

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: June 9, 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.**

This meeting is being held electronically in accord with Virginia Code Section 15.2-1413. The meeting is accessible by:

If you would like to participate in the meeting via Zoom:

<https://zoom.us/j/5053851421?pwd=V2pjSHFneFRLUUE2bjNqQnR3emZoUT09>

Meeting ID: 505 385 1421

Password: 200726

One tap mobile

+19294362866,,5053851421#,,1#,200726# US (New York)

+13017158592,,5053851421#,,1#,200726# US (Germantown)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

During the public comment period you may raise your hand using the Zoom controls on your screen or press \*9 on your phone. Visit the Zoom Help Center for more information.

If you would like to watch the meeting in real time use this link:

<https://www.youtube.com/c/princegeorgevirginia>

Public comments may be made in person during any meeting. You may also submit any public comments on our website at

[https://www.princegeorgecountyva.gov/departments/board\\_of\\_supervisors/public\\_comment\\_form.php](https://www.princegeorgecountyva.gov/departments/board_of_supervisors/public_comment_form.php).

Page 1 of

Any public comments received via Zoom, in person or by website form up until the public comment section is closed by the Chairman of the Board of Supervisors on June 9th shall be entered into the meeting minutes.

**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**

Rural Solar Development Coalition  
Jefferson Park/Middle Road Roundabout Design  
Report from Elementary School Design Committee

### **INVOCATION**

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

### **PUBLIC COMMENTS**

### **ADOPTION OF AGENDA**

### **ORDER OF CONSENSUS**

- C-1. Draft Minutes – May 26, 2020 Regular Meeting.
- C-2. Resolution; Revised Contract Between Prince George County, Virginia and Disputanta Animal Hospital Relating to Medical Services.
- C-3. Resolution Accepting Outdoor Advertising Sign and Permit Ownership.**

### **PRESENTATIONS**

### **SUPERVISORS’ COMMENTS**

### **COUNTY ADMINISTRATOR’S COMMENTS**

### **REPORTS**

**VDOT** – Crystal Smith  
**CARES Coronavirus Relief Fund Initiatives** – Betsy Drewry

### **TABLED ITEMS**

- T-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 5.1 Through 5.20 Entitled *Hiring*.

### **ORDER OF BUSINESS**

- A-1. Resolution: Authority to Advertise a Public Hearing for Amendment to Courthouse Water Tank Lease Agreement.
- A-2. Resolution: Award of Contract for the Replacement of Pump Station #7.
- A-3. Resolution: Award of Contract CSA-Funded Private Educational Services.
- A-4. Resolution; Contract Between Prince George County, Virginia and Kalyan Hospitality Relating to Emergency Hotel Rooms for Staff Quarantine for COVID-19.
- A-5. Resolution; Budget Amendment and Appropriation (\$312,438 Comprehensive Services Act End of Year).
- A-6. Resolution: Appropriation of Funds for Fiscal Year 2020-2021 for Prince George County.
- A-7. Discussion of Work Session on June 23 or June 30.
- A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities:  
Resolution of Appointment(s):
- A. Resolution; One Appointment (Three-Year Term) – District 19 Community Services Board.

- B. Resolution; Three Appointments (Three-Year Term) – Recreation Advisory Commission.
- C. Resolution; Appointment (Four-Year Term) – John Tyler Community College Advisory Board.
- D. Resolution; Approval of Appointment of Comprehensive Services Community Policy and Management Team Member.

#### **PUBLIC HEARINGS**

- P-1. Public Hearing; Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by enacting § 74-5 relating to authorizing the treasurer to approve refunds up to five thousand dollars without the approval of the Board of Supervisors in accordance with Virginia Code Section 58.1-3981(A).
- P-2. Public Hearing; Adoption of an Ordinance to Amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by amending and re-enacting § 26-2 to increase the fee from \$10.00 to \$20.00 that will be assessed against convicted defendants in all criminal and traffic cases in County General District and Circuit Courts in Accordance with Virginia Code with Virginia Code Section 53.1-120.
- P-3. Public Hearing; Resolution; Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by amending § 74-302 and § 74-303 to increase the transient occupancy tax from 5 percent to 7 percent and to clarify how the revenue must be utilized.
- P-4. Public Hearing; Resolution: Appropriation of Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 Coronavirus Relief Funds (\$3,346,151).

#### **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](http://www.princegeorgeva.org).**

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

June 9, 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, June 9, 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; 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.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) Community Development & Code Compliance, (b) General Services, (c) Riverside Criminal Justice Agency, (d) District 19 Community Services Board, (e) Recreation Advisory Commission, (f) John Tyler Community College Advisory Board, and (g) CPMT and FAPT.** Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) 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) Community Development & Code Compliance, (b) General Services, (c) Riverside Criminal Justice Agency, (d) District 19 Community Services Board, (e) Recreation Advisory Commission, (f) John Tyler Community College Advisory Board, and (g) CPMT and FAPT.

R-20-073

E-1.

RESOLUTION; CLOSED SESSION FOR (I) 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) COMMUNITY DEVELOPMENT & CODE COMPLIANCE, (B) GENERAL SERVICES, (C) RIVERSIDE CRIMINAL JUSTICE AGENCY, (D) DISTRICT 19 COMMUNITY SERVICES BOARD, (E) RECREATION ADVISORY COMMISSION, (F) JOHN TYLER COMMUNITY COLLEGE ADVISORY BOARD, AND (G) CPMT AND FAPT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of May, 2020, does hereby vote to enter closed session for (i) 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) Community Development & Code Compliance, (b) General Services, (c) Riverside Criminal Justice Agency, (d) District 19 Community Services Board, (e) Recreation Advisory Commission, (f) John Tyler Community College Advisory Board, and (g) CPMT and FAPT.

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 6:04 p.m., Mr. Carmichael made a motion, seconded by Mr. Brown, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Hunter asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-20-073A

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 9<sup>th</sup> day of June, 2020 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**WORK SESSION**

Mr. Robert G. Crockett and Ms. Susan Seward of the Rural Solar Development Coalition gave a legislative update. The Rural Solar Development Coalition's main objective is to support rural counties as solar projects are introduced and developed and ensure that participating counties are knowledgeable about the legislation approved during the 2020 Session; and providing information and education to key solar stakeholders in government. Their scope of work includes establishing a small workgroup representing rural Virginia localities to develop a framework to discuss large-scale solar projects, based on 2020 legislation, to provide overview and alternatives of E&S regulatory framework for solar operations in Virginia through engagement with DEQ; to facilitate a webinar to discuss E&S options for large-scale solar projects, to develop a draft model host agreement ordinance, to develop an energy tax model ordinance, and/or set of guidance principles for use in development of ordinance, and to facilitate a webinar and informational session with DMME regarding ability to support solar development. They talked about solar specific bills regarding zoning provisions, revenue sharing, and host agreement. These bills include HB 655/SB 870, which authorizes a locality to include reasonable regulations and provisions in its zoning ordinance for a special exception for any solar project; HB 656/SB 875, which authorizes a locality to include in its zoning ordinance provisions to incorporate generally accepted national standards for the use of solar panels and battery storage; HB 657, which allows a locality to waive the requirement that solar facilities be reviewed for substantial accord with the comprehensive plan; HB1131/SB 762, which authorizes any locality by ordinance to assess a revenue share of up to \$1,400 per megawatt on solar projects; HB 1434/SB 763, which changes the local property tax exemption for solar energy projects from an 80 percent exemption for the life of the project to a step down scale of an 80 percent exemption in the first five years, 70 percent in the second five years, and 60 percent for

all remaining years in service; HB 1675, which authorizes host agreements between localities and solar facilities. Mr. Crockett spoke to Storm Water Management as very large solar projects may require discussions with DEQ regarding monitoring of local E&S/stormwater. Mr. Brown asked if they are looking for other localities to join this coalition. Mr. Crockett stated that there is strength in numbers. Ms. Seward stated that they currently have 15 localities that have joined and they are trying to assemble as many as they can. They have sent a membership invoice to Prince George County and it is \$5,000 a year.

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, talked about options for the Jefferson Park/Middle Road Roundabout Design. There are three options for consideration: (Option 1) a single lane, (Option 2) southbound bypass lane and dedicated northbound right turn lane onto Middle Road, and (Option 3) dedicated northbound right lane only onto Middle Road. Ms. Walton stated that Staff prefers Option 2 as it could be considered most effective in traffic movement with the anticipation of the new school. Option 3 is preferred by VDOT based on the cost benefit ratio and it is similar to current traffic movement. Staff will continue to work with VDOT on refining applications and providing supporting documentation. Consensus is needed on a preferred option design by the Board before final applications are due on August 3. Chairman Hunter stated that they would be remiss if they did not go with Option 2 with the anticipation of the new school. The Board agreed.

Ms. Walton gave a brief update on the Elementary School Design. The Design Team consists of Moseley Architects and 23 members including school board members, school administrators, Walton Elementary administration and teaching staff, Operations, Technology, Custodial, Transportation, County Parks & Recreation, Public Safety, and Community Development. The Committee is charged with refining options developed by a Steering Committee with respect to Programmed Design Capacity, Floor Plan Options, and Site Development Options. A tentative schedule has been developed. Multiple floor plans and site layout options have been narrowed down to two floor plan options and one site layout. The options were presented to the School Board on May 12, where they selected Option Z.4 to move forward. The Architectural team held a preliminary site plan meeting with the County Site Review Team on May 21. The construction documents should be completed in December 2020. Bid contracts are due in February 2021. School construction will be March 2021-June 2022 with a planned opening in September, 2022. Ms. Walton clarified for Mr. Webb that the budget has not been shared with the Design Team.

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

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

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

#### **SUPERVISORS COMMENTS**

Mrs. Waymack stated that the County is now offering a pet pantry at the animal shelter for people who cannot afford to buy food for their pets at this time. They are also open to donations for the pet pantry.

Chairman Hunter stated that he is proud of the respectful gathering this Saturday in Prince George County. Page 6 of

**APPROVAL OF AGENDA.** Mr. Brown requested that Item A-9 be added as a revision to the position control chart. Mrs. Waymack made a motion, seconded by Mr. Carmichael, 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 made a motion, seconded by Mr. Webb, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – May 26, 2020 Regular Meeting was approved as presented.

R-20-074

C-2.

RESOLUTION; REVISED CONTRACT BETWEEN PRINCE GEORGE COUNTY, VIRGINIA AND DISPUTANTA ANIMAL HOSPITAL RELATING TO MEDICAL SERVICES

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2019 does hereby authorize the County Administrator to execute a revised Contract between Prince George County and Disputanta Animal Hospital.

R-20-074A

C-3.

RESOLUTION ACCEPTING OUTDOOR ADVERTISING SIGN AND PERMIT OWNERSHIP

WHEREAS, the Woman’s Club of Prince George owns the Outdoor Advertising Permit for the VDOT sign on Temple Avenue in Prince George, Virginia; and

WHEREAS, the sign is located 4/10 mile east of Rt. 645 (Puddledock Road) on property owned by Tarmac/Lone Star Ind.; and

WHEREAS, the sign holds emblems for several civic organizations within Prince George County; and

WHEREAS, the Woman’s Club of Prince George has asked the County to take over the Outdoor Advertising Permit.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors accepts the ownership of the Outdoor Advertising Permit on June 9, 2020 and that the County Administrator is empowered and directed to execute the application for transfer of outdoor advertising sign and permit ownership.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**COUNTY ADMINISTRATOR COMMENTS**

Mr. Percy Ashcraft stated the Prince George Farmers Market will continue on June 13, 20 & 27 from 8 a.m. to 12:00 Noon at Scott Park. The Prince George High School Senior Parade will be on June 13 at 3 p.m. on Laurel Springs Road. The last day Absentee Ballots can be mailed for the June 23 Primary will be June 16. County Government Offices will reopen June 17. Administrative Staff is finalizing a re-opening plan. County employees inside of the buildings will wear a mask when interacting with the public. There have been 148 confirmed cases and one death in Prince George County according to the Virginia Department of Health statistics through June 8; one County employee who works in the Courthouse tested positive. As of May 30, there have been 1,773 Prince George residents who have filed new unemployment claims. As of June 5, 517 new applications have been received for SNAP, Medicaid & TANIF benefits in Social Services. Prince George Food Bank representatives continue to see an increase in visitors since non-essential businesses have closed. Donations are necessary to keep up with the increasing demand for services. Business owners are urged to contact the Small Business Development Corporation (SBDC) at (804) 518-2003 for information. The Prince George County Heritage Center cancels all activities through the end of the year, including the Czech-Slovak Festival. Prince George County wins award from the National Association of Counties (NACo) on 9-1-1 partnership with Fort Lee. John Randolph Hospital honored two Prince George Medic Firefighters - Parker Ramsey & Scott Ramirez – on June 4 for efforts in saving a

patient with stroke-like symptoms. Congressman McEachin receives the ‘Champion of Patient Access’ Award.

## **REPORTS**

**VDOT**– Ms. Dianna Bryant of the Virginia Department of Transportation stated that some milling has been done at the intersection of Sandy Ridge and Route 156. Another asphalt pack has been put on Route 10 at Bailey’s Creek Bridge. Primary mowing is almost complete. Secondary mowing was completed today. Pole Run Road was submitted for the 20-21 plant mix schedule for mill and paving. Curb and gutter repairs are being made on Birchett Drive. Cedar Run will be next. Route 10 markers are complete today, which was the final piece of the mumblestrip project. Mr. Webb expressed citizen concern regarding the curve on Pole Run with an oak tree right at the road about 700 yards from Hines Road.

## **TABLED ITEMS**

**T-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 5.1 Through 5.20 Entitled *Hiring*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled *Hiring* for the Board’s consideration at the June 9, 2020 meeting. This item was tabled from a previous meeting to allow the Constitutional Officers to review and put a memorandum of understanding into place. They have agreed to follow the policy regarding internships. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-075

### RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 5.1 THROUGH 5.20 ENTITLED *HIRING*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Hiring* 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 9<sup>th</sup> day of June, 2020 does hereby amend the Prince George County Personnel Policies by approving a revision to the policies entitled *Hiring* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

## **ORDER OF BUSINESS**

**A-1. Resolution; Authority to Advertise a Public Hearing for Amendment to Courthouse Water Tank Lease Agreement.** Mr. Frank Haltom, County Engineer, stated that AT&T currently leases space at the Courthouse water tank located on Sawmill Road. A lease agreement was originally executed in March 1999 and is scheduled to expire February 28, 2024. AT&T has requested to amend the agreement to extend the lease beyond 2024 with the following terms: (1) allows for up to six (6) separate consecutive additional periods of five (5) years each, effectively expiring in 2054; and (2) rent payable under the new lease agreement shall be \$2,300.00 per month through the first year. Rent shall be adjusted each year on March 1<sup>st</sup> and increase by 2.5% over the Rent paid during the previous year. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-20-076

A-1.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AMENDMENT TO COURTHOUSE WATER TANK LEASE AGREEMENT.



WHEREAS, AT&T currently leases space at the Courthouse water tank located on Sawmill Road. A lease agreement was originally executed in March 1999 and is scheduled to expire February 28, 2024; and

WHEREAS, AT&T has requested to amend the agreement to extend the lease for up to six (6) separate consecutive additional periods of five (5) years each, and pay rent of \$2,300.00 per month through the first year, which shall be adjusted each subsequent year on March 1st and increase by 2.5% over the rent paid during the previous year.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 9th day of June, 2020, does hereby authorize the advertisement of a public hearing notice for the amendment to the Courthouse water tank lease agreement with AT&T.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; Award of Contract for the Replacement of Pump Station #7.** Mr. Haltom stated that Pump Station #7, located near Richard Bland college, is in disrepair. Plans prepared by engineering consultant, Draper Aden, for the Replacement of Pump Station #7 were advertised for bid on April 20<sup>th</sup>. Seven bids were received by the due date of May 21<sup>st</sup>. One bid was later withdrawn due to a discrepancy in their bid. Perkinson Construction, LLC submitted the low bid of \$504,825.00. A summary of the responses is shown below. After reviewing the bids and qualifications of the low bidder, Draper Aden has recommended award of the project to Perkinson Construction, LLC. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-077

RESOLUTION: AWARD OF CONTRACT FOR THE REPLACEMENT OF PUMP STATION #7.

WHEREAS, Pump Station #7, located near Richard Bland college, is in disrepair; and

WHEREAS, Plans prepared by engineering consultant, Draper Aden, for the Replacement of Pump Station #7 were advertised for bid on April 20<sup>th</sup>. Seven bids were received by the due date of May 21<sup>st</sup> and one bid was later withdrawn due to a discrepancy in their bid. Perkinson Construction, LLC submitted the low bid of \$504,825.00; and

WHEREAS, the appropriated budget within the Utility CIP fund will cover the cost of these services and no additional appropriation is required; and

WHEREAS, Award of this contract will provide for the replacement of the dilapidated pump station, and Draper Aden has recommended award of the project to Perkinson Construction, LLC.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of June, 2020, hereby awards the contract for the Replacement of Pump Station #7 to Perkinson Construction, LLC for \$504,825.00. **Page 9 of**

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution; Award of Contract CSA-Funded Private Educational Services.** Ms. Drewry stated that the County and School Division currently utilize a number of private day facilities to furnish educational services to Prince George County PK-12 students through the Family Assessment and Planning Team (FAPT) / Children's Services Act (CSA). Finance and the Department of Social Services issued a request for proposals to formalize service expectations and rates with those educational providers. RFP #20-0701-24 "CSA-Funded

Services for Private Day Educational Services” was issued on March 4, 2020 and closed on April 2, 2020. This RFP and any addenda are available upon request and also available to view on eVA (the Commonwealth of Virginia’s procurement platform). Nine (9) proposals were received and evaluated by a Staff committee. The names of the responding providers were The Lead Center, United Methodist Family Services, St. Joseph’s Villa, The Faison Center, Rivermont School, Dominion Youth Services, Northstar Academy, Specialized Youth Services of Virginia, DBA BREC Academy, and Believe-N-U Academic Development Center. The staff recommendation is to contract with all responding providers to furnish educational services to students based on varying educational needs for FY2021 with four (4) possible annual renewals available. As a result of the negotiation process, the County will see the following benefits: (1) annual rate increase cap of 2% (state-imposed limit), (2) one monthly invoice from each provider – combined monthly invoice for tuition, and additional third-party services, (3) Volume Discount Rate – reduction in rate per student if more students enrolled, (4) discounted rate for distance learning services (discussed as a result of COVID-19), (5) placement hold rate – if student is unable to participate in distance learning or is hospitalized, (6) a 2-week priority waiting list Staff is requesting the board to authorize the County Administrator to execute contracts with all nine (9) providers who submitted proposals. Mr. Webb asked if this is a deficit. Ms. Drewry stated that educational services will actually be lower in 2021 than it was in FY20. Ms. Drewry clarified for Mr. Brown that the FAPT Team evaluates each child’s specific news. Mr. Brown made a motion, seconded by Mrs. Waymack, that the resolution be approved as presented. Roll was called on the motion.

R-20-078

**RESOLUTION; AWARDS OF CONTRACT (CSA-FUNDED PRIVATE EDUCATIONAL SERVICES)**

WHEREAS, On March 4, 2020 a Request for Proposals was advertised by the Finance Department and the Department of Social Services to obtain proposals for CSA-Funded Private Educational Services (RFP 20-0701-24). The RFP closed on April 2, 2020 with nine (9) responses. Those nine proposals were from private educational providers currently furnishing services and were evaluated by a staff panel; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into contracts with all nine providers to furnish services to students with a broad range of educational needs. Those providers are:

- The Lead Center
- United Methodist Family Services
- St. Joseph’s Villa
- The Faison Center
- Rivermont School
- Dominion Youth Services
- Northstar Academy
- Specialized Youth Services of Virginia, DBA BREC Academy
- Believe-N-U Academic Development Center

WHEREAS, The initial term is for a one-year period and may be renewed by the County for four (4) years at successive one-year periods under the terms and conditions of the original contract; and **Page 10**

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020, hereby awards contracts for CSA-Funded Private Educational Services to The Lead Center; United Methodist Family Services; St. Joseph’s Villa; The Faison Center; Rivermont School; Dominion Youth Services; Northstar Academy; Specialized Youth Services of Virginia, DBA BREC Academy; and Believe-N-U Academic Development Center.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by enacting § 74-5 relating to authorizing the treasurer to approve refunds up to five thousand dollars without the approval of the Board of Supervisors in accordance with Virginia Code Section 58.1-3981(A).** Mr. Dan Whitten, County Attorney, stated that the 2020 Virginia General Assembly passed HB 316: refunds of local taxes; authority of treasurer. This bill states the treasurer may refund a taxpayer up to \$5,000 in taxes paid as a result of an erroneous tax assessment. This Ordinance shall be effective July 1, 2020. Chairman Hunter opened the public hearing at 7:34 p.m. There was no one to speak and 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-20-15

P-1.

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE  
GEORGE, VIRGINIA", 2005, AS AMENDED, BY ENACTING § 74-5  
RELATING TO AUTHORIZING THE TREASURER TO APPROVE  
REFUNDS UP TO FIVE THOUSAND DOLLARS WITHOUT THE  
APPROVAL OF THE BOARD OF SUPERVISORS IN ACCORDANCE  
WITH VIRGINIA CODE SECTION 58.1-3981(A)

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 enacting § 74-5, as follows:*

#### CHAPTER 74 TAXATION

#### ARTICLE I. IN GENERAL

Sec. 74-5 Refund authorized - If the Commissioner of Revenue is satisfied that he/she has erroneously assessed any local tax, and such assessment has already been paid by the taxpayer, then upon certification by the Commissioner of Revenue to the Treasurer with the consent of the County Attorney of such erroneous assessment, the Treasurer may approve and issue any refund to such taxpayer up to \$5,000 as a result of such erroneous assessment.

*2) That the Ordinance shall be effective on July 1, 2020.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Page 11

**P-2. Public Hearing; Adoption of an Ordinance to Amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by amending and re-enacting § 26-2 to increase the fee from \$10.00 to \$20.00 that will be assessed against convicted defendants in all criminal and traffic cases in County General District and Circuit Courts in Accordance with Virginia Code with Virginia Code Section 53.1-120.** Mr. Whitten stated that the 2020 Virginia General Assembly passed SB 149: courthouse and courtroom security assessment. This bill increases the maximum amount a local governing body may assess against a convicted defendant as part of the costs in a criminal or traffic case in district or circuit court from \$10 to \$20 to fund courthouse and courtroom security. This Ordinance shall be effective July 1, 2020. Chairman Hunter opened the public hearing at 7:37. There was no one to speak and the public hearing was closed. Mrs. Waymack made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

P-2.

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY AMENDING AND RE-ENACTING § 26-2 TO INCREASE THE FEE FROM \$10.00 TO \$20.00 THAT WILL BE ASSESSED AGAINST CONVICTED DEFENDANTS IN ALL CRIMINAL AND TRAFFIC CASES IN COUNTY GENERAL DISTRICT AND CIRCUIT COURTS IN ACCORDANCE WITH VIRGINIA CODE § 53.1-120

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 and re-enacting § 26-2, as follows:

CHAPTER 74 TAXATION  
ARTICLE I. IN GENERAL

Sec. 26-2. - Fees assessed against convicted defendants in criminal and traffic cases; collection by clerks; remittance to treasurer.

(a) There shall be assessed against convicted defendants in all criminal and traffic cases in the county general district and circuit courts a fee of \$20.00 ~~\$10.00~~, which shall be added as costs, collected by the clerks of the respective courts, remitted to the county treasurer, and held by the treasurer subject to appropriation by the board of supervisors to the sheriff's office for the funding of courthouse security personnel, and if requested by the sheriff, equipment and other personal property used in connection with courthouse security. ~~The clerks of the respective courts shall commence collecting the fees prescribed in this subsection on July 1, 2002.~~ An attested copy of this subsection shall be sent to the clerk's office of the county general district court and the county circuit court by the clerk of the board of supervisors.

2) That the Ordinance shall be effective on July 1, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-3. Public Hearing; Resolution; Adoption of an Ordinance to amend "The Code of the County of Prince George, Virginia," 2005, as amended, by amending § 74-302 and § 74-303 to increase the transient occupancy tax from 5 percent to 7 percent and to clarify how the revenue must be utilized.** Mr. Whitten stated that Prince George County requested authority from the General Assembly to raise the transient occupancy tax from five to seven percent. The General Assembly granted such authority during their 2020 session in Senate Bill 255. The new transient occupancy tax rate will go in effect July 1, 2020. The amendment to the ordinances shall be effective July 1, 2020. Chairman Hunter opened the public hearing at 7:40 p.m. There was no one to speak and 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.

P-3.

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY AMENDING § 74-302 AND § 74-303 TO INCREASE THE TRANSIENT OCCUPANCY TAX FROM 5 PERCENT TO 7 PERCENT AND TO CLARIFY HOW THE REVENUE MUST BE UTILIZED

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 § 74-302 and § 74-303, as follows:

## CHAPTER 74 TAXATION

### ARTICLE VIII. TRANSIENT OCCUPANCY TAX

Sec. 74-302. - Imposed; amount.

There is hereby levied and imposed, in addition to all other taxes and fees of every kind imposed by law, on each transient, a tax equivalent to seven percent of the total amount paid for lodging by or for such transient to any hotel.

(Code 1988, § 13-181; Ord. No. 0-05-002, 5-24-2005)

Sec. 74-303. - Use of proceeds.

The proceeds from two (2) percent of the tax imposed by this article shall be set aside and assigned to a capital improvement fund. The revenues collected from that portion of the tax over two (2) percent but not more than five (5) percent shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality. The revenues collected from that portion of the tax over five (5) percent shall be designated and expended solely for the purposes of promoting tourism, including marketing generally and marketing Prince George County as an overnight tourist destination, programs, staff, events and capital projects.

(Code 1988, § 13-182)

2) *That the Ordinance shall be effective on July 1, 2020.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **REPORTS (cont'd)**

**CARES Coronavirus Relief Fund Initiatives** – Ms. Drewry stated that the Board received a report the CARES Coronavirus Relief Funds during the May 25 work session. Prince George County received \$3,346,151 on June 1. These funds may only be used to cover costs that are necessary expenditures due to COVID-19, expenditures not accounted for in the budget most recently adopted as of March 27, expenses incurred during the period that begins on March 1 and ends on December 30. One-time funding should not be used for ongoing services and/or base operations. Some categories of use are medical expenses, public health expenses, certain ~~page 13~~ expenses, expenses to facilitate compliance with COVID-19 health measures, economic support measures, and other reasonably necessary COVID-19 expenses. Relief funds may not be used for revenue replacement, items included in the adopted budget, expenses for State share of Medicaid, damages covered by insurance, and benefits for employees whose duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Other expenses not allowed are expenses that have been or will be reimbursed by any other federal program, reimbursement to donors for donated items or services, workforce bonuses, severance pay, legal settlements, and assistance to meet property tax payments. A new fund has been established and the access is restricted to ensure only appropriate expenditures coded to that fund. Allowable expenditures already incurred March 1 to now will be moved to that fund for items such as personal protective equipment, cleaning/sanitation supplies, technology, and Federal Leave taken. The Board received by email on May 22 and on May 25, recommendations for a mixture of economic relief initiatives and resources to cover expenditures

made to respond to COVID-19. Some of those recommendations include business relief, School distribution, public and employee protection, work continuity, and employee compensation. The Board has ultimate authority on the uses.

Mr. Jeff Stoke talked about recommended eligibility criteria for small business grants (\$1.7 million). These small businesses must hold a 2020 Prince George County business license, must be impacted for any period due to COVID-19 March 1 to September 30, 2020, must receive one stimulus check per Prince George small business, must have fewer than 101 full-time employees, must be in good standing with taxes and utilities, must not be a publicly traded company, and must be a for-profit business. Mr. Carmichael asked if they received a check from the Federal government, can they still be eligible for a local grant. Mr. Stoke stated that was up to the individual locality. Chesterfield County is not disbursing money to businesses that received Federal money. If Prince George County chooses to give grants to businesses that have already received Federal relief, the money cannot be used for dual items. Mr. Brown asked how they would regulate that. Mr. Stoke stated that they would have to ask the business if they received Federal money and how it was used in the application process. Mr. Webb stated that it should be a very strict process with no room for exceptions because some business have applied for Federal money and received nothing. There was extensive discussion as to how to prioritize the businesses in need of assistance and whether to include home occupations as well.

Ms. Drewry continued to discuss disbursement of the other recommendations. In addition, Staff is recommending six donations of \$5,000 from June to November to the Food Bank, meal vouchers to Prince George restaurants for first responders, distribution of masks and hand sanitizers to mobile home parks, pet food distribution, \$552,646 to Schools for chromebooks for students and summer lunches, \$75,000 for technology, \$200,000 for cleaning and protective health measures, and \$503,505 for employee Federal leave granted by CARES, unemployment not federally reimbursed, part-time wages and salaries for re-purposed employees, and lodging expenses for employees who need to quarantine. Staff is requesting flexibility as they will likely have to shift resources based on participation and evolving needs. Mr. Webb stated that as long as the Board is given a heads up, he is fine with that. Funds must be expended by December 30, 2020. Deadlines and invoice payment cutoffs are non-negotiable. Unspent funds must be returned to the State. Expenditures for unallowable purchases will have to be returned to the State. Mr. Carmichael asked if they have unspent funds, could they later be offered to home occupations. Ms. Drewry stated that they could. Mr. Brown stated that would be good as he does have a problem with not helping the home occupations. Mr. Webb stated that he would not have a problem with that. The Board agreed that they would take the approach to help the businesses that need it the most first and move on from there. They can make more decisions as time goes on.

#### **PUBLIC HEARINGS (cont'd)**

**P-4. Public Hearing; Resolution Appropriation of Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 Coronavirus Relief Funds (\$3,346,151).** Following the report on CARES Fund initiatives, Ms. Drewry stated that any budget amendment that is over 1% of the adopted budget requires a public hearing. The amounts included in the resolution are estimates. Again, Staff is requesting flexibility and permission to move budgeted amounts within an initiative as actual participation levels become known and as duration of the pandemic evolves and necessary protective measures are better know. Chairman Hunter opened the public hearing at 8:27 p.m. There was no one to speak and 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.

**Page 14**

R-20-079

P-4.

RESOLUTION; APPROPRIATION (\$3,346,151 CARES CORONAVIRUS RELIEF FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020, does hereby authorize 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:

FUND/ORGANIZATION  
Special Revenue Fund 0230

AMOUNT

Revenue:

0230-30-601-8305-330300 CARES CRF Funds \$3,346,151

Expenditure:

0230-05-113-0612-45600 CARES County Contributions \$1,770,000  
0230-06-207-6009-68100-000-900-000-48206 School Hardware 348,615  
0230-06-205-6012-65100-000-900-000-41038 School PT Café Wages 39,346  
0230-06-205-6012-65100-000-900-000-42100 School Café FICA 3,009  
0230-06-203-6007-63100-000-900-000-41500 School Transp Wages 8,724  
0230-06-203-6007-63100-000-900-000-42100 School Transp FICA 667  
0230-06-205-6012-65100-000-900-000-46002 School Café Food Supplies 152,285  
0230-01-002-0405-48107 CARES Co. Technology Equipment 70,000  
0230-01-002-0405-43101 CARES Co. Technology Services 5,000  
  
0230-04-103-0504-43320 CARES Sanitation Services 20,000  
0230-04-103-0504-46005 CARES Sanitation Supplies 80,000  
0230-03-500-0612-46004 CARES Medical Supplies & PPE 100,000  
0230-03-500-0612-41000 CARES Wages & FICA 503,505\*  
0230-03-500-0612-49199 CARES Contingency 245,000

\*Breakdown of actual wage & federal leave taken costs unknown – will need to prepare budget transfers to appropriate lines as leave is taken and wages are incurred – sample of lines below

0230-04-103-0504-41300 CARES PT Custodial Workers  
0230-03-500-0612-41300 CARES PT Administrative & Security Wages  
0230-03-500-0612-41100 CARES Admin Salaries (FT Repurpose)  
0230-03-500-0612-41200 CARES OT Administrative & Security Wages  
0230-04-103-0504-42100 CARES Custodial PT FICA  
0230-03-500-0612-42100 CARES Adm & Sec PT & OT FICA  
0230-XX-XXX-XXXX-41100 Wages for Federal Leave Taken (will map to individual employee's home function, activity and department code within fund 0230)  
0230-XX-XXX-XXXX-42100 FICA for Federal Leave Taken (will map to individual employee's home function, activity and department code within fund 0230)  
0230-03-500-0612-45530 CARES Lodging (Employee Quarantine)  
0230-03-500-0612-43101 CARES Professional Services (Medical Testing)  
0230-03-500-0612-45541 CARES Training (Cleaning / Protective Measures)

BE IT FURTHER RESOLVED That the appropriations designated for CARES Coronavirus Relief Funds will not lapse at the end of Fiscal Year 2020, but shall remain appropriated until the award period ends, which is estimated at December 30, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

**Page 15**

**A-4. Resolution; Contract Between Prince George County, Virginia and Kalyan Hospitality Relating to Emergency Hotel Rooms for Staff Quarantine for COVID-19.** Mr. Jeff Stoke, Deputy County Administrator, stated that as an emergency quarantine option for Prince George County personnel, especially front line workers, staff has developed an emergency hotel agreement with Kalyan Hospitality to utilize two hotels at Exit 45 on South Crater Road. Any County staff wishing to quarantine away from their home would be afforded this option. The two hotels are the Hampton Inn and Holiday Inn Express. The contract is similar to one executed by Dinwiddie County on April 7, 2020. Mr. Brown asked if someone has to quarantine using CARES Funding, could the 7% transient occupancy tax be waived to 5%. He doesn't want it to look like the County is trying to make money off of the situation using CARES money. The County Attorney stated that they could change it in the contract. Otherwise, they would have to pass an Emergency Ordinance delaying the effective date of the

7%. Mr. Carmichael made a motion, seconded by Mr. Webb to approve the resolution as presented. Roll was called on the motion.

R-20-080

A-4.

**RESOLUTION; CONTRACT BETWEEN PRINCE GEORGE COUNTY, VIRGINIA AND KALYAN HOSPITALITY RELATING TO EMERGENCY HOTEL ROOMS FOR STAFF QUARANTINE FOR COVID-19**

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020 does hereby authorize the County Administrator to execute a Contract between Prince George County and Kalyan Hospitality.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution; Budget Amendment and Appropriation (\$312,438 Comprehensive Services Act End of Year).** Ms. Drewry stated that the CSA Program is mandated by the State of Virginia to provide high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families. The mix of services that the County provides typically yields a 62.84% reimbursement from the State and 37.16% local match. The budget established for FY19-20 expenditures was \$1,950,000. For the Fiscal Year ended June 30, 2020, CSA has committed funds in excess of the expenditures allotted. The CSA Coordinator is projecting total expenditures of \$2,262,438. This represents a budget shortfall of \$312,438. The CSA Coordinator is requesting a State supplement in the amount of \$196,336 (62.84% of the shortfall). The supplement requires a 37.16% match from the locality, which equates to \$116,102. The deficiency requires an appropriation from the General Funds's Fund Balance. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-20-081

A-5.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$312,438 COMPREHENSIVE SERVICES ACT END OF YEAR)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 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>		
0100-20-601-8203-326017 CSA / At Risk Youth	\$196,336	
0100-40-900-8208-399999 General Fund's Fund Balance	<u>\$116,102</u>	
TOTAL:	\$312,438	<b>Page 16</b>
<u>Expenditure</u>		
0100-05-113-0704-45741 CSA Therapeutic Foster Care Not Cov	\$ 74,267	
0100-05-113-0704-45742 CSA Therapeutic Foster Care	\$220,143	
0100-05-113-0704-45743 CSA TFC Par Agreement	\$ 84,149	
0100-05-113-0704-45748 CSA FC MAINT & OTHER	\$ 693	
0100-05-113-0704-45749 CSA Prev Community Based Svcs	\$ 60,865	
0100-05-113-0704-45754 CSA State Special Education Private Day	(\$145,073)	
0100-05-113-0704-45755 CSA SPD Wrap Around	\$ 12,431	
0100-05-113-0704-45781 CSA FC IV-E Congregate Care	\$ 21,081	
0100-05-113-0704-45782 CSA FC Cong Res Non IV-E	\$ 34,174	
0100-05-113-0704-45783 CSA State Res Cong Care PP	(\$ 45,807)	



TOTAL: \$312,438

On roll call the vote was:  
 In favor: (5) Hunter, Carmichael, Waymack, Webb, Brown  
 Opposed: (0)  
 Absent: (0)

**A-6. Resolution; Appropriation of Funds for Fiscal Year 2020-2021 for Prince George County.** Ms. Drewry stated that the Board adopted the FY2020-21 Budget and Capital Improvement Plan on May 26, 2020. The Board adopts a resolution annually to appropriate and authorize spending by fund. Due to the continuing financial downturn created by the coronavirus pandemic, revenues and expenditures will be continually monitored throughout the upcoming fiscal year. It may be necessary to take action during the year to reduce spending appropriations in response to actual revenues being less than projected. If revenues are more favorable than projected, the Board can also consider increasing spending appropriations. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-082

A-6.

RESOLUTION; APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020-2021 FOR PRINCE GEORGE COUNTY

<u>Fund</u>	<u>Source/Fund Description</u>	<u>Amount</u>
100	General Property Taxes	\$ 38,094,360
	Other Local Taxes	6,984,445
	Permits, Privilege Fees & Licenses	679,017
	Fines & Forfeitures & Uses of Money & Property	1,031,463
	Charges for Services	1,224,524
	Miscellaneous & Recovered Costs	236,226
	State, Federal and Other Sources	12,021,381

	TOTAL GENERAL FUND	\$ 60,271,416
217	Community Corrections	\$ 1,082,693
218	Adult Education	996,046
213	Tourism	271,319
215	Economic Development	1,040,000
220	Storm	490,000
227	LOSAP	181,500
311	Capital Projects	887,733
401	Debt Service	9,633,057
500	School Operating	65,627,488
510	Federal Programs (formerly Title I)	2,265,345
520	School Textbooks	662,283
540	School Cafeteria	3,167,952
600	Utilities Operating	6,495,000
610	Utilities Replacement Reserves	384,000
620	Utilities Capital	1,623,513
960	Special Social Services	15,000
	TOTAL NON-GENERAL FUND REVENUES	\$ 94,822,929
	Less: interfund transfers	(28,906,571)
	<b>TOTAL BUDGETED REVENUE - ALL FUNDS FY2020-2021</b>	<b>\$ 126,187,775</b>

APPROPRIATIONS

<u>Fund</u>	<u>Department Title</u>	<u>Amount</u>
100	0100 Board of Supervisors	\$ 210,099
	0101 County Administration	280,560
	0102 County Attorney	362,468
	0103 Human Resources	324,850
	0200 Commissioner of the Revenue	482,659
	0201 Treasurer	595,452
	0202 Clerk of Circuit Court	601,462
	0203 Sheriff	1,160,150
	0204 Commonwealth's Attorney	712,510
	0300 Community Development, Code Compliance	945,130
	0301 Planning	293,253
	0401 Assessor	582,768
	0402 Finance	850,630
	0403 Information Technology	591,645
	0405 County-Wide Information Technology	472,036
	0502 County Garage	536,752
	0503 Refuse Disposal	61,162
	0504 General Properties	2,275,474
	0505 Parks & Recreation	999,375
	0506 County Engineering	3,000
	0601 Police Department	6,127,483

0602	Grants/Law Enforcement	-
0603	Emergency Communications Center	1,465,445
0604	Prince George Fire Department	58,675
0605	Disputanta Fire Department	40,435
0606	Carson Fire Department	75,018
0607	Burrowsville Fire Department	33,592
0608	Jefferson Park Fire Department	54,256
0617	Route 10 / Merchant's Hope Fire Department	13,600
0609	Prince George Emergency Crew	10,100
0610	Fire and EMS	3,606,126
0611	Animal Control	507,418
0612	Emergency Management	74,099
0614	Fire and EMS Grants	-
0615	SAFER Recruitment Grant	227,639
0616	SAFER Hiring Grant	372,183
0701	Welfare Administration	2,239,504
0702	Public Assistance (incl. SLH)	601,403
0703	CSA/At Risk Youth	15,000
0704	CSA State Reimbursed	2,005,300
0706	Tax Relief for Elderly/ Disabled	155,000
0901	Registrar	336,254
0902	Circuit Court	142,209
0903	General District Court	47,270
0904	Magistrate	2,540
0906	Victim Witness	116,935
0907	Board and Care of Prisoners	2,511,807
0908	Court Services	4,500
0909	Juvenile Services VJCCCA	89,511
0910	Local Health Department	222,377
0911	Dist.19 MHMR Services Board	117,374
0912	Contributions to Colleges	-
0913	Regional Library	604,127
0914	Soil & Water Conservation	21,000
0915	Resource Cons. & Develop. Council	3,000
0916	Cooperative Extension Office	83,550
0917	Other Functions	93,008
0918	Farmer's Market	11,709
	Contingencies	343,999
	Transfer to Schools-Operating	16,688,835
	Transfer to LOSAP Fund	141,000
	Transfer to Countywide Debt Service	7,283,294
	Transfer to Debt / Capital Reserves	1,244,686
	Transfer to Economic Development	-
	Transfer to Community Corrections	62,986
	Transfer to Capital Projects Fund	75,733
	TOTAL GENERAL FUND	\$ 60,271,416
	Less: Transfers to Other Funds	(25,496,534)
	Total General Government, less transfer	\$ 34,774,882
		<b>Page 19</b>
217	Community Corrections	\$ 1,082,693
218	Adult Education	996,046
213	Tourism	271,319
215	Economic Development	1,040,000
212	Stormwater	490,000
227	LOSAP	181,500
311	Capital Projects	887,733
401	Debt Service	9,633,057
500	School Operating	65,627,488
510	Federal Programs (formerly Title 1)	2,265,345
520	School Textbooks	662,283
540	School Cafeteria	3,167,952
600-630	Utilities - Water and Sewer	8,502,513
960	Special Social Services	15,000

TOTAL NON-GENERAL FUND	\$ 94,822,930
<b>TOTAL ALL FUNDS</b>	<b>\$ 155,094,346</b>
Less: Interfund Transfers	<u>(28,906,571)</u>
<b>TOTAL BUDGETED EXPENDITURES ALL FUNDS FY2020-2021</b>	<b><u>\$ 126,187,775</u></b>

BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 9th day of June, 2020 that the Budget for Prince George County in the sum of \$126,187,775, for Fiscal Year 2020-2021 be and is hereby approved as set forth below; and that such sums be and are hereby appropriated to the funds indicated, which monies are to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George. Due to the continuing financial downturn created by the coronavirus pandemic, revenues and expenditures will be continually monitored throughout the upcoming fiscal year. It may be necessary to take action during the year to reduce spending appropriations in response to actual revenues being less than the projected / adopted amounts shown below. If actual revenues are more favorable than projected, the board can also consider increasing spending appropriations above amount shown below.

BE IT FURTHER RESOLVED that for the fiscal year beginning on the first day of July 2020, and ending on the thirtieth day of June 2021, the following shall be adopted:

The Treasurer of the County of Prince George be and is hereby authorized to transfer from FUND 100 – General OPERATING as funds become available.

The County Administrator may increase appropriations for non-budgeted revenue items not to exceed \$5,000 per occurrence.

Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. This section applies appropriations in the FY2020-2021 budget as adopted or amended by the Board of Supervisors.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Discussion of Work Session on June 23 or June 30.** Mr. Ashcraft proposed June 23 or June 30 for the Board to have a work session to discuss utility matters and budget carve-outs. The Board agreed by consensus to meet at 4:00 pm in the Boardroom on June 23.

**A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):**

**A. Resolution; One Appointment (Three-Year Term) – District 19 Community Services Board.** Mr. Carmichael made a motion, seconded by Mr. Brown, to reappoint Ms. Jean Grim to the District 19 Community Services Board.

R-20-083

A-8A.

**Page 2 of**

WHEREAS, Ms. Jean Grim’s interim term on the District 19 Community Services Board will expire on June 30, 2020.

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020 does hereby reappoint Ms. Jean Grim to serve on the District 19 Community Services Board without compensation, effective July 1, 2020 immediately expiring on June 30, 2023.

On roll call the vote was:

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

Opposed: (0)

sAbsent: (0)

**B. Resolution; Three Appointments (Three-Year Term) – Recreation Advisory Commission.** Mr. Brown made a motion, seconded by Mr. Webb, to postpone these appointments to July 14. Roll was called on the motion.

On roll call the vote was:  
In favor: (5) Hunter, Carmichael, Waymack, Webb, Brown  
Opposed: (0)  
Absent: (0)

**C. Resolution; Appointment (Four-Year Term) – John Tyler Community College Advisory Board.** Mr. Brown made a motion, seconded by Mr. Webb, to reappoint Mr. William Barnes. Roll was called on the motion.

R-20-084

A-8C.

**RESOLUTION; APPOINTMENT (FOUR-YEAR TERM) – JOHN TYLER COMMUNITY COLLEGE ADVISORY BOARD**

WHEREAS, Mr. William Barnes’ term as the Prince George County representative on the John Tyler Community College Local Advisory Board will expire on June 30, 2020; and

WHEREAS, State Code provides that persons may serve on this Local Advisory Board for two consecutive four-year terms.

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020 hereby reappoint Mr. William Barnes to serve as Prince George County’s representative on the John Tyler Community College Local Advisory for a term effective July 1, 2020 and expiring on June 30, 2024.

On roll call the vote was:  
In favor: (5) Hunter, Carmichael, Waymack, Webb, Brown  
Opposed: (0)  
Absent: (0)

**D. Resolution; Approval of Appointment of Comprehensive Services Community Policy and Management Team Member.** Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the appointments as presented. Roll was called on the motion.

R-20-085

A-8D.

**RESOLUTION; APPROVAL OF APPOINTMENT OF COMPREHENSIVE SERVICES COMMUNITY POLICY AND MANAGEMENT TEAM MEMBER**

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020 hereby approves the appointments of the Prince George County Community Policy and Management Team and the Prince George County Family Assessment and Planning Team for the term July 1, 2020 to June 30, 2021 as follows:

**Prince George County Community Policy and Management Team (CPMT)**

Term: July 1, 2020 to June 30, 2021

Cynthia Hancock, RN, Chair  
Designee of Medical Director  
Crater Health District

Timothy Beard  
Designee of CSU Director

6<sup>th</sup> District Juvenile Court Services Unit

Regina Smith

Designee of Executive Director  
District 19 Community Services Board

Zetta Ethington

Designee of Superintendent of Schools  
Prince George Public Schools

Lori Robertson

Designee of Fiscal Agent  
Finance Department, Prince George County

Donald Hunter

Prince George County Board of Supervisor

Shel Bolyard-Douglas

Director, Prince George Social Services

Darlene Anderson

Poplar Springs Hospital  
Private Provider Representative

Ellen Chiasson

Parent Representative

**Prince George County Family Assessment and Planning Team (FAPT)**

Term: July 1, 2020 to June 30, 2021

Kristin Dunnigan, Chair

Prince George Public Schools

Noel Brown

6<sup>th</sup> District Juvenile Court Services Unit

Ronda Tate

District 19 Community Services Board

Zina Gaines

Prince George Social Services

Pastor Chris Jenkins

Parent Representative

Shardae Washington

Therapeutic Interventions, LLC  
Private Provider Representative

Chaundra Taswell

Military Liaison  
Fort Lee Designee of Garrison Commander

- Agencies shall provide an alternate when the above individuals are unable to participate in Team meetings. All alternate representatives must have a signed Confidentiality Form on file with the Prince George CSA Coordinator.
- Representatives and alternates for Private Provider representatives, Parent Representatives, and Fort Lee Representatives must complete the Statement of Economic

Interest form which must also be on file with the Prince George CSA Program Coordinator before January 1 of each year.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-9. Resolution; Position Control Chart.** Ms. Corrie Hurt, Human Resources Director, stated that the **County Garage** is requesting that the master mechanic position be changed to a garage mechanic position in order to properly compensate the incumbent for the work that will be performed. The current master mechanic is retiring July 1st and it would be extremely difficult to replace that position with the current position title. The current Master mechanic is a grade 311 and the mechanic would be a grade 310. There will be no change to the overall number of positions in the department, it will only result in the downgrading of one position. This change is not expected to have an impact on the FY2021 budget as adopted. In Community Development and Code Compliance, the Manager VI, Planning has been a position that has been extremely difficult to fill. In light of this, the Director has been performing the main duties of the Planning Manager with the vacancy, and other staff members have assisted with other tasks in the department. The Director would like to reorganize effective July 1, 2020 by un-funding the Manager VI, Planning Position, converting the existing planner to a Planner II [remains at Grade 319) funding an additional Planner I Position [Grade 318). This reorganization would result in a net salary savings of \$8,795.75 for the department. This savings is already reflected in the FY2021 budget as adopted. In the future, if necessary, the positions could be re-evaluated and a Manager position could be funded. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-086

A-9.

#### RESOLUTION; FY2019-2020 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of June, 2020 hereby approves the requested changes to the FY2019-2020 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to June 23, 2020 at 4:00 p.m. in the Boardroom for a 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)

**Page 5 of**

The meeting adjourned at 8:49 p.m.

[Draft Minutes prepared June 11, 2020 for consideration on July 14, 2020; adopted by unanimous vote.]

---

Donald R. Hunter  
Chairman, Board of Supervisors

---

Percy C. Ashcraft  
County Administrator