

**MINUTES**  
**Board of Supervisors**  
**County of Prince George, Virginia**

**Adjourned Meeting**  
**December 4, 2018**  
**6:00 p.m.**  
**Prince George Library**  
**6605 Courts Drive, Prince George, Virginia**

**Meeting Convened.** An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:10 p.m. on Tuesday, December 4, 2018 in the Prince George County Library Meeting Room, 6605 Courts Drive, Prince George, Virginia by Vice-Chairman Donald R. Hunter for a legislative meeting to discuss issues prior to the General Assembly.

**Attendance.** The following members responded to Roll Call:  
Alan R. Carmichael, Chairman Absent  
Donald R. Hunter, Vice-Chairman Present  
Floyd M. Brown, Jr. Present  
Marlene J. Waymack Present  
T. J. Webb Absent

**Invocation.** Mr. Brown gave an invocation.

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Steve Micas, County Attorney; and Teresa Knott, Deputy Clerk.

Also present were: Delegate Emily Brewer; Delegate Riley Ingram; Delegate Lashrecse Aird; and Martha Burton, Crater District Planning Commission.

**Work Session**

The Board of Supervisors and County Staff asked for the local legislators' support on several key issues, including (1) making no changes to DMV "Block" system (car owner cannot register vehicle) for collection of delinquent personal property taxes owed to localities; (2) additional funding for broadband infrastructure grants to improve economic and educational competitiveness of rural areas to supplement Prince George's partnership with P.G. Electric; (3) State requirement to pay full daily rate of local jails if State prisoners are in local jail for longer than 12 months; (4) requirement that any discretionary State salary increases for teachers and constitutional officers have guaranteed State funding; (5) protecting localities ability to discuss and accept cash profits within the HBA bill to be introduced in 2019; (6) protecting local grants to Prince George relating to local emergency planning, regional burn building, EMT personnel; (7) review Dominion Power's report to the General Assembly on facilitating broadband expansion in rural areas so that it fairly requires Dominion to participate in

broadband expansion by using Dominion's infrastructure to expand availability or allowing other vendors to access their infrastructure; (8) requiring VDOT to comply with common law legal requirement to construct and maintain drainage facilities necessitated by road construction so that the water reaches an adequate natural water source; and (9) providing grant opportunities for treatment upgrade at the regional wastewater treatment plant. There was some discussion regarding those issues and in regard to Item 4, Delegate Aird stated that teacher raises will be on the table this year. In regard to Item 8, it was also stated that drainage was a secondary consideration for VDOT.

In addition, Item 10 was brought forward by Supervisor Brown, a resolution in support of Ratification by Virginia of the Equal Rights Amendment. After much debate on this topic between Delegate Aird and Delegate Ingram, Delegate Brewer stated that discussion on this topic is not appropriate at this time since it was placed on the agenda at the last minute and the Board of Supervisors have not had a chance to consider it as a governing body yet. She suggested that the Board discuss and vote on it separately and then maybe bring it forward to the legislators at a later time. The Board agreed to place it on their December 11 Agenda for discussion and consideration.

There was some additional discussion regarding delegation meetings to fill judgeships, districting housing policy and eviction diversion program, earned income tax credit, casinos in Bristol and Portsmouth, conforming to Federal tax code, Amazon legislative actions, safety and cleanup of mobile home park communities, and workforce development.

**ADJOURNMENT.** Mr. Brown made a motion, seconded by Mrs. Waymack, to adjourn at 7:38 p.m.

On roll call the vote was:  
In favor: (3) Hunter, Brown, Waymack  
Opposed: (0)  
Absent: (2) Carmichael, Webb

[Draft Minutes prepared December 27, 2017 for consideration on January 8, 2017; adopted by unanimous vote.]

---

Alan R. Carmichael, Jr.  
Chairman, Board of Supervisors

---

Percy C. Ashcraft

County Administrator

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

Budget Work Session  
December 19, 2018  
6:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Wednesday, December 19, 2018 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Vice-Chairman Donald R. Hunter for a work session to discuss the budget.

**ATTENDANCE.** The following members responded to Roll Call:

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

County Staff present was: Percy C. Ashcraft, County Administrator and Jeff Stoke, Deputy County Administrator; Betsy Drewry, Finance Director; Steve Micas, County Attorney, Corrie Hurt, Human Resources Director; Brad Owens, Director of Fire and EMS; and Rod Compton, Real Estates Assessor.

**INVOCATION.** Mr. Brown gave an invocation.

**PLEDGE OF ALLEGIANCE TO U.S. FLAG.** Mr. Webb led the Pledge of Allegiance.

**ADOPTION OF AGENDA.** Mrs. Waymack made a motion, seconded by Mr. Brown, to approve the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Webb, Hunter, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

**Fire/Apparatus Fund - 2¢ and Review of Purchases**

Mr. Ashcraft introduced Mr. Brad Owens to discuss the history of the Fire/Apparatus 2 cent fund. A review of the process, purchases and funding balance was presented.

**Resolution: Authority to Advertise Public Hearing for the Appropriation of Up to \$1,380,000 in Debt Proceeds to the Capital Projects Fund for Self-Contained Breathing Apparatus (Budget Amendment)**

Mr. Owens gave an overview of the Self-Contained Breathing Apparatus process and answered Board questions about the process, equipment details, and status.

The Board considered – Authority to Advertise for a Public Hearing on the January 8 regular Board of Supervisors meeting agenda. Vice Chairman Hunter asked if there was a motion. Lack of a motion. Resolution failed due to lack of a motion.

**Fund Balance Update**

Ms. Drewry provided an update on the FY18 County fund balance of \$22,717,153. A review of the items already reserved within the fund balance was explained. Potential future fund balance requests were reviewed. The unreserved remaining fund balance is \$18,334,999.81 which is 16.11% of budgeted FY19 expenditures. A powerpoint presentation accompanied the discussion throughout the agenda items.

**Revenue Discussion:**

**Real Estate Assessment**

Mr. Compton provided an overview of the assessment process and reviewed the annual trends of assessment values. Mr. Compton anticipates a 4.8% increase in the County land book value. An estimated equalization rate would set the tax rate at \$0.83.

**Land Use Rate**

Mr. Compton reviewed the land use program in Prince George County. Land qualification is set by the Commonwealth of Virginia.

**Personal Property – Assessed Value**

Ms. Drewry reviewed the projected assessments under this category. An increase of 3.7% is projected for the personal property tax book value.

**Expenditure Discussion:**

**Personnel**

Ms. Drewry reviewed the expenditure assumptions for FY20.

**Salary Study Phase II – Update**

Ms. Drewry discussed a separate Fire/EMS pay “tiered” range category. There was also a discussion on addressing pay compression. Staff is preparing calculations.

Ms. Drewry stated that staff would like to renew with Anthem. Requesting to keep current benefit levels and remain combined with schools. There is a new school finance director that will be communicated with during the budget process. Staff recommends staying self-insured.

**Debt Service Schedule**

Ms. Drewry reviewed the debt service payment schedule and the fiscal year certain bonds will be paid in full which reduces the total tax supported debt. Staff recommends keeping annual debt level at \$7.2 million to pay for future capital improvement needs.

### **Borrowing – Spring/Summer 2019**

#### **New Walton Elementary**

Ms. Drewry reviewed the upcoming projects approved and proposed for the Spring of 2019. Supervisor Webb requested estimates on a Jefferson Park VFD new building construction for possible Spring 2019 borrowing. Ms. Drewry reviewed some of the possible school debt payment scenarios if the construction of a new Walton Elementary moved forward.

### **Capital Improvement Projects (CIP) – 2020 & Beyond**

Ms. Drewry reviewed the CIP proposed project list developed by the CIP Committee. If a new school was included in the FY20 budget, the financial ability to pay for other CIP items would be limited.

### **School Funding**

Ms. Drewry gave a historical overview of the funding supplied to the school division on an annual basis. There was also a review of one-time payments made to the school division. The CSA funds are given in total to the school division and then the \$350,000 CSA payment is given back to the County.

### **Discussion of MOU**

Ms. Drewry reviewed the MOU revenue streams subject to sharing. The methodology of the MOU formula and proposed carve outs for specific items were explained. The School Board approved a request for \$583,616 in “excess funds” remaining in FY2018 to be appropriated to FY2019 (carryover). A detailed list of proposed expenditures will be provided by the school board.

### **School Construction**

Mr. Ashcraft asked Mr. Micas to review the status of County-owned property at the Courthouse/Allin Road water tower site and the Middle Road water tower site. Mr. Micas reviewed the history and deeds of the subject properties. The deeds are clear of restrictions and can be used for any County public purpose.

### **Real Estate Tax Rate**

Mr. Ashcraft asked if the Board of Supervisors was ready to discuss a proposed tax rate in order to give guidance in the development of the FY20 County budget. Vice Chairman Hunter asked if the Board would like to set a tax rate number tonight, but due to Chairman Carmichael’s absence, a decision was not made tonight.

**ADJOURNMENT.** Mr. Webb made a motion, seconded by Mr. Brown, to adjourn at The Board agreed by consensus to adjourn at 8:09 p.m.

On roll call the vote was:

In favor: (4) Webb, Hunter, Brown, Waymack  
Opposed: (0)  
Absent: (1) Carmichael

[Draft Minutes prepared December 27, 2018 for consideration on January 8, 2019; adopted by unanimous vote.]

---

Alan R. Carmichael, Jr.  
Chairman, Board of Supervisors

---

Percy C. Ashcraft  
County Administrator