

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: April 23, 2019
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session

6:00 p.m.

Business Meeting

7:00 p.m.

***Public Hearings Will Be Heard at 7:30 p.m.**

CALL TO ORDER

Roll Call

CLOSED SESSION

- E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.
- E-2. Resolution; "Certification of Closed Session" Certifying that Only those Items Contained in the Closed Session Motion were Discussed.

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Resolution; Commendation; Anakin Keller; Attainment of Eagle Scout.
- C-2. Resolution; Proclamation; National Tourism Week, May 5-11, 2019.
- C-3. Resolution; Commendation; Prince George County Regional Heritage Center; Ten Year Anniversary.

C-4. Resolution: Appropriation (\$29,779 Insurance Recoveries – Police Vehicle Replacement).

C-5. Resolution; Proclamation; National Volunteer’s Week; April 7-13, 2019.

PRESENTATIONS

S-1. Resolution; Commendation; Anakin Keller; Attainment of Eagle Scout.

S-2. Resolution; Commendation; Prince George County Regional Heritage Center; Ten Year Anniversary.

SUPERVISORS’ COMMENTS

COUNTY ADMINISTRATOR’S COMMENTS

REPORTS

Regional Heritage Center – Carol Bowman

Quarterly Financial Report – Betsy Drewry

TABLED ITEMS

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions; Prince George County Administrative Policy; Sections 320.1 Through 320.4 Entitled *Workplace Wellness*.

A-2. Resolution; FY2018-2019 Position Control Chart.

A-3. Health, Dental and Vision Insurance Renewals – FY2019-2020.

A-4. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 30.1 Through 30.8 Entitled *Employee Grievance Procedures*.

A-5. Acceptance of the Dedication of a Utility Easement at Jefferson Pointe Apartments.

A-6. Discussion and possible action on VA ABC License Application Notice from Morelia Mexican Restaurant.

A-7. Resolution: Appropriation (\$269,429 Riverside Regional Jail Rainy Day Funds for Distribution Back to Riverside Regional Jail).

A-8. Draft Minutes – April 3, 2019 Budget Work Session; and April 9, 2019 Regular Meeting.

PUBLIC HEARINGS

P-1. Public Hearing; FY2020 Budget.

ADJOURNMENT

Board meeting format: Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information www.princegeorgeva.org.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

April 23, 2019

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

MEETING CONVENED. A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, April 23, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy Ashcraft, County Administrator; and Steve Micas, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for: 1) discussion of the acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to § 2.2-3711 (A)(3), Code of Virginia, 1950, as amended; and (2) consultation with legal counsel pertaining to actual litigation, Collins v. Prince George, where such consultation in an open meeting would adversely affect the negotiating and litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (3) consultation with legal counsel on specific legal matters relating to ongoing class action lawsuits to recover Prince George's costs in responding to the opioid epidemic pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (4) discussion on the evaluation of the performance and compensation of specific county officials pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for: 1) discussion of the acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to § 2.2-3711 (A)(3), Code of Virginia, 1950, as amended; and (2) consultation with legal counsel pertaining to actual litigation, Collins v. Prince George, where such consultation in an open meeting would adversely affect the negotiating and litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (3) consultation with legal counsel on specific

legal matters relating to ongoing class action lawsuits to recover Prince George's costs in responding to the opioid epidemic pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (4) discussion on the evaluation of the performance and compensation of specific county officials pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.

R-19-052

E-1.

RESOLUTION; CLOSED SESSION FOR 1) DISCUSSION OF THE ACQUISITION OF REAL PROPERTY FOR THE PUBLIC PURPOSE OF PUBLIC EDUCATION WHERE DISCUSSIONS IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE COUNTY PURSUANT TO § 2.2-3711 (A)(3), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL LITIGATION, COLLINS V. PRINCE GEORGE, WHERE SUCH CONSULTATION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE NEGOTIATING AND LITIGATING POSTURE OF THE COUNTY PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED; AND (3) CONSULTATION WITH LEGAL COUNSEL ON SPECIFIC LEGAL MATTERS RELATING TO ONGOING CLASS ACTION LAWSUITS TO RECOVER PRINCE GEORGE'S COSTS IN RESPONDING TO THE OPIOID EPIDEMIC PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) DISCUSSION ON THE EVALUATION OF THE PERFORMANCE AND COMPENSATION OF SPECIFIC COUNTY OFFICIALS PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, does hereby vote to enter closed session for 1) discussion of the acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to § 2.2-3711 (A)(3), Code of Virginia, 1950, as amended; and (2) consultation with legal counsel pertaining to actual litigation, Collins v. Prince George, where such consultation in an open meeting would adversely affect the negotiating and litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (3) consultation with legal counsel on specific legal matters relating to ongoing class action lawsuits to recover Prince George's costs in responding to the opioid epidemic pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; and (4) discussion on the evaluation of the performance and compensation of specific county officials pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 7:00 p.m., Mr. Brown 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-19-052A

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 23rd day of April, 2019 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: (5) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

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

Pledge of Allegiance to U.S. Flag. Eagle Scout Anakin Keller led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:03 p.m. There was no one to speak and the public hearing was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-19-053

C-1.

RESOLUTION; COMMENDATION; ANAKIN KELLER; ATTAINMENT OF EAGLE SCOUT AWARD

(1) WHEREAS, Anakin Keller, a member of Heart of Virginia Council, Troop 184, received his Eagle Scout on February 21, 2019; and

(2) WHEREAS, Anakin has been scout since he was seven years old and has served as Senior Patrol Leader, Assistant Senior Patrol Leader and Patrol Leader; and

(3) WHEREAS, Anakin earned his Eagle with 89 Merit Badges; and

(4) WHEREAS, Anakin earned his Eagle Scout by creating 100 burn out bags as a service to the communities of Carson and in turn Prince George, King William and Henrico. These bags were filled with personal hygiene items, stuffed animals, blankets, and more for families who lose everything in a fire. They are given out through the fire departments who respond to those fires. During the time of his project Anakin raised almost \$2,000 to fund these bags; and

WHEREAS, Anakin Keller's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, hereby commends and congratulates Anakin Keller on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Anakin Keller much success and happiness as he pursues his future goals.

R-19-053A

C-2.

RESOLUTION; RECOGNITION OF NATIONAL TOURISM WEEK, MAY 5-11, 2019

WHEREAS, travel has a positive effect on Prince George County, Virginia and the nation's economic prosperity and image abroad.

WHEREAS, travel impacts business productivity and individual travelers' well-being.

WHEREAS, travel to and within the U.S. provides significant economic benefits for the nation, generating more than \$2.4 trillion in economic output in 2017, with nearly \$1 trillion spent directly by travelers.

WHEREAS, travel is among the largest private-sector employers in the U.S., supporting 15.6 million jobs in 2017, including 8.8 million directly in the travel industry and 6.8 million in other industries.

WHEREAS, traveler spending directly generated tax revenues of \$164.7 billion for federal, state and local governments, funds used to support essential services and programs.

WHEREAS, travelers to Prince George County, VA in 2017 directly generated \$80.8 million in expenditures, \$1.2 million in local tax receipts, \$15.5 million in payroll and supports 778 jobs.

WHEREAS, international travel to the U.S. is the nation's number one services export, and number two overall.

WHEREAS, meetings, events and incentive travel are core business functions that help companies strengthen business performance, educate employees and customers and reward business accomplishments which in turn boosts the U.S. economy. In 2017, domestic and international business travelers spent \$317.2 billion.

WHEREAS, leisure travel, which accounts for more than three-quarters of all trips taken in the U.S., spurs countless benefits to travelers' health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships.

WHEREAS, travel is a pillar of economic growth, creating jobs at a faster rate than other sectors.

WHEREAS, welcoming visitors from near and far always has been, and always will be, the enduring ethos of the travel industry and Prince George County, Virginia.

WHEREAS, travel matters to Prince George County, Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors do hereby proclaim May 5-11, 2019 as National Travel and Tourism Week in Prince George County, Virginia,

And urge the citizens of Prince George County to join in this special observance with appropriate events and commemorations

R-19-053B

RESOLUTION; RECOGNITION OF THE PRINCE GEORGE COUNTY REGIONAL HERITAGE CENTER TEN YEAR ANNIVERSARY

WHEREAS, the Prince George County Courthouse of 1883 was leased from the County of Prince George to the Prince George County Historical Society on the March 31, 2005 by approval of the Board of Supervisors with the purpose of creating a place to commemorate and share the history of Prince George County, Virginia;

WHEREAS, since November 8, 2008, the Prince George County Regional Heritage Center has designed, created and maintained eight galleries with sixty plus major exhibitions, attracted over 50,000 visitors to Prince George County, and brought historical education to hundreds of students of all ages;

WHEREAS, the Prince George County Regional Heritage Center is the only Center operating devoted to exhibiting Prince George County’s rich history and culture;

WHEREAS, the Prince George County Regional Heritage Center, through the support of Prince George County, the Commonwealth of Virginia, the Cameron Foundation, and numerous other private and public partners, along with many tireless volunteers, has vitally enhanced the community and expanded educational horizons with world-class programs including its lecture series, cultural heritage events, and annual sponsorship of community events such as the Memorial Day and Labor Day Observances, and the Founders Day Celebration;

WHEREAS, we look back with pride at the ten years of accomplishments and service of the Prince George County Regional Heritage Center and look forward to its expanding success in the future.

NOW, THEREFORE, BE IT RESOLVED, the County of Prince George Board of Supervisors do hereby proclaim the Prince George County Regional Heritage Center’s 10 Year Anniversary in the County of Prince George in honor of ten years of outstanding service by the Center’s members and volunteers, and urge all residents to share in this success through participation in the many events held during the year and during its Anniversary Celebration of April 27, 2019 through June 8, 2019.

R-19-053C

C-4.

Section I RESOLUTION; APPROPRIATION (\$29,779 INSURANCE RECOVERIES – POLICE VEHICLE REPLACEMENT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, does hereby authorize the following increase of funds within the 2018-2019 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:

FUND/ORGANIZATION

AMOUNT

Expenditure:

0100-03-100-0601-48105	General Fund: Police Vehicles – Replacement	\$29,779.00
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Revenue:

0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$29,779.00
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R-19-053D

C-5.

RESOLUTION; PROCLAMATION; NATIONAL VOLUNTEER WEEK; APRIL 7-13, 2019

Whereas, the theme for National Volunteer Week is “Celebrate Service – an opportunity to shine a light on the people and causes that inspire us to serve,” which is being observed from April 7 – 13, 2019; and

Whereas, National Volunteer Week is sponsored by the Points of Light Institute and Hands On Network, highlighting ordinary actions of volunteers who accomplish the extraordinary through service; and

Whereas, the purpose of this week is to honor and thank the individuals who dedicate themselves to making a difference in our County; and

Whereas, National Volunteer Week also inspires, recognizes, and encourages residents to work together, solve problems, and accomplish goals; and

(5) WHEREAS, Volunteers are the lifeblood of our schools and shelters, hospitals, and faith-based and community groups. From mentoring at-risk youth and caring for older Americans to supporting our veterans and military families to fighting fires and saving lives in medical emergencies, to coaching children in recreational sports, these everyday heroes make a real and lasting impact on the lives of our citizens; and

Whereas, Volunteers all over this County make Prince George County a great place to live, learn, work, and raise a family.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Prince George County, this 23rd day of April, 2019, does hereby proclaim April 7-13, 2019 National Volunteer Week in Prince George County; and

BE IT FURTHER RESOLVED, that this Board recognizes its outstanding volunteers and encourages all County Departments and Offices to acknowledge National Volunteer Week.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Anakin Keller, Attainment of Eagle Scout. Mr. Brown presented the commendation to Mr. Keller.

S-2. Resolution; Commendation; Prince George County Regional Heritage Center; Ten Year Anniversary. Ms. Marlene Waymack presented the Proclamation to Ms. Carol Bowman and members of the Prince George Regional Heritage Center.

SUPERVISORS' COMMENTS

Mr. Webb stated that he is happy for those that survived the storms without a lot of damage. He thanked the First Responders for their efforts.

Mr. Carmichael thanked everyone for their comments, cards, prayers, and support of behalf of himself and his mother during the loss of his brother.

Mrs. Waymack asked the public to keep the country of Srilanka in their prayers as everyone should be able to practice their own religion.

Mr. Brown stated that he too was glad no one was hurt from the storms. He asked people to please adhere to the alerts. In addition, he thanked everyone that helped out during the Toddler Fair and Clean Community Day.

Chairman Hunter asked everyone to keep the Tyrcha family in their prayers during Captain John Tyrcha's passing. He also added that it is very important to adhere to weather alerts. He also asked anyone interested in signing up for Code Red can contact him and he will help them get connected.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that there will be a Community Meeting Regarding AT&T & Verizon Cell Towers on April 24 from 6 to 7 p.m. in the Kines Breakroom. There will be a Farmers Market Vendor Meeting on April 25 at 6 p.m. in the Kines Breakroom. There will be a Community Coffee with Delegate Emily Brewer & VA Electoral Board Member Barbara Tabb on April 26 from 8 to 10 a.m. at Prince George Barbeque. National Drug Take Back Day will be on April 27 from 10 a.m. to 2 p.m. in the Police Parking Lot. Burrowsville Volunteer Fire Department 50th Anniversary Open House will be 11 a.m. to 2 p.m. at the Burrowsville VFD. There will be a Kite Festival on April 27 from 11 a.m. to 3 p.m. at Temple Park. Tip a Cop' Fundraiser for Special Olympics will be on May 3 from 5 to 9 p.m. at Nanny's Restaurant. The Prince George Rotary Scholarship Picnic will be on May 8 from 4 to 7 p.m. at Scott Park. Prince George County spring newsletter should be received by residents and businesses this week. The Burn Ban is still in effect until April 30. DEQ awards \$655,109 to Prince George County for stream restoration project at Birchett Estates. New courtroom in the lower floor of the County Courthouse is near completion and a dedication is being planned for possibly June 21. The new Burrowsville Volunteer Fire Station is near completion with final inspections expected in May.

Maintenance activities planned for Cedarwood water system; customers issued mandatory use restrictions. Sidewalk recently constructed between the Bland Building and the Administration Building has been completed and is awaiting final VDOT inspection.

PUBLIC HEARINGS

P-1. Public Hearing; FY2020 Budget. Ms. Betsy Drewry stated that the County Administrator's budget was proposed to the Board of Supervisors on February 26, 2019. The budget called for no increase in the real estate tax rate or any other established tax rates. The Real Estate Tax rate was proposed to remain at 86¢ of \$100 in assessed value, the same as in FY 18-19. The Personal Property and Machinery and Tools Tax Rates remained unchanged from FY 18-19 at \$4.25 and \$1.50 per \$100 of assessed valuation respectively. There was no increase proposed in water rates or sewer rates for FY2020. The Public Utility is a self-supporting enterprise fund. Budgeted revenues will cover some capital expenditures to maintain existing utility systems and infrastructure, and to cover cost of sewer services purchased from multiple service providers. Public Hearings were held for the equalization rate and tax rates on April 9, 2018 and the proposed rates were approved. Highlights of the proposed FY2019-20 budget include: (1) large increase in contributions to Riverside Regional Jail of \$676,886 (50%); (2) large increase in Comprehensive Services Act spending for educational placements of \$690,000 (54.8%); (3) funding of employee health Insurance increase (proposed at an estimated 15.7% increase; modified renewal provided at a work session of 9.35%); (4) funding for a pay increase for County employees and partial implementation of Phase II of a Salary Study for County employees - \$399,869. This includes placement of paid Fire/EMS staff on a separate pay plan similar to scales approved for sworn police officers in FY2018-19; (5) funding for two additional positions (Sheriff Deputy and Assistant Commonwealth's Attorney), contingent on additional Compensation Board funding, and a reclassification for one employee; (6) expansion of Career Development plans to encompass five (5) additional County Departments; (7) funding of the modified Memorandum of Understanding (MOU) between the County and Public School Division; (8) compensation for Industrial Development Authority members; (9) General Fund Equipment, Vehicles & Projects: one (1) vehicle purchase DSS - \$20,996, maintenance projects for County buildings - \$300,000, various Information Technology projects, software & upgrades (\$109,650), high density filing cabinet for Clerk of Circuit Court (\$10,000), recreation items (\$20,115), Utility Capital Improvements totaling \$1.53 Million, and extremely limited Capital Improvement Projects and Debt Issuance only for continuing replacement of Police Vehicles. The Board continued to evaluate details of the proposed FY2020 budget and considered revisions to the proposed budget at work sessions held on March 7, March 18, and April 3. The changes presented at work sessions and approved by consensus were: General Fund Revenues: (1) increase in DSS Welfare Administration Funds - \$94,869 [Funds 1 DSS position], and (2) increase in Medical Transport Rates - \$168,198 [Funds 2 Fire/Medic Lieutenants]. General Fund Expenditures: (1) addition of DSS Administrative Support Specialist II - \$50,837, (2) addition of 2 Fire/EMS Lieutenants - \$166,368, Reduction in Health Insurance renewal [15.7% to 9.35%] - \$(39,718), (3) increase of 2 Pay Grades for Communications Officers - \$42,670, (4) increase in LOSAP contribution - \$6,000, (5) increase in Judge's Office Expense due to addition of one judge - \$2,500, and (6) expansion of Volunteer Accident and Sickness insurance payment duration - \$744. The School Board adopted its FY2020 budget on March 22, 2019. The school budget adopted totals \$71,477,254 and is \$306,414 higher than the budget proposed by the County Administrator on

February 26 due to increased state revenue projections. This change will be incorporated into the adopted County total budget. Staff received direction to add a County Convenience Station as a Capital Improvement project for consideration during the next CIP cycle. Staff received direction to issue a Request for Proposals (RFP) to purchase new county Welcome Signs using Tourism Fund Balance (no operating budget impact). The Board will consider amount of compensation for Career Development pay for employees in two constitutional offices prior to budget adoption planned for May 14. Additional information is expected on Compensation Board revenues around May 1 and the Board will evaluate the ability to keep the Deputy Sheriff and Assistant Commonwealth's Attorney positions when Compensation Board revenues are known. Budget adoption is targeted for May 14, 2019. The budget as proposed by the County Administrator on February 26, 2019 is an overall budget of \$122,573,723 which is \$6,493,367 (5.6%) more than FY19; General Fund budget of \$57,588,634 which is \$2,270,115 (4.11%) more than FY19. These totals and percentages will change with final approved Board budget for FY2020. The adopted budget will become the financial roadmap for operations and capital improvements for FY2020. No action will occur following this public hearing. The board may not adopt/approve the budget for at least 7 days following this public hearing (per Code of Virginia §15.2- 2506). Consideration of budget for adoption is proposed for May 14, 2019. Chairman Hunter declared for the record that he works for the County as a part-time Deputy Emergency Management Coordinator since April 15, 2013. Because his salary as the Deputy Emergency Management Coordinator exceeds \$5,000, he has a personal interest in those transactions by the Board of Supervisors that would specifically affect his position with the Fire, EMS and Emergency Management Department and would not participate in those decisions. Nevertheless, the Virginia Conflict of Interest Act allows him to participate in a broad range of transactions by the Board of Supervisors that generally affect the Fire/EMS Department as long as he makes a public disclosure. Since he intends to participate in and vote on the County budget, he publicly declared that he is a member of a group of more than three persons who also work for Fire, EMS, and Emergency Management Department who may be affected by the Board's transaction of adopting a budget that affects the Department. The budget transaction affects the public generally; and he is able to participate in the budget adoption that affects the Department fairly, objectively and in the public interest. Chairman Hunter then opened the public hearing at 7:48 p.m. There was no one to speak and the public hearing was closed.

REPORTS

Regional Heritage Center - Ms. Carol Bowman showed a video giving a brief history of the Regional Heritage Center and how they have progressed thus far. The video also gave a sneak peek into the future projects. Ms. Bowman stated that there are a couple of events coming up this weekend, including "50 Years of Love in Prince George County," an exhibit honoring couples in Prince George County that have been together for 50 years or more. There will be a special preview on Saturday at for those that have participated and the opening will be on Sunday at 1:00 pm.

Quarterly Financial Report – Ms. Betsy Drewry, Finance Director, presented the Board with the Quarterly Financial Report for the third quarter ending March 31, 2019. General Fund Revenues are at 52.57% collected. General Fund Expenditures are at 73.7% and very much on target. With the increase in inmates this year, the Riverside Regional Jail projection is over by \$550,000. Ms. Drewry talked about the Utilities Fund, which is right on target compared to

this time last year. She went over some Capital Projects, including Courthouse Renovations, and the new Route 10 Fire Station. In addition, Ms. Drewry gave an update on the Tourism Fund, the Economic Development Fund, and Cash Proffers. She also noted that the RedFlex Program has collected a total of \$7,714.86 as of March 31, 2019. The Health Insurance Fund balance was \$2.4 million at March 31, 2018. FY2018 overall premiums exceed claims for both County and Schools. In addition, FY2019 year-to-date, premiums exceed claims pain for both County and Schools. Looking ahead, the monthly “budget to actual” monitoring will continue. Purchase order cut-off of May 15 has been set. They are working with auditors to set preliminary FY2019 audit test work and they are monitoring areas of concern, including Riverside Regional Jail Census and CSA Expenditures.

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions; Prince George County Administrative Policy; Sections 320.1 Through 320.4 Entitled *Workplace Wellness*. Ms. Corrie Hurt, Director of Human Resources, stated that Staff has created the new administrative policy entitled Workplace Wellness for the Board’s consideration. The addition of the policy will place emphasis on Workplace Wellness for County employees. This will allow County staff to apply for various wellness grant opportunities as they come available. By revising various policies, it allows opportunities to apply for various workplace wellness grant opportunities. Mr. Brown made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-19-054

A-1.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY ADMINISTRATIVE POLICY; SECTIONS 320.1 THROUGH 320.4 ENTITLED *WORKPLACE WELLNESS*

WHEREAS the Prince George County Administrative Policy Manual has been reviewed by staff and it has been recommended that the new policy entitled *Workplace Wellness* be reviewed and considered for inclusion in the County’s Administrative Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 23rd day of April, 2019 does hereby amend the Prince George County Administrative Policy by approving the new policy entitled Workplace Wellness as requested.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-2. Resolution; FY2018-2019 Position Control Chart. Ms. Hurt stated that the County is requesting for consideration, a change within the Commissioner of Revenue’s Department that requires a modification to the County’s Position Control Chart. The

Commissioner of Revenue's office currently has a position classified as Tax Compliance Auditor. This position has been extremely difficult to recruit for due to the assumption that it's solely an auditor position. The applicants are Auditors, CPA's and are quite frankly over qualified for the position. The Commissioner of Revenue felt that with some revisions to the job description and a classification change, it would aid in the recruitment process and the retention of the employee due to job expectations. In addition, with the number of changes made to the job description and the change in the education component (changing from required Bachelor's degree to an Associate's degree), staff feels that this warrants a reduction in the current grade from 315 to 314 on the county's compensation plan. After Ms. Hurt clarified for Mr. Webb that this would be no increase in the budget, Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-055

A-2.

RESOLUTION; FY2018-2019 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 23rd day of April, 2019 hereby approves the requested changes to the FY2018-2019 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-3. Health, Dental and Vision Insurance Renewals – FY2019-2020. Ms. Drewry stated that the 2019-20 renewal from Delta Dental was proposed at the same rates as in FY2018-19 (0% increase) for active employees and retirees. Staff and our benefit consultant recommend renewal with Delta Dental on a fully insured basis. The 2019-20 renewal from Anthem Blue View Vision was proposed at the same rates as in FY2018-19 (0% increase) for active employees or retirees for FY2019-20. Staff recommends renewal with Anthem Blue View Vision. The 2019-20 renewal from Anthem was proposed at an increase of 9.35% to be absorbed by the County. Staff recommends renewal with Anthem and to remain combined with the School system. Retirees bear 100% of the cost of health insurance premiums. The employer contributions to the Health Savings Account (H S A) will remain the same as in FY2018-19. \$1,000 Employee Only; \$1,250 Employee + 1; \$1,500 for Employee + Children / Family. The health insurance renewal also includes two targeted wellness incentives for FY2019-20. Mrs. Waymack made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-056

A-3.

Section II RESOLUTION; APPROVAL OF RECOMMENDED FY2020 HEALTH, DENTAL AND VISION INSURANCE RENEWALS WITH RECOMMENDED RATES AS ATTACHED.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, does hereby authorize renewing for FY2020

Health Insurance with Anthem for an overall 9.35% increase all County/employer absorbed remaining combined for health insurance with the school division;

Dental Insurance with Delta Dental of Virginia with no increase to active employees or retirees;

Vision Insurance with Blue View Vision with no increase to active employees or retirees.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, does hereby approve recommended FY2020 rates as provided and attached.

RECOMMENDED FY19-20 HEALTH RATES 9.35% COUNTY ABSORBED								
INCREASE EMPLOYER ABSORBED			COMBINED WITH SCHOOLS					
Anthem PIN 30					CONTRIBUTION %		\$ INCREASE	
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost		EE	ER	EE INCREASE	ER INCREASE
Employee Only	\$ 40.00	\$ 743.81	\$ 783.81		5.10%	94.90%	\$ -	\$ 63.60
Employee/Child	\$ 215.00	\$ 781.12	\$ 996.12		21.58%	78.42%	\$ -	\$ 66.79
Employee/Children	\$ 425.00	\$ 817.25	\$ 1,242.25		34.21%	65.79%	\$ -	\$ 69.88
Employee/Spouse	\$ 500.00	\$ 855.95	\$ 1,355.95		36.87%	63.13%	\$ -	\$ 73.19
Employee/Family	\$ 710.00	\$ 879.59	\$ 1,589.59		44.67%	55.33%	\$ -	\$ 75.21
					28.49%	71.51%		
Anthem High Deductible Health Plan (with HSA)								
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Annual Employer HSA Contribution	EE	ER	EE INCREASE	ER INCREASE
Employee Only	\$ -	\$ 708.62	\$ 708.62	\$ 1,000.00	0.00%	100.00%	\$ -	\$ 60.59
Employee/Child	\$ 108.00	\$ 833.91	\$ 941.91	\$ 1,250.00	11.47%	88.53%	\$ -	\$ 71.30
Employee/Children	\$ 213.00	\$ 984.54	\$ 1,197.54	\$ 1,500.00	17.79%	82.21%	\$ -	\$ 84.18
Employee/Spouse	\$ 250.00	\$ 1,060.50	\$ 1,310.50	\$ 1,250.00	19.08%	80.92%	\$ -	\$ 90.68
Employee/Family	\$ 355.00	\$ 1,199.12	\$ 1,554.12	\$ 1,500.00	22.84%	77.16%	\$ -	\$ 102.53
				NO CHANGE	14.23%	85.77%		
AVERAGE CONTRIBUTION %								
					EE	ER		
2019-2020	OVERALL AVG				21.36%	78.64%		
2019-2020	EE ONLY AVG				2.55%	97.45%		

ACTIVE EMPLOYEES					
Prince George County Dental Rates FY/20				FY19 TO FY20 CHANGE	
<i>Effective June 2019 for July 1, 2019 coverage (monthly rates)</i>					
ACTIVE EMPLOYEES - 0% Increase; RETIREES - 0% Increase					
Delta Low Tier Dental Plan					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 28.98	\$ -	\$ 28.98	\$ -	0.00%
Employee/Child	\$ 62.32	\$ -	\$ 62.32	\$ -	0.00%
Employee/Children	\$ 62.32	\$ -	\$ 62.32	\$ -	0.00%
Employee/Spouse	\$ 59.04	\$ -	\$ 59.04	\$ -	0.00%
Employee/Family	\$ 68.74	\$ -	\$ 68.74	\$ -	0.00%
Delta High Tier Dental Plan					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 35.56	\$ -	\$ 35.56	\$ -	0.00%
Employee/Child	\$ 79.86	\$ -	\$ 79.86	\$ -	0.00%
Employee/Children	\$ 79.86	\$ -	\$ 79.86	\$ -	0.00%
Employee/Spouse	\$ 71.12	\$ -	\$ 71.12	\$ -	0.00%
Employee/Family	\$ 100.53	\$ -	\$ 100.53	\$ -	0.00%
Prince George County Vision Rates FY/20					
NO INCREASE					
Blue View (formerly Unicare) Vision Buy-Up (Voluntary)					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 5.91	\$ -	\$ 5.91	\$ -	0.00%
Employee/Child	\$ 10.34	\$ -	\$ 10.34	\$ -	0.00%
Employee/Children	\$ 11.81	\$ -	\$ 11.81	\$ -	0.00%
Employee/Spouse	\$ 10.34	\$ -	\$ 10.34	\$ -	0.00%
Employee/Family	\$ 17.18	\$ -	\$ 17.18	\$ -	0.00%

RETIREES					
Prince George County Dental Rates FY/20				FY19 TO FY20 CHANGE	
<i>Effective June 2019 for July 1, 2019 coverage (monthly rates)</i>					
RETIREES - 0% Increase					
Delta Low Tier Dental Plan					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 30.50	\$ -	\$ 30.50	\$ -	0.00%
Employee/Child	\$ 65.56	\$ -	\$ 65.56	\$ -	0.00%
Employee/Children	\$ 65.56	\$ -	\$ 65.56	\$ -	0.00%
Employee/Spouse	\$ 62.12	\$ -	\$ 62.12	\$ -	0.00%
Employee/Family	\$ 72.32	\$ -	\$ 72.32	\$ -	0.00%
Delta High Tier Dental Plan					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 37.42	\$ -	\$ 37.42	\$ -	0.00%
Employee/Child	\$ 84.02	\$ -	\$ 84.02	\$ -	0.00%
Employee/Children	\$ 84.02	\$ -	\$ 84.02	\$ -	0.00%
Employee/Spouse	\$ 74.82	\$ -	\$ 74.82	\$ -	0.00%
Employee/Family	\$ 105.76	\$ -	\$ 105.76	\$ -	0.00%
Prince George County Vision Rates FY/20					
NO CHANGE					
Blue View (formerly Unicare) Vision Buy-Up (Voluntary)					
	Employee Contribution Amount	Employer Contribution Amount	Total Health Premium Cost	Premium Change	% Change
Employee Only	\$ 5.91	\$ -	\$ 5.91	\$ -	0.00%
Employee/Child	\$ 10.34	\$ -	\$ 10.34	\$ -	0.00%
Employee/Children	\$ 11.81	\$ -	\$ 11.81	\$ -	0.00%
Employee/Spouse	\$ 10.34	\$ -	\$ 10.34	\$ -	0.00%
Employee/Family	\$ 17.18	\$ -	\$ 17.18	\$ -	0.00%

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-4. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 30.1 Through 30.8 Entitled *Employee Grievance Procedures*. Ms. Hurt stated that Staff has revised the personnel policy entitled Employee Grievance Procedures for the Board's

consideration at the April 23, 2019 meeting. The County Attorney's office has revised the policy entitled Employee Grievance Procedures to be in line with the State Code of Virginia. The policy was completely revamped to ensure that it follows the State Code. Mr. Webb stated that he has some things he would like to iron out on this and Chairman Hunter stated that he believes most of the Board wants more time to look this over. Mr. Webb made a motion, seconded by Mr. Brown to table this matter to May 14, 2019. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-5. Acceptance of the Dedication of a Utility Easement at Jefferson Pointe Apartments.

Mr. Frank Haltom, County Engineer, stated that on November 9, 2016, the Board approved a rezoning of the Jefferson Pointe Apartments which authorized additional apartment units and a new clubhouse. The new utility easement will allow extension of the current utility system to serve the apartments. Mr. Haltom clarified for Mr. Hunter that this easement only handles the apartments that butt up to this easement. All of the rest are still private. Mr. Haltom clarified for Mr. Webb that all costs will be paid by the developer and that it will be inspected to make sure it is adequately serving the public before the County takes it over. Mr. Webb made a motion, seconded by Mr. Carmichael, to accept the dedication of a utility easement at Jefferson Pointe Apartments. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-6. Discussion and possible action on VA ABC License Application Notice from Morelia Mexican Restaurant.

Mr. Steve Micas, County Attorney, stated that on April 4, 2019, Prince George County received notification from the VA ABC of the Morelia Mexican Restaurant ABC license application. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application. The Prince George County Board of Supervisors may recommend to the VA ABC: 1) approval, 2) denial, 3) approval with conditions, or 4) take no action on the notice. The Prince George County Board of Supervisors may submit any comments before May 3, 2019 to the Virginia Alcoholic Beverage Control Authority. VA ABC has final authority on this matter. Mr. Webb stated that he is for this even though the ABC Board has the final say. Mr. Carmichael made a motion, seconded by Mrs. Waymack, that they support the VA ABC License Application from Morelia Mexican Restaurant. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-7. Resolution: Appropriation (\$269,429 Riverside Regional Jail Rainy Day Funds for Distribution Back to Riverside Regional Jail). Ms. Betsy Drewry stated that the County received a distribution of Rainy Day Funds from Riverside Regional Jail in the amount of \$269,429 on April 11, 2019. RRJA is projecting a revenue shortfall at fiscal year-end due to an unexpected decline in average daily population from another member locality. RRJA’s bond covenants require that revenues exceed expenses during the year. In the event of a shortfall, RRJA distributes funds from existing fund balances (Rainy Day Fund) to the member localities and have those same funds paid back to RRJA as a special assessment. Those special assessments are recorded as revenue by RRJA, which satisfies the bond requirements. The net impact to the County will be zero, as the County will only pay out what has been received. On March 28, 2019 at the Regional Jail Authority Board Meeting, members approved a resolution giving the Superintendent authority to return \$2,800,000 in Rainy Day Funds to members. Those proceeds were allocated among member jurisdictions based on a percentage of charges for prisoner housing for the current fiscal year. \$269,429 was the computed distribution to Prince George County. Those proceeds must be paid back to Riverside Regional Jail by June 30, 2019. Staff is asking the Board to approve an appropriation of RRJ Rainy Day Fund Distribution and subsequent payment back to RRJ - \$269,429. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-057

A-7.

Section III RESOLUTION; APPROPRIATION (\$269,429 RIVERSIDE REGIONAL JAIL RAINY DAY FUNDS FOR DISTRIBUTION BACK TO RIVERSIDE REGIONAL JAIL)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of April, 2019, does hereby authorize the following increase of funds within the 2018-2019 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>
<u>Expenditure:</u>	
0100-03-300-0907-43841	General Fund: Riverside Jail
	Distribution - Special Assessment
	\$269,429
 <u>Revenue:</u>	
0100-10-508-8114-319215	General Fund: Regional Jail Rainy Day
	Funds Distribution
	\$269,429

A-8. Draft Minutes – April 3, 2019 Budget Work Session; and April 9, 2019 Regular Meeting. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Carmichael

ADJOURNMENT. Mr. Webb moved, seconded by Mr. Brown, that the meeting adjourn.
Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:24 p.m.

[Draft Minutes prepared May 6, 2019 for consideration on May 14, 2019; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator