

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: February 25, 2020
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session
5:00 p.m.

Work 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.

WORK SESSION

P-Card Policy

Non-Travel Food Policy

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

C-1. Draft Minutes – February 11, 2020 Regular Minutes.

- C-2 Resolution; Appropriation Southside Programs for Adult Continuing Education (Space) FY2020 Revenue and Expenditure Increases (\$9,195.78 Federal Revenue Changes).

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

TABLED ITEMS

- T-1. Resolution; Living Shoreline Landowner Agreement with the James River Association.

ORDER OF BUSINESS

- A-1. Resolution; Award of Contract and Appropriation from CIP Fund, Fund Balance (\$105,076 Courthouse Improvements).
- A-2. Resolution; Authorize the Fire & EMS Department to Complete and Submit a Grant Application to The Federal Emergency Management Agency for a Total Replacement of (SCBA) Self Contained Breathing Apparatus.
- A-3. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 110.1 Through 110.5 Entitled *County Vehicle*.
- A-4. Resolution; Budget Transfer from Contingency (\$2,500 Census Complete Count Committee).
- A-5. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):
- A. Resolution; Appointment (Three-Year Term –Board of Grievance Appeals).
- A-6. Presentation of FY21 Budget.

PUBLIC HEARINGS

- P-1. Public Hearing; SPECIAL EXCEPTION SE-19-10 Request of Tree Time Adventures Inc., pursuant to § 90-103 (22), to amend Special Exception SE-18-04 relative to hours of operation in conjunction with the use of recreation structures and outdoor recreation uses in an R-A, Residential-Agricultural, Zoning District. The subject property is located at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)00-011-0. The Comprehensive Plan indicates the property is suitable for village center uses. (Planning Commission Public Hearing 1/23).
- P-2. Public Hearing; Adoption of an Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorizing the participation of Prince George County in the Crater Regional Workforce Chief elected

officials consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes.

ADJOURNMENT

Board meeting format: Closed 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

February 25, 2020

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 5:00 p.m. on Tuesday, February 25, 2020 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
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

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

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to fiscal management. Mrs. Waymack made a motion, seconded by Mr. Carmichael, that the Board convene closed session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal

advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to fiscal management.

R-20-025

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.7 FOR CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR PROBABLE LITIGATION; I FURTHER MOVE DISCUSSION TO BE LIMITED TO OPIOID LITIGATION, AND; (II) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) THE FARMERS MARKET MANAGER, AND (B) BOARD OF GRIEVANCE APPEALS, AND; (III) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE PROVISION OF LEGAL ADVICE RELATING TO FISCAL MANAGEMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.7 for consultation with legal counsel pertaining to actual or probable litigation; I further move discussion to be limited to opioid litigation, and; (ii) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) the Farmers Market Manager, and (b) Board of Grievance Appeals, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

E-2. Resolution; Certification of Closed Session. At 6:05 p.m., Mr. Carmichael 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.

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 25th day of February, 2019 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were 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)

WORK SESSION

Ms. Betsy Drewry, Finance Director, led a discussion for proposed revisions to the expense reports and purchase card policy and the travel policy. The policy changes for the expense reports and purchase cards centered around improved documentation, restricting purchases related to apps and I-Cloud storage on County devices, restricting purchases related to gifts and gift cards, restricting purchases related to expressions of sympathy and concern, and improving the approval process. The travel policy was changed to eliminate the allowance for lunch for one-day travel to mirror State policy and that of neighboring counties/cities.

Ms. Drewry continued the discussion with a proposed new policy for non-travel food and beverage purchases. This policy addition focuses on providing guidance and imposing limitations on the use of public funds when making food and beverage purchases when not in a business travel status. The Board indicated that they would like a chance to look it over and have it brought back for consideration at a later date.

Mr. Jeff Stoke, Deputy County Administrator, updated the Board on some of the impactful issues of the 2020 General Assembly. Senator Ruff has entered SB255, a Transient Occupancy Tax Bill, to allow Prince George County to raise its occupancy tax from 5% to 7%. After passing the Senate on January 20, Senator Ruff presented it to the House Finance Committee yesterday. It passed 16-6 and is now headed to the full House floor for consideration. Upon passing the House, it will go before the Governor for his signature. There are two VACo supported revenue fairness bills headed to the conference to allow counties to set their own rates for meals tax, cigarette tax, admission tax, and lodging tax. If a cap under 7% is placed on those bills, then SB255 would actually override those bills if passed. Delegate Brewer has introduced a bill for drainage outfall from roads. This would ask VDOT and DEQ to study the impact of stormwater from roads going to orphaned outfalls across the Commonwealth. Solar farms have several bills under consideration on State tax abatement timeframes, paying the local municipalities a per kilowatt hour, comprehensive plan inclusion, conditional use permits, the adoption of national standards, and local siting agreements. Any State law would be drafted into the County's solar

farm policy currently under development. The County is following two bills very closely regarding collective bargaining for public employees. It is too early to tell if it will pass. If passed, the collective bargaining increases could take effect July 1. This would impact the County. Mr. Stoke attended a hearing on a bill regarding environmental proceedings. On a five to three vote, the bill was tabled, which means it is essentially dead in 2020. There is a legal dispute between CFS and DEQ regarding the Petersburg landfill. Since the bill is now dead, CFS will continue whatever legal process they are afforded through the court system to appeal the DEQ ruling. Staff has been monitoring this issue.

Chairman Hunter called a recess at 6:33 p.m. The meeting reconvened at 7:00 p.m.

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

Pledge of Allegiance to U.S. Flag. Mr. Carmichael 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 7:02 p.m.

Larry Mitchell (16200 Arwood Road). Mr. Mitchell thanked Mr. Brown and Mr. Webb for the citizen meeting regarding the solar farms and the wastewater treatment plant. Mr. Mitchell asked the Board to take a closer look at the ordinance on the tax relief for the elderly. He believes that people with a fixed income should be looked at regardless of the amount of acreage owned by them.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:04 pm.

APPROVAL OF AGENDA. Mr. Brown requested that Item A-6 be moved to the beginning of Order of Business. Mrs. Waymack added Item A-7 to discuss opioid litigation. Mr. Carmichael made a motion, seconded by Mr. Webb, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mr. Carmichael requested that Item C-1 be extracted. Mr. Carmichael made a motion, seconded by Mr. Brown, that the consensus agenda be approved as amended. Roll was called on the motion.

R-20-026

C-2.

RESOLUTION; APPROPRIATION SOUTHSIDE PROGRAMS FOR ADULT CONTINUING EDUCATION (SPACE) FY2020 REVENUE AND EXPENDITURE INCREASES (\$9,195.78 FEDERAL REVENUE CHANGES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

APPROPRIATIONS

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditures:</u>	
0218-06-201-2183-46051 SPACE Adult Education Supplies	9,195.78
TOTAL ADULT EDUCATION EXPENDITURES	\$9,195.78
<u>Revenue:</u>	
0218-30-601-333801 SPACE Adult Education Federal	\$ 9,195.78
TOTAL ADULT EDUCATION GRANTS	\$9,195.78

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C-1. Draft minutes – February 11, 2020 Regular Minutes. Mr. Webb made a motion, seconded by Mr. Brown, that the February 11, 2020 Regular Meeting minutes be approved as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Carmichael

SUPERVISORS COMMENTS

Mrs. Waymack informed the public that they should be prepared for the coronavirus epidemic in the United States.

Chairman Hunter stated that the Board received a thank you note from the Douglas/Bagshaw family and that Mr. Don Bagshaw was a huge asset to the County and will be greatly missed.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft stated that there will be a Black History Month Celebration –on February 27 at 7 p.m. at the Burrowsville Community Center. The Planning Commission Meeting will be on

February 27 at 6:30 p.m. in the Boardroom. There will be a VDOT Public Meeting on Route 36 on February 27 at 6 p.m. at the Hopewell-Prince George Visitors Center. The last day for In-Person Absentee Voting for the March 3 Primary Election is February 29, 9 a.m. – 5 p.m. in the Office of the Voter Registrar. The Democratic Presidential Primary Election will be on March 3, 6 a.m. – 7 p.m. at all Prince George voting precincts. The Prince George Business Roundtable for 2020 has been canceled because of low participation. Enrollment for the 2020 Citizens Academy will begin soon. Congratulations to the Economic Development Team on Amazon announcing February 19 it is locating a fulfillment center in Prince George County at the former Ace Hardware Building. Congressmen McEachin & Spanberger hosted a roundtable discussion on ‘Rural Broadband’ at the Central Wellness Center on February 20. VDOT will close Lone Oak Mill Road between Pole Run and Lebanon roads for bridge repairs beginning March 2 for an estimated six weeks to complete.

TABLED ITEMS

T-1. Resolution; Living Shoreline Landowner Agreement with the James River Association. Mr. Keith Rotzoll, Director of Parks and Recreation, stated that James River Association is installing a Living Shoreline along the lower James River. The General Assembly prefers living shorelines for shoreline stabilization. Benefits include native plants that provide habitat and prevent erosion and marshes that are more responsive to changing water levels and retain sediment and nutrients keeping pollutants from entering the James River. Prince George County Parks and Recreation owns the land located at 800 Folar Trail N, that would benefit from this project. James River Association will pay all costs associated with installing the living shoreline through December 2021. Prince George County Parks and Recreation will be responsible for retaining the living shoreline for a minimum of ten years beginning January 1, 2020. At the last Board meeting Mr. Webb had asked what the cost would be for the County to maintain it. Mr. Ryan Walsh, Lower James Restoration Coordinator, was in attendance to answer any additional questions. The funding is for 600 plants at \$5 per plant. Replacing 10% would be 60 plants for \$300. Initial installation of the 600 plants is estimated to take 16 hours at \$90 per hour for a total of \$1,440. Replacing 10% would be no more than 2 hours at \$90 for a total of \$180. Total 10% replacement including plants and labor would be \$480. The total area is 2700 square feet. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-20-027

T-1.

RESOLUTION: LIVING SHORELINE LANDOWNER AGREEMENT

WHEREAS, James River Association is installing a Living Shoreline along the Lower James. The General Assembly prefers living shorelines for shoreline stabilization.

WHEREAS, Prince George County Parks & Recreation owns land located at 800 Folar Trail, N. Hopewell, VA that would benefit from this project.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby approve the signing of the Living Shoreline Landowner Agreement.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution; Award of Contract and Appropriation from CIP Fund, Fund Balance (\$105,076 Courthouse Improvements). Ms. Betsy Drewry, Finance Director, stated that the Board received information related to interest earnings in multiple State Nonarbitrage Program (SNAP) accounts from various bond issuances at its Board retreat on September 28, 2019. The Board provided positive feedback and consensus to appropriate some amounts to cover smaller capital improvements throughout the year. The Director of General Services has been working with judges and Courthouse staff to identify and prioritize additional improvements in the Courthouse. The Board appropriated \$16,630.47 for furniture in the common area on November 26, 2019 from accumulated interest from Series 2015. The Director of General Services recommends appropriation of \$105,076 for the initiatives in the Courtroom and hallway areas, including carpet, painting, and furniture. This funding can be appropriated from accumulated interest for Series 2018 bonds. Available interest as of January 31, 2020 was \$112,666.65. Approval of an award of contract to W.B. Mason for furniture is also needed since that purchase exceeds \$50,000. Staff is requesting that the Board approve an increase in revenues and expenditures for FY2020 within the CIP Fund using accumulated SNAP interest within the DIP Fund, Fund Balance and approve an award of contract to W. B. Mason for courtroom furnishing as the amount is over \$50,000. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-20-028

A-1.

RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM CIP FUND, FUND BALANCE (\$105,076 COURTHOUSE IMPROVEMENTS)

WHEREAS, The Director of General Services has been working with sitting judges and courthouse staff to identify and prioritize improvements in the courthouse and has obtained pricing through available cooperative contracts; and

WHEREAS total pricing of \$105,075.21 was received through cooperative contracts with details as follows:

W. B. Mason courtroom furniture at \$57,485.96

W. B. Mason carpeting at \$35,209.42

Top Gun Painting and Powerwashing courtroom painting at \$8,246.23

Top Gun Painting and Powerwashing hallway painting at \$4,133.60; and

WHEREAS, \$105,076 is available from CIP Fund, Fund Balance from accumulated State Nonarbitrage Program (SNAP) interest from Series 2018 bonds; and

WHEREAS, Staff is requesting authorization for the County Administrator to approve a purchase order to W. B. Mason for courtroom furniture for \$57,485.96 and to W. B. Mason and Top Gun Painting and Powerwashing for the amounts totaling \$47,590 as listed above (under \$50,000 each) to move forward with much needed updates and improvements in the Prince George County courthouse.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 25th day of February, 2020, hereby authorizes preparation of a purchase order for a courtroom furniture totaling \$57,485.96 and expenditure of an additional \$47,590 for carpeting and painting.

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize and appropriate the following increase of funds within the 2019-2020 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>
Tourism Fund		
Expenditures:		
0311-05-113-3198-48120	CIP – Courthouse Improvements	\$105,076
Revenues:		
0311-40-900-8208-399999	CIP Fund, Fund Balance	\$105,076

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Budget Transfer from Contingency (\$2,500 Census Complete Count Committee). Mr. Darryl Cheek, Chairman of the Census Complete Count Committee, stated that the Committee is requesting a \$2,500 County matching grant for a \$2,500 Commonwealth of Virginia Census marketing grant. If the County fails to acquire the State grant. Chairman Cheek would still like to allocate the County funds for marketing of the US Census scheduled for April 1, 2020.

Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the resolution appropriating the \$2,500 regardless of whether the grant is approved or not. Roll was called on the motion.

R-20-029

A-4.

RESOLUTION; BUDGET TRANSFER FROM CONTINGENCY (\$2,500 CENSUS COMPLETE COUNT COMMITTEE)

WHEREAS, The Chairman of the Prince George County Complete Count Committee is requesting \$2,500; and

WHEREAS, these funds were not included in the FY2019-2020 budget; and

WHEREAS, sufficient funding exists in the General Fund Contingency to cover the \$2,500 (current balance, before transfer, is \$35,699);

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the following transfer of funds within the 2019-2020 Budget, such line items increased and decreased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure (DECREASE):</u>	
0100-09-401-0917-49199 General Fund Contingency	\$2,500.00
<u>Expenditure (INCREASE):</u>	
0100-01-001-0100-43180 Board of Supervisors – Census	\$2,500.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PUBLIC HEARINGS

P-1. Public Hearing; SPECIAL EXCEPTION SE-19-10 Request of Tree Time Adventures Inc., pursuant to § 90-103 (22), to amend Special Exception SE-18-04 relative to hours of operation in conjunction with the use of recreation structures and outdoor recreation uses in an R-A, Residential-Agricultural, Zoning District. The subject property is located at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)00-011-0. The Comprehensive Plan indicates the property is suitable for village center uses. (Planning Commission Public Hearing 1/23). Ms. Julie Walton, Director of Community Development and Code Compliance, stated that the applicant is requesting to amend a previously approved Special Exception to have unrestricted hours of usage in conjunction with the use of recreation structures and outdoor recreation uses in Scott Memorial Park. The previous special exception was approved by the Board on November 14, 2018. The current hours of operation are limited to sunrise to sunset seven days a week. The applicant has stated that allowing operation after dark would provide flexibility for serving customers as well as accommodating the request of local scout troops for camping opportunities. Given that this lease area is within a County park, such a change in hours may reasonably warrant changes to the approved conditions in order to accommodate hours which are expanded beyond dawn to dusk. The lease agreement between Tree Time Adventures and the County would also need to be modified to be consistent with any changed conditions of the Special Exception. The addition of activities occurring at night triggers the needs for a Lighting Plan as supplement to the approved Site Plan. There was one public comment at the public hearing. The adjacent property owner was from Branchester Lakes

and did not object to the request, but was curious about the location of the project, entrance, and buffers. County Staff and the Planning Commission recommend modifying the conditions in order to accommodate the applicant's request, while adding reasonable measures to enhance safety for activities occurring after daylight hours, including documented scheduled private events, a lighting plan, and specific campfire conditions. Mr. Brown expressed a concern about noise after hours conflicting with the noise ordinance. Also, he was concerned that the gate would be open all night if there is a night activity. Ms. Walton stated that anytime there is an after-hours event, the applicant will still need to coordinate with Parks and Recreation to make sure the gate is locked and they must comply with the County noise ordinance. Mr. John Bogue, applicant, clarified for Mrs. Waymack that they would coordinate with any group to make sure there is a responsible leader there during any after-hour activity. In addition, they would not have access to any of the park activities. He also clarified for Mr. Brown that they will work with Parks and Recreation to put in another gate so that no one will come in the park after hours while a private event is going on. He also stated that they would keep their operation as far south on property as possible so not to create a noise disturbance. Chairman Hunter opened the public hearing at 7:47 p.m.

Jeff Dyer (615 Hidden Oaks Place). Mr. Dyer stated that he is concerned about it being a wide-open area accessible to high school age children to come drink beer.

There was no one else to speak and the public hearing was closed at 7:48 p.m. The applicant stated that he has not seen a problem with loitering at this point. Mr. Brown asked them to keep an extra eye out on security and the Board agreed to have the additional gate added to the conditions of the special exception. Mr. Webb made a motion, seconded by Mr. Brown, to approve the ordinance as amended. Roll was called on the motion.

O-20-04

P-1.

SPECIAL EXCEPTION SE-19-10: Request of Tree Time Adventures Inc., pursuant to § 90-103 (22), to amend Special Exception SE-18-04 to have unrestricted hours of usage in conjunction with the use of recreation structures and outdoor recreation uses in a R-A, Residential-Agricultural, Zoning District. The subject property is located at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)00-011-0. The Comprehensive Plan indicates the property is suitable for village center uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-19-10 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for recreation structures and outdoor recreation uses to Tree Time Adventures Inc. located on Tax Map 240(0A)00-011-0.

2. The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each public event.
3. Tree Time Adventures Inc. shall have an employee identification system with the use of badges, and uniforms, shirts, or vests.
4. All site activity required for the construction and expansion of the recreation structures and uses shall be limited to sunrise to sunset Monday through Saturday. Construction of the site shall not occur on Sunday.
5. Standard hours of operation for activities in the lease area shall be agreed upon with the County in a lease agreement, and contingent upon the installation of any required site lighting per an approved lighting plan. Activities may occur outside the standard hours of operation so long as they are scheduled private events and those activities are documented and supervised by the operator in coordination with the Director of Parks and Recreation, or as part of an approved Special Event as defined by County Ordinance.
6. An additional access gate shall be required to be installed prior to activities occurring outside the standard hours of operation of the park.
7. A Lighting Plan shall be provided to show lighting at a minimum in the parking and facility entrance areas for safety.
8. Campfires shall only occur:
 - a. With active supervision;
 - b. In designated campfire areas;
 - c. With an available extinguishing agent;
 - d. During windspeeds less than 10mph;
 - e. After checking Prince George County and Virginia Department of Forestry websites or other sources to be aware of any applicable burn bans; and
 - f. In accordance with applicable codes, including County Code Section 58-23 Location of Fires, Section 58-23 Control of Fires.
9. A detailed site plan will be required to show all improvements.
10. One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet may be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. The sign shall have a monument style base or include lattice, and shall include plantings as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on the premises.

11. Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises for this land use.
12. Buffers required:
 - a. 100-foot buffer from all adjacent residential lot lines for walking trails.
 - b. 300-foot buffer from all residential lot lines for tree top adventure and any outdoor recreation uses occurring after dusk.
13. As accessory to the proposed use, a Concession stand will be permitted to sell related merchandise, equipment, and food and drinks to guests.
14. This Special Exception shall become null and void if the use of the subject property is abandoned for a period of twenty-four (24) consecutive months.

This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant or operator to comply with any of the listed conditions or any provision of federal, state or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Adoption of an Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorizing the participation of Prince George County in the Crater Regional Workforce Chief elected officials consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. Mr. Jeff Stoke stated that at the Board's January 28, 2020 regular meeting, information was presented regarding the Crater Regional Workforce Chief Elected Officials Consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. The Board indicated a consensus to move forward with accepting an Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorizing the participation of Prince George County in the Consortium. Staff is requesting that the Board approve the Ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 and authorize the participation of Prince George County in the Crater Regional Workforce Chief Elected Officials Consortium under the auspices of the Crater Regional Workforce Development Board, and for other related purposes. Chairman Hunter opened the public hearing at 7:56 p.m. There being no one to speak, the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

O-20-05

AN ORDINANCE TO PROVIDE FOR THE IMPLEMENTATION OF THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014 AND AUTHORIZING THE PARTICIPATION OF PRINCE GEORGE COUNTY IN THE CRATER REGIONAL WORKFORCE CHIEF ELECTED OFFICIALS CONSORTIUM UNDER THE AUSPICES OF THE CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD, AND FOR OTHER RELATED PURPOSES

WHEREAS the federal Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, codified at 29 U.S.C. § 3101 *et seq.*) (the “Act”), provides federal funding to states for the delivery of workforce training and other services; and

WHEREAS among other things the Act, together with implementing state law codified at Virginia Code § 2.2-2470 *et seq.*, requires the Governor to designate local workforce development areas to deliver workforce development services within this Commonwealth; and

WHEREAS the Governor has designated *the City of Colonial Heights, Dinwiddie County, the City of Emporia, Greensville County, the City of Hopewell, the City of Petersburg, Prince George County, Surry County, and Sussex County, Virginia* (the “Member Jurisdictions”) as the Area 15 Workforce Innovation and Opportunity Act Area; and

WHEREAS the Member Jurisdictions previously entered an agreement effective October 5, 1999, to administer jointly the Workforce Innovation and Opportunity Act programs (WIOA), formerly known as the Workforce Investment Act (WIA), and have operated such programs continuously; and

WHEREAS such programs have been conducted under the auspices of Crater Region Workforce Development Board (the “Workforce Development Board”) or the Workforce Investment Board which constitutes a “local workforce development board” under the provisions of Virginia Code § 2.2-2470 *et seq.*; and

WHEREAS the Act delegates certain functions in connection with the governance of the Workforce Development Board to the “chief elected officials” of the Member Jurisdictions, and requires the Member Jurisdictions to enter into an agreement regarding the joint exercise of the powers so delegated; and

WHEREAS Virginia Code § 15.2-1300 provides that local governments may enter into agreements for joint or cooperative exercise of any power, privilege, or authority which each is capable of exercising individually; and

WHEREAS the Member Jurisdictions desire to continue to recognize a joint entity under the Act and, under Va. Code § 15.2-1300, jointly to exercise their powers through Crater Region Workforce Chief Elected Officials Consortium (the “Consortium”) under a new agreement among the Member Jurisdictions; and

WHEREAS the Consortium will perform the duties incumbent on the Member Jurisdictions individually under the Act; and

WHEREAS the continued existence and operation of a joint entity will permit the delivery and oversight of workforce services in a manner that will help ensure accountability to the governing bodies of the Member Jurisdictions and the efficient discharge of the responsibilities of the Member Jurisdictions under the Act; and

WHEREAS these recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY, to wit:

1. Authorization of Agreement. The Board of Supervisors hereby authorizes Prince George County to enter into the “Crater Region Workforce Chief Elected Officials Consortium Agreement” (the “Agreement”) in substantially the form presented at this meeting, and which is annexed and incorporated by reference as a part of this Ordinance.

2. Execution of Agreement. The County Administrator is hereby authorized and directed to execute and deliver the Agreement, and to take such other or further action as such official(s) determine is necessary or convenient to implement the Agreement.

3. Repeal of Prior Ordinances/Agreement. This Ordinance supersedes any prior ordinances or resolutions (if any) related to the October 5, 1999 agreement or creating a local joint entity for the purpose of operating federally funded workforce training programs. The provisions of the Agreement supersede the prior agreement regarding the consortium dated October 5, 1999.

4. Effective Date. This Ordinance shall take effect immediately.

5. Repeal of previous approval. Prince George County resolution R-19-153C dated December 10, 2019 shall be repealed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS (cont'd)

A-6. Presentation of FY21 Budget. Mr. Percy Ashcraft, County Administrator, stated that the Budget is submitted to assist the Board of Supervisors in making policy decisions that are geared to meet the challenges of the community, as well as lend itself to public scrutiny through input from taxpayers and the media. The Budget is also designed to incorporate extensive financial controls and pursue goals of efficiency and effectiveness by balancing short-term and longer-term community interests. Ultimate approval of the annual Budget is seen as the most important action taken by the Board of Supervisors. The Budget serves as a financial roadmap for what programs and services are offered in Prince George County. The Budget is balanced in accordance to State code and is proposed to reflect accurate revenues and

expenditure projections with the best information that is available at the time of presentation. Furthermore, it is proposed to continue providing a high level of service to the citizens and businesses of Prince George County. Prince George County for FY '19 reported on time its financial data required by its auditor Robinson, Farmer, Cox. As a result, an unmodified (clean) opinion was given by the auditing firm. Prince George County's AA plus bond rating was reaffirmed in March of 2017. All financial policies approved by the Board of Supervisors were adhered to in FY '19, and recommendations in the FY'21 Budget were determined with all policies in mind. The Board of Supervisors has approved the construction of a new Walton Elementary School. The debt issued for this project and other School and County projects recommended for FY '21 will create some instances of non-compliance with the County's 10-year payout ratio policy. The Finance Department for calendar year 2019 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2018. Additionally, the County received GFOA's Distinguished Budget Presentation Award for the FY '20 Budget. Staff continues to recommend to the Board of Supervisors the keeping of Fund Balance above 15 percent, even though the percentage requirement was reduced to 12.5 percent from 15 in 2015. The Fund Balance reported in the FY '19 audit was 22.5 percent. The projection for FY '21 is 17.3 percent. The forecast for June 30, 2020 is 18 percent. No Fund Balance will be used to balance the General Fund for FY '21.

Calendar year 2019 was another dynamic 12 months for Prince George County. An aggressive Staff agenda was endorsed by the Board of Supervisors, and a multitude of goals were accomplished in every area of government. As a result, numerous honors and awards were issued to departments and individuals. They include:

- Deputy County Administrator Jeff Stoke was named to the VLGMA Board of Directors.
- Deputy County Administrator Julie Walton was named to the VBCOA Board of Directors and was appointed legislative chairperson.
- Assessor Rod Compton received the Assessment Administration Specialist (AAS) designation from the International Association of Assessing Officers (IAAO). Less than 400 people have achieved this designation internationally over the past 20+ years and he was number 392.
- Economic Development Specialist Yoti Jabri was appointed Prince George County Enterprise Zone Coordinator and was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce.
- Animal Services employee Samantha Santilli was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce.
- Fire & EMS Director Brad Owens was named a 'Top 40 Under 40' by the Hopewell-Prince George Chamber of Commerce; and graduated from the prestigious LEAD Program for career development.
- Riverside Criminal Justice Agency employee Angel Watson was awarded the 'Employee of the Year' in 2019.
- Animal Services Officer Dana Newmeyer, was recognized by the Riverside Community Criminal Justice Board during the 9th Annual Community Appreciation breakfast.
- The 2019 "Officer of the Year" award was presented to one of PGPD's finest, Officer Kelly Borshch. The annual award and anniversary banquet for local public safety members was generously provided by the Hopewell VFW Post 637.

- Social Services Department Social Worker Amanda Binford was named '2019 State Social Worker of the Year' and to the 'Top 40 Under 40' list.
- Social Services employee Sabrina Martinez was recognized for her idea on 'Asset Based Community Development' by the Virginia Department of Social Services.
- Prince George County was named 'Best Community in Which to Live' for the third straight year by the readers of the Progress-Index.
- Prince George County earned the 'Government Agency' Award by the Friends of Lower Appomattox River.
- Prince George Back to School Fair won achievement awards by the National Association of Counties (NACO) and the Virginia Association of Counties (VACo).
- Prince George County Human Resources received recognition for its participation in the Youth Workforce Program.

The County continues to have an aggressive approach to informing its citizens through its website and the social mediums of Twitter, Facebook, Tumbler and Constant Contact outreach. Facebook has over 9,770 followers while Twitter has almost 2,580 followers. In addition the website had 201,641 new users in calendar year 2019. A weekly County newsletter has 1,312 subscribers. The spring and fall County newsletter is mailed to over 15,000 locations in the County. In addition, relationships remain strong with traditional media such as newspapers, television and radio.

According to the Weldon Cooper Center for Public Service, Prince George County as of July 1, 2019 had an estimated population of 37,350 which is a 4.5 percent increase above the 2010 Census figures. The figures are broken down in five categories: (1) General Population 29,371; (2) Fort Lee 3,809; (3) Riverside Regional Jail 1,375; (4) Federal Prison - Low Security 1,193; Medium Security 1,602. The unemployment rate in Prince George remained stable in 2019. The latest figures showed a 2.9 percent rate through December.

Investments made by the Board of Supervisors in various community projects advanced in 2019. This includes completion of a new courtroom in the County Courthouse and completion of a new fire station on Route 10/Moody Road. Design continued on two new utility projects along Route 156 and Route 460 to the Food Lion Distribution Center. New Scott Park (the Buren Property) hosted its Second Travel Soccer Tournament (Jerry Skalsky Memorial Tournament) and practices and games by the Parks & Recreation Department were held throughout the year. Continued improvements at the Central Wellness Center created upgrades to several rooms on the first floor that are now occupied by non-profit organizations. The Board of Supervisors approved funding for Phase I improvements to the facility that will install a sprinkler system, upgrade restrooms and renovate a shower area to qualify the facility as an emergency shelter. Outside of the facility, a new walking trail was completed named 'Turkey Trot Trail.' The County's Stormwater Program continued to make upgrades and improvements, including completion of one project at Cedar Creek Reach 2 and with continued work in Birchett Estates and at Cedar Creek Reach 5. Major maintenance repairs were completed at the County Administration Building & the County Courthouse. New 'Welcome Signs' were installed at entry points into Prince George County. A new sidewalk was installed for greater safety between the Administration & Bland buildings. An 'Adult Services Center' was established at the Human Services Building. Several Utility Maintenance

Projects were completed in 2019. A new public safety radio system was approved by the Board of Supervisors. A dual project with Fort Lee to collaborate on 9-1-1 services was completed. New Alerting Systems for six fire stations were approved and ordered. Four new pieces of fire apparatus were ordered with fall 2019 bond proceeds in accordance with County Ordinance §74-4 that devotes two cents of Real Estate Tax revenue to apparatus replacements. In-car cameras were installed in certain Police vehicles. Satellite office for Police and a new training room for Fire & EMS were established at the Central Wellness Center. Renovations were made to the Emergency Operations Center and new work stations for the Communications Officers have been ordered. An architect was hired to design a new fire station at Jefferson Park.

In 2019, Prince George County had businesses complete or start new private investment with new locations, renovations, or expansions. The following projects were completed or started: NVR, Inc., Campofrio, Inc., Southside Physician Network, Proud Mama Kitchen, Morelia Mexican Restaurant, Tree Time Adventure and Fitness Park, Prince George Hibachi Hut, Virginia Physicians For Women, and Sheetz. Discussions regarding Amazon began in 2019 and the announcement of 150 new jobs at the former Ace Hardware facility was announced February 19, 2020. There were a total of 2,260 business licenses in 2019 (2,129 in 2018). New business licenses in 2019 amounted to 416 (compared to 301 in 2018). The remaining 1,844 business licenses were renewals.

A demand for services continues to increase, with pressures being felt throughout the entire County Government. Total permits, applications and reviews completed by the Community Development & Code Compliance Department increased 16.7 percent in 2019. Total Property Maintenance & Environmental inspections in the Community Development & Code Compliance Department increased 12.6 percent in 2019. Total arrests increased 16 percent in 2019. Total traffic stops increased 3 percent in 2019. Total calls for service increased 1 percent in 2019. Fire & EMS handled 3,698 calls for service in 2019 that required one or more EMS units, which is an 11 percent increase over 2018. Mutual aid calls into the County (calls for which surrounding jurisdictions provide assistance) decreased to 27 calls in 2019 from 40 calls in 2018, or by 32 percent. Response times for the first fire apparatus arriving on a fire scene improved by two minutes for calls that required a fire company to be activated in 2019. The County Attorney's Office responded to 457 Freedom of Information and Court subpoena requests in 2019. The Utilities Department served 4,464 total customers in 2019, less than a 1 percent increase. The Real Estate Assessor's Department conducted 3,091 property inspections/visits in 2019. The Real Estate Assessor's Department maintained online property records for 13,829 parcels in 2019. The Real Estate Assessor's Department successfully implemented the Vision CAMA system to replace the legacy system in place since 1999. The Social Services Department served an average of 6,732 participants each month in 2019. The Social Services Department accepted 180 child protective service referrals in 2019, an increase of 2.5 percent. The Social Services Department conducted 32 investigations that resulted in 14 founded dispositions in 2019, an increase of 27.3 percent. The Children's Services Act served 57 youth in 2019, an increase of 32.5 percent. Pre-trial investigations in the Riverside Criminal Justice Agency increases 28 percent in 2019, and placements on home electronic monitoring increased 37 percent. Local Probation services in the Riverside Criminal Justice Agency increased. The Riverside Criminal Justice Agency completed 40 percent more alcohol tests and the number of positive alcohol tests increased by 80 percent. Participation in Parks & Recreation Athletic Leagues increased by 5 percent. Participation in Parks

& Recreation Athletic Camps increased by 8 percent. General District Court felony filings totals up to 437 in 2019, a 7.9% increase; misdemeanor filings were down 1% from 2018 levels. Juvenile & Domestic Relations Court felony filings up to 116, a 22% increase; misdemeanor filings were down by 6% from 2018 levels.

The FY '20-21 Budget is prepared based on the following provisions:

- Real estate revenue is projected to have an increase over FY '20. Other revenue sources including machine and tools taxes and meals taxes are also projected to increase.
- Inflationary increases are necessary for permit and business license fees.
- Utility fee increases are necessary to continue to maintain water and sewer operations and to pay for needed capital maintenance and expansion.
- Continued increase in costs at Riverside Regional Jail is projected.
- Increase in Comprehensive Services Act expenditures.
- New positions are necessary to keep up with critical needs in various departments.
- Capital projects are included in the FY '21 Budget headlined by the construction of a new elementary school.
- Employee health insurance premiums will stay flat.
- Small contribution increases to the Virginia Retirement System for retirement and group life insurance.
- Increases to Worker's Compensation and Line of Duty Act premiums driven by legislative expansion of benefits for first responders.
- Expanded cyber security coverage to ensure appropriate and swift response to data and system threats and attacks, and to combat potential impact to our bond rating for inadequate preparedness.
- Continuing a vehicle replacement plan for vehicles throughout County Government.
- Continued implementation of a 2018 Salary Study by providing compression increases for impacted employees; career development will be implemented in all County departments.
- Providing financial support for the Public School Division based on a revised Revenue Sharing Calculation approved by the Board of Supervisors in August 2019.
- Advancing utility projects as outlined in the Master Plan.
- The need to continue to address maintenance upgrades to County buildings.

The total County Budget proposed is \$129,748,493 which is 5.4 percent more than the Budget document adopted for fiscal year 2020. The General Fund Budget is \$61,720,893, which is 6.9 percent more than the adopted amount for fiscal year 2020. General Fund expenditures for FY '21 are \$3,959,405 greater than FY '20. This equates to an increase of 6.9 percent from FY '20. Included in this increase is a \$1,262,500 contribution to capital debt reserves to fund several needed school, public safety and county capital construction and improvement projects. There are 283 full-time employees and 8 part-time positions authorized in the Budget proposal and 278 full-time and 8 part-time positions are funded. For FY '21 the following General Fund position additions are proposed: two Police Officers; a Deputy Director of Fire/EMS; a Senior Real Estate Appraiser; an Information

Technology Computer/Technical Support Specialist; a Parks & Recreation Senior Grounds Maintenance Worker and a Social Services Manager III – Case Manager (84.5% state funded). One employee reclassification is also proposed for General Services - Building Maintenance Mechanic to Electrician. The General Fund Cost for salary and benefits for new positions is \$503,424. The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '21 is 37 percent of the Budget. The Budget does not include a salary increase for all County employees. The Budget includes compression increases for impacted employees to continue partial implementation of the 2018 Salary Study at a General Fund cost of \$76,500 (\$19,795 other funds). The Budget also includes \$98,500 for Career Development for all County departments; \$92,500 General Fund; \$6,000 other funds. No increases are projected for employee health insurance costs. A General Fund increase of \$51,914 is necessary to cover an increase in the retirement contribution to VRS (\$6,079 other funds), and another \$4,098 is needed for higher group life insurance rates (\$480 other funds). The General Fund budget includes \$23,053 more to pay higher projected worker's compensation and Line of Duty Act (LODA) premiums; other funds are impacted by \$476. These increased worker's compensation and LODA premiums result chiefly from expected General Assembly action to cover more illnesses for first responders.

The proposed local transfer to the Public School Division is 27 percent of the General Fund Budget for FY '21. The proposed budget includes funding in compliance with the School Revenue Sharing Calculation approved by the Board of Supervisors in August 2019. The amount of the transfer is \$16,910,183 (\$16,746,798 to the School Operating Fund and another \$163,385 to the School Textbook Fund). Proposed is a transfer of \$567,000 from the School Division to the County to cover education-related Comprehensive Services Act expenditures, \$53,000 less than in FY '20. The updated, approved School Revenue Sharing Calculation includes provisions to "carve out" or remove from the school operating transfer calculation, additional revenues derived from tax rate increases or changes to the tax structure, those additional revenues devoted to school capital expenditures and increased operating and capital expenditures for public safety. Also proposed are contributions to Richard Bland Community College at \$20,000; and John Tyler Community College \$4,567. A contribution is included for the Virginia Cooperative Extension Office at \$83,550. This amount supports local 4-H and other agricultural activities.

The FY '21 Budget includes funding for first responders in the Fire & EMS Department and the Police Department. The Fire & EMS Budget is proposed at \$3,848,280, a 12.7 percent increase over FY '20. Included is the addition of a Deputy Director of Fire/EMS, increases for LODA and worker's compensation premiums, increases for additional turnout gear (\$23,945), and increases in part-time staffing and training to allow for expanded paramedic status attainment. The Police Department Budget is proposed at \$6,367,878, a 7.4 percent increase over FY '20. Included is the addition of two full-time sworn police officers, the addition of three school resource officers (who were added during FY '20), increases for LODA and worker's compensation premiums, and some limited increases for training, uniforms and supplies. Corresponding DCJS School Resource Officer grant funding of \$213,052 has been included in the proposed revenues for FY '21 to cover the largest portion of salaries and benefits for four (3 additional and 1

continuing) School Resource Officers. The School Local Transfer Calculation includes “carve outs” of additional tax revenues totaling \$583,041 which are devoted to the following Public Safety operating expenditure increases:

- Two Police Officers - \$135,176
- Deputy Director Fire/EMS - \$127,122
- Deputy Sheriff - \$62,899 (added mid-year FY '20 and placed in budget base FY '21)
- Emergency Communications Center Maintenance Contract increases - \$48,779 (State mandated dual authentication and E-911 system maintenance increase)
- Fire/EMS Turnout Gear increase - \$23,945
- SAFER / FEMA Hiring Grant 00412 loss - \$185,120

Another \$144,238 of increased revenue devoted to proposed Public Safety capital initiatives has been carved out of the School Transfer calculation as has \$560,000 (2¢) in Real Estate Tax Revenue devoted to Fire/EMS apparatus replacements in accordance with Prince George County Ordinance §74-4.

Volunteer Fire and Rescue companies will receive a combination of \$4,766,370 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$4,449,444 distributed through Fire & Rescue Administration and SAFER initiatives, and \$316,926 in contributions to fire companies in the form of Fire Company budgets. Combined proposed spending is \$467,606 more than in FY'20. An estimated amount of \$124,000 will be appropriated equally to the Fire Companies in the fall of 2020 for Fire Programs Funds. The County is also funding \$30,334 to cover the mandate by the General Assembly for coverage for the Volunteer Fire & EMS and Auxiliary Police relative to the Line of Duty Act. The Length of Service Awards Program (LOSAP) is a benefit provided to fire volunteers for length of service to the County. The fund is budgeted based on an actuarial study and is administered by Hometown Insurance Agency. The General Fund contribution budgeted for FY'21 is \$141,000. Volunteer Fire & EMS companies also receive the amount of two cents on the real estate tax rate in an Apparatus Replacement Fund. The amount for FY '21 pledged to debt service from those two cents is \$484,267. Another \$75,733 will be transferred to the Capital Improvement Fund for Apparatus to equate to two cents of the real estate tax, or \$560,000.

Another increase in the Budget from FY '20 to FY '21 is the expenditures to the Riverside Regional Jail. Increases in the daily population, coupled with declining jail revenue, have created the need for an increased Prince George County contribution of \$2,188,680, or \$156,904 (7.7 percent) over last year. The proposed contribution to Riverside Regional Jail is based on a recommended daily per diem of \$46 per day. The per diem must be approved by the full board of the Riverside Regional Jail. In addition, a contribution to the Crater Youth Care Commission is expected to rise by \$25,818 or 8.75 percent over FY '20. The Department of Social Services is funded at 3.8 percent of total Budget expenditures. The local portion is \$864,236. Also proposed is \$2,005,300 to cover expenses related to the Comprehensive Services Act, of which \$754,300 is the required local match. The increase in Comprehensive Services Act spending is \$55,300 or 2.8

percent. The County participates in the VJCCCA (Virginia Juvenile Community Crime Control Act) program. One local employee oversees juvenile home monitoring and juvenile community service programs. A total of \$93,786 is included for this program for FY '21. The County receives state funding of \$52,775 and \$41,011 is the budgeted local contribution.

The Board of Supervisors will consider borrowing funds in the Spring of 2021 to complete another round of borrowing for various capital projects. Davenport, the County's financial advisor, assisted the Capital Improvement Plan Committee in developing a model to determine how the requested and ranked capital projects could strategically be accomplished over time by permanently devoting \$1,262,500 in real estate tax resources (value of 5 cents of Real Estate Tax in FY '20 + 1% growth) to repay debt from bond issuances. The recommended capital projects to be financed in FY' 21 by bond issuance total \$38.03 Million and are:

- A New Walton Elementary School [School] - \$31,954,151*
- Prince George High School Generator [School] - \$179,220
- Zoll X Series Monitors [County Public Safety] - \$157,276
- County Fleet Garage Bay Expansion [County] - \$2,100,000
- School Technology Infrastructure [School] - \$328,000 [E-Rate local match]
- School Buses [School] - \$412,000
- Prince George Volunteer Fire Company 1 Renovations [County Public Safety] - \$2,500,000
- Police / County Vehicles [County Public Safety / County] - \$400,000 (continuation)

*Excludes \$1,000,000 in Design Fees appropriated by the Board of Supervisors in FY'20.

Capital recommendations and one-time equipment purchases include Information Technology, Recreation, and Fire and EMS. No General Fund vehicles are proposed. Proposed is the purchase of two vehicles by the Economic Development Fund. These purchases will allow for the transfer of two existing fleet vehicles for use in other County departments. Proposed for FY'21 is continued debt issuance of \$400,000 for vehicles; police and administrative. There is also \$350,000 included to continue maintenance projects to County buildings and grounds.

Proposed County-wide Debt Service payments and contributions to reserves for debt service are significantly higher than in FY '20. Proposed is year 1 of a permanent contribution to debt / capital reserves of \$1,262,500 to fund debt repayment of numerous School, Public Safety and County capital projects. The allocation of that debt/capital reserve is based on the MADS (Maximum Annual Debt Service) requirement for each category as follows:

- School (86.256%) - \$1,088,986
- County Public Safety (11.425%) - \$144,238
- County (2.319%) - \$29,275

Total proposed debt service expenditure budget is \$9,650,871; \$1,663,459 greater than the FY'20 adopted amount. The proposed General Fund transfer to Debt is proposed at \$8,454,794; \$1,385,288 greater than in FY '20. This increase is \$122,788 excluding the \$1,262,500 contribution to debt/capital reserve referenced above. Debt is typically broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. A One-Time Source Category has been added for FY'21, as the board approved utilizing one-time funding sources (Investment Interest and Economic Development Funds) to repay some of the debt issued in the fall of 2019. Utilities, County Stormwater, and Economic Development have specific revenue streams which support debt related to these activities. County Tax Supported and School debt are supported by the General Obligation of the County and relies completely on the tax dollar.

The Prince George County Public Utilities Department is an enterprise fund charging fees for services rendered in an amount great enough to cover its own expenses. Revenues are primarily generated through user fees and connection charges. General Fund tax dollars are typically not used to fund the annual operating expenses of the department. Each year the County reviews the utilities fees to ensure that the on-going fees are sufficient to cover the continuity of its operations. Fee increases are proposed at three (3) percent for water and one (1) percent for wastewater. This will raise the average household bi-monthly bill to \$53.38 for water and \$114.16 for wastewater. The department serves approximately 4,464 customers. This includes 4,035 residential customers and 429 non-residential customers. There are approximately 2,919 customers that receive both water and sewer services, 235 water-only customers, and 1,310 sewer-only customers. The department operates and maintains the County's public water and wastewater systems including the central water distribution system, six rural water well systems, and 25 wastewater pumping stations. Two additional positions are requested for FY'21; a Utility Engineering Technician and a Meter Technician. These positions are proposed to better manage continued maintenance and expansion projects with less reliance on contracted professional services and overtime of existing staff. The Utilities Enterprise Fund's cash position has remained steady with adequate reserves. At June 30, 2019, cash on hand was just over \$12 million. The fund ended fiscal year 2019 with a \$26,381,309 net position, up \$1,588,345 from fiscal year 2018. Leveraging the Enterprise Fund's strong financial position and stable revenues should enable the Department to balance cash and debt funding to reinvest in infrastructure to ensure that capital assets are renewed appropriately to protect the long-term viability of providing water and wastewater services to the community. FY 2021 includes an increase of \$202,771 in expenditures from the FY 2020 budget. This increase is primarily due to the continuation of capital project expenditures and contributions for capital maintenance. Revenues to offset the additional expenditures are expected through additional utility customer accounts as well as funds from Utility cash reserves. The FY 2021 proposed budget includes \$5,875,923 for projects related to the expansion of utilities and the repair or replacement of existing utility infrastructure. A portion of these projects will be paid from a borrowing (\$5,178,752) that will be paid by water and sewer fees and \$697,171 will be paid for within the operating budget. The total proposed Utilities Budget for FY 2021 is \$8,759,034; \$6,931,078 net of inter-fund transfers.

General Fund revenue is budgeted at \$61,720,893, an increase of \$3,959,405 over FY'20. Growth in the real estate revenue is projected at \$1,900,000 or 8.12 percent. The proposed Budget contains no increase in the real estate tax rate, which remains at 0.86 cents per \$100 of assessed value. Commercial and Industrial real estate parcel values represent

16.5 percent of assessed real property values, while residential, agricultural and multi-family assessments make up 83.5 percent. Other increases in revenue include \$520,000 in personal property, which is garnered from an increase in book values and proration that was adopted by the Board of Supervisors in 2014. Mobile home collections are expected to remain steady with phased-in addition of units at Pine Ridge Mobile Home Park which began during FY '19 and will continue into FY '21.

Significant additional expected revenue changes are:

- Local Sales & Use Tax - \$219,320 [Preliminary Estimate]
- Motor Vehicle Licenses - \$100,000
- Public Service Taxes - \$77,000
- Machinery & Tools Tax - \$215,000
- Penalties & Interest - \$100,000
- Retail Sales Licenses [Local & Fort Lee] - \$95,435
- Professional Licenses - \$33,569
- Service Licenses [Local & Fort Lee] - \$114,012
- Fort Lee Contractors Licenses - \$40,000
- Bank Stock Taxes - \$23,000
- Taxes on Recordation & Wills - \$25,000
- General Fund Portion of Lodging Tax – (\$22,013)
- Building and Trades Permit Fees - \$295,230
- Interest Revenue - \$300,000
- Charges for In-House Vehicle Repairs – (\$15,000)
- Police Security Recovered Costs – \$10,000
- State Communication Taxes – (\$75,000)
- Public Assistance (Social Services) – (\$43,955)
- Comprehensive Services Act - \$31,275
- Federal Welfare Administration - \$53,159
- School Resource Officer Grant - \$213,052
- FEMA SAFER Grant - Fire/EMS – (\$185,120)
- Transfer from Schools CSA - (\$53,000)

Riverside Criminal Justice Agency is a self-supporting fund which relies on state grants in the amount of \$781,777 and local funding from the three participating jurisdictions, Hopewell, Surry and Prince George totaling \$153,264. The contribution for Prince George is proposed at \$62,986. Planned use of \$100,000 in Riverside Criminal Justice Agency fund balance is proposed for FY '21. This fund balance has accumulated from a year-long staffing vacancy, and will provide the three participating jurisdictions a one-time reduction in their local contributions. Remaining funds in the budget are provided by client fees for services to make a total proposed budget of \$1,082,693. Prince George is the fiscal agent for Riverside Criminal Justice Agency and includes the Agency in the County-wide budget.

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,300,000, an increase of \$175,000 (15.6 percent). The Department of Economic

Development will pay \$386,119 in debt related to the construction at Crosspointe Centre and will make a one-time contribution of \$100,000 to the debt fund to satisfy a FY'21 payment related to Broadband Expansion (Series Fall 2019 Bonds). This fund covers the County memberships with Virginia's Gateway Region for \$45,479, Crater Planning District Commission for \$23,221, and the Longwood Small Business Development Center for \$6,300. The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. The General Assembly is considering the request by the Board of Supervisors to increase the tax to seven percent. Two percent will remain in the General Fund and the remaining five percent will be transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County. The FY '21 budget projects \$678,298 in revenue from this lodging tax to be specifically dedicated to the Tourism Fund. The County's annual contribution to the Prince George County Heritage Center remains at 7.5 percent of the lodging tax (\$50,872) and assists with funding daily operations. Funds have been set aside for contributions to the Petersburg Area Regional Tourism \$38,500 and to the Hopewell-Prince George Chamber Visitor's Center \$46,440. Also included in the Tourism Fund budget are \$149,315 for debt service on the I-95 Exit 45 water system and \$20,000 for maintenance of improvements made at Exit 45. The proposed contingency is over \$247,000 and recommendations will be made for sports-tourism related capital improvements.

In conclusion, the proposed Budget for FY '21 is balanced in accordance with State financial principles and those policies adopted and adhered to by the Board of Supervisors. It includes an increase in Real Estate assessed values of over 8 percent, with no increase in the tax rate. Setting aside over \$1.2 Million for the construction of a new elementary school and other capital projects; funding a total of \$8,545,794 in debt retirement and contributions to debt reserves. It includes increases in permit, license and utility fees to keep up with inflation. It funds the Public School Division at \$16,910,183, a \$222,532 increase over FY'20. The transfer is based on the School Revenue Sharing Calculation adopted by the Board of Supervisors in August 2019. Increases in contributions to the Riverside Regional Jail are \$156,904 over last year. It funds volunteer programs at \$4,766,370, which includes direct contributions from the County; funds through the Department of Fire & EMS budget; SAFER grant amounts; and special programs such as Line of Duty Act and Length of Service Awards Program. It provides funding for the Comprehensive Services Act at \$2,005,300, with \$754,300 the required local match for CSA. The increase in Comprehensive Services Act spending is \$55,300 or 2.8 percent. It includes funding for capital projects and law enforcement and administrative vehicles and recommends a \$207,158 increase for equipment and software in the General Fund. It includes funding for Utility projects (cash and debt financed) in the amount of \$5,875,923. Seven additional General Fund positions are requested and two additional Utility Fund positions. There are no increases proposed for employee health insurance premiums. Retirement, Group Life Insurance, Worker's Compensation and LODA increases are anticipated and have been included in the FY'21 budget. Compression increases in the amount of \$76,500 (General Fund) are proposed to continue partial implementation of the 2018 Salary Study and \$92,500 is included for Career Development for County departments in the General Fund. \$350,000 proposed for building maintenance. Keeps Fund Balance at 17.3 percent, above the 12.5 percent mandated by policy established by the Board of Supervisors. Mr. Ashcraft thanked Deputy County Administrator/Finance Director Betsy Drewry; Accounting Supervisor Lori Robertson; Financial Reporting Accountant Ashley Talmage and Deputy County Administrators Jeff Stoke and Julie Walton for their assistance in putting this document together. County Staff values board member input provided at budget work

sessions and the continued dialogue through the budget adoption process. We look forward to another year of success and sound fiscal management in FY '21.

A-2. Resolution; Authorize the Fire & EMS Department to Complete and Submit a Grant Application to The Federal Emergency Management Agency for a Total Replacement of (SCBA) Self Contained Breathing Apparatus. Mr. Brad Owens, Director of Fire and EMS, stated that Prince George Fire and EMS is requesting permission to apply for the 2020 Assistance to Firefighter Grant through the Federal Emergency Management Agency. Prince George Fire and EMS conducted an SCBA overhaul in 2004. Several packs were replaced and brought up to the 2002 standards. Since then, several changes have taken place making our current cache obsolete. The current low pressure systems are no longer acceptable. The current standard calls for high pressure systems. Therefore, recently purchased SCBA's are now mixing with obsolete SCBA's creating the potential for mix parts and accessories which could lead to a potential catastrophic failure of SCBA's resulting in firefighter deaths or injuries. Additionally, a failure could result in the inability to perform lifesaving rescues, save citizens property and protect the environment. Fire and EMS is in need of replacing the out dated SCBA's that our firefighters are utilizing to enter hazardous environment when protecting our citizens. The current SCBA's are 4 standards out dated. The project calls for SCBA's that meet current standards and incorporate new technology to ensure the safety of our first responders is protected. The total estimated cost of the project is \$1,080,000.00. The AFG Grant requires a 10% cost match for jurisdictions of our size. Therefore, if awarded, the County will be required to contribute \$108,000.00 towards the project. Mr. Webb asked Mr. Owens what the plan is if they do not get the grant. Mr. Owens stated that they would continue to look at other ways to get the air packs replaced. Mr. Owens stated that they currently have 10 low pressure bottles that will need to be replaced in the next couple of months and there are some coming up in the next year that will need to be replaced. If they do not get the grant and if the Board does not want to fund the total replacement, they will need to replace them with other maintenance items out there. Mr. Webb stated that with a 15-year life maximum, there is no way to rotate them out unless you have a bottle that fails or it comes within three years of the next inspection. Mr. Owens stated that when the total replacement took place in 2004, there was no CIP process in place. Since then there have been other mechanisms in place to do that. Therefore, now they know how many bottles that have and they know how to plan in future CIP endeavors and continue to seek out opportunities for grants. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-20-030

A-2.

RESOLUTION; AUTHORIZE THE FIRE & EMS DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR A TOTAL REPLACEMENT OF (SCBA) SELF CONTAINED BREATHING APPARATUS

WHEREAS, the Fire & EMS Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$1,080,000.00 through The Federal Emergency Management Agency; and

WHEREAS, the total award of \$1,080,000.00 and 10% local match of \$108,000.00 (total \$1,280,000.00) will be utilized to replace all self-contained breathing apparatus (SCBA's) and components; and

WHEREAS, the grant requires a ten percent (10%) cash match of \$108,000.00, which requires a local appropriation.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020, does hereby authorize the submission of a grant application for \$1,080,000.00, which requires a 10% local cash match of \$108,000.00 which will require a local CIP or General Fund appropriation, for the replacement of self-contained breathing apparatuses.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Federal Emergency Management Agency.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 110.1 Through 110/5 Entitled *County Vehicle*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the administrative policy entitled *County Vehicle* for the Board's consideration due to the workplace accident in August 2019. Languages has been added to state that employees shall ensure that all occupants are riding in an area of the vehicle that is equipped with seats and a seatbelt. In addition, they have included language that employees shall not drive in the wrong side of the road towards oncoming traffic while performing their duties. The revision will also state that employees shall adhere to all the manufacturer's specifications and limitations within the operator's manual for the vehicle. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-031

A-3.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTION 110.1 THROUGH 110.5
ENTITLED *COUNTY VEHICLE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the revision to the policy entitled *County Vehicle* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 25th day of February, 2020 does hereby amend the Prince George County Personnel Policy by approving the revised policy entitled County Vehicle as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):**

A. Resolution; Appointment (Three-Year Term –Board of Grievance Appeals). Mr. Brown made a motion, seconded by Mrs. Waymack to reappoint Mr. Tim Webb. Roll was called on the motion.

R-20-032

A-5A.

RESOLUTION; APPOINTMENT (THREE-YEAR TERM - BOARD OF GRIEVANCE APPEALS.

WHEREAS, Mr. Tim Webb’s term on the Board of Grievance Appeals will expire on March 8, 2020; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of February, 2020 does hereby reappoint Mr. Tim Webb to the Board of Grievance Appeals to serve a three-year term beginning March 8, 2020 and ending on March 8, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Discussion of Opioid Litigation. Mrs. Waymack requested that this item be added to the agenda. County Attorney, Dan Whitten, stated that this is a law suit against Johnson & Johnson, Janssen Pharmaceuticals, Inc. seeking damages in the opioid epidemic. Mr. Whitten is requesting that the Board authorize the law firm of Sanford Heisler Sharp LLP and the Cicala Law Firm PLLC to file a complaint on behalf of Prince George County. Mrs. Waymack made a motion, seconded by Mr. Webb, to authorize the law firm of Sanford Heisler Sharp LLP and the Cicala Law Firm PLLC to file a Complaint in the United States District Court Northern District of Ohio Eastern Division against Johnson & Johnson, Janssen Pharmaceuticals, Inc., Othro-

McNeil-Janssen Pharmaceuticals, Inc., and Normaco, Inc. regarding the opioid epidemic. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to March 5 for the purpose of a budget worksession, at 6:00 p.m. in the Boardroom, Third Floor, County Administration Building. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:53 p.m.

[Draft Minutes prepared March 3, 2020 for consideration on April 14, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator