

Issue Analysis Form



Date: February 22, 2022
Budget Amendment / Burn
Building Expenditures Incurred –
Transfer from Contingency of
\$66,266.75 and Grant Lapse
(\$480,000); Net Appropriation
Reduction \$413,733.25
Item: County Finance and
Lead Department(s): Fire/EMS

Contact Person(s): Betsy Drewry

Description and Current Status

During Fiscal Year 2016, the Director of Fire and EMS (then Brad Owens) expressed interest in constructing a burn building training facility. He applied for a Virginia Department of Fire Program Funds grant to construct the building, and was awarded a grant in the amount of \$480,000. Board action was taken to appropriate these grant funds to the Capital Improvement budget on October 17, 2017 (R-17-112).

The project was stalled due to concerns over the total cost of the planned facility, and the amount of local resources that were needed to construct the facility, and what costs the grant would not cover (a portion of the design, road, utilities and site work).

The scope of the project was scaled back, but needed design progress was not made due to Fire and EMS leadership transition and continued cost concerns. Following four requests for grant extensions, the VDFP grant ultimately was withdrawn / revoked. The grant was to be reimbursement based, and would not cover site design or design costs for a building that will not be constructed. No grant proceeds have been received, nor will any be received.

Between January 2018 and June 2021, **\$66,266.75** in costs were incurred for site design and architectural services. No other resources have been appropriated to the project other than the expected grant revenues. General Fund proceeds of \$66,266.75 need to be appropriated to the capital improvement fund to cover the costs for design, and the grant appropriation needs to be reversed (**\$480,000 reduction**). **Net reduction to budget (\$413,733.25 reduction)**, Capital Project Fund.

The recommended source for the \$66,266.75 appropriation is General Fund Contingency. The balance of the contingency is \$246,412 prior to this transfer. If approved, the balance following this transfer will be \$180,145.25.

See **Attachment A** for copy of the grant appropriation approved on October 10, 2017.
See **Attachment B** for communication regarding the VDFP grant withdrawal.
See **Attachment C** for a summary of expenditures incurred for the design work for this project.

The appropriation and transfer entry, if approved, is:

CIP Fund:

Revenues:

0311-20-600-8200-326049	VDFP Grant Proceeds	(480,000.00)	Decrease
0311-90-901-8207-399100	CIP Transfer from General Fund	66,266.75	Increase
Net CIP Fund Revenues		(413,733.25)	

Expenditures:

0311-03-200-3170-48130	CIP Burn Building	(413,733.25)	Decrease
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General Fund:

Expenditures:

0100-09-401-0917-49199	General Fund Contingency	(66,266.75)	Decrease
0100-09-401-0917-49172	GF Transfer to Capital Project Fund	66,266.75	Increase

Board Action Requested:

Approve funding appropriation reduction and transfer as outlined in the enclosed draft resolution.

Does this require IDA action?

☐ Yes ☒ No

Does this require BZA action?

☐ Yes ☒ No

Does This require Planning Commission Action?

☐ Yes ☒ No

Does this require Board of Supervisors action?

☒ Yes ☐ No

Does this require a public hearing?

☐ Yes ☒ No

If so, before what date?

☐ Yes ☐ No

Fiscal Impact Statement

This action will use \$66,266.75 of General Fund Contingency, reducing the balance from \$246,412 to \$180,145.25. This action will also remove \$480,000 in budgeted grant proceeds that the County will not receive from the CIP fund budget.

County Impact

This action will remove budgeted revoked grant dollars that the county will not receive from the CIP budget, and will transfer General Fund resources to cover the design work for the facility.

Notes

R-17-112

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10th day of October, 2017:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	Aye
Donald R. Hunter, Vice-Chairman	Aye
Alan R. Carmichael	Aye
Hugh G. Mumford	Aye
T. J. Webb	Aye

A-3

On motion of Mr. Hunter, seconded by Mr. Webb, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION (\$480,000 VIRGINIA
DEPARTMENT OF FIRE PROGRAMS BURN BUILDING GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of October, 2017, does hereby authorize the following increase of funds within the 2017-2018 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:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0311-03-200-3170-48130 CIP – Burn Building Project	\$480,000
<u>Revenue:</u>	
0311-20-600-8200-326049 Burn Building Grant - VDFP	\$480,000

A Copy Teste:



Percy C. Ashcraft
County Administrator

B. Wang
10/19/17

*FY2018, PdD4
BMA# 521*



COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

Betsy Drewry
Director of Finance

September 28, 2017

To: Mr. Percy C. Ashcraft
County Administrator

From: Betsy Drewry, Director of Finance

Re: Appropriation of Virginia Department of Fire Programs – Burn Building Grant

The Director of Fire & EMS applied for grant funding through the Virginia Department of Fire Programs to construct a burn building as a prop to assist in fire services training. The award to Prince George County was made on March 4, 2016. After addressing board cost and scope concerns and making the Virginia Fire Service Board aware of construction issues, the Director of Fire & EMS sought and received a one year no cost extension for this grant. The award and extension notices are attached for your review.

Please place on the Board of Supervisors agenda the approval of the appropriation below. I am available should you require further information.

Revenue

0311-20-600-8200-326049	Burn Building Grant - VDFP	\$480,000
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Expenditure

0311-03-200-3170-48130	CIP – Burn Building Project	\$480,000
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CC Brad Owens, Director of Fire & EMS



COMMONWEALTH of VIRGINIA

Melvin D Carter
EXECUTIVE DIRECTOR

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3358

March 4, 2016

Director James B. Owens
Prince George
6602 Courts Drive
Prince George, VA 23875

Dear Mr. Owens:

On behalf of the Virginia Fire Services Board, we are pleased to advise **Prince George County, Virginia** of a **grant award of up to \$480,000 for the new construction** of a burn building as a prop to assist in training the fire service for its jurisdiction. As outlined in the Virginia Department of Fire Programs Burn Building Policy the grant award is allocated as up to \$450,000 for the new construction and up to \$30,000 for architect and/or engineering services, totaling \$480,000.

According to the application submitted, the County has elected to construct its burn building according to the minimum standards specified in Prototype I, Class A.

This award is effective: FY2016

Accordingly, the **County has until March 3, 2017 to submit a valid building permit and begin construction** consistent with the terms and conditions of the mutually executed Disbursement Agreement. Following such date, the County will have an additional twelve (12) months to complete construction and collect the balance of their award. **The project expiration date is marked as March 1, 2018.**

Be advised that all documents are available on our website at www.vafire.com under the Grants and Local Aid: Burn Building link, including the VFSB Burn Building Policy which is effective as of November 7, 2015. The County is required to review these documents very carefully in order to progress with its project in compliance with the terms and conditions of this grant award and the Policy that governs the Burn Building Grant Program.

In accordance with the Burn Building Policy, the County will be required to attend an Orientation Meeting at the Division 1 Office in Glen Allen, Virginia that must be held within thirty (30) days of award notification. The purpose of this meeting is to introduce VDFP staff to new grants recipients, provide an overview of the Burn Building Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process. **The County must schedule the Orientation Meeting by April 4, 2016.**

Two originals of the Burn Building Disbursement Agreement are included. The County Manager must sign both originals and have them sent to my attention. Both originals will be counter signed by the Virginia Department of Fire Programs. One original will be returned to the County for Local file retention. **No funds disbursements will be authorized or released without the executed disbursement Agreement.**

Funds disbursement for new construction projects will be made in five (5) installments upon notification by the jurisdiction to the Agency. Once a valid building permit has been submitted and an executed Agreement is on file, the jurisdiction is eligible to draw the first 25% of the construction grant. Once A/E services are complete, jurisdictions may also request reimbursement for such services up to the amount awarded by the VFSB not to exceed \$30,000. Remaining funds disbursements for the construction grant will be made upon jurisdiction request on the percentage of completion method at 50%, 75% and 100% completion. In order to be eligible for final payment, the prop must be placed in operation. It is the responsibility of the jurisdiction to maintain all such records subject to audit by this Agency or its assignees for a period of five (5) years following the date of the last transfer of award funds to the grant recipient.

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at Theresa.Hunter@vdfp.virginia.gov.

Respectfully,

Theresa Hunter

Theresa Hunter
Budget and Grants Manager

Enclosure

c: Percy C. Ashcraft, County Manager
Walter Bailey, Chair, Virginia Fire Services Board
Robert Miner, Chair, Burn Building Subcommittee
Melvin D Carter, Executive Director, Virginia Department of Fire Programs
Tom Berry, Division Manager, Virginia Department of Fire Program



COMMONWEALTH of VIRGINIA

Melvin D. Carter
EXECUTIVE DIRECTOR

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3350

December 9, 2016

Director James B. Owens
Prince George
6602 Courts Drive
Prince George, VA 23875

Dear Mr. Owens:

The Virginia Fire Service Board reviewed your Burn Building construction issues at the November 18, 2016 Board meeting. The Board has approved a one year no cost extension to your Burn Building Grant Project.

Your new project deadlines are as follows:

- The County must submit a valid building permit and begin construction by March 3, 2018.
- The new project completion date is now March 1, 2019.

If you have any questions, feel free to contact me at my office 804-249-1958 or via email at Theresa.hunter@vdfp.virginia.gov.

Respectfully,

A handwritten signature in cursive script that reads 'Theresa Hunter'.

Theresa Hunter
Budget and Grants Manager

c: Walter Bailey, Chair, Virginia Fire Services Board
Robert Miner, Chair, Burn Building Subcommittee
Melvin Carter, Executive Director, Virginia Department of Fire Programs

www.vafire.com

Betsy Drewry

From: Paul Mauger
Sent: Friday, February 26, 2021 3:19 PM
To: Percy Ashcraft
Cc: Betsy Drewry; Michael Purvis
Subject: Burn Building

Mr. Ashcraft:

The Fire Board met this morning regarding our burn building grant. The original grant was issued to the County in February 2016. The extension request that I submitted on January 6, 2021 was the fifth extension request made. The Fire Board denied our request which means the allocated funds for us to proceed have been withdrawn. They referenced that they have witnessed little to no movement on this project since it was issued. With our effort to move forward regionally and what that would entail (i.e., obtaining a contract/MOU from the government, getting approval from the State Attorney General Office, etc.), they did not feel this project would show notable advancement in the near future. The monies that were allocated have been on hold for five years and in essence, unavailable to other jurisdictions across the Commonwealth. The Board felt it was time to move on and free that money up to other jurisdictions that would use it. We certainly missed an opportunity. They encouraged us that in the future, should we continue with a desire to pursue a project regionally, that an application be resubmitted as such a request. I would suggest that if that is the decision, another jurisdiction take the lead on it as it as I believe it would be unlikely they would consider issuing us the grant based on our lack of performance with one they issued.

If you have any questions, please let me know.

Paul

BURN BUILDING EXPENDITURES LIFE-TO-DATE 02/11/2022

ATTACHMENT C

DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
BURN BUILDING	2021	12	288	06/08/2021	API	1	109572	283539	W 061121MK	720.00	Y	5511730	061121MK	PAINTER-LEWIS PLC	NEW BURN BUILDING CONCEPT MEET
BURN BUILDING	2020	13	342	06/30/2020	API	1	109572	257805	W 06302021	10,995.00	Y	5502195	06302021	PAINTER-LEWIS PLC	BURN BUILDING CONTRACT - ITEMS
BURN BUILDING	2020	9	999	03/30/2020	API	1	109572	248496	W 033020FS	11,073.43	Y	5498234	033020FS	PAINTER-LEWIS PLC	JOB 1907025 - BURN BUILDING
BURN BUILDING	2020	6	960	12/18/2019	API	1	109572	241384	W 122019JH	12,178.32	Y	5495287	122019JH	PAINTER-LEWIS PLC	BURN BUILDING
BURN BUILDING	2019	2	198	08/16/2018	API	1	102812	185428	W 081618FS	1,250.00	Y	5477134	081618FS	TIMMONS GROUP	PROJECT 35280.014 - PG CLASS A
BURN BUILDING	2018	11	747	05/22/2018	API	1	102812	176987	W 052218FS	1,250.00	Y	5473521	052218FS	TIMMONS GROUP	PROJECT 35280.014 - CLASS A BU
BURN BUILDING	2018	10	341	04/19/2018	API	1	102812	174071	W 041918FS	6,600.00	Y	5472602	041918FS	TIMMONS GROUP	PG CLASS A BURN BUILDING SITE
BURN BUILDING	2018	7	329	01/24/2018	API	1	102812	167075	W 012618JH	7,150.00	Y	5470061	012618JH	TIMMONS GROUP	PROJECT 35280.014 - PG CLASS A
BURN BUILDING	2018	7	16	01/03/2018	API	1	102812	165310	W 010518JH	15,050.00	Y	5469422	010518JH	TIMMONS GROUP	PROJECT 35180.014 - PG CLASS A
										66,266.75					

0311-03-200-3170-00000-000-000-000-48130 -

2/11/2022

Row Labels	Sum of AMOUNT
PAINTER-LEWIS PLC	34,966.75
TIMMONS GROUP	31,300.00
Grand Total	\$ 66,266.75

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22nd day of February, 2022:

Present:

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

Vote:

A-5

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION REDUCTION (\$480,000.00)
VIRGINIA DEPARTMENT OF FIRE PROGRAM FUNDS
WITHDRAWN GRANT AND TRANSFER FROM GENERAL FUND
CONTINGENCY (\$66,266.75) BURN BUILDING TRAINING FACILITY
DESIGN

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22nd day of February, 2022, does hereby authorize the following increase of funds within the 2021-2022 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>
Capital Improvement Project Fund 0311	
<u>Revenue:</u>	
0311-20-600-8200-326049 Virginia Dept. of Fire Program Grant	(\$480,000.00)
0311-90-901-8207-391000 CIP – Transfer from General Fund	\$ 66,266.75
Net Reduction	(\$413,733.25)
 <u>Expenditure:</u>	
0311-03-200-3170-48130 CIP Burn Building Project	(\$413,733.25)
 General Fund 0100	
<u>Expenditures:</u>	
0100-09-401-0917-49199 General Fund Contingency	(\$66,266.75)
0100-09-401-0917-49172 General Fund Transfer to CIP Fund	\$ 66,266.75

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator