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Chapter A-V 5

FACILITY DEVELOPMENT PROCEDURES

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**A-V 5.01 Purpose.** The purpose of this chapter is to set forth procedures for board approval of requests by district boards for land acquisition, additional or new facilities, rentals and remodeling of existing facilities under s. 38.04 (10), Stats.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.02 Definitions.** In this chapter

(1) "Additional or new facilities" means construction of new facilities or elevated walkways or the completion of a shell from prior construction.

(2) "Board" means the board of vocational, technical and adult education.

(3) "Director" means the person appointed by the board under s. 38.04 (2), Stats.

(4) "District" means a vocational, technical and adult education district established under ch. 38, Stats.

(5) "District board" means the district board in charge of the vocational, technical and adult education schools of a district.

(6) "HVAC system" means heating, ventilation and air-conditioning system.

(7) "Land acquisition" means the acquisition of real property by purchase, lease/purchase, gift or trade.

(8) "Remodeling of existing facilities" means the reconstruction of an existing structure, or a major portion thereof, for the purpose of making permanent improvements.

(9) "Rentals" means the acquisition of real property or facilities by lease agreement.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.03 Submission of request.** Requests for board approval of proposals for land acquisition, additional or new facilities, rentals or remodeling of existing facilities shall be submitted by the district board to the director no less than 45 days prior to the board meeting at which the proposal will be reviewed.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.04 Contents of submittal.** (1) **LAND ACQUISITION.** A district board shall submit the following information relative to proposals for land acquisition for evaluation by the board:

(a) A resolution of the district board approving the land acquisition contingent upon board approval.

(b) A resolution of the district board requesting board approval for land acquisition.

(c) Evidence of compliance with s. 1.11, Stats.

(d) A copy of a certified land survey indicating the boundaries and legal description of the land to be acquired.

(e) A report relating programmatic and student requirements, and the needs of business and industry, to the need for land acquisition. The report shall include data indicating the need for land acquisition based upon:

1. An analysis of the needs of business and industry for persons with new skills and persons with updated skills.

2. An analysis of changing and emerging technologies within the district.

3. An analysis of available student stations, and the need for additional student stations, including consideration of the needs of persons with handicaps.

4. Enrollment trends for the district, including placement data for all program areas and the program area to be expanded.

(f) A statement of the costs to be incurred for the land acquisition, including survey and legal fees.

(g) A statement indicating the availability and specific source of funds for the land acquisition.

(2) **ADDITIONAL AND NEW FACILITIES.** A district board shall submit the following information relative to proposal for additional or new facilities for evaluation by the board:

(a) A resolution of the district board approving the additional or new facilities.

(b) A resolution of the district board requesting board approval for additional or new facilities.

(c) Evidence of compliance with s. 1.11, Stats.

(d) A report relating programmatic and student station requirements, and the needs of business and industry, to the need for additional or new facilities. The report shall include data indicating the need for additional or new facilities based upon:

1. An analysis that considers the joint use of facilities as required under s. 20.901 (4), Stats.

2. An analysis of needs of business and industry for persons with new skills and persons with updated skills.

3. An analysis of changing and emerging technologies within the district.

4. An analysis of available student stations, and the need for additional student stations, including a consideration of the needs of persons with handicaps.

5. Enrollment trends for the district, including placement data for all program areas and the program area to be expanded.

(e) Educational specifications relating specific space requirements for approved programs to the need for additional or new facilities.

(f) An analysis of the fiscal impact of additional or new facilities on the district's operating budget, including availability and specific source of funds as required under s. A-V 5.05.

(g) A conceptual sketch of the proposed additional or new facilities.

(h) The estimated project cost by the following categories:

1. General construction

2. Heating, ventilating and air-conditioning

3. Electrical

4. Plumbing

5. Other contracts

6. Equipment, both fixed and movable

7. Miscellaneous costs

8. Fees

(i) A copy of the district energy study analysis indicating compliance with s. 1.12, Stats.

(j) A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy.

(k) A plan for performing a life cycle costs analysis for the structural frame, building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s. 1.12, Stats.

(3) RENTALS. A district board shall submit the following information relative to proposals for rentals for evaluation by the board:

(a) A resolution of the district board approving the lease contingent upon board approval.

(b) A resolution of the district board requesting board approval of the lease.

(c) A copy of the proposed lease as reviewed by the district's legal counsel.

(d) A report relating programatic and student requirements, and the needs of business and industry, to the need for the rental. The report shall include data indicating the need for the rental based upon:

1. An analysis of the needs of business and industry for persons with new skills and persons with updated skills.

2. An analysis of changing and emerging technologies within the district.

3. An analysis of available student stations, and the need for additional student stations, including a consideration of the needs of persons with handicaps.

4. Enrollment trends for the district, including placement data for all program areas and the program area to be expanded.

(e) An analysis of the fiscal impact of the rental on the district's budget, including the availability and specific source of funds as required under s. A-V 5.05.

(4) REMODELING. A district board shall submit the following data relative to proposals for remodeling existing facilities for evaluation by the board:

(a) A resolution of the district board approving the remodeling of existing facilities.

(b) A resolution of the district board requesting board approval of the remodeling of existing facilities.

(c) Evidence of compliance with s. 1.11, Stats.

(d) A report relating programatic and student requirements, and the needs of business and industry, to the need for remodeling of existing facilities. The report shall include data indicating the need for remodeling of existing facilities based upon:

1. An analysis of the needs of business and industry for persons with new skills and persons with updated skills.

2. An analysis of changing and emerging technologies within the district.

3. An analysis of available student stations, and the need for additional student stations, including a consideration of the needs of persons with handicaps.

4. Enrollment trends for the district, including placement data for all program areas and the program area to be expanded.

(e) Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities.

(f) An analysis of the fiscal impact of the remodeling of existing facilities on the district's budget, including the availability and specific source of funds as required under A-V 5.05.

(g) A conceptual sketch of the remodeling.

(h) The estimated project cost by the following categories:

1. General construction
2. Heating, ventilating and air-conditioning
3. Electrical
4. Plumbing
5. Other contracts
6. Equipment, both fixed and movable
7. Miscellaneous costs
8. Fees

(i) A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy indicating compliance with the requirements under s. 1.12, Stats.

(j) A plan for performing a life cycle costs analysis for the building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s. 1.12, Stats.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.05 Fiscal impact.** The analysis of the fiscal impact of additional or new facilities, rentals and remodeling of existing facilities submitted to the board under s. A-V 5.04 (2) (f), (3) (e) and (4) (f) shall include:

(1) Data relative to increased instructional costs, increased administrative, maintenance and energy costs and costs for new or replacement equipment resulting from the additional or new facilities, rentals or remodeling of existing facilities.

(2) A list of the source of funds in substantially the following form:

- (a) Tax levy - FY \_\_\_\_\_
- (b) Fund transfer or reserve fund \_\_\_\_\_
- (c) Proposed sale of bonds or notes \_\_\_\_\_
- (d) Other funds:
  1. Federal funds \_\_\_\_\_
  2. Gifts or grants \_\_\_\_\_
- (e) Total funds \_\_\_\_\_

(3) A statement of compliance with ss. 38.15 and 67.12 (12), Stats., if applicable.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.06 Notification of review.** The director shall notify the district board at least 14 days prior to board review of the proposals for land acquisition, additional or new facilities, rentals or remodeling of existing facilities of the director's recommendation to the board and the rationale for the recommendation. The district board or its designee may appear

before the board to submit any data or information in support of the district board's proposal.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.07 Notification of board action.** The director shall notify the district board of the board's decision within 10 days of the board meeting where the proposal is reviewed.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**A-V 5.08 Criteria used in review.** (1) The board shall review proposals for approval of land acquisitions, additional or new facilities, rentals or remodeling based upon the information and data submitted to it under this chapter.

(2) Information and data required under s. A-V 5.04 (1) to (4) shall be reviewed on the basis of acceptable or not acceptable.

History: Cr. Register, November, 1983, No. 335, eff. 12-1-83.