

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 24, 2020

County Administration Bldg. Boardroom, Third Floor
6450 Administration Drive, Prince George, Virginia

MEETING CONVENED. A special called meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Monday, February 24, 2020 in the Community Room, Human Services Building, 6450 Administration Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy Ashcraft, County Administrator; Corrie Hurt, Human Resources Director; and Dan Whitten, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department. Mrs. Waymack made a motion, seconded by Mr. Brown, that the Board convene closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department.

R-20-024

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR

EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO THE FIRE AND EMS DEPARTMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of February, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

Chairman Hunter was dismissed at 5:02 p.m.

E-2. Resolution; Certification of Closed Session. At 8:10p.m., Mr. Brown made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Roll was called on the motion.

R-20-024A

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS AMENDED)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of February, 2020 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (3) Brown, Waymack, Webb

Opposed: (0)

Absent: (2) Hunter, Carmichael

ADJOURNMENT. The Board agreed by consensus to adjourn at 8:11 p.m.

[Draft Minutes prepared February 25, 2020 for consideration on March 10, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 25, 2020

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 5:00 p.m. on Tuesday, February 25, 2020 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
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

Also present was: Percy Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to fiscal management. Mrs. Waymack made a motion, seconded by Mr. Carmichael, that the Board convene closed session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to fiscal management.

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.7 FOR CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR PROBABLE LITIGATION; I FURTHER MOVE DISCUSSION TO BE LIMITED TO OPIOID LITIGATION, AND; (II) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) THE FARMERS MARKET MANAGER, AND (B) BOARD OF GRIEVANCE APPEALS, AND; (III) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE PROVISION OF LEGAL ADVICE RELATING TO FISCAL MANAGEMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

E-2. Resolution; Certification of Closed Session. At 6:05 p.m., Mr. Carmichael made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Hunter asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION
PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS
AMENDED)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2019 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

WORK SESSION

Ms. Betsy Drewry, Finance Director, led a discussion for proposed revisions to the expense reports and purchase card policy and the travel policy. The policy changes for the expense reports and purchase cards centered around improved documentation, restricting purchases related to apps and I-Cloud storage on County devices, restricting purchases related to gifts and gift cards, restricting purchases related to expressions of sympathy and concern, and improving the approval process. The travel policy was changed to eliminate the allowance for lunch for one-day travel to mirror State policy and that of neighboring counties/cities.

Ms. Drewry continued the discussion with a proposed new policy for non-travel food and beverage purchases. This policy addition focuses on providing guidance and imposing limitations on the use of public funds when making food and beverage purchases when not in a business travel status. The Board indicated that they would like a chance to look it over and have it brought back for consideration at a later date.

Mr. Jeff Stoke, Deputy County Administrator, updated the Board on some of the impactful issues of the 2020 General Assembly. Senator Ruff has entered SB255, a Transient Occupancy Tax Bill, to allow Prince George County to raise its occupancy tax from 5% to 7%. After passing the Senate on January 20, Senator Ruff presented it to the House Finance Committee yesterday. It passed 16-6 and is now headed to the full House floor for consideration. Upon passing the House, it will go before the Governor for his signature. There are two VACo supported revenue fairness bills headed to the conference to allow counties to set their own rates for meals tax, cigarette tax, admission tax, and lodging tax. If a cap under 7% is placed on those bills, then SB255 would actually override those bills if passed. Delegate Brewer has introduced a bill for drainage outfall from roads. This would ask VDOT and DEQ to study the impact of stormwater from roads going to orphaned outfalls across the Commonwealth. Solar farms have several bills under consideration on State tax abatement timeframes, paying the local municipalities a per kilowatt hour, comprehensive plan inclusion, conditional use permits, the adoption of national standards, and local siting agreements. Any State law would be drafted into the County's solar farm policy currently under development. The County is following two bills very closely regarding collective bargaining for public employees. It is too early to tell if it will pass. If passed, the collective bargaining increases could take effect July 1. This would impact the

County. Mr. Stoke attended a hearing on a bill regarding environmental proceedings. On a five to three vote, the bill was tabled, which means it is essentially dead in 2020. There is a legal dispute between CFS and DEQ regarding the Petersburg landfill. Since the bill is now dead, CFS will continue whatever legal process they are afforded through the court system to appeal the DEQ ruling. Staff has been monitoring this issue.

Chairman Hunter called a recess at 6:33 p.m. The meeting reconvened at 7:00 p.m.

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

Pledge of Allegiance to U.S. Flag. Mr. Carmichael 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.

Larry Mitchell (16200 Arwood Road). Mr. Mitchell thanked Mr. Brown and Mr. Webb for the citizen meeting regarding the solar farms and the wastewater treatment plant. Mr. Mitchell asked the Board to take a closer look at the ordinance on the tax relief for the elderly. He believes that people with a fixed income should be looked at regardless of the amount of acreage owned by them.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:04 pm.

APPROVAL OF AGENDA. Mr. Brown requested that Item A-6 be moved to the beginning of Order of Business. Mrs. Waymack added Item A-7 to discuss opioid litigation. Mr. Carmichael made a motion, seconded by Mr. Webb, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mr. Carmichael requested that Item C-1 be extracted. Mr. Carmichael made a motion, seconded by Mr. Brown, that the consensus agenda be approved as amended. Roll was called on the motion.

R-20-026

C-2.

RESOLUTION; APPROPRIATION SOUTHSIDE PROGRAMS FOR ADULT CONTINUING EDUCATION (SPACE) FY2020 REVENUE AND EXPENDITURE INCREASES (\$9,195.78 FEDERAL REVENUE CHANGES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

APPROPRIATIONS

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditures:</u>	
0218-06-201-2183-46051 SPACE Adult Education Supplies	9,195.78
TOTAL ADULT EDUCATION EXPENDITURES	\$9,195.78
<u>Revenue:</u>	
0218-30-601-333801 SPACE Adult Education Federal	\$ 9,195.78
TOTAL ADULT EDUCATION GRANTS	\$9,195.78

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C-1. Draft minutes – February 11, 2020 Regular Minutes. Mr. Webb made a motion, seconded by Mr. Brown, that the February 11, 2020 Regular Meeting minutes be approved as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Carmichael

SUPERVISORS COMMENTS

Mrs. Waymack informed the public that they should be prepared for the coronavirus epidemic in the United States.

Chairman Hunter stated that the Board received a thank you note from the Douglas/Bagshaw family and that Mr. Don Bagshaw was a huge asset to the County and will be greatly missed.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft stated that there will be a Black History Month Celebration –on February 27 at 7 p.m. at the Burrowsville Community Center. The Planning Commission Meeting will be on February 27 at 6:30 p.m. in the Boardroom. There will be a VDOT Public Meeting on Route 36

on February 27 at 6 p.m. at the Hopewell-Prince George Visitors Center. The last day for In-Person Absentee Voting for the March 3 Primary Election is February 29, 9 a.m. – 5 p.m. in the Office of the Voter Registrar. The Democratic Presidential Primary Election will be on March 3, 6 a.m. – 7 p.m. at all Prince George voting precincts. The Prince George Business Roundtable for 2020 has been canceled because of low participation. Enrollment for the 2020 Citizens Academy will begin soon. Congratulations to the Economic Development Team on Amazon announcing February 19 it is locating a fulfillment center in Prince George County at the former Ace Hardware Building. Congressmen McEachin & Spanberger hosted a roundtable discussion on ‘Rural Broadband’ at the Central Wellness Center on February 20. VDOT will close Lone Oak Mill Road between Pole Run and Lebanon roads for bridge repairs beginning March 2 for an estimated six weeks to complete.

TABLED ITEMS

T-1. Resolution; Living Shoreline Landowner Agreement with the James River Association. Mr. Keith Rotzoll, Director of Parks and Recreation, stated that James River Association is installing a Living Shoreline along the lower James River. The General Assembly prefers living shorelines for shoreline stabilization. Benefits include native plants that provide habitat and prevent erosion and marshes that are more responsive to changing water levels and retain sediment and nutrients keeping pollutants from entering the James River. Prince George County Parks and Recreation owns the land located at 800 Folar Trail N, that would benefit from this project. James River Association will pay all costs associated with installing the living shoreline through December 2021. Prince George County Parks and Recreation will be responsible for retaining the living shoreline for a minimum of ten years beginning January 1, 2020. At the last Board meeting Mr. Webb had asked what the cost would be for the County to maintain it. Mr. Ryan Walsh, Lower James Restoration Coordinator, was in attendance to answer any additional questions. The funding is for 600 plants at \$5 per plant. Replacing 10% would be 60 plants for \$300. Initial installation of the 600 plants is estimated to take 16 hours at \$90 per hour for a total of \$1,440. Replacing 10% would be no more than 2 hours at \$90 for a total of \$180. Total 10% replacement including plants and labor would be \$480. The total area is 2700 square feet. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-20-027

T-1.

RESOLUTION: LIVING SHORELINE LANDOWNER AGREEMENT

WHEREAS, James River Association is installing a Living Shoreline along the Lower James. The General Assembly prefers living shorelines for shoreline stabilization.

WHEREAS, Prince George County Parks & Recreation owns land located at 800 Folar Trail, N. Hopewell, VA that would benefit from this project.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby approve the signing of the Living Shoreline Landowner Agreement.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution; Award of Contract and Appropriation from CIP Fund, Fund Balance (\$105,076 Courthouse Improvements). Ms. Betsy Drewry, Finance Director, stated that the Board received information related to interest earnings in multiple State Nonarbitrage Program (SNAP) accounts from various bond issuances at its Board retreat on September 28, 2019. The Board provided positive feedback and consensus to appropriate some amounts to cover smaller capital improvements throughout the year. The Director of General Services has been working with judges and Courthouse staff to identify and prioritize additional improvements in the Courthouse. The Board appropriated \$16,630.47 for furniture in the common area on November 26, 2019 from accumulated interest from Series 2015. The Director of General Services recommends appropriation of \$105,076 for the initiatives in the Courtroom and hallway areas, including carpet, painting, and furniture. This funding can be appropriated from accumulated interest for Series 2018 bonds. Available interest as of January 31, 2020 was \$112,666.65. Approval of an award of contract to W.B. Mason for furniture is also needed since that purchase exceeds \$50,000. Staff is requesting that the Board approve an increase in revenues and expenditures for FY2020 within the CIP Fund using accumulated SNAP interest within the DIP Fund, Fund Balance and approve an award of contract to W. B. Mason for courtroom furnishing as the amount is over \$50,000. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-20-028

A-1.

RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM CIP FUND, FUND BALANCE (\$105,076 COURTHOUSE IMPROVEMENTS)

WHEREAS, The Director of General Services has been working with sitting judges and courthouse staff to identify and prioritize improvements in the courthouse and has obtained pricing through available cooperative contracts; and

WHEREAS total pricing of \$105,075.21 was received through cooperative contracts with details as follows:

W. B. Mason courtroom furniture at \$57,485.96

W. B. Mason carpeting at \$35,209.42

Top Gun Painting and Powerwashing courtroom painting at \$8,246.23

Top Gun Painting and Powerwashing hallway painting at \$4,133.60; and

WHEREAS, \$105,076 is available from CIP Fund, Fund Balance from accumulated State Nonarbitrage Program (SNAP) interest from Series 2018 bonds; and

WHEREAS, Staff is requesting authorization for the County Administrator to approve a purchase order to W. B. Mason for courtroom furniture for \$57,485.96 and to W. B. Mason and Top Gun Painting and Powerwashing for the amounts totaling \$47,590 as listed above (under \$50,000 each) to move forward with much needed updates and improvements in the Prince George County courthouse.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 25th day of February, 2020, hereby authorizes preparation of a purchase order for a courtroom furniture totaling \$57,485.96 and expenditure of an additional \$47,590 for carpeting and painting.

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Tourism Fund		
Expenditures:		
0311-05-113-3198-48120	CIP – Courthouse Improvements	\$105,076
Revenues:		
0311-40-900-8208-399999	CIP Fund, Fund Balance	\$105,076

On roll call the vote was:
In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack
Opposed: (0)
Absent: (0)

A-4. Resolution; Budget Transfer from Contingency (\$2,500 Census Complete Count Committee). Mr. Darryl Cheek, Chairman of the Census Complete Count Committee, stated that the Committee is requesting a \$2,500 County matching grant for a \$2,500 Commonwealth of Virginia Census marketing grant. If the County fails to acquire the State grant. Chairman Cheek would still like to allocate the County funds for marketing of the US Census scheduled for April 1, 2020.

Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the resolution appropriating the \$2,500 regardless of whether the grant is approved or not. Roll was called on the motion.

R-20-029

A-4.

RESOLUTION; BUDGET TRANSFER FROM CONTINGENCY (\$2,500 CENSUS COMPLETE COUNT COMMITTEE)

WHEREAS, The Chairman of the Prince George County Complete Count Committee is requesting \$2,500; and

WHEREAS, these funds were not included in the FY2019-2020 budget; and

WHEREAS, sufficient funding exists in the General Fund Contingency to cover the \$2,500 (current balance, before transfer, is \$35,699);

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the following transfer of funds within the 2019-2020 Budget, such line items increased and decreased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure (DECREASE):</u>	
0100-09-401-0917-49199 General Fund Contingency	\$2,500.00
<u>Expenditure (INCREASE):</u>	
0100-01-001-0100-43180 Board of Supervisors – Census	\$2,500.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PUBLIC HEARINGS

P-1. Public Hearing; SPECIAL EXCEPTION SE-19-10 Request of Tree Time Adventures Inc., pursuant to § 90-103 (22), to amend Special Exception SE-18-04 relative to hours of operation in conjunction with the use of recreation structures and outdoor recreation uses in an R-A, Residential-Agricultural, Zoning District. The subject property is located at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)00-011-0. The Comprehensive Plan indicates the property is suitable for village center uses. (Planning Commission Public Hearing 1/23). Ms. Julie Walton, Director of Community Development and Code Compliance, stated that the applicant is requesting to amend a previously approved Special Exception to have unrestricted hours of usage in conjunction with the use of recreation structures and outdoor recreation uses in Scott Memorial Park. The previous special exception was approved by the Board on November 14, 2018. The current hours of operation are limited to sunrise to sunset seven days a week. The applicant has stated that allowing operation after dark would provide flexibility for serving customers as well as accommodating the request of local scout troops for camping opportunities. Given that this lease area is within a County park, such a change in hours may reasonably warrant changes to the approved conditions in order to accommodate hours which are expanded beyond dawn to dusk. The lease agreement between Tree Time Adventures and the County would also need to be modified to be consistent with any changed conditions of the Special Exception. The addition of activities occurring at night triggers the needs for a Lighting Plan as supplement to the approved Site Plan. There was one public comment at the public hearing. The adjacent property owner was from Branchester Lakes

and did not object to the request, but was curious about the location of the project, entrance, and buffers. County Staff and the Planning Commission recommend modifying the conditions in order to accommodate the applicant's request, while adding reasonable measures to enhance safety for activities occurring after daylight hours, including documented scheduled private events, a lighting plan, and specific campfire conditions. Mr. Brown expressed a concern about noise after hours conflicting with the noise ordinance. Also, he was concerned that the gate would be open all night if there is a night activity. Ms. Walton stated that anytime there is an after-hours event, the applicant will still need to coordinate with Parks and Recreation to make sure the gate is locked and they must comply with the County noise ordinance. Mr. John Bogue, applicant, clarified for Mrs. Waymack that they would coordinate with any group to make sure there is a responsible leader there during any after-hour activity. In addition, they would not have access to any of the park activities. He also clarified for Mr. Brown that they will work with Parks and Recreation to put in another gate so that no one will come in the park after hours while a private event is going on. He also stated that they would keep their operation as far south on property as possible so not to create a noise disturbance. Chairman Hunter opened the public hearing at 7:47 p.m.

Jeff Dyer (615 Hidden Oaks Place). Mr. Dyer stated that he is concerned about it being a wide-open area accessible to high school age children to come drink beer.

There was no one else to speak and the public hearing was closed at 7:48 p.m. The applicant stated that he has not seen a problem with loitering at this point. Mr. Brown asked them to keep an extra eye out on security and the Board agreed to have the additional gate added to the conditions of the special exception. Mr. Webb made a motion, seconded by Mr. Brown, to approve the ordinance as amended. Roll was called on the motion.

O-20-04

P-1.

SPECIAL EXCEPTION SE-19-10: Request of Tree Time Adventures Inc., pursuant to § 90-103 (22), to amend Special Exception SE-18-04 to have unrestricted hours of usage in conjunction with the use of recreation structures and outdoor recreation uses in a R-A, Residential-Agricultural, Zoning District. The subject property is located at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)00-011-0. The Comprehensive Plan indicates the property is suitable for village center uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-19-10 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for recreation structures and outdoor recreation uses to Tree Time Adventures Inc. located on Tax Map 240(0A)00-011-0.

2. The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each public event.
3. Tree Time Adventures Inc. shall have an employee identification system with the use of badges, and uniforms, shirts, or vests.
4. All site activity required for the construction and expansion of the recreation structures and uses shall be limited to sunrise to sunset Monday through Saturday. Construction of the site shall not occur on Sunday.
5. Standard hours of operation for activities in the lease area shall be agreed upon with the County in a lease agreement, and contingent upon the installation of any required site lighting per an approved lighting plan. Activities may occur outside the standard hours of operation so long as they are scheduled private events and those activities are documented and supervised by the operator in coordination with the Director of Parks and Recreation, or as part of an approved Special Event as defined by County Ordinance.
6. An additional access gate shall be required to be installed prior to activities occurring outside the standard hours of operation of the park.
7. A Lighting Plan shall be provided to show lighting at a minimum in the parking and facility entrance areas for safety.
8. Campfires shall only occur:
 - a. With active supervision;
 - b. In designated campfire areas;
 - c. With an available extinguishing agent;
 - d. During windspeeds less than 10mph;
 - e. After checking Prince George County and Virginia Department of Forestry websites or other sources to be aware of any applicable burn bans; and
 - f. In accordance with applicable codes, including County Code Section 58-23 Location of Fires, Section 58-23 Control of Fires.
9. A detailed site plan will be required to show all improvements.
10. One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet may be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. The sign shall have a monument style base or include lattice, and shall include plantings as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on the premises.

11. Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises for this land use.
12. Buffers required:
 - a. 100-foot buffer from all adjacent residential lot lines for walking trails.
 - b. 300-foot buffer from all residential lot lines for tree top adventure and any outdoor recreation uses occurring after dusk.
13. As accessory to the proposed use, a Concession stand will be permitted to sell related merchandise, equipment, and food and drinks to guests.
14. This Special Exception shall become null and void if the use of the subject property is abandoned for a period of twenty-four (24) consecutive months.

This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant or operator to comply with any of the listed conditions or any provision of federal, state or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Adoption of an Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorizing the participation of Prince George County in the Crater Regional Workforce Chief elected officials consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. Mr. Jeff Stoke stated that at the Board's January 28, 2020 regular meeting, information was presented regarding the Crater Regional Workforce Chief Elected Officials Consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. The Board indicated a consensus to move forward with accepting an Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorizing the participation of Prince George County in the Consortium. Staff is requesting that the Board approve the Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorize the participation of Prince George County in the Crater Regional Workforce Chief Elected Officials Consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. Chairman Hunter opened the public hearing at 7:56 p.m. There being no one to speak, the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

O-20-05

P-2.

AN ORDINANCE TO PROVIDE FOR THE IMPLEMENTATION OF THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014 AND AUTHORIZING THE PARTICIPATION OF PRINCE GEORGE COUNTY IN THE CRATER REGIONAL WORKFORCE CHIEF ELECTED OFFICIALS CONSORTIUM UNDER THE AUSPICES OF THE CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD, AND FOR OTHER RELATED PURPOSES

WHEREAS the federal Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, codified at 29 U.S.C. § 3101 *et seq.*) (the “Act”), provides federal funding to states for the delivery of workforce training and other services; and

WHEREAS among other things the Act, together with implementing state law codified at Virginia Code § 2.2-2470 *et seq.*, requires the Governor to designate local workforce development areas to deliver workforce development services within this Commonwealth; and

WHEREAS the Governor has designated *the City of Colonial Heights, Dinwiddie County, the City of Emporia, Greensville County, the City of Hopewell, the City of Petersburg, Prince George County, Surry County, and Sussex County, Virginia* (the “Member Jurisdictions”) as the Area 15 Workforce Innovation and Opportunity Act Area; and

WHEREAS the Member Jurisdictions previously entered an agreement effective October 5, 1999, to administer jointly the Workforce Innovation and Opportunity Act programs (WIOA), formerly known as the Workforce Investment Act (WIA), and have operated such programs continuously; and

WHEREAS such programs have been conducted under the auspices of Crater Region Workforce Development Board (the “Workforce Development Board”) or the Workforce Investment Board which constitutes a “local workforce development board” under the provisions of Virginia Code § 2.2-2470 *et seq.*; and

WHEREAS the Act delegates certain functions in connection with the governance of the Workforce Development Board to the “chief elected officials” of the Member Jurisdictions, and requires the Member Jurisdictions to enter into an agreement regarding the joint exercise of the powers so delegated; and

WHEREAS Virginia Code § 15.2-1300 provides that local governments may enter into agreements for joint or cooperative exercise of any power, privilege, or authority which each is capable of exercising individually; and

WHEREAS the Member Jurisdictions desire to continue to recognize a joint entity under the Act and, under Va. Code § 15.2-1300, jointly to exercise their powers through Crater Region Workforce Chief Elected Officials Consortium (the “Consortium”) under a new agreement among the Member Jurisdictions; and

WHEREAS the Consortium will perform the duties incumbent on the Member Jurisdictions individually under the Act; and

WHEREAS the continued existence and operation of a joint entity will permit the delivery and oversight of workforce services in a manner that will help ensure accountability to the governing bodies of the Member Jurisdictions and the efficient discharge of the responsibilities of the Member Jurisdictions under the Act; and

WHEREAS these recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY, to wit:

1. Authorization of Agreement. The Board of Supervisors hereby authorizes Prince George County to enter into the “Crater Region Workforce Chief Elected Officials Consortium Agreement” (the “Agreement”) in substantially the form presented at this meeting, and which is annexed and incorporated by reference as a part of this Ordinance.

2. Execution of Agreement. The County Administrator is hereby authorized and directed to execute and deliver the Agreement, and to take such other or further action as such official(s) determine is necessary or convenient to implement the Agreement.

3. Repeal of Prior Ordinances/Agreement. This Ordinance supersedes any prior ordinances or resolutions (if any) related to the October 5, 1999 agreement or creating a local joint entity for the purpose of operating federally funded workforce training programs. The provisions of the Agreement supersede the prior agreement regarding the consortium dated October 5, 1999.

4. Effective Date. This Ordinance shall take effect immediately.

5. Repeal of previous approval. Prince George County resolution R-19-153C dated December 10, 2019 shall be repealed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS (cont'd)

A-6. Presentation of FY21 Budget. Mr. Percy Ashcraft, County Administrator, stated that the Budget is submitted to assist the Board of Supervisors in making policy decisions that are geared to meet the challenges of the community, as well as lend itself to public scrutiny through input from taxpayers and the media. The Budget is also designed to incorporate extensive financial controls and pursue goals of efficiency and effectiveness by balancing short-term and longer-term community interests. 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 '19 reported on time its financial data required by its auditor Robinson, Farmer, Cox. As a result, an unmodified (clean) 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 '19, and recommendations in the FY'21 Budget were determined with all policies in mind. The Board of Supervisors has approved the construction of a new Walton Elementary School. The debt issued for this project and other School and County projects recommended for FY '21 will create some instances of non-compliance with the County's 10-year payout ratio policy. The Finance Department for calendar year 2019 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2018. Additionally, the County received GFOA's Distinguished Budget Presentation Award for the FY '20 Budget. 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 '19 audit was 22.5 percent. The projection for FY '21 is 17.3 percent. The forecast for June 30, 2020 is 18 percent. No Fund Balance will be used to balance the General Fund for FY '21.

Calendar year 2019 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:

- Deputy County Administrator Jeff Stoke was named to the VLGMA Board of Directors.
- Deputy County Administrator Julie Walton was named to the VBCOA Board of Directors and was appointed legislative chairperson.
- Assessor Rod Compton received the Assessment Administration Specialist (AAS) designation from the International Association of Assessing Officers (IAAO). Less than 400 people have achieved this designation internationally over the past 20+ years and he was number 392.
- Economic Development Specialist Yoti Jabri was appointed Prince George County Enterprise Zone Coordinator and was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce.
- Animal Services employee Samantha Santilli was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce.
- Fire & EMS Director Brad Owens was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce; and graduated from the prestigious LEAD Program for career development.
- Riverside Criminal Justice Agency employee Angel Watson was awarded the 'Employee of the Year' in 2019.
- Animal Services Officer Dana Newmeyer, was recognized by the Riverside Community Criminal Justice Board during the 9th Annual Community Appreciation breakfast.
- The 2019 "Officer of the Year" award was presented to one of PGPD's finest, Officer Kelly Borshch. The annual award and anniversary banquet for local public safety members was generously provided by the Hopewell VFW Post 637.

- Social Services Department Social Worker Amanda Binford was named '2019 State Social Worker of the Year' and to the 'Top 40 Under 40' list.
- Social Services employee Sabrina Martinez was recognized for her idea on 'Asset Based Community Development' by the Virginia Department of Social Services.
- Prince George County was named 'Best Community in Which to Live' for the third straight year by the readers of the Progress-Index.
- Prince George County earned the 'Government Agency' Award by the Friends of Lower Appomattox River.
- Prince George Back to School Fair won achievement awards by the National Association of Counties (NACO) and the Virginia Association of Counties (VACo).
- Prince George County Human Resources received recognition for its 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 9,770 followers while Twitter has almost 2,580 followers. In addition the website had 201,641 new users in calendar year 2019. A weekly County newsletter has 1,312 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, 2019 had an estimated population of 37,350 which is a 4.5 percent increase above the 2010 Census figures. The figures are broken down in five categories: (1) General Population 29,371; (2) Fort Lee 3,809; (3) Riverside Regional Jail 1,375; (4) Federal Prison - Low Security 1,193; Medium Security 1,602. The unemployment rate in Prince George remained stable in 2019. The latest figures showed a 2.9 percent rate through December.

Investments made by the Board of Supervisors in various community projects advanced in 2019. This includes completion of a new courtroom in the County Courthouse and completion of a new fire station on Route 10/Moody Road. Design continued on two new utility projects along Route 156 and Route 460 to the Food Lion Distribution Center. New Scott Park (the Buren Property) hosted its Second Travel Soccer Tournament (Jerry Skalsky Memorial Tournament) and practices and games by the Parks & Recreation Department were held throughout the year. Continued improvements at the Central Wellness Center created upgrades to several rooms on the first floor that are now occupied by non-profit organizations. The Board of Supervisors approved funding for Phase I improvements to the facility that will install a sprinkler system, upgrade restrooms and renovate a shower area to qualify the facility as an emergency shelter. Outside of the facility, a new walking trail was completed named 'Turkey Trot Trail.' The County's Stormwater Program continued to make upgrades and improvements, including completion of one project at Cedar Creek Reach 2 and with continued work in Birchett Estates and at Cedar Creek Reach 5. Major maintenance repairs were completed at the County Administration Building & the County Courthouse. New 'Welcome Signs' were installed at entry points into Prince George County. A new sidewalk was installed for greater safety between the Administration & Bland buildings. An 'Adult

Services Center' was established at the Human Services Building. Several Utility Maintenance Projects were completed in 2019. A new public safety radio system was approved by the Board of Supervisors. A dual project with Fort Lee to collaborate on 9-1-1 services was completed. New Alerting Systems for six fire stations were approved and ordered. Four new pieces of fire apparatus were ordered with fall 2019 bond proceeds in accordance with County Ordinance §74-4 that devotes two cents of Real Estate Tax revenue to apparatus replacements. In-car cameras were installed in certain Police vehicles. Satellite office for Police and a new training room for Fire & EMS were established at the Central Wellness Center. Renovations were made to the Emergency Operations Center and new work stations for the Communications Officers have been ordered. An architect was hired to design a new fire station at Jefferson Park.

In 2019, Prince George County had businesses complete or start new private investment with new locations, renovations, or expansions. The following projects were completed or started: NVR, Inc., Campofrio, Inc., Southside Physician Network, Proud Mama Kitchen, Morelia Mexican Restaurant, Tree Time Adventure and Fitness Park, Prince George Hibachi Hut, Virginia Physicians For Women, and Sheetz. Discussions regarding Amazon began in 2019 and the announcement of 150 new jobs at the former Ace Hardware facility was announced February 19, 2020. There were a total of 2,260 business licenses in 2019 (2,129 in 2018). New business licenses in 2019 amounted to 416 (compared to 301 in 2018). The remaining 1,844 business licenses were renewals.

A demand for services continues to increase, with pressures being felt throughout the entire County Government. Total permits, applications and reviews completed by the Community Development & Code Compliance Department increased 16.7 percent in 2019. Total Property Maintenance & Environmental inspections in the Community Development & Code Compliance Department increased 12.6 percent in 2019. Total arrests increased 16 percent in 2019. Total traffic stops increased 3 percent in 2019. Total calls for service increased 1 percent in 2019. Fire & EMS handled 3,698 calls for service in 2019 that required one or more EMS units, which is an 11 percent increase over 2018. Mutual aid calls into the County (calls for which surrounding jurisdictions provide assistance) decreased to 27 calls in 2019 from 40 calls in 2018, or by 32 percent. Response times for the first fire apparatus arriving on a fire scene improved by two minutes for calls that required a fire company to be activated in 2019. The County Attorney's Office responded to 457 Freedom of Information and Court subpoena requests in 2019. The Utilities Department served 4,464 total customers in 2019, less than a 1 percent increase. The Real Estate Assessor's Department conducted 3,091 property inspections/visits in 2019. The Real Estate Assessor's Department maintained online property records for 13,829 parcels in 2019. The Real Estate Assessor's Department successfully implemented the Vision CAMA system to replace the legacy system in place since 1999. The Social Services Department served an average of 6,732 participants each month in 2019. The Social Services Department accepted 180 child protective service referrals in 2019, an increase of 2.5 percent. The Social Services Department conducted 32 investigations that resulted in 14 founded dispositions in 2019, an increase of 27.3 percent. The Children's Services Act served 57 youth in 2019, an increase of 32.5 percent. Pre-trial investigations in the Riverside Criminal Justice Agency increases 28 percent in 2019, and placements on home electronic monitoring increased 37 percent. Local Probation services in the Riverside Criminal Justice Agency increased. The Riverside Criminal Justice Agency completed

40 percent more alcohol tests and the number of positive alcohol tests increased by 80 percent. Participation in Parks & Recreation Athletic Leagues increased by 5 percent. Participation in Parks & Recreation Athletic Camps increased by 8 percent. General District Court felony filings totals up to 437 in 2019, a 7.9% increase; misdemeanor filings were down 1% from 2018 levels. Juvenile & Domestic Relations Court felony filings up to 116, a 22% increase; misdemeanor filings were down by 6% from 2018 levels.

The FY '20-21 Budget is prepared based on the following provisions:

- Real estate revenue is projected to have an increase over FY '20. Other revenue sources including machine and tools taxes and meals taxes are also projected to increase.
- Inflationary increases are necessary for permit and business license fees.
- Utility fee increases are necessary to continue to maintain water and sewer operations and to pay for needed capital maintenance and expansion.
- Continued increase in costs at Riverside Regional Jail is projected.
- Increase in Comprehensive Services Act expenditures.
- New positions are necessary to keep up with critical needs in various departments.
- Capital projects are included in the FY '21 Budget headlined by the construction of a new elementary school.
- Employee health insurance premiums will stay flat.
- Small contribution increases to the Virginia Retirement System for retirement and group life insurance.
- Increases to Worker's Compensation and Line of Duty Act premiums driven by legislative expansion of benefits for first responders.
- Expanded cyber security coverage to ensure appropriate and swift response to data and system threats and attacks, and to combat potential impact to our bond rating for inadequate preparedness.
- Continuing a vehicle replacement plan for vehicles throughout County Government.
- Continued implementation of a 2018 Salary Study by providing compression increases for impacted employees; career development will be implemented in all County departments.
- Providing financial support for the Public School Division based on a revised Revenue Sharing Calculation approved by the Board of Supervisors in August 2019.
- Advancing utility projects as outlined in the Master Plan.
- The need to continue to address maintenance upgrades to County buildings.

The total County Budget proposed is \$129,748,493 which is 5.4 percent more than the Budget document adopted for fiscal year 2020. The General Fund Budget is \$61,720,893, which is 6.9 percent more than the adopted amount for fiscal year 2020. General Fund expenditures for FY '21 are \$3,959,405 greater than FY '20. This equates to an increase of 6.9 percent from FY '20. Included in this increase is a \$1,262,500 contribution to capital debt reserves to fund several needed school, public safety and county capital construction and improvement projects. There are 283 full-time employees and 8 part-time positions

authorized in the Budget proposal and 278 full-time and 8 part-time positions are funded. For FY '21 the following General Fund position additions are proposed: two Police Officers; a Deputy Director of Fire/EMS; a Senior Real Estate Appraiser; an Information Technology Computer/Technical Support Specialist; a Parks & Recreation Senior Grounds Maintenance Worker and a Social Services Manager III – Case Manager (84.5% state funded). One employee reclassification is also proposed for General Services - Building Maintenance Mechanic to Electrician. The General Fund Cost for salary and benefits for new positions is \$503,424. The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '21 is 37 percent of the Budget. The Budget does not include a salary increase for all County employees. The Budget includes compression increases for impacted employees to continue partial implementation of the 2018 Salary Study at a General Fund cost of \$76,500 (\$19,795 other funds). The Budget also includes \$98,500 for Career Development for all County departments; \$92,500 General Fund; \$6,000 other funds. No increases are projected for employee health insurance costs. A General Fund increase of \$51,914 is necessary to cover an increase in the retirement contribution to VRS (\$6,079 other funds), and another \$4,098 is needed for higher group life insurance rates (\$480 other funds). The General Fund budget includes \$23,053 more to pay higher projected worker's compensation and Line of Duty Act (LODA) premiums; other funds are impacted by \$476. These increased worker's compensation and LODA premiums result chiefly from expected General Assembly action to cover more illnesses for first responders.

The proposed local transfer to the Public School Division is 27 percent of the General Fund Budget for FY '21. The proposed budget includes funding in compliance with the School Revenue Sharing Calculation approved by the Board of Supervisors in August 2019. The amount of the transfer is \$16,910,183 (\$16,746,798 to the School Operating Fund and another \$163,385 to the School Textbook Fund). Proposed is a transfer of \$567,000 from the School Division to the County to cover education-related Comprehensive Services Act expenditures, \$53,000 less than in FY '20. The updated, approved School Revenue Sharing Calculation includes provisions to “carve out” or remove from the school operating transfer calculation, additional revenues derived from tax rate increases or changes to the tax structure, those additional revenues devoted to school capital expenditures and increased operating and capital expenditures for public safety. Also proposed are contributions to Richard Bland Community College at \$20,000; and John Tyler Community College \$4,567. A contribution is included for the Virginia Cooperative Extension Office at \$83,550. This amount supports local 4-H and other agricultural activities.

The FY '21 Budget includes funding for first responders in the Fire & EMS Department and the Police Department. The Fire & EMS Budget is proposed at \$3,848,280, a 12.7 percent increase over FY '20. Included is the addition of a Deputy Director of Fire/EMS, increases for LODA and worker's compensation premiums, increases for additional turnout gear (\$23,945), and increases in part-time staffing and training to allow for expanded paramedic status attainment. The Police Department Budget is proposed at \$6,367,878, a 7.4 percent increase over FY '20. Included is the addition of two full-time sworn police officers, the addition of three school resource officers (who were

added during FY '20), increases for LODA and worker's compensation premiums, and some limited increases for training, uniforms and supplies. Corresponding DCJS School Resource Officer grant funding of \$213,052 has been included in the proposed revenues for FY '21 to cover the largest portion of salaries and benefits for four (3 additional and 1 continuing) School Resource Officers. The School Local Transfer Calculation includes "carve outs" of additional tax revenues totaling \$583,041 which are devoted to the following Public Safety operating expenditure increases:

- Two Police Officers - \$135,176
- Deputy Director Fire/EMS - \$127,122
- Deputy Sheriff - \$62,899 (added mid-year FY '20 and placed in budget base FY '21)
- Emergency Communications Center Maintenance Contract increases - \$48,779 (State mandated dual authentication and E-911 system maintenance increase)
- Fire/EMS Turnout Gear increase - \$23,945
- SAFER / FEMA Hiring Grant 00412 loss - \$185,120

Another \$144,238 of increased revenue devoted to proposed Public Safety capital initiatives has been carved out of the School Transfer calculation as has \$560,000 (2¢) in Real Estate Tax Revenue devoted to Fire/EMS apparatus replacements in accordance with Prince George County Ordinance §74-4.

Volunteer Fire and Rescue companies will receive a combination of \$4,766,370 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$4,449,444 distributed through Fire & Rescue Administration and SAFER initiatives, and \$316,926 in contributions to fire companies in the form of Fire Company budgets. Combined proposed spending is \$467,606 more than in FY'20. An estimated amount of \$124,000 will be appropriated equally to the Fire Companies in the fall of 2020 for Fire Programs Funds. The County is also funding \$30,334 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 General Fund contribution budgeted for FY'21 is \$141,000. 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 '21 pledged to debt service from those two cents is \$484,267. Another \$75,733 will be transferred to the Capital Improvement Fund for Apparatus to equate to two cents of the real estate tax, or \$560,000.

Another increase in the Budget from FY '20 to FY '21 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 \$2,188,680, or \$156,904 (7.7 percent) over last year. The proposed contribution to Riverside Regional Jail is based on a recommended daily per diem of \$46 per day. The per diem must be approved by the full board of the Riverside Regional Jail. In addition, a

contribution to the Crater Youth Care Commission is expected to rise by \$25,818 or 8.75 percent over FY '20. The Department of Social Services is funded at 3.8 percent of total Budget expenditures. The local portion is \$864,236. Also proposed is \$2,005,300 to cover expenses related to the Comprehensive Services Act, of which \$754,300 is the required local match. The increase in Comprehensive Services Act spending is \$55,300 or 2.8 percent. 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 \$93,786 is included for this program for FY '21. The County receives state funding of \$52,775 and \$41,011 is the budgeted local contribution.

The Board of Supervisors will consider borrowing funds in the Spring of 2021 to complete another round of borrowing for various capital projects. Davenport, the County's financial advisor, assisted the Capital Improvement Plan Committee in developing a model to determine how the requested and ranked capital projects could strategically be accomplished over time by permanently devoting \$1,262,500 in real estate tax resources (value of 5 cents of Real Estate Tax in FY '20 + 1% growth) to repay debt from bond issuances. The recommended capital projects to be financed in FY' 21 by bond issuance total \$38.03 Million and are:

- A New Walton Elementary School [School] - \$31,954,151*
- Prince George High School Generator [School] - \$179,220
- Zoll X Series Monitors [County Public Safety] - \$157,276
- County Fleet Garage Bay Expansion [County] - \$2,100,000
- School Technology Infrastructure [School] - \$328,000 [E-Rate local match]
- School Buses [School] - \$412,000
- Prince George Volunteer Fire Company 1 Renovations [County Public Safety] - \$2,500,000
- Police / County Vehicles [County Public Safety / County] - \$400,000 (continuation)

*Excludes \$1,000,000 in Design Fees appropriated by the Board of Supervisors in FY'20.

Capital recommendations and one-time equipment purchases include Information Technology, Recreation, and Fire and EMS. No General Fund vehicles are proposed. Proposed is the purchase of two vehicles by the Economic Development Fund. These purchases will allow for the transfer of two existing fleet vehicles for use in other County departments. Proposed for FY'21 is continued debt issuance of \$400,000 for vehicles; police and administrative. There is also \$350,000 included to continue maintenance projects to County buildings and grounds.

Proposed County-wide Debt Service payments and contributions to reserves for debt service are significantly higher than in FY '20. Proposed is year 1 of a permanent contribution to debt / capital reserves of \$1,262,500 to fund debt repayment of numerous School, Public Safety and County capital projects. The allocation of that debt/capital

reserve is based on the MADS (Maximum Annual Debt Service) requirement for each category as follows:

- School (86.256%) - \$1,088,986
- County Public Safety (11.425%) - \$144,238
- County (2.319%) - \$29,275

Total proposed debt service expenditure budget is \$9,650,871; \$1,663,459 greater than the FY'20 adopted amount. The proposed General Fund transfer to Debt is proposed at \$8,454,794; \$1,385,288 greater than in FY '20. This increase is \$122,788 excluding the \$1,262,500 contribution to debt/capital reserve referenced above. Debt is typically broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. A One-Time Source Category has been added for FY'21, as the board approved utilizing one-time funding sources (Investment Interest and Economic Development Funds) to repay some of the debt issued in the fall of 2019. 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. Fee increases are proposed at three (3) percent for water and one (1) percent for wastewater. This will raise the average household bi-monthly bill to \$53.38 for water and \$114.16 for wastewater. The department serves approximately 4,464 customers. This includes 4,035 residential customers and 429 non-residential customers. There are approximately 2,919 customers that receive both water and sewer services, 235 water-only customers, and 1,310 sewer-only customers. The department operates and maintains the County's public water and wastewater systems including the central water distribution system, six rural water well systems, and 25 wastewater pumping stations. Two additional positions are requested for FY'21; a Utility Engineering Technician and a Meter Technician. These positions are proposed to better manage continued maintenance and expansion projects with less reliance on contracted professional services and overtime of existing staff. The Utilities Enterprise Fund's cash position has remained steady with adequate reserves. At June 30, 2019, cash on hand was just over \$12 million. The fund ended fiscal year 2019 with a \$26,381,309 net position, up \$1,588,345 from fiscal year 2018. Leveraging the Enterprise Fund's strong financial position and stable revenues should enable the Department to balance cash and debt funding to reinvest in infrastructure to ensure that capital assets are renewed appropriately to protect the long-term viability of providing water and wastewater services to the community. FY 2021 includes an increase of \$202,771 in expenditures from the FY 2020 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 2021 proposed budget includes \$5,875,923 for projects related to the expansion of utilities and the repair or replacement of existing utility

infrastructure. A portion of these projects will be paid from a borrowing (\$5,178,752) that will be paid by water and sewer fees and \$697,171 will be paid for within the operating budget. The total proposed Utilities Budget for FY 2021 is \$8,759,034; \$6,931,078 net of inter-fund transfers.

General Fund revenue is budgeted at \$61,720,893, an increase of \$3,959,405 over FY'20. Growth in the real estate revenue is projected at \$1,900,000 or 8.12 percent. The proposed Budget contains no increase in the real estate tax rate, which remains at 0.86 cents per \$100 of assessed value. Commercial and Industrial real estate parcel values represent 16.5 percent of assessed real property values, while residential, agricultural and multi-family assessments make up 83.5 percent. Other increases in revenue include \$520,000 in personal property, which is garnered from an increase in book values and proration that was adopted by the Board of Supervisors in 2014. Mobile home collections are expected to remain steady with phased-in addition of units at Pine Ridge Mobile Home Park which began during FY '19 and will continue into FY '21.

Significant additional expected revenue changes are:

- Local Sales & Use Tax - \$219,320 [Preliminary Estimate]
- Motor Vehicle Licenses - \$100,000
- Public Service Taxes - \$77,000
- Machinery & Tools Tax - \$215,000
- Penalties & Interest - \$100,000
- Retail Sales Licenses [Local & Fort Lee] - \$95,435
- Professional Licenses - \$33,569
- Service Licenses [Local & Fort Lee] - \$114,012
- Fort Lee Contractors Licenses - \$40,000
- Bank Stock Taxes - \$23,000
- Taxes on Recordation & Wills - \$25,000
- General Fund Portion of Lodging Tax – (\$22,013)
- Building and Trades Permit Fees - \$295,230
- Interest Revenue - \$300,000
- Charges for In-House Vehicle Repairs – (\$15,000)
- Police Security Recovered Costs – \$10,000
- State Communication Taxes – (\$75,000)
- Public Assistance (Social Services) – (\$43,955)
- Comprehensive Services Act - \$31,275
- Federal Welfare Administration - \$53,159
- School Resource Officer Grant - \$213,052
- FEMA SAFER Grant - Fire/EMS – (\$185,120)
- Transfer from Schools CSA - (\$53,000)

Riverside Criminal Justice Agency is a self-supporting fund which relies on state grants in the amount of \$781,777 and local funding from the three participating jurisdictions, Hopewell, Surry and Prince George totaling \$153,264. The contribution for Prince George is proposed at \$62,986. Planned use of \$100,000 in Riverside Criminal

Justice Agency fund balance is proposed for FY '21. This fund balance has accumulated from a year-long staffing vacancy, and will provide the three participating jurisdictions a one-time reduction in their local contributions. Remaining funds in the budget are provided by client fees for services to make a total proposed budget of \$1,082,693. Prince George is the fiscal agent for Riverside Criminal Justice Agency and includes the Agency in the County-wide budget.

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,300,000, an increase of \$175,000 (15.6 percent). The Department of Economic Development will pay \$386,119 in debt related to the construction at Crosspointe Centre and will make a one-time contribution of \$100,000 to the debt fund to satisfy a FY'21 payment related to Broadband Expansion (Series Fall 2019 Bonds). This fund covers the County memberships with Virginia's Gateway Region for \$45,479, Crater Planning District Commission for \$23,221, and the Longwood Small Business Development Center for \$6,300. The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. The General Assembly is considering the request by the Board of Supervisors to increase the tax to seven percent. Two percent will remain in the General Fund and the remaining five percent will be transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County. The FY '21 budget projects \$678,298 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 (\$50,872) 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 \$149,315 for debt service on the I-95 Exit 45 water system and \$20,000 for maintenance of improvements made at Exit 45. The proposed contingency is over \$247,000 and recommendations will be made for sports-tourism related capital improvements.

In conclusion, the proposed Budget for FY '21 is balanced in accordance with State financial principles and those policies adopted and adhered to by the Board of Supervisors. It includes an increase in Real Estate assessed values of over 8 percent, with no increase in the tax rate. Setting aside over \$1.2 Million for the construction of a new elementary school and other capital projects; funding a total of \$8,545,794 in debt retirement and contributions to debt reserves. It includes increases in permit, license and utility fees to keep up with inflation. It funds the Public School Division at \$16,910,183, a \$222,532 increase over FY'20. The transfer is based on the School Revenue Sharing Calculation adopted by the Board of Supervisors in August 2019. Increases in contributions to the Riverside Regional Jail are \$156,904 over last year. It funds volunteer programs at \$4,766,370, 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. It provides funding for the Comprehensive Services Act at \$2,005,300, with \$754,300 the required local match for CSA. The increase in Comprehensive Services Act spending is \$55,300 or 2.8 percent. It includes funding for capital projects and law enforcement and administrative vehicles and recommends a \$207,158 increase for equipment and software in the General Fund. It includes funding for Utility projects (cash and debt financed) in the amount of \$5,875,923. Seven additional General Fund positions are requested and two additional Utility Fund positions. There are no increases proposed for employee health insurance premiums. Retirement, Group Life Insurance, Worker's

Compensation and LODA increases are anticipated and have been included in the FY'21 budget. Compression increases in the amount of \$76,500 (General Fund) are proposed to continue partial implementation of the 2018 Salary Study and \$92,500 is included for Career Development for County departments in the General Fund. \$350,000 proposed for building maintenance. Keeps Fund Balance at 17.3 percent, above the 12.5 percent mandated by policy established by the Board of Supervisors. Mr. Ashcraft thanked Deputy County Administrator/Finance Director Betsy Drewry; Accounting Supervisor Lori Robertson; Financial Reporting Accountant Ashley Talmage and Deputy County Administrators Jeff Stoke and Julie Walton for their assistance in putting this document together. County Staff values board member input provided at 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 '21.

A-2. Resolution; Authorize the Fire & EMS Department to Complete and Submit a Grant Application to The Federal Emergency Management Agency for a Total Replacement of (SCBA) Self Contained Breathing Apparatus. Mr. Brad Owens, Director of Fire and EMS, stated that Prince George Fire and EMS is requesting permission to apply for the 2020 Assistance to Firefighter Grant through the Federal Emergency Management Agency. Prince George Fire and EMS conducted an SCBA overhaul in 2004. Several packs were replaced and brought up to the 2002 standards. Since then, several changes have taken place making our current cache obsolete. The current low pressure systems are no longer acceptable. The current standard calls for high pressure systems. Therefore, recently purchased SCBA's are now mixing with obsolete SCBA's creating the potential for mix parts and accessories which could lead to a potential catastrophic failure of SCBA's resulting in firefighter deaths or injuries. Additionally, a failure could result in the inability to perform lifesaving rescues, save citizens property and protect the environment. Fire and EMS is in need of replacing the out dated SCBA's that our firefighters are utilizing to enter hazardous environment when protecting our citizens. The current SCBA's are 4 standards out dated. The project calls for SCBA's that meet current standards and incorporate new technology to ensure the safety of our first responders is protected. The total estimated cost of the project is \$1,080,000.00. The AFG Grant requires a 10% cost match for jurisdictions of our size. Therefore, if awarded, the County will be required to contribute \$108,000.00 towards the project. Mr. Webb asked Mr. Owens what the plan is if they do not get the grant. Mr. Owens stated that they would continue to look at other ways to get the air packs replaced. Mr. Owens stated that they currently have 10 low pressure bottles that will need to be replaced in the next couple of months and there are some coming up in the next year that will need to be replaced. If they do not get the grant and if the Board does not want to fund the total replacement, they will need to replace them with other maintenance items out there. Mr. Webb stated that with a 15-year life maximum, there is no way to rotate them out unless you have a bottle that fails or it comes within three years of the next inspection. Mr. Owens stated that when the total replacement took place in 2004, there was no CIP process in place. Since then there have been other mechanisms in place to do that. Therefore, now they know how many bottles that have and they know how to plan in future CIP endeavors and continue to seek out opportunities for grants. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

A-2.

RESOLUTION; AUTHORIZE THE FIRE & EMS DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR A TOTAL REPLACEMENT OF (SCBA) SELF CONTAINED BREATHING APPARATUS

WHEREAS, the Fire & EMS Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$1,080,000.00 through The Federal Emergency Management Agency; and

WHEREAS, the total award of \$1,080,000.00 and 10% local match of \$108,000.00 (total \$1,280,000.00) will be utilized to replace all self-contained breathing apparatus (SCBA's) and components; and

WHEREAS, the grant requires a ten percent (10%) cash match of \$108,000.00, which requires a local appropriation.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the submission of a grant application for \$1,080,000.00, which requires a 10% local cash match of \$108,000.00 which will require a local CIP or General Fund appropriation, for the replacement of self-contained breathing apparatuses.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Federal Emergency Management Agency.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 110.1 Through 110/5 Entitled *County Vehicle*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the administrative policy entitled County Vehicle for the Board's consideration due to the workplace accident in August 2019. Languages has been added to state that employees shall ensure that all occupants are riding in an area of the vehicle that is equipped with seats and a seatbelt. In addition, they have included language that employees shall not drive in the wrong side of the road towards oncoming traffic while performing their duties. The revision will also state that employees shall adhere to all the manufacturer's specifications and limitations within the operator's manual for the vehicle. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-031

A-3.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 110.1 THROUGH 110.5 ENTITLED *COUNTY VEHICLE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the revision to the policy entitled *County Vehicle* be reviewed and considered for revision in the County’s Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 25th day of February, 2020 does hereby amend the Prince George County Personnel Policy by approving the revised policy entitled County Vehicle as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):

A. Resolution; Appointment (Three-Year Term –Board of Grievance Appeals). Mr. Brown made a motion, seconded by Mrs. Waymack to reappoint Mr. Tim Webb. Roll was called on the motion.

R-20-032

A-5A.

RESOLUTION; APPOINTMENT (THREE-YEAR TERM - BOARD OF GRIEVANCE APPEALS.

WHEREAS, Mr. Tim Webb’s term on the Board of Grievance Appeals will expire on March 8, 2020; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020 does hereby reappoint Mr. Tim Webb to the Board of Grievance Appeals to serve a three-year term beginning March 8, 2020 and ending on March 8, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Discussion of Opioid Litigation. Mrs. Waymack requested that this item be added to the agenda. County Attorney, Dan Whitten, stated that this is a law suit against Johnson & Johnson, Janssen Pharmaceuticals, Inc. seeking damages in the opioid epidemic. Mr. Whitten is requesting that the Board authorize the law firm of Sanford Heisler Sharp LLP and the Cicala Law Firm PLLC to file a complaint on behalf of Prince George County. Mrs. Waymack made a motion, seconded by Mr. Webb, to authorize the law firm of Sanford Heisler Sharp LLP and the Cicala Law Firm PLLC to file a Complaint in the United States District Court Northern District of Ohio Eastern Division against Johnson & Johnson, Janssen Pharmaceuticals, Inc., OthromcNeil-Janssen Pharmaceuticals, Inc., and Normaco, Inc. regarding the opioid epidemic. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to March 5 for the purpose of a budget worksession, at 6:00 p.m. in the Boardroom, Third Floor, County Administration Building. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:53 p.m.

[Draft Minutes prepared March 3, 2020 for consideration on March 10, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Budget Work Session
March 5, 2019
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 Thursday, March 5, 2020 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, 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; Jeff Stoke, Deputy County Administrator; Dan Whitten, County Attorney; Betsy Drewry, Finance Director and Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Teresa Knott, Clerk.

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.

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)

WORK SESSION

Dr. Lisa Pennycuff, Prince George County School Superintendent, presented to the Board the School Board's Comprehensive Plan 2016-2021. She stated that priorities of the School Division include student achievement, a safe, secure, and positive learning environment, recruitment and retention highly qualified faculty and staff, and technology to support instruction. Needs of the School Division include a 3% salary increase for all staff, an additional 2% for teacher scale, property, casualty, and liability insurance, substitute pay, technology sustainability, a transportation van, two educational diagnosticians, one reserve teacher, a

transportation associate, stipend/pay differential for learning specialists, stipend for para-educators for toileting and tube feeding, and a signing bonus for new teachers. Dr. Pennycuff stated that currently, Prince George Schools starting salary for teachers is 10th of the 15 divisions in Region I, placing the County in the bottom third of the region with approximately 70% of its competitors offering higher starting salaries. The requested increase is critical to improve the County's ability to recruit and retain a quality instructional staff to educate the County's children. The total request for an increase for the County's contribution is \$599,654, which includes an increase of \$15,882 to the Textbook Fund as a required match for State funding. This request includes the restoration of \$386,832.28 lost as a result of the increase in LCI funds, and additional funding from the County of \$212,822 which is necessary to provide for a 5% salary increase for those on the Teacher Salary Scale. Mr. Brown stated that we need to work differently in the future to get to this point. It seems to be backwards. He stated that it is not the Board's place to tell the School Division what they can and cannot have in their budget. The Board needs to be concerned about the total number and if this is something the County can afford. He feels the process would be a lot smoother and require a lot less time if these numbers are given to them prior to the County Administrator's proposed budget. Dr. Pennycuff stated that she would be happy to get to that place and thanked them for their consideration.

Ms. Betsy Drewry, Finance Director, talked about the school revenue sharing calculation as approved by the Board on August 13, 2019 used to prepare the FY2021 local budget transfer to the schools. The calculation is based on five revenue streams subject to revenue sharing (real estate revenue, personal property tax, local sales tax, consumer utility tax, and motor vehicles licenses), CSA expenditure, population, and the percent effect. For every \$1 increase to the top five revenues, the school transfer will increase by 0.4248 cents before School Capital and Public Safety carve outs. The School Revenue Sharing Calculation as approved by the Board includes several "carve-out" provisions including fire apparatus (2 cents in real estate tax revenue), additional resources devoted to School capital expenditures (\$1,262,500), and additional resources devoted to public safety expenditures (\$583,041). With the carve-outs, the local transfer to the School Division is \$16,687,651 which is 42.85% of revenue. There was some discussion with Mr. Webb regarding grant funding for School Resources Officers.

Ms. Drewry stated that \$144,354,981 in capital projects were submitted through the 2021-2030 CIP process; \$132,757,866 for schools, \$11,597,115 for the County, \$8,833,796 for public safety projects, and \$2,763,319 for non-public safety projects. Project recommendations include a new Walton Elementary School, a High School generator, Zoll X Series Monitors/Defibrillators, a fleet garage bay expansion, school technology infrastructure, school buses, Prince George Company 1 Fire Station renovations, and Police/County vehicles. There would be no other projects until a new Beazley Elementary School in 2027. Ms. Drewry confirmed for Mr. Webb that the County will be in violation of its 10-year payout ratio for financing a school for over 30 years. It would, however, it should not have a significant impact on the County's bond rating.

Mr. Frank Haltom, County Engineer, made a utilities capital project presentation. He talked about utilities capital repair or replacement projects, including ARWA plant rehab, Route 301 well facility improvements, SCWWA nutrient removal upgrade, Fountain Ridge Sewer rehabilitation, SPS 17 (Jordan on the James) rehab, SPS 16 (Cedarwood) rehabilitation, Route

460 gravity sewer rehab, SPS 8 (Wildwood Farms) replacement, water tank maintenance and repairs, purchase and installation of radio read meters totaling \$1,455,923 with a 5% contingency. He also talked about utilities capital expansion projects, including the SCADA implementation, the Appomattox River Water Treatment Plant design, ARWA supply central water supply extension to Route 10, Temple Avenue tank and booster station, Blackwater Regional interceptor and sewer facilities, a new 2 MGD wastewater treatment plan, second swamp regional interceptor Phase I, and a new water and wastewater master plan totaling \$4,420,000.

Ms. Drewry talked about revenues, including tax rates, reductions in General Fund Revenues, increases in General Fund Revenues, building permit fee increases, business license increases, and utility fee increases. Tax assessments have increased 7.3% net of new construction and improvements. There is no recommendation to reduce the current tax rate of 86 cents to the equalization rate of 80 cents because revenue loss would be \$1,680,000. The Board will be presented with an authority to advertise a public hearing for consideration of equalization of tax rate based on assessment at the March 24 meeting. This public hearing will be on April 14, which is the same evening as the tax rate public hearing. The County Administrator did not propose any increase in tax rates for FY2021 for operating or capital purposes. Ms. Drewry went over revenue increases including real property operations, personal property taxes, machine & tools tax, motor vehicle licenses, Local sales and use tax, public service taxes, interest revenue, Police service fees, penalties and interest on property taxes. She then went over a few revenue reductions, including FEMA-SAFER Fire/EMS hiring grant, State Communications Taxes, and CSA transfer from Schools. Mr. Brown stated that he is inundated with phone calls regarding the increase of tax assessments. He is really struggling with this for people who cannot afford to pay these taxes.

Ms. Julie Walton, Director Community Development and Code Compliance, talked about building permit fee increases. The inspections fee schedule was last revised in 2012. The changes to the proposed Prince George Building Fee Schedule will assist in recovering operating costs and providing professional, high-quality services in a demanding building environment. The proposed fee schedule includes an analysis of surrounding localities with similar demographics as Prince George County. The goal is to align recovery costs with current building trends while enforcing the building codes and regulations. The user fees collected will help to support departmental operations, therefore minimizing the support from the local tax base. An increase has been proposed to address the costs associated with permits that require additional staff time and copy charges. Administration fees, resubmittals will increase from \$35 to \$40 and re-inspection fees from \$40 to \$50. An increase in the Minimum/Base Fees for residential permits has been proposed from \$95 to \$100. An increase from \$.20 to \$.22 per finished square has been proposed. Residential Trade Permits will reflect an increase from \$.06 to \$.07 per finished square foot. Temporary electrical pole and demolition permits are in the Flat Fee Category and will increase from \$40 to \$50. An increase from $\frac{3}{4}\%$ to 1% in the valuation fees has been proposed. An increase to small commercial projects has been proposed. Building permits (less than \$5,000 in estimated costs) and auxiliary permits (less than \$1000 in estimated costs) will increase from \$100 to \$150. Prefabricated carports will increase from \$70 to \$100. Amusement Device fees have been adjusted to correspond with the set fees in the VA Uniform State Building Code. Fire prevention inspection fee increases have been proposed to offset the

cost associated with performing commercial inspections. Inspection fees based on that total square footage of each structure will receive a \$50 increase. Based on current permit values, the increases in the user fees for inspections will generate approximately \$65,000 to \$100,000 annually. Increases (or decreases) in permits applied for or in the value of the work could change that estimate and total revenues. Increased permits and job values will increase workload and expenses.

Ms. Darlene Rowsey, Commissioner of the Revenue, talked about business license rate increases. There are currently three business license rates that are below the State maximum which include professionals, retail, and service. These rates only impact business whose gross receipts are over the \$50,000 threshold. The business license professional rate is currently \$.20 per \$100. If increased to \$.25 per \$100, it would create a possible additional tax revenue of \$26,568.76. The business license professional rate is currently \$.15 per \$100. If increased to \$.16 per \$100, it would create a possible additional tax revenue of \$38,313.47. the business license service rate is currently \$.20 per \$100. If increased to \$.25 per \$100, it would create a possible additional tax revenue of \$124,617.38. These rates were last updated in 1988. These increases would require a County Code change and if approved, would be effective January 1, 2021.

Mr. Haltom talked about utility fee increases. The total increase in expenses is \$220,771. Reduced revenue from connection fees is anticipated at \$210,000. Expenses for sewer treatment will be reduced by \$150,000. There will an increase in capital outlay in the amount of \$126,000. There will an increase in contingency due to a number of projects in the amount of \$126,000. Revenues will be increased by \$98,850 from a utility rate increase. There will be new debt service in the amount of \$945,000 to cover a two years of rehabilitation and expansion projects and to reduce capital request using utility revenues by \$204,000. Utilities is asking for two new employees at a cost of \$154,477. Utilities is proposing a 3% water increase and a 1% sewer increase causing an annual increase of about \$15 per year.

Ms. Drewry stated that Prince George County currently charges \$50 for a five-year permit fee for a concealed weapon. Only Chesterfield County is charging less than \$50. Of the \$50 fee \$5 goes to the State, \$15 for a civil filing fee, and the remaining \$30 is the local portion. The loss for every dollar reduced is \$771. The Board stated that they will not make a decision to reduce the concealed weapon permit fee at this time. They will make a decision before the budget is final.

Ms. Drewry reviewed the worksession schedule. Mr. Ashcraft and Ms. Drewry recommended that March 12 include a discussion of the new positions, employee reclassification, compression increases, career development, capital expenditures within the operating budget, and a Swift Creek Mill Theatre funding request.

ADJOURNMENT. Mr. Webb made a motion, seconded by Mr. Brown, to adjourn the meeting at 8:01 p.m.

[Draft Minutes prepared March 8, 2020 for consideration on April 14, 2020; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

March 10, 2020

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 7:02 p.m. on Tuesday, March 10, 2020 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
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

Also present was: Percy Ashcraft, County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

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

Pledge of Allegiance to U.S. Flag. Mr. Carmichael 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 7:05 p.m.

William Steele (County Line Road). Mr. Steele stated that many citizens do not agree with the proposed Solar Energy Facility Siting Policy. He stated that the Board and Staff will have ample time to discuss this matter but the public only has input during the public comment period. He asked that the public be given more time to speak. He asked the Board not to accept the policy as written and return it back to the Planning Department for a total rewrite. He stated that it does not reflect public input as it states. He stated that the policy is full of ambiguous language with no regard on the impact to the community. He suggested that there is no research to reflect the figures and the policy is a distortion of facts.

Mary Jo Tyson (15303 Arwood Road). Ms. Tyson presented the Board with a handout.

Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that he supports Mr. Steele's comments. He would like to see the community be included in the review of the solar energy policy.

Candide Hamilton (15101 Pleasant Circle Drive). Ms. Hamilton agreed with Mr. Steele. She stated that the residents were not given the opportunity to hear or speak about the solar energy proposal. She too does not understand where the numbers come from. She stated that the Board should give the citizens an opportunity to speak about it before they make a decision.

Sherry Odett (3711 Rives Road). Ms. Odett lives next to the Rives Road solar farm. She stated that she does not understand how the Board could have approved something like that 50 feet off of her property line. She stated that it has affected her property value. She also said that she understood there was supposed to be a tree-line buffer and she came home one day and all of the trees were cut. She does not believe it would have been approved if it were next to one of the Board members' homes. She pleaded with the Board to help her fix this problem. She does not understand how it even got to this point. She asked the Board to consider all of this and not move forward with a 50-foot buffer on future projects.

James Rovinski (11600 Centennial Road). Mr. Rovinski stated that he does not understand why the County is destroying farmland and allowing these solar energy facilities that do not benefit the County.

Anna Fraraccio (15315 Arwood Road). Ms. Fraraccio stated that she has multiple objections to the solar facility policy as it is written. She stated that she would like to know where the policy came from because she does not feel like anyone here has an expertise in solar facilities. There is currently a nationwide debate about the safety and environmental factors of a solar facility. What makes Prince George exempt from these issues? She stated that she does not understand the rush. She does not want to see all of this go up before due diligence is done. She suggested that the Board take some time to investigate further by hiring a mutual third party experienced in green energy. Much of the policy is vague and open to multiple interpretations. There is nothing specific in the policy about loss of property value. She stated that there are wetlands all around her house and the language regarding wetlands "being avoided to the greatest extent possible" needs to be more specific. She stated that she is not opposed to landowner rights, however she is imposed if it impends the rights and safety of other County citizens.

John Doran (15311 Arwood Road). He stated that he nor his neighbors were ever given a chance for public input on the solar energy facility policy.

Carolyn Curtindale (9434 Springfield Lane). Ms. Curtindale stated that she lives in the country and does not want to see a solar farm there.

Tina Chacuzio (15311 Arwood Road). Ms. Chacuzio stated that she took two years to find her house before moving to Prince George and does not want solar panels at her back door.

Mr. Lee Thacker was unable to attend the meeting and sent his comments in support of a solar facility policy prior to the meeting. He stated that the plan provides for clear direction of how Solar Farms should be constructed to maintain rural setting that the citizens all enjoy. The plan calls for acreage limits to avoid the farms overpopulating the County. He stated that there is no Cadmium or toxic chemicals in the panels used today. He stated that solar farms provide a significant annual tax revenue without any demand for increase county services. He called it a win win situation.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:28 pm.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mr. Carmichael requested that Item C-1 be extracted. Mr. Carmichael made a motion, seconded by Mr. Webb, that the consensus agenda be approved as amended. Roll was called on the motion.

R-20-033

C-2.

RESOLUTION; APPROPRIATION (\$11,929.07 INSURANCE RECOVERIES – POLICE VEHICLE REPLACEMENT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of March, 2020, does hereby authorize the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-03-100-0601-44200 General Fund: Police Automotive Motor Pool	\$11,929.07
<u>Revenue:</u>	
0100-40-507-8206-341111 General Fund; Insurance Proceeds	\$11,929.07

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS COMMENTS

Mr. Webb thanked everyone for coming out and voicing their opinions.

Mr. Brown stated that whether they all agree or disagree, it is very important to hear everyone's opinions. In addition, he mentioned that he is scheduled to have a major eye surgery next week and may be not out and about for a little bit.

Mrs. Waymack stated that the coronavirus is here and we should be vigilant.

Mr. Carmichael asked everyone to keep Floyd Brown, Sr. in his prayers.

Chairman Hunter echoed Mr. Carmichael's comments.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft presented the Board with his report of upcoming dates and updates.

PUBLIC HEARINGS

P-1. Public Hearing; Ordinance to Amend "The Code of the County of Prince George, Virginia", 2005, as Amended, by Amending § 82-313 and 82-595 to Modify Requirements Related to Payment of Utility Connection and User Fees. Mr. Frank Haltom, County Engineer, stated that amendments to Chapter 82 are recommended to clarify requirements to pay water and sewer connections fees for existing uses along newly constructed water and sewer lines. The proposed amendments will not require a single-family home that is operating to connect until such a time the existing individual water supply system is no longer adequate to serve the premises. At that time, the property owner must connect to the available public water supply.

Chairman Hunter opened the public hearing at 7:38 p.m.

Mr. William Steele (County Line Road). Mr. Steele stated that there should not be a connection fee and it should be extended to everyone.

Ms. Mary Jo Tyson (15303 Arwood Road). Ms. Tyson asked why they would mandate that someone cannot build another well on their property.

Mr. John Doran (15311 Arwood Road). Mr. Doran stated that if anyone is going to be made to connect, then they should be allowed to do it for free.

There being no one else to speak, Chairman Hunter closed the public hearing at 7:41 p.m.

Mr. Brown asked Mr. Haltom if a citizen has a right to fix their system if it is cheaper than connecting to public water. Mr. Haltom stated that would be the pleasure of the Board. However, the Health Department and the State are trying to reduce the number of wells and private septic systems. Ultimately, it would be up to the Health Department to decide if their

alternative system is adequate for a sewer system and they would probably not allow them to drill another well. Mr. Brown made a motion, seconded by Mr. Webb, to table the matter to March 24 to allow for more clarification on adequate systems or repairs. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS

District 19 – Ms. Jennifer Tunstall, Executive Director of the District 19 Community Services Board, stated that District 19’s mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse. They are licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual/developmental disability, substance abuse and prevention services to the citizens of the cities of Colonial Heights, Emporia, Hopewell, and Petersburg, and the counties of Dinwiddie, Greensville, Prince George, Surry, and Sussex. A volunteer Board of Directors provides oversight to District 19. Interested citizens are appointed by each of the participating localities for terms of three years. District 19 CSB offers Mental Health (MH), Intellectual/Developmental Disability (ID/DD), and Substance Use Disorder (SUD) services. They also offer emergency services for people in crisis, early intervention services for young children, and prevention services to reduce risk and promote wellness. In FY19, they provided direct services to 5,474 individuals. Ten percent or 533 people were served in Prince George County. District 19 CSB finances its work through a combination of public and private sector funding. Funding comes from federal, state, and local entities. District 19 serves a high volume of individuals that are uninsured. Service fee revenue comes primarily from Medicaid, but also from other sources. District 19 began accepting some commercial insurances for services in February 2019. Sections 37.2-509 and 37.2-611 of the Code of Virginia establishes the minimum local matching funds requirement reciprocally at 10 percent. The FY20 State fund contribution to District 19 was \$8,324,232. The FY20 local matching funds requirement was \$854,273. The FY21 State fund contribution to District 19 is \$8,510,923. The FY21 local matching funds requirement is \$900,243. State fund contribution is based on current “known” funding allocations. This amount can change throughout the year when the State allocates additional funds for specific purposes. District 19 is very appreciative of the partnership and support from Prince George County. The amount requested from Prince George for FY20 was \$110,562. The minimum FY21 request is \$117,374. STEP-VA is a long-term initiative designed to improve the community behavioral health services available to all Virginians. All 40 CSBs in Virginia are statutorily required to provide all STEP-VA services by July 2021. In compliance with STEP-VA, District 19 has implemented Same Day Access. The implementation of STEP-VA services improves access, increases quality, builds consistency and strengthens accountability across Virginia’s public behavioral health system. The funding that was allocated to provide this new mandated service is not sufficient to cover the cost of operating the service. The SDA program operates in Petersburg, Emporia, and Hopewell/Prince George. Individuals receive assessments for services from Licensed staff, on the same day that they come

to the clinic to initiate services. The two objectives of the primary care screening and monitoring are to ensure that any child diagnosed with a serious emotional disturbance and receiving ongoing CSB behavioral health service or any adult diagnosed with a serious mental illness and receiving ongoing CSB behavioral health service will be provided or referred for a primary care screening on a yearly basis. Also to screen and monitor any individual over age 3 being prescribed an antipsychotic medication by a CSB prescriber for metabolic syndrome following the American Diabetes Association guidelines. The objective of this step is to ensure high quality, evidence-based, trauma-informed, culturally-competent, accessible behavioral health services that addresses a broad range of diagnoses and considers an individual's course of illness across the lifespan from childhood to adulthood and support complementary system wide initiatives such as behavioral health redesign, Addiction and Recovery Treatment Services (ARTS), Families First Prevention Services Act, and DJJ Transformation. This step aims to ensure high quality services that address critical community needs and helps close gaps in access to foundational outpatient services. Funding was allocated to each CSB to add two new MH Therapy positions for this STEP-VA. One position for adult services and one position for children's services. Additional "needs" based funding was provided to CSBs that will support two more positions and potentially tele psychiatry hours. D19 will have two of these position at the Petersburg clinic, one in Hopewell/Prince George, and one in Emporia. Recruitment for these positions are underway. Mr. Brown pointing out that he noticed a lot of the funding goes out to salary and benefits. Ms. Tunstall stated that they have approximately 230 employees spread across nine localities. They are required to have individuals licensed to provide counseling and services that require higher credentials and degrees. They do the best that they can do to keep up with the competition of neighboring counties that cannot afford to pay their staff more. Mr. Brown asked who is serviced in the "other category." Ms. Tunstall stated that is emergency cases and services. Chairman Hunter asked if that meant that inmates at Riverside were considered in the "other" category or Prince George. Ms. Tunstall said that she would verify that and get back with them.

James River National Wildlife Refuge – Mr. Cyrus Brame of the US Fish and Wildlife Services stated that the James River National Wildlife Refuge consists of 4,400 acres. It was established in 1991 to provide habitat for the American Bald Eagle. It supports grasslands, marsh, mixed hardwood and pine dominated forests. There are 568 refuges throughout the United States that consists of 150 million acres of land and water and includes a habitat for hundreds of threatened and endangered plants and animals. National Wildlife Refuges are the only system of federal lands established specifically for habitat conservation. Management actions are biologically driven and based on sound, peer reviewed science. They are also an excellent place to connect with nature. Seventy-five percent of National Wildlife Refuge are open to the public. The 1997 National Wildlife Refuge System Improvement Act established priority uses for refuges. Uses must be compatible with the mission and the purpose of the individual refuge. There are over 53 million visitors annually to the National Wildlife Refuge System. Economic impact translates to \$3.2 billion. Of that, 83% spent by visitors from outside the community. The James River National Wildlife Refuge supports the Endangered Species Act, passed by Congress in 1973, to create a way to monitor the health of plant and animal populations. The Refuge also protects the American Bald Eagle, among other species of concern and keeps common species common. Non-native plants displace native grasses and trees that

possess important food and nesting value to animals. In an effort to reduce invasive plants and encourage a wide diversity of native plants species, prescribed burning can be used in several habitat types. Healthy habitats help animals by providing sufficient food, water, resting and nesting areas. Deer management program at the Refuge helps control deer populations, encourages a strong herd, and involves the public in nature-related recreation opportunities. Beginning the end of April nature trail access is open without advanced reservation for self-guided. Limited Interpretive nature tours and programs are offered. Some of the future public use projects include expanding the Trail System: multiple phases within a 240-acre section, enhance hunting opportunity, develop an MOU to expand its partnership with the County Parks & Recreation Dept., and to acquire tracts for habitat value and public use. Some of its conservation partnerships include VA Master Naturalist, Old Dominion Appalachian Trail Club, Richmond Audubon Society, Center for Conservation Biology at VCU, and the Virginia Department of Game and Inland Fisheries.

Biosolids Application – Ms. Julie Walton, Director of Community Development, and Ms. Angela Blount, Environmental Program Coordinator, presented to the Board some information that was recently received by the County as an adjacent landowner notice from the Department of Environmental Quality (DEQ) for a Virginia pollution abatement permit. Ms. Blount stated that the permit is for Recyc Systems, Inc. for an operation across from Temple Park on Route 156. The notice has a public comment period that the County would like to take advantage of from February 14 to March 20. If DEQ received at least 25 comments, then they will open up a public comment hearing for this particular project. Ms. Blount said that is very important because it pushes the timeframe of the application back. Right now, the County could be looking at an application starting as early as May. Ms. Blount gave a little background on biosolids, which consists of small solids and some liquids that come from the sewage treatment plants. They are not considered biosolids until they go through a process, which makes them a fertilizer that is very beneficial to the farms. This is an approved method through the Federal and State governments. This particular permit is going to encompass two different areas. Fields 1 and 2 are owned by the same property owner and are off of Tavern Road. The particular notice that the County received is for the field on Prince George Drive (Route 156) directly across from Temple Park. This particular application is land applied meaning it will be applied directly to the land and not cultivated into the soil. They will observe the 200-foot buffer from the other side of the road. Ms. Blount stated that according to Parks and Recreation, there will be a number of activities during the summer months. Staff would like to submit formal comments showing concern for timeframe of the land application. It is the County's desire to work with the landowner as well as Recyc Systems to try to choose a timeframe that will not interfere with any of the activities planned at Temple Park from early Spring until early Fall. Ms. Blount asked the Board if they have any concerns that they can include in their formal comment to DEQ. Mr. Brown stated that he has a lot of concerns. He said wind has no buffer and the smell will go directly over to Temple Park. He stated that he also has huge concerns on the other permits on Tavern Road. He wanted to know if the County was allowed to comment on those as well. Ms. Blount stated that citizens do have a right to comment to DEQ. Mrs. Waymack asked where these biosolids come from. Ms. Blount stated that her understanding is that most of it comes from Blue Plains, Maryland. Mrs. Waymack also expressed a concern about contaminants. Ms. Blount assured her that they are tested by the DEQ prior to disposal on the property. She

clarified for Mr. Carmichael and Mr. Webb that DEQ dictates this in the end, the County has no authority. This is why it is very important to get those comments in.

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions Prince George County Personnel Policies; Section 12.1, entitled *Employee Performance Review*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled Employee Performance Review to incorporate changes that are a result of the job-specified evaluations for all employees. The essential duties are part of the job-specified evaluations and there is an “other performance” measure tab that captures the employee’s communication, time management, ethical behavior, attendance and respect in the workplace. The scores changed with the new evaluation which created the need to change the score of “three” to say “meets expectations” since that is no longer a score of three on the new evaluations. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-20-034

A-1.

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 12.1 ENTITLED *EMPLOYEE PERFORMANC REVIEW*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Employee Performance Review* be reviewed and considered for revision in the County’s Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 10th day of March, 2020 does hereby amend the Prince George County Personnel Policy by approving a revision to the policy entitled *Employee Performance Review* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Proposed Revisions Prince George County Personnel Policies; Section 170.1 Through 170.3, Entitled *Expense Reports and Purchase Cards/Accounts* and Section 100.1 Through 100.8 Entitled *Travel*. Ms. Betsy Drewry, Finance Director, stated that the Board of Supervisors received information at its February 25, 2020 work session related to administrative policy updates for expense reports and purchase cards. These changes center around improved documentation, restricting purchases related to apps and i-cloud storage, restricting purchases related to gifts and gift cards, restricting purchases related to expressions of sympathy and concern, and improving the approval process. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-035

A-2.

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 170.1 THROUGH 170.3, ENTITLED *EXPENSE REPORTS AND PURCHASE CARDS/ACCOUNTS* AND SECTION 100.1 THROUGH 100.8 ENTITLED *TRAVEL*

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that existing policies entitled *Expense Reports and Purchase Cards/Accounts* AND *Travel* require modifications;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 10th day of March, 2020, does hereby amend the Prince George County Personnel Policies by revising the policies entitled *Expense Reports and Purchase Cards/Accounts* AND *Travel* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Proposed Addition Prince George County Personnel Policies; Section 330.1 Through 330.14, Entitled *Non-Travel Food and Beverage Purchases*. Ms. Drewry stated that the Board of Supervisors received information at its February 25, 2020 work session related to administrative policy addition for non-travel food and beverage purchases. This policy addition focuses on providing guidance and imposing limitations on the use of public funds when making food and beverage purchases when not in a business travel status. Since February 25, the Section 330.5 entitled Board of Supervisors Meetings has been completed based on feedback received. Additionally, Section 330.1 "Policy Exclusion" section has been expanded to include meals provided for jurors. Chairman Hunter stated that he has concerns with Sections 330.2 and 330.5. He does not believe those amounts are appropriate for anything feasible. Mr. Brown stated that he is fine with those amount. The Board should not be afforded anything more than the employees and Staff. Mrs. Waymack stated that she does not believe \$3.00 is enough for any meeting attendee. It is very limiting. Mr. Carmichael agreed and stated that this would be for any meeting, event or program. Mr. Carmichael would like to see what was spent in the past and have it continue to be the same amount. It should be business as usual. Mr. Carmichael made a motion, seconded by Mrs. Waymack to postpone this item to April 14 for Staff to come back with an average of what was spent in the past. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Hunter, Carmichael, Waymack

Opposed: (2) Webb, Brown

Absent: (0)

A-4. Resolution; Adoption of the Prince George County Solar Energy Facility Siting Policy. Ms. Julie Walton, Director of Community Development, stated that the Planning Commission and Staff recommend the adoption of a Solar Energy Facility Siting Policy to provide guidance to property owners, business owners, and County residents with the acceptance of Special Exception applications for Solar Energy Facilities. The policy will also give guidance to Staff, the Planning Commission, and the Board of Supervisors when evaluating requests for solar energy facilities. The

policy was developed with public input from community meetings for planned or proposed solar projects, independent citizen inquiries, and public hearings for proposed solar energy facilities. When asked for clarification, Ms. Walton confirmed for Mr. Carmichael that every applicant has to come before the Planning Commission and the Board for approval of a special exception for a solar farm on a case by case basis regardless of a policy or not. This policy is an internal policy, not an ordinance, for the Planning Division to review those applications and make recommendations to both the Planning Commission and the Board that are consistent and uniform and protect objectives of the County in looking at these facilities. The purpose of the policy is to set guidelines to be used by applicants when selecting sites and developing plans, to be used by staff, Planning Commission, and Board of Supervisors when evaluating requests, and to establish an upper limit on the total acreage of approved facilities in the County. This policy sets objectives and standards for all proposed solar developments; leads to consistent, uniform review of projects. It addresses separation from adjoining properties; landscaping requirements. It protects natural resources. It establishes a desired upper limit on total acreage of approved facilities in the County devoted to this type of use. Ms. Walton requested that the Board consider 4%. It provides a guide for staff review of proposed projects; provides a standard for the Board's consideration when reviewing a project request through the Special Exception Process. It provides for increased public notice for solar facilities. This policy does not "allow" or "approve" solar facilities (proposed projects must go through the Special Exception Process). It does not restrict a property owner's right to apply for Special Exceptions. It does not modify provisions of the Ordinance related to solar facilities; is used in conjunction with the Ordinance. This policy protects and enhances agricultural, cultural, and recreational resources. It protects, maintains and improves the quality of the natural environment. This policy establishes an upper limit on the total acreage of approved facilities in the County. Other items addressed in the policy include fencing, lighting, set-backs, heights, minimum acreage, landscaping, screening and buffers between adjoining properties. It also addresses development standards such as operations, roll back taxes, decommissioning, and coordination with the local emergency services. It also places stipulations on the Special Exception process, including a pre-application conference with staff at least 30 days prior to submitting an application, a community meeting with property owners within ½ - mile of the project prior to the public hearing with the Planning Commission, and providing additional documentation. Under current Ordinances, as a Special Exception, solar farms are permitted in A-1, R-A, B-1, M-1, and M-2 Districts and by-right in M-3 District. Mr. Brown stated that he is about transparency. He feels like they need to get input from the citizens on this policy. He also asked for clarification from the County Attorney that this would be just a guideline because they cannot put a hard limit on the acreage. Mr. Whitten agreed that is correct. He also expressed concern about the Rives Road project and how it ended up being not what they expected and why it did not come back before the Board if the site plan had changed. He believes that some of the language in the policy should be more direct and he would like to see a public hearing on this policy even if it is not required. Mr. Webb agreed with Mr. Brown. Mrs. Waymack stated that she is not against clean energy. However, 4% of glass fields will be too much for Prince George County. Mr. Carmichael stated that the policy is just a guideline for Staff to use. It only bounds the applicants coming into the office. It does not affect the Board's final decision. Mr. Walton agreed. Chairman Hunter stated that he is very interested in hearing the public's input on this. Mr. Carmichael asked what will we gain from a public hearing. Mr. Brown stated that it does not need to be a public hearing. It can be a citizen group to work with Staff. Mr. Brown just wants to set the bar higher for the applicant. Mr. Carmichael stated that they don't have to meet Mr.

maximum and still come before the Board for a special exception. Mr. Brown stated that he understands that but it still sets the standard for any future Board. Mr. Webb made a motion, seconded by Mr. Brown, to postpone this item to April 28. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution; Authority to Advertise a Public Hearing for an Effective Real Property Tax Increase – Equalized Rate Consideration. Ms. Drewry stated that the County Administrator proposed the Fiscal Year 2020-2021 budget at the February 25, 2020 Board meeting and recommended no increase in the Real Property Tax Rate of Personal Property Tax Rate. The Board received preliminary information on an increase in assessed real property values at its pre-budget work session on December 16, 2019. The Board received updated information at its budget work session on March 7. The assessed values (excluding new construction and improvements) have grown by more than 1%. Estimated FY2021 assess values, net of new construction and improvements, have grown by 7.3% over 2020 values. The equalization rate would be 80 cents (a 6 cents reduction from the current 86 cents rate). If the assessed value increases by more than 1% (excluding new construction and improvements), the County must reduce tax rate so that revenues are less than or equal to 101% of prior year levies or the County may increase the tax rate after advertising and holding a public hearing with notice of the “effective tax rate increase.” There is no recommendation to lower the tax rate 80 cents, and the proposed budget proposed keeping the real property tax rate of 86 cents. Staff is requesting the authority to advertise the public hearing to meet the 30-day advertising requirement and to be able to conduct the public hearing on April 14, 2020. Mr. Carmichael made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Mr. Brown stated that he is will support the advertisement of 86 cents because they can always still come down. There are a lot of people struggling with what they are paying today. Mr. Webb agreed with Mr. Brown Roll was called on the motion.

R-20-036

A-5.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN EFFECTIVE REAL PROPERTY TAX INCREASE – EQUALIZED RATE CONSIDERATION

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of March, 2020, does hereby authorize the advertisement of a public hearing to be held on April 14, 2020, for an Effective Real Property Tax Increase – Equalized Rate Consideration.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Webb moved, seconded by Mr. Carmichael, to adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 9:36 p.m.

[Draft Minutes prepared March 18, 2020 for consideration on April 14, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Budget Work Session
March 12, 2019
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 Thursday, March 12, 2020 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, 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; Dan Whitten, County Attorney; Betsy Drewry, Finance Director and Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Teresa Knott, Clerk.

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

Pledge of Allegiance to U.S. Flag. Mrs. Waymack led the Pledge of Allegiance to the U.S. Flag.

APPROVAL OF AGENDA. Mr. Webb asked the Board to take into consideration the equalization rate and the additional funds requested by the School Board when considering personnel position requests. Mr. Carmichael made a motion, seconded by Mr. Webb, 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)

WORK SESSION

Mr. Steve Koehler and Ms. Jennifer Procise from Swift Creek Mill Theatre gave a presentation for a funding request of \$2500 in order to develop a partnership with Prince George County and approach the Virginia Commission for Arts for the matching funds of another \$2500. That funding would go to help bring Prince George students to their student matinee series. Every

year about 17,000 students come through their theater and the magic and wonder of live theater. Participating and viewing live theater has been shown to improve test scores, decrease drop-out rates, increase reading comprehension, empathy, and all kinds of wonderful things. Last year they had about 752 Prince George students come to their theater and attend their productions. Those tickets go for anywhere from \$9.75 to \$14.00, depending on the production. This funding would underwrite those tickets. They have found that removing the lack of ability to pay increases student attendance by 50%. It's fun and educational and they would love to develop this partnership with Prince George County moving forward.

Police Chief Keith Early gave a staffing request presentation requesting two (2) additional Uniform Patrol officer positions and one full-time civilian Administrative Support Specialist. The police department's goals are to increase minimum patrol staffing from six to seven officers per shift (four patrol shifts); to provide additional service capability/coverage throughout the County; enhances officer safety and officer morale; and meet increased administrative responsibilities (civilian position); enable the continued delivery of efficient services for our citizenry; and continue to provide necessary support for our staff. There has been a 34% increase in calls for service from 2012 to 2019. Excluding grant-funded school resource officers (5), only one additional officer was allocated during the same eight-year time-frame. There is a reasonable expectation that the next seven years will result in similar trends/increase in demands. Allocated staffing is for 59 sworn police officers. In reality, each year they operate with vacancies - sometimes several. Currently, they are four (4) positions shy of being fully staffed at 59 sworn. In addition, they have officers out of service on military leave, maternity leave, etc. There are anticipated and unanticipated departures, challenges finding qualified candidates, length of hiring/training process. Currently, twenty (20) officers, or 34% of sworn force, are, or will be, eligible to retire within next three (3) years. They cannot recall a time where they were operating at full capacity. Two additional police officers will bring their sworn staffing level to 61 police officers. These additional resources will assist your Police Department with progressing our service capability while improving officer safety and morale.

Mr. Keith Rotzoll, Director of Parks and Recreation, stated that Parks and Recreation is requesting a new Senior Grounds Maintenance position. There are currently two maintenance people. In recent years, Prince George has expanded its parks and facilities including over 170 acres, nine playgrounds, and 16 ball fields. This is a lot for the two maintenance people to maintain, especially if they want to continue to have better facilities. Mr. Webb asked how many part-time people they carry in the summer in addition to those two maintenance workers. Mr. Rotzoll stated that they currently employ three additional part-time in the summer.

Mr. Clifton Young, Director of IT, gave a presentation requesting a computer/technical support specialist. There are currently four people on his Staff including himself. The department has been struggling with supporting the Fire and EMS department and the Police department. There are a lot of integrated systems that work together that really need a significant amount of attention, not just during the day but on nights and weekends as well. He stated that the Police Department has pitched in quite a bit and one employee in particular has done a lot of work that really should fall into the IT Department. They are looking to take back ownership of what they should be responsible for. Mr. Webb asked if this position would be liaison for the public safety

departments. Mr. Young stated that would be their main focus, but they would also be doing a little bit of everything.

Mr. Rod Compton, Real Estate Assessor, is requesting a Senior Real Estate Appraiser. He stated that the Real Estate Market continued to be depressed in 2011. At that time the Assessor requested that the salary savings from staff attrition (Appraiser Position) be used to fund Pictometry for County. Pictometry allowed reduced staff to continue efficient and effective reassessment. However, a sharp upswing in real estate market activity has stressed the capabilities of the Assessor's Office. International Association of Assessing Officers (IAAO) Guidelines recommend work load averages per FTE fall between 1,500 – 1,700 for smaller localities up to 3,000 – 3,500 for larger localities. Parcels per Appraiser generally fall between 2,500 and 5,000 depending on Assessment Frequency, Inspection Cycle, Size of Locality, and Parcel Counts. Prince George County falls within the "smaller" locality range. Technological enhancements push Prince George County's targets to 2,000 parcels per FTE for all staff and 4,000 parcels per Appraiser FTEs. A Senior Real Estate Assessor is important for them moving forward.

Mr. Brad Owens, Director of Fire and EMS, is requesting a Fire/EMS Deputy Director. He stated that in 2002 the County implemented the first Deputy Director position. At that time there were three employees assigned to the Fire and EMS office. In 2006 that position was vacated and nine employees were in the office. In 2010 the Deputy Director position was filled once again with nine employees. In 2012 the position was filled with a part-time EMS consultant with again nine employees. In 2016 the funding was eliminated for that position with 16 employees and has not been filled since. Currently, the department has 30 full-time employees, 38 part-time employees and 260 volunteers. During the same time, Fire and EMS has experienced enormous changes to include, but not limited to, increase the demands for services, additional personnel, and extreme industry changes with new regulations and missions as an all hazards department. The department continues to implement new solutions to meet these changes with over 4,000 calls for service each year. In 2002 it was about 1,000 calls. Mr. Owens stated that during his tenure as Director, the department has implemented many of these initiatives through grant funding in excess of \$5 million and the department continues to pursue additional opportunities in these areas. There have been four separate studies over the last decade and a half that have recommended the Deputy Director's position be filled or funding be reestablished. If you look at other organizations similar to that of Prince George, Dinwiddie, Louisa, Caroline, and Goochland all have Deputy Directors that assists the Fire Chief with day to day daily operations. In the region, Colonial Heights and Petersburg each half a deputy chief. Hanover and Richmond have two deputy chiefs. Henrico has three deputy chiefs and Chesterfield has one deputy chief and four assistant deputy chiefs. The Deputy Director will assist the Director in all aspects of the operational and administrative management functions within the department assisting with planning, managing and directing activities in the operations division including supervising the career shift supervisors, assisting the director with the establishment and reinforcement of operational procedures, rules and regulations for all personnel operating within the coordinated Fire and EMS system, assisting the Director with the developing, implementing, and monitoring and evaluating emergency response plans, providing reports to various individuals and agencies, attending training to maintain their certifications, respond to emergencies as needed, and other duties as assigned.

Ms. Shel Douglas, Social Services Director, is requesting a Social Services Manager III, Case Management position. Ms. Douglas stated that the Governor's budget seems to indicate that the \$125,000 that they have been receiving for the last two years with no local match to support their benefit workers may continue for a third year with no local match. Also, there will be some funding for local social services to address compression. In addition, if the bill offers a 2% increase for its local social services workers and the Board chooses to do that as well, there will be a local reimbursement. There are certain requirements for their workers for foster care. In addition, they are going to be required to implement the Families First Prevention Act which will require them to start to serve a lot of high-risk families who are at risk of foster care. Based on the fact that they are currently serving at any given time 20 to 24 children in foster care, it is an increase of about 43%. Right now they have about 16 children they are looking to get adopted. They currently have two foster care workers and one prevention worker. They are seeing an increased demand of families in high risk families that are at risk of coming into foster care. Therefore, they are being challenged to meet the existing requirements in addition to those prevention requirements. Therefore, she is proposing a prevention and early foster care position. This worker would target those high-risk prevention cases and if that child came into care, the same worker would continue to work with that child for the first 90 days of that child's entrance into foster care. That would give some relief to the existing foster care worker. The State is estimating that it would increase their existing budget by about \$60,000. The position is \$53,794 and about \$78,000 with benefits. The local match is about 15.5% or \$12,000 for this position.

Mr. Frank Haltom, County Engineer is requesting a Utilities Engineering Technician and a Meter Technician. They currently have nine full-time positions and one part-time position dedicated to field activities. Included in that are 25 pump stations and the collection of all of the sewer, two water booster stations, five elevated tanks, and one above ground storage tank. They also have five well systems, nine active wells, nine hydro tanks, and eight storage tanks. This does not count meters, hydrants, and man holes that need to be maintained. They are currently pulling four or five staff members each week to read meters. This is why they are asking for a meter technician. This position would also assist with road signs, painting hydrants, and help with the advance of radio read. The Engineering Technician would be someone with engineering training and experience in design facilities for water and sewer stations to help with site plan review. Additionally, this position could educate businesses on grease damage to the system, conduct water audits, backflow prevention control, cross connections, and condition assessments.

Ms. Betsy Drewry, Finance Director, stated that all of the aforementioned positions would cost \$726,477 with benefits. The General Fund impact would be about \$503,424. There is one employee reclassification in the budget for the General Services Department. Currently there are four building maintenance mechanics and one building and grounds maintenance mechanic in that department. In June of 2018 a Building Maintenance Mechanic was hired who is a certified Master Electrician. Because of certification and to retain the employee with Electrician designation, they are requesting a reclassification of the position to Electrician with an increase Grade to 312. The cost of the reclassification would be \$2,578 with benefits. Mr. Mike Purvis, Director of General Services, stated that this particular employee has been a great value to the department. He is selfless in what he does and has proven to be a money saver for the County.

Ms. Drewry stated that Evergreen performed a salary study for County employees during FY2018. Phase I was completed in FY2019 providing compression for sworn police officers on separate pay ranges and providing all other staff with a pay increase of \$1,000 or 2% moving all employees to at least the minimum of new pay ranges. Phase II in FY2020 placed Fire and EMS on “tiered” pay ranges similar to that of the sworn police officer ranges and provided all employees with a pay increase of \$1,000/2%/\$2,000. It moved employees impacted by compression up ranges based on years of service. In addition, compression for Communications Officers was addressed moving them up two grades. Phase III is proposed in the FY2021 budget. They will use the same methodology as in FY2020 dividing pay ranges into 30 equal increments. They will move employees impacted by compression up ranges based on years of service. There will be 104 employees impacted. The compression adjustments proposed range is from \$3.90 to \$5,784.62 with an average adjustment of \$746.99. The total cost with benefits is \$96,295.

Ms. Drewry stated that Career Development is currently in place for the Police Department, Animal Services, Fire and EMS, Emergency Communications Center, Community Development, Social Services, Utilities, Community Corrections, General Services, Utilities, Finance, Information Technology, and Parks and Recreation. New for FY2021 will be Assessor (\$1,500), Human Resources (\$1,000), Garage (\$1,500), County Attorney (\$500), Planning (\$1,000) and Economic Development (\$1,000). This will complete career development implementation to all of the County departments not including the Constitutional Officers who offer their own career development programs through the Compensation Board. Mr. Webb asked the total number of people that have taken advantage of this. Ms. Drewry stated that they will research that and get back with the Board.

Ms. Drewry discussed proposed Capital Expenditures within the Operating Budget. There were some capital initiatives included for IT, Buildings and Grounds, Recreation, Fire and EMS, and the Emergency Communications Center. Mr. Young, IT Director, proposed BigFix Software in the amount of \$19,712. There is a total software increase of \$73,012 and an IT equipment increase of \$70,024. Mr. Brown asked if there is some type of disaster recovery plan. Mr. Young stated that it is in the works. Mr. Brown suggested having the servers hosted off so that our employees can be redirected to support the Police Department and other public safety and not be maintaining servers. Mr. Webb asked if this is an all or none proposal. Mr. Young stated that there are only two that are tied together. The rest could be worked separately if needed. Mr. Mike Purvis, General Services Director, proposed a \$50,000 increase in repair and maintenance to accommodate repair and maintenance projects in facilities County-wide including HVAC/Cooling, roof repairs, paving and sidewalks, generators, painting, carpeting, and furnishings. Mr. Rotzoll, Director of Parks and Recreation, has proposed a \$10,645 increase to accommodate sanding, lining and finishing the gym floor at the Central Wellness Center and \$10,770 to accommodate the purchase of one lawn mower. Mr. Brad Owens, Director of Fire and EMS, is proposing a \$23,945 increase to accommodate moving toward a 10-year replacement cycle with approximately 17 sets of turn-out gear with a full budget of \$62,000. In addition, he is proposing a \$10,000 increase to accommodate the replacement of equipment on Engine 8. Chief Keith Early stated that there are significant mandates in the Emergency Communications Center proposing a \$48,779 increase to accommodate radio maintenance &

CAD and an addition for Dual Authentication to meet CGIS VCIN State mandate. He clarified for Mr. Brown that there will be some cost sharing with Fort Lee on the CAD system.

Ms. Drewry discussed proposed vehicle purchases for FY2021. Staff is proposing one vehicle for Community Development and Code Compliance, three for Parks and Recreation, one for Animal Control, one for Fire and EMS, four for the Police Department, and one for the Sheriff's office. The total cost would be \$428,000. There is a current year flexibility for Police. Therefore, Staff is also proposing to allow the Police Department to purchase some vehicles in FY2020 from salary and benefit savings from current vacancies. There are some proposed vehicle transfers allowing Economic Development to purchase two vehicles and transfer their existing ones to the Assessor and Community Development.

Ms. Drewry went over the remaining budget work session schedule and suggested that the Board consider canceling April 9 until after tax rates are established. She went over planned discussions for the March 30 work session including revenue fine tuning, worker's compensation, General Assembly actions for State supported employees, School funding request, and Board feedback on taxes and proposed fee increases. Mr. Brown stated that he would like to see the tax rate at \$.80 and would need to see what the proposed budget would look like if that were the case. Then they can decide what can come out and what needs to remain. He stated that the Schools should come first. Mr. Webb agreed that they should use \$.80 as a base and work their way up. They should really look hard at some of this stuff to see what they truly do need and what they don't. Ms. Drewry stated that lowering the tax rate will have an impact on the revenue sharing calculation to the Schools. Ms. Drewry stated that on March 24 Staff will be requesting the authority to advertise public hearings on the tax rates, business license increases, and the equalization rate. On April 28, they will have the budget public hearing, and the public hearings on the aforementioned. The budget adoption consideration will be on May 12. Chairman Hunter requested that the March 30 meeting be canceled instead of the April 9 due to a previously scheduled procedure. The Board agreed.

Mr. Dan Whitten County Attorney, mentioned the potential need for a policy for the Board to meet electronically if need be due to the COVID-19 pandemic. This is allowed under the State Code. The policy would allow the Board members to participate through electronic communication means. A quorum of the Board must be physically in attendance. The policy allows for an electronic meeting without a quorum physically present when the Governor has declared a state of emergency provided that the catastrophic nature of the emergency make it impracticable or unsafe to meet in one location. The purpose of such meeting must be to address the emergency only. The Board must still give notice of the meeting using the best available method at the same time the members get notice. The Board must also make arrangements for public access such as a conference call in number. The minutes must state the nature of the emergency, the fact the meeting was held electronically and the type of electronic communications means. Mrs. Waymack made a motion, seconded by Mr. Brown that the Board adopt a policy regarding conducting meetings where the public business is discussed or transacted through electronic communication means as provided in Code of Virginia Section 2.2-3708.2. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Brown, Waymack, Carmichael, Hunter, Webb
Opposed: (0)
Absent: (0)

ADJOURNMENT. Mr. Webb made a motion, seconded by Mr. Carmichael, to adjourn the meeting at 8:04 p.m.

[Draft Minutes prepared March 27, 2020 for consideration on April 14, 2020; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator