

# Issue Analysis Form



**Date:** 5/08/2018  
**Item:** Public Hearing –  
Budget Amendment &  
Appropriation of Fund  
Balance - Fire Station 7  
Construction -  
\$1,960,636  
**Lead Department(s):** Finance  
**Contact Person(s):** Betsy Drewry

## Description and Current Status

On April 24, 2018 the Board of Supervisors authorized advertisement of a public hearing to amend the budget and appropriate unreserved General Fund Balance in the amount of \$1,960,636 to complete Fire Station 7 (Route 10 Fire Station). The public hearing advertisement ran in *The Progress Index* on April 28, 2018 (see attached – **Attachment A**). A public hearing is required because appropriation of these funds exceeds 1% of the adopted \$114,018,234 FY2018 budget or \$1,140,182.

To date, \$1,000,000 has been borrowed for the project, but the total projected budget is \$2,960,636, leaving a need for additional funding of \$1,960,636. In September 2017, the sitting board, by consensus, agreed to provide additional funding from unreserved Fund balance. A total project budget is shown as **Attachment B and totals \$2,960,636.**

Appropriation from balance will not create a violation of our policy percentage requirement.

The project will consist of the construction of a 10,459 square foot pre-engineered metal structure with a standing seam metal roof, concrete footings and slab turndowns.

IFB # 18-0319-1 was issued on March 19, 2018 by Finance for construction of Fire Station 7, with bid responses due by Monday April 9, 2018 at 2:00PM. One responsive bid was received from Kenbridge Construction and the board authorized award of contract to them on April 24, 2018.

### Staff is requesting the board to authorize:

- Approval of a \$1,960,636 budget amendment and appropriation from Fund Balance following the public hearing.

**A draft resolution is included in the board packet for your review and consideration for approval.**

### Government Path

- |  |   |  |
|--|---|--|
| Does this require IDA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require BZA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does this require a public hearing?            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If so, before what date? <b>May 8 2018</b>     | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

### Fiscal Impact Statement

The total cost for the project is estimated at \$2,960,636 and includes construction; architectural services; furniture and equipment; alerting system; and telephone/ data / alarm / security / technology. Available funding is \$1,000,000 and \$1,960,636 will need to be appropriated from unreserved fund balance. Such appropriation is within policy requirement related to maintenance of fund balance (12.5% of Expenditures).

### County Impact

Project completion will provide much needed improved response times to critical calls for service as well as lower homeowner's insurance premiums in the affected area. ISO rating will drop from Class 10 to a class 5Y for all buildings within five road miles of the station.

### Notes

# The Progress-Index Classified

call 804.490.0044 or visit [progress-index.com](http://progress-index.com) 24 hours a day

Legal Notices

**COUNTY OF PRINCE GEORGE NOTICE OF PUBLIC HEARING PROPOSED AMENDMENT TO FY18 BUDGET**

Notice is hereby given pursuant to § 15.2-2507, Code of Virginia (1950, as amended), that the Prince George County Board of Supervisors will conduct a public hearing for the purpose of receiving comments on a proposed amendment to the FY2017-18 Prince George County Annual Fiscal Plan (the "Budget") during its regular meeting of Tuesday, May 8, 2018, beginning at 7:30 p.m., in the Boardroom of the County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia. All interested citizens are invited to attend and participate in the public hearing. The current FY2017-18 budget is \$114,018,234. The proposed budget amendment would add up to \$1,960,636 to the FY2017-18 budget from the County's unreserved General Fund Balance to the County's Capital Improvement fund for construction of Fire Station 7 (Route 10 Fire Station). A copy of materials related to the proposed budget amendment can be examined in the County Administration Department of the County Administration Building. The building is open from Monday - Friday, 8:30 AM - 5:00 PM. Any person requiring assistance to participate in the public hearing is asked to contact Teresa Knott at 722-8600 prior to the public hearing so that appropriate arrangements can be made.

By Authority of  
Percy C. Ashcraft, County Administrator  
COUNTY OF PRINCE GEORGE



Employment

**Distribution Assistant Part Time (20-25 hours/week)**

The Progress-Index Newspaper, located in Petersburg, VA, has an immediate opening for an individual to work part time in our Circulation Department during the early morning hours from approximately 4:00 am - 9:00 am delivering newspaper routes and assisting with customer deliveries. Applicant must have good interpersonal skills, be customer service oriented, have reliable transportation, and be able to lift newspaper bundles weighing up to 30 lbs. Valid Virginia Driver's License and proof of auto insurance is required. Compensation includes hourly wage and mileage reimbursement. Apply in person at 15 Franklin St. Petersburg or email Mike Robbins at [mrobbins@progress-index.com](mailto:mrobbins@progress-index.com).

**Part-time Multimedia Journalist/Stringer**

Curious, energetic, aggressive self-starter needed to find stories and tell them in a compelling way online and in print. Coverage would include breaking news, enterprise stories and beat coverage. Must be able to handle multiple assignments, work effectively and productively under deadline pressure. Social media, video and still photography skills are critical. Approximately 20 hours per week. Send resume and cover letter, plus work samples to: Pat Sharp, Editor, The Progress-Index, 15 Franklin St., Petersburg, VA 23803; or [psharp@progress-index.com](mailto:psharp@progress-index.com). No phone calls, please. We are a drug-free workplace.

Landscaping company needs employees for full-time employment. Salary commensurate with work habits and experience. Random drug testing required. Email: [eatscape@earthlink.net](mailto:eatscape@earthlink.net). Phone: 804 796-6933 Fax 804 796-1470

**WANT RESULTS?**  
TRY CLASSIFIED ADVERTISING!  
PHONE 804-732-3456  
FAX 804-861-9452

Employment

**TOW TRUCK DRIVER**  
Must have good driving record, must be able to pass criminal background check, and drug test required. Will train suitable person. Pay based on experience. Call for appointment, for interview 804-733-0021

**FOR SALE**  
Real Estate

**FOR RENT**  
Rentals

**Apartments Unfurnished**

**Petersburg**  
103 W. Bank St.  
Luxurious Spacious 2 Bedroom Apartment Available. 733.7134

**Stuff**

**Clothing, Shoes & Accessories**

1 Long Black Formal, silver top, size 9/10, original price \$379, worn 1 time, going for \$75 cash; 804-526-7255

**Furniture**

Mattress/Topper for hospital bed or twin, like new, \$45; 804-731-8236

**This & That**

Framed, 11" x 17" Picture, Colonel John S. Mosby, name Confederate Raiders, \$12; 804-712-6484

Candle Holders, pair of Sterling Silver, excellent condition, \$20; 804-712-6484

Glass Framed Picture, President Nixon with Elvis, taking 12-21-1970, \$9.00; 804-712-6484

Sterling Silver, large Chain with hearts, \$25; 804-712-6484

Ring, 14K gold, with pearl setting, size 6, \$65; 804-712-6484

**Yard Sales**

Yard & Garage Sales

**8th Annual Community Day Yard Sale/Vendor Event!**  
Saturday, April 28th, 2018  
7AM-2PM  
  
Free Event for All Ages Reserve Your Spot For The Yard Sale  
Tanglewood Apartments  
(804) 733-8710  
1700 Johnson Rd., Apt. 2D Petersburg, VA 23805

**HUGE ESTATE SALE - 209 Walnut Ave., Col. Hgts., F/Sa 8 - 2, Su 10 - 2 - lots of great furniture, TOOLS, MATERIAL, antique boy toys & electronics - also safes, glassware, kitchenalia, jewelry, freezer, bldg. material, grills, picnic tables, +++ Small home & lg. garage jam packed.**

**COLONIAL HEIGHTS 701 ELKO AVE**  
Corner of Lynchburg and ELKO next to Middle School  
APRIL 28TH  
7 a.m. - NOON  
household items, something for everyone, come by and check us out

**COLONIAL HEIGHTS 117 YEW AVENUE**  
Fri. April 27th & Sat. April 28th  
8 a.m. - Until  
Tools & Supplies for roofers, mechanics, lawn, handyman, collectables, toys, costume jewelry, & housewares.

**SOUTH CREEK, WALTHALL CREEK, WALTHALL MILL OFF OF WOODS EDGE ROAD**  
SAT 28TH  
8 a.m. - 1 p.m.  
COMMUNITY YARD SALE

**PETERSBURG NEW LIFE BAPTIST CHURCH 3018 COUNTY DR**  
SAT APRIL 28TH  
8 a.m. - 2 p.m.  
COMMUNITY YARD SALE

**SPRING FLING & COMMUNITY YARD SALE SATURDAY, MAY 59:00A-1:00AIVEY MEMORIAL UNITED METHODIST CHURCH 17120 JEFFERSON DAVIS HWY 23834**

Stoney Glen and Stoney Glen West neighborhoods in Chester are having a community yard sale on Saturday, April 28th from 8 AM to NOON. Rain date is May 5th.

**CHURCH ROAD, VA 2618 EXETER MILL RD**  
SAT. APRIL 28TH  
9 a.m. - 1 p.m.  
NO EARLY BIRDS

Yard & Garage Sales

**HOPEWELL 10008 SANDY RIDGE ROAD SAT. 28TH**  
8 a.m. - 1 p.m.  
Tools, Furniture, clothing, christmas decor

**PETERSBURG Estate Sale: May 5, 2018**  
1330 Youngs Road Petersburg, VA 23803  
8:00 a.m.-3:00 p.m.  
CASH ONLY

**COLONIAL HEIGHTS 112 CONDUIT RD Sat. April 28th**  
8 a.m. - Until  
**HUGE YARD SALE**  
To many items to list

**SOUTH CHESTERFIELD 19800 WOODPECKER RD**  
April 28th 7 a.m. - 3 p.m.

**Pets & Farming**

**Autos**

**Services**

**Pest Squad**  
[www.pestsquad.com](http://www.pestsquad.com)  
804-557-4322  
Mosquito Control \$69.95 and includes Ticks!  
Call today!  
4X Seasonal Plans start at \$30/month.  
Affordable Upfront Pricing!

**PEST SQUAD**  
Veteran Owned and Operated!

Check Out  
The Progress-Index  
Classified Section  
**For The Latest Job Postings!**  
Pick It Up  
On Newsstands  
Or Call **804-732-3456**  
For Our Great Home Delivery Packages!

**Fire Station #7 - Estimated Budget**

0311-03-200-3142-48265 & 0311-03-200-3153-48240

	Total / Original Budget	Expended to Date	Remaining Budget
<b>Funding Available</b>	<b>1,000,000.00</b>	<b>207,555.40</b>	<b>792,444.60</b>
Property & Related Costs	52,692.84	52,692.84	-
Construction	2,342,400.00	-	2,342,400.00
Contingency	110,750.00	-	110,750.00
Architectural Services & Related Fees	228,386.38	154,862.56	73,523.82
Appliances, Equipment & Furnishings	86,425.00	-	86,425.00
Telephone/Data/Alarm/Security/Technology	31,200.00	-	31,200.00
Alerting System & Installation	108,781.17	-	108,781.17
<b>Total Proposed Project Budget</b>	<b>2,960,635.39</b>	<b>207,555.40</b>	<b>2,753,079.99</b>

**Budget Deficiency w/ Total Estimated Budget** 1,960,635.39 **TRANSFER FROM FUND BALANCE**

Estimate of Needs provided to Board in September

Difference

1,600,000.00

360,635.39

Will Require Public Hearing - Over 1% of Budget

**April 24 Requested Actions:**

Award of Contract

Authorize Public Hearing for Budget Amendment; Appropriation from Fund Balance

**May 8 Requested Actions:**

Public Hearing & Approval of Budget Amendment / Appropriation from Fund Balance

# Public Hearing

May 8, 2018

Proposed FY2018 Budget Amendment and  
Appropriation of Unreserved Fund Balance  
of \$1,960,636 - Fire Station 7

# Fire Station 7

- o The Board authorized construction of a new Route 10 Fire Station – Fire Station 7
- o Project completion will provide:
  - o Improved response times to critical calls for service
  - o Improved ISO ratings for buildings within 5 road miles of the station

# Fire Station 7

- o To date, \$1,000,000 has been borrowed for project completion
- o The Board received an update on the Route 10 Fire Station – Fire Station 7 project in September 2017
  - o Staff expressed that additional funding would be needed for project completion
  - o Sitting Board agreed, by consensus, to appropriate additional funds from unreserved Fund Balance

# Fire Station 7 - Project Budget

## Fire Station #7 - Estimated Budget

	Total / Original Budget	Expended to Date	Remaining Budget
0311-03-200-3142-48265 & 0311-03-200-3153-48240			
<b>Funding Available</b>	<b>1,000,000.00</b>	<b>207,555.40</b>	<b>792,444.60</b>
Property & Related Costs	52,692.84	52,692.84	-
Construction	2,342,400.00	-	2,342,400.00
Contingency	110,750.00	-	110,750.00
Architectural Services & Related Fees	228,386.38	154,862.56	73,523.82
Appliances, Equipment & Furnishings	86,425.00	-	86,425.00
Telephone/Data/Alarm/Security/Technology	31,200.00		31,200.00
Alerting System & Installation	108,781.17		108,781.17
<b>Total Proposed Project Budget</b>	<b>2,960,635.39</b>	<b>207,555.40</b>	<b>2,753,079.99</b>

**Budget Deficiency w/ Total Estimated Budget** 1,960,635.39 TRANSFER FROM FUND BALANCE

Estimate of Needs provided to Board in September 1,600,000.00

Difference 360,635.39

Will Require Public Hearing - Over 1% of Budget



# Public Hearing Advertised

- o A public hearing is required when a budget amendment is more than 1% of the adopted budget (FY2018 Adopted budget = \$114,018,234; 1% = \$1,140,182)
- o The Board authorized advertising a public hearing for proposed FY2018 budget amendment and appropriation of Fund Balance of \$1,960,636 for Fire Station 7 at its April 24 meeting
  - o **Progress Index**
  - o April 28, 2018

Action Requested May 8, 2018  
- Approval of FY2018 Budget  
Amendment / Appropriation  
of Fund Balance of \$1,960,636  
following Public Hearing

Questions?

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 8<sup>th</sup> day of May, 2018:

Present:

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

Vote:

P-2

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

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION OF  
UNRESERVED GENERAL FUND BALANCE FOR CONSTRUCTION  
OF FIRE STATION 7 - \$1,960,636**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of May, 2018, does hereby authorize and appropriate the following increase of funds within the 2017-2018 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>
<b>General Fund</b>		
<b>Expenditures:</b>		
0100-09-401-0917-49172	Transfer to Capital Projects	\$1,960,636
<b>Revenues:</b>		
0100-40-900-8208-399999	General Fund Balance	\$1,960,636
<b>Capital Fund</b>		
<b>Expenditures:</b>		
0311-03-200-3153-48240	Fire Station 7	\$1,960,636
<b>Revenues:</b>		
0311-90-901-8207-399100	Transfer from General Fund	\$1,960,636

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

COUNTY OF PRINCE GEORGE  
NOTICE OF PUBLIC HEARING  
PROPOSED AMENDMENT TO FY18 BUDGET

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By Authority of  
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COUNTY OF PRINCE GEORGE