



FY 2024 - 2025 BUDGET WORK SESSION April 16, 2024

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- 5:30 p.m.**
1. The Chair will call to order the reconvened meeting of the Board of Supervisors
  2. School Superintendent Budget Presentation to the Board of Supervisors
  3. Updated FY 2024–2025 Budget Schedule – Doug Stanley
  4. PECPS Committed Funds Transfer Request
  5. Recess

Recess: Until April 16, 2024 at 7:00 p.m., in the Board of Supervisors Room – Public Hearing on County & School Budgets & Tax Rates



## County of Prince Edward FY 2024 - 2025 Budget Schedule

| DATE                         | ACTIVITY                                                                                                                                                                                                                                                      | TIME/LOCATION                                      |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| January 19, 2024             | Budget Preparation Guide distributed to County Departments and Constitutional Offices                                                                                                                                                                         |                                                    |
| January 19, 2024             | Donation Request forms distributed                                                                                                                                                                                                                            |                                                    |
| Feb. 1-23, 2024              | Budget work sessions between Departments and County Administrator                                                                                                                                                                                             |                                                    |
| February 20, 2024            | Joint Finance Committee Meeting of Board of Supervisors and School Board                                                                                                                                                                                      | 3:30 p.m.<br>Board of Supervisors Room             |
| February 20, 2024            | Board of Supervisors Budget Planning Meeting (Davenport Presentation)                                                                                                                                                                                         | 5:30 p.m.<br>Board of Supervisors Room             |
| February 23, 2024            | Budget worksheets submitted to County Administrator                                                                                                                                                                                                           |                                                    |
| February 28, 2024            | Joint Finance Committee Meeting of Board of Supervisors and School Board (Cancelled – Reschedule for another date)                                                                                                                                            | 1:00 p.m.<br>School Board Office                   |
| March 8, 2024                | Revenue estimated completed by County Administrator                                                                                                                                                                                                           |                                                    |
| March 12, 2024               | Presentation of County Administrator’s proposed budget to Board of Supervisors                                                                                                                                                                                | 5:30 p.m.<br>Board of Supervisors Room             |
| March 19, 2024               | Board of Supervisors budget work session – presentations by outside agencies                                                                                                                                                                                  | 2:00 p.m.<br>Board of Supervisors Room             |
| March 26, 2024               | School Superintendent budget presentation to Board of Supervisors and School Board ( <del>Cancelled – Reschedule for April 16<sup>th</sup> Budget Work Session</del> )<br><br>Board of Supervisors authorizes Public Hearing for April 16 (Ad date – April 5) | 5:30 p.m.<br>Board of Supervisors Room             |
| April 9, 2024                | Board of Supervisors Budget Work Session (If needed) ( <del>Cancelled</del> )                                                                                                                                                                                 | 5:30 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 16, 2024               | Board of Supervisors Budget Work Session (If needed)<br><del>School Superintendent budget presentation to Board of Supervisors and School Board</del>                                                                                                         | 5:30 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 16, 2024               | Public Hearing on County & School Budgets & Tax Rates (PC Meeting will need to be rescheduled)                                                                                                                                                                | 7:00 p.m.<br>Board of Supervisors Room             |
| <del>April 23/30, 2024</del> | <del>Budget Work Session, Adoption of County &amp; School Budgets &amp; Tax Rates</del>                                                                                                                                                                       | <del>7:00 p.m.<br/>Board of Supervisors Room</del> |
| June 11, 2024                | Approval of Appropriations                                                                                                                                                                                                                                    | 7:00 p.m.<br>Board of Supervisors Room             |

Adopted by the Board of Supervisors at its meeting on November 9, 2023.

Subject to change, by action of the Board of Supervisors.

Last updated: **April 11, 2024**



**MOTON LEGACY TRIBUTE:  
HONORING CHANGE THROUGHOUT HISTORY**

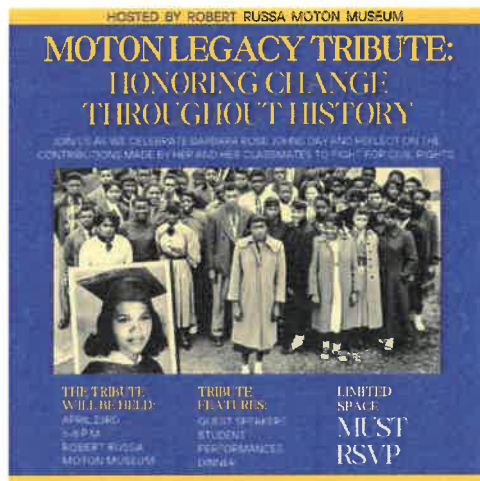
We are excited to extend to you a special invitation to an evening of remembrance and celebration at the Robert Russa Moton Museum. This event is not just an occasion but a tribute to the enduring legacy of Barbara Rose Johns and her classmates, whose courageous actions have been a beacon of hope in the fight for civil rights.

**THIS EVENT WILL FEATURE:**

- Engaging guest speakers
- Inspiring student performances
- A communal dinner

Join us as we reflect on the remarkable contributions to civil rights made by these young activists and look forward to an evening of meaningful dialogue and celebration.

*Cainan Townsend*



**Robert Russa Moton  
Museum  
900 Griffin Blvd,  
Farmville VA 23901  
April 23rd | 6pm – 8pm**

**We have limited space, so please \*\*RSVP by April 17th\*\* to confirm your attendance.**

**LOCATION**

Robert Russa Moton Museum

**DATE AND TIME**

04/23/24 6:00pm - 04/23/24 8:00pm US/Eastern

Enjoy an evening with an amazing line-up of guest speakers, inspiring student performances and great food!

**I'll Be There!**

**Maybe**

**I Can't Make It**

**CONNECT WITH US!**



Moton Museum | 900 Griffin Blvd, PO Box 908, Farmville, VA 23901

[Unsubscribe info@motonmuseum.org](mailto:info@motonmuseum.org)

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** April 16, 2024  
**Item #:** 4  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** PECPS Committed Funds Appropriation

**Summary:**

The County received an invoice in the amount of \$ 114,700.54 from Moseley Architects for the Renovations to Prince Edward County Elementary School. The PECPS Capital Improvement Committed Fund available balance is currently \$2,472,475.95. The Board is asked to transfer \$114,700.54 from the PECPS Capital Improvement committed funds to the School CIP line within the General Fund to cover this expense.

**FY24 BUDGET SUPPLEMENT**

| Rev/Exp | Fund | Dept  | Object | Description              | Debit         | Credit        |
|---------|------|-------|--------|--------------------------|---------------|---------------|
| 3 (Rev) | 100  | 41050 | 0202   | Transfer from SP Fund    |               | \$ 114,700.54 |
| 4 (Exp) | 100  | 94000 | 0250   | School CIP               | \$ 114,700.54 |               |
| 3 (Rev) | 202  | 41050 | 0202   | From SP Fund Balance     |               | \$ 114,700.54 |
| 4 (Exp) | 202  | 93000 | 0100   | Transfer to General Fund | \$ 114,700.54 |               |

**TRANSFER**

| Rev/Exp | Fund | Dept  | Object | Description              | Debit         | Credit        |
|---------|------|-------|--------|--------------------------|---------------|---------------|
| 3 (Rev) | 100  | 41050 | 0202   | Transfer from SP Fund    |               | \$ 114,700.54 |
| 0       | 100  | 100   | 0001   | Cash with Treasurer      | \$ 114,700.54 |               |
| 0       | 202  | 100   | 0001   | Cash with Treasurer      |               | \$ 114,700.54 |
| 4 (Exp) | 202  | 93000 | 0100   | Transfer to General Fund | \$ 114,700.54 |               |
| 0       | 999  | 300   | 0100   | General Fund             |               | \$ 114,700.54 |
| 0       | 999  | 300   | 0202   | Special Projects Fund    | \$ 114,700.54 |               |
| 0       | 202  | 300   | 0001   | SP Fund Balance          |               | \$ 114,700.54 |
| 0       | 202  | 300   | 0310   | SP – PECPS Cap Imp       | \$ 114,700.54 |               |

**Attachments:** Moseley Architects Invoice – PECPS Renovation

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve and appropriate the FY24 Budget Supplement and transfer as above outlined.

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |

Prince Edward County Public Schools  
 Mr Richard Goode, Director of Support Services  
 35 EAGLE DRIVE  
 FARMVILLE, VA 23901

Invoice number 622844-010  
 Date 03/31/2024

Project 622844 Renovations to Prince Edward  
 Elementary School

For A/E Services through March 31, 2024

| Description                                   | Contract Amount     | Percent Complete | Total Billed      | Prior Billed      | Current Billed   |
|-----------------------------------------------|---------------------|------------------|-------------------|-------------------|------------------|
| <b>Initial Services</b>                       |                     |                  |                   |                   |                  |
| Moseley Architects Existing Conditions Survey | 12,714.00           | 100.00           | 12,714.00         | 12,714.00         | 0.00             |
| Programming                                   | 3,424.00            | 100.00           | 3,424.00          | 3,424.00          | 0.00             |
| Engagement                                    | 5,136.00            | 100.00           | 5,136.00          | 5,136.00          | 0.00             |
| Design Workshop                               | 18,480.00           | 100.00           | 18,480.00         | 18,480.00         | 0.00             |
| Develop Scope Concepts                        | 23,028.00           | 100.00           | 23,028.00         | 23,028.00         | 0.00             |
| Design Concept Cost Estimates                 | 3,424.00            | 100.00           | 3,424.00          | 3,424.00          | 0.00             |
| Timmons Group / Design Survey                 | 30,800.00           | 100.00           | 30,800.00         | 30,800.00         | 0.00             |
| Underground Utility Location Survey           | 13,200.00           | 100.00           | 13,200.00         | 13,200.00         | 0.00             |
| Site Observation & Conceptual Planning        | 8,250.00            | 100.00           | 8,250.00          | 8,250.00          | 0.00             |
| Water System Hydraulic Analysis               | 6,050.00            | 100.00           | 6,050.00          | 6,050.00          | 0.00             |
| <b>Subtotal</b>                               | <b>124,506.00</b>   | <b>100.00</b>    | <b>124,506.00</b> | <b>124,506.00</b> | <b>0.00</b>      |
| <b>Building Renovation</b>                    |                     |                  |                   |                   |                  |
| Schematic Design                              | 267,550.00          | 100.00           | 267,550.00        | 267,550.00        | 0.00             |
| Design Development                            | 356,732.00          | 50.00            | 178,366.00        | 117,721.56        | 60,644.44        |
| Construction Documents                        | 677,791.00          | 0.00             | 0.00              | 0.00              | 0.00             |
| Bidding                                       | 35,673.00           | 0.00             | 0.00              | 0.00              | 0.00             |
| Construction Administration                   | 445,915.00          | 0.00             | 0.00              | 0.00              | 0.00             |
| <b>Subtotal</b>                               | <b>1,783,661.00</b> | <b>25.00</b>     | <b>445,916.00</b> | <b>385,271.56</b> | <b>60,644.44</b> |
| <b>New Construction/Demolition</b>            |                     |                  |                   |                   |                  |
| Schematic Design                              | 108,247.00          | 100.00           | 108,247.00        | 108,247.00        | 0.00             |
| Design Development                            | 144,330.00          | 50.00            | 72,165.00         | 47,628.90         | 24,536.10        |
| Construction Documents                        | 274,227.00          | 0.00             | 0.00              | 0.00              | 0.00             |
| Bidding                                       | 14,433.00           | 0.00             | 0.00              | 0.00              | 0.00             |
| Construction Administration                   | 180,413.00          | 0.00             | 0.00              | 0.00              | 0.00             |
| <b>Subtotal</b>                               | <b>721,650.00</b>   | <b>25.00</b>     | <b>180,412.00</b> | <b>155,875.90</b> | <b>24,536.10</b> |
| <b>Sitework</b>                               |                     |                  |                   |                   |                  |
| Schematic Design                              | 24,750.00           | 100.00           | 24,750.00         | 24,750.00         | 0.00             |
| Design Development                            | 33,000.00           | 50.00            | 16,500.00         | 10,890.00         | 5,610.00         |
| Construction Documents                        | 62,700.00           | 0.00             | 0.00              | 0.00              | 0.00             |
| Bidding                                       | 3,300.00            | 0.00             | 0.00              | 0.00              | 0.00             |

# MOSELEYARCHITECTS

## INVOICE FOR SERVICES

| Description                                                  | Contract Amount     | Percent Complete | Total Billed      | Prior Billed      | Current Billed    |
|--------------------------------------------------------------|---------------------|------------------|-------------------|-------------------|-------------------|
| <b>Sitework</b>                                              |                     |                  |                   |                   |                   |
| Construction Administration                                  | 41,250.00           | 0.00             | 0.00              | 0.00              | 0.00              |
| <b>Subtotal</b>                                              | <b>165,000.00</b>   | <b>25.00</b>     | <b>41,250.00</b>  | <b>35,640.00</b>  | <b>5,610.00</b>   |
| <b>Supplemental Services</b>                                 |                     |                  |                   |                   |                   |
| LEED Documentation                                           | 183,150.00          | 0.00             | 0.00              | 0.00              | 0.00              |
| FFE Design and Installation                                  | 89,532.00           | 0.00             | 0.00              | 0.00              | 0.00              |
| Geotechnical Investigation (Allowance)                       | 35,000.00           | 36.60            | 12,810.00         | 0.00              | 12,810.00         |
| Special Inspections (Allowance)                              | 75,000.00           | 0.00             | 0.00              | 0.00              | 0.00              |
| Construction and Materials Testing (Allowance)               | 175,000.00          | 0.00             | 0.00              | 0.00              | 0.00              |
| Building Commissioning (Allowance)                           | 100,000.00          | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Offsite Road Improvements (Allowance)              | 110,000.00          | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Turn Lane Warrant Analysis                         | 8,250.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Phasing Coordination                               | 22,000.00           | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Onsite Easement Plat (if required)                 | 2,750.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - VSMP/SWPPP                                         | 1,925.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - County Minimum Landscape Design                    | 9,350.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Specialty Hardscape and Courtyard Design           | 11,550.00           | 0.00             | 0.00              | 0.00              | 0.00              |
| Timmons - Landscape Architecture Construction Administration | 6,600.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| Monarch Consulting - Roof Consulting Services                | 105,500.00          | 10.52            | 11,100.00         | 0.00              | 11,100.00         |
| <b>Subtotal</b>                                              | <b>935,607.00</b>   | <b>2.56</b>      | <b>23,910.00</b>  | <b>0.00</b>       | <b>23,910.00</b>  |
| <b>Total</b>                                                 | <b>3,730,424.00</b> | <b>21.87</b>     | <b>815,994.00</b> | <b>701,293.46</b> | <b>114,700.54</b> |

Invoice Total 114,700.54