

**AGENDA**

Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: April 14, 2020  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**7:00 p.m.**

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

**CALL TO ORDER**

Roll Call

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO U.S. FLAG**

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

- C-1. Draft Minutes – February 24, 2020 Special Called Meeting; February 25, 2020 Regular Meeting; March 5, 2020 Budget Worksession; March 10, 2020 Regular Meeting; and March 12 Budget Work Session Minutes.
- C-2. Resolution; Approval of Refund of Bank Franchise Tax to Branch Banking & Trust Company (\$18,072).
- ~~C-3. Resolution Confirming Declaration of Local Emergency Due to the Outbreak of Covid-19. [4] [DELETED]~~
- C-4. Resolution; Acceptance of Branchester Lakes Subdivision Sections 14 and 15 into Virginia Department of Transportation/ Secondary System of Roads Maintenance.
- C-5. Resolution: Allowing for and Governing Participation of Board Members by Electronic Communication Means.
- C-6. Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster.

C-7. Resolution Confirming Agreement for Mutual Aid for Certain Pandemic Related Services Among Designated Localities in the Crater Health District and the Virginia Department of Health.

**C-8. Resolution; Proclamation; National Volunteer Week; April 19-25, 2020. [ADDED]**

**PRESENTATIONS**

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**VDOT Secondary Six-Year Plan** – Crystal Smith

**TABLED ITEMS**

T-1. Resolution; Proposed Addition Prince George County Personnel Policies; Section 330.1 Through 330.14, Entitled *Non-Travel Food and Beverage Purchases*.

T-2. Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 82-313 And 82-595 to Modify Requirements Related to Payment of Utility Connection and User Fees.

**ORDER OF BUSINESS**

A-1. Resolution; Approval of Recommended FY2021 Health, Dental and Vision Insurance Renewals with Recommended Rates as Attached.

A-2. Authorize the Police Department to Complete and Submit a Virginia Port Authority Grant Application for Two Outboard Motors for Marine Vessel.

~~A-3. Resolution; Authorize Staff to Complete and Submit Grant Applications to the Virginia Department of Conservation and Recreation, The Cameron Foundation, and The John Randolph Foundation, for a Paved Trail Project in Scott Memorial Park. [DELETED]~~

A-4. Resolution; Budget Amendment and Appropriation (\$68,287 Social Services Public Assistance Funds for Foster Care Services).

A-5. Resolution; Appropriation State Nonarbitrage Program (Snap) Interest Proceeds – Series 2014 C, D & E (\$40,917 to Cover Human Services Cooling Tower Fan and Blower Replacement).

A-6. Resolution; Award of Contract to Perform an Evaluation of the Underground Sewer System. This will evaluation will cover all of Birchett Estates, Fountain Ridge, Beechwood Manor, and Rivers Edge.

A-7. Resolution; Award of Contract (Auditing Services - \$51,000 County/School Audit; \$25,700 Affiliated Entities / Organizations).

- A-8. ~~Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property Machinery and Tools and Mobile Homes. [DELETED]~~
- A-9. ~~Resolution; Authority to Advertise Public Hearing on Ordinance Changes Related to Permit Fee Increases. [DELETED]~~
- A-10. ~~Resolution; Authority to Advertise a Public Hearing for Ordinance Amendments to The Code of the County of Prince George, Virginia by Amending Section 14-39 Business Licenses. [DELETED]~~
- A-11. ~~Resolution; Authority to Advertise a Public Hearing for Ordinance Amendments to The Code of the County of Prince George, Virginia by Amending Section 82-262 Water User Charge Schedule, and Section 82-537 Wastewater User Charge Schedule. [DELETED]~~

**[ADDED]**

- A-12. Resolution Regarding the Extension of the Due Date for Real Estate Taxes, Personal Property Taxes, Stormwater Utility Fees and Public Services Taxes.**
- A-13. Emergency Ordinance to Waive Penalty and Interest Until August 31, 2020 on Real Estate Taxes, Personal Property Taxes and Stormwater Utility Fees.**
- A-14. Emergency Ordinance to Waive Penalties and Interest For Payments For Water And Wastewater Services.**
- A-15. Emergency Ordinance to Waive Penalties and Interest Until August 20, 2020 on Meals Taxes and Transient Occupancy Taxes.**
- A-16. Discussion of School Revenue Sharing Calculation – Public Safety “Carve Outs.”**
- A-17. Discussion of Additional Budget Work Sessions.**

**PUBLIC HEARINGS**

- P-1. Public Hearing; Consideration of Equalization of Tax Rate Based on Assessment.

**ADJOURNMENT**

**Board meeting format:** Closed Session 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](http://www.princegeorgeva.org).**

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

April 14, 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 7:00 p.m. on Tuesday, April 14, 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 (Electronically from 7110 Laurel Spring Road, Prince George, VA due to COVID-19 self-quarantine)
T. J. Webb	Present

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

**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 7:03 p.m.

William Steele (County Line Road). Mr. Steele stated that he did a survey and learned that Prince George County is the fourth highest tax county in the 15- county region. He then went on the County website and looked at the expenditures. He stated that he was stunned at the waste and abuse of taxpayer dollars. Mr. Steele reported that he saw \$17,000 was spent on Christmas decorations, \$123,000 in cell phone services with a high of \$3,000 per month by the Police Department, \$528 a month for cable TV at some of the fire departments, and \$22,000 on non-travel meals. He called it waste and abuse. Mr. Steele stated that if this does not stop, he will contact the Commonwealth's Attorney and local news outlets to investigate. He asked Mr.

Carmichael to consider putting a motion in to cut budget by 5%, 7% and 9%. He told the County Administrator if that mean cutting employment, then so be it.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:06 pm.

**APPROVAL OF AGENDA.** Mr. Webb made a motion, seconded by Mr. Brown, to adopt the agenda as presented. 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 made a motion, seconded by Mr. Webb, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – February 24, 2020 Special Called Meeting; February 25, 2020 Regular Meeting; March 5, 2020 Budget Worksession; March 10, 2020 Regular Meeting; and March 12 Budget Work Session Minutes were approved as presented.

R-20-037

C-2.

**RESOLUTION; APPROVAL OF REFUND OF BANK FRANCHISE TAX TO BRANCH BANKING & TRUST COMPANY (\$18,072)**

WHEREAS, The Virginia Department of Taxation has ruled that a \$18,072 refund is due to Branch Banking and Trust Company (BB&T) for amended tax returns filed for 2012, 2013 and 2014; and

WHEREAS, the Commissioner of Revenue has executed a certificate with the consent of the County Attorney that the Tax Commissioner ruled that a refund is due to BB&T for excess bank stock taxes paid for tax years 2012, 2013 and 2014 in accordance with Virginia Code §58.1-3981; and

WHEREAS, in accordance with Virginia Code §58.1-3981, the Board of Supervisors shall direct the Treasurer to refund the excess to BB&T; and

WHEREAS, the normal practice is to pay such refunds from the revenue account in which the tax was originally deposited;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby authorize a payment of \$18,072 to Branch Banking & Trust Company from Bank Stock Tax Revenue account 0100-10-502-8108-312601.

R-20-037A

C-4.

**RESOLUTION; ACCEPTANCE OF BRANCHESTER LAKES SUBDIVISION  
SECTIONS 14 AND 15 INTO VIRGINIA DEPARTMENT OF TRANSPORTATION/  
SECONDARY SYSTEM OF ROADS MAINTENANCE**

WHEREAS, Branchester Lakes Subdivision Sections 14 and 15 have been completed,  
and

WHEREAS, the streets of Branchester Lakes Subdivision Sections 14 and 15 meet the  
public service criteria of the Subdivision Street Requirements; and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and  
incorporated herein as part of this resolution, define additions required in the Secondary System  
of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to  
be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department  
of Transportation to add the segments identified on the incorporated Form AM 4.3 to the  
Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which  
segments this Board hereby guarantees the right of way to be clear and unrestricted, including  
any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the  
Virginia Department of Transportation.

R-20-037B

C-5.

**RESOLUTION: ALLOWING FOR AND GOVERNING PARTICIPATION OF  
BOARD MEMBERS BY ELECTRONIC COMMUNICATION MEANS**

WHEREAS, the Code of Virginia Section 2.2-3708.2 allows Boards to conduct public  
business through electronic communication means.

WHEREAS, the policy will allow participation of Board members through electronic  
communication means. A member can participate electronically after giving notice to the  
Chairman that he/she is unable to attend either due to (i) a temporary or permanent disability or  
other medical condition; or (ii) a personal matter which must be identified.

WHEREAS, a quorum of the Board must be physically assembled in one location; make arrangements for the remote member to be heard; and the location and reason why the member could not attend the meeting will be recorded in the minutes by the Clerk.

WHEREAS, the policy will allow for an electronic meeting without a quorum physically present when the Governor has declared a state of emergency provided that the catastrophic nature of the emergency makes it impracticable or unsafe to meet in one location.

WHEREAS, the purpose of the meeting must be to address the emergency; notice of the meeting must be given using the best available method at the same time members get notice; arrangements must be made for public access; and the minutes must state the nature of the emergency, fact that the meeting was held electronically and type of electronic communications means.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby adopt a Resolution allowing for a policy governing participation of board members by electronic communication means as authorized under Virginia Code Section 2.2-3708.2.

O-20-06

C-6.

**EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER**

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 16, 2020 at 08:41:37, in accordance with Virginia Code § 44-146.21, the Prince George County Director of Emergency Management declared a local state of emergency in Prince George County.

WHEREAS, on April 9, 2020, the Board of Supervisors of Prince George County, Virginia confirmed, pursuant to Virginia Code § 44-146.21 the declaration of local emergency made by the local director of emergency management on March 16, 2020; and

WHEREAS, the Board of Supervisors of Prince George County, Virginia finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

WHEREAS, while the Board of Supervisors values transparency in government and public engagement, it also finds that emergency measures are necessary to mitigate the spread of COVID-19 and to protect the health, safety, and welfare of residents and employees, while still providing for government operations to continue during this state of emergency; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board of Supervisors of Prince George County, Virginia may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, on March 23, 2020, Governor Northam issued Executive Order Number Fifty-Three which among other items further restricts the number of persons who can gather in one place in public or private to less than 10 people; pursuant to Section 9(e) of this Executive Order, nothing in the order shall limit the operation of government; and



WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, Virginia Code § 15.2-1200 provides the county with authority to adopt necessary regulations to prevent the spread of contagious diseases among its residents; and

WHEREAS, the Board of Supervisors also has the inherent authority to vary the county's policies, procedures and practices to assure the continuity of government operations; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America; and

WHEREAS, the Board of Supervisors directs staff to advertise a public hearing for May 26, 2020, to consider readopting this emergency ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Prince George County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board of Supervisors, the Industrial Development Authority, the Planning Commission, Board of Zoning Appeals, Board of Equalization (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
  - a. Any meeting or activities which require the physical presence of members of the Public Entities, where essential functions need to be considered, may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
  - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
  - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and

participate in such electronic meeting; and

- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED, that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board of Supervisors of Prince George County, Virginia in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Board of Supervisors of Prince George County, Virginia or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

This ordinance shall expire after 60 days unless re-adopted by the Board of Supervisors after public notice.

R-20-037C

C-7.

RESOLUTION CONFIRMING AGREEMENT FOR MUTUAL AID FOR CERTAIN PANDEMIC RELATED SERVICES AMONG DESIGNATED LOCALITIES IN THE CRATER HEALTH DISTRICT AND THE VIRGINIA DEPARTMENT OF HEALTH

WHEREAS, the World Health Organization characterized the spread of COVID-19 virus as a pandemic on March 11, 2020; and

WHEREAS, the Governor declared a state of emergency on March 12, 2020 related to the COVID-19 virus; and

WHEREAS, the parties hereto desire to secure to each other the benefits of mutual aid in situations involving services related to the COVID-19 pandemic, including, but not limited to, contact tracing, but specifically excluding fire and rescue services, which are for most signatories covered by separate agreements; and

WHEREAS, the directors of emergency management for each city and county that is a party hereto are authorized to enter into this agreement by § 44-146.19(D), Code of Virginia, 1950, as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors confirms the Agreement for Mutual Aid for Certain Pandemic Related Services Among Designated Localities in the Crater Health District and the Virginia Department of Health by the County Administrator on April 14, 2020 and that the County Administrator is empowered and directed to execute an Agreement for Mutual Aid.

R-20-037D

C-8.

RESOLUTION; PROCLAMATION; NATIONAL VOLUNTEER WEEK; APRIL 19-25, 2020

Whereas, the theme for National Volunteer Week is “Shining A Light On The People And Causes That Inspire Us To Serve,” which is being observed from April 19 – 25, 2020; 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

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 14<sup>th</sup> day of April, 2020, does hereby proclaim April 19-25, 2020 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) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

### **SUPERVISORS COMMENTS**

Mr. Carmichael commended everyone that has been providing services to the County.

Mr. Webb concurred with Mr. Carmichael's comment, especially Fire and EMS.

Mr. Brown thanked the citizens for adhering to social distancing and he thanked the employees for continuing to get the job done.

Chairman Hunter commended everyone for being safe and looking out for each other.

Mrs. Waymack thanked all of the medical workers on the front line. She asked everyone to continue social distancing and hand washing.

### **COUNTY ADMINISTRATOR COMMENTS**

Mr. Percy Ashcraft presented the Board with his report of upcoming dates and updates. He stated that there have been 27 confirmed cases in Prince George County according to state statistics. As of April 4, 656 Prince George residents have filed new unemployment claims. As of April 10, 255 new applications have been received for SNAP, Medicaid & TANIF benefits in Social Services. USDA warns of scams targeting SNAP recipients received through Department

of Social Services. Prince George Food Bank representatives have seen an increase in visitors since non-essential businesses have closed. Donations are necessary to keep up with the increasing demand for services. County Government employees are holding a concerted drive this week to attempt to increase the inventory. Brighter Living Nursing Facility has been in quarantine since March 12 and has no reported cases of the coronavirus. They have 85 patients. County Government has provided gowns because they are in low supply, and also considering hand sanitizer. Business owners are urged to contact the Small Business Development Corporation (SBDC) at (804) 518-2003 for information on loan/grant application assistance. Virginia State and Richard Bland College to offer rebate plans to students due to coronavirus pandemic. Virginia Tech study ranks Prince George County as the 6<sup>th</sup> best locality in the Commonwealth to be able to handle financial adversity related to the coronavirus pandemic. Crater Health District sends out new 'Health Alert' to answer questions about the coronavirus and the importance of 'social distancing.'

## **REPORTS**

**VDOT** – Ms. Crystal Smith of the Virginia Department of Transportation gave a maintenance report. She stated that VDOT has taken on many safety measures due to COVID-19. She asked that everyone try to reach them by phone. All of their current contracts are underway, including slurry seal surface and plant mix. They will be working in Templeton Estates, Wildwood Farms, and Huckleberry Hills this week. The Route 460/Bull Hill Road Intersection project is getting ramped up. The completion date is November, 2020. The on-call patching contractor is currently doing significant patching along Hines Road. They are also currently working on a task order to have some additional patching done on North Normandy. The district-wide tree trimming contractor has completed tree trimming in Prince George and now working on spraying a broadleaf growth inhibitor. The on-call ditching contractor started on Providence Road. They are going to ditch that road from Route 36 to Rives Road. They are also going to move to Spain Drive from the Dinwiddie County line to Tartan. The sweeper vac is expected to start next week. The spray injection machine is working in Prince George this week and will return again on May 11. This time of year they would typically be looking at preparing for the Secondary Six-Year Plan. At this time, she does not anticipate adding any additional projects though there will be some additional funds in out-years that will need to be allocated. There will need to be discussions about that in the coming months. Ms. Smith stated that she will probably be recommending that all of the additional funding go to the roundabout at Middle Road and Jefferson. A public hearing can be held anytime throughout the year because the current plan is approved until 2025. She stated also in the coming months they will need to talk about how to spend safety funds that are currently available. For that, she will probably be recommending some trench widening along Route 156, a turn lane from Ruffin to Route 10, or a corridor study along Route 460. The mumblestrips will be completed in about two weeks. Mr. Carmichael expressed concerns from citizens on the pothole repair on Butler Branch Road.

## **ORDER OF BUSINESS**

**A-2. Authorize the Police Department to Complete and Submit a Virginia Port Authority Grant Application for Two Outboard Motors for Marine Vessel.** Chief Keith Early stated that he is requesting authorization to apply for a Virginia Port Authority Grant to purchase new, twin, Mercury, 200hp, outboard motors for the current, police, marine vessel. The current marine vessel is a 2005, commercial grade, 24' Boston Whaler powered by twin, mercury

outboard motors. The motors are original to the 15 year- old vessel; they are at the end of their projected life-span. The need to re-power the marine vessel is recommended, regardless of grant opportunity. The grant submission will request funds for new, twin, 200 HP, Mercury, outboard motors. The total, not to exceed amount for this grant is \$50,000. If awarded, the grant requires a 25% match from the County. The required, County match would be no more than \$12,500.00. However, Chief has received an updated quote of \$38,000, changing the local match to \$9,500. They also expect to be able to sell the current motors for \$7,000. The cost of a new vessel would be about \$318,000. Mr. Webb asked where the money would come from. Chief said that might be able to absorb that in their current budget. Mr. Carmichael made a motion, seconded by Mr. Webb, based on maintain the County's assets, to approve the resolution as presented. Mr. Brown asked for clarification that this resolution just allows permission to apply for the grant. Chief stated yes. Roll was called on the motion.

R-20-038

A-2.

**AUTHORIZE THE POLICE DEPARTMENT TO COMPLETE AND SUBMIT A VIRGINIA PORT AUTHORITY GRANT APPLICATION FOR TWO OUTBOARD MOTORS FOR MARINE VESSEL**

WHEREAS, the Police Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant to purchase new, twin, Mercury, 200hp, outboard motors for the current police marine vessel; and

WHEREAS, the total award is not to exceed \$50,000 with a local match no more than \$12,500; and

WHEREAS, the current marine vessel is a 2005, commercial grade, 24' Boston Whaler powered by twin, mercury outboard motors and the motors are original to the 15-year old vessel; and

WHEREAS, the need to re-power the marine vessel is recommended, regardless of grant opportunity.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby authorize the submission of a grant application to the Virginia Port Authority for a grant not to exceed \$50,000, which requires a local match of \$12,500 from General Fund contingency or General Fund, Fund Balance.

that will require borrowing as part of the spring 2019 bond issuance for the purchase of a new police boat.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

## **PUBLIC HEARINGS**

### **P-1. Public Hearing; Consideration of Equalization of Tax Rate Based on Assessment.**

Ms. Betsy Drewry, Finance Director, stated that on March 10, the Board of Supervisors approved the advertisement of an effective real estate tax increase due to increase in assessed values. The advertisement was run in the *Progress Index* in the Fri-Sat March 13-14, 2020 edition as required. The County Administrator proposed the Fiscal Year 2020-2021 budget at the February 25, 2020 board meeting and recommended no increase in the Real Property Tax Rate or Personal Property tax rate. The board received preliminary information on an increase in assessed real property values at its pre-budget work session on December 16, 2019. The board received updated information at its budget work session on March 7, 2020. The assessed values (excluding new construction and improvements) have grown by more than 1%. Estimated FY2021 assessed values, net of new construction and improvements, have grown by 7.3% over 2020 values. The equalization rate would be 80¢ (a 6¢ reduction from the current 86¢ rate). See attached Equalization Rate calculation prepared by Rod Compton, County Assessor. If the assessed value increases by more than 1% (excluding new construction and improvements), §58.1-3321 Code of Virginia, the County must reduce tax rate so that revenues  $\leq$  101% of prior year levies (equalization / “reduced rate”) or the County may increase tax rate after advertising and holding public hearing with notice of the “effective tax rate increase.” There has been no recommendation to lower the tax rate to 80¢, and the proposed budget called for keeping the real property tax at \$.86. If there is a .06 reduction in the tax rate, there will be a reduction of \$1,680,000 in projected revenues. Mr. Webb stated that the Board needs to have more work sessions and work through this list for possible cutbacks. He is also not comfortable with the “carve outs.” He stated that they can always come back and do a revised budget after the first quarter. He is also not comfortable advertising the tax rate at .86 even if they can go less. He would like to work through it before advertising it. Mr. Brown agreed. He is not in a position to set a rate at this time. The Board agreed that they need to talk more about it. Chairman Hunter opened the public hearing at 7:46 p.m.

Mr. William Steele (County Line Road). Mr. Steele stated that he is disappointed to hear that staff is recommending .86. The Board needs to ask for a decadent list 5%, 7%, or 8% tax reduction.

There being no one else to speak, Chairman Hunter closed the public hearing at 7:47 p.m. No further action was taken at this time.

## **TABLED ITEMS**

**T-1. Resolution; Proposed Addition Prince George County Personnel Policies; Section 330.1 Through 330.14, Entitled *Non-Travel Food and Beverage Purchases*.** Ms. Drewry stated that The Board of Supervisors received information at its February 25, 2020 work session and again at its March 10, 2020 board meeting related to administrative policy addition for Non-Travel Food and Beverage Purchases (330.1-330.14). 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. At the March 10 meeting some board members requested that average per person spending be examined for Community Events, Citizen and Advisory Groups, Board and Commissions, Board of Supervisors Meetings, Human Resource Hosted Employee and Employee Recognition Events. Additionally, there was concern expressed regarding whether the \$3.00 per person light refreshment limit was too low. Staff also received a request to consider adding the ability to provide refreshments for retirement receptions. Suggested language has been added to section 330.12 allowing one retirement reception for employees with a minimum of 10-years of Prince George County service at a \$5.00 per-person limit. A sampling of community events, Board and Commission meeting and Human Resource hosted events was examined, and the per-person expenditure is provided. As a result of that review, some revisions were made to draft policy 330.1-330.14. §330.3 – Community Events & Programs Disaster Preparedness Workshop moved to \$5.00 per person category (currently \$0 in County funds utilized); §330.4 - Citizen and Advisory Groups, Boards and Commissions moved to meal allowance at G S A rates for meetings conducted through meal time. §330.5 – Board of Supervisors Meetings moved to furnish meal at G S A limit for meetings with a closed session. §330.9 – County Hosted Visits Regional Meetings moved to refreshment limit at \$5.00 and if meeting time extends through a meal time, for meals at G S A limit. §330.12 – Human Resource Hosted Employee and Employee Recognition Events added “Heavy Refreshments” language to \$5.00 category, moved Patriot’s Day Event from \$3.00 to \$5.00 limit category, moved Youth Workforce Academy Reception from \$3.00 to \$5.00 limit category, moved Annual Employee Appreciation Day Picnic/M meal from \$5.00 limit to G S A limit category, added Retirement Receptions event to \$5.00 limit category (one reception per retiree with 10 years Prince George County service), and added Bring your Child to Work Day to \$5.00 limit category. An updated draft of the recommended policy is included for board review. Mr. Brown asked if there has ever been anything presented, especially for a retirement reception, in the way of a potluck. Mr. Webb also suggested that meetings be planned around meal times. Mr. Webb asked how much money does Ms. Drewry think will be saved with these changes. She stated that she is not sure at this time. Mr. Ashcraft also stated that some of these events may be cut out altogether. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-039

T-1.

**RESOLUTION; PROPOSED ADDITION PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 330.1 THROUGH 330.14, ENTITLED *NON-TRAVEL FOOD AND BEVERAGE PURCHASES***

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that a new policy entitled *Non-Travel Food and Beverage Purchases* is needed;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby amend the Prince George County Personnel Policies by adding the policy entitled *Non-Travel Food and Beverage Purchases* as requested.

On roll call the vote was:



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

Opposed: (0)

Absent: (0)

**T-2. Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 82-313 And 82-595 to Modify Requirements Related to Payment of Utility Connection and User Fees.** Mr. Frank Haltom, County Engineer, stated that a public Hearing was held on March 10, to amend Chapter 82 of the County Ordinance to clarify requirements to pay water and sewer connections fees for existing uses along newly constructed water and sewer lines. Following the public hearing the Board requested the language be revised to better define the phrase “no longer adequate,” which would determine when an existing well or septic system would be required to connect to the public utility. The language has been revised to state “no longer able to serve the premises in accordance with federal, state and local requirements.” In addition, language has been added to allow for a prior approved reserve system to also be utilized before connection is required for a single family home. Mr. Carmichael asked if you could drill a new well without being forced to hook up. Mr. Haltom stated that you cannot per the ordinance. Mr. Brown stated that if you have the property to drill another well, you should be able to do that. Mr. Haltom stated that if they modify the ordinance then new home construction being built along existing pipelines will try to take advantage. The Utilities Department has to be able to sustain itself and needs as many new customers as possible. Mr. Webb stated that its not cheap to put a well in. He could see it either way. Mr. Carmichael stated that they do need to support the Utility Department. Mr. Brown stated that he understands both sides as well. Mr. Haltom stated that as they move into the future, construction projects are going to require grants. In order to receive those grants, the County needs to address being environmentally friendly by having as many people hooked up to public water as possible. Mr. Webb made a motion, seconded by Mr. Brown, to approve the ordinance amendment as presented. Roll was called on the motion.

O-20-07

T-2.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY AMENDING § 82-313 AND 82-595 TO MODIFY REQUIREMENTS RELATED TO PAYMENT OF UTILITY CONNECTION AND USER FEES.**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

*(1) That The Code of The County of Prince George, Virginia, 2005, as amended, is amended by amending § 82-313 and 82-595 as follows:*

Article II. Water Service

Division 9. Private Water Sources

*Subdivision II. Individual Water Supply Facilities*

**Sec. 82-313. - Continuation of individual system; fees.**

Where an existing individual water supply system is providing adequate service to a premises **single-family home**, such a system may continue in service as long as the system is operated at all times in strict accordance with federal, state and local requirements. The applicable availability fee and user fees ~~must still be paid in accordance with [section 82-110](#) and [section 82-262](#), respectively~~ **are not required until such a time the existing individual water supply system, or a prior approved reserve system, is no longer able to serve the premises in accordance with federal, state and local requirements, at which time the property owner must connect to the available public water supply.**

**Where an existing individual water supply system is providing service to any multifamily residences, condominiums, townhouses, motels, hotels, trailer, mobile home or manufactured home parks and commercial establishments, such a system may continue in service as long as the system is operated at all times in strict accordance with federal, state and local requirements. The applicable availability fee and user fees must still be paid in accordance with [section 82-110](#) and [section 82-262](#), respectively.**

Article III. Wastewater Service

Division 7. Private Wastewater Disposal

*Subdivision II. Individual Wastewater Disposal Facilities*

**Sec. 82-595. - Continuation of individual system; fees.**

Where an existing individual on-site wastewater disposal system is providing adequate service to a premises **single-family home**, such a system may continue in service as long as the system is operated at all times in strict accordance with federal, state and local requirements. The applicable availability fee and user fees ~~must still be paid in accordance with [section 82-429](#) and [section 82-537](#), respectively~~ **are not required until such a time the existing on-site wastewater disposal system, or a prior approved reserve system, is no longer able to serve the premises in**

**accordance with federal, state and local requirements, at which time the property owner must connect to the available public wastewater collection system.**

**Where an existing individual on-site wastewater disposal system is providing service to any multifamily residences, condominiums, townhouses, motels, hotels, trailer, mobile home or manufactured home parks and commercial establishments, such a system may continue in service as long as the system is operated at all times in strict accordance with federal, state and local requirements. The applicable availability fee and user fees must still be paid in accordance with [section 82-429](#) and [section 82-537](#), respectively.**

*(2) That this Ordinance shall be effective immediately upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ORDER OF BUSINESS (cont'd)**

**A-1. Resolution; Approval of Recommended FY2021 Health, Dental and Vision Insurance Renewals with Recommended Rates as Attached.** Ms. Corrie Hurt, Human Resources Director, stated that the 2020-21 renewal from Delta Dental was proposed at the same rates as in FY2019-20 (no increase) for active employees and retirees. Staff and our benefit consultant recommend renewal with Delta Dental on a fully insured basis. The 2020-21 renewal from Anthem Blue View Vision was proposed at the same rates as in FY2019-20 (no increase) for active employees or retirees. Staff recommends renewal with Anthem Blue View Vision. The 2020-21 renewal from Anthem was proposed with no increase in premiums for the County or employees / retirees. Staff recommends renewal with Anthem and to remain combined with the School system. Retirees bear 100% of the cost of health insurance premiums, and there is no increase proposed for 2020-21. The employer contributions to the Health Savings Account (H S A) will remain the same as in FY2019-20. \$1,000 Employee Only; \$1,250 Employee + 1; \$1,500 for Employee + Children / Family. The health insurance renewal also continues two targeted wellness incentives for FY2020-21 that were started in 2019-20 (Waist Incentive and HealthMapRx). Staff is requesting that the Board renew with Delta Dental with no increase, renew with Anthem - Blue View Vision with no increase; and renew with Anthem for health insurance on a combined basis with schools with no premium or H S A contribution increase. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-040

A-1.

**RESOLUTION; APPROVAL OF RECOMMENDED FY2021 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 14<sup>th</sup> day of April, 2020, does hereby authorize renewing for FY2021

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;

Health Insurance with Anthem with no increase in premiums for the County or for employees remaining combined for health insurance with the school division.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby approve recommended FY2021 rates as provided and attached.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Budget Amendment and Appropriation (\$68,287 Social Services Public Assistance Funds for Foster Care Services).** Ms. Betsy Drewry, Finance Director, stated that the Department of Social Services received notification of a mid-year increase /amendment to SBL811 funding in the amount of \$68,287.00. The additional funds were provided due to an increase in children receiving foster care services in FY2020. The original budget established for FY19-20 for these expenditures was \$80,000. This increased appropriation will revise the FY2020 budget to \$148,287. There is no local match requirement for these funds. Staff has requested that the Board take action to approve an increase in appropriation for Public Assistance Foster Care funding. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-041

A-4.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$68,287 SOCIAL SERVICES PUBLIC ASSISTANCE FUNDS FOR FOSTER CARE SERVICES)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, does hereby authorize the following increase of funds within the FY2019-2020 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Appropriation:</u>	
<u>Revenue</u>	
0100-20-601-8202-324602 State Public Assistance	\$68,287
 <u>Expenditure</u>	
0100-05-113-0702-45706 Public Assistance ADC / Foster Care 811	\$68,287

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution; Appropriation State Nonarbitrage Program (Snap) Interest Proceeds – Series 2014 C, D & E (\$40,917 to Cover Human Services Cooling Tower Fan and Blower Replacement).** Ms. Drewry stated that the Human Services building HVAC replacement was submitted as a CIP project for the FY2021-2030 cycle. The current cooling tower base at the Human Services Building is in need of replacement. The air conditioning will not be functional for this cooling season if the cooling tower base is not replaced. Pricing was obtained to replace the blower and fan section of the cooling tower from Warwick Mechanical Group, the County’s contracted HVAC company. The price to make needed improvements is \$38,917. Mr. Purvis recommends adding \$2,000 as a contingency in the event unanticipated costs are encountered as repairs are underway. The total funding request is \$40,917. Because the cost is under \$50,000, the County Administrator can approve the award to Warwick (purchase order), and the Board does not need to formally approve an award of contract. This purchase is not currently budgeted in the County’s adopted budget and an appropriation is needed. The recommended funding source is an appropriation from the Capital Improvement Fund, Fund Balance from accumulated SNAP interest revenues (bond issuance Series 2014 C, D & E). An appropriation of \$40,917 from the Capital Improvement Fund, Fund Balance is being recommended for approval. The Board of Supervisors approved an appropriation of \$75,427 to replace the boiler and pump system on November 26, 2019. Mr. Webb made a motion, seconded by Mr. Carmichael to approve the resolution as presented. Roll was called on the motion.

R-20-042

A-5.

**RESOLUTION; APPROPRIATION STATE NONARBITRAGE PROGRAM (SNAP) INTEREST PROCEEDS – SERIES 2014 C, D & E (\$40,917 TO COVER HUMAN SERVICES COOLING TOWER FAN AND BLOWER REPLACEMENT)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 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 (CIP FUND):</u>	
0311-05-113-3202-48120 Human Services Cooling Tower	\$40,917
<u>Revenue:</u>	

0311-40-900-8208-399999 CIP Fund, Fund Balance

\$40,917

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Resolution; Award of Contract to Perform an Evaluation of the Underground Sewer System. This will evaluation will cover all of Birchett Estates, Fountain Ridge, Beechwood Manor, and Rivers Edge.** Mr. Haltom stated that the Engineering and Utilities Department seeks to reduce expenses associated with wastewater conveyance and treatment. To gain a better understanding of the condition of the sewer system and determine the level of repairs, an investigation of the sewer system will be conducted utilizing CCTV equipment among other methods. The proposal includes the investigation of portion of the Prince George County sewer system that is conveyed to the Hopewell Water Renewal Facility. This investigation will include the sewer located in Birchett Estates, Fountain Ridge III, Beechwood Manor, and Rivers Edge. A report will be provided with recommendations to correct any deficiencies identified. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for sewer investigative services to WW Associates. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-043

A-6.

**RESOLUTION: AWARD OF CONTRACT FOR SEWER INVESTIGATION.**

WHEREAS, the Engineering and Utilities Department seeks to reduce expenses for wastewater conveyance and treatment. To gain a better understanding of the condition of the sewer system and determine the levels of repairs, an investigation of the sewer system will be conducted utilizing CCTV equipment among other methods; and

WHEREAS, the proposed area to be investigated is a portion of the sewer system that is conveyed to the Hopewell Water Renewal Facility to include the sewer located in Birchett Estates, Fountain Ridge III, Beechwood Manor, and Rivers Edge, collectively identified as Hopewell Area Section 1A and 2A; and

WHEREAS, the project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for sewer investigative services to WW Associates in the amount of \$97,450.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 14th day of April, 2020, hereby awards the contract for the Hopewell Area Section 1A and 2A sewer investigation services to WW Associates for \$97,450.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Resolution; Award of Contract (Auditing Services - \$51,000 County/School Audit; \$25,700 Affiliated Entities / Organizations).** Ms. Drewry stated that the County is required to have a single audit performed annually for the County and School Board. Additionally, an audit is conducted for a number of affiliated departments and organizations including Industrial Development Authority, School Student Activity Funds, School Parent Teacher Organizations (3) & Booster Clubs (1), Clerk of Circuit Court, Rowanty Vocational Technical Center, and Prince George Education Foundation. The final annual renewal with Robinson, Farmer, Cox Associates, the incumbent firm, ended with the performance of our FY2019 audits. RFP #20-0402-23 “Auditing Services” was issued on February 13, 2020 and closed on March 12, 2020. This RFP and any addenda are available upon request and also available to view on eVA (the Commonwealth of Virginia’s procurement platform). Four proposals were received and evaluated by a staff committee consisting of Betsy Drewry, Deputy County Administrator, Finance; Monique Barnes, School Finance Director; and Lori Robertson, Accounting Supervisor. Robinson, Farmer, Cox provided a pricing proposal. The pricing provided is comparable to the current fees. The County /School audit fee did increase by \$6,500. This is as a result of increased work created by several recent and/or upcoming Governmental Accounting Standard Board (GASB) pronouncements related to pensions (VRS disclosure); Other Post-Employment Benefits (OPEBs); Leases and Fiduciary Responsibilities. The staff recommendation is to continue auditing services using Robinson, Farmer, Cox and Associates for the two audit cycles of FY2020 and FY2021 with eight (8) possible annual renewals available. Mr. Carmichael made a motion, seconded by Mr. Webb to approve the resolution as presented. Roll was called on the motion.

R-20-044

A-7.

**RESOLUTION; AWARD OF CONTRACT (AUDITING SERVICES - \$51,000 COUNTY/SCHOOL AUDIT; \$25,700 AFFILIATED ENTITIES / ORGANIZATIONS)**

WHEREAS, On February 13, 2020 a Request for Proposals was advertised by the Finance Department to obtain proposals for Auditing Services (RFP 20-0403-23). The RFP closed on March 12, 2020 with four (4) responses. The most qualified and highest scoring firm was Robinson, Farmer, Cox Associates. Staff negotiated pricing of \$51,000 for the County / School combined audit and \$25,700 for affiliated entities and organizations; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Robinson, Farmer, Cox Associates to provide required annual audit services at the negotiated pricing.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14<sup>th</sup> day of April, 2020, hereby awards the contract for Auditing Services Robinson, Farmer, Cox Associates in the amount of \$51,000 for the County School combined audit and \$25,700 for affiliated entities and organizations; and authorizes the County Administrator to execute a contract with Robinson, Farmer, Cox Associates.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-12. Resolution Regarding the Extension of the Due Date for Real Estate Taxes, Personal Property Taxes, Stormwater Utility Fees and Public Services Taxes.** Mr. Dan Whitten, County Attorney, stated that the Board of Supervisors of Prince George County wishes to assist its residents and business as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic. Pursuant to Prince George County Code § 74-1, “[o]ne-half of the taxes due and owing to the county for real estate for each and every fiscal year, shall be paid by...on or before June 5 or the first business day thereafter, if June 5 is not a business day.” Pursuant to Prince George County Code § 74-2, “[t]he payment of taxes due and owing for each and every year to the county for personal property, mobile homes, and machinery and tools shall be paid by...on or before June 5 or the first business day thereafter, if June 5 is not a business day or within 30 days of receiving a bill if based on proration.” Pursuant to Prince George County Code § 38-82, “[a]n annual stormwater utility charge of \$36.00 shall be collected for every developed residential parcel in the county to be paid at the time that real estate taxes are due on December 5 and June 5 in equal installments of \$18.00. An annual stormwater utility charge shall be collected for every developed commercial/industrial/exempt parcel in the county to be paid in equal installments at the time that real estate taxes are due on December 5 and June 5.” Pursuant to Prince George County Code § 78-99, “[t]he vehicle license year shall commence on January 1 of each year. The annual license fee shall be payable June 5 of every year. The license fee shall be collected as taxes are collected.” Prince George County intends to extend the 2020 due date for second half of Real Estate Taxes, Stormwater Utility Fees and Public Service Taxes and the 2020 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes as well as the annual Vehicle License Tax from June 5, 2020 to June 26, 2020. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-045

A-12.



RESOLUTION REGARDING THE EXTENSION OF THE DUE DATE FOR REAL ESTATE TAXES, PERSONAL PROPERTY TAXES, STORMWATER UTILITY FEES AND PUBLIC SERVICES TAXES

WHEREAS, Prince George County Code § 74-1 states “[o]ne-half of the taxes due and owing to the county for real estate for each and every fiscal year shall be paid by or on behalf of persons owing such taxes on or before December 5 or the first business day thereafter, if December 5 is not a business day. One-half of the taxes due and owing, to the county for real estate for each and every fiscal year, shall be paid by or on behalf of persons owing such taxes on or before June 5 or the first business day thereafter, if June 5 is not a business day”; and

WHEREAS, Prince George County Code § 74-2 states “[t]he payment of taxes due and owing for each and every year to the county for personal property, mobile homes, and machinery and tools shall be paid by or on behalf of persons owing such taxes on or before June 5 or the first business day thereafter, if June 5 is not a business day or within 30 days of receiving a bill if based on proration”; and

WHEREAS, Prince George County Code § 38-82 states “[a]n annual stormwater utility charge of \$36.00 shall be collected for every developed residential parcel in the county to be paid at the time that real estate taxes are due on December 5 and June 5 in equal installments of \$18.00. An annual stormwater utility charge shall be collected for every developed commercial/industrial/exempt parcel in the county to be paid in equal installments at the time that real estate taxes are due on December 5 and June 5”; and

WHEREAS, Prince George County Code § 78-99 states “[t]he vehicle license year shall commence on January 1 of each year. The annual license fee shall be payable June 5 of every year. The license fee shall be collected as taxes are collected”; and

WHEREAS, the Board of Supervisors wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic; and

WHEREAS, Prince George County intends to both extend the 2020 due date for the second half of Real Estate, Stormwater Utility Fees and Public Service Taxes and the 2020 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes as well as the annual Vehicle License Tax from June 5, 2020 to June 26, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that both the 2020 due date for the second half of Real Estate, Stormwater Utility Fees and Public Service Taxes and the 2020 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes as well as the annual Vehicle License Tax is hereby extended from June 5, 2020 to June 26, 2020.

On roll call the vote was:

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

Opposed: (0)  
Absent: (0)

**A-13. Emergency Ordinance to Waive Penalty and Interest Until August 31, 2020 on Real Estate Taxes, Personal Property Taxes and Stormwater Utility Fees.** Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County finds that emergency measures are necessary to respond to the current economic conditions due to the existing public health situation and wants to provide residents some relief from the penalty and interest on real estate taxes, personal property taxes and stormwater utility fees normally due June 5, 2020. A resolution was passed on April 14, 2020 extending the due date until June 26, 2020. Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice. The proposed ordinance amendment will waive penalty and interest until August 31, 2020 on real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020. The proposed Ordinance would only be effective through August 31, 2020. The Board of Supervisors will need to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Staff is directed to advertise a public hearing for May 26, 2020. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the ordinance as presented. Roll was called on the motion.

O-20-08

A-13.

EMERGENCY ORDINANCE TO WAIVE PENALTY AND INTEREST UNTIL AUGUST 31, 2020 ON REAL ESTATE TAXES, PERSONAL PROPERTY TAXES AND STORMWATER UTILITY FEES

WHEREAS, on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS, Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice; and

WHEREAS, the Board of Supervisors needs to adopt an emergency ordinance in order to respond to the current economic conditions due to the existing public health situation; and

WHEREAS, the Board of Supervisors wants to provide residents some relief from the penalty and interest on real estate taxes, personal property taxes and stormwater utility fees normally due June 5, 2020; and

WHEREAS, on April 14, 2020, the Board of Supervisors approved a resolution extending the due date for real estate taxes, personal property taxes and stormwater utility fees until June 26, 2020; and

WHEREAS, the proposed ordinance amendment will waive penalty and interest until August 31, 2020 on real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020; and

WHEREAS, the proposed ordinance will only be effective through August 31, 2020; and

WHEREAS, the Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427; and

WHEREAS, the Board of Supervisors directs staff to advertise a public hearing for May 26, 2020, to consider readopting this emergency ordinance.

NOW, THEREFORE, BE IT ORDAINED, that the following uncodified emergency ordinance is adopted:

**1. Taxes - penalty and interest for late payments**

Notwithstanding the provisions of Prince George County Code § 74-1, § 74-2, and § 38-82, for all real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before August 31, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for real estate, personal property and stormwater utility fees not paid on or before August 31, 2020.

**2.** This ordinance shall be effective upon adoption and remain effective for not more than 60 days unless readopted pursuant to the public notice provisions of Virginia Code § 15.2-1427.

**3.** Even after re-adoption, this ordinance shall be effective through August 31, 2020 and expire on September 1, 2020, without further action.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-14. Emergency Ordinance to Waive Penalties and Interest for Payments for Water and Wastewater Services.** Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County wishes to assist its residents and businesses as the community contends with the state of emergency and

disaster caused by the COVID-19 pandemic. The Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of utility fees will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster. Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice. The proposed ordinance amendment will waive penalty and interest for payments for water and wastewater services due May 15, 2020 if received by July 15, 2020 and for payments due June 15, 2020 if received by August 15, 2020. The proposed Ordinance would only be effective through August 15, 2020. The Board of Supervisors will need to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Staff is directed to advertise a public hearing for May 26, 2020. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the ordinance as presented. Roll was called on the motion. Mr. Ashcraft added that the State Corporation Commission is not allowing any cut-offs until June anyway.

O-20-09

A-14.

EMERGENCY ORDINANCE TO WAIVE PENALTIES AND INTEREST FOR PAYMENTS  
FOR WATER AND WASTEWATER SERVICES

WHEREAS on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice; and

WHEREAS the Prince George County Board of Supervisors wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic; and

WHEREAS the Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of utility fees will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster; and

WHEREAS the proposed ordinance will only be effective through August 15, 2020; and

WHEREAS the Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427; and

WHEREAS the Board of Supervisors directs staff to advertise a public hearing for May 26, 2020, to consider readopting this emergency ordinance.

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

1. Reduction of Penalties and Interest for Late Payments for Water and Wastewater Services.
  - (i) Billing Cycle 1 – Notwithstanding the provisions of Prince George County Code § 82-265 and § 82-540, for all payments for water and wastewater services due May 15, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before July 15, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for all payments for water and wastewater services that were due May 15 but not paid on or before July 15, 2020.
  - (ii) Bill Cycle 2 – Notwithstanding the provisions of Prince George County Code § 82-265 and §82-540, for all payments for water and wastewater services due June 15, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before August 15, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for all payments for water and wastewater services due June 15 but not paid on or before August 15, 2020.
2. This ordinance shall be effective upon adoption and remain effective for not more than 60 days unless readopted pursuant to the public notice provisions of Virginia Code § 15.2-1427.
3. Even after re-adoption, this ordinance shall be effective through August 15, 2020 and expire on August 16, 2020, without further action.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-15. Emergency Ordinance to Waive Penalties and Interest Until August 20, 2020 on Meals Taxes and Transient Occupancy Taxes.** Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic. The Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of transient occupancy taxes and meals taxes will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster.

Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice. The proposed ordinance amendment will waive penalty and interest so long as the remittances are made to the Treasurer on or before August 20, 2020 for Transient Occupancy Taxes and Meals Taxes. The proposed Ordinance would only be effective through August 20, 2020. The Board of Supervisors will need to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Staff is directed to advertise a public hearing for May 26, 2020. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

O-20-10

A-15.

EMERGENCY ORDINANCE TO WAIVE PENALTIES AND INTEREST UNTIL AUGUST 20, 2020 ON MEALS TAXES AND TRANSIENT OCCUPANCY TAXES

WHEREAS on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice; and

WHEREAS the Prince George County Board of Supervisors wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic; and

WHEREAS the Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of transient occupancy taxes and meals taxes will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster; and

WHEREAS the proposed ordinance will only be effective through August 20, 2020; and

WHEREAS the Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427; and

WHEREAS the Board of Supervisors directs staff to advertise a public hearing for May 26, 2020, to consider readopting this emergency ordinance.

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

1. Reduction of Penalties and Interest for Late Remittances of Transient Occupancy Taxes.

Notwithstanding Prince George County Code § 74-304 and § 74-306, any person who fails or refuses to remit to the Treasurer transient occupancy taxes first required to be remitted on or between April 20, 2020, and August 20, 2020, will be assessed penalties and interest of zero percent for failing or refusing to remit the taxes, so long as the remittances are made to the Treasurer on or before August 20, 2020. All other requirements regarding transient occupancy taxes shall remain in force, including but not limited to the requirements for recordkeeping and for timely filing of reports of such taxes collected. On August 21, 2020, any person who has failed or refused to remit such taxes to the Treasurer will be assessed penalties and interest in the amount of 10 percent of the tax past due. Any such penalties and interest, when assessed, will become part of the tax.

2. Reduction of Penalties and Interest for Late Remittances of Meals Taxes.

Notwithstanding Prince George County Code § 74-475 and § 74-479, any person who fails or refuses to remit to the Treasurer meals taxes first required to be remitted on or between April 20, 2020, and August 20, 2020, will be assessed penalties and interest of zero percent for failing or refusing to remit the taxes, so long as the remittances are made to the Treasurer on or before August 20, 2020. All other requirements regarding meals taxes shall remain in force, including but not limited to the requirements for recordkeeping and for timely filing of reports of such taxes collected. On August 21, 2020, any person who has failed or refused to remit such taxes to the Treasurer will be assessed penalties and interest on the tax past due. Any such penalties and interest, when assessed, will become part of the tax.

3. Effective Date. This ordinance shall be effective upon adoption and remain effective for not more than 60 days unless readopted pursuant to the public notice provisions of Virginia Code § 15.2-1427. Even after re-adoption, this ordinance shall be effective through August 20, 2020 and expire on August 21, 2020, without further action.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-16. Discussion of School Revenue Sharing Calculation – Public Safety “Carve Outs.”**

Ms. Drewry stated that Prince George County currently calculates the local operating transfer to the school system using a revenue sharing calculation, transferring a portion of 5 local fund revenue streams; Real Estate Tax Revenue, Personal Property Tax Revenue + PPTRA, Local Sales Tax, Consumer Utility Taxes, and Motor Vehicle License Fees. The Prince George County Board of Supervisors approved an amended School Revenue Sharing Memorandum of Understanding (MOU) on August 13, 2019. This version has not been adopted by both boards (Board of Supervisors and School Board). The modified calculation approved by Board of Supervisors on August 13, 2019 contained some “carve out” provisions (revenue increase amounts that can be excluded from the operating transfer to schools). Staff was directed to use the modified August 13 calculation formula to prepare the Proposed FY2021 budget at the pre-budget work session on December 16, 2019. Carve outs as approved on August 13, 2019 are:

additional resources devoted to School Capital Expenditures [\$1,088,986]; Fire Apparatus Replacements – 2¢ Real Estate Tax devoted to Fire Apparatus per County Ordinance §74-4 [\$560,000]; and additional resources devoted to Public Safety Operations and Capital Projects. No specific direction was given regarding the Public Safety carve outs. At the Board’s April 9 budget work session, staff requested permission to gain board consensus on the items to include as Public Safety Carve Outs on April 14. Mr. Webb stated that this needs to be taken to a work session. The Board agreed. Mr. Webb requested that it be the first item on the next budget work session.

**A-17. Discussion of Additional Budget Work Sessions.** Ms. Drewry presented the Board with some dates for two additional budget work sessions. The Board agreed to meet on April 22 and April 29 at 5:00 p.m. in the Boardroom.

**ADJOURNMENT.** Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to April 22, 2020 at 5:00 p.m. in the Boardroom for a budget work session. 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 8:47 p.m.

[Draft Minutes prepared March 18, 2020 for consideration on April 14, 2020; adopted by unanimous vote.]

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Donald R. Hunter  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator