

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session
March 7, 2023

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

MEETING CONVENED. Chairman Donald R. Hunter called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 5:00 p.m. on March 7, 2023 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Jeffrey D. Stoke, County Administrator; Betsy Drewry, Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

WORK SESSION

Discussion of Recreation Fee Change for Football and Cheerleading. Mr. Keith Rotzoll, Director of Parks and Recreation, detailed the reason behind the proposed increase in registration fees for football and cheerleading. In an effort to continually approve the program, the Department had an end-of-the-year meeting with head coaches to discuss how they could upgrade the program. One of the main suggestions coming from both coaches and parents was the purchase of take-home jerseys and cheerleading uniforms in different styles. In years past, registrants paid the basic registration fee (\$30 and less for multiple children). In addition, they purchased football pants (\$40-\$45) and for cheerleading, a crop and lollies (\$24 to \$30 separately). Participants would then borrow a jersey or cheerleading outfit for the season. This year, they are proposing to combine the registration fee, purchase of pants or crop/lollies with a jersey or cheerleading outfit. The new registration fee would be \$125 per participant with the same reduction for multiple participants. Mr. Brown asked how that would work for families that are unable to afford the increase. Mr. Rotzoll stated that he would like to utilize the money that Parks and Recreation gets for sponsorships for those families. Dinwiddie and Petersburg have a scholarship program, but Mr. Rotzoll stated that he does not want to handpick which ones get it and which ones do not. He stated that the Department received \$9,250 in sponsorships just in the spring baseball/softball season. Mr. Brown asked if there is a chance this number could increase in the future if the cost of the uniforms increase. Mr. Rotzoll stated that is a possibility. He clarified for Mr. Brown that most parents were in favor of this because their kids want to be

able to get their name on their jersey. Mr. Brown asked if this will expand into other sports. Mr. Rotzoll stated that the other sports include the jersey and they get to keep them because they are cheaper. Mr. Rotzoll explained for Mr. Carmichael that they spend about \$75 each anyway, so the increase is \$50 to keep their jerseys with their name on it and the cheerleading outfit.

Discussion of Positions

Managing Results Recommendations Compared to Department Head Requests. Ms. Betsy Drewry, Deputy County Administrator, Finance, presented to the Board Managing Results position recommendations for fiscal years 2024 through 2026 at the County's current grade structure and also at market regrades. Managing Results has recommended to add 59.5 positions in the next four fiscal years. At today's current grade structure, the cost would be over \$5.6 million. With the recommended regrade structure, those same positions would cost \$5.83 million. In FY24, Managing Results is recommending 28.5 new positions totaling \$2.563 million with the current grade structure, and \$2.7 million with the market regrades. The General Fund costs would be \$2.4 million with the current grade structure, and \$2.5 with the market regrades. Prior to Managing Results recommendations, the Department Heads had requested 24 positions. Managing Results recommended a Planning Manager and two Planners. The Department Head instead recommended a Planning Director and a Code Enforcement Officer. For County Administration, Managing Results recommended two devoted Deputy County Administrators. The County Administrator recommended requested no new positions. For Finance, Managing Results recommended a Budget Manager and a Grants Coordinator, neither of which were requested by that Department. For Fire and EMS, Managing Results recommended nine firefighters and the Chief requested nine firefighters. For General Services, Managing Results recommended a Buildings and Ground Manager and a Fleet Apparatus Technician. The Department only requested a Fleet Apparatus Technician. In Human Resources, Managing Results recommended a Risk Management Position. The Department had no position requests. For the Police Department, Managing Results recommended four Patrol Officers and two Communications Officers. The Police Chief made the same request. In Social Services, Managing Results recommended two Benefits Staff and a Part-Time Administrative Assistant Position. The Director asked for two Benefits Staff and a Full-Time Administrative Assistant Position. For Utilities, Managing Results recommended one Sewer Pump Station Mechanic. The County Engineer asked for a Utility Maintenance Foreman, a Utility Supervisor, and a Utility Worker III. The Department Head requests of 24 total \$2 million with the current grade structure and \$2,059,632 with the market regrades. The General Fund proponent is \$1.665 million with the current grade structure and \$1.709 million with the market regrades. Out of those 24 position requests, the County Administrator is recommending to move forward with only nine of them due to lack of resources to fund each request. Those positions include a Planning Director, four Fire Medics, two Benefit Program Specialists and one Executive for Social Services, and a Utility Supervisor. Ms. Drewry went over the Department Heads' reclassification requests. IT is requesting a reclassification of a GIS Technician to a GIS Analyst, and a reclassification of a GIS Coordinator V to a Manager VI. Police is asking for a reclassification of Animal Services Manager I to a Manager V, and reclassification of Part-Time Administrative Support Specialist III to Officer Manager (PTR). Fire and EMS is requesting the reclassification of Captain to Battalion Chief (three positions), Captain Volunteer/Training to Logistics Officer, and conversion of vacant Captain 1 to Fire Medic 2. The Treasurer is asking to provide a Career Development increase to one Deputy Treasurer who has attained Master

Designation. The Commissioner of Revenue is requesting to provide a Career Development increase for one Deputy License Inspector. Social Services is requesting the reclassification of an Admin Support Specialist II to an Admin Support Specialist III and a Manager V to a Manager VI. Utilities has requested the reclassification of a Utility Billing Collection Specialist to a Utility Billing Collection Specialist II. Riverside Criminal Justice Agency is requesting a reclassification from Office Manager to Manager 1, Community Corrections Administrative. The total costs of these reclassifications are (\$12,584) with the General Fund proponent being (\$26,590) under the current structure and \$35,708 with the General Fund proponent being \$20,567 with the market regrades. Ms. Drewry confirmed for Mr. Carmichael that there are no current active SAFER grants. We will not know if we are approved for any in the future until January of 2024, which is halfway through the fiscal year. Mr. Carmichael asked if any of the new positions would play against the chances of getting a future grant. Chief Beamon confirmed that it would not.

Large Operating, Capital and Study/Strategic Plan Requests. Ms. Drewry stated that they are recommending to decrease what is expected for Riverside Regional Jail by (\$339,258) or 12.66%. Census is down in jail, and Prince George Census has dropped in FY2023. The County is using a higher internal estimate; \$97,323 more than communicated following a February 23, 2023 RRJ Board meeting. The per diem is going from \$51.50 to \$52. The estimated Value of \$0.01 of Real Estate Taxes is increasing from \$348,000 to \$370,000 {leaving RE tax rate at \$0.82}. Therefore, the General Fund transfer to Apparatus Account would increase by \$43,400 {from \$223,525 to \$266,925} and the General Fund transfer to Fire and EMS Equipment Account would increase by \$21,749 {from \$263,802 to \$285,551}. The increase for Riverside Criminal Justice Agency is estimated at {from \$141,967 to \$211,638}. The County is reducing the reliance on RCJA Fund Balance (\$90,000 to \$25,000) and providing the pay increases for state-supported employees and market regrades. They are recommending continued “cash funding” of County vehicles and school buses for FY2024 rather than borrowing \$993,374 School Buses (4) - \$543,374. For County/Public Safety Vehicles - \$450,000; no increase from FY2023. In FY2021, the Board committed to continuing a General Fund Contribution to the Debt Fund of \$8,330,740 to fund annual County and School Debt Obligations / Payments Fund a Reserve for Future Projects. The FY2023 adopted contribution is \$8,330,740, and \$7,959,727 is used to meet debt obligations, the remaining \$371,013 is contributed to reserves for future projects. The audited FY2022 debt fund, fund balance is \$3,074,676; expected FY2023 debt fund, fund balance would increase to \$3,445,689. The FY2024 County and School Debt Obligations are \$7,274,259 (removing \$441,800 funded by Stormwater Fund), and under current commitment \$1,056,481 would be contributed to reserves for future projects {to total \$8,330,740}. The FY2021 Davenport calculation included rolling stock in the formula (County Vehicles and School Buses); the vehicles and buses are now cash funded. Staff recommends reducing debt reserve contribution by \$175,000 for FY2024 to meet staffing and operating requests (Value of annual debt payment of \$812,000 over 5 years – used in Davenport FY2021 calculation); transfer to debt reserves would be \$881,481 (instead of \$1,056,481) and total General Fund contribution to the debt fund would be \$8,155,740 instead of \$8,330,740. Based on Contract Amendment 4 approved February 28, 2023, Staff recommends not budgeting \$566,639 in ECC contracted services for FY2024, but including the following one-time requests totaling \$614,702: General Fund Transfer to CIP for Fuel Focus system - \$314,502, Comprehensive Plan Update and Ordinance Revisions – Planning - \$115,000, Phase II of

Organizational Review and Staffing Level Study - \$77,700, first phase of Department Strategic Plans - \$100,000, and laptops and equipment for Board Members (transition to BoardDocs) - \$7,500. Ms. Drewry talked about some employee compensation improvement requests and mandates, including Board actions taken during FY2023 (largest – Police and Fire increases that were effective 1/1/2023) - \$988,238, which is a must do. Another is Public Safety & Non-Public Safety Step increases to bring to June 30, 2023 experience - \$692,058 {\$564,413 without state-supported costs and recoveries}. She will ask the Board to rank that as a priority. They also must make mandated increases in State Supported local employees (7%) – Comp Board & DSS (\$22,459) {Revenues Exceed Increased Expenditures}. The Board will be asked to rank as priority the requested market regrades for Non-Public Safety positions below Market - \$701,694 {Includes needed adjustment for Part-Time and Overtime wages. Other must-dos are inflationary increases, including vehicle fuel - \$57,500, Utilities (Electrical & Heating) - \$53,550, vehicle supplies - \$35,745 (mainly FEMS), maintenance contracts (Janitorial & Lawn Care) - \$21,184, postage - \$7,832, supplies/data processing and other small increases and decreases - \$26,794. In addition, contractual obligations, such as, Board Swagit - \$38,000, E-911 AT&T Service - \$52,050 {Loss of VDEM E-911 Delta Funding}, Police - \$13,975 (Leads Online & Power DMS), Assessor - \$12,300 (Software), and Registrar - \$3,070 (Leased Voting Equipment & Services). There are requested County contribution increases from Appomattox Regional Library - \$25,825; 4% [from \$645,631 FY23 to \$671,456 for FY24]; Recommend increase at requested level, Crater Youth Care Commission Increase \$9,320 {FY23 \$330,084; FY24 \$339,404}, Crater Criminal Justice Training Academy increase of \$17,680 {\$15,558 PD \$2,122 Sheriff {FY23 \$55,250; FY24 \$72,930} – capital expansion, D19 CSB – Requested increase of \$15,514; 11.7% increase [from FY2023 \$132,867 to \$148,381 for FY2024] – Recommending Level Funding at \$132,867 (\$0 increase), Health Department – No Request to Date for FY2024. FY2023 Budgeted at \$225,000; Final State FY2023 Budget \$197,712; Recommend FY2024 at \$197,712 {Decrease of \$27,288 from FY2023 Adopted}. Within the DSS Budget, Hopewell PG Healthy Families requested \$25,000; recommend level funding at \$20,000, Small Increase for James House - \$300 (from \$3,200 to \$3,500), Level Funding for Senior Navigator - \$2,500, Crater Area Agency on Aging – No FY2024 request and no response from Point of Contact (\$9,000 awarded in FY2023) – (\$9,000 reduction), Small increases from Chesterfield Med Flight \$2,200; CVWMA \$96; James River Soil & Water Conservation District \$1,000; Cooperative Extension \$4,330. Recommended for Elimination is RC&D – (\$3,000) – No FY2024 request and no known point of contact; they have not invoiced us for FY2023. The County Administrator recommends reduction of General Fund Contingency to adopted levels in prior years. The adopted FY2023 General Fund Contingency was \$725,143; \$608,395 has been used to date. The recommendation is to reduce to FY2020 or FY2019 levels {\$100,000 to \$150,000} to increase resources for operating needs to assist in funding 1/1/2023 public safety salary increase and other baseline adjustments, and to curtail mid-year operating requests. The School request is \$1.8 million. The Revenue Sharing Calculation calculated a \$32,000 drop based on declining school enrollment. This will be another item for the Board to rank as priority to provide additional funding for the School Division. County Admin recommended Capital Requests are Information Technology - Upgrade to Office 365 - \$64,800, Human Resources - NeoGov Learn – County-wide Online Training Platform - \$15,000, and BoardDocs - \$8,225. Other Capital Requests there were not recommended by County Admin are Information Technology – Expanded Network Storage Needs - \$96,000, General Services – Used Bucket Truck - \$80,000, General Services – Requested Increase in Repairs & Maintenance - \$42,000

from \$258,000 to \$300,000, and Recreation - \$16,935 to redo CWC Gym Floor. Mrs. Drewry stated that they will also be asking the Board to rank as priority the position and reclassification requests mentioned earlier. Ms. Drewry went over the budget principals in the proposed budget. They included not equalizing the Real Estate Tax Rate, no change in Personal Property Tax Rate, balance resources with mandated and requested pay increases that will assist in attracting and retaining qualified and talented employees, address inflation, and address workload strain in departments. In addition, meet current and upcoming operating and capital needs for existing functions and programs, continued dedication of 3¢ RE Tax Revenue for Fire/EMS Apparatus (2¢ - \$740,000) and Fire/EMS Equipment “Capital Fund / Account” (1¢ - \$370,000); those dollar amounts will grow if the value of 1¢ grows {Debt Payment + Transfer to Capital Accounts}, and a plan for implementation of Strategic Plan [FY2024] initiatives, and a continued contribution to debt reserves {Reducing for Impact of Cash Funding of Rolling Stock – County Vehicles and Buses}. The budget will be presented at the March 14 Board of Supervisors Meeting. Once the budget is presented, there will be four more work sessions on March 16, March 30, April 19, and May 2. The Tax Rate Public Hearing and Adoption will be on April 25 and the budget public hearing will be on May 9. The adoption of the budget will be on May 23.

Resources and Balancing – Board Input on Priorities. The Board received a handout to provide input on FY2024 Budget Priorities and balancing requests to resources. Ms. Drewry went over the list of Revenues and Required Expenditures related to those Revenues that total \$2,893,258 in available resources (resource reductions) from FY2023. She then went over the “Must Do” list with the Board to see if there were any items they wanted to take off the list. Based on the Revenue Sharing Calculation formula, there will be about a \$32,000 reduction in the School transfer. This is driven by the drop in school enrollment compared to a large increase in County population. She also mentioned the \$339,258 reduction for the Riverside Regional Jail contribution. She also mentioned the 2 cents dedication to Fire and EMS Apparatus and the one-cent dedication to Fire and EMS Equipment. She then went over the purchases of Phase II of the Organizational Review and Staffing Level Study, the Comprehensive Plan Update and Ordinance Review, the transfer to CIP for Fuel Focus, the purchase of laptops for the Board in preparation of BoardDocs, Phase I of the Department Strategic Plan, and the E-911 Contract. There will be no increase for County vehicles. There will be a \$106,283 increase for school buses. She also mentioned increases for Community Corrections, Crater Criminal Justice Academy, Crater Youthcare Commission, MedFlight, Central Virginia Waste Management Authority, James River Soil & Water, Appomattox Regional Library, Cooperative Extension, baseline wages and benefits for FY2023 staffing changes, change in budgeted electricity costs, change in budgeted heating costs, vehicle fuel, postage, janitorial and lawn care maintenance contracts, Assessor software contract, Swagit contract, VDEM E-911 Delta Funding, Police contract obligations, vehicle supplies, travel and training, leased voting equipment and supplies, and supplies and data processing materials. Ms. Drewry then went over the Board priority “scoring” list. Hopewell/Prince George Families requested a \$5,000 increase. The County Administrator recommends level funding with no change. The Board agreed. In addition, the County Administrator did not recommend funding an additional \$5,000 for 4-H. The Board agreed. Mr. Stoke also did not recommend funding a \$1,000 increase for Swift Creek Theatre. The Board agreed. The County Administrator recommends reducing the General Fund Contingency to \$100,000 in order to meet the operating requests along with the baseline adjustment. The Board agreed. The Board also agreed to Mr. Stoke’s recommendations to

upgrade to Office 365, implement BoardDocs Agenda Platform, and NeoGov Learn Digital Training Platform. The Board agreed to continue to provide the step increase for both Non-Public Safety and Public Safety employees to bring experience to June 30, 2023 level and to provide a one-time bonus for non-public safety employees receiving 0 or less than 2% since July 1, 2022. Bonus plus the raise would equate to 2% of FY 23 salary. The County Administrator has recommended the aforementioned reclassifications with market regrades. Mr. Brown stated that he is ready to say yes to the reclassifications but not yet with the market regrades until they have further discussion on that. Mr. Webb and Mr. Hunter agreed. Ms. Drewry stated that if the market regrades do not get approved, they may need to have more internal discussion as to whether or not they should just handpick a few positions to place on higher grades without consideration for all. The County Administrator has recommended a total of eight new positions with market regrades; four Fire Medics, two Benefit Specialists and one Executive Assistant for Social Services, and a Director of Planning. If additional funding were available, next would be four Police Officers, five more Fire Medics, Code Enforcement Officer, Apparatus Technician, and two Communications Officers. Mr. Brown stated that he is good with the first eight, but not with the market regrades until further discussion. As far as the other positions, he would like to see where they stand on some decisions from above. Ms. Drewry asked if they want to score the first eight, and then the others individually. At this time, Mr. Brown, Mr. Webb, Mr. Hunter and Mrs. Waymack agreed that they were in favor of the top eight without the market regrades until more discussion. Mr. Carmichael indicated that he would be in favor of one Fire Medic, one Police Officer or Communications Officer, the three Social Services positions, the Director of Planning, a Code Enforcement Officer, and an Apparatus Technician. He said he was just trying to spread it out into other departments since they have done so much for Public Safety in the recent past. Mr. Hunter stated that they just spent a lot of money on the Garage to make it capable of serving the larger pieces of apparatus. He thinks they would be money ahead if they could work on them in this new facility. Therefore, he thinks the Apparatus Technician should be looked at. Mr. Webb agreed there would be some benefits to do something with that. Ms. Drewry asked if they wanted to go through the others one by one. Mr. Webb stated that he would rank a two for the others, depending on the decision on the market regrades. The Board agreed with the County Administrator recommendation to level fund the Schools. The Board also agreed with the \$2,000 increase recommended amount for repairs and maintenance. Ms. Drewry stated that they need to get their input on the market regrades. Mr. Brown and Mr. Webb agreed to meet with them on March 8. Mr. Hunter agreed to meet with them on March 9. Mrs. Waymack and Mr. Carmichael agreed to meet with them on March 9.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 6:34 p.m.

[Draft Minutes prepared March 14, 2023 for consideration on March 28, 2023; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Jeffrey D. Stoke
County Administrator

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