

# Issue Analysis Form



**Date:** January 10, 2023  
**Item:** Appropriation of Operation Ceasefire Grant Funds (FY2023 Portion) and Position Control Chart Change – FT Regional Assistant Commonwealth’s Attorney  
**Lead Department(s):** Commonwealth’s Attorney’s Office / County Finance  
**Contact Person(s):** Susan Fierro & Betsy Drewry

## Description and Current Status

The Commonwealth’s Attorney received Board permission to apply for a Virginia Department of Criminal Justice Services (DCJS) Operation Ceasefire grant on November 9, 2022. The grant was awarded by DCJS on December 15, 2022, totals \$249,996.00, and is for a two-year period of January 1, 2023 – December 31, 2024.

The grant is not reflected in the FY2023 adopted budget, and an appropriation of funds for the period 1/1/2023 – 6/30/2023 (1/4 of the award of \$62,499) is needed. Additionally, a position control chart change is needed to reflect add the new Assistant Commonwealth’s Attorney (regional prosecutor).

The regional prosecutor will focus on the prosecution, mitigation, and prevention of firearm crimes and gun violence in Prince George County and the City of Hopewell. Prince George County will be the fiscal agent for the grant and the employee will be housed in the Prince George Commonwealth’s Attorney’s Office.

There is no required local match, but in-kind support (facility and supplies) will be provided for this position.

The appropriation entry is:

General Fund:

Revenues:

0100-20-601-8203-324107 Operation Ceasefire Grant Revenue	\$62,499.00
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Expenditures:

0100-02-020-0207-41100 Oper Ceasefire Salaries	\$45,030.00
0100-02-020-0207-42100 Oper Ceasefire FICA Tax	\$ 3,445.00
0100-02-020-0207-42210 Oper Ceasefire VRS Contribution	\$ 7,403.00
0100-02-020-0207-42300 Oper Ceasefire Health Insurance Ben	\$ 5,775.00
0100-02-020-0207-42400 Oper Ceasefire Group Life Insur.	\$ 604.00

0100-02-020-0207-42500	Oper Ceasefire Disability Insur.	\$	238.00
0100-02-020-0207-42700	Oper Ceasefire Worker's Comp Insur.	\$	4.00
<b>Total Expenditures:</b>			<b>\$62,499.00</b>

The Grant Award Letter provided as **Attachment A**.

Recommended Revision to the Position Control Chart shown as **Attachment B**.

**Board action requested:**

Approve appropriation of Operation Ceasefire Grant Funds to the FY2023 Budget (\$62,499; one-fourth of total two-year award).

Approve revision to Position Control Chart.

A draft resolution, which combines both actions, is included for board consideration and possible approval.

**Government Path**

- 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**

The grant funds add \$62,499 to the FY2023 budget with no local cash match. The expected fiscal impact is use of County personnel and resources to manage the grant and assist in the hiring process.

**County Impact**

Approval of appropriation and position control chart change will provide an additional prosecutor for the prosecution and mitigation of gun crimes and gun violence. Utilizing a regional prosecutor is an innovative approach to existing models that afford a larger jurisdictional reach targeting known gun offenders. The overall impact will be a reduction of gun violence and increasing public safety for those living in and visiting Prince George County.

**Notes**

Hopewell Commonwealth's Attorney Richard K. Newman fully supports this award.



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

The Honorable Jackson H. Miller  
Director

Tracy Louise Winn Banks, Esq.  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

December 15, 2022

Jeffrey Stoke  
County Administrator  
6602 Courts Drive  
P.O. Box 68  
Prince George, Virginia 23875

RE: 2023 Operation Ceasefire Grant

Dear Jeffrey Stoke:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **504804** and was approved for a total award of **\$249,996**, funded through Award Number **2023-OCGP-GRANT**. The project period is **1/1/2023** through **12/31/2024**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and will be posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> within the next two weeks.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, you are required to adhere to these conditions via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov). If you have questions, contact your DCJS Grant Monitor **Gregory Hopkins** at **(804) 692-0977** or via email at [gregory.hopkins@dcjs.virginia.gov](mailto:gregory.hopkins@dcjs.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller".

Jackson Miller

**STATEMENT OF GRANT AWARD (SOGA)**

Virginia Department of Criminal Justice Services  
 1100 Bank Street, 12<sup>th</sup> Floor  
 Richmond, Virginia 23219


**2023 Operation Ceasefire Grant**

Subgrantee: Prince George  
 DCJS Grant Number: 504804  
 Grant Start Date: 1/1/2023  
 Grant End Date: 12/31/2024  
 Indirect Cost Rate: \_\_\_\_\_% \*If applicable

Federal Funds:  
 State Funds: **\$249,996**  
 Local Match: \_\_\_\_\_  
 Total Budget: **\$249,996**

Project Director	Project Administrator	Finance Officer
Susan Fierro Prince George County Commonwealth's Attorney 6601 Courts Drive P.O. Box 730 Prince George, Virginia 23875 804-733-2790 sfierro@princegeorgecountyva.gov	Jeffrey Stoke County Administrator 6602 Courts Drive P.O. Box 68 Prince George, Virginia 23875 804-732-3604 jstoke@princegeorgecountyva.gov	Betsy Drewry Deputy County Administrator, Finance 6602 Courts Drive P.O. Box 68 Prince George, Virginia 23875 804-722-8710 bdrewry@princegeorgecountyva.gov

**\*Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature:   
 Authorized Official (Project Administrator)  
 Title: County Administrator  
 Date: December 15, 2022

ATTACHMENT B

**FOR REVISION 01/10/2023 -  
COMMONWEALTH'S ATTORNEY -  
ADDITION ASSISTANT COMMONWEALTH'S  
ATTY**

## POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded Amended FY 19-20	Funded Amended FY 20-21	Funded Amended FY 21-22	Funded Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY22-23	Change NOTES
<b>ANIMAL CONTROL [0611]</b>							
Animal Control Officer	3	3	3	3	3	0	
Manager I, Animal Control	1	1	1	1	1	0	
Coordinator, Animal Adoption Services	1	1	1	1	1	0	
Kennel Attendant - Full-Time	1	1	1	1	1	0	
Kennel Attendant - Part Time	0	0	0	0	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>ASSESSOR [0401]</b>							
Real Estate Appraiser I or II	2	2	1	1	1	0	
Senior Real Estate Appraiser	0	0	1	1	2	1	Approved 9/13/2022
Real Estate Assessor	1	1	1	1	1	0	
Coordinator IV, Real Estate Operations	1	1	1	1	0	-1	Approved 9/13/2022
Real Estate Technician	1	1	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	
<b>BOARD OF SUPERVISORS [0100]</b>							
Clerk to the Board of Supervisors	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>CIRCUIT COURT CLERK [0202]</b>							
Office Associate I	0	0	0	0	0	0	
Chief Deputy	1	1	1	1	1	0	
Clerk of Circuit Court	1	1	1	1	1	0	
Deputy Court Clerk I	3	3	2	2	2	0	
Deputy Court Clerk II	1	1	2	2	2	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>CIRCUIT COURT JUDGE [0902]</b>							
Court Administrator	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMISSIONER OF THE REVENUE [0200]</b>							
Tax Compliance Auditor	0	0	0	0	0	0	
Deputy License Inspector	1	1	1	1	1	0	
Commissioner of the Revenue	1	1	1	1	1	0	
Deputy Commissioner of Revenue	3	3	3	3	3	0	
Senior Deputy Commissioner of Revenue	0	0	0	0	0	0	
Chief Deputy Commissioner of Revenue	1	1	1	1	1	0	

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ATTY**

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
<b>Total Employees</b>	6	6	6	6	6	0	
<b>COMMONWEALTH'S ATTORNEY [0204]</b>							
Administrative Associate	0	0	0	0	0	0	
Office Manager	1	1	1	1	1	0	
Legal Assistant	2	2	2	2	2	0	
Office Associate I	0	0	0	0	0	0	
Asst. Commonwealth's Attorney FT	3	3	3	2	2	0	
Asst. Commonwealth's Attorney FT - GRANT FUNDED & SHARED WITH THE CITY OF HOPEWELL	0	0	0	0	1	1	DCJS Operation Ceasefire Grant-Funded Assistant Commonwealth's Attorney (for Consideration 1/10/2023)
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0	
Deputy Commonwealth's Attorney FT	0	0	0	1	1	0	
Commonwealth's Attorney	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7.5</b>	<b>7.5</b>	<b>7.6</b>	<b>7.6</b>	<b>8.6</b>	<b>1</b>	
<b>COMMUNITY CORRECTIONS [2179 / 2178]</b>							
Dir. of Community Corrections	1	1	1	1	1	0	
Manager IV, Corrections Program Management	1	1	1	1	1	0	
74 Probation Officer	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]</b>							
Office Manager	1	1	1	1	1	0	
Pretrial Officer	3	3	3	2	2	0	
Pretrial Officer (PT)	0	0	0	0	0	0	
Pretrial Investigator	1	1	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0</b>	
<b>DRUG COURT [0920]</b>							
Drug Court Administrator	0	1	1	1	1	0	
<b>Total Employees</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>							
Office Manager	1	1	1	1	1	0	
Deputy Director/Building Official	1	1	1	1	1	0	
Deputy County Administrator, Community Development & Code Compliance	1	1	1	1	1	0	

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	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY 22-23	
Director of Community Development & Code Compliance	0	0	0	0	0	0	
Plans Reviewer	1	1	1	1	1	1	
Permit Technician II	1	1	1	1	1	1	
Permit Technician I	1	1	1	1	1	1	
Coordinator IV, Environmental Program	1	1	1	1	1	1	
Senior Building Inspector	3	3	3	3	3	3	
Administrative Support Specialist II	0	0	0	0	0	0	
Office Associate II (PT)	0	0	0	0	0	0	
Planner	0	0	0	0	0	0	
Manager VI, Planning	0	0	0	0	0	0	
<b>Total Employees</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	
<b>COUNTY ADMINISTRATION [0101]</b>							
County Administrator	1	1	1	1	1	1	
Deputy County Administrator	1	1	1	0	0	0	
Executive Assistant/ Deputy Clerk	0	0	0	0	0	0	
Public Information Officer	0	0	0	0	1	1	Approved 7/12/2022
Project Management Specialist	0	0	0	0	0	0	
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	
<b>COUNTY ATTORNEY [0102]</b>							
Senior Legal Assistant	1	1	1	1	1	1	
County Attorney	1	1	1	1	1	1	
County Attorney (PT)	0.5	0.5	0.5	0.5	0.5	0.5	
<b>Total Employees</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>	
<b>COUNTY GARAGE [0502]</b>							
Mechanic	2	2	2	2	2	2	
Master Mechanic	0	0	0	0	0	0	
Apparatus Technician	2	2	2	2	1	-1	
							Reclassification approved August 9, 2022 (Apparatus Technician to Fleet Supervisor)
Fleet Supervisor	0	0	0	0	1	1	
Manager IV, Fleet	1	1	1	1	1	1	
Administrative Support Specialist III	0	0	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>ECONOMIC DEVELOPMENT [2151]</b>							

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Administrative Support Specialist II	0	0	0	0	0	0	
Executive Assistant	1	1	1	1	1	0	
Specialist, Economic Development & Tourism	1	1	1	1	1	0	
Director, Economic Development & Tourism	0	0	0	1	1	0	
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	
<b>EMERGENCY COMMUNICATIONS CENTER [0603]</b>							
Communications Officer	14	14	14	14	14	0	
Communications Supervisor	2	2	2	2	2	0	
Manager VI (formerly V), Emergency Communications Center	1	1	1	1	1	0	
<b>Total Employees</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>0</b>	
<b>FINANCE [0402]</b>							
Accounting Clerk	1	1	1	1	1	0	
Payroll Specialist	1	1	1	1	1	0	
Payroll Supervisor	1	1	1	1	1	0	
Accounting Supervisor	1	1	1	1	1	0	
Financial Reporting Accountant	1	1	1	1	1	0	
Director of Finance	0	0	0	0	0	0	
Deputy County Administrator, Finance	1	1	1	1	1	0	
Procurement Officer	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>FIRE &amp; EMS [0610]</b>							
Director of Fire & EMS	1	1	0	0	0	0	
Fire & EMS Chief			1	1	1	0	
Deputy Director of Fire & EMS	0	0	0	0	0	0	
Manager II, Fire/EMS Business Management	1	1	1	1	1	0	
Captain	3	3	3	3	3	0	
Captain, Volunteer Fire/EMS Training				1	1	0	
Captain 1						0	
Captain 2						0	
Lieutenant	9	9	9	12	12	0	
Lieutenant 1						0	
Lieutenant 2						0	
Logistics Supervisor / Officer						0	
EMT/Intermediate/Firefighter	0	0	0	0	0	0	
EMT/Paramedic/Firefighter	0	0	0	0	0	0	
Fire Medic	10	10	13	15	15	0	



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Fire Medic 1						0	
Fire Medic 2						0	
Fire Medic 3						0	
Fire Medic 4						0	
Administrative Support Specialist II	1	1	1	1	1	0	
<b>Total Employees</b>	<b>25</b>	<b>25</b>	<b>28</b>	<b>34</b>	<b>34</b>	<b>0</b>	
<b>EMERGENCY MANAGEMENT (0612)</b>							
Emergency Management Deputy Coordinator (FT)	0	0	0	0	1	1	Approved August 9, 2022 part-time to full-time
Emergency Management Deputy Coordinator (PT)	0.5	0.5	0.5	0.5	0	-0.5	
<b>Total Employees</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>	<b>0.5</b>	
<b>FIRE &amp; EMS [SAFER GRANT (0616 &amp; 0610)] - BOTH GRANTS LAPSED [POSITIONS REFLECTED IN FIRE &amp; EMS 0610]</b>							
EMT/Paramedic/Firefighter [0616]	0	0	0	0	0	0	
Fire Medic [0616]	2	2	2	0	0	0	
Fire Medic 1 [0616]						0	
Fire Medic 2 [0616]						0	
Fire Medic 3 [0616]						0	
Fire Medic 4 [0616]						0	
Lieutenant [0616]	3	3	3	0	0	0	
Lieutenant 1 [0616]						0	
Lieutenant 2 [0616]						0	
Captain, Volunteer Fire/EMS Training [0615]	1	1	1	0	0	0	
Captain 1 (Volunteer Fire/EMS Training) [0615]						0	
Captain 2 (Volunteer Fire/EMS Training) [0615]						0	
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	0	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GENERAL PROPERTIES [0504]</b>							
Office Manager	1	1	1	1	1	0	
Building Maintenance Mechanic	4	3	3	3	3	0	
Electrician	0	1	1	1	1	0	
Buildings & Grounds Maint Mech	1	1	1	0	0	0	
Senior Building Maintenance Mechanic	0	0	0	0	0	0	
Maintenance Supervisor	0	0	0	1	1	0	
Deputy Director General Services	0	0	0	0	0	0	
General Services Director	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	

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<b>HUMAN RESOURCES [0103]</b>							
Human Resources Analyst	1	1	1	1	1	0	
Human Resources Supervisor	0	0	0	0	0	0	
Human Res. Technician	1	1	1	1	1	0	
Human Resources Information Specialist	0	0	0	0	0	0	
Dir. of Human Resources	1	1	1	1	1	0	
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	
<b>INFORMATION TECHNOLOGY [0403]</b>							
Director of Information Technology	1	1	1	1	1	0	
Information Systems Specialist, Applications	1	0	0	0	0	0	
Network Systems Engineer	0	0	0	0	0	0	
Computer / Technical Support Specialist	0	0	0	0	0	0	
GIS Technician	1	1	1	1	1	0	
Coordinator V, GIS	1	1	1	1	1	0	
Information Systems Analyst, Business Process	1	1	1	1	1	0	
Information Systems Technician	0	2	2	3	3	0	
Information Systems System Engineer	1	0	0	0	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>PLANNING</b>							
Administrative Support Specialist II	1	1	1	1	0	-1	
Planning & Zoning Technician	0	0	0	0	1	1	Approved 7/12/2022
Planner	1	0	0	0	0	0	
Manager VI, Planning	1	0	0	0	0	0	
Planner I	0	1	1	1	1	0	
Planner II	0	1	1	1	1	0	
Planner	0	0	0	0	0	0	
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	
<b>POLICE [0601]</b>							
Administrative Support Specialist III	1	1	1	1	1	0	
Chief of Police	1	1	1	1	1	0	
Police Sergeant	6	6	6	6	6	0	
Police Captain	1	1	1	1	1	0	
Police Major	1	1	1	1	1	0	
Police Officer	44	44	43	44	45	1	Approved new SRO 9/13/2022
Police Officer First Class						0	

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	Funded Amended FY 19-20	Funded Amended FY 20-21	Funded Amended FY 21-22	Funded Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY 22-23	Change NOTES
Senior Police Officer						0	
Master Police Officer						0	
Career Police Officer						0	
Administrative Support Specialist I	1	1	1	1	1	0	
Crime Analyst	1	1	1	1	1	0	
Administrative Support Specialist III (PTR)	0.5	0.5	0.5	0.5	0.5	0	
Accreditation Manager	0	0	1	1	1	0	
Property & Evidence Technician	0	0	0	0	0	0	
Public Safety Information System Specialist	0	0	0	0	0	0	
Police Lieutenant	6	6	6	6	6	0	
<b>Total Employees</b>	<b>62.5</b>	<b>62.5</b>	<b>62.5</b>	<b>63.5</b>	<b>64.5</b>	<b>1</b>	
<b>RECREATION [0505]</b>							
Sr. Grounds Maintenance Wkr	2	1	1	1	1	0	
Coordinator I, Grounds Maintenance & Tourism		1	1	1	0	-1	
Grounds Maintenance & Tourism Supervisor				0	1	1	For Consideration 11/9/2022 (Conversion of Coordinator I to Supervisor)
Coordinator I, Assistant Athletics	1	1	1	1	1	0	
Coordinator V, Athletics	1	0	0	0	0	0	
Manager V, Sports & Tourism	1	1	1	1	1	0	
Dir. of Parks and Recreation	1	1	1	1	1	0	
Coordinator I, Parks Special Activities	1	1	1	1	1	0	
Administrative Support Specialist III		1	1	1	1	0	
Administrative Support Specialist II	1	0	0	0	0	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>REGISTRAR [0901]</b>							
Deputy Registrar	1	1	1	1	1	0	
Deputy Registrar, PTR	0.5	0.5	0.5	0.5	0.5	0	
General Registrar	1	1	1	1	1	0	
<b>Total Employees</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>	
<b>SHERIFF [0203]</b>							
Chief Deputy	1	1	1	1	1	0	
Deputy Sheriff - FT	6	6	6	6	6	0	
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	1	1	1	0	
Lieutenant	1	1	1	1	1	0	

ATTACHMENT B

**FOR REVISION 01/10/2023 -  
COMMONWEALTH'S ATTORNEY -  
ADDITION ASSISTANT COMMONWEALTH'S  
ATTY**

## POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded Amended FY 19-20	Funded Amended FY 20-21	Funded Amended FY 21-22	Funded Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY22-23	Change NOTES
Sergeant	1	1	1	1	1	0	
Sheriff	1	1	1	1	1	0	
<b>Total Employees</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>0</b>	
<b>SOCIAL SERVICES [0701]</b>							
Manager V, Social Services Administration	0	0	0	0	0	0	
Deputy Director, Social Services	1	1	1	1	1	0	
Director, Social Services	1	1	1	1	1	0	
Benefits Program Specialist III - Full-Time	5	5	8	7	7	0	
Benefits Program Specialist III - Part-Time	0	0	0	0.5	0.5	0	
Benefits Program Specialist IV	2	2	2	2	2	0	
Benefits Program Supervisor	1	1	1	1	1	0	
Administrative Support Specialist II	3	3	3	3	3	0	
Administrative Support Specialist III	2	2	2	2	2	0	
Manager III, Social Services Case Management [Social Worker] - FT	7	7	8	8	8	0	
Manager III, Social Services Case Management [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	0	0	0	0	
Manager IV, Social Services Administration			1	1	1	0	
Manager IV, Advanced Social Services Case Management [Social Worker]	2	2	2	2	2	0	
Manager V, Social Services Case Management [Social Worker]	1	1	1	1	1	0	
<b>Total Employees</b>	<b>26.5</b>	<b>26.5</b>	<b>28.5</b>	<b>30</b>	<b>30</b>	<b>0</b>	
<b>TREASURER [0201]</b>							
Deputy Treasurer - FT	4	4	4	4	4	0	
Deputy Treasurer - PT	0.5	0.5	0	0	0	0	
Chief Deputy Treasurer	1	1	1	1	1	0	
Treasurer	1	1	1	1	1	0	
<b>Total Employees</b>	<b>6.5</b>	<b>6.5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>VICTIM WITNESS [0906]</b>							
Victim Witness Advocate	0	0	0	1	1	0	
Coordinator IV (from II), Victim Witness Program	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	
<b>VJCCA [0909]</b>							
Coordinator III, Community Services	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	

ATTACHMENT B

**FOR REVISION 01/10/2023 -  
COMMONWEALTH'S ATTORNEY -  
ADDITION ASSISTANT COMMONWEALTH'S  
ATTY**

## POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded Amended FY 19-20	Funded Amended FY 20-21	Funded Amended FY 21-22	Funded Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY22-23	Change NOTES
<b>UTILITIES [7001]</b>							
Utility Billing/Collection Specialist I	1	1	1	1	1	0	
Utility Billing/Collection Specialist II	2	2	2	2	2	0	
Utility Billing/Collection Specialist III	0	0	0	0	0	0	
Manager V, Utility Office Management	1	1	1	1	1	0	
Utility Worker I	3	3	3	3	3	0	
Utility Worker II	0	0	0	0	0	0	
Utility Worker III	1	1	1	1	1	0	
Utility Worker III (PART TIME)	0	0	0	0.5	0	-0.5	Approved 9/13/2022 - Reclassification of Part-Time Utility Worker III to Utilities Inspector (use of some Stormwater Fees)
Utility Inspector	0	0	0	0	1	1	Approved 9/13/2022 - Reclassification of Part-Time Utility Worker III to Utilities Inspector (use of some Stormwater Fees)
Utility Waterworks Operator	1	1	1	1	1	0	
Meter Technician	0	1	1	1	1	0	
Utility Supervisor	1	0	0	0	0	0	
Senior Utility Worker	2	2	2	2	2	0	
Utility Project Engineer	0	1	1	1	1	0	
Dir. Of Engineering & Utilities	1	1	1	1	1	0	
Manager V, Utility Operations Management	1	1	1	1	1	0	
<b>Total Employees</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15.5</b>	<b>16</b>	<b>0.5</b>	
<b>Total</b>	<b>273.0</b>	<b>275.0</b>	<b>280.5</b>	<b>284.5</b>	<b>288.5</b>	<b>4.0</b>	
<b>FULL-TIME</b>	<b>288.0</b>	<b>271.0</b>	<b>277.0</b>	<b>280.0</b>	<b>285.0</b>	<b>5.0</b>	
<b>PART-TIME</b>	<b>4.00</b>	<b>4.00</b>	<b>3.50</b>	<b>4.50</b>	<b>3.50</b>	<b>(1.00)</b>	

A Difference Exists Between Authorized and Funded #

<b>ASSESSOR [0401]</b>	
Senior Real Estate Appraiser	-1.0
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>	
Manager VI, Planning	-1.0
<b>COUNTY ADMINISTRATION [0101]</b>	
Project Management Specialist	-1.0

ATTACHMENT B

FOR REVISION 01/10/2023 -  
COMMONWEALTH'S ATTORNEY -  
ADDITION ASSISTANT COMMONWEALTH'S  
ATTY

POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
Deputy County Administrator						-1.0	
<b>ECONOMIC DEVELOPMENT [2151]</b>							
Director, Economic Development						0.0	
<b>GENERAL PROPERTIES [0504]</b>							
Courier/ Stock Clerk						-1.0	
Deputy General Services Director						-1.0	
						-6.0	

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 10<sup>th</sup> day of January, 2023:

Present:

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

Vote:

A-13

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

**RESOLUTION; APPROPRIATION OF DCJS OPERATION CEASEFIRE GRANT FUNDS (\$62,499) AND CHANGE TO FY 2022-2023 POSITION CHART WITH THE FOLLOWING CHANGES**

- Add Grant-Funded Assistant Commonwealth’s Attorney shared with the City of Hopewell - [General Fund budget; Office of the Commonwealth’s Attorney 0204]

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of January, 2023 hereby approves the requested changes to the FY 2022-2023 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of January, 2023, does hereby authorize the following amendment / transfers among accounts within the 2022-2023 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

Continued

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>Budget Amendment:</b>		
<i>General Fund</i>		
<b>Revenues Increase:</b>		
0100-20-601-8203-324107	Operation Ceasefire Grant	\$62,499.00
 <b>Expenditure – Increase (Decrease):</b>		
0100-02-020-0207-41100	Operation Ceasefire Salaries	\$ 45,030.00
0100-02-020-0207-42100	Operation Ceasefire FICA SS/Med	\$ 3,445.00
0100-02-020-0207-42210	Operation Ceasefire VRS Retirement	\$ 7,403.00
0100-02-020-0207-42300	Operation Ceasefire Health Ins.	\$ 5,775.00
0100-02-020-0207-42400	Operation Ceasefire Group Life Ins.	\$ 604.00
0100-02-020-0207-42400	Operation Ceasefire Disability Ins.	\$ 238.00
0100-02-020-0207-42700	Operation Ceasefire Worker's Comp	\$ 4.00
	<b>TOTAL</b>	<b>\$62,499.00</b>

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator