

MINUTES
Board of Supervisors
County of Prince George, Virginia

Budget Work Session
April 29, 2020
5:00 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 5:00 p.m. on Thursday, April 29, 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 (Electronically from 7110 Laurel Spring Road, Prince George, VA due to COVID-19 self-quarantine)
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. Mr. Carmichael led the Pledge of Allegiance to the U.S. Flag.

APPROVAL OF AGENDA. Mr. Webb made a motion, seconded by Mr. Brown, 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

Ms. Betsy Drewry, Deputy County Administrator and Finance Director, discussed the Concealed Weapons Permit Fee rate for FY21. 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, \$10 for a civil filing fee, and the

remaining \$35 is the local portion. The loss for every dollar reduced is \$857. The Sheriff nor the Clerk of Circuit Court recommend a reduction. Chairman Hunter said that he cannot see reducing that at this time. The Board agreed.

Ms. Drewry talked about Worker's Compensation and the Line of Duty Act (LODA). The County Human Resources and Finance Departments received the combined insurance renewal proposal for FY2021 from VACORP. The renewal includes coverages for property, inland marine, equipment breakdown, general liability, law enforcement liability, public officials' liability, automobile, crime, excess liability, environmental liability, cyber risk, worker's compensation, and line of duty act coverage. Significant increases were seen in two renewal areas above what was included in the proposed budget. Large increases will be experienced for Worker's Compensation and LOCA coverages. The Board was briefed on an anticipated increase above what was included in the proposed budget on April 9. Worker's compensation coverage will have to be increased by \$40,606 (General Fund) above what was included in the proposed budget. This increase is being seen because of an increase in the County's experience modification (0.89 to 0.98), an anticipated increase in claims due to new legislation approved by the General Assembly and Governor for certain types of cancers for first responders, and anticipated increase in claims due to new legislation approved by the General Assembly for post-traumatic stress disorder (PTSD) not yet signed by the Governor. The renewal for LODA will also increase by \$3,826 above what was included in the proposed budget. The reasons are the same as noted above and due to an increase in the reported volunteer counts.

Ms. Drewry went over recommended expenditure reductions FY2021 for the Board's consideration. She stated that the FY2021 Tourism Fund budget for adoption will total \$271,319 which is a \$406,979 reduction from the proposed budget of \$678,298. Reductions were made due to the anticipated impact from COVID-19 and to remove the anticipated 2% lodging tax rate increase until considered by the Board. These reductions include the part-time sports tourism coordinator wages, advertising, convention and education, contribution to Regional Heritage Center, reduction in ball tournaments, Fire/EMS museum planning contribution, operating supplies, Exit 45 operations and maintenance budget, and tourism fund contingency. The Board had no objections to the recommended reductions.

The FY2021 Economic Development Fund budget for adoption will total \$1,040,000, which is a \$260,000 reduction from the proposed budget of \$1,300,000. Reductions were made due to the anticipated impacts on meals tax revenues from COVID-19. These reductions include eliminating a compression pay increase, reducing and/or eliminating professional services, advertising, subsistence and lodging, convention and education, contributions, office supplies, food budget, fuel budget, vehicle equipment and supplies, vehicle purchases, machines and tools tax rebate, expansion of career development, and economic development contingency. Mr. Webb asked for clarification for the public's sake that the fuel reduction is due to less travel. There will still be a necessary fuel supply. The Board had no objections to the recommended reductions.

The FY2021 Utilities Fund budget for adoption will total \$8,502,513; \$6,746,728 net of inter-fund transfers, which is a \$256,521 reduction from the proposed budget of \$8,759,034. Reductions were made due to the removal of the proposed FY2021 utility rate increases (3%

water; 1% sewer); to adjust water and sewer fees for trends; and to reduce penalty revenues; reconnection charges; miscellaneous revenue; as well as to remove planned use of fund balance and to reduce transfers to the Utilities Capital fund from the Utilities Operating fund. Expenditure reductions to offset revenue losses included removal of the newly proposed Engineering Technician, removing proposed compression increases, reducing convention and education, reducing dues and memberships, reducing food expenditures, reducing fuel expenditures, and reducing transfer to capital reserves from the Utilities Operating fund. There will be no planned borrowing for Utility projects for FY2021, and only projects that can be funded from FY2021 revenues will be completed and/or engineered. The Board had no objections to the recommended reductions.

The FY2021 General Fund budget for adoption will total \$60,324,236, which is a \$1,396,657 revenue reduction from the proposed budget of \$61,720,893. These reductions include \$1,079,532 in COVID-19 impacts, removal of BPOL tax increase (\$189,499), removal of permit fee increase (\$74,363) and an SRO Grant Correction (\$53,263). The School transfer was proposed at \$16,910,183 (\$222,532 increase over FY20). It is now \$16,680,745 which is a \$6,906 reduction from FY20.

Ms. Drewry went over proposed General Fund Expenditure reductions to offset revenue losses:

- COVID-19 Decrease in School Transfer (\$229,438)
- Subsistence and Lodging (\$2,500)
- Convention and Education (\$82,419)
- Training (\$59,005)
- Food (\$10,332)
- General Services Repairs and Maintenance including supplies (\$116,500)
- Parks and Recreation Supplies (\$10,645)
- IT Tech Equipment (\$50,000)
- College Contributions (\$24,567)
- Fuel (\$49,577)
- Compression Pay Increases (\$76,499)
- Proposed Fire/EMS Deputy Director Position (\$127,122)
- Turnout Gear (\$23,945)
- Part-time Fire/EMS Wages earmarked for increased Paramedic Certifications (\$35,266)
- Proposed Senior Real Estate Assessor Position (\$95,354)
- Proposed IT Tech Specialist Position (\$76,257)
- Two Proposed Police Officer Positions (\$135,176)
- Proposed Senior Grounds Maintenance Worker Position (\$56,937)
- Special Events (\$7,000)
- Employee Recognition Events (\$8,000)
- Police Department Overtime (\$21,530)
- IT Software (\$19,713)
- Board of Supervisors Professional Services (\$5,000)
- Parks and Recreation Athletic Supplies and Equipment (\$15,926)
- Parks and Recreation Special Activities (\$10,000)
- Board of Supervisors County Contributions to FOLAR (\$9,300)

- Community Development and Code Compliance Part-time Wages (\$10,765)
- Suspension of Career Development for all departments for FY2021* (\$99,576)

*Upon reinstatement of Career Development, participants would be eligible for only one tier of advancement

There were some increases required to the budget that was proposed on February 25.

- Increase in Worker's Compensation - \$40,606
- Increase in Line of Duty Act Insurance - \$3,826
- Increase in Audit Services - \$6,500

The General Fund Contingency was increased by \$20,760 to balance.

Mr. Ashcraft added that the Board should be cautious on General Services maintenance and repairs and it should remain high on the priority list of expenditure restoration when revenues pick back up. The Board agreed that they may need to make multiple adjustments to the budget throughout the year as the revenues increase. Mr. Webb stated that they should have a priority list. Mr. Brown stated that they should also not overreact from quarter to quarter and maybe look at these items half way through the year. Mr. Webb stated that he would like to see part-time Fire and EMS wages at the top of the priority list as well. Mr. Carmichael stated that he is hopeful that the two proposed police positions can be restored. Ms. Drewry clarified for Mrs. Waymack that the food budget for Animal Services (pet food) was not reduced. She also clarified for Mr. Brown that these total reductions are a 2.26% reduction from what was originally proposed.

Ms. Drewry stated that to reduce the tax rate by one cent, they would need to reduce the Contingency Fund by \$161,056 and the School transfer by \$118,944. To reduce the tax rate by two cents, in addition to those reductions, County personnel reductions would be necessary. The Board agreed that two cents is nearly impossible and one cent would cause them to have to dip in the Fund Balance. Mr. Webb stated that Staff found more reductions than he did and commended them on a good job. The Board agreed to advertise the budget public hearing for May 12 with these reductions. Mr. Brown added that he is okay with this for now, but is still not in a good place.

Ms. Drewry stated that the School System is still struggling to determine what their State revenues may be. They are concerned about their sales tax as well as lottery proceeds. They have presented some revenue reductions and they will be discussing expenditure reductions with the School Board. Chairman Hunter stated that they want to support the Schools in any way they can.

The Board agreed by consensus to the General Fund reductions.

Ms. Drewry gave a summary of FY2021 capital projects recommended by the County Administrator and the Planning Commission. These projects include the New Walton Elementary School Design Phase (\$845,432), the New Walton Elementary School

(\$31,108,719), Prince George High School Generator (\$179,220), Zoll X Series Monitors/Defibrillators (\$157,276), Fleet Garage Bay Expansion (\$2,100,000), School Technology Infrastructure (\$328,000), School Buses (\$412,000), Prince George Company 1 Fire Station Renovation (\$2,500,000), and Police/County Vehicles (\$400,000). Completion of this plan will require contribution of \$1,262,500 in Real Estate Tax revenue to a capital/debt reserve in FY2021. Debt repayments on a Spring 2021 borrowing will begin in FY2022, using some reserves. Mr. Webb asked what the impact would be if they delayed the High School Generator and reduced the Police and County vehicles by 50%. He also asked about grant opportunities for the Zoll X Series Monitors. Ms. Drewry stated that figure includes a grant. Mr. Webb also added that he does not understand why there are nine proposed monitors when they have five now when there are seven ambulances. Ms. Drewry stated that 84% of the \$1,262,500 capital/debt contribution total is the new school. Changing any other items is not going to create a huge difference. Mr. Webb also inquired about the Company 1 Fire Station renovations total and the Fleet Garage Bay Expansion total. Ms. Drewry stated the requested revisions could impact the school revenue public safety capital carve out. Mr. Ashcraft stated that he believes the Board is safe in moving the Company 1 project to FY22. Meanwhile, they do need to get some understanding on the design. Mr. Webb stated that they should just stick with the new School and the 2% Fire Apparatus in the carve out and take all of the other stuff out. He stated that his intent was to look out for the taxpayer not to hurt the schools. Ms. Drewry stated that she can get a consensus from the Board on what they would like to delay and run it by the financial planner. Chairman Hunter asked how much could it cost for a study on Company 1. Mr. Ashcraft stated that it would be between \$10,000 and \$25,000. The Board gave consensus to delay Company 1 to FY22 and move forward with a study. Mr. Webb added that he remains uncomfortable with some of the other items. He feels like there needs to be more discussion in the future regarding the Zoll monitors. He still doesn't understand why they need nine and have they applied for the grant yet. Ms. Drewry stated that she will bring more information regarding the Zoll monitors to the May 12 work session. The Board also agreed to have Ms. Drewry run it by the financial planner what the impact would be if they remove the Zoll monitors.

Ms. Drewry went over the revised FY2021 budget timelines and dates. The public hearings on the tax rates and the budget will be heard on May 12. Adoption consideration for the tax rates will occur on May 12 following the public hearing to facilitate property tax bill preparation. Budget adoption consideration is recommended for May 26.

ADJOURNMENT. Mr. Carmichael made a motion, seconded by Mr. Webb, to adjourn the meeting at 7:12 p.m.

[Draft Minutes prepared May1, 2020 for consideration on May 12, 2020; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

DRAFT

MINUTES
Board of Supervisors
County of Prince George, Virginia

April 28, 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, April 28, 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 (Electronically from 7110 Laurel Spring Road, Prince George, VA due to COVID-19 self-quarantine)
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.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.7 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. Mr. Webb made a motion, seconded by Mr. Carmichael, that the Board convene closed session for (i) Section 2.2-3711.A.7 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-20-046

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.7 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 28th day of April, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.7 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: (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. Brown, 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.

R-20-046A

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 28th day of April, 2020 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Hunter

WORK SESSION

Mr. Jeff Stoke, Deputy County Administrator, stated that after the success of the June 2017 public/private partnership agreement between the County, Prince George County Industrial

Development Authority and Prince George Electric Coop Enterprises, LLC, Staff is now providing the Board a proposal to enter into a second agreement with similar parameters to provide fiber to the home to rural Prince George County. Staff is presenting a red-line version of the 2017 original agreement that has been adjusted to meet the needs of the second phase of the project. If approved by the Board, Staff is requesting formal adoption on May 12 followed by a Prince George Industrial Development Authority meeting on May 20 for consideration. The County issued a taxable bond for \$1 million. The financial closing has occurred and the funds have been placed in a County account specifically for this project. Another 500 potential connection points in the County will have access to fiber to the home technology. The first agreement was successfully completed in two years and won a total of five state and national awards for a public/private partnership solving the rural internet dilemma. Cary Logan, CEO of Prince George Electric Coop Enterprises discussed the second phase with the Board. Chairman Hunter thanked them for putting up the hotspots for students during the pandemic. The Board agreed that this has been a positive project.

Mr. Frank Haltom, County Engineer, provided an update on several Utilities capital projects. In regards to the Appomattox River Water Intake Permit, Mr. Haltom stated that comments have been received from Virginia Marine Resource Commission (VRMC) to include a requirement to perform hydrodynamic modeling. Staff is working with the consultant to prepare a response to remove this requirement. The Board agreed with that.

Mr. Haltom stated that although comments were received from multiple agencies on the Blackwater River Wastewater discharge permit, the Department of Environmental Quality has indicated the County has satisfied the requirements for a wastewater discharge permit. The draft permit is expected by the end of the month.

The Route 460 Water Line Extension project was advertised for bids on April 14th. Bids are due on May 14th. Easement acquisition is still underway and approximately 75% of the property owners have agreed on the terms.

The Virginia Department of Transportation and the Virginia Department of Health have both approved the construction plans for the Route 156 Water Line Extension. Staff is working with the consultant to have the plans advertised for bids in May. Easement acquisition is still underway and approximately 35% of the property owners have agreed on the terms.

The preliminary Engineering Report for the Temple Avenue Tank and Booster Station has been completed. A new 1-million-gallon tank and booster station would provide the needed water capacity to serve the Southpoint Business Park and utilize the current allocation of 2.69 million gallons per day from the Appomattox River Water Authority (ARWA). The new facilities would be located in the vicinity of the Temple Avenue and River Road intersection. This location would also be suitable should the County pursue building a new water plant on the Appomattox River. Estimated cost to build these facilities is \$3,000,000. The preliminary Engineering Report for the Route 10 Water Line Extension has been completed. A 4.5-mile extension from Sandy Ridge Road to serve Jordan on the James, Beechwood Manor and Rivers Edge is possible without the need of a new tank or booster station. A tank and booster station will be needed with any new development or if community improvements are desired to improve fire protection in

these neighborhoods. The estimated cost to build the 4.5-mile extension is \$3,300,000. The Board discussed their concern with Mr. Haltom on physical limitations from ARWA in conjunction with Chesterfield County.

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, provided an Elementary School Planning Committee update. The Committee consists of a Design Team from Moseley Architects and 23 members including school board members, school administrators, Walton Elementary administration and teaching staff, Operations, Technology, Custodial, Transportation, and County Parks & Rec., Public Safety, and Community Development. The Committee is charged with refining options developed by a Steering Committee with respect to Programmed Design Capacity, Floor Plan Options, and Site Development Options. The Committee has met on April 17 and April 24 by Zoom. The design based on use of the Middle Road site. The design capacity is 894 students including Pre-K. The programming and basic designs were developed previously by the Steering Committee. It is a two-story design concept with approximately 96,700 square feet. The design principals included safety and security, program needs, student collaboration areas, flexibility, separation of public and private spaces, and natural light. The tentative schedule has been developed and multiple floor plans and site layout options have been narrowed down to two floor plan options and one site layout. There is a separate meeting to be scheduled with VDOT for road improvement options and details. The next meeting for the full committee is scheduled for Friday, May 1st. Construction documents were completed in December 2020. Bid contracts will be in February 2021. School construction is planned for March 2021 – June 2022. The School opening will be in September 2022. Mr. Webb asked about road improvements. Ms. Walton said the smartscale projects were submitted. Mr. Brown and Mr. Carmichael expressed a concern with the new number of students. Mrs. Waymack stated that if a courtyard is included in the design, they should make sure they take care of it.

Chairman Hunter called a recess at 6:51 p.m. The meeting reconvened at 7:05 p.m.

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

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

PUBLIC COMMENTS. Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:07 p.m.

Greg Taflinger (President of Prince George Professional Firefighters Association Local 4994). Mr. Taflinger stated that he represents 23 of the full time firefighters and medics with Prince George County. He stated that he has sent all of the Board members a request to meet with them regarding the possible misunderstandings and comments that have been made concerning their organization. Mr. Taflinger addressed a couple of those topics. He stated that career firefighter/medics are a vital role to Prince George Fire and EMS. They operate out of four Fire and EMS stations. He stated that while it may seem their job is limited in nature, be assured that when they are not responding to emergencies, they are performing a variety of other duties to include fire training, EMS training, equipment maintenance, station maintenance, public

education, and countless community events. He stated that recently their department has been plagued with accusations, investigations, and news articles that have damaged the reputation and morale of the entire department. He wants the Board to know that they recognize Fire and EMS as not without faults or problems and he employed the Board to find a department that does not have them. He stated that their members are 100 percent dedicated to make Fire and EMS the best department possible. They are here for the community 24 hours a day, seven days a week and 365 days out of the year. Most of the members are citizens in Prince George County. He stated that one of the most concerning topics from last week's budget work session was the funding of the last SAFER Grant that currently employs five full time firefighter/medics. The County currently runs over 4,400 calls a year with career staff responding on 91% of those calls. They currently have nine career staff on duty with only two members at each staff station. Failing to continue a SAFER Grant would significantly impact the response provided by Fire and EMS in a negative way. He is asking the Board to continue to fund those positions next year when the grant expires. Additionally, they are encouraging the Administration and the Board to consider SAFER Grants to ensure the safety of the members of the community. Another topic that was discussed at the work session was Zoll monitors. Currently the department has eight that were purchased at the beginning of 2007 up until 2013 making the majority of those monitors 13 years old as of today. According to the FDA, these monitors are deemed past the end of their life and should be removed from service prior to February 3, 2021. The CIP Committee is replacing five of these monitors in the upcoming year's budget. Not funding the replacement of this equipment would result in delayed care for the public. Another topic was funding for the Fire and EMS Deputy Director position. He stated that currently the department's administration is severely understaffed with a vast amount of workload that is required. Most of their current officers' function is not only as a station-level supervisor but also have a significant amount of administrative projects and tasks assigned to them. He stated that the amount of work is far too much for just one director. Lastly, they have been short-staffed by three positions for over several months. They understand that an investigation has taken place however no information has been given to the department as to when a promotional process will be completed and the vacant positions will be filled. The constant vacancies make it very difficult to perform together as a team. He stated that he looks forward to meeting with the Board in the future to discuss additional concerns.

William Steele (9921 County Line Road). Mr. Steele thanked Mrs. Waymack for joining them in a community video conference. He also thanked Mr. Webb and Mr. Brown for joining them a week ago. He stated that the community was shocked to find \$330,000 of gross waste by the County and Administration. He stated that if the community can find such waste, he wonders what the Administration can find if the Board would recognize and support a look at a 3%, 5%, and 7% cut in the tax rate. He is asking the Board not to leave it up to the taxpayers to pay for the shortfall due to the COVID pandemic. He stated that the Board must do their job by cutting the waste that Administration presents. He stated that they are monitoring this Disputanta and they will make noise.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:18 pm.

APPROVAL OF AGENDA. Mr. Webb made a motion, seconded by Mr. Carmichael, 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. Brown made a motion, seconded by Mr. Webb, that the consensus agenda be approved as presented. Roll was called on the motion.

R-20-047

C-2.

RESOLUTION; REQUEST OF PRINCE GEORGE COUNTY SCHOOLS FOR A WAIVER OF BUILDING PERMIT FEES

WHEREAS, the Prince George County School System has requested a building permit fee waiver for work proposed at the Athletic Field Complex located at N.B. Clements School; and

WHEREAS, volunteer organizations have proposed a 35'x80' pavilion (2,800 square feet) to be built near the concessions building in order to offer shelter for students and patrons at events;

WHEREAS, the estimated cost of construction for the project is \$40,000 and the associated permit fees are estimated at \$805.80;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of April, 2020, directs that the Prince George County School System be given a building permit fee waiver for all permit fees associated with the construction of a pavilion at the Athletic Field Complex at N.B. Clements School.

R-20-047A

C-3.

RESOLUTION; MEMORANDUM OF UNDERSTANDING; PRINCE GEORGE COUNTY MULTI-DISCIPLINARY CHILD ABUSE TEAM.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 28th day of April, 2020 does hereby authorize the Chief of Police, the Commonwealth's Attorney, the Director of Social Services, and the Victim Witness Program Coordinator to the Prince George County Multi-Disciplinary Child Abuse Team.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS COMMENTS

Mrs. Waymack thanked all of the first responders on the front line.

Mr. Carmichael stated that he believes that comments at the last work session were taken out of context. He said that it was a discussion about carve outs from the School Division and not a definite no to anything. He does not believe that any Board member intended to imply that Fire and EMS is not available to the community 24/7.

Mr. Webb thanked the members of Fire and EMS that contacted him directly for doing so. He stated that it saddens him that people would take comments that were made out of context and run rapid with it on Facebook and think that it is okay. He stated that he has always supported Fire and EMS, Police, Volunteers and paid staff. He is just trying to do the right thing and hard financial decisions have to be made.

Mr. Brown stated that there was no discussion and no insinuation made that the Board was not going to fund SAFER Grants. The discussion on SAFER Grants was simply if the School Division would receive a carve out on the 41% revenue share from that budget line item. None of those line item discussed at the work session resulted in any decision as whether they would be funded or not. That will be addressed as they move forward in the budget process. He also thanked the ones that personally reached out to him.

Chairman Hunter echoed the other Board member's comments and stated that he thinks there was a misunderstanding on what a carve out is.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft stated that County Government Offices & Courts will be closed to the public until May 17. There are 33 confirmed cases in Prince George County according to Crater Health District statistics through April 27. As of April 18, there have been 1038 Prince George residents who have filed new unemployment claims; 1 in 10 Prince George workers have filed for unemployment. As of April 24, 337 new applications have been received for SNAP, Medicaid & TANIF benefits in Social Services. USDA warns of scams targeting SNAP recipients received through Department of Social Services. Prince George Food Bank representatives continue to see an increase in visitors since non-essential businesses have closed. Donations are necessary to keep up with the increasing demand for services. County Government employees are holding a concerted drive this week to attempt to increase the inventory. Business owners are urged to contact the Small Business Development Corporation (SBDC) at (804) 518-2003 for information on the second round of the loan/grant application assistance. Restaurant Takeout Day will be Friday, May 1, all Day at Prince George County Restaurants. Rite Aid in Colonial Heights (Boulevard) is providing self-swab testing for coronavirus. Deepest sympathy to the family of retired Garage Mechanic Clifford Collins upon his passing. Deepest sympathy to the family of community advocate Tracy Taliaferro. Prince

George County teacher lost her life early April 18 in an automobile accident on S. Crater Road; virtual memorial services are being planned this week.

REPORTS

Farmers Market– Ms. Corrie Hurt, Human Resources Director and Farmers Market Manager, gave a report on the 2020 Farmers Market. An online ordering guide is being developed by the Market Manager to allow customers to pre-order by Thursday of each week for Saturday curbside pick-up. The Market Manager will work with the IT Director to develop a form that is linked to the publication to allow customers to submit their order online and it will go to the Market Manager. The Market Manager will contact the vendors with the orders for Thursday evening. Vendors will bring the orders to the designated pick up location on Saturday morning. The Market Manager will be there to process payments and pay the vendors. Starting the week of May 11th, they will be accepting Sunday through Thursday online pre-orders. The plan is for the market to open at Scott Park pavilion on June 13th adhering to social distancing and 10 customers at a time. Online pre-ordering with curbside pickup will still be available throughout the entire market season. With COVID-19, all extracurricular events will not be scheduled. This includes story time, food vendors and children's activities. The market will be closed on July 4th and the final day of the Market will be October 31. The vendor fee is \$10 per table and free to Farm Bureau members.

Quarterly Financial Report – Ms. Betsy Drewry, Finance Director, presented the Board with the Quarterly Financial Report for the third quarter ending March 31, 2020. General Fund Revenues are at 54.33% collected. Obviously due to the COVID-19 pandemic, collections are expected to drop in next quarter. However, she does believe that they are still going to collect what was budgeted for FY20. They do estimate a \$1.4 million in COVID-19 impacts. General Fund Expenditures are at 71.7% and on target. Staff is currently in discussions with the Social Services Director, the School Special Education Department, the CSA Coordinator, and the attorney regarding private day school placements and service levels being provided to students for a possible negotiated lower tuition rate for April through the end of the school year. Mr. Webb asked Ms. Drewry if she has any kind of estimate at this point on State funding for the schools. Ms. Drewry stated that she has spoken with the School Superintendent and they are getting very little information on what the ultimate impact will be. She stated that the County needs the School's updated budget in order to adopt the County budget. There was also discussion regarding the Riverside Regional Jail projection. Ms. Drewry talked about the Utilities Fund, which is right on target compared to this time last year. They are down in the area of water and sewer connection charges. Mr. Brown asked if this is based on the recent changes made in the ordinance. Ms. Drewry was not sure at this point. She went over some Capital Projects, including Courthouse Renovations, Broadband expansion, the public safety radio project, CDCC Software replacement, CWC building upgrades, the burn building, Volunteer Fire Department and Crew Building upgrades, Route 156 water extension and Food Lion water system upgrades, Scott Park restroom and concession, and the Jefferson Park Fire Station. In addition, Ms. Drewry gave an update on the Tourism Fund, the Economic Development Fund, and Cash Proffers. Staff is predicting a \$108,480 drop in FY20 lodging tax revenues and a \$334,140 drop if FY20 meals tax revenues due to COVID-19. She also noted that the RedFlex Program has collected a total of \$8,882.30 as of March 31, 2019. The Health Insurance Fund balance was \$3.35 million at March 31, 2018. FY2019 overall premiums exceed claims for both County and Schools. In addition, FY2019 year-to-date, premiums exceed claims

pain for both County and Schools. Looking ahead, the monthly “budget to actual” monitoring will continue. Purchase order cut-off of May 5 has been set. They are working with auditors to set preliminary FY2020 audit test work. There is a budget work session scheduled for April 29. Public hearings for the tax rate and the budget are tentatively scheduled for May 12 and the adoption of the budget is scheduled for May 26.

TABLED ITEMS

T-1. Resolution; Adoption of the Prince George County Solar Energy Facility Siting Policy. The draft Solar Energy Facility Siting Policy was tabled at the March 10th Board of Supervisors meeting in order for Staff to obtain additional public input and comments on the policy. The item was specifically tabled to April 28, 2020. The County intended to hold a public comment meeting for the Solar Energy Facility Siting Policy but, due to the COVID-19 pandemic, was not able to hold a public meeting to solicit input and comments before the April 28 meeting. Staff asked the Board to table this item until July 14. In the meantime, Staff requests citizens provide any comments by email, telephone or USPS mail. A copy of the proposed Solar Energy Facility Siting Policy may be reviewed on the Prince George County website under the Community Development and Code Compliance Tab located at www.princegeorgecountyva.gov and comments can be emailed to solarpolicy2020@princegeorgecountyva.gov. Mr. Brown made a motion, seconded by Mr. Webb, to postpone this item of July 14. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 29.1 Through 29.8 Entitled *Discipline of Employees*. Ms. Hurt stated that Staff has revised the personnel policy entitled Discipline of Employees for the Board’s consideration. There has been one minor change in Section 29.2 changing the period from six months to twelve months to keep records of counseling on file. This allows Human Resources to maintain the record of counseling on file in the event that the employee doesn’t correct a certain behavior, it can be reflected on their annual evaluation if necessary. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-048

A-1.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTION 29.1 THROUGH 29.8
ENTITLED *DISCIPLINE OF EMPLOYEES*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Discipline of Employees* 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 28th day of April, 2020 does hereby amend the Prince George County Personnel Policies by approving a revision to the policies entitled *Discipline of Employees* 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 Policy; Section 5.1 Through 5.20 Entitled *Hiring*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the Hiring policy with some minor changes regarding interviewing, selection and notification of an offer, reporting for duty, and has added a section regarding Internships. Mr. Carmichael asked if Schools and Constitutional Officers are included in this policy, more specifically to not allowing immediate relatives of any employee to participate in the internships. Mr. Ashcraft, County Administrator, stated that he is not sure that County employees include Constitutional Officers. Ms. Hurt stated that it would depend on the MOU between the County and Constitutional Officers regarding the personnel policy. Most Constitutional Officers follow the personnel policy. However, there are blurred lines. Mr. Webb and Mr. Brown stated that it should be consistent. Ms. Hurt stated that she would try to get a copy of the MOU if it does exist and research that. Mr. Ashcraft stated that Constitutional Officers have not had a chance to weigh in on this and would prefer that the Board postpone this policy revision until that is addressed. Mr. Carmichael made a motion, seconded by Mr. Webb, to postpone this item to May 12.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property Machinery and Tools and Mobile Homes. Ms. Betsy Drewry, Finance Director, 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, Personal Property tax rate, or the Machinery and Tools tax rate. If any tax rate increases are desired, Code of Virginia § 58.1-3007 states that the public hearing must be published in a paper of general circulation at least seven days before the hearing. The recommended public hearing date is May 12, 2020 (updated from April 14 and 28, 2020). Prince George County as a practice, advertises tax rates, holds a public hearing and adopts rates by resolution regardless of whether there is an increase in the tax rates. The Personal Property tax rates are *typically* required to be adopted by April 15th in order for the Commissioner of

Revenue and the Treasurer's Office to print the tax bills and have them mailed by April 25th for the June 5th collection date. The tax rate proposed for Personal Property is \$4.25, the same as FY20. The board approved a delayed June 26 due date for Personal Property and Real Estate Taxes at its April 14 regular meeting. Even though the County Administrator's Proposed budget recommended no increase in the Real Property tax rate, Personal Property tax rate, or Machinery & Tools tax rate for FY 2020-21, there is an increase in the assessed real property values of 7.3% net of new construction and improvements. A public hearing held on April 14, 2020 on an effective tax increase resulting from the increase in assessed values was authorized by the board on March 10. The overall FY2021 General Fund budget as proposed by the County Administrator, considering all revenue changes, increased by \$3,959,405, or 6.9%. Estimated General Fund reductions of \$1,079,532 are anticipated due to projected COVID-19 impacts. Additionally, a reduction of \$53,263 in School Resource Officer grant revenue is needed. If the proposed BPOL and Permit Fee increases are not moved forward, reductions of \$189,499 and \$74,363 respectively will be needed. If the Real Estate Tax Rate is reduced, the budget will *decrease by \$280,000 for each 1¢ reduction*. Any reduction will impact the local transfer to schools. If the tax rate is equalized to 80¢, the total reduction would be \$1,680,000; with a County reduction share of \$966,336 and a school reduction share of \$713,664. The most significant expenditure increases included in the proposed FY2021 budget are a \$1,262,500 contribution to debt reserves to pay for construction of a new Walton Elementary school and other school and county capital projects, seven additional General Fund positions at a cost of \$503,424; (3 of which are public safety), an increase in the operating transfer to the Public Schools of \$222,532, increased technology software, contract and hardware needs of \$162,748, and an increase to Riverside Regional Jail of \$156,904. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the authorization of a public hearing on May 12. Roll was called on the motion.

R-20-049

A-3.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR SETTING A TAX RATE FOR REAL PROPERTY, PERSONAL PROPERTY MACHINERY AND TOOLS AND MOBILE HOMES

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of April, 2020, does hereby authorize the advertisement of a May 12, 2020 public hearing for the following tax rates:

Real Property:	\$0.86 per \$100.00 of assessed value
Personal Property:	\$4.25 per \$100.00 of assessed value
Machinery & Tools:	\$1.50 per \$100.00 of assessed value
Mobile Homes:	\$0.86 per \$100.00 of assessed value

On roll call the vote was:

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

A-4. Resolution; Award of Contract for Utilities Risk and Resilience Assessment and Emergency Response Plan Updates. Ms. Haltom stated that Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment (RRA) and develop an emergency response plan. The County is required to update the Utility's emergency response plan and certify completion to the U.S. EPA no later than six months after the risk and resilience assessment certification. This work is required for the County's central water system served by the Appomattox River Water Authority. The RRA is required to be completed by June 30, 2021 and the Utility's emergency response plan must be updated by December 30, 2021. The Engineering and Utilities Department has received a proposal from Gannett Fleming, Inc. to perform the work to comply with the AWIA requirements. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Risk and Resilience Assessment and Emergency Response Plan Updates to Gannett Fleming. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-20-050

A-4.

RESOLUTION: AWARD OF CONTRACT FOR UTILITIES RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN UPDATES.

WHEREAS, Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan; and

WHEREAS, the County is required to update the Utility's emergency response plan and certify completion to the U.S. EPA no later than six months after the risk and resilience assessment certification; and

WHEREAS, the risk and resilience assessment for the County's central water system served by the Appomattox River Water Authority is required to be completed by June 30, 2021 and the Utility's emergency response plan must be updated by December 30, 2021; and

WHEREAS, the project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Utilities Risk & Resilience Assessment and Emergency Response Plan Updates to Gannett Fleming in the amount of \$69,085.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 28th day of April, 2020, hereby awards the contract for the Risk and Resilience Assessment and Emergency Response Plan updates to Gannett Fleming for \$69,085.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to April 29, 2020 at 5:00 p.m. in the Boardroom for a budget work session. 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 8:32 p.m.

[Draft Minutes prepared April 30, 2020 for consideration on May 12, 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
April 22, 2020
5:00 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 5:00 p.m. on Thursday, April 22, 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 (Electronically from 7110 Laurel Spring Road, Prince George, VA due to COVID-19 self-quarantine)
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. Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

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) Brown, Waymack, Carmichael, Hunter, Webb

Opposed: (0)

Absent: (0)

WORK SESSION

Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that Prince George County currently calculates the local operating transfer to the school system using a revenue sharing calculation, transferring a portion of five local fund revenue streams; Real Estate Tax Revenue, Personal Property Tax Revenue + PPTRA Local Sales Tax, Consumer Utility Taxes, and Motor Vehicle License Fees. The Prince George County Board of Supervisors

approved an amended School Revenue Sharing Memorandum of Understanding (MOU) on August 13, 2019. This version has not been adopted by both boards (Board of Supervisors and School Board). The modified calculation approved by Board of Supervisors on August 13, 2019 contained some “carve out” provisions (revenue increase amounts that can be excluded from the operating transfer to schools). Staff was directed to use the modified August 13 calculation formula to prepare the proposed FY2021 budget at the pre-budget work session on December 16, 2019. Carve outs as approved on August 13, 2019 are: additional resources devoted to School Capital Expenditures [\$1,088,986], Fire Apparatus Replacements – 2¢ Real Estate Tax devoted to Fire Apparatus per County Ordinance §74-4 [\$560,000]; and additional resources devoted to Public Safety Operations and Capital Projects. No specific direction was given regarding the Public Safety carve outs. At the Board’s April 9 budget work session, staff requested permission to gain board consensus on the items to include as Public Safety Carve Outs on April 14. Administration and staff included the following carve outs in the proposed FY2021 budget. Public Safety operating and capital carve outs as proposed totaled \$727,279; Capital - \$144,238 and Operating - \$583,041. Ms. Drewry reviewed each item individually with the Board to gain consensus in order to compute the school transfer for the FY2021 budget for adoption. The first was Public Safety Capital (\$144,238), which includes a proportionate share of \$1,262,500 General Fund transfer to Debt Reserve for proposed FY2021 public safety capital projects. Those projects are the Prince George - Fire Company 1 Renovations and Zoll Monitors / Defibrillators. Mr. Hunter, Mr. Carmichael and Mrs. Waymack agreed to include this in the carve outs while Mr. Brown and Mr. Webb dissented. Mr. Webb stated that it is not that Fire and EMS is not important to the County, however they are not on the street 24/7 as the Police are even though they are there when you need them. Chairman Hunter stated that he does not agree with that. Mr. Webb stated that money should be found elsewhere because it includes equipment. Chairman Hunter and Mr. Carmichael added that carving it out this evening does not mean that it can’t be cut out later. The second item was the two proposed additional Police officer positions. All Board members consented to include that in the carve out. The third item was the proposed new Fire/EMS Deputy Director. Mr. Percy Ashcraft, County Administrator, stated that he no longer feels that the Fire and EMS Department is in a position to receive this position. He recommends that they keep it as a carve out if they so wish, but he does not recommend it in the budget at this time. Mr. Hunter, Mr. Carmichael and Mrs. Waymack agreed to include this in the carve outs while Mr. Brown and Mr. Webb dissented. The next line item was for the additional Deputy Sheriff position, which was added mid-year FY20. It is currently locally funded. Mr. Hunter, Mr. Carmichael and Mrs. Waymack agreed to include this in the carve outs while Mr. Brown and Mr. Webb dissented. The next item relates to the SAFER Grant Revenue Loss (\$185,120). It funds five Firefighter Medics. Chairman Hunter believes that this is a necessary thing and should be carved out. He added that all of these items were intended to be carved out when the budget was presented to them and the Board has never failed the Schools in the past when they need additional money. Mr. Webb stated that not carving these items out would give the Schools the additional money they may need. Mr. Brown added that the Board never discussed these carve outs in detail before they were proposed in the budget. Mr. Webb and Mr. Brown proposed that they just stick with the Fire Apparatus and the School CIP and leave the other public safety items out until we know they will be included in the budget. Ms. Drewry stated that it would complicate the amount to the Schools without clarification on what is going to be carved out. Mr. Carmichael agreed with Chairman Hunter that all of these items should be carved out since that was the original intent when the budget was presented to them. If

we don't carve it out now, we would lose all of these funds to the Schools anyway and some of these may not even make the budget. Mr. Webb added that all of this is also the driving force to try to meet the equalization rate. Mr. Ashcraft stated that even if these items do not survive the budget, a proportion would still go to the Schools and that additional amount would need to be found to fund some of these positions if they are not carved out. Mr. Carmichael requested that they continue to get consensus on these items and get to the next step as to whether they will make the budget later. The next item was the Emergency Communications Center contracted services increases (\$48,779). Mr. Hunter, Mr. Carmichael and Mrs. Waymack agreed to include this in the carve outs while Mr. Brown and Mr. Webb dissented. The next item was the Fire/EMS turnout gear increases (\$23,945). The Board agreed by consensus not to carve this particular item out. The last item was the Radio System Maintenance contract increase, which is a future estimate of \$413,819 anticipated in FY2023. Mrs. Drewry stated that they would not need consensus on that at this time.

Ms. Drewry talked about FY2021 General Fund Revenue COVID impact projections. They are estimating a \$348,000 reduction in real property tax, a \$290,500 reduction in personal property tax, a \$3,640 reduction in mobile home tax, a \$149,350 reduction in sales tax, a \$159,102 reduction in BPOL tax, a \$38,500 reduction in motor vehicle licenses, and a \$90,440 reduction in lodging tax. This is a total of \$1,079,532 in reductions due to the COVID-19 pandemic, with an \$826,350 reduction in the revenue amounts shared with Schools. Mr. Webb stated that the scary thing is that these are just estimates. It could be worse. Mr. Ashcraft add that the County currently has almost 1200 citizens out of work. Mr. Brown added that some citizens that are still working may have had their salaries decreased. This is why it would be on the safer side to be very lean with the proposed budget. It can always be amended later. Mr. Webb added that other localities are cutting significant amounts out of their funding to get ahead of the curve.

Ms. Drewry stated that an authority to advertise a public hearing on the tax rates and an adoption is needed to facilitate personal property tax billings to include mobile homes and machinery and tools. Staff is currently requesting to advertise the real estate tax rate at \$0.86, the personal property tax rate at \$4.35, the machinery and tools tax at \$1.50, and mobile homes at \$0.86. Chairman Hunter stated that he agrees to advertise at those rates. He would like to see it stay where it is to fund the new School without raising the taxes, since the financial impact of the equalization will take care of that. Mr. Webb stated that he would like to see what they could do, but he would agree to just advertising it at \$0.86 now. We can always go lower. Mr. Brown agreed with Mr. Webb. An authority to advertise will be on the April 28 agenda. Mrs. Drewry went over the financial impacts would be if the tax was lowered penny by penny. Mr. Webb added that he was looking at a three cents decrease since equalizations may drop as well in the future due to COVID-19. Mr. Ashcraft stated that his updated recommendation is to not adopt proposed utility fee/BPOL tax rate increases due to the current economic climate. The Board was in agreement with that.

Ms. Drewry gave a recap on the FY2010 General Fund Revenue reductions. The COVID-19 reductions would be \$1,079,532. The SRO Grant correction would be \$53,263. The BPOL increase removal would be \$189,499 and the permit fee increase removal would be \$74,363. This is a total \$1,396,657 in reductions net of a real estate tax rate reduction. The Schools will be impacted by \$351,033 leaving the County with a reduction of \$1,045,624.

Ms. Drewry gave a Capital Project update. The body-worn cameras converted to in-car cameras and the Courthouse renovations are complete. The broadband expansion Phase I is complete and the Phase II derived from the fall borrowing is in progress. Mr. Webb asked what the downfall would be if any of these projects had a hold placed on them. Ms. Drewry stated that there could be an arbitrage penalty on any borrowings. Mr. Webb stated that broadband is nice to have, but he is not sure that it is essential. Mr. Brown stated that it could be an essential because of the situation they are in with kids being home-schooled. Mr. Ashcraft added that as they move forward on some of these other projects, Ms. Drewry can give them an indication as to whether it can be delayed or not. For example, the Burn Building is being recommended for delay at this time. The Community Code and Compliance software replacement is well underway but is on hold at this time due to the pandemic anyway. The Central Wellness Center building upgrades are being recommended to be placed on hold at this time as well as the Crew Building entrance upgrades. The Board agreed with that at this time. The Route 156 Water Extension and the Food Lion Water System Upgrades are in progress and should not be interrupted at this time. The Board agreed with that. The County Building entrance upgrades is complete. The Assessor Software Replacement is well underway and could not be stopped at this point. The Board agreed with that. The Scott Park Restroom and Concession kit has been ordered and the IFB for construction closes tomorrow. Mr. Webb stated that this project should be placed on hold as it does not seem essential at this point. Mr. Carmichael stated that now would be a good time to move forward with this project since that park is not being utilized and will not conflict with any sports events. Mr. Mike Purvis, General Services Director, stated that the kit will be delivered on June 2 and the contractor will be responsible for unloading and storing the kit until it is installed. There is no funding included for storing the kit if it is not installed. Mr. Webb recommended a building in the industrial park. Mr. Jeff Stoke, Deputy County Administrator, stated that there is no building available at this time. Mr. Purvis stated that he does not know the square feet of the pallet size. He does not recommend leaving it under a tarp or unprotected with a significant investment in it already. Mr. Brown stated that he does not see what it would hurt to put it on hold for a few months. At this point, it would send the wrong message to move forward with this project as it does not qualify as essential. Mr. Carmichael stated that he would like to see it move forward. Mr. Purvis stated that he does not know at this point what the financial detriment would be to try to hold the kit somewhere and transporting it to storage and back to the site when they are ready to move forward. Mr. Webb asked if they could have it initially shipped to storage. Mr. Purvis stated that might be possible. Chairman Hunter stated that he does not believe they would save enough money by not moving forward. Mr. Brown stated that it is not about a cost savings, it is about sending the wrong message to the citizens. Mr. Hunter, Mr. Carmichael and Mrs. Waymack agreed to move forward with the project while Mr. Brown and Mr. Webb dissented. Mrs. Drewry stated that the award of contract will be on the May 12 agenda. The new Jefferson Park Fire Station is in design. Mr. Purvis stated that the design is being reconsidered based on a scheduled visit for the architect to see the New Kent fire station. Mr. Webb stated that he would like to see the design phase move forward but hold off until September on moving forward from there. The County IT server room HVAC and the email server exchange mitigation are complete. Mr. Purvis stated that the Courthouse Furniture and other improvements are covered and the project will be finished on May 8. The Human Services Building boiler is complete and the Human Services Cooling Tower will be completed

on June 12. The Board agreed that the School Capital Projects should be left alone by the Board of Supervisors and left up to the School Board for decisions on moving forward.

Ms. Drewry went over the revised FY2021 budget timelines and dates. The public hearings on the tax rates and the budget will be heard on May 12. Adoption consideration for the tax rates will occur on May 12 following the public hearing to facilitate property tax bill preparation. Budget adoption consideration is recommended for May 26. There is another budget work session scheduled for April 29. Unless the Governor amends his order, the Board will have to adhere to the current public meeting guidelines not allowing more than ten in the Boardroom until June 10. County offices will remain closed to the public until May 18. The Board and the County Administrator briefly discussed possible new guidelines on accepting the public when County offices are reopened. Mr. Webb stated that people need to understand that these guidelines are for everyone's safety at this time.

ADJOURNMENT. Mr. Carmichael made a motion, seconded by Mr. Webb, to adjourn the meeting at 7:04 p.m.

[Draft Minutes prepared April 23, 2020 for consideration on May 12, 2020; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator