

MINUTES
Board of Supervisors
County of Prince George, Virginia

March 14, 2023

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

MEETING CONVENED. Chairman Donald R. Hunter called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 5:00 p.m. on March 14, 2023 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

ATTENDANCE. The following members responded to Roll Call:

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

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

CLOSED SESSION

E-1. Resolution; Closed Session for (1) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to the Senior Task Force; and (ii) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to (a) an Agreement for the use of Opioid Settlement Funds and (b) contract with the Utilities Department. Mr. Webb made a motion, seconded by Mr. Brown, that the Board convene closed session for (1) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to the Senior Task Force; and (2) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to (a) an Agreement for the use of Opioid Settlement Funds and (b) contract with the Utilities Department.

R-23-054

RESOLUTION; CLOSED SESSION FOR (1) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE SENIOR TASK FORCE; AND (II) SECTION 2.2-3711.A.8 FOR CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL, AND SUCH DISCUSSION SHALL BE LIMITED TO (A) AN AGREEMENT FOR THE USE OF OPIOID SETTLEMENT FUNDS AND (B) CONTRACT WITH THE UTILITIES DEPARTMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby vote to enter closed session for Closed Session for (1) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to the Senior Task Force; and (ii) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to (a) an Agreement for the use of Opioid Settlement Funds and (b) contract with the Utilities Department.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

E-2. Resolution; Certification of Closed Session. At 5:45 p.m., Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Hunter asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-23-054A

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 14th day of March, 2023 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) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

Chairman Hunter called a recess at 5:45 pm. The meeting reconvened at 6:00 pm.

WORK SESSION

Mr. Dan Whitten, County Attorney, gave the Board and Constitutional Officers the Freedom of Information Act Training. Board members present were Chairman Hunter, Vice-Chairman Webb, Mr. Brown, and Mrs. Waymack. Constitutional Officers present were Joyce Jackson, Clerk of Circuit Court, Susan Vargo, Treasurer, and Sheriff Buck Vargo.

Chairman Hunter called a recess at 6:38 pm. The meeting reconvened at 7:00 pm.

Invocation. Mrs. Waymack 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. Chairman Hunter opened the public comments at 7:01 p.m. There was no one to speak and the public hearing was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

ORDER OF CONSENSUS. Mr. Webb made a motion, seconded by Mr. Brown, to adopt the Order of Consensus as presented. Roll was called on the motion.

C-1. Draft Minutes – February 28, 2023 Regular Meeting Minutes.

R-23-055

C-2.

RESOLUTION; REQUEST OF PRINCE GEORGE COUNTY PUBLIC SCHOOLS
FOR WAIVER OF CERTAIN PERMIT FEES ASSOCIATED WITH THE

CONSTRUCTION OF A PAVILION AT PRINCE GEORGE HIGH SCHOOL AT 7801 LAUREL SPRING RD, IDENTIFIED AS TAX MAP 350(0A)00-029-0.

WHEREAS, Mueller Builders LLC has applied for a building permit to construct a batting cage pavilion in honor of the late Payton Faulkner to be located in the Prince George High School sports complex; and

WHEREAS, Mr. T. Patrick Barnes, Chief Support Services Officer of Prince George County Public Schools, has requested that the County waive the associated permit fees for this construction project, and the Board of Supervisors has given due consideration to the nature of the proposed work and the impacts of fee waiver;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby authorize the Department of Community Development and Code Compliance to grant Prince George County Public Schools a fee waiver for all permits associated with this project; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be given to the Department of Community Development and Code Compliance.

R-23-055A

C-3.

RESOLUTION; APPROPRIATION OF OPIOID SETTLEMENT FUNDS (\$18,214.35)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby authorize the following increase of funds within the 2022-2023 Budget *and in future budget years until fully expended*, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Opioid Settlement Fund (Fund 0235)		
Revenues:		
0235-10-507-8115-316908	Opioid Fund, Opioid Settlement Fund	\$18,214.35
Expenditures:		
0235-03-300-2350-49199	Opioid Fund – Opioid Settlement Contingency	\$18,214.35

On roll call the vote was:
In favor: (4) Hunter, Webb, Waymack, Brown
Opposed: (0)
Absent: (1) Carmichael

SUPERVISORS COMMENTS

Mrs. Waymack thanked Emergency Medical Services for helping her when she needed them and stated that this County is fortunate to have them.

Chairman Hunter reminded the public of the Burn Ban in effect. No burning before 4:00 p.m.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Jeff Stoke, Deputy County Administrator, stated that there will be a Planning Commission Work Session on March 20, 2023 in the Boardroom. The Planning Commission will have a regular meeting on March 23, 2023 in the Boardroom. Walter Martin, Plans Reviewer in Community Development and Code Compliance will be retiring on March 31, 2023. Major General Mark Simerly has announced the Combined Arms Support Command and United States Army Garrison requests you save the date for the Redesignation of Fort Lee to Fort Gregg-Adams planned for 27 April 2023. The ceremony will take place on Fort Lee. Official invites to follow with ceremony details. We look forward to you joining us for this momentous occasion.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation, stated that they are expecting 400 to 500 additional vehicles enter Fort Lee the day of the Redesignation (April 27). They will be putting panels on some of the existing signs leading up to the name change. The remaining signs will be done once the event is complete. Fort Pickett is having a similar event on March 24. The construction work on Fairview Road is now complete. Bull Hill Road is still planned for heavy construction beginning in October. They plan to advertise in April a public hearing for the Secondary Six-Year Plan to occur in May. The new plan will show a balance entry for Prince George County of \$117,916 for each of the five years and the final year of the Plan. That places the County's only project, the roundabout, \$2,037,887 in the final year of the Plan. Mr. Brown inquired about the Smartscale Project for the turn lane onto Queen Street off of Route 460. He stated that Queen Street is so narrow, it would make more sense to have people make the left turn onto Hines Road instead. Ms. Smith stated that they would have to make Queen Street one way to keep people from turning onto it off of Route 460. In addition, they would have to stop the project where over a half million dollars have been spent in expenditures. Mr. Brown stated that he would call her to talk more about it.

2023 Historic Garden Week in Virginia – Ms. Jo Ann Davis and Ms. Kathy Hayes, Tour Co-Chairs, gave a presentation on the 2023 Historic Garden Week in Virginia. This year will be the 90th Anniversary 1929-2023. Their goals are to fund restoration and preservation of Virginia's historic public gardens and fund research fellowship program in landscape architecture. This year, it will be April 15-22. The Petersburg/Prince George Tour sponsored by the Petersburg Garden Club will be on Tuesday, April 18. Flowerdew Hundred, Aberdeen, and Martin's Brandon Church will be showcased in Prince George this year. First Lady of Virginia, Suzanne S. Youngkin, will be at the Flowerdew Pavilion at 10:15 a.m. for "Strengthening the Spirit of Virginia's Women and Girls." At 11:00 a.m., there will be an Organ Concert by Karen Burrow Rickman on the 1873 Erben pipe organ at Brandon Church. At 11:30 a.m., Ed Hatch, award winning local artist, will be painting on site at Brandon Church. His studio will be open from 2-4. At 1:00 p.m., Jack Abeel, builder of Flowerdew, will be presenting "The House Jack Built" in the Flowerdew Pavilion. At 2:30 p.m., Meg Kennedy, Curator of Special Collections at UVA-Flowerdew Hundred, will have an artifact display in the Flowerdew Pavilion. From 11:00 a.m.

to 4:30 p.m., there will be a complimentary tea on the Flowerdew Terrace. Other noted sites to visit are the Prince George Regional Heritage Museum, Weston Manor in Hopewell, and Ed Hatch Art Studio in Burrowsville. Lunch will be at Brandon Church and those tickets must be purchased in advance. They presented the Board with complimentary tickets to visit the sites.

ORDER OF BUSINESS

A-1. Presentation of the Introduced FY2023 Budget. Mr. Jeff Stoke, County Administrator, presented the introduced FY2023 Budget to the Board. Last year, for FY2023, he stated that the County's goal was not to randomly sway with the large waves but to chart a strong and steady course that is even keeled and takes us through the economic storm together. The Federal Reserve has increased interest rates to 4.75%. The County is beginning to see property values leveling out and personal property values dropping. The CPI increased 8% in calendar year 2022. Regional neighbors are providing historic pay increases, and Prince George County needs to be able to compete for and retain talented employees to serve the citizens. The introduced budget maintains the current real estate tax at \$0.82 and the current personal property tax at \$3.90. Our goal is to maintain current levels of service for Prince George citizens and enhance delivery of services where necessary. The FY24 revenues of \$72.3 million is an increase of \$3.4 million over FY23. The real property tax increased by 6.74%; the personal property portion remains level (same as FY23). The County will continue to refine the proposed numbers during the budget process between now and May. As Staff progresses through the budget process, with final adoption targeted for May 23, they will be meeting with the Board to discuss updates from personal property values, state revenues from final FY24 state budget, FY24 Compensation Board revenues, and any future federal / ARPA funding that may become available (Police). The growth in real estate tax revenues is \$1,929,000. 21.2% of the growth was due to new construction and improvements. Staff is proposing to hold the real estate tax rate at \$0.82 and the personal property tax rate at \$3.90. Real Estate tax revenue has grown by 6.74%. The top three increases are residential at \$1,143,841, new construction at \$521,592 and commercial at \$120,121. Interest Revenue is back by an estimated \$300,354 increase. BPOL, Machinery & Tools, and Permits/Planning Fees are all increasing due to tremendous County growth. There are two new grants, one School Resource Officer and one Assistant Commonwealth's Attorney (Operation Ceasefire). However, the Credit Card Convenience fee pass-through is now eliminated and being entirely handled by a third party processor. The Fund balance policy of 12.5% is projected to be \$18.4M. The projected June 30, 2023 Fund balance is \$33,800,000, 22.9% of the Introduced FY24 budgeted figures. Staff is recommending cash funding for proposed convenience center site in this calendar year. Staff is recommending a pause on General Fund supported debt issuance until FY2027 as recommended by Davenport. Future debt service in FY 2027 should be for major projects like infrastructure or schools. Expenditures are balanced with revenues in accordance with state law. Again, \$3,423,083, 4.96% greater than the FY23 budget. Positions are proposed or reclassified where there is increased workload demands and where service expansion was necessary. By re-grading the salary range of the Animal Services Manager (I to V), we should have the ability to return a sworn officer to the field. And, by reclassifying Fire/EMS Captains to Battalion Chiefs, and adding full-time fire/medics, we are preparing the community for the future. The UVA Weldon Cooper Center is estimating that our population will be larger than the City of Charlottesville in seven years. They currently have 108 full-time firefighters in Charlottesville. This budget begins to phase-in increased health and safety in the County with these additions. Included in

the FY 2024 budget for compensation is making baseline budget adjustments to account for January 1, 2023 market-driven pay increases for police officers and fire/medics, and reclassifications approved throughout FY 2023. Providing a step increase for all employees to bring experience to 6/30/2023 (who are not currently above step placement). Provide market regrades to positions determined to be below the regional market averages. Providing Comp Board funded positions within the Constitutional Offices the higher of their step increase and market regrade (if applicable), or a 7% increase on their Comp Board Funded Salary – State Mandated. Providing the higher of a 7% increase or step increase and market regrade (if applicable) for Social Services and RCJA employees (state-supported positions) – State Mandated. The introduced FY24 County budget provides level funding to the Prince George County Public Schools for their operations fund. This funding slightly exceeds (by \$31,964) the transfer calculated by the Revenue Sharing Formula used since FY07. The Revenue Sharing Calculation was impacted by an increase in County population (6,083, 16.35% since 2018) and a decrease in student enrollment (-288,-4.62% since 2018). Included is a capital transfer for school buses and \$2.8M in school-related debt. Total transfers to and payments for the public school system are \$21,924,306, and represent 30% of the County's FY24 Introduced General Fund Budget. This topic is one worth future discussion in this budget process. There will be a \$215,000 reduction in the General Fund transfer to the Debt Service Fund for FY 2024 to eliminate the impact of the value of County vehicles and school buses from the amount contributed for reserves. There are no proposed new General Fund supported capital projects for completion in FY 2024 that will require the issuance of debt. Prince George County's rating with Moody's is Aa2 and our rating with S&P is AA+. The County will make capital vehicle and school bus purchases using available general fund resources instead of borrowing the funds. Contributions will be made to the Capital Improvement Fund to fully devote \$0.02 of Real Estate Tax Revenues for Fire/EMS Apparatus and \$0.01 for Fire/EMS Equipment in accordance with County Ordinances §74-4 and §74-6. The Board can consider use of fund balance for future projects in lieu of borrowing (Convenience Station). One-Time Strategic Plan Initiatives in lieu of Public Safety Radio System year two payment is the update of Comprehensive Plan and Ordinance Update (\$115,000), first round of Department Strategic Plans (\$100,000), and a contribution of \$314,502 will be made to fund Fuel Focus, an automated system to track fueling activities for County vehicles and apparatus. The Fuel Focus system is also supported by a \$100,000 Federal Local Assistance and Tribal Consistency Fund grant. For FY 2024, the following recurring capital items are proposed: Upgrade to Office 365 (\$64,800), NeoGov Learn – County-wide Online Training Platform (\$15,000), and BoardDocs (\$8,225). Public Utilities Enterprise Fund that is self-supporting serves 4,562 customers. The total introduced Utilities Budget – FY 2024 is \$12,481,532; \$9,412,631 net of inter-fund transfers. The Utilities Budget is \$5,115,786 (35.2%) less than the adopted FY 2023 budget due to the elimination of large one-time capital projects funded by Utilities Cash Reserves. For FY 2024 the water and sewer proposed user charges will both increase by 5%. The expected dollar increase resulting from these rate adjustments is \$232,130. These rate adjustments are necessary to cover inflationary increases, to purchase needed equipment and supplies, and to maintain existing utilities assets. The average residential impact is based on the average residential use of 5,000 gallons/month. The water bill for a residential customer will increase \$1.64/month. The sewer bill for a residential customer will increase \$2.91/month. The total combined water and sewer bill for a residential customer will increase \$4.55/month, or \$9.10/billing period. For FY 2024 proposed increases are anticipated for the first year of Debt Service on borrowing for two proposed large

Capital Projects – Blackwater Regional Interceptor [\$10.6M] and 3 MGD Pump Station & Force Main [\$17.7M]; Annual Debt Payment estimated at \$1.85M P&I. The first year of Debt Service on borrowing for Route 301 / Exit 45 Water System Improvements [\$1.5M; Annual Debt Payment estimated at \$134,912; and supported by a transfer from the Tourism Fund]. In addition, one new Utility Supervisor, pay and benefit increases for existing employees, which are step increases and regional market regrades, and one new vehicle. Under Special Revenues, there is a \$299,999 increase in Meals Tax, a \$157,143 increase in Lodging Tax, a \$121,679 increase in State Grant Funding for Community Corrections, a \$10,000 decrease in Stormwater Fees, and a \$20,062 increase in State/Federal Funding for Adult Education. LOSAP remains at level funding. The total FY24 overall budget is \$155,626,978(-\$4,389,895; -2.74% Decrease from FY 2023 total Adopted Budget). Significant changes by fund include, Utility Funds – (\$5,115,786) (35.2%) decrease; School Funds – (\$2,985,542) (3.28%) decrease; and General Fund – \$3,423,083 (4.96%) increase. The reduction in Utility Funds are caused by the elimination of FY 2023 one-time capital projects supported by use of cash reserves. The reductions in the School Funds are caused by large reductions for one-time FY 2023 capital projects supported by one-time funding at the state and federal level. There are four more work session scheduled on March 16, March 30, April 19, and May 2. Other key dated are April 11 - Utility Rate Increase Public Hearing and Adoption, April 25 – Tax Rate Public Hearing and Adoption, May 9 – Budget Public Hearing, and May 23 – Adoption of Budget.

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Appropriation of Federal Grant to FY2022-23 Budget (\$3,200,000). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that on February 14, 2023, the Prince George County Board of Supervisors approved an award of contract to Walter C. Via for a waterline extension to the Route 10 Corridor. The total construction project will cost \$5,281,570, and the largest source of funding is a federal grant of \$3,200,000, championed by the late Congressman Donald McEachin. The budget amendment to appropriate this federal grant totaling \$3,200,000, if approved, requires a public hearing because the amount exceeds 1% of the adopted FY2023 budget. (Adopted FY2023 budget = \$160,016,873; 1% = \$1,600,168). The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. The Board authorized advertisement of a March 14 public hearing on February 14. The Public Hearing notice was published in the Thursday March 2, 2023 edition of *The Progress Index*. The draft resolution prepared for the appropriation contains language to automatically re-appropriate funds until the construction project is complete and grant funds are fully expended (if approved following the public hearing). Chairman Hunter opened the public hearing at 7:44 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Webb, to approve the appropriation of \$3,200,000 in Grant Funds to the FY2023 Utilities budget, with appropriation continuing past June 30, 2023 until the project is complete and grant funds are fully expended. Roll was called on the motion.

R-23-056

P-1.

using a cooperative contract through Chesterfield County (Contract #ADMN2200369). The fencing vendor would take down and store all existing chain link wire, rails, and hardware then reinstall all materials, to include new bottom rails, after the court surface is finished. The request includes the purchase of vented wind screens around the renovated courts. The windscreens would be purchased from Lisco Sports, LLC for \$8,156.30 using a cooperative BuyBoard Contract (Contract #665-22). The recommended funding source is Tourism Fund, Fund Balance. Staff is requesting awards of contract to: Tennis Courts, Inc. not to exceed \$262,705.70, Hurricane Fence Company not to exceed \$13,476.00, and Lisco Sports, LLC not to exceed \$8,156.30 (Total \$284,338.00). Mr. Brown made a motion, seconded by Mrs. Waymack to approve the appropriation of \$281,222.92 from Tourism Fund, Fund Balance to cover all components of the court renovation project. Roll was called on the motion.

R-23-057

A-2.

**RESOLUTION; AWARDS OF CONTRACT AND APPROPRIATION FROM TOURISM FUND,
FUND BALANCE FOR TEMPLE PARK PICKLE BALL COURT UPGRADES
(\$284,338.00)**

WHEREAS, Pickleball has been the fastest-growing sport in America for two consecutive years, and staff is recommending upgrades at Temple Park to address current demand and to allow for the hosting of regional tournaments; and

WHEREAS, the recommended scope of work is a court renovation at Temple Park to include milling and cementing of existing asphalt, grading, coating, painting, installing new poles/nets, and interior fencing between courts; exterior fencing work including take down and storage all existing chain link wire, rails, and hardware then reinstallation of all materials, to include new bottom rails, after the court surface is finished; and the installation of wind screens; and

WHEREAS, cooperative contract pricing is available for all project components as follows:

Court Renovation – Tennis Courts, Inc. - Chesterfield County Cooperative Contract #ADMN2200316 - \$262,705.70

Exterior Fence Work – Hurricane Fence Company - Chesterfield County Cooperative Contract #ADMN2200369 - \$13,476.00

Wind Screen Installation – Lisco Sports, LLC – BuyBoard Cooperative Contract #665-22 - \$8,156.30

Total - \$284,338.00

And staff is requesting authorization for the County Administrator to enter into contracts with Tennis Courts, Inc. for court renovation in an amount not to exceed \$262,705.70; Hurricane Fence Company for exterior fence removal, storage and reinstallation in an amount not to exceed

\$13,476; and Lisco Sports, LLC for wind screen installation in an amount not to exceed \$8,156.30; and

WHEREAS, funding for this project, totaling \$284,338.00 is available from Tourism Fund, Fund Balance; and

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14th day of March, 2023, hereby awards the contracts for the Temple Avenue pickleball court renovations to Tennis Courts, Inc. for court renovation in an amount not to exceed \$262,705.70; Hurricane Fence Company for exterior fence removal, storage and reinstallation in an amount not to exceed \$13,476; and Lisco Sports, LLC for wind screen installation in an amount not to exceed \$8,156.30; and authorizes the County Administrator to execute contracts not to exceed \$284,338.00 in total.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby authorize and appropriate the following increase of funds within the 2022-2023 Budgets, 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:

FY 2022-2023		<u>AMOUNT</u>
<u>FUND/ORGANIZATION</u>		
Increase – Tourism Fund		
<u>Expenditure:</u>		
0217-08-301-2131-49199	Tourism Contingency	\$284,338.00
 <u>Revenue:</u>		
0217-40-900-8208-399999	Tourism Fund Balance	\$284,338.00

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-3. Resolution; Authorize the Fire & EMS Department to Complete and Submit a Grant Application to Virginia Office of EMS for New 2023 for Ambulance Fleet Number 623. Fire Chief Paul Beamon thanked Lt. Greg Simms for his help on this matter. They are requesting permission to apply for the 2023 spring cycle of the Rescue Squad Assistance Fund grant through the Office of EMS. The unit targeted for replacement is a 2015 Ford F450 with over 137,000 miles. The unit lacks modern safety features that enhance protection of patients as well as the personnel on board. The total cost of a new ambulance is \$371,822.00. The RSAF Grant requires a 50% local match. Therefore, if awarded, Prince George County will be required to contribute \$185,911.00 as the local match. Replacing one of the department's older ambulances with a newer one can provide several benefits, including decreased maintenance costs and more reliable emergency response. Our current ambulance fleet is aging and subject to require frequent repairs and maintenance due to wear and tear on the vehicle's components, and

this can lead to costly downtime for the ambulance and delayed response times for emergencies. In contrast, newer ambulances are designed with more reliable and efficient technology that can reduce maintenance costs and improve response times.

Moreover, newer ambulances often come equipped with the latest safety standards and meet the more recent standards and technology, which can enhance the quality of care provided to patients during transport. Additionally, by purchasing the newer ambulance through this grant process, we receive a more fuel-efficient vehicle than the one we wish to replace, which can save money on fuel costs and reduce the vehicle's carbon footprint. Mrs. Waymack made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-23-058

A-3.

AUTHORIZE THE FIRE & EMS DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO VIRGINIA OFFICE OF EMS FOR NEW 2023 FOR AMBULANCE FLEET NUMBER 623

WHEREAS, the Fire & EMS Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$185,911.00 through The Virginia Office of EMS, due March 15, 2023; and

WHEREAS, the total award of \$185,911.00 and 50% local match of \$185,911.00 (total \$371,822.00) will be utilized to purchase an ambulance to replace ambulance fleet number 623; and

WHEREAS, the grant requires a fifty percent (50%) cash match of \$185,911.00, which requires an appropriation from the apparatus replacement fund of \$185,911.00.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby authorize the submission of a grant application for \$185,911.00, which requires a 50% local cash match of \$185,911.00 which will require an appropriation of \$185,911.00 from apparatus replacement fund, to replace ambulance fleet number 623.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-4. **Consideration of Appointments – Board, Commissions, Committees, Authorities:**
Resolution of Appointment(s):

A. Resolution; Appointment (One Member); Senior Task Force. Mr. Brown made a motion, seconded by Mrs. Waymack, to reappoint Mr. Ronald Recher. Roll was called on the motion.

R-23-059

A-4A.

RESOLUTION; ONE APPOINTMENT; SENIOR CITIZEN TASK FORCE

WHEREAS, On March 9, 2021, the Prince George County Board of Supervisors established a task force to address the needs of the growing number of senior citizens in the County; and

WHEREAS, the Senior Citizen Task Force consists of seven citizens of the County; and

WHEREAS, There is currently one term that expired on February 28, 2023.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby reappoints Mr. Ronald Recher to serve on the Prince George County Senior Citizen Task Force effective March 1, 2023, and ending on February 28, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-5. Authorize the Police Department to Complete and Submit a Grant Application to the Department of Criminal Justice Service for ARPA Law Enforcement Equipment Funds (\$233,000). Police Chief Keith Early stated that he is requesting authorization to apply for a Department of Criminal Justice Services American Rescue Plan Act (ARPA) Law Enforcement Equipment and Technology Grant. Through the Department of Criminal Justice Services, the Prince George County Police Department has a formula based allocation of up to \$233,000. The funds are available to assist the Department in the reduction of violent crime and gun violence by way of supplementing departmental efforts with enhanced equipment and/or technology. The due date for the application is March 24, 2023. There is no County contribution requirement associated with this grant opportunity. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-23-060

A-5.

AUTHORIZE THE POLICE DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE DEPARTMENT OF CRIMINAL JUSTICE SERVICE FOR ARPA LAW ENFORCEMENT EQUIPMENT FUNDS (\$233,000)

WHEREAS, the Police Department is requesting approval of the Prince George County Board of Supervisors to apply for DCJS ARPA Law Enforcement funds of up to \$233,000.00, due March 24, 2023; and

WHEREAS, the total award of up to \$233,000.00 does not require a local match and is to be directed to fund equipment that will improve and reduce violent crime within our County; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2023, does hereby authorize the submission of a grant application for DCJS ARPA Law Enforcement Equipment funding of up to \$233,000.00, which does not require a local match.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-6. Draft Minutes – February 22, 2023 Budget Work Session. Mr. Webb made a motion, seconded by Mr. Brown, to approve the February 22, 2023 Budget Work Session minutes. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Hunter, Webb, Brown

Opposed: (0)

Abstained: (1) Waymack

Absent: (1) Carmichael

A-7. Draft Minutes – March 2, 2023 Budget Work Session. Mr. Brown made a motion, seconded by Mr. Webb, to approve the March 2, 2023 Budget Work Session minutes. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Hunter, Webb, Brown

Opposed: (0)

Abstained: (1) Waymack

Absent: (1) Carmichael

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 7:59 p.m.

[Draft Minutes prepared March 17, 2023 for consideration on March 28, 2023; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Jeffrey D. Stoke
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session
March 16, 2023

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

MEETING CONVENED. Chairman Donald R. Hunter called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 5:00 p.m. on March 7, 2023 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Jeffrey D. Stoke, County Administrator; Betsy Drewry, Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

WORK SESSION

1. Updates to Revenue Projections. Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that Motor Vehicle Assessments are complete, but other Personal Property Assessments for FY2023 are still in development. The largest component is Business Furniture and Fixtures at 43% assessed. The Commissioner of Revenue Team is working diligently to complete by March 31. Motor Vehicles are 100% assessed, but the Commissioner of Revenue will make 7-8 more weeks of additions and deletions from DMV updates prior to final book for personal property tax bills. Motor Vehicle values are 11.11% lower than 04/2022 proof values {values declining, but not at pre-pandemic levels yet; more declines expected next year}. The introduced FY2024 Property Tax budget projections left Personal Property Tax Revenues at FY2023 levels (\$12,052,201; \$0 change); (used 2022 values for FY2024 projections). There is no recommendation to change personal property tax rate from \$3.90 for bills due June 5, 2023 {recommending June 16, 2023}. In April 2022, personal property tax rate was lowered from \$4.25 to \$3.90 and the motor vehicle license (decal) fee was eliminated (bills due June 5, 2022). The FY23 Adopted Budget for personal property was \$12,052,201 [due June 5, 2023]. The current rate is \$3.90 / \$100 of assessed value. Any Board change to rate this spring will impact current year FY2023 revenue [rate adopted in April 2023 impacts bills due June 5, 2023]. For Public Services Taxes, the FY23 Adopted Budget was \$2,288,372 [½ due Dec 5; ½ June 5, 2023] – assessments prepared by Division of Public Service Taxation; collections to date \$1,206,681.14; 52.7%. This tax is based on the Real Estate Tax Rate; currently \$0.82. A

comfortable FY2024 estimate based on \$0.82 is \$2,300,000. This may adjust due to large solar property values provided last Friday with an increase of \$396,000.

School Revenue Sharing Calculation Discussion. Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the baseline percentage transfer of 43.07% as determined in FY2007 is adjusted annually by a 5-year rolling average of School Fall Enrollment to County Population {methodology used since FY2007}. In the last 5 years (FY2019 to FY2023), County population has increased by 6,083 (16.35%); and the School Fall Enrollment has dropped by 288 (4.62%). The large increase in County Population, combined with a reduction in school enrollment has led to a drop in percentage of General Fund Transfer to Schools again for FY2024 40.17% for FY2023 to 38.55% for FY2024 (41.88% in FY2022). If FY2024 shared revenues remained at FY2023 levels, there would be a reduction in the school transfer of \$748,223. With projected shared revenues as included in the adopted budget, and an increase in General Fund transfer to FEMS apparatus and equipment, calculated FY2024 General Fund transfer to schools is \$18,521,201 {\$18,332,006 to Operating Fund; \$189,195 to Textbook Fund}, \$31,964 less than FY2023 Adopted Transfer of \$18,553,165 {\$18,363,970 to Operating Fund; \$189,195 to Textbook Fund}. The introduced budget keeps funding for schools the same as in FY2023 (level funding) \$18,553,165 {\$18,363,970 to Operating Fund; \$189,195 to Textbook Fund}. GAP Request to Introduced Budget is \$1,827,502 [Request - \$20,380,667 {\$20,191,472 Operating; \$189,195 Textbook; \$1,827,502 increase}; Introduced Budget \$18,553,165]. Historically, the budgeted local transfer to schools has differed from calculation. Prince George County Public Schools receives Impact Aid Funding and Department of Defense Funding because of Fort Lee, a large tax-exempt property. FY2024 real estate valuation of Fort Lee was nearly \$2.3 Billion {Tax Value of \$2.3B in FY2021 at \$0.86 was \$19.6 million; today at \$0.82 \$18.7 million}. Therefore, Ms. Drewry stated that we should not be expected to provide the same amount of local support, nor are we are required to, as other localities in the region. Not all localities have equal wealth. If we were to add impact aid and another Department of Defense supplement, that would equate to \$863.40 more per child, which would bring us ahead of Dinwiddie by \$197.40 per student. The Board of Supervisors has the ability to provide higher than the calculated transfer [requires applying any increases in revenue (over Introduced Budget) or reducing County expenditures included in introduced budget]. Ms. Drewry went over Dr. Pennycuff's total needs of the School Division including previous commitments for a total of \$5,082,690. Ms. Drewry stated that budgeting is a series of choices. The introduced budget from the County has about a \$150,000 contingency. The budget that was adopted by the School Board has over a \$1 million contingency in it. Not all of the choices are always easy, but there are certainly resources that could be used to handle some of the requests. Mr. Stoke added that we both have contingencies because we are flying a little blind right now. The General Assembly is not even coming back together until April 11. Ms. Drewry mentioned decision points for continued discussion with the School Division prior to adoption. State revenues are not yet known, with required pay increase to SOQ funded school positions {we understand larger increases are requested to compete regionally}. Personal Property Tax Revenue Estimates still being finalized. We are unsure of status of school health insurance renewal – shown as an estimated 5% increase; \$309,911. The School Budget, as presented by Superintendent and adopted by the School Board, includes a Contingency of \$1,091,015. The Board has a scheduled work session on March 30 (if needed). Staff is recommending cancellation, and holding the

April 19 work session. No budget change decisions are being requested tonight. Mr. Webb asked if any of that information is revealed before April 19, to please send it to the Board.

ORDER OF BUSINESS

3. Resolution; Authority to Advertise Increase in Utility Rates. Mr. Haltom stated that Amendments to Chapter 82 of the County Ordinance are recommended to modify the water and wastewater user charges and rate block schedules. The recommendation includes a 5% increase in the water user charges and a 5% increase in sewer user charges. This recommendation is to ensure fair and equitable rates to all ratepayers that are adequate to cover the projected costs of the utility and maintain responsible reserves for unexpected and future costs. The proposed rate increases would be effective July 1, 2023. Amendments to Chapter 82 of the County Code of Ordinances are required to revise water and wastewater user charges. Prior to amendments of the code, a public hearing must be held. Therefore, Staff requests authorization to hold a public hearing on April 11, 2023 to amend and reenact The Code of Prince George County, Virginia, 2005, as amended, by amending sections 82-262 and 82-537 to revise water and wastewater user charges and rate block schedules. Mrs. Waymack made a motion, seconded by Mr. Brown, to authorize the advertisement to hold a public hearing on April 11, 2022 to consider amendments of the Code of Prince George County, Virginia, 2005, as amended, by amending sections 82-262 and 82-537 to revise water and wastewater user charges and rate block schedules. Roll was called on the motion.

R-23-061

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR ORDINANCE AMENDMENTS TO THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA BY AMENDING SECTIONS 82-262 AND 82-537 TO REVISE WATER AND WASTEWATER USER CHARGES AND RATE BLOCK SCHEDULES.

WHEREAS, County Code Sections 82-262 defines the use charges rendered to residential and nonresidential users for water production and the use of the water distribution system; and County Code Section 82-537 defines the use charges rendered to residential and nonresidential users for wastewater disposal and the use of the wastewater collection system.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 16th day of March, 2023, does hereby authorize the advertisement of a public hearing on April 11, 2023 for ordinance amendments to The Code of the County of Prince George, Section 82-262 Water User Charge Schedule, and Section 82-537 Wastewater User Charge Schedule.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

4. Resolution; Authority to Advertise Tax Rates. Ms. Drewry stated that the County Administrator presented the Fiscal Year 2023-2024 introduced budget at the March 14, 2023

Board meeting. The budget was developed from Board consensus on spending priorities and consideration of maintaining current property tax rates. The introduced budget recommends keeping the 2023-2024 Real Property, Personal Property and Machinery and Tools tax rates at current year rates. 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 April 25, 2023. 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 or decrease 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 26th for the June 5th collection date. Because the tax rates are scheduled for adoption on April 25, Staff recommends delaying the June 5, 2023 due date for Personal Property taxes until June 16, 2023. A resolution to revise the due date will be considered as a separate resolution on March 28. This revision will impact the due dates for real estate (2nd half of FY2023 RE Taxes); Personal Property Taxes; Stormwater Utility Fees; and Public Service Taxes. For consistency, and to avoid confusion, Staff recommends delaying the due date for the second half of 2023 Real Estate Taxes until June 16, 2023 also. Mr. Brown made a motion, seconded by Mrs. Waymack to advertise the tax rate hearing as requested. Roll was called on the motion.

R-23-062

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 16th day of March, 2023, does hereby authorize the advertisement of an April 25, 2023 public hearing for the following FY 2023-24 tax rates:

Real Property:	\$0.82 per \$100.00 of assessed value*
Personal Property:	\$3.90 per \$100.00 of assessed value*
Machinery & Tools:	\$1.50 per \$100.00 of assessed value*
Mobile Homes:	\$0.82 per \$100.00 of assessed value*

*All rates same as current tax rates

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

5. Resolution; Authority to Advertise Effective Tax Increase from Increased Real Property Values (Increase in Assessed Values). Ms. Drewry stated that The County Administrator presented the Fiscal Year 2023-2024 Introduced Budget at the March 14, 2023 Board meeting and recommended keeping the Real Property, Personal Property, and Machinery

and Tools tax rates at the current year rates, based on Board consensus of spending priorities. The assessed values (excluding new construction and improvements) have grown by more than 1%. Estimated FY2024 assessed values, net of new construction and improvements, have grown by 6.5% over 2022 values. The equalization rate would be 77¢ (a 5¢ reduction from the current 82¢ rate). The introduced budget will recommend a tax rate of 82¢, same as the current rate, not the equalization rate of 77¢. If the assessed value increases by more than 1% (excluding new construction and improvements), §58.1-3321 Code of Virginia, the County must reduce tax rate so that revenues \leq 101% of prior year levies (equalization / “reduced rate”) or the County may increase tax rate after advertising and holding public hearing with notice of the “effective tax rate increase.” There is no recommendation to lower the tax rate to 77¢, and the introduced budget proposes keeping the real property tax rate at 82¢. Mr. Brown made a motion, seconded by Mrs. Waymack to advertise the public hearing on March 16, 2023 to meet the 30-day advertising requirement and to be able to conduct the public hearing on April 25, 2023. Roll was called on the motion.

R-23-063

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 16th day of March, 2023, does hereby authorize the advertisement of a public hearing to be held on April 25, 2023, for an Effective Real Property Tax Increase – Equalized Rate Consideration.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

6. Draft Minutes – March 7, 2023 Work Session. Mr. Webb made a motion, seconded by Mr. Brown to approve the March 7, 2023 Work Session minutes. Roll was called on the motion.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 5:32 p.m.

[Draft Minutes prepared March 20, 2023 for consideration on March 28, 2023; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Jeffrey D. Stoke
County Administrator

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