                                                                                               |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                            | Project needed to alleviate potential health or safety hazard.                                                                | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                        | Project is required by agreement with another jurisdiction.                                                                   | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.      | Project will repair systems important to facility operations.                                                                 | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                          | Project will have minimal or no operating and maintenance costs.                                                              | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                | Project may improve environmental quality of the County.                                                                      |                                                                                                        | Project will have no effect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                | Meets needs of community for next 15 to 19 years.                                                                             | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                     | Project is included in written plans adopted by a County board or commission.                                                 | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                            | Non-county revenues have been identified and applied for.                                                                     | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                     |                                                                                                                               | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                        | 25% to 49% served.                                                                                                            | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                             | Project fills a future need in the community.                                                                                 | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Bobcat Purchase

**Date Prepared:** 5/13/21

**Agency:** Solid Waste

**Agency Contact Person:** Jeffrey Jones

**Email Address:** jjones@co.prince-edward.va.us

**Location of Project:** Landfill

**Magisterial District:** 501

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.  
Bobcat Purchase for the land fill

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.  
Only one year to purchase maybe 2 at the most.



---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This equipment will service the landfill, collection sites and the court house ( during snow removal) It will be able to mow the landfill slope with out damage to the clay cap on the closed land fill cells. We will be able to grade and sweep the landfill roads for less mud in the stsate highway. The collection sites will be able toi be graded more often and easier than with a large dozer. the coutny will be able to remove snow with this equipment at its parking lots and shelters. the equipment has a cab on it so the employee operating it will be safer and out of the elements of the weather.

---

**Please describe the need for the project.**

Now we are using a farm tractor for all items listed above and the tires are cutting into the clay cap on the older landfill cells making them leak and we have to repair. The farm tractor is very dangerous on the landfill slopes mowing as it has already bern turned over one time in the past. The farm tractor is not made for the work we are doing with it.

---

**Please describe and justify the proposed location of the project.**

Landfill operations

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** 1

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0      |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0      |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0      |
| Construction                          |                            |                            |                            |                            |                            |                | \$0      |
| Furniture and<br>Equipment            | \$70,000                   |                            |                            |                            |                            |                | \$70,000 |
| Other                                 |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>                          | \$70,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$70,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| General Fund         |                            |                            |                            |                            |                            |                | \$0      |
| Other Fund           | \$70,000                   |                            |                            |                            |                            |                | \$70,000 |
| State Grants         |                            |                            |                            |                            |                            |                | \$0      |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0      |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>         | \$70,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$70,000 |

**Please describe the funding (i.e. type of grant):**

Bobcat in Virginia is on state contract

Funding from FY 2022 Landfill budget - 3-5 yr lease purchase

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |





# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

Agency: \_\_\_\_\_

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

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |



## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Convenience Site Upgrades

**Date Prepared:** 5/14/2021

**Agency:** Public Works/Solid Waste

**Agency Contact Person:** Jeffrey Jones

**Email Address:** jjones@co.prince-edward.va.us

**Location of Project:** Landfill

**Magisterial District:** 201/501/401/601/301

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The County has a total of six convenience sites to serve its citizens for solid waste disposal dispersed throughout the County in Rice, Green Bay, Worsham, Prospect, Darlington Heights, and Virso. In addition, the County operates the Tuggle site which is located adjacent to the landfill.

The current sites are primitive with few amenities. The County is looking to upgrade each of the sites to provide a better customer experience. Upgrades would include paving, new fencing, signage, concrete pads for compactors, and site lighting.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The County would look to fund improvements to one site per year based on utilization.

Estimated price for upgrade of each site is \$75,000.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

These improvements would serve the entire community with those living outside Farmville town limits getting the most benefit.

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**Please describe the need for the project.**

Current convenience sites are unpaved, typically have potholes, and do not have adequate screening/lighting. They are uninviting to the public and reflect poorly on the community.

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**Please describe and justify the proposed location of the project.**

N/A

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No coordination required.

**Project Priority:** 2

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0       |
| Site Preparation<br>&<br>Improvements | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000       | \$450,000 |
| Construction                          |                            |                            |                            |                            |                            |                | \$0       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0       |
| Other                                 |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>                          | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000       | \$450,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| General Fund         |                            |                            |                            |                            |                            |                | \$0       |
| Other Fund           | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000       | \$450,000 |
| State Grants         |                            |                            |                            |                            |                            |                | \$0       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>         | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000                   | \$75,000       | \$450,000 |

**Please describe the funding (i.e. type of grant):**

Capital improvement fund.



**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/ or programs.       | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Cannery Boiler Replacement

**Date Prepared:** 5/17/21

**Agency:** public works

**Agency Contact Person:** Randall Cook

**Email Address:** rcook@co.prince-edward.va.us

**Location of Project:** \_\_\_\_\_

**Magisterial District:** Hampden

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replace 49 year old boiler used to prepare foods and process can good for county residents.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

4 weeks

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

Cannery serves county residents in processing home grown foods and vegetables, as well as small commercial businesses in the county

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**Please describe the need for the project.**

boiler is 49 years old

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**Please describe and justify the proposed location of the project.**

n/a

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:**  3

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

Not included.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| <b>Element</b>                        | <b>1<sup>st</sup> FY<br/>2022</b> | <b>2<sup>nd</sup> FY<br/>2023</b> | <b>3<sup>rd</sup> FY<br/>2024</b> | <b>4<sup>th</sup> FY<br/>2025</b> | <b>5<sup>th</sup> FY<br/>2026</b> | <b>Beyond<br/>FY 5</b> | <b>Total</b> |
|---------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------|--------------|
| Planning,<br>Surveying, &<br>Design   |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| Land<br>Acquisition                   |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| Site Preparation<br>&<br>Improvements |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| Construction                          |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| Furniture and<br>Equipment            | \$60,000                          |                                   |                                   |                                   |                                   |                        | \$60,000     |
| Other                                 |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| <b>Total</b>                          | \$60,000                          | \$0                               | \$0                               | \$0                               | \$0                               | \$0                    | \$60,000     |



**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| General Fund         | \$60,000                   |                            |                            |                            |                            |                | \$60,000 |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0      |
| State Grants         |                            |                            |                            |                            |                            |                | \$0      |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0      |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>         | \$60,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$60,000 |

**Please describe the funding (i.e. type of grant):**

Project funding is proposed to come from special projects (left over FY 21 funding) or FY 22 Capital Improvement funds.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health / safety.                                                     | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |



## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Courthouse Telephone System

**Date Prepared:** Douglas Stanley

**Agency:** Buildings and Grounds

**Agency Contact Person:** Douglas Stanley/Randy Cook

**Email Address:** dstanley@co.prince-edward.va.us

**Location of Project:** Courthouse

**Magisterial District:** 101

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replacement of current 15-year old telephone system at the Courthouse with a new Voice over internet protocol (VOIP) system. Currently there are 162 telephone lines and 17 fax lines in the Courthouse. There may be the need to replace/upgrade some of the cabling in the building to Category 5/6.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

It will take an estimated 3 months to complete the project.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The current telephone is approximately 15-years old and is no longer supported by the manufacturer (Toshiba). This means that parts, if available, are only available on the secondary market.

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**Please describe the need for the project.**

A functional telephone system is essential to operations at the Courthouse. The COVID-19 pandemic has only exacerbated the need given the closing of public offices to the general public.

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**Please describe and justify the proposed location of the project.**

N/A



**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

There is no coordination required.

**Project Priority:**  2

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

No included in any other plan.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0      |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0      |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0      |
| Construction                          |                            |                            |                            |                            |                            |                | \$0      |
| Furniture and<br>Equipment            | \$50,000                   |                            |                            |                            |                            |                | \$50,000 |
| Other                                 |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>                          | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$50,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| General Fund         | \$50,000                   |                            |                            |                            |                            |                | \$50,000 |
| Other Fund           |                            |                            |                            |                            |                            |                | \$0      |
| State Grants         |                            |                            |                            |                            |                            |                | \$0      |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                | \$0      |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>         | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$50,000 |

**Please describe the funding (i.e. type of grant):**

Project funding is proposed to come from special projects (left over FY 21 funding) or FY 22 Capital Improvement funds.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       | -\$15,000             | -\$15,000                                     |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | -\$15,000             | -\$15,000                                     |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | -\$15,000             | -\$15,000                                     |



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Chiller replacement

**Date Prepared:** 5/3/21

**Agency:** Department of public works

**Agency Contact Person:** Randall Cook

**Email Address:** rcook@co.prince-edward.va.us

**Location of Project:** PEC courthouse

**Magisterial District:** \_\_\_\_\_

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replacement of McQuay 220 ton chiller, originally installed in 1979. This chiller provides the cooling for the courthouse building and court rooms, approximately 63000 square feet.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The project would be completed within 3 months.



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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This chiller serves the whole 7 floors (3 flrs north, 4 flrs south) of the Prince Edward county courthouse. It is getting more difficult to find replacement parts for a unit of its age. If the chiller were to go down it would be during the heat of summer when it is most needed, affecting not only operations of county government and Sheriff department but also our court systems, Judges, Commonwealth Attorney, Clerks of the courts, and court room operations.

The new unit will be more energy efficient resulting in significant energy savings for the county.

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**Please describe the need for the project.**

The Chiller was installed in 1997 since then 2 of the 3 compressors have been replaced. 24 years is exceeding the life of the equipment(15-20 years) and planned replacement would cause less disruption in the daily operation of the courthouse and be less costly than emergency replacement.

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**Please describe and justify the proposed location of the project.**

Equipment yard, same location as current chiller.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

None

**Project Priority:** 1

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

This project is top Priority for Buildings and Grounds.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0       |
| Construction                          | \$230,000                  |                            |                            |                            |                            |                | \$230,000 |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0       |
| Other                                 |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>                          | \$230,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$230,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| General Fund      | \$230,000                  |                            |                            |                            |                            |                | \$230,000 |
| Other Fund        |                            |                            |                            |                            |                            |                | \$0       |
| State Grants      |                            |                            |                            |                            |                            |                | \$0       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | \$0       |
| Other Fundraising |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>      | \$230,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$230,000 |

**Please describe the funding (i.e. type of grant):**

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |

# CHILLER REPLACEMENT PROPOSAL

March 1, 2021

To: Prince Edward County

Project: 111 South Street Farmville, VA 23901

References: Courthouse Chiller Replacement



INGENUITY WELCOME

320 Winding River Lane Suite 202  
Charlottesville, Virginia 22911 States

Name: Arthur Prime

## BASE BID PROPOSAL

Qty (1) York Air Cooled 230 Tons Variable Speed Chillers:

- Premium Efficiency Air Cooled Screw Chiller
- Integral Compressor VFDs, Reduced Voltage Starter, Turndown Capability to 10% Load
- R-134A Refrigerant, Multiple Refrigeration Circuits
- Low Noise Condenser Fans, Evaporator Heaters
- BACnet Interface, Single Point Electrical Connection with Circuit Breaker
- 1st Year Parts, Labor, and Refrigerant Leak Warranty
- Recover the existing refrigerant as per EPA requirement and proper disposal.
- Disconnect all main power to the existing York chiller and lockout as JCI safety requirements
- Isolate the existing chilled water piping at the exterior shut-off valves. The shut-off valve integrity is expecting to be fully functional as to allow 100% isolation capability.
- Disconnect the existing chilled water piping, Provide rigging to remove the existing York chiller from the site, and dispose of it as per EPA requirements.
- Set the York chiller (Model YVAA) in place on the existing pad.
- Reconnect the main electrical as required by code, Reconnect the existing control electrical
- Re-pipe the chiller water piping as required, Install all new fiberglass insulation from the point of where the chill water pipe exits the ground to the Victaulic connections on the York chiller.
- Install new vinyl insulation wrap from the point where the chill water pipe exits the building to the Victaulic connections on the York chiller.
- Reuse the chill water supply and return pressure gauges and thermometers
- Start-up by a factory technician

Exclusions:

- Isolators, Chill Water Shut-Off Valves, Overtime Labor, Permits
- Existing Chill Water Pump Operation, Existing Water Treatment, Existing Glycol and Glycol Percentage, Existing BAS Controls and Connections to Existing Control System
- Clearance Requirements Within Existing Chiller Footprint
- Any Electrical Outside of Load-side of the Existing Chiller Disconnect



Johnson Controls is pleased to provide the following proposal.

**PRICING:**

Pricing is based on F.O.B. Factory with full freight allowed to each destination. Pricing includes sales tax on equipment, unless otherwise explicitly stated below. This quotation is valid for 30-days and subject to standard JCI terms and conditions. Standard payment terms are NET 30 on equipment.

| DESCRIPTION     | Total Price            |
|-----------------|------------------------|
| <b>Base Bid</b> | <b>US \$205,806.00</b> |

\*\*\*\*\* **END OF PROPOSAL** \*\*\*\*\*

We appreciate the opportunity, and please do not hesitate to contact me directly with any questions regarding this scope of work.

Best Regards,

*Arthur Prime*

**Arthur Prime**  
 Account Executives  
 Johnson Controls – Richmond, Va.  
 Direct: 540-205-7095

|                                                                                                                                                                           |  |                                                                                             |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>(Important: this proposal incorporates by reference the terms and conditions on the last page of this document)</b>                                                    |  |                                                                                             |                                                |
| <b>This proposal is hereby accepted, and Johnson Controls, Inc. is authorized to proceed with the work, subject however, to credit approval by Johnson Controls, Inc.</b> |  | <b>This proposal is valid until Ninety (90) Days From Date Above Johnson Controls, Inc.</b> |                                                |
| Signature                                                                                                                                                                 |  | <i>Arthur Prime</i><br>Signature                                                            |                                                |
| Name:                                                                                                                                                                     |  | Name:                                                                                       | Arthur Prime                                   |
| Company:                                                                                                                                                                  |  | Company:                                                                                    | Johnson Controls                               |
| P.O. #:                                                                                                                                                                   |  | Title:                                                                                      | Account Executive Buildings & Field Operations |
| Date:                                                                                                                                                                     |  | JCI Office Location:                                                                        | Richmond, Virginia                             |

(1) **AGREEMENT AND LIMITATIONS.** Buyer accepts these Standard Terms and Conditions by signing and returning Seller's Quotation, by sending a purchase order in response to the Quotation, or Buyer's instructions to Seller to begin work, including shipment of product or performance of services. Upon Buyer's acceptance, Seller's Quotation and the related terms and conditions referred to in the Quotation shall constitute the entire agreement relating to the products, equipment and services covered by the Quotation (the "Agreement"). No terms, conditions or warranties other than those identified in the Quotation and no agreement or understanding, oral or written, in any way purporting to modify such terms and conditions whether contained in Buyer's purchase order or shipping release forms, or elsewhere, shall be binding on Seller unless hereafter made in writing and signed by Seller's authorized representative. Buyer is hereby notified of Seller's express rejection of any terms inconsistent with these Standard Terms and Conditions or to any other terms proposed by Buyer in accepting Seller's Quotation. Neither Seller's subsequent lack of objection to any such terms, nor the delivery of the products or services, shall constitute an agreement by Seller to any such terms.

(2) **TERMINATION OR MODIFICATION.** If either party materially breaches this agreement, the other party may notify the breaching party in writing, setting out the breach, and the breaching party will have 60 days following such notice to remedy the breach. If the breaching party fails to remedy the breach during that period, the other party may by written notice terminate the Agreement. These Standard Terms and Conditions may be modified or rescinded only by a writing signed by authorized representatives of both Seller and Buyer. Accepted orders may be cancelled or modified by Buyer only with Seller's express written consent. If cancellation or modification is allowed, Buyer agrees to pay to Seller all expenses incurred and damage sustained by Seller on account of such cancellation or modification, plus a reasonable profit.

(3) **PRICE, SHIPMENT, AND PAYMENT.** Prices in any quotation or proposal from Seller are subject to change upon notice sent to Buyer at any time before the quotation or proposal has been accepted. Prices for products covered by any sale contract may be adjusted by Seller, upon notice to Buyer at any time prior to shipment, to reflect any increase in Seller's cost of raw materials (e.g., steel, aluminum) incurred by Seller after issuance of Seller's applicable proposal or quotation. Price and delivery is F.O.B. point of manufacture, unless otherwise provided. Unless otherwise agreed to in writing by Seller, all payments are due net thirty (30) days from the date of invoice. Seller may, at its sole option, have the right to make any delivery under this Agreement payable on a cash or payment guarantee before-shipment basis. In the case of export sales, unless otherwise agreed to in writing by Seller, all payments are to be made by means of a confirmed irrevocable letter of credit.

(4) **TAXES.** All prices exclude state and local use, sales or similar taxes. Such taxes, if applicable, will appear as separate items on the invoice unless Buyer provides a tax exemption certificate that is acceptable to taxing authorities.

(5) **DELIVERY.** The delivery date(s) provided by Seller for the product and equipment is only an estimate and is based upon prompt receipt of all necessary information from Buyer. The delivery date(s) is subject to and shall be extended by delays caused by strikes, fires, accidents, shortages of labor or materials, embargoes, or delays in transportation, compliance with government agency or official requests, or any other similar or dissimilar cause beyond the reasonable control of Seller. FAILURE TO DELIVER WITHIN THE TIME ESTIMATED SHALL NOT BE A MATERIAL BREACH OF CONTRACT ON SELLER'S PART. If Buyer causes Seller to delay shipment or completion of the product or equipment, Seller shall be entitled to any and all extra cost and expenses resulting from such delay.

(6) **LIMITED WARRANTY.** Seller warrants that the product and equipment furnished by Seller under the Agreement will be of good quality and that the services provided by Seller will be provided in a good and workmanlike manner. If Seller installs or furnishes product or equipment under the Agreement, and such product or equipment, or any part thereof, is covered by a manufacturer's warranty, Seller will transfer the benefits of that manufacturer's warranty to Buyer. This limited warranty does not cover failures caused in whole or in part by (i) improper installation or maintenance performed by anyone other than Seller; (ii) improper use or application; (iii) corrosion; (iv) normal deterioration; (v) operation beyond rated capacity, (vi) the use of replacement parts or lubricants which do not meet or exceed Seller's specifications, or (vii) if Seller's serial numbers or warranty date decals have been removed or altered. To qualify for warranty consideration for products or equipment, at the earlier of the Buyer's discovery of the defect or the time at which the Buyer should have discovered the defect; Buyer must immediately notify Seller in writing for instructions on warranty procedures. Seller's sole obligation for defective services shall be to repair or to replace defective parts or to properly redo defective services. All replaced equipment becomes Seller's property. **THIS WARRANTY IS EXCLUSIVE AND IS PROVIDED IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.**

and all claims, suits, actions or proceeds ("Claims") against such parties based upon the infringement or alleged infringement, or violation or alleged violation, of (a) any United States patent and (b) any copyright, trademark, trade secret or other proprietary right of a third party which is enforceable in the United States, as a result of Buyer's use of the product or equipment within the United States, provided that: (i) Buyer gives Seller prompt written notice of any such Claim, (ii) Buyer gives Seller full authority to defend or settle any such Claim, and (iii) Buyer gives Seller proper and full information and assistance, at Seller's expense (except for Buyer's employees' time) to defend or settle any such Claim. THE FOREGOING IS IN LIEU OF ANY WARRANTIES OF NONINFRINGEMENT, WHICH ARE HEREBY DISCLAIMED. The foregoing obligation of Seller does not apply with respect to products or equipment or portions or components thereof (a) not supplied by Seller, (b) made in whole or in part in accordance with Buyer or owner specifications, (c) which are modified after shipment by Seller, if the alleged infringement related to such modification, (d) combined with other products, processes or materials where the alleged infringement relates to such combination, (e) where Buyer continues allegedly infringing activity after being notified thereof and/or after being informed of modifications that would have avoided the alleged infringement without significant loss of performance or functionality, or (f) where Buyer's use of the product or equipment is incident to an infringement not resulting primarily from the product or equipment; Buyer will indemnify Seller and its officers, directors, agents, and employees from all damages, settlements, attorneys' fees and expenses related to a claim of infringement, misappropriation, defamation, violation of rights of publicity or privacy excluded from Seller's indemnity obligation herein.

(9) **GOVERNING LAW.** The formation and performance of the Agreement shall be governed by the laws of the State of Wisconsin, U.S.A. Any action for breach of the Agreement or any covenant or warranty must be commenced within one year after the cause of action has accrued unless such provision is not permitted by applicable law.

(10) **DISPUTE RESOLUTION.** Seller shall have the sole and exclusive right to determine whether any dispute, controversy or claim arising out of or relating to the Agreement, or the breach thereof, shall be submitted to a court of law or arbitrated. The venue for any such arbitration shall be in Milwaukee, Wisconsin. The arbitrator's award may be confirmed and reduced to judgment in any court of competent jurisdiction. In the event the matter is submitted to a court, Seller and Buyer hereby agree to waive their right to trial by jury and covenant that neither of them will request trial by jury in any such litigation.

(11) **SOFTWARE LICENSE.** To the extent software is provided by Seller under the Agreement, Buyer agrees that such software may only be used in accordance with the terms and conditions of the software license agreement that accompanies the software. Buyer agrees not to directly or indirectly decompile, disassemble, reverse engineer or otherwise derive the source code for the software. If Buyer is a U.S. Government agency, Buyer acknowledges that the software licensed under the Agreement is a commercial item that has been developed at private expense and not under a Government contract. The Government's rights relating to the software are limited to those rights applicable to Buyer's as set forth herein and is binding on Government users in accordance with Federal Acquisition Regulation 48 C.F.R. Section 12.212 for non-defense agencies and/or Defense FAR Supplement 48 C.F.R. Section 227.7202-1 for defense agencies.

(12) **MISCELLANEOUS**

(a) **CHANGES OF CONSTRUCTION AND DESIGN:** Seller reserves the right to change or revise the construction and design of the products or equipment purchased by Buyer, without liability or obligation to incorporate such changes to products or equipment ordered by Buyer unless specifically agreed upon in writing reasonably in advance of the delivery date for such products or equipment. Buyer agrees to bear the expense of meeting any changes or modifications in local code requirements which become effective after Seller has accepted Buyer's order.

(b) **CHARACTER OF PRODUCT AND SECURITY INTEREST:** The goods delivered by Seller under the terms of the Agreement shall remain personal property and retain its character as such no matter in what manner affixed or attached to any structure or property. Buyer grants Seller a security interest in said goods, any replacement parts and any proceeds thereof until all sums due Seller have been paid to it in cash. This security interest shall secure all indebtedness or obligations of whatsoever nature now or hereafter owing Buyer to Seller. Buyer shall pay all expenses of any nature whatsoever incurred by Seller in connection with said security interest.

(c) **INSURANCE:** Buyer agrees to insure the goods delivered under the Agreement in an amount at least equal to the purchase price against loss or damage from fire, wind, water or other causes. The insurance policies are to be made payable to Seller and Buyer in accordance with their respective interests, and when issued are to be delivered to Seller and held by it. Failure to take out and maintain such insurance shall entitle Seller to declare the entire purchase price to be immediately due and payable and shall also entitle Seller to recover possession of said goods.

**(7) INDEMNIFICATION, REMEDIES AND LIMITATIONS OF LIABILITY.** In addition to Paragraph 8 below regarding patents, Buyer agrees that Seller shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of Seller. In the event Buyer claims Seller has breached any of its obligations, whether of warranty or otherwise, Seller may request the return of the goods and tender to Buyer the purchase price theretofore paid by Buyer, and in such event, Seller shall have no further obligation under the Agreement except to refund such purchase price upon redelivery of the goods. If Seller so requests the return of the goods, the goods shall be redelivered to Seller in accordance with Seller's instructions and at Seller's expense. The remedies contained in these Standard Terms and Conditions shall constitute the sole recourse of Buyer against Seller for breach of any of Seller's obligations under the Agreement, whether of warranty or otherwise. **In no event shall Seller be liable for special, indirect, incidental, or consequential damages, including loss of anticipated profit, or other economic loss, or for any damages arising in tort, whether by reason of strict liability, negligence, or otherwise, regardless of whether Seller has been apprised of the possibility of such.**

**(8) PATENTS.** Seller shall indemnify, defend, or at its option settle, and hold Buyer and its directors, officers, employees, agents, subsidiaries, affiliates, subcontractors and assignee harmless from and against any

**(13) DELAYS, COSTS AND EXTENSIONS OF TIME.**JCI's time for performance of the Wc shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or event set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions the Contract Sum shall be equitably adjusted.

**(d) INSTALLATION:** If installation by the Seller is included within the Seller's Quotation, Buyer shall provide all of the following at its own expense and at all times pertinent to the installation: i) free, dry, and reasonable access to Buyer's premises; and ii) proper foundations, lighting, power, water and storage facilities reasonably required.

**(e) COMPLIANCE WITH LAWS:** Seller's obligations are subject to the export administration and control laws and regulations of the United States. Buyer shall comply fully with such laws and regulation in the export, resale or disposition of purchased products or equipment. Quotations or proposals made, and any orders accepted by Seller from a Buyer outside the United States are with the understanding that the ultimate destination of the products or equipment is the country indicated therein. Diversion of the products or equipment to any other destination contrary to the United States is prohibited. Accordingly, if the foregoing understanding is incorrect, or if Buyer intends to divert the products or equipment to any other destination, Buyer shall immediately inform Seller of the correct ultimate destination.



BUILDINGS FOR A SUSTAINABLE FUTURE



*Arthur Prime*  
*Account Executive*



## YVAA – YORK Variable Speed Air-Cooled Screw Chillers YORK – A History of Leadership and Innovation

The global market leader in Variable Speed Drive chillers  
with 42 years of experience varying compressor motor speeds



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## YVAA – YORK Variable Speed Air-Cooled Chiller Key Benefits

|                                                                                                                         |                                                                                                                                 |                                                                                                                      |                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Efficiency                                                                                                              | Sustainability                                                                                                                  | Low Sound                                                                                                            | Confidence                                                                                                                     |
| 50%<br>↓<br>annual<br>energy costs<br> | 360°<br>sustainability<br>from every angle<br> | 16 dBA<br>↓<br>noise reduction<br> | ↑ 2 million tons<br>installed worldwide<br> |

3

  
BY JOHNSON CONTROLS

## Model YVAA – YORK Variable Speed Air-Cooled Screw Chillers Overview

### A Chiller As Unique As Your Needs

- Leading the industry in efficiency, technology & flexibility
- Balance tradeoffs of performance, size & price
- Tailor capacity and tune performance to specific requirements



4

  
BY JOHNSON CONTROLS



## Model YVAA – YORK Variable Speed Air-Cooled Screw Chillers Overview

### Key technology elements of the system

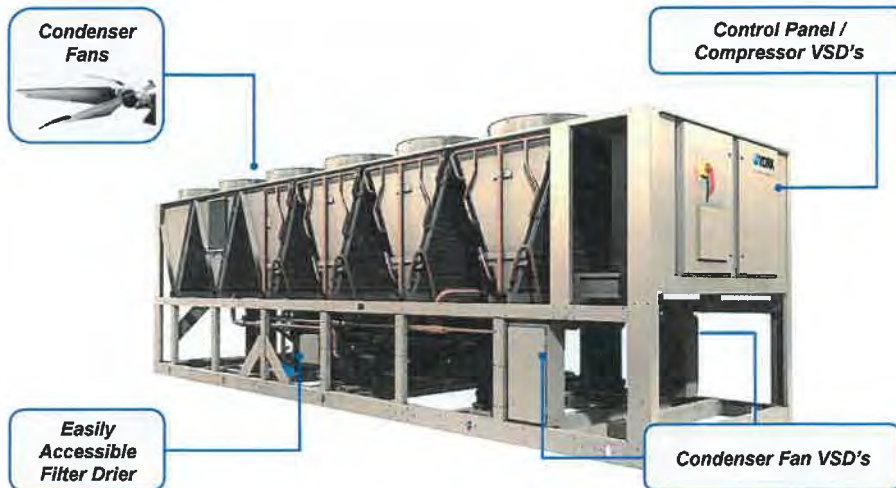
- **Heat Exchangers** – high efficiency falling-film evaporator & advanced microchannel condenser coil designs
- **Controls** – leveraging YORK and Johnson Controls technology & 'know-how'
- **Variable Speed Drive** – compressor VSD from the industry pioneer, and condenser fan VSD to maximize performance
- **Screw Compressors** – proven, industry leading screw compressor design with more than 18,000 VSD compressors operating worldwide



5

**YORK**  
BY JOHNSON CONTROLS

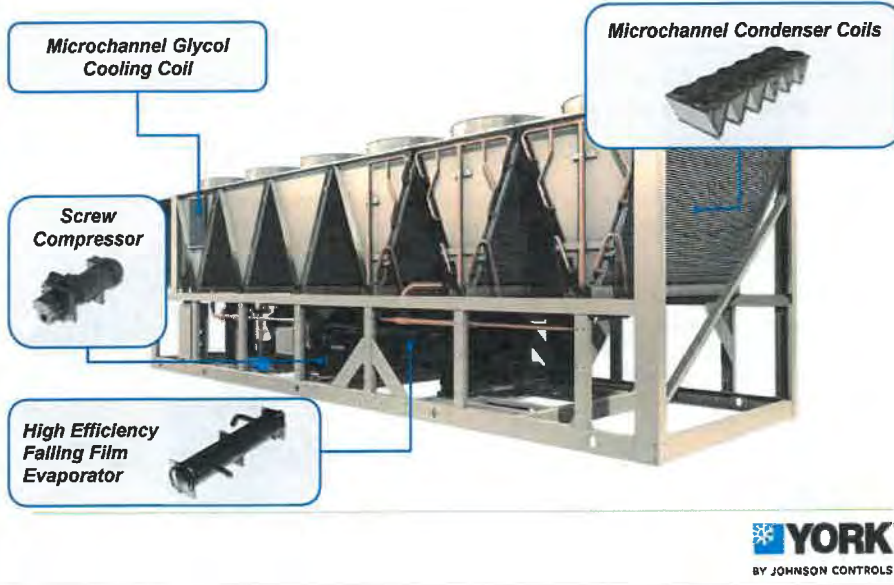
## YVAA Chiller Overview Components Layout



**YORK**  
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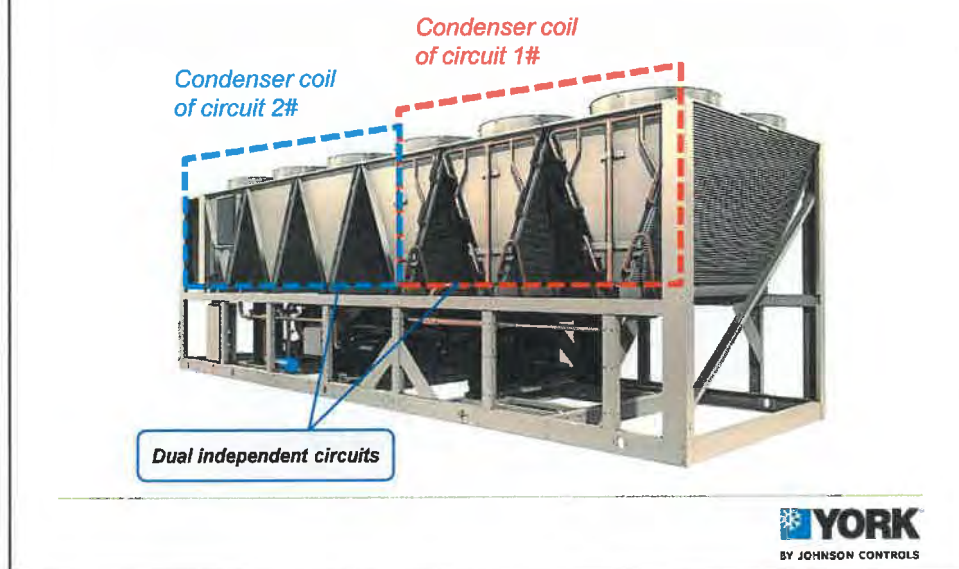
## YVAA Chiller Overview

### Components Layout



## YVAA Chiller Overview

### Components Layout



## Efficiency

Intelligent cost reduction,  
flexible energy consumption

50%  
annual  
energy costs



## Efficiency

Intelligent cost reduction, flexible energy consumption

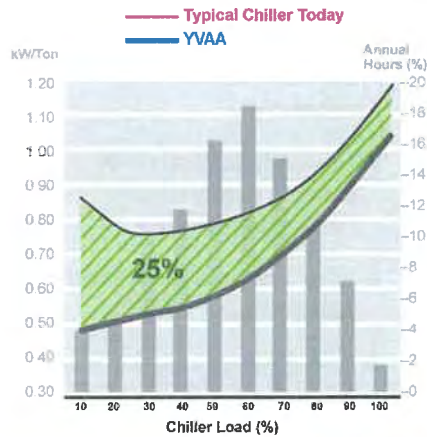
### Industry's Lowest Energy Consumption at Design Conditions

- When desired, YVAA chillers can be offered at up to 11.6 EER
- 20% Improvement over current ASHRAE 90.1 minimum

### Industry's Lowest Energy Consumption at Off-design Conditions

- When desired YVAA chillers can be offered up to 19.8 IPLV EER

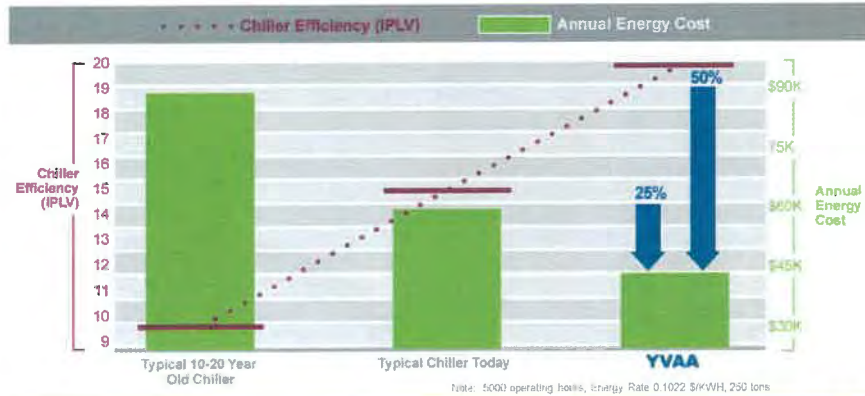
### YVAA Efficiency vs. Ordinary Chiller



## Efficiency

Intelligent cost reduction, flexible energy consumption

- YVAA chiller saves **25% to 50%** in annual energy costs
- For new or replacement installations, the **YVAA** offers significant savings



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**YORK**  
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## Efficiency

Intelligent cost reduction, flexible energy consumption

- Easily qualify for rebates based on VSD usage
- Standard high power factor can earn rebate without added cost
- Tailor & tune your YVAA chiller to qualify for any Performance Rebate
- What local incentives affect your decisions...?

■ **Dom Rebates** Minimum Qualifying Efficiency Level for Air Cooled Chillers represents the Partial Load Efficiency (IPLV).



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## Efficiency Chiller Performance

Intelligent cost reduction, flexible energy consumption

**YORK** Air Cooled Screw Chiller Performance Datasheet

| Unit Tag | Qty | Model No               | Net Cooling Capacity (kW) | Nominal Power Value (kW) | Subtype Type |
|----------|-----|------------------------|---------------------------|--------------------------|--------------|
| 0101     | 1   | YK1000-010-000-000-000 | 200.0                     | 450.0                    | ST10A        |

| Evaporator Data |        | Evaporator Data (Frank) |        | Performance Data |        |
|-----------------|--------|-------------------------|--------|------------------|--------|
| WWT (°C)        | 55.00  | WWT (°C)                | 55.00  | WWT (°C)         | 41.1   |
| WWT (°F)        | 131.00 | WWT (°F)                | 131.00 | WWT (°F)         | 105.98 |
| WWT Delta (°C)  | 5.00   | WWT Delta (°C)          | 5.00   | WWT Delta (°C)   | 5.00   |
| WWT Delta (°F)  | 9.00   | WWT Delta (°F)          | 9.00   | WWT Delta (°F)   | 9.00   |

| Compressor Data |        | Compressor Data |        | Physical Data  |       |
|-----------------|--------|-----------------|--------|----------------|-------|
| WWT             | 100.00 | WWT             | 100.00 | WWT            | 102.7 |
| WWT Delta (°C)  | 5.00   | WWT Delta (°C)  | 5.00   | WWT Delta (°C) | 13.50 |
| WWT Delta (°F)  | 9.00   | WWT Delta (°F)  | 9.00   | WWT Delta (°F) | 24.30 |

| Standard (Metric) |      |      |      |
|-------------------|------|------|------|
| Compressor kW     | 120  | 120  | 120  |
| Compressor kW     | 120  | 120  | 120  |
| WWT Delta (°C)    | 5.00 | 5.00 | 5.00 |

| Sample Point   |        |                |        |
|----------------|--------|----------------|--------|
| WWT            | 100.00 | WWT            | 100.00 |
| WWT Delta (°C) | 5.00   | WWT Delta (°C) | 5.00   |
| WWT Delta (°F) | 9.00   | WWT Delta (°F) | 9.00   |

**ALISO CERTIFIED**

Compliant in accordance with the ARI-555 Air-Cooled Water-Cooling Packages Using Vapor Compression Cycle Classification Program, which is based on ARI-555 Standard 2.4.1 and ARI-555 Standard 2.4.2. Certified units may be found in the ARI-555 Directory of Units and Operating Data. Auxiliary components, not listed in this directory, are not certified. Auxiliary power is already included in the compressor and fan power.

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## Sustainability

Giant step forward,  
smaller footprint



sustainability  
from every angle





## Sustainability

Giant step forward, smaller footprint

### Indirect Emissions Contribute 98% of Chiller GWP

- Electricity generation is the largest source of greenhouse gas emissions
- Efficiency of YVAA chiller offers substantial reduction in power consumption & your environmental footprint

### Direct Emissions Contribute 2% of Chiller GWP

- HFC-134a refrigerant has ZERO ozone-depletion potential and no phase-out date
- YVAA reduces refrigerant charge by up to 15%

### Water Consumption

- Power generation can deplete water resources
- An indirect benefit of the YVAA chiller: water conservation
- Less trade off of efficiency vs. water-cooled chiller



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## Sustainability

Giant step forward, smaller footprint

### Helps You Achieve LEED® Certification

- **Enhanced Refrigerant Management:**  
Low refrigerant use ensures points for Energy and Atmosphere Credit 4 (EAc4)

In buildings with multiple HVAC devices, YVAA's low refrigerant charge will help the average of all devices qualify for credit

- **Optimize Energy Performance:**  
Higher efficiency helps your building qualify for max for the Energy and Atmosphere Credit 1 (EAc1)




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**Low Sound**

Lower the volume,  
increase goodwill



↓

16<sub>dBA</sub>

noise reduction

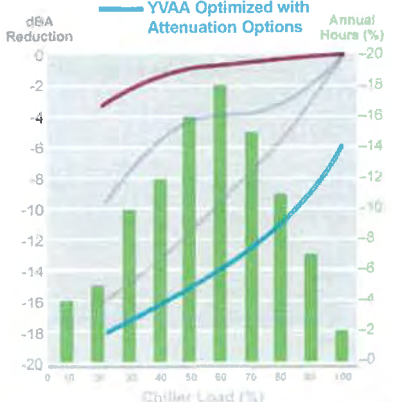
**Low Sound**

Lower the volume, increase goodwill

**Off-Design Conditions  
Occur 99% of the Time**


- Most stringent sound requirements occur on evenings and weekends
- Standard VSD compressors designed for sound relief a reduced speeds
- Optional VSD condenser fans will provide further significant off-design sound benefit
- Further accessories can provide sound reduction at on-design conditions

**YVAA Sound Values vs. Ordinary Chiller**



| Chiller Load (%) | Typical Chiller Today (dBA) | YVAA (dBA) | YVAA Optimized (dBA) | YVAA Optimized with Attenuation Options (dBA) |
|------------------|-----------------------------|------------|----------------------|-----------------------------------------------|
| 10               | -4                          | -10        | -12                  | -14                                           |
| 20               | -4                          | -10        | -12                  | -14                                           |
| 30               | -4                          | -10        | -12                  | -14                                           |
| 40               | -4                          | -10        | -12                  | -14                                           |
| 50               | -4                          | -10        | -12                  | -14                                           |
| 60               | -4                          | -10        | -12                  | -14                                           |
| 70               | -4                          | -10        | -12                  | -14                                           |
| 80               | -4                          | -10        | -12                  | -14                                           |
| 90               | -4                          | -10        | -12                  | -14                                           |
| 100              | -4                          | -10        | -12                  | -18                                           |

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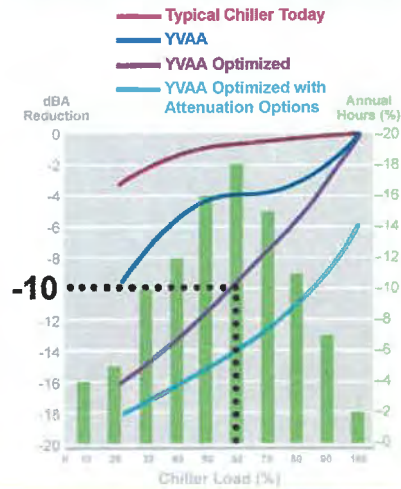
## Low Sound

Lower the volume, increase goodwill

### Sound Level That You Can Control

- Our proprietary SilentNight technology automatically integrates with your BAS (or programmable) control to load shed
- BAS of load shedding provides 'Night Set-Back' for the neighborhood
- Effective when regulations require more stringent property line sound levels at night

### YVAA Sound Values vs. Ordinary Chiller



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## Low Sound

Lower the volume, increase goodwill

### For the Other 1% at Design Conditions:

- Property line restrictions will require attention to (worst case) design conditions sound levels
- Just like performance, the YVAA chiller allows you to tailor and tune sound reduction configurations to match your needs



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## Confidence

Confidence-driven,  
performance-proven

 **2 million tons**  
installed worldwide



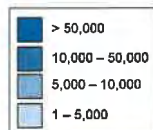
## Confidence

Confidence-driven, performance-proven

### Proven by Experience

- **Over 2 Million tons** of VSD, YCAV/YCIV air-cooled screw chillers operating globally
- All units combined, more than 18,000 years of cumulative field experience

### Capacity: In Tons





## Confidence

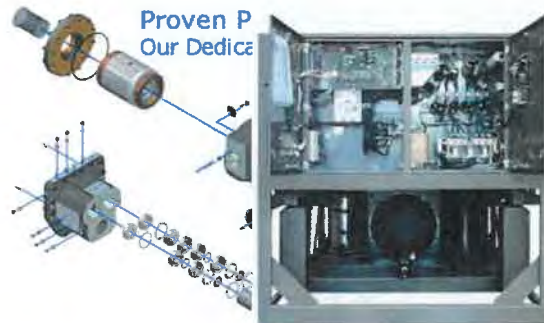
Confidence-driven, performance-proven

### Compressor & VSD

- More than 18,000 compressors operating on VSD in air-cooled chiller applications
- Eliminates slide valve and associated inefficiencies, and reduces compressor moving parts by 50%

### Reliable by Design

- 1 Circuit per compressor – built-in redundancy
- Soft start standard – no current inrush



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## Confidence

Confidence-driven, performance-proven

### Proven Support

- 15,000+ Service Technicians (trucks on road) in 150 countries
- Service Technicians trained on VSD compressors for more than 30 years
- Service support available in your local market
- Bringing decades of VSD experience to your door



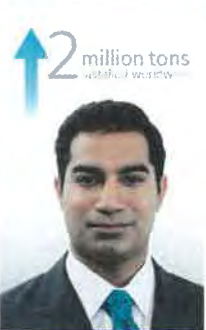


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## YVAA – YORK Variable Speed Air-Cooled Screw Chillers Key Benefits

| Efficiency                                                                                                                                                                                                 | Sustainability                                                                                                                                                                                                          | Low Sound                                                                                                                                                                                               | Confidence                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>50%<br/>annual<br/>energy costs</p>  |  <p>360°<br/>sustainability<br/>from every angle</p>  |  <p>16 dBA<br/>noise reduction</p>  |  <p>2 million tons<br/>of total water</p>  |

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# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

|                                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/ or programs.       | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|  | <b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Courthouse Lawn Renovation

**Date Prepared:** May 12, 2021

**Agency:** County Administration

**Agency Contact Person:** Douglas Stanley

**Email Address:** dstanley@co.prince-edward.va.us

**Location of Project:** Courthouse - Main Street

**Magisterial District:** 101

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Prince Edward County Courthouse and its front lawn represent the most prominent public space on Main Street. The Courthouse lawn to-date, the County has not done a good job of developing and maintaining the space. The space has the potential to be a public gathering spot, a place for people to come together and celebrate, to remember the past, and to practice their rights to assemble.

The project would renovate the existing Courthouse lawn including reconstruction of plaza, removal of shrub hedge and brick columns, installation of new plaza and walkways, power washing of existing concrete, installation of new landscaping, signage, lighting, flagpoles, and site furniture.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The project can be designed, bid, and constructed during one construction season.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The project would potentially serve the entire 23,000+ resident of Prince Edward County. As a place of inspiration and reflection for the Community, the Courthouse lawn would also serve as a gathering place for main street including festivals and events.

---

**Please describe the need for the project.**

The existing lawn and plaza are worn and in need of repair. The bricks in the plaza are uneven and present a tripping hazard. The gravel pathways present a maintenance problem due to washing onto the Town sidewalks. The brick columns along the front are crumbling in places and need to be re-pointed or removed. The shrubs are overgrown and the lawn needs to be replanted. Additional site lighting and benches need to be added to improve the visitor experience. Lastly, the flagpoles need to be replaced with more substantial poles befitting the Courthouse lawn.

---

**Please describe and justify the proposed location of the project.**

N/A

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/ them and indicate the relationship between the projects.

This project does not need to be coordinated with any other project.

**Project Priority:**   1  

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

Not previously included in any plan.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| <b>Element</b>                  | <b>1<sup>st</sup> FY<br/>2022</b> | <b>2<sup>nd</sup> FY<br/>2023</b> | <b>3<sup>rd</sup> FY<br/>2024</b> | <b>4<sup>th</sup> FY<br/>2025</b> | <b>5<sup>th</sup> FY<br/>2026</b> | <b>Beyond<br/>FY 5</b> | <b>Total</b> |
|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------|--------------|
| Planning, Surveying, & Design   | \$15,000                          |                                   |                                   |                                   |                                   |                        | \$15,000     |
| Land Acquisition                |                                   |                                   |                                   |                                   |                                   |                        | \$0          |
| Site Preparation & Improvements | \$12,000                          |                                   |                                   |                                   |                                   |                        | \$12,000     |
| Construction                    | \$55,000                          |                                   |                                   |                                   |                                   |                        | \$55,000     |
| Furniture and Equipment         | \$15,000                          |                                   |                                   |                                   |                                   |                        | \$15,000     |
| Other                           | \$12,000                          |                                   |                                   |                                   |                                   |                        | \$12,000     |
| <b>Total</b>                    | \$109,000                         | \$0                               | \$0                               | \$0                               | \$0                               | \$0                    | \$109,000    |



**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| General Fund      | \$109,000                  |                            |                            |                            |                            |                | \$109,000 |
| Other Fund        |                            |                            |                            |                            |                            |                | \$0       |
| State Grants      |                            |                            |                            |                            |                            |                | \$0       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | \$0       |
| Other Fundraising |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>      | \$109,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$109,000 |

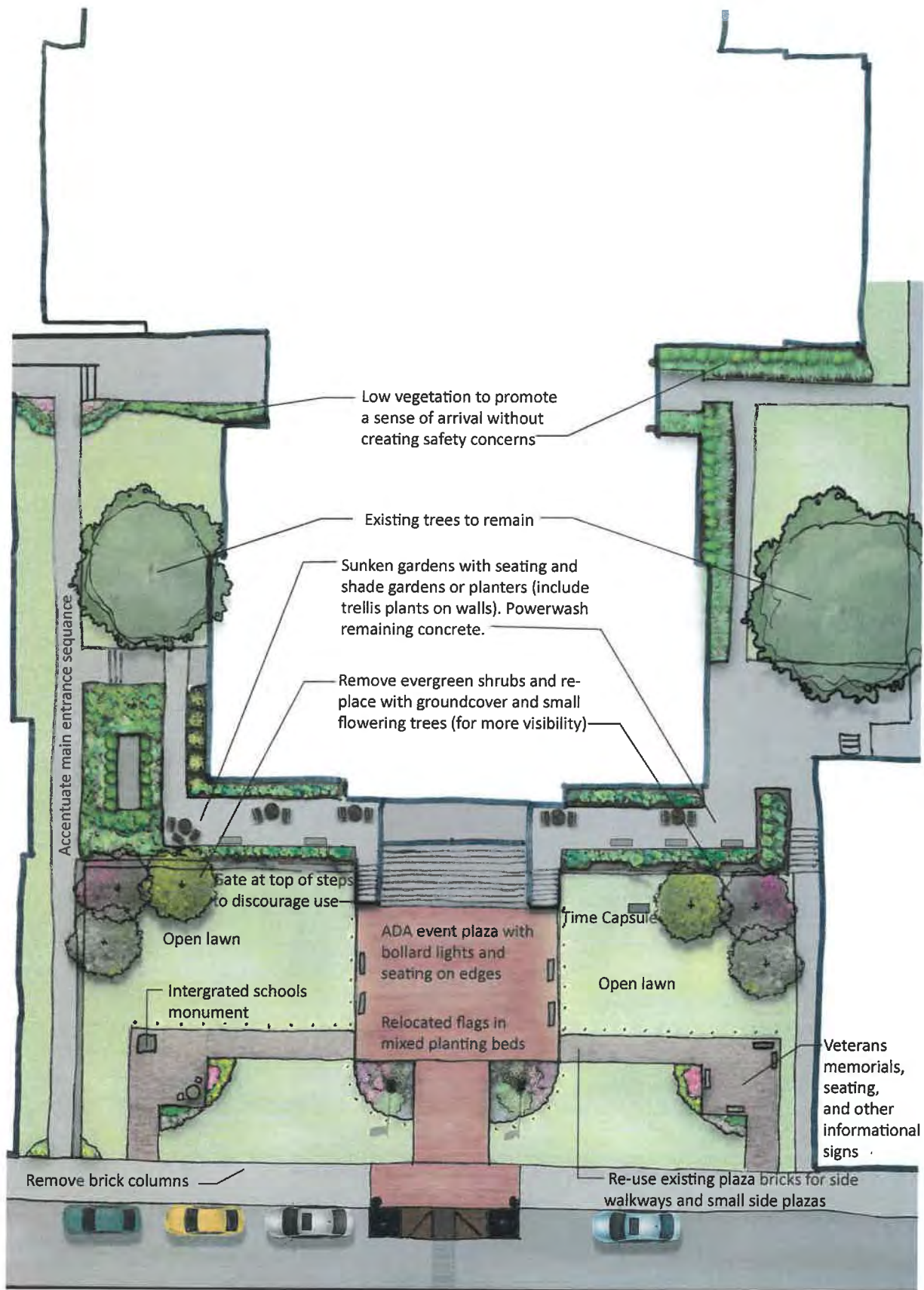
**Please describe the funding (i.e. type of grant):**

Project funding is proposed to come from special projects (left over FY 21 funding) or FY 22 Capital Improvement funds.

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |



# Prince Edward County Courthouse

## Concept Plan

April 26, 2021





# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

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

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |



## FY 2022-2024 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Electronic Document Management System

**Date Prepared:** May 13, 2021

**Agency:** County Administration

**Agency Contact Person:** Douglas Stanley

**Email Address:** dstanley@co.prince-edward.va.us

**Location of Project:** Prince Edward County Courthouse

**Magisterial District:** 101

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Currently County Administration files are unorganized, contain many duplicates, and are hard if not impossible to search. Project would fund the purchase and installation of an electronic document management system. The system would allow users to capture information while automating and transforming business processes. Users find efficiencies by reducing the time processes take and giving users access to information instantaneously, resulting in cost savings for the organization.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

Project would take approximately 3-6 months to implement.



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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The proposed system will bring the office into the 21st century and improve workflows by providing electronic document storage and management.

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**Please describe the need for the project.**

The current filing system is disorganized and difficult to search. There are files scattered in various offices which makes it more difficult to locate files and respond to inquiries and FOIA requests.

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**Please describe and justify the proposed location of the project.**

N/A

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No coordination required.

**Project Priority:** 2

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

Included in the County Administrator's Entry Plan.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0      |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0      |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0      |
| Construction                          |                            |                            |                            |                            |                            |                | \$0      |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0      |
| Other                                 | \$80,000                   |                            |                            |                            |                            |                | \$80,000 |
| <b>Total</b>                          | \$80,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$80,000 |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total    |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------|
| General Fund      | \$80,000                   |                            |                            |                            |                            |                | \$80,000 |
| Other Fund        |                            |                            |                            |                            |                            |                | \$0      |
| State Grants      |                            |                            |                            |                            |                            |                | \$0      |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | \$0      |
| Other Fundraising |                            |                            |                            |                            |                            |                | \$0      |
| <b>Total</b>      | \$80,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$0            | \$80,000 |

**Please describe the funding (i.e. type of grant):**

Project funding is proposed to come from special projects (left over FY 21 funding) or FY 22 Capital Improvement funds.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       | \$7,632               | \$7,632                                       |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$7,632               | \$7,632                                       |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$7,632               | \$7,632                                       |

# Estimate

**Prince Edward County**

Issued: May 13, 2021





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  - Laserfiche Avante ..... 4
- Laserfiche Licensing Guide ..... 5**
- Estimate: Laserfiche Avante ..... 6**

# RECOMMENDED SOLUTION OVERVIEW: LASERFICHE

MCCi is recommending the Laserfiche solution and MCCi Professional Services for your organization. With capabilities ranging from electronic records management to document routing, electronic forms, and integrations, Laserfiche is a powerful solution that enables the entire enterprise. Please keep in mind some of the features of Laserfiche:

## USER-FRIENDLY

Laserfiche is very easy to learn, navigate, and use. With a folder structure similar to Windows Explorer, Laserfiche will seem familiar to your staff, giving them the confidence to begin scanning and retrieving documents almost immediately after installation.

## COMPREHENSIVE SECURITY

Laserfiche Comprehensive Security allows you to control and administer the security of your documents. You determine which functions, such as scanning and printing, each staff member may use.

## INTELLIGENT SEARCH

The Laserfiche Search Engine is a powerful tool to help users find the documents they need during their day-to-day processes, including full-text search, index search, and document and folder name. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, Laserfiche retrieves it immediately. An easy Google-style toolbar is available for searching as well.



## INTEGRATION

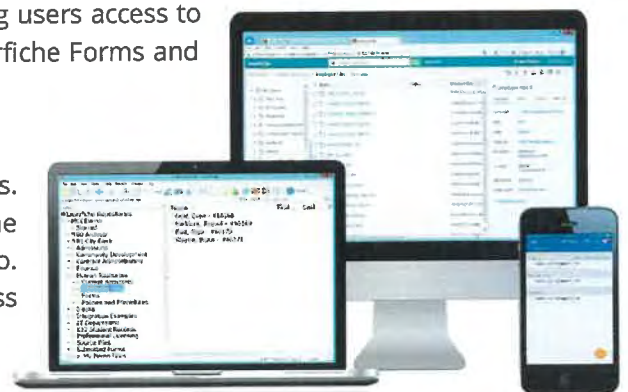
Laserfiche is the central repository for records in your organization and allows you to integrate other main line-of-business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft Office application or SharePoint, etc., Laserfiche has options available to reduce duplicate data entry and provides seamless access to your records.

## E-FORMS & BUSINESS PROCESS AUTOMATION

Laserfiche allows users to capture information while automating and transforming business processes. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Forms and Laserfiche Workflow, resulting in cost savings for the organization.

## MOBILITY & WEB TOOLS

Mobile devices are used in organizations for day-to-day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options to give your outside citizens/customers access to records through the web to promote transparency and decrease records requests.



## LASERFICHE AVANTE

MCCi is recommending the Avante platform for your organization. Laserfiche Avante seamlessly combines traditional content services platform functionality with powerful business process management, auditing tools, and security. This platform is designed for clients like you, who **innovate and evolve** with changing technologies, **digitally transforming** their organization, and automating business processes.

With capabilities ranging from records management to document routing, electronic forms, and digital signatures, Laserfiche Avante provides an easy-to-use, cost-effective platform that enables efficiency and optimizes the decision-making process by getting the right content into the right hands at the right time.

As your organization continues to grow, Laserfiche offers an upgrade path to the enterprise Rio platform that provides additional robust capabilities.

Each Laserfiche Avante System and Full Named User includes:

- One (1) Laserfiche Application Server & Repository
- Windows, Web and Mobile Clients
- Laserfiche Snapshot & Email
- Laserfiche Workflow
- Laserfiche Forms Essentials
- Laserfiche Integration with Microsoft Office

# LASERFICHE LICENSING GUIDE

To determine which platform/licenses are applicable, please refer to the [Pricing](#) section.

| LASERFICHE PLATFORM ARCHITECTURE |                                                                                     |                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                  | Avante                                                                              | Rio                                                                                 |
| Application Servers              | 1                                                                                   | Unlimited                                                                           |
| Repositories                     | 1-15 (1 included)                                                                   | Unlimited                                                                           |
| Database Options                 | SQL Express, SQL                                                                    | SQL                                                                                 |
| Web Admin Console                | Included                                                                            | Included (Directory Server)                                                         |
| FULL USE ACCESS LICENSES         |                                                                                     |                                                                                     |
| Full Named Users                 | Minimum of 1                                                                        | Minimum of 25                                                                       |
| Workflow                         | Included                                                                            | Included                                                                            |
| Snapshot                         | Included                                                                            | Included                                                                            |
| Email                            | Included                                                                            | Included                                                                            |
| Web Client                       | Included                                                                            | Included                                                                            |
| Mobile Access                    | Included                                                                            | Included                                                                            |
| Digital Signatures               | Add-on Option                                                                       | Included                                                                            |
| Audit Trail                      | Add-on Option<br>(Starter, Standard, Advanced)                                      | Included<br>(Advanced)                                                              |
| ScanConnect                      | Add-on Option                                                                       | Add-on Option                                                                       |
| Connector                        | Add-on Option                                                                       | Add-on Option                                                                       |
| Forms Essentials                 | Included with v10.2.1+                                                              | Included with v10.2.1+                                                              |
| Forms Professional               | Add-on Option                                                                       | Add-on Option                                                                       |
| LIMITED USE ACCESS LICENSES      |                                                                                     |                                                                                     |
| Retrieval Named Users            | Not Available                                                                       | Minimum of 200 only if currently owned                                              |
| Forms Authenticated Participants | Add-on Option only if currently owned                                               | Add-on Option only if currently owned                                               |
| Participant Users                | Add-on Option                                                                       | Add-on Option                                                                       |
| Participant Users (Subscription) | Add-on Option w/LFDS                                                                | Add-on Option                                                                       |
| Community Users (Subscription)   | Add-on Option w/LFDS                                                                | Add-on Option                                                                       |
| Education Users (Subscription)   | Add-on Option w/LFDS                                                                | Add-on Option                                                                       |
| Process Users (Subscription)     | Add-on Option w/LFDS                                                                | Add-on Option                                                                       |
| Enterprise Identity Management   | Not Available                                                                       | Add-on Option*                                                                      |
| MODULE BASED LICENSES            |                                                                                     |                                                                                     |
| Import Agent                     | Add-on Option                                                                       | Add-on Option                                                                       |
| Public Portal (WebLink) †        | Options: Web Distribution (5), Starter (10), Standard (25), Midsize (50), Unlimited | Options: Pilot (25), Unlimited (1, 2 or Unlimited Laserfiche Application Server(s)) |
| Records Management               | Add-on Option                                                                       | Add-on Option                                                                       |
| Quick Fields ††                  | Add-on Option                                                                       | Add-on Option                                                                       |
| Forms Portal                     | Add-on Option                                                                       | Add-on Option                                                                       |
| Enterprise Forms Portal #        | Add-on Option                                                                       | Add-on Option                                                                       |

† Public Portal is licensed per Laserfiche Application Server; Web Distribution version only comes with 1 security profile

†† Quick Fields is licensed per machine rather than per user, except on Subscription and Cloud where the number of available installations is limited to the number of named users. Multiple Quick Fields modules/options are available dependent upon platform.

# Enterprise Forms Portal allows for Forms Portal to be activated on more than one Laserfiche Forms Application Server

\*Licensed by total number of users (Named, Participant, Community and Education).

# ESTIMATE: LASERFICHE AVANTE

**Client Name:** Prince Edward County  
**Estimate Number:** 19937  
**Estimate Type:** Net New

**Quote Date:** May 13, 2021

| <b>Product Description:</b>                                                                                                                       | <b>Qty.</b> | <b>Unit Cost</b> | <b>NCPA 11-26</b> | <b>Total</b>       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|-------------------|--------------------|
| <b>CONTENT SERVICES SOFTWARE LICENSING FOR AVANTE</b>                                                                                             |             |                  |                   |                    |
| <input checked="" type="checkbox"/> Laserfiche Avante Server for MS SQL with Workflow                                                             | 1           | \$5,000.00       | \$4,650.00        | \$4,650.00         |
| <input checked="" type="checkbox"/> Laserfiche Avante Records Management Module                                                                   | 1           | \$6,000.00       | \$5,580.00        | \$5,580.00         |
| <input checked="" type="checkbox"/> Laserfiche Avante Named Full User with Web Client                                                             | 10          | \$600.00         | \$558.00          | \$5,580.00         |
| <input checked="" type="checkbox"/> Laserfiche Avante Standard Audit Trail                                                                        | 10          | \$75.00          | \$69.75           | \$697.50           |
| <input checked="" type="checkbox"/> Laserfiche Avante Forms Portal                                                                                | 1           | \$7,995.00       | \$7,435.35        | \$7,435.35         |
| <input checked="" type="checkbox"/> Laserfiche Avante Quick Fields                                                                                | 1           | \$595.00         | \$553.35          | \$553.35           |
| <input checked="" type="checkbox"/> Laserfiche Avante Zone OCR and Validation Package<br><i>Includes Zone OCR and Pattern Matching.</i>           | 1           | \$2,795.00       | \$2,599.35        | \$2,599.35         |
| <input checked="" type="checkbox"/> Laserfiche Avante Barcode and Validation Package<br><i>Includes Barcode, 2D Barcode and Pattern Matching.</i> | 1           | \$1,695.00       | \$1,576.35        | \$1,576.35         |
| <b>Laserfiche Software Subtotal</b>                                                                                                               |             |                  |                   | <b>\$28,671.90</b> |
| <b>GRAND TOTAL - ONE-TIME SOFTWARE</b>                                                                                                            |             |                  |                   | <b>\$28,671.90</b> |

| <b>Product Description:</b>                                                                                                                                                                                                        | <b>Qty.</b> | <b>Unit Cost</b> | <b>NCPA 11-26</b> | <b>Annual Total</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|-------------------|---------------------|
| <b>LASERFICHE ANNUAL SOFTWARE SUPPORT - BASIC</b>                                                                                                                                                                                  |             |                  |                   |                     |
| <input checked="" type="checkbox"/> Laserfiche Avante Server for MS SQL with Workflow                                                                                                                                              | 1           | \$1,000.00       | \$900.00          | \$900.00            |
| <input checked="" type="checkbox"/> Laserfiche Avante Records Management Module                                                                                                                                                    | 1           | \$1,200.00       | \$1,080.00        | \$1,080.00          |
| <input checked="" type="checkbox"/> Laserfiche Avante Named Full User with Web Client                                                                                                                                              | 10          | \$120.00         | \$108.00          | \$1,080.00          |
| <input checked="" type="checkbox"/> Laserfiche Avante Standard Audit Trail                                                                                                                                                         | 10          | \$15.00          | \$13.50           | \$135.00            |
| <input checked="" type="checkbox"/> Laserfiche Avante Forms Portal                                                                                                                                                                 | 1           | \$1,600.00       | \$1,440.00        | \$1,440.00          |
| <input checked="" type="checkbox"/> Laserfiche Avante Quick Fields                                                                                                                                                                 | 1           | \$120.00         | \$108.00          | \$108.00            |
| <input checked="" type="checkbox"/> Laserfiche Avante Zone OCR and Validation Package<br><i>Includes Zone OCR and Pattern Matching.</i>                                                                                            | 1           | \$560.00         | \$504.00          | \$504.00            |
| <input checked="" type="checkbox"/> Laserfiche Avante Barcode and Validation Package<br><i>Includes Barcode, 2D Barcode and Pattern Matching.</i>                                                                                  | 1           | \$340.00         | \$306.00          | \$306.00            |
| <b>Laserfiche Annual Recurring Software Support Subtotal</b>                                                                                                                                                                       |             |                  |                   | <b>\$5,553.00</b>   |
| <b>MCCi SUPPLEMENTAL SUPPORT SERVICES SUBSCRIPTION</b>                                                                                                                                                                             |             |                  |                   |                     |
| <input checked="" type="checkbox"/> Managed Support Services for Laserfiche<br><i>Client needs are estimated based on the current components provided herein: up to 15 hours that will expire at the end of your renewal term.</i> | 1           | \$2,079.00       | \$2,079.00        | \$2,079.00          |
| <b>MCCi Supplemental Support Services Annual Recurring Subscription Subtotal</b>                                                                                                                                                   |             |                  |                   | <b>\$2,079.00</b>   |
| <b>GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION</b>                                                                                                                                                                         |             |                  |                   | <b>\$7,632.00</b>   |

| <b>Service Description:</b> | <b>Qty.</b> | <b>Unit Cost</b> | <b>NCPA 11-26</b> | <b>Total</b> |
|-----------------------------|-------------|------------------|-------------------|--------------|
|-----------------------------|-------------|------------------|-------------------|--------------|



**MCCi SERVICE PACKAGES**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                             |   |            |            |                    |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------|------------|--------------------|
| <input checked="" type="checkbox"/> | Business Process Requirements Gathering for Laserfiche                                                                                                                                                                                                                                                                                                                                                                      | 1 | \$7,380.00 | \$7,011.00 | \$7,011.00         |
| <input checked="" type="checkbox"/> | Implementation Services Package<br><i>Cost is based on the current components provided herein. MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.</i><br><b>• Project will include Content Services for the following departments:</b><br>- Administration and Sub-Departments under Administration<br>- Human Resources<br>- CSA | 1 | \$9,635.00 | \$9,153.25 | \$9,153.25         |
| <input checked="" type="checkbox"/> | Laserfiche Installation Package for Avante                                                                                                                                                                                                                                                                                                                                                                                  | 1 | \$5,125.00 | \$4,868.75 | \$4,868.75         |
| <input checked="" type="checkbox"/> | Laserfiche Filing Workflow Configuration<br><i>Up to 15 Document Types.</i>                                                                                                                                                                                                                                                                                                                                                 | 1 | \$4,100.00 | \$3,895.00 | \$3,895.00         |
| <input checked="" type="checkbox"/> | Laserfiche Training Services, Remote Per Day<br><i>Workflow training and installation excluded.</i>                                                                                                                                                                                                                                                                                                                         | 1 | \$1,640.00 | \$1,558.00 | \$1,558.00         |
| <input checked="" type="checkbox"/> | Laserfiche Records Management Module Training - Basic                                                                                                                                                                                                                                                                                                                                                                       | 1 | \$5,740.00 | \$5,453.00 | \$5,453.00         |
| <input checked="" type="checkbox"/> | Basic Records Management Configuration<br><i>Includes 1/2 Day of Training)</i>                                                                                                                                                                                                                                                                                                                                              | 1 | \$7,585.00 | \$7,205.75 | \$7,205.75         |
| <input checked="" type="checkbox"/> | Laserfiche Quick Fields Basic Configuration Package<br><i>Includes 1 Document Classification.</i>                                                                                                                                                                                                                                                                                                                           | 1 | \$2,870.00 | \$2,726.50 | \$2,726.50         |
|                                     | <b>Service Packages Subtotal</b>                                                                                                                                                                                                                                                                                                                                                                                            |   |            |            | <b>\$41,871.25</b> |

|                                        |                    |
|----------------------------------------|--------------------|
| <b>GRAND TOTAL - ONE-TIME SERVICES</b> | <b>\$41,871.25</b> |
|----------------------------------------|--------------------|

|                                      |                    |
|--------------------------------------|--------------------|
| <b>TOTAL LASERFICHE PROJECT COST</b> | <b>\$78,175.15</b> |
|--------------------------------------|--------------------|

*NOTE: The information presented in this document is based on the results of MCCi and Client's collaborative preliminary discovery thus far and merely serves as an estimate to be used for planning purposes. As planning and discovery continue, the project scope and costs may change to meet the specific needs of the Client. MCCi will present a formal detailed pricing proposal and project scope for approval prior to the start of any project. This is not a formal quote. Additional services will likely need to be included based on required discovery session.*




# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

Agency: \_\_\_\_\_

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

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** VDOT Revenue Sharing Project

**Date Prepared:** May 12, 2021

**Agency:** Prince Edward County Administration

**Agency Contact Person:** Douglas P. Stanley

**Email Address:** dstanley@co.prince-edward.va.us

**Location of Project:** Countywide

**Magisterial District:** Potentially Each District

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Virginia Department of Transportation has a matching program whereby localities may pay 50% of the cost of construction of transportation improvements. These funds can be used outside of the County’s Primary and Secondary road improvement plans to make necessary improvements.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

It is anticipated that the County will apply for revenue sharing projects each year to upgrade and/or improve public roads to meet the demands of our transportation system.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The road improvement projects that could be funded under this program have the potential to serve the entire community. Improved roads provide better access for property owners, reduce damage to vehicles, enhance property values and improve public safety response times. One of the most significant issues identified as a community need has been the upgrading of substandard roads.

---

**Please describe the need for the project.**

The County has an estimated 100 miles of dirt/gravel roads. Current VDOT funding levels allow for the tar and chipping of 2-3 miles per year. Based on this schedule, it will take 30-50 years to hard surface all of Prince Edward's roads. Application through the revenue sharing program for \$150,000 of funding per year (with increases for inflation) would allow the County to cut that time in half by completing 4-6 miles per year.

---

**Please describe and justify the proposed location of the project.**

Proposed projects will be located countywide.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

Will be coordinated with the County's Six-Year Secondary Improvement Plan.

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

N/A

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | \$0       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | \$0       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | \$0       |
| Construction                          | \$75,000                   | \$100,000                  | \$125,000                  | \$150,000                  | \$150,000                  |                | \$600,000 |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                | \$0       |
| Other                                 |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>                          | \$75,000                   | \$100,000                  | \$125,000                  | \$150,000                  | \$150,000                  | \$0            | \$600,000 |



**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total     |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------|
| General Fund      | \$75,000                   | \$100,000                  | \$125,000                  | \$150,000                  | \$150,000                  |                | \$600,000 |
| Other Fund        |                            |                            |                            |                            |                            |                | \$0       |
| State Grants      |                            |                            |                            |                            |                            |                | \$0       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | \$0       |
| Other Fundraising |                            |                            |                            |                            |                            |                | \$0       |
| <b>Total</b>      | \$75,000                   | \$100,000                  | \$125,000                  | \$150,000                  | \$150,000                  | \$0            | \$600,000 |

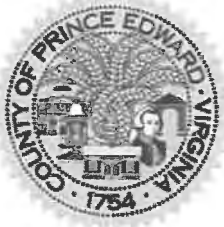
**Please describe the funding (i.e. type of grant):**

Estimated expenditures are based on anticipated County share of the program.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | \$0                                   | \$0                   | \$0                                           |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | \$0                                   | \$0                   | \$0                                           |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2022-2024 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Landfill Compactor Replacement

**Date Prepared:** 4-6-21

**Agency:** Public Works/Solid Waste

**Agency Contact Person:** Jeffrey Jones

**Email Address:** jjones@co.prince-edward.va.us

**Location of Project:** Landfill

**Magisterial District:** 501

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replace Landfill Compactor, Now we are operating a Cat 816B with over 15,000 hours on it and it is on its second engine and transmission. The machine is still in operating condition but its age and hours are starting to show.

The compactor is the most important piece of equipment at the landfill. It compacts the trash. It is operated from 8 am to 4 pm everyday of the week.

Estimated price for replacement \$750,000

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

This could be a three to five year lease. Or a lease to own option. Carter Cat has many options for lease and lease to own options .

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This will serve the entire county as it will prolong the life of the landfill cells. The compaction of the daily trash taking in reduces the amount of air space, meaning the cells will last longer.

---

**Please describe the need for the project.**

Updating equipment for less down time and more effective work. Newer equipment will run more efficient less fuel cost less repair cost. A newer Compactor would also have a second machine in case one goes down we would have a back up to continue taking trash.

---

**Please describe and justify the proposed location of the project.**

The compactor we have now has over 15,000 hours on it and is starting to have many little issues. The Compactor is the most important piece of equipment at the landfill as it reduces air space and prolongs the life of the landfill cells.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No coordination required

**Project Priority:** 3

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2021 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total  |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|--------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                | 0      |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                | 0      |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                | 0      |
| Construction                          |                            |                            |                            |                            |                            |                | 0      |
| Furniture and<br>Equipment            |                            |                            | 750000                     |                            |                            |                | 750000 |
| Other                                 |                            |                            |                            |                            |                            |                | 0      |
| <b>Total</b>                          | 0                          | 0                          | 750000                     | 0                          | 0                          | 0              | 750000 |



**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2022 | 2 <sup>nd</sup> FY<br>2023 | 3 <sup>rd</sup> FY<br>2024 | 4 <sup>th</sup> FY<br>2025 | 5 <sup>th</sup> FY<br>2026 | Beyond<br>FY 5 | Total  |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|--------|
| General Fund      |                            |                            |                            |                            |                            |                | 0      |
| Other Fund        |                            |                            | 750000                     |                            |                            |                | 750000 |
| State Grants      |                            |                            |                            |                            |                            |                | 0      |
| Bonds and Debts   |                            |                            |                            |                            |                            |                | 0      |
| Other Fundraising |                            |                            |                            |                            |                            |                | 0      |
| <b>Total</b>      | 0                          | 0                          | 750000                     | 0                          | 0                          | 0              | 750000 |

**Please describe the funding (i.e. type of grant):**

Landfill fund - possible lease purchase

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               | 0                                     | 0                     | 0                                             |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               | 0                                     | 0                     | 0                                             |

**Carter**



March 29, 2021

**COUNTY OF PRINCE EDWARD**  
PO BOX 382  
FARMVILLE, Virginia 23901

**Attention: Jeff Jones**

**RE: Quote 159205-01BUDGET2022**

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this budgetary quote for your consideration.

Cat Model: 826K Wheel Dozer & Compactors with all standard equipment in addition to the additional specifications

**ID# :**                    **SERIAL NUMBER :**                    **YEAR :** 2021                    **HOURS :**

**MACHINE SPECIFICATIONS**

| <b>Description</b>            | <b>Reference No</b> |
|-------------------------------|---------------------|
| 826K LANDFILL COMPACTOR HRC   | 376-5010            |
| LANE 3 ORDER                  | 0P-9003             |
| ENGINE & NO SOUND SUPPRESSION | 376-5030            |
| AXLES, NO-SPIN FRONT & REAR   | 376-5099            |
| HYDRAULICS                    | 386-2300            |
| LIGHTS, HALOGEN               | 528-9816            |
| PRODUCT LINK, CELLULAR PLE641 | 578-9008            |
| WHEELS, 48" PLUS TIPS         | 398-8543            |
| STAIRWAY, FIXED               | 382-1989            |
| STRIKER BARS                  | 477-3887            |
| RADIO, AM/FM/AUX/USB/BT       | 452-1394            |
| GUARD, REAR FAN & GRILL       | 364-7648            |
| BLADE, 177" 16.1 YD3 STRAIGHT | 397-7898            |
| PACK, DOMESTIC TRUCK          | 0P-0443             |
| PRECLEANER, STANDARD          | 417-6327            |

|                        |                     |
|------------------------|---------------------|
| SELL PRICE             | \$725,032.00        |
| EXT WARRANTY           | Included            |
| <b>NET BALANCE DUE</b> | <b>\$725,032.00</b> |

---

**WARRANTY/EXTENDED COVERAGE**

Standard Warranty: 12 Months/Unlimited Hours  
Extended Warranty: 36 Month 6000 Hour Governmental Powertrain + Hydraulic Warranty

**\*\*Due to current Steel Market Surcharges we are anticipating  
a possible midyear price increase of 3%\*\***

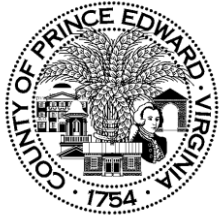
Thank you for the opportunity to provide you a budgetary quote for your equipment needs. If there are any questions, please do not hesitate to contact me.

Sincerely,

Michael G.Hunt  
Governmental Machine Sales  
Direct Dial - 804-823-1036

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**County of Prince Edward  
Planning Commission  
Agenda Summary**

**Meeting Date:** June 15, 2021  
**Item No.:** 4  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** Rezoning A2 to CR

**Summary:**

The County has received an application for a Rezoning from Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential, Attachment (1). The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

The public hearing notice was published in the June 2, 2021 and June 9, 2021 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel and surrounding property. The parcel is outlined in blue on the tax map. The purpose of the Rezoning is to allow for residential development as shown on the concept plan, Attachment (6). This parcel is contiguous with the existing CR, College Residential District and would not be considered spot zoning.

County staff is of the opinion the use is generally compatible with the zoning district but will not have major impacts on surrounding properties as far as traffic and noise.

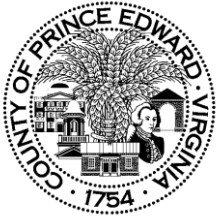
**Attachments:**

- 1. Special Use Permit Application
- 2. Notice of Public Hearing
- 3. List of adjoining property owners
- 4. Sample Letter sent to adjoining property owners
- 5. Plat of Tax Parcel
- 6. Concept Plan

**Recommendations:**

- 1. Conduct the Public Hearing and render a decision concerning the request for the Rezoning.

Motion \_\_\_\_\_ Paige \_\_\_\_\_ Hunt \_\_\_\_\_ Jones \_\_\_\_\_  
Second \_\_\_\_\_ Sandlin \_\_\_\_\_ Womack \_\_\_\_\_ Watson \_\_\_\_\_  
Prengaman \_\_\_\_\_ Jenkins \_\_\_\_\_ Leatherwood \_\_\_\_\_ Peery \_\_\_\_\_



**County of Prince Edward  
Planning Commission  
Agenda Summary**

**Recommended Motions:**

I move that the Planning Commission recommend approval of the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential:  
*(list conditions)*

I move that the Planning Commission recommend denial of the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential:  
*(list reasons)*

I move that the Planning Commission table the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential until the next meeting in order to:  
*(list reasons)*

|                 |               |                   |              |
|-----------------|---------------|-------------------|--------------|
| Motion _____    | Paige _____   | Hunt _____        | Jones _____  |
| Second _____    | Sandlin _____ | Womack _____      | Watson _____ |
| Prengaman _____ | Jenkins _____ | Leatherwood _____ | Peery _____  |

FOR OFFICE USE ONLY  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR OFFICE USE ONLY  
 PERMIT APPLICATION # \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Magisterial District \_\_\_\_\_

*County of Prince Edward*

PLEASE PRINT OR TYPE

**PRINCE EDWARD COUNTY  
 APPLICATION  
 REQUEST FOR REZONING  
 REQUEST FOR AMENDMENT**

I, WE HAMPDEN - SYDNEY COLLEGE  
 DO HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD TO AMEND THE  
 COUNTY ZONING ORDINANCE BY:

- \_\_\_\_\_ Modifying section(s) \_\_\_\_\_ of the ordinance as noted below. (See Schedule A)
- Modifying the Zoning District Classification of the following described property from the AZ  
 District(s), to the CR District.

Location / Legal Description of Property: Deed Book / Page No. 2014-1098 AND DB-138  
 Tax Map # \_\_\_\_\_ Subdivision, if applicable \_\_\_\_\_ of Instrument No. \_\_\_\_\_

49-A-34-C

If acreage, attach plat of property and a metes and bounds description.

Briefly describe the current use of the property. UNDEVELOPED OPEN LAND

Provide on schedule A below a description of the proposed use and how such proposed amendment to the zoning ordinance relates to the County's Comprehensive Plan.

Provide on schedule B below a list of all property owners and their mailing addresses as shown on the County land records who are contiguous to and directly across the street from the parcel(s) proposed to be changed.

Owner(s) of Property  
 Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Date \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner(s) of Property  
 Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Date \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Schedule A

Describe the requested amendment to the Zoning Ordinance, (OR), Describe the relationship of the proposed re-zoning to the County's Comprehensive Plan.

IN TAKE, EXISTING AND PROPOSED FUTURE LAND USE MAP AS DEVELOPMENT  
MAJORITY OF RESIDENTIAL DEVELOPMENT WILL BE ON COLLEGE WATER AND SEWER

Schedule B

Contiguous property owner(s) to be affected by this proposed change.

| Name                            | Address |
|---------------------------------|---------|
| <u>SEE ATTACHED SPREADSHEET</u> | _____   |
| _____                           | _____   |
| _____                           | _____   |
| _____                           | _____   |

NOTE: The above information must be supplied by the applicant. Failure to do so will void the application. Attach additional sheets, if necessary.

Application Fee Re-zoning Permit \$300      Application Fee Received By \_\_\_\_\_ Date \_\_\_\_\_  
 Application Fee Zoning Amendment \$300      Cash  Check  # \_\_\_\_\_

The above permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Building & Zoning  
 P. O. Box 382  
 Farmville, VA 23901  
 (434) 392-8837



## NOTICE OF PUBLIC HEARINGS

Due to the COVID-19 Emergency, the Prince Edward County Planning Commission is operating pursuant to and in compliance with the Board of Supervisors' "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to the meeting is not permitted, the public may participate by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

~~~~~

The Planning Commission will hold public hearings on Tuesday, June 15, 2021 at 7:00 p.m. in the Board of Supervisors Room located on the 3rd Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to making recommendations to the Board of Supervisors on the following:

1. A request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

~~~~~

Public Hearing comments for meetings of the Prince Edward County Planning Commission will be received by Karin Everhart, Deputy Clerk to the Planning Commission, using one the following methods:

1. Written comments may be mailed to: Planning Commission, PO Box 382, Farmville, VA 23901. Please limit word count to no more than 500 words. Must be received by 2:00 PM, the day of the meeting.
2. Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot. Please limit word count to no more than 500 words. Must be received in the dropbox by 2:00 PM the day of the meeting.
3. Emailed comments may be sent to info@co.prince-edward.va.us. Please limit word count to no more than 500 words. Must be received by 2:00 PM the day of the meeting.
4. Using the meeting call-in information provided above, citizens may phone-in to the meeting and provide comments during the Public Hearing portion of the agenda; however, citizens must pre-register with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Planning Commission Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

~~~~~

A complete copy of the Rezoning application is available for public review in the office of the Prince Edward County Administrator, 111 N. South Street, 3rd Floor, Farmville, VA, or on the county website at www.co.prince-edward.va.us. It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact Douglas Stanley, County Administrator at 434-392-8837.

Prince Edward County

Rezoning Request

Applicant: Hampden-Sydney College

Tax Map:

049-A-34C

Schedule B

List of adjoining Property owners and mailing addresses for the property for a rezoning from A2 to CR

Mailed: June 4, 2021

Parcel ID	Owner	Address	Note
049-7-13	STANLEY A. CHEYNE	PO BOX 158 HAMPDEN SYDNEY, VA 23943	
049-4-2	MICHAEL A. & LUCY C. SMITH	PO BOX 95 HAMPDEN SYDNEY, VA 23943	
049-A-8	MARGRETTE MACFIE MOORE	401 HARBOUR POINT APT 2016 VIRGINIA BEACH, VA 23451	
063-A-6	FRED E. RUSSELL	PO BOX C FARMVILLE, VA 23901	
049-A-34	ALVA MOORE JOYNER TR OF THE ALVA MOORE JOYN	16335 EVERETS ROAD WINDSOR, VA 23487	
049-4-3	HAMPDEN-SYDNEY COLLEGE PRES & TS	PO BOX 127 HAMPDEN SYDNEY, VA 23943	

PLANNING COMMISSION

John Prengaman
Chairman
Robert M. Jones
Board Representative
Henry Womack
Preston L. Hunt
Mark Jenkins
Clifford Jack Leatherwood
Whitfield Paige
John "Jack" W. Perry, Jr.
Teresa Sandlin
Cannon Watson



COUNTY OF PRINCE EDWARD, VIRGINIA

**Director of Planning and
Community Development**

Robert Love

Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901

Office: (434) 392-8837

Fax: (434) 392-6683

rlove@co.prince-edward.va.us

www.co.prince-edward.va.us

June 4, 2021

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Rezoning Request by Hampden-Sydney College

The Prince Edward County Planning Commission will hold a public hearing on June 15, 2020 at 7 p.m. to receive citizen input on a request by Hampden-Sydney College to rezone approximately 9.44 +/- acres from A2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to approve or deny the requests.

Due to the Coronavirus all meetings of the Planning Commission are being held electronically. To ensure the safety of the public and County Boards/Commissions the Board of Supervisors adopted an Emergency Ordinance modifying procedures for public meetings and public hearing practices. The Ordinance authorizes all meetings of Prince Edward County public entities to be held by electronic means. Such meetings shall be open to electronic participation by the public and **closed** to in-person participation by the public. Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter.

If you have any questions please do not hesitate to contact me at 434-392-8837.

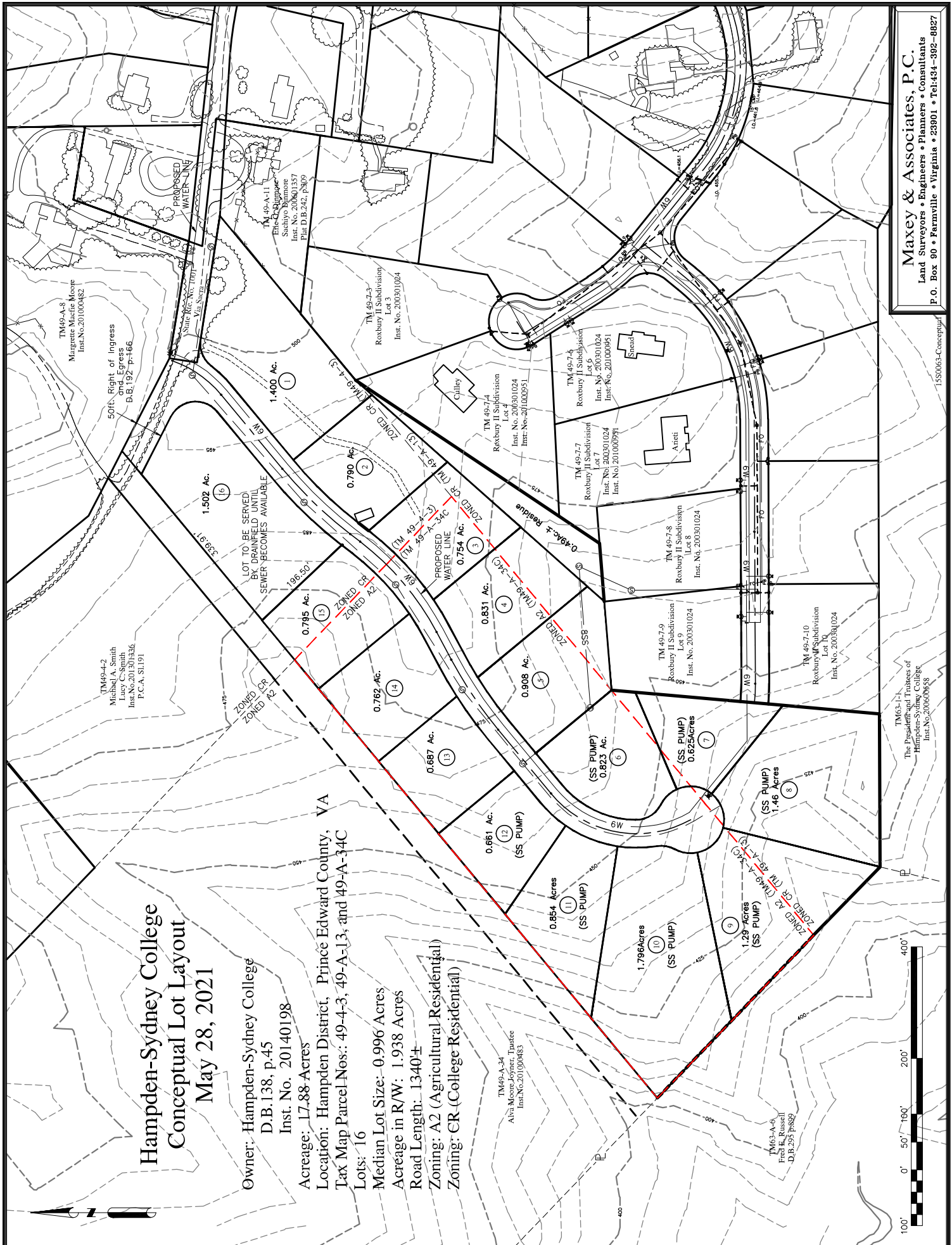
Respectfully,

Robert Love
Director of Planning and Community Development

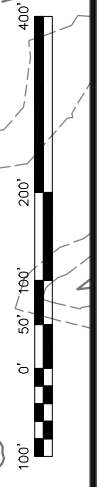
Hampden-Sydney College Conceptual Lot Layout May 28, 2021

Owner: Hampden-Sydney College
 D.B. 138, p.45
 Inst. No. 20140198
 Acreage: 17.88 Acres
 Location: Hampden District, Prince Edward County, VA
 Tax Map Parcel Nos.: 49-4-3, 49-A-13, and 49-A-34C
 Lots: 16

Median Lot Size: 0.996 Acres
 Acreage in R/W: 1.938 Acres
 Road Length: 1,340±
 Zoning: A2 (Agricultural Residential)
 Zoning: CR (College Residential)



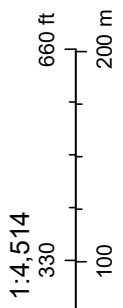
Maxey & Associates, P.C.
 Land Surveyors • Engineers • Planners • Consultants
 P.O. Box 90 • Farmville • Virginia • 23901 • Tel: 434-392-6827



Hampden-Sydney College Rezoning



June 7, 2021



1:4,514

- Road Centerline
- Address Points
- ▭ Address Point Labels
- ▭ Farmville Boundary
- ▭ County Boundary

Source: Esri, Maxar, GeoEye, Earthstar, Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



HAMPDEN-SYDNEY COLLEGE

May 27, 2021

Dear Prince Edward County Planning Commission Board members,

Hampden-Sydney College is requesting to change two plats of land currently in the A2 zone to CR (College Residential).

The college is looking to put in a 16 lot residential development on the west side of the college campus on a 17.88 acre development. A copy of the conceptual layout is attached. Portions of this plat are split zones and contiguous with current college residential development.

There is interest from current faculty and staff for residential property on or close to campus. This will also be an incentive for new faculty and staff coming to the college.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "PK Copeland Jr".

P. Kenneth Copeland, Jr.

Vice President for Business Affairs & Finance