

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

February 26, 2019

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 7:00 p.m. on Tuesday, February 26, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

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

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

**Invocation.** Mr. Brown gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:02 p.m.

Mr. Chris Johnson (4005 Newstead Place). Mr. Johnson, a School Board member, thanked the Board for their support to the Prince George County Schools. He stated that he is grateful for all that they do for the children and the facilities. He respectfully requested that the Board give back the Impact Aid to the Schools. He stated that he can make himself available at any time if they would like to speak to him directly.

Mr. Rick Massey (6101 Archwood Drive, Disputanta). Mr. Massey thanked the Board for the fiber optic cable. However, he did state that he was worried about the Board's foresight into the future. This County is currently in need of two elementary schools and he believes the Board should get going on it since the price is steadily going up. He stated that people come to Prince George because of the safety and the school system. He also stated that teacher salaries are 9,000 below the National average, causing this County to lose good teachers. He also talked about teacher, substitute teacher, and bus driver shortages.

There being no one else to speak, Chairman Hunter closed the public comment period at 7:06 pm.

**APPROVAL OF AGENDA.** Mr. Carmichael made a motion, seconded by Mrs. Waymack, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Brown, Waymack, Carmichael, Hunter, Webb

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** Mr. Webb made a motion, seconded by Mr. Brown, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – February 12, 2019 Regular Meeting minutes were approved as presented.

On roll call the vote was:

In favor: (5) Brown, Waymack, Carmichael, Hunter, Webb

Opposed: (0)

Absent: (0)

### **SUPERVISORS' COMMENTS**

Mr. Brown stated that he and Chairman Hunter have attended a couple of events this past week throughout the County in honor of Black History Month. He thanked those involved for providing these programs to educate the citizens on the history of this County.

Mrs. Waymack brought to the public's attention the Buy Fresh Buy Local brochure.

Mr. Webb thanked everyone for coming out.

Mr. Hunter concurred with Mr. Brown's comments regarding the events that they attended. He stated that there is so much history in this County. He also talked about the "Pillowcase Program" which is done in conjunction with the Red Cross for disaster preparedness for elementary students. Chairman Hunter also reminded everyone of the Burn Ban in affect February 15 through the end of April with no burning before 4 p.m. and of Daylight Savings Time beginning March 10.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Ashcraft stated that the Prince George County Business Roundtable will meet on February 27 at 12:00 Noon at the Prince George Library. There will be a Fort Lee Town Hall Meeting: 'Family Housing Concerns' on February 27 at 6 p.m. at the Lee Theater. The Annual Hopewell-Prince George Chamber of Commerce Meeting will be on February 28 at 11:30 a.m. at Upper Shirley Vineyards. 'Mobile McEachin' Congressional Staff Meeting will be on February 28 from 1 to 4 p.m. at the Prince George Library. There will be a Planning Commission Meeting on February 28 at 6:30 p.m. in the Boardroom. The USSSA Early Bird Baseball Tournament will be on March 2-3 at 8 a.m. daily at Prince George baseball fields. The 44<sup>th</sup> Annual Joint Culinary

Training Exercise will be March 9-14 from 9 a.m. to 4:30 p.m. daily at the MacLaughlin Fitness Center. There will be a Pickleball Open House on March 9 from 10 a.m. to 1 p.m. at the Central Wellness Center Gymnasium. Richard Bland College is reported to be the fastest growing post-secondary institution in the Commonwealth. Casey Logan has been named the new Chief Executive Officer (CEO) of Prince George Electric Cooperative. Prince George County 4-H registration is underway.

## **REPORTS**

**Update on Legislative Redistricting Maps** - Mr. Steve Micas, County Attorney gave an update on the General Assembly Redistricting and the 2020 Census. Historically the General Assembly has always drawn the election districts from which Senators and Delegates are elected. About a year ago, the Federal Courts held that the plan for the election districts in Virginia was unconstitutional because it basically packed minorities into districts to create super majority minority districts. The General Assembly tried to pass a redrawn districting map and the Federal Court said no. They are going to basically bring in a magistrate from California who has now redrawn the election districts in Virginia. Republicans have appealed but no one knows at this time if it will be heard. He reviewed the current districts in comparison to the new districts that may affect the June 2019 Primaries as well as the November elections. In terms of the 2020 Census, Mr. Micas April 1, 2020 is the "Magic Census Day." The results will be received in December of 2020 for elections in 2021. The new law allows removal of the prison population from local redistricting. However, Fort Lee residents that were undercounted in 2010 can be picked up in 2020.

## **ORDER OF BUSINESS**

**A-1. Discussion and Possible Action on Parks and Recreation Advisory Commission Matters.** Mr. Keith Rotzoll, Director of Parks and Recreation, stated that the Board has previously approved naming the gym in the Central Wellness Center after the Coach Reggie Jones. The Parks and Recreation Advisory Commission is now requesting that Field 1 at the JEJ Moore Sports Complex be named after Mr. Thomas Bendall. Coach Bendall has dedicated his time for 38 years and has been a major fabric in the sports community. Mr. Carmichael stated that he thinks this is great. He stated that Mr. Bendall has been dedicating his time to this program for 38 years and this is a tremendous feat. Chairman Hunter agreed. Mr. Brown stated that he originally brought these two names forward because it was requested by many citizens in this County. Mr. Webb made a motion, seconded by Mr. Brown, to name Field 1 at the JEJ Moore Sports Complex after Coach Thomas Bendall. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Brown, Waymack, Hunter, Webb, Carmichael

Opposed: (0)

Abstained: (0)

**A-2. Resolution; Authorization to Schedule a Public Hearing to Consider Proposed Amendments to Chapter 82 of the County Ordinance – Utility Connection Fees.** Mr. Frank Haltom, County Engineer, stated that

Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-19-027

A-2.

**AUTHORIZATION TO SCHEDULE A PUBLIC HEARING TO CONSIDER  
PROPOSED AMENDMENTS TO CHAPTER 82 OF THE COUNTY  
ORDINANCE - UTILITY CONNECTION FEES**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of February, 2019, does hereby authorize the advertisement of a public hearing to consider proposed amendments to Chapter 82 of the County Ordinance - Utility Connection Fees.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-3. Resolution; Authorization to Schedule a Public Hearing to Consider Proposed Amendments to Chapter 82 of the County Ordinance – Utility Conservation Plan.** Mr. Haltom stated that

Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-19-028

A-3.

**AUTHORIZATION TO SCHEDULE A PUBLIC HEARING TO CONSIDER  
PROPOSED AMENDMENTS TO CHAPTER 82 OF THE COUNTY  
ORDINANCE - UTILITY CONSERVATION PLAN**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of February, 2019, does hereby authorize the advertisement of a public hearing to consider proposed amendments to Chapter 82 of the County Ordinance - Utility Conservation Plan.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-4. Resolution; Authorization to Schedule a Public Hearing to Consider Proposed Amendments to Chapter 82 of the County Ordinance – Utility Pro Rata Policy.** Mr. Haltom stated that amendments to Chapter 82 are recommended to require new subdivisions and developments within the defined planning area to construct water and sewer infrastructure improvements in accordance with the adopted Water and Sewer Master Plan and pay their pro rata share for such improvements. These amendments add the requirement that new developments shall have no appreciable detrimental effect upon the functioning of the existing system of water and sewerage facilities. It further requires as a condition of subdivision or development approval, where the County's Water and Sewer Master Plan, or otherwise approved improvement plan, has established an improvement within the planning area and improvements are constructed to serve the demands generated by subdivisions and developments within that area, each developer whose project will be served by such improvements may be required to pay its pro rata share of the cost of providing such improvement. The pro rata share shall be based upon the impact that a development has upon the total rate of flow of water and/or sewerage to such improvements. Once an improvement plan has been established for an area, approval of all subdivisions and developments within the area shall be subject to the compatibility of the plan, including construction and utilization of water and/or sewer improvements by such subdivisions or developments in accordance with the terms of the plan. Where a developer constructs improvements designed to service other developments as provided for in an established water and/or sewer improvement plan and the cost of constructing such improvements exceeds the value of the developer's pro rata obligations as determined by the county, any subsequent developer utilizing those improvements shall reimburse the party constructing such improvements for the cost of such construction in accordance with the degree to which such developer utilizes such improvements as determined by the county. Staff requests the authority to advertise a public hearing for March 26, 2019 to consider the amendment and adoption of the County ordinance. There was discussion between the Board and Mr. Haltom as to how the pro rata share is calculated. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-029

A-4.

**AUTHORIZATION TO SCHEDULE A PUBLIC HEARING TO CONSIDER  
AMENDMENTS TO CHAPTER 82 OF THE COUNTY ORDINANCE –  
UTILITY PRO RATA POLICY**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of February, 2019, does hereby authorize the advertisement of a public hearing to consider Amendments to Chapter 82 of the County Ordinance - Utility Pro Rata Policy.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-5. Resolution Approving Commonwealth of Virginia (COVA) 457 Plan.** Ms. Corrie Hurt, Director of Human Resources, stated that on February 12, 2019 the Board received an overview of the State-sponsored Commonwealth of Virginia (COVA) Deferred Compensation Plan. Currently, 66 County employees participate in Nationwide while 11 employees participate in VALIC. Staff is recommending the COVA Deferred Compensation Plan and stopping new enrollments in the existing VALIC plan. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-030

A-5.

**Commonwealth of Virginia 457 Deferred Compensation Plan  
Resolution**

WHEREAS, **Prince George County** (the “Employer”), acting by and through **the Prince George County Board of Supervisors**, desires to adopt the Commonwealth of Virginia 457 Deferred Compensation Plan (the “Plan”) for its employees as defined in the adoption agreement between the Employer and the Virginia Retirement System (the “VRS”); and

WHEREAS, the Plan, which includes both Roth and Traditional options, is authorized by the *Code of Virginia* § 51.1-600 et seq. and Internal Revenue Code § 457(b), and political subdivisions are authorized to participate in such Plan by the *Code of Virginia* § 51.1-603.1; and

NOW, THEREFORE, BE IT RESOLVED, that the Employer hereby approves the adoption of the Plan for its employees in accordance with applicable law and policy; and

BE IT FURTHER RESOLVED, that the Employer’s staff is hereby directed to implement the Plan effective the first day of **July, 2019** but no sooner than the date established and confirmed by VRS.

NOW, THEREFORE, the officers of the Employer are hereby authorized and directed in the name of the Employer to carry out the provisions of this resolution, enter an adoption agreement with VRS, and pay such sums as are due to be paid by the Employer for this purpose.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-6. Resolution; Authorize the Police Department to Complete and Submit a Grant Application to DCJS for Four School Resource Officers (Walton, South, Beazley, and North Elementary Schools).** Chief Keith Early stated that Staff is requesting authorization to apply for a Department of Criminal Justice Services School Resource Officer grant. The proposed grant would be for funding four (4) SRO positions at Walton Elementary, South

Elementary, Beazley and North Elementary Schools. The total amount requested for this grant application is \$70,000 per position for a grant total of \$280,000. The Prince George Police Department is requesting the State to provide \$53,263 per position for a total of \$213,052. Prince George County is required to match \$16,737 per position for a total of \$66,948. The grant would be for a period of twelve months. Additional, continuation funding is dependent on the availability of funds. The requested funding source for local cash match is General Fund Balance. Mr. Carmichael made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-19-031

A-6.

AUTHORIZE THE POLICE DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO DCJS FOR FOUR SCHOOL RESOURCE OFFICERS (WALTON, SOUTH, BEAZLEY, AND NORTH ELEMENTARY SCHOOLS).

WHEREAS, the Police Department is requesting approval of the Prince George County Board of Supervisors to apply for grants totaling \$280,000 through The Virginia Department of Criminal Justice Services, due March 8, 2019; and

WHEREAS, the total award of \$213,052 requested from the State, and local cash and in-kind match of \$66,948, will be utilized for payment of salary, benefits, equipment and training for School Resource Officers at William A. Walton Elementary School, L. L. Beazley Elementary School, South Elementary School, and North Elementary School; and

WHEREAS, the grant requires a local cash match of \$34,488 (\$8,622 per grant), and will result in an increased general fund appropriation upon award (from fund balance). The in-kind match of \$32,460 (\$8,115 per grant) will not require an increased appropriation.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of February, 2019, does hereby authorize the submission of a grant application to DCJS for \$280,000, which requires a total local match of \$66,948 for salary, benefits, equipment and training for additional School Resource Officers at William A. Walton Elementary School, L. L. Beazley Elementary School, South Elementary School and North Elementary School.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Virginia Department of Criminal Justice Services.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-7. Acceptance of the Dedication of a Temporary Construction Easement in Cedar Creek for Stormwater Improvements.** Mr. Micas stated that since 2014, County residents have paid an annual stormwater fee of \$36 that is used to repair pre-existing water features in the County that collect and transport surface stormwater. Currently three large stream restoration/repair projects have been designed and construction has begun in Birchett Estates and Cedar Creek. In accordance with § 15.2-1803, Code of Virginia (1950), as amended, the Board must authorize the County Administrator to accept the conveyance of all easements, including the listed easement. All property interests necessary to complete the projects have now been acquired.

<u>Tax Map Parcel #</u>	<u>Owner</u>
12C(01)0B-032-0	Ian M. Sammler and Britney J. Ceney

Mr. Brown made a motion, seconded by Mr. Webb, to accept this temporary construction easement. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack

Opposed: (0)

Absent: (0)

**A-8. Presentation of FY20 Budget.** Mr. Percy Ashcraft, County Administrator, stated that ultimate approval of the annual Budget is seen as the most important action taken by the Board of Supervisors. The Budget serves as a financial roadmap for what programs and services are offered in Prince George County. The Budget is balanced in accordance to State code and is proposed to reflect accurate revenues and expenditure projections with the best information that is available at the time of presentation. Furthermore, it is proposed to continue providing a high level of service to the citizens and businesses of Prince George County. Prince George County for FY '18 reported on time its financial data required by its auditor Robinson, Farmer, Cox. As a result, an unqualified opinion was given by the auditing firm. Prince George County's AA plus bond rating was reaffirmed in March of 2017. All financial policies approved by the Board of Supervisors were adhered to in FY '18, and recommendations in the FY '20 Budget were determined with all policies in mind. The Finance Department for calendar year 2018 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2017. Staff continues to recommend to the Board of Supervisors the keeping of Fund Balance above 15 percent, even though the percentage requirement was reduced to 12.5 percent from 15 in 2015. The Fund Balance reported in the FY '18 audit was 22.6 percent. The projection for FY '19 is 16.6 percent. The forecast for June 30, 2020 is 15.4 percent. This drop in percentage relates to the separation of approximately \$2.3 Million in Stormwater Fund bond proceeds and activities for FY '19. Additionally, the Board of Supervisors approved use of \$254,000 in Fund Balance for FY '19 to assist the School Division with health insurance and approved another appropriation of \$654,380 to repay an outstanding school Utility loan. No Fund Balance will be used to balance the General Fund for FY '20.



Calendar year 2018 was another dynamic 12 months for Prince George County. An aggressive Staff agenda was endorsed by the Board of Supervisors, and a multitude of goals were accomplished in every area of government. As a result, numerous honors and awards were issued to departments and individuals. They include:

Fire & EMS Director Brad Owens was selected to the class of 2019 for the prestigious Lead Virginia Leadership Program.

-Kirsten Cherry, IT Director, completed the Lead Virginia Leadership program in 2018.

-Jeffrey Stoke was named Top Deputy County Administrator in Virginia in 2018 by VLGMA.

-Broadband Public/Private Partnership Awards:

Hopewell-Prince George Chamber of Commerce, 2/22/2018, Upper Shirley Vineyard

- Innovative Practices

VEDA (Virginia Economic Developers Association), 4/13/18, Richmond, VA - Community Economic Development Awards

NACo (National Association of Counties), 7/15/18, Nashville, TN - Achievement Award VACo

(Virginia Association of Counties), 8/14/18 - Achievement Award

NATOA (National Association of Telecommunications Officers and Advisors), 8/30/18, Philadelphia, PA - Community Broadband Award

-Police Department received the 'Public Safety' Award from the Hopewell-Prince George Chamber of Commerce.

-Police Department Detective Wayne Newsome was recognized by the United States Attorney's Office with a Public Safety Award.

-Police Department Officer Ernest Dillard was recognized by Mothers Against Drunk Driving.

-Police Department Officer Charles Santilli was recognized by the Hopewell VFW Post 637 as Officer of the Year.

-Riverside Criminal Justice Agency Pretrial Officer Leigh Romero received the 'Calm in the Eye of the Storm' Award.

-Prince George County voted "Best Place to Live" by readers of the Progress-Index for second consecutive year.

-Prince George County received the GFOA Distinguished Budget Presentation Award for the 2018-19 Budget.

-Prince George County Human Resources received recognition for their participation in the Youth Workforce Program.

The County continues to have an aggressive approach to informing its citizens through its website and the social mediums of Twitter, Facebook, Tumbler and Constant Contact outreach. Facebook has over 8,500 followers while Twitter has almost 2,500 followers. In addition the website had 145,910 new visitors for calendar year 2018. A weekly County newsletter has 1,222 subscribers. The Spring and Fall County newsletter is mailed to over 15,000 locations in the County. In addition, relationships remain strong with traditional media such as newspapers, television and radio.

According to the Weldon Cooper Center for Public Service, Prince George County as of July 1, 2018 had an estimated population of 37,212, which is a 4.2 percent increase above the 2010 Census figures. The figures are broken down in five categories: (1) General Population 28,400; (2) Fort Lee 4,644; (3) Riverside Regional Jail 1,315; (4) Federal Prison - Low

Security 1,286; Medium Security 1,567. The unemployment rate in Prince George remained stable in 2018. The latest figures showed a 3.1 percent rate through December.

Investments made by the Board of Supervisors in various community projects advanced in 2018. Construction of a new courtroom in the County Courthouse is expected to be completed later this spring. Construction of a new fire station on Route 10/Moody Road is expected to be completed later this spring. Design is underway for two new utility projects along Route 156 and Route 460 to the Food Lion Distribution Center. The second phase of New Scott Park (the Buren Property) held its first Travel Soccer Tournament in November and practices and games by the Parks & Recreation Department were held throughout the year. Continued upgrades to the Central Wellness Center created upgrades to several rooms on the first floor that are now occupied by non-profit organizations. The gymnasium was named after longtime volunteer coach Reggie Jones and is now a venue for special events that included in 2018 a memorial service for Leigh Primmer and a statewide summit on rural broadband expansion. New lighting and bleachers were also installed. The County's Stormwater Program continued to make upgrades and improvements, including starting three major projects in Cedar Creek and Birchett Estates. Rehabilitation work was completed at South Crater Road sewer pump station. A new public safety radio system is now in Phase 2 and vendors are being interviewed. A Service Agreement was negotiated with Fort Lee to collaborate on 9-1-1 services.

In 2018, Prince George County had businesses complete or start new private investment with new locations, renovations, or expansions. There was a total of 2,129 business licenses in 2018 (2,163 in 2017). New business licenses in 2018 amounted to 301 (compared to 466 in 2017). The remaining 1,828 business licenses were renewals. The 6th Annual Czech Slovak Folklife Festival saw approximately 2,500 visitors to the County complex in October. Worked with an architect in creating "Prince George, The Man", Alcove and Bust. Assisted with the Founder's Day Celebration dedicating the 315th anniversary of the founding of Prince George County and the unveiling of "Prince George, The Man", Alcove and Bust. Members of the Danish Consulate, Washington, D.C., were honored guests at this event. Secured a lease between Tree Time Adventures and Prince George County for a new outdoor adventure theme park to be located in Scott Park. Partnered with Prince George Electric Coop Enterprises, LLC (PGECE) to host 2018 RURALBAND event at the Central Wellness Center. PGECE brought fiber-to-the-home to over 340 citizens and businesses. Scheduled six baseball/softball tournaments and the Jerry Skalsky Soccer Tournament in the County: USSSA Quest For The Best USSSA State Tournament; USA Softball Regional Qualifier; Kevin Ferguson Scholarship Tournament USSSA; Fall State Tournament Even Age Groups USSSA; and Fall State Tournament Odd Age Groups.

Mr. Ashcraft stated that every locality experiences its share of 'growing pains' as it evolves with a combination of population influx and services that are expected to meet modern needs. Prince George County is no different. Pressures are being felt throughout the entire County Government. Total permits processed in the Community Development & Code Compliance Department increased 18.4 percent in 2018. Total Property Maintenance inspections in the Community Development & Code Compliance Department increased 27 percent in 2018. Total Environmental inspections in the Community Development & Code Compliance Department increased 31.7

percent in 2018. Total 'Crimes Against Society' increased 27.2 percent in 2018. Total arrests increased 35.6 percent in 2018. Total traffic stops increased 20.2 percent in 2018. Total accidents increased 19.2 percent in 2018. Fire & EMS handled 3,322 calls in 2018 that required one or more EMS units. Activations per fire companies increased 21 percent in 2018. The County Attorney's Office responded to 357 Freedom of Information and Court subpoena requests. The Utilities Department served 4,458 total customers in 2018, a 3.5 percent increase. The Real Estate Assessor's Department conducted 2,500 property inspections/visits in 2018. The Real Estate Assessor's Department now maintains online property records for all 13,800 parcels. The Social Services Department served an average of 4,670 participants each month. Pre-trial services in the Riverside Criminal Justice Agency increases 21.7 percent in 2018. Participation in Parks & Recreation Fitness Rooms increased: Community Center by 12 percent; and the Central Wellness Center by 40 percent. Total number of criminal cases heard was 1,060 in 2018, a 32.7 percent increase. Circuit Court totals up to 1,058, a 34% increase. General District Court totals up to 4,240, a 13% increase. Juvenile & Domestic Relations Court totals up to 436, a 9% increase.

The FY '19-20 Budget is prepared based on the following provisions:

- Real estate revenue is expected to have an increase over FY '19. Other revenue sources remain relatively flat.
- Tremendous increase in costs at Riverside Regional Jail thwarted much available funding for other projects, programs and personnel.
- Large increase in Comprehensive Services Act expenditures.
- After an aggressive capital program the last few years and into this spring, borrowing for future projects is not available without increased supporting revenues.
- Employee health insurance premiums will increase despite careful claims management.
- Continuing a vehicle replacement plan for public safety vehicles.
- Continued implementation of a 2018 Salary Study and an overall increase to all employees.
- Providing financial support for the Public School Division based on a revised Memorandum of Understanding approved by the Board of Supervisors.
- Advancing utility projects as outlined in the Master Plan.
- The need to continue to address maintenance upgrades to County buildings.

The total County Budget adopted is \$122,573,723 which is 5.6 percent more than the Budget document adopted for fiscal year 2019. The General Fund Budget is \$57,588,634, which is 4.1 percent more than the adopted amount for fiscal year 2019. General Fund expenditures for FY '20 are \$2,270,116 greater than FY '19. This equates to an increase of 4.1 percent from FY '19. There are 268 full-time employees and eight part-time positions authorized in the Budget proposal and 262 full-time and eight part-time positions are funded. For FY '20 the only position changes proposed are an additional deputy in the Sheriff's Office and an additional attorney in the Commonwealth Attorney's Office if Compensation Board funding becomes available. A reclassification of a County Administration clerical position is also proposed. The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '20 is 37 percent of the Budget. The Budget requests a salary increase on average of 2.66 percent for employees, and also makes adjustments in other areas relative to the 2018 Salary Study. The costs for the proposed salary increases are \$399,869 to the General Fund. An increase of 11.7

percent is requested for increase in costs to employee health insurance. The County will absorb the increase and no increase in premiums will be passed along to the employees. An additional \$197,746 is included in the General Fund to cover claims and fixed costs. The Special Revenue and Utility Funds budgets are increased by \$26,792 for increased claims and fixed costs. The budget proposal includes \$97,000 for continuation of a career development program for Police, Fire & EMS, Utilities, Social Services, Community Development, Animal Services Center, Emergency Communications and adds new departments Community Corrections, Information Technology, Finance, General Services and Parks & Recreation.

The local transfer to the Public School Division is 29 percent of the General Fund Budget for FY '20. The proposed budget includes funding in compliance with the Memorandum of Understanding approved by the Board of Supervisors in the fall of 2018. The amount of the transfer is \$16,687,651. Also approved are contributions to Richard Bland Community College at \$12,000; and John Tyler Community College \$4,622. A contribution is included for the Virginia Cooperative Extension Office at \$83,490. This amount supports local 4-H and other agricultural activities.

The FY '20 Budget includes funding for first responders in the Fire & EMS Department and the Police Department. The Fire & EMS Budget is proposed at \$3,246,758, a 13.4 percent increase over FY '19. The Police Department Budget is proposed at \$5,931,441, a 5.2 percent increase over FY '19. Also included is \$400,000 of debt issuance for Police and Sheriff vehicle replacements. Volunteer Fire and Rescue companies will receive a combination of \$4,130,015 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$3,246,758 distributed through Fire & Rescue Administration, \$316,452 in contributions to fire companies in the form of Fire Company budgets. Combined spending is \$428,130 more than in FY'19. \$23,783 of this increase is attributable to SAFER grant spending planned for FY '20 (Federal Funding plus local match). An estimated amount of \$123,000 will be appropriated equally to the Fire Companies in the fall of 2019 for Fire Programs Funds. The County is also funding \$25,780 to cover the mandate by the General Assembly for coverage for the Volunteer Fire & EMS and Auxiliary Police relative to the Line of Duty Act. The Length of Service Awards Program (LOSAP) is a benefit provided to fire volunteers for length of service to the County. The fund is budgeted based on an actuarial study and is administered by Hometown Insurance Agency. The contribution budgeted for FY'20 is \$135,000. Volunteer Fire & EMS companies also receive the amount of two cents on the real estate tax rate in an Apparatus Replacement Fund. The amount for FY '20 pledged to debt service from those two cents is \$337,463. Another \$162,537 will be transferred to the Capital Improvement Fund for Apparatus to equate to two cents of the real estate tax, or \$500,000.

The single most dramatic change in the Budget from FY '19 to FY '20 is the expenditures to the Riverside Regional Jail. Increases in the daily population, coupled with declining jail revenue, have created the need for an increased Prince George County contribution of \$676,886, or 50% over last year. The proposed contribution to Riverside Regional Jail is based on a recommended daily per diem of \$43 per day. The per diem

must be approved by the full board of the Riverside Regional Jail. In addition, contributions to the Crater Youth Care Commission are expected to rise by \$40,068 or 15.7 percent over FY '19. The Department of Social Services is funded at 3.89 percent of total Budget expenditures. The local portion is \$876,575. Also proposed is \$1,960,000 to cover expenses related to the Comprehensive Services Act, of which \$623,173 is the required local match. The increase in Comprehensive Services Act spending is \$690,000 or 54.8 percent. The Board of Supervisors has also requested to reinstate the five-person Social Services Board to oversee operations. Currently, the County Administrator is the Social Services Board. This historically was the way the department operated up until about 15 years ago. The County participates in the VJCCCA (Virginia Juvenile Community Crime Control Act) program. One local employee oversees juvenile home monitoring and juvenile community service programs. A total of \$89,682 is included for this program for FY '20. The County receives state funding of \$52,775 and \$36,907 is the budgeted local contribution.

The Board of Supervisors will consider borrowing funds on March 12 to complete another round of borrowing for various capital projects. The adopted Budget includes limited one-time equipment purchases, but there are no major capital purchases recommended. Staff will review the Capital Improvements Plan before next year to review the capacity to borrow and new revenue that might be needed. For FY '20, \$400,000 in tax-supported debt issuance is proposed for Law Enforcement Vehicle Replacements. Very little capital spending in the operating budget is proposed due to the magnitude of our Riverside Regional Jail increase. Capital and Vehicle Spending proposed as part of the operating budget totals \$160,761. There is also \$300,000 included to continue maintenance projects to County buildings and grounds.

Proposed County-wide Debt Service payments and contributions to reserves for debt service are at levels similar to FY '19. Total proposed debt service payments are \$7,987,412; \$62,145 less than the FY'19 adopted amount. The proposed General Fund transfer to Debt is \$7,160,506; \$62,589 less than FY '19. This slight reduction is primarily attributable to a drop in the amount of the final debt payment for Series 2014E - Fire Apparatus. An increased General Fund contribution to the CIP fund offsets this reduction, and makes the \$0.02 Real Estate Tax contribution to fire apparatus whole. Debt is broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. Utilities, County Stormwater, and Economic Development have specific revenue streams which support debt related to these activities. County Tax Supported and School debt are supported by the General Obligation of the County and relies completely on the tax dollar.

The Prince George County Public Utilities Department is an enterprise fund charging fees for services rendered in an amount great enough to cover its own expenses. Revenues are primarily generated through user fees and connection charges. General Fund tax dollars are typically not used to fund the annual operating expenses of the department. Each year the County reviews the utilities fees to ensure that the on-going fees are sufficient to cover the continuity of its operations. There are no increases proposed in utilities fees for FY 2020. FY 2020 includes an increase of \$243,690 in expenditures from the FY 2019 budget. This increase is primarily due to the continuation of capital project expenditures and contributions for capital maintenance. Revenues to offset the additional expenditures are expected through additional utility customer

accounts as well as funds from Utility cash reserves. The FY 2020 adopted budget includes \$1,530,862 for projects related to the expansion of utilities and the repair or replacement of existing utility infrastructure. The total proposed Utilities Budget for FY 2020 is \$8,522,196; \$6,816,894 net of inter- fund transfers.

Growth in the real estate revenue is projected at \$760,000 or 3.4 percent. The proposed Budget contains no increase in any local tax rate or fee. The real estate rate remains at 0.86 cents per \$100 of assessed value. Other increases in revenue include \$100,000 in personal property, which is garnered from an increase in book values and proration that was adopted by the Board of Supervisors in 2014.

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,125,000. The Department of Economic Development will pay \$385,916 in debt related to the construction at Crosspointe Centre. The Board of Supervisors is being requested to compensate members of the Industrial Development Authority for its service similar to other boards and commissions that have been approved by state law. The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. Of the five percent tax, two percent remains in the General Fund and the remaining three percent is transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County. The FY '20 budget projects \$440,000 in revenue from this lodging tax to be specifically dedicated to the Tourism Fund. The County's annual contribution to the Prince George County Heritage Center remains at 7.5 percent of the lodging tax (\$33,000) and assists with funding daily operations. Funds have been set aside for contributions to the Petersburg Area Regional Tourism \$38,500 and to the Hopewell-Prince George Chamber Visitor's Center \$46,440. Also included in the Tourism Fund budget are \$149,490 for debt service on the I-95 Exit 45 water system and \$14,000 for maintenance of improvements made at Exit 45.

In conclusion, the proposed Budget for FY '20 is balanced in accordance with State financial principles and those policies adopted and adhered to by the Board of Supervisors. There will be no local tax or fee increases. There will be Increases in contributions to the Riverside Regional Jail are \$2,031,776, \$676,886 (50%) over FY '19. This budget funds the Public School Division at \$16,687,651, which is determined from a revised Memorandum of Understanding adopted by the Board of Supervisors in 2019. It funds \$7,160,506 in debt retirement and contributions to debt reserves. It funds volunteer programs at \$5,732,720, which includes direct contributions from the County; funds through the Department of Fire & EMS budget; SAFER grant amounts; and special programs such as Line of Duty Act and Length of Service Awards Program. This budget provides funding for the Comprehensive Services Act at \$1,950,000, with \$623,173 the required local match for CSA. The increase in Comprehensive Services Act spending is \$690,000 or 54.8 percent. It reinstates the five-person Social Services Board to oversee operations in lieu of the County Administrator. It adds compensation for the Industrial Development Authority Board. It includes no funding for capital projects except \$400,000 for law enforcement vehicles and recommends \$160,761 for equipment in the General Fund. It includes funding for Utility capital projects in the amount of \$1,530,862. It proposes two additional positions are requested, contingent on additional Compensation Board funding and one reclassification is recommended. There will be an increase of \$197,746 is included in the General Fund for employee health insurance premiums. A total of \$399,869 is

recommended for employee salary increases, including partially funding Phase 2 of the recent Salary Study. It continues to fund a career development program with five additional departments added in FY '20. This budget provides for \$300,000 approved for building maintenance. Lastly, it keeps the Fund Balance at 15.4 percent, above the 12.5 percent mandated by policy established by the Board of Supervisors. Mr. Ashcraft thanked Finance Director Betsy Drewry; Accounting Supervisor Lori Robertson; Financial Reporting Accountant Ashley Talmage and Deputy County Administrator Jeff Stoke for their assistance in putting this document together. County Staff values board member input provided at our budget work sessions and the continued dialogue through the budget adoption process. We look forward to another year of success and sound fiscal management in FY '20.

**ADJOURNMENT.** Mr. Brown moved, seconded by Mrs. Waymack, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Brown, Webb, Waymack

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:52 p.m.

[Draft Minutes prepared March 4, 2019 for consideration on March 12, 2019; adopted by unanimous vote.]

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Donald R. Hunter  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator