

**AGENDA**

Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: February 27, 2018  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Closed Session**

**6:30 p.m.**

**Business Meeting**

**7:00 p.m.**

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

**CALL TO ORDER**

Roll Call

**CLOSED SESSION**

E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.

E-2. Resolution; "Certification of Closed Session" Certifying that Only those Items Contained in the Closed Session Motion were Discussed.

**INVOCATION**

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

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

C-1. Draft Minutes – February 6, 2018 Pre-Budget Work Session and February 13, 2018 Regular Meeting.

C-2. Resolution; Appropriation (\$5,750 Surplus Property Sale– Garage Rotary Lift).

**PRESENTATIONS**

**SUPERVISORS' COMMENTS**

## **COUNTY ADMINISTRATOR'S COMMENTS**

### **REPORTS**

### **TABLED ITEMS**

#### **ORDER OF BUSINESS**

- A-1. Resolution; Award of Contract and Budget Amendment and Appropriation (Appropriation - \$219,912 Courthouse Basement Buildout; Award of Construction Contract J. W. Enochs - \$1,195,000).
- A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 10.01 Entitled *Orientation*, Section 14.1 Entitled *Promotion*, Section 17.1 Entitled *Temporary Acting Positions*, and Sections 32.1 Through 32.3 Entitled *Occupational Injury/Death*.
- A-3. Discussion and Possible Consideration of Reclassification of Position in the Real Estate Assessor's Office.
- A-4. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):
  - A. Resolution; Appointment (Three-Year Term) – Board of Grievance Appeals.
  - B. Resolution; Recommendation of One Appointment (Interim Term) – Board of Equalization of Assessments.
- A-5. Presentation of FY19 Budget.

#### **PUBLIC HEARINGS**

- P-1. Public Hearing; Special Exception; Burn Building.

#### **ADJOURNMENT**

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

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

February 27, 2018

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

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:30 p.m. on Tuesday, February 27, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (1) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (2) discussion of the performance of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.** Mr. Brown made a motion, seconded by Mr. Webb, that the Board convene closed session for

R-18-021

E-1.

RESOLUTION; CLOSED SESSION FOR: (1) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) DISCUSSION OF THE PERFORMANCE OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018, does hereby vote to enter closed session for (1) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711,

(A)(1), Code of Virginia, 1950, as amended; and (2) discussion of the performance of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 7:08 p.m., Mrs. Waymack made a motion, seconded by Mr. Hunter, 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 Robertson 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-18-021A

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 27<sup>th</sup> day of February, 2018 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**Invocation.** Mr. Brown gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Hunter led the Pledge of Allegiance to the United States Flag.

**PUBLIC COMMENTS.** Chairman Carmichael 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 7:11 p.m. There was no one to speak and the public comments period was closed.

**APPROVAL OF AGENDA.** Mr. Hunter made a motion, seconded by Mr. Brown, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – February 6, 2018 Pre-Budget Work Session and February 13, 2018 Regular Meeting was approved as presented.

R-18-022

C-2.

**RESOLUTION; APPROPRIATION (\$5,750 SURPLUS PROPERTY SALE– GARAGE ROTARY LIFT)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
<b>0100-01-002-0502-46043-</b>	<b>General Fund: Garage Tools &amp; Equipment</b>	<b>\$5,750</b>
<u>Revenue:</u>		
<b>0100-10-508-8114-315204</b>	<b>General Fund; Salvage / Surplus</b>	<b>\$5,750</b>

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**SUPERVISORS' COMMENTS**

Mr. Brown stated that it has been a great pleasure to have attended various events and activities in the County. He thanked the Police Department for its award for providing a “Safe Place” and for the County’s award for being the “Best County in Which to Live.”

Mrs. Waymack expressed her pride in receiving those awards as well. She also recognized Martin’s Brandon Episcopal Church for reaching their 400<sup>th</sup> Anniversary. She would like to see the Board recognize them publicly in the near future.

Mr. Hunter stated that he believes Prince George County has done a great job in recognizing Black History Month with its many celebrations and events.

Chairman Carmichael congratulated the Police Department and the County for receiving those awards as well.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Ashcraft stated that the Virginia Values Veterans Presentation will be on February 28 at 1 p.m. at the Beacon Theatre. The Virginia's Gateway Region Annual Meeting will be on February 28 at 5:30 p.m. at the Petersburg Country Club. The Love's Grand Opening will be on March 2 at 10:30 a.m. at the Love's Travel Center on Route 460. There will be a Job Fair on March 3 at 10 a.m. at King's Dominion. There will be a 'A Beacon of Light' Free Concert on March 2 at 7:30 p.m. at the Beacon Theatre. The 16<sup>th</sup> Annual Good Gardening Symposium will be on March 10 at 8:30 a.m. at The Barn Theater at Richard Bland College. Prince George High School Senior Jakob Kennedy wins first PGHS wrestling title. The Hopewell-Prince George Community Health Center received federal funding that will allow it to continue operations. There will be a Burn Ban in effect until April 30 - 'No Burning Before 4 p.m. daily. Information Technology Director Kirsten Cherry is the latest department head to be accepted into the LEAD Virginia leadership program.

### **ORDER OF BUSINESS**

**A-1. Resolution; Award of Contract and Budget Amendment and Appropriation (Appropriation - \$219,912 Courthouse Basement Buildout; Award of Construction Contract J. W. Enochs - \$1,195,000).** Ms. Betsy Drewry, Finance Director, stated that renovations of the Courthouse basement have been planned since FY2014. Bonds were issued in 2016 in the amount of \$1,900,000 for the Courthouse basement renovation. A portion of these funds (\$316,587) were transferred to cover deficiencies in the available funding for the Courthouse HVAC CIP budget. An Invitation for Bid (IFB #18-1211-1) for completion of renovations (base and alternate) was issued on December 12, 2017 and closed on January 19, 2019. There were seven (7) responses received. The low base bid of \$1,110,000 was received from J. W. Enochs. Enochs' bid for the additive alternate was \$85,000. Staff recommends completion of alternate work while base renovations are being completed. There are items necessary for project completion that are not included in the construction bid. Those items include: Architectural Services (Base), Architectural Service (Expanded), Furniture & Miscellaneous, Audio Visual, Security Access Controls, Telephone and Data (Lines & Equipment), Special Inspections and Testing, Contingency (recommended for any project to cover unforeseen costs). Separate procurement and/or use of existing state and local contracts will be used for completion of these items. A total project budget of \$1,803,325 has been computed. Additional funds in the amount of \$219,912 is needed. Staff is recommending that the Board authorize the County Administrator to sign a contract with J. W. Enochs for a \$1,110,000 Base Bid with a \$85,000 Alternate and for the appropriation of \$219,912, balance of funds needed, through bond issuance in the Spring/Summer of 2018. Two resolutions are included in the board packet. One resolution approves execution of contract and the appropriation, the other is a reimbursement resolution which expresses the intent of the County to purchase items now and reimburse themselves with bond proceeds issued in the spring of

2018. Mrs. Waymack asked Sheriff Allin regarding any additional staffing and he stated that they do not foresee the need of additional staffing at this time. There was also discussion with Mr. Michael Purvis, General Services Director, regarding addressing any mold issues and the savings of cost in doing all renovations at one time. Mr. Webb made a motion, seconded by Mr. Hunter to approve the appropriation as presented. Roll was called on the motion.

R-18-023

A-1.

**RESOLUTION; AWARD OF CONTRACT AND BUDGET AMENDMENT AND APPROPRIATION (APPROPRIATION - \$219,912 COURTHOUSE BASEMENT BUILDOUT; AWARD OF CONSTRUCTION CONTRACT J. W. ENOCHS - \$1,195,000)**

WHEREAS, The Prince George County Board has authorized the renovation and buildout of the County Courthouse Basement Area and the Finance Department issued Invitation for Bid (IFB) #18-1211-1 and received seven bid responses; and

WHEREAS, The low bid was received from **J. W. Enochs** for \$1,110,000 for base bid and \$85,000 for alternate bid [\$1,195,000]; and

WHEREAS, The total estimated cost for Courthouse Basement buildout along with furniture, audio visual equipment, security access control equipment, telephone and data lines and equipment, architectural and engineering services and contingency is \$1,803,325 (Construction \$1,195,000; architectural and engineering services, furniture, security, telephone, data and security access control equipment and contingency \$608,325); and

WHEREAS, \$1,583,413 is currently available from a 2016 borrowing and the remaining \$219,912 needed will be available with the spring 2018 bond issuance; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with J. W. Enochs in the amount of \$1,195,000 (base \$1,110,000 + \$85,000 alternate) to move forward with the Courthouse Basement Buildout and to procure other needed equipment and services.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018, hereby authorizes the County Administrator to execute a contract with J. W. Enochs to complete the Courthouse Basement buildout in the amount of \$1,195,000 and to procure other project equipment and services totaling up to \$608,325 (total Project Budget of \$1,803,325);

AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018, does hereby authorize and appropriate the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies shall be

expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b><u>Capital Improvement Fund (0311)</u></b>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$219,912
Expenditures:		
0311-02-010-3140-48130	CIP – Courthouse Basement Project	\$219,912

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Brown made a motion, seconded by Mr. Hunter, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-18-024

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS**

**WHEREAS**, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has determined to undertake a capital improvement project to renovate the basement area of the County Courts Building (the "Purchase");

**WHEREAS**, the Board currently expects that the cost of the renovation which exceeds available funding, excluding the costs of the financing thereof, will be approximately \$219,912;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$219,912 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County as follows:



1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the “Bonds”) or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$219,912.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the “official intent” of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County’s counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

## **PUBLIC HEARINGS**

**P-1. Public Hearing; Special Exception, Burn Building.** Mr. Douglas Miles, Zoning Administrator, stated that the Prince George County Fire and EMS Director is proposing a Class A Burn Building and he presented the department's proposal on September 13, 2016 to the Prince George County Board of Supervisors at the proposed location. The Director is now bringing forward a request to site the building on the subject property through the local land use approval process and it may include other local government purpose uses in the future on this County owned property. The 2014 Comprehensive Plan identifies this area as appropriate for industrial land uses and the request site is in the County's service entrance area to the existing industrial park land and it would provide for the necessary public safety and service needs in this portion of the County. The subject property is zoned M-1, Limited Industrial and there is an existing zoning case condition that requires that a fifty (50) foot buffer be installed to screen future land uses from any adjoining residential or agricultural uses such as single family dwellings and farm structures. The Inspections Division has reviewed the Special Exception request for local government purpose buildings and uses with respect to the Virginia Uniform Statewide Building Code (VUSBC). Development of the property will be required to comply with the applicable requirements of the VUSBC and VSFPC. Review of these items will be completed during the site plan review process. Construction of all new buildings will require commercial building permits and related trade permits from the Inspections Division. Structures that will be utilized for commercial purposes will be required to comply with the applicable requirements of the VUSBC. The review of these items will be completed during the building permit review process. The Virginia Department of Transportation (VDOT) has indicated that the proposed use will require a VDOT commercial entrance. Commercial entrances are subject to the spacing criteria contained in VDOT's Access Management Design Standards. The applicant has begun to work with the VDOT – Petersburg Residency Staff on their new site entrance requirements in conjunction with Timmons Group through the submittal of a conceptual site plan on the property. The Planning Commission and Staff recommends approval of the proposed local government purpose buildings provided that the impact upon the surrounding property owners is minimal. Staff has proposed recommended conditions to ensure that this use complies with all Federal, State and County Code requirements: (1) this Special Exception is granted for local government purpose buildings and/or volunteer fire or rescue squad uses to the County of Prince George located on Tax Map 340(0A)00-132-0 and it shall run with the land; (2) the applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department; and (3) this Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations. Mr. Webb asked Mr. Brad Owens, Director of Fire and EMS, if there has been discussion with surrounding homeowners. Mr. Owens stated that any concerns have been addressed. Chairman Carmichael opened the public hearing at 7:41 p.m. There was no one to speak and the public hearing was closed. Mrs. Waymack made a motion, seconded by Mr. Brown, to approve the special exception as presented. Roll was called on the motion.

O-18-04

P-1.

**SPECIAL EXCEPTION SE-17-07** Request of the County of Prince George for a Special Exception to construct a Class A Burn Building and/or other related local government purpose buildings and/or volunteer fire or rescue squad use under 90-392 (41) and 90-443 (2) in an M-1 Zoning District. The request property is located on the west side of Wells Station Road and south of West Quaker Road and identified as Tax Map 340(0A)00-132-0. The comprehensive plan calls for industrial uses and is the County's service entrance area to the existing industrial park land.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-17-07 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for local government purpose buildings and/or volunteer fire or rescue squad uses to the County of Prince George located on Tax Map 340(0A)00-132-0 and it shall run with the land.
2. The applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
3. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

**A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 10.01 Entitled *Orientation*, Section 14.1 Entitled *Promotion*, Section 17.1 Entitled *Temporary Acting Positions*, and Sections 32.1 Through 32.3 Entitled *Occupational Injury/Death*.** Ms. Corrie Hurt, of the Human Resources Department, stated that Staff has reviewed the personnel policies related to Orientation, Promotion, Temporary Acting Positions and Occupational Injury/Death and have a recommendation to update those policies effective February 27, 2018. In regard to the Orientation policy, they have included language to the policy that guarantees the Department Director and Human Resources staff will provide the new employee with knowledge of County operations and ensures that the new employee has been given the necessary resources to fulfill the job responsibilities. In regard to the Promotion policy, Staff removed confusing language concerning the practice of filling vacancies by promotion. Staff added language to clarify how the new salary is determined for an employee when a promotion is given. In regard to the Temporary Acting Positions policy, to ensure that all employees filling a temporary position are treated equitably, verbiage was added to clarify when a salary increase for serving in the temporary position will be effective. In regard to the Occupational

Injury/Death policy, Staff brought this policy up to date in accordance with the recently approved Worker's Compensation Policy. Following some brief discussion regarding an orientation checklist and the Company Nurse Hotline, Mrs. Waymack made a motion, seconded by Mr. Webb, to approve the personnel policies as presented. Roll was called on the motion.

R-18-025

A-2.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 10.01 ENTITLED *ORIENTATION*, SECTION 14.1 ENTITLED *PROMOTION*, SECTION 17.1 ENTITLED *TEMPORARY ACTING POSITIONS*, AND SECTIONS 32.1 THROUGH 32.3 ENTITLED *OCCUPATIONAL INJURY/DEATH*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Orientation* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Promotion* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Temporary Acting Positions* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Occupational Injury/Death* Sections 32.1 and 32.2 be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 27<sup>th</sup> day of February, 2018 does hereby amend the Prince George County Personnel Policy by revising policies entitled *Orientation*, *Promotion*, *Temporary Acting Positions*, and *Occupational Injury/Death* be reviewed and approved as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Discussion and Possible Consideration of Reclassification of Position in the Real Estate Assessor's Office.** Mr. Rod Compton, Real Estate Assessor, stated that he is requesting a change within the Assessor's Office that requires a modification to the County's Position Control Chart. In 2017, due to a retirement (Real Estate Technician) and a reassignment of a staff member who became ill (Real Estate Technician) the Assessor's Office required the

emergency hiring of two temporary part-time Real Estate Technicians to continue the operations of the Title/Transfer and Land Use core functions. Unfortunately, the staff member who became ill passed on July 1, 2017. The processes by which the Assessor's Office completes the Annual Reassessment have changed significantly over the past ten years. Through attrition, he has restructured the office to better fill the technological skill demands that have become prevalent in the daily workflow. He is requesting to replace one of the Real Estate Technician positions (Grade 8) with the newly created Real Estate Assessment Operations Coordinator (Grade 12) to fill this vacant position. This newly created position will be the hub of the annual assessment workflow by bridging the responsibilities of the Executive Office Staff, the Appraisal Staff, and the Assessor. The position description has been written, reviewed by Human Resources, and graded and reviewed by the HR Consultant (Evergreen Solutions). The new Position will have a higher grade (12) compared to the Real Estate Technician Position it is replacing based on the level of technical skills that will be required. However, the starting salary for the new position is below the last salary of the retired Real Estate Technician Position. Mr. Compton is also requesting to maintain the current operation by keeping the two temporary, part-time Real Estate Technicians to fulfill the duties of 1 full-time Real Estate Technician (no benefits) There is no budget impact in FY2018. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the reclassification as presented. Roll was called on the motion.

R-18-026

A-3.

#### RESOLUTION; FY2017-2018 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018 hereby approves the requested changes to the FY2017-2018 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

#### **A-4. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):**

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

R-18-027

A-4A.

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

WHEREAS, Ms. Gail Vance's term on the Board of Grievance Appeals will expire on March 8, 2018; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018 does hereby reappoint Ms. Gail Vance to the Board of Grievance Appeals to serve a three-year term beginning March 8, 2018 and ending on March 8, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**B. Resolution; Recommendation of One Appointment (Interim Term) – Board of Equalization of Assessments.** Mr. Hunter made a motion, seconded by Mr. Webb, to recommend appointment to the Circuit Court for Mr. Henry Geisz, Jr. roll was called on the motion.

R-18-028

A-4B.

**RESOLUTION; RECOMMENDATION OF ONE APPOINTMENT (INTERIM TERM) – BOARD OF EQUALIZATION OF ASSESSMENTS.**

WHEREAS, Due to his passing, the term of Mr. Charles Story is vacant;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of February, 2018 does hereby recommend to the Circuit Court Mr. Henry Geisz, Jr. for appointment to the Board of Equalization of Assessment to serve an interim term, effective immediately and ending on December 31, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Presentation of FY19 Budget.** County Administrator, Percy Ashcraft, presented the FY19 Budget. He stated that the Budget is submitted to assist the Board of Supervisors in making policy decisions that are geared to meet the challenges of the community, as well as lend itself to public scrutiny through input from taxpayers and the media. The Budget is also designed to incorporate extensive financial controls and pursue goals of efficiency and effectiveness by balancing short-term and longer-term community interests. Ultimate approval of the annual Budget is seen as the most important action taken by the Board of Supervisors. The Budget serves as a financial roadmap for what programs and services are offered in Prince George County. The Budget is balanced in accordance to State code and is proposed to reflect accurate revenues and expenditure projections with the best information that is available at the time of presentation. Furthermore, it is proposed to continue providing a high level of service to the citizens and businesses of Prince George County. Prince George County for FY '17 reported on time its financial data required by its auditor Robinson, Farmer, Cox. As a result, an unqualified opinion was given by the auditing firm. Prince George County's AA plus bond rating was reaffirmed in March of 2017. All financial policies approved by the Board of Supervisors were adhered to in FY '17, and recommendations in the FY '19 Budget were determined with all policies in mind. The Finance Department for calendar year 2017 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016.

Staff continues to recommend to the Board of Supervisors the keeping of Fund Balance above 15 percent, even though the percentage was reduced to 12.5 percent from 15 in 2015. The Fund Balance reported in the FY '17 audit was 25.9 percent. The projection for FY '18 is 16.6 percent. The forecast for June 30, 2019 is 16.3 percent. Calendar year 2017 was another dynamic 12 months for Prince George County.

An aggressive Staff agenda was endorsed by the Board of Supervisors, and a multitude of goals were accomplished in every area of government. As a result, numerous honors and awards were issued to departments and individuals. They include: (1) The Police Department received its first re-accreditation earlier this month; (2) Bettina Coghill, Director, Riverside Criminal Justice Agency received the 'Exemplary Employee of the Year' Award from the Riverside Criminal Justice Authority; (4) Parks & Recreation received a \$46,912 grant from the John Randolph Foundation to create an exercise room at the Central Wellness Center; (5) Deputy County Administrator Jeff Stoke received the International City-County Management Association (ICMA) Credentialed Manager (CM) designation; (6) IT Director Kirsten Cherry was selected to the class of 2018 for the prestigious Lead Virginia Leadership Program; (7) Off. Ernie Dillard – received the MADD Award from the Metro-Richmond area by Mothers Against Drunk Driving Virginia for his exemplary efforts in DUI enforcement and education; (10) Det. Chris Bryant – received the Gang Investigator of the Year Award from the Virginia Association of Gang Investigators Association; (11) Fire/EMS Department received SAFER grants totaling \$1,468,203; (12) Prince George County received the Virginia Institute of Government 2017 Email Broadcast Information System Merit Award; and (13) Prince George County received two awards at the Chamber of Commerce Annual Brunch – Public Safety & 'Best Community in Which to Live'. The County continues to have an aggressive approach to informing its citizens through its website and the social mediums of Twitter, Facebook, Tumbler and Constant Contact

outreach. Facebook has over 7,400 followers while Twitter has over 2,400 followers. In addition the website had 135,264 new visitors for calendar year 2017. Relationships remain strong with traditional media such as newspapers, television and radio. According to the Weldon Cooper Center for Public Service, Prince George County as of July 1, 2017 had an estimated population of 37,025, which is a 3.6 percent increase above the 2010 Census figures. The unemployment rate in Prince George remained stable in 2017. The latest figures showed a 4.1 percent rate through December.

Investments made by the Board of Supervisors in various community projects came to fruition in 2017. The second phase of New Scott Park (the Buren Property) was made available for practices and games by the Parks & Recreation Department. There are a total of five fields constructed at this time and an irrigation system was added. Continued upgrades to the Central Wellness Center brought a second fitness room to the residents of Prince George County through a grant by the John Randolph Foundation. In addition, a public computer lab was added along with the establishment of a training room. In the gymnasium, new lighting was installed and new bleachers will be added in the next couple weeks. Partnerships with the Food Bank and youth wrestling provided space for those non-profit activities, as well as increased programming for Parks & Recreation. The County's Stormwater Program continued to make upgrades and improvements. Three major projects moved closer to completion last year. Construction will begin soon on the expansion of Courthouse Basement area, which includes a new courtroom and offices. A new parking lot and lighting were installed at the Parks & Recreation Community Center on Old Stage Road. Ground was broken in October, 2017, for a new fire station along Route 10 and Moody Road. Not only will the station improve response times to residents, but it will also bring a benefit of lower property insurance rates to most who live in that area. A new public safety radio system is now in Phase 2 of the design process. A 'Burn Building' will soon be under construction to expand training opportunities for volunteer fire fighters and career personnel. Renovations are completed in the Commonwealth Attorney's Office.

In 2017, Prince George County had 17 businesses make a new private investment of \$23,332,632 with new locations, renovations, or expansions. In planning for the FY19 budget year, the following projects could be completed in calendar year 2018: Love's Travel Stop, Star Express, Virginia Eye Institute, Luca Italian Restaurant, Believe-N-U, Touchstone Bank, Sheetz, Fort Lee Federal Credit Union, and Service Center Metals which announced a \$45 million expansion and 58 new jobs on January 10. There were a total of 2,163 business licenses in 2017 (2,055 in 2016). New business licenses in 2017 amounted to 466 (compared to 347 in 2016). The remaining 1,697 business licenses were renewals. A strong emphasis was placed on the Business Retention & Expansion (BR&E) program, in which 17 businesses were visited. The Prince George Youth Workforce Academy taught 22 students the fundamentals of employment through a tri-partnership among Prince George Promise, Prince George Public Schools and Prince George County Government. There were 18 students placed at paid internships and 8 of those students assigned to Prince George County during the summer. Construction was completed on the Exit 45 beatification improvements. The first section included sidewalk, lighting and landscaping from the Comfort Inn to Nanny's Restaurant. The phase II partnership with the Cameron Foundation includes two artistic, illuminated spires surrounded by gardens at the I-95 southbound exit ramp and South Crater Road. The County and PGEC Enterprises entered into



an agreement to bring “fiber to the home” to 500 locations in the County where limited internet access exists. Connections have already begun with more planned in 2018. The 5th Annual Czech Slovak Folklife Festival saw approximately 3,000 visitors to the County complex in October. Through the direction of the Board of Supervisors, County Staff has been able to point to other numerous accomplishments over the last several months that bode well for our citizens and employees.

The FY '18-19 Budget is prepared based on the following provisions: (1) the Real estate revenue is expected to have a modest increase over FY '18. Other revenue sources remain relatively flat; (2) the Capital Improvements Plan has identified that two elementary schools need replaced; (3) employee health insurance premiums will increase regardless of a combined provider with the Public School Division or a separate one; (4) debt service obligations and contributions for capital reserves will increase in FY '19; (5) continuing a vehicle replacement plan for public safety and other County vehicles; (6) implementation of a Salary Study; (7) funding 100 percent the Memorandum of Understanding between the County and Public School Division and changes in the MOU for new school construction; (8) properly aligning revenues with annual operating and capital expenses for Public Utilities; and (9) the need to address serious maintenance upgrades to County buildings. The total County Budget proposed is \$116,804,395, which is 2.44 percent more than the Budget document adopted for fiscal year 2018. The General Fund Budget is \$56,046,727, which is 4.65 percent more than the adopted amount for fiscal year 2018. This proposed budget contains a \$1,250,000 contribution to a debt reserve fund for capital projects. Net of this capital/debt contribution amount, the increase is 2.32 percent.

General Fund expenditures for FY '19 are proposed at a level of \$2,491,376 greater than FY '18. This equates to an increase of 4.65 percent from FY '18. A contribution to a debt reserve fund for capital projects makes up \$1,250,000 of this increase. Net of this capital/debt contribution amount, the increase is 2.32 percent or \$1,241,376. There are 260 full-time employees and 9 part-time positions authorized in the Budget proposal and 254 full-time and 9 part-time positions are funded. There are no new positions proposed for FY '19. Included is a request to increase the hours for the part-time County Attorney, which equates to \$21,530. The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '19 is 34 percent of the Budget. A Salary Study was commissioned at the end of calendar year 2017 and the results are expected later this spring. The Budget contains \$200,000 toward the implementation of the Study, which is likely to cover two budget years. The County anticipates a 16 percent increase in costs to employee health insurance. It is undetermined whether the County will share the same health care provider as the Public School Division, or both will go separate ways. An additional \$226,005 is proposed in the General Fund to cover claims. The Special Revenue and Utility Funds budgets are increased by \$33,665 for increased claims. This budget proposal includes \$95,500 for continuation of a career development program for Police and Fire & EMS, and adds programs for the Social Services, Community Development, Animal Services Center and Emergency Communications departments. The local transfer to the Public School Division is 29 percent of the Budget for FY '19. Proposed is full funding of the Memorandum of Understanding between the Board of Supervisors and the School Board, which is \$16,491,926. This represents an increase of \$241,677, or 1.5% over the

FY '18 transfer. Also proposed are contributions to Richard Bland Community College at \$12,000; and John Tyler Community College \$4,459. A contribution is included for the Virginia Cooperative Extension Office at \$83,933. This amount supports local 4-H activities. The FY '19 Budget includes funding for first responders in the Fire & EMS Department and the Police Department. The Fire & EMS Budget is proposed at \$2,833,236, a 4.3 percent increase over FY '18. The Police Department Budget is proposed at \$5,362,547, a .04 percent increase over FY '18. Also proposed is \$400,000 of debt issuance for Police Vehicle replacements for year 4 of a 5 year replacement plan. Volunteer Fire and Rescue companies will receive a combination of \$3,665,148 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$3,369,909 distributed through Fire & Rescue Administration, \$295,239 in contributions to fire companies in the form of Fire Company budgets, which is \$673,677 more than FY'18. \$536,673 of this increase is attributable to SAFER grant spending planned for FY '19 (Federal Funding plus local match). An estimated amount of \$116,000 will be appropriated equally to the Fire Companies in the fall of 2018 for Fire Programs Funds. The County is also funding \$22,000 to cover the unfunded mandate by the General Assembly for coverage for the Volunteer Fire & EMS and Auxiliary Police relative to the Line of Duty Act. The Length of Service Awards Program (LOSAP) is a benefit provided to fire volunteers for length of service to the County. The fund is budgeted based on an actuarial study and is administered by Hometown Insurance Agency. The contribution budgeted for FY'19 is \$135,000. Volunteer Fire & EMS companies also receive the amount of two cents on the real estate tax rate in an Apparatus Replacement Fund. The amount for FY '19 pledged to debt service from those two cents is \$424,990, leaving \$75,010 available for other replacements. Contributions are proposed for both Riverside Regional Jail and Crater Youth Care in the amount of \$1,612,131, which is a \$135,799 increase from the FY '18 Budget. The Department of Social Services is funded at 3.56 percent of total Budget expenditures. The local portion is \$740,171. Also proposed is \$1,260,000 to cover expenses related to the Comprehensive Services Act, of which \$468,216 is the required local match.

The proposed Budget includes continued investments in capital and one-time equipment purchases with input by the Capital Improvements Planning (CIP) Committee, County Staff, and County agencies. Total FY '19 purchases of \$36,933,531 are proposed through the issuance of debt for projects recommended by the CIP Committee and County Administration. They include: (1) one elementary school at \$29,101,406; (2) Route 156 Water Main Extension at \$2,640,000; (3) Food Lion Water System Upgrades at \$2,100,000; (4) Self-Contained Breathing Apparatus at \$1,482,000; (5) Real Estate Assessment Software Replacement at \$495,125; (5) Scott Park Concession Stand at \$450,000; (6) Police Vehicle Replacements at \$400,000; (7) County Building Security / Entrance Improvements at \$125,000; (8) Fire & Crew Buildings Security/Entrance Systems at \$75,000; and a Police Boat (Local Match; Grant Funded) at \$65,000. Capital and Vehicle Spending proposed as part of the operating budget totals \$339,924, and consists of: (1) vehicle purchase at \$174,330; (2) IT Projects & Equipment at \$181,250; (2) New Playground for Burrowsville Community Center at \$29,229; (3) Fencing for Scott Park Field #6 at \$21,715; and (4) County maintenance at \$300,000.

County-wide Debt Service payments and contributions to reserves for debt service are proposed to be \$1,264,060 more than FY '18. The General Fund Transfer for Debt is proposed to be \$1,250,000 higher than in FY '18. Debt is broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. Utilities, County Stormwater, and Economic Development have specific revenue streams which support debt related to these activities. County Tax Supported and School debt are supported by the General Obligation of the County and relies completely on the tax dollar.

General Fund revenue is estimated to be at \$56,046,727, an increase of \$2,491,376 over FY'18. Proposed is modest growth in the real estate revenue at \$386,000. However, a 0.05 increase in the real estate rate is proposed to be dedicated specifically to capital construction and equates to \$1,250,000. This will require a change in the MOU between the County and Public School Division in order for the increase not be used for school operations, but for capital purposes only. This will increase the real estate rate to 0.91 cents per \$100 of assessed value. Other increases in revenue include \$74,000 in personal property, \$150,000 increase in public service tax collections, \$50,000 increase in motor vehicle license collections, \$100,000 increase in collection of delinquent real estate taxes, \$45,000 increase in repairs and personal business license collections, \$65,000 increase in building, plumbing and HVAC permit fees, \$50,000 increase for in-house medical transport fees, \$25,000 increase in fines and forfeitures, \$462,019 increase in federal SAFER grant collections, \$60,531 increase in state welfare administration collections for Social Services, a (\$26,348) decrease in CSA state at risk youth collections, (\$100,000) expected decrease in state communication taxes, (\$27,089) expected decrease in wireless PSAP payments, and a (\$25,000) expected decrease in Fort Lee contractor's license and service collections.

The Public Utilities department is self-supported and operates as a proprietary fund by charging fees for services rendered in an amount great enough to cover its own expenses. Each year the County reviews the utilities fees to ensure that the on-going fees are enough to cover the continuity of its operations. Fiscal Year 2019 proposes an increase of \$728,648 from the FY'18 budget. This increase is primarily due to the continuation of capital project expenditures and contributions for capital maintenance planned for FY'19. The FY '19 proposed budget includes \$1,472,194 for projects related to renewal of existing utility infrastructure and includes: Wildwood Farms sewer lateral repairs - \$300,000, SCADA – roll out to additional sewer pump stations - \$200,000, Rehabilitation of manholes and wet wells - \$200,000, SCADA – roll out to additional water systems - \$200,000, Inline valve & filter valve installations - \$200,000, and Meter replacements for automatic meter reading - \$200,000. A 5 percent increase in water and 7.5 percent increase in wastewater fees are proposed to continue to realign utility revenues to cover annual operating and capital expenses that was started in FY '18. The estimated revenues from this increase totals \$373,000. The proposed increases equate to a \$1.24 increase per month for water charges and a \$3.97 per month increase per month for sewer charges (\$5.21 per month total increase) for residential single family homes using an average of 5,000 gallons per month. About two-thirds of residential customers would actually see less than this \$5.21 per month increase because they consume less than the average 5,000 gallons per month.

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,376,112. The Department of Economic Development will pay \$384,528 in debt related to the construction at Crosspointe Centre. The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. Of the five percent tax, two percent remains in the General Fund and the remaining three percent is transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County. The FY'19 budget projects \$405,000 in revenue from this lodging tax to be specifically dedicated to the Tourism Fund. The County's annual contribution to the Prince George County Heritage Center remains at 7.5 percent and assists with funding daily operations. Funds have been set aside for contributions to the Petersburg Area Regional Tourism \$38,500 and to the Hopewell-Prince George Chamber Visitor's Center \$46,440. Also included in the Tourism Fund budget are \$148,628 for debt service on the I-95 Exit 45 water system and \$10,000 for maintenance of improvements made at Exit 45.

In conclusion, the County Administrator stated that Staff is proposing an increase in real estate of 5¢ to fund capital construction, primarily a new elementary school and an increase in water (5%) and wastewater fees (7.5%). This Budget funds the Public School Division at \$16,491,926, which is in accordance with the existing Memorandum of Understanding between the Board of Supervisors and School Board. [School transfer calculation excludes 5¢ real estate increase for capital construction]. This Budget funds \$8,915,029 in debt retirement and contributions to debt reserves, which includes \$3,913,801 in Public School Division projects and reserves. This Budget funds volunteer programs at \$3,800,148, which includes direct contributions from the County; funds through the Department of Fire & EMS budget; SAFER grant amounts; and special programs such as Line of Duty Act and Length of Service Awards Program. It provides funding for the Comprehensive Services Act at \$1,260,000, the same as FY '18. \$468,216 is the required local match for CSA. It includes funding for some capital projects and equipment in the General Fund and others will require a borrowing of funds. It includes funding for Utility capital projects in the amount of \$1,472,194. No new positions are requested. An increase of \$226,005 is included in the general fund for employee health insurance premiums. A total of \$200,000 is included for the first phase of implementation of a salary study to bring employees up to market standards. This Budget continues to implement a career development program. This Budget proposes \$300,000 for building maintenance. This Budget keeps the Fund Balance at 16.3 percent, above the 12.5 percent mandated by policy established by the Board of Supervisors. After going over the budget schedule, Mr. Ashcraft thanked Finance Director Betsy Drewry; Accounting Supervisor Lori Robertson; Deputy County Administrator Jeff Stoke; IT Director Kirsten Cherry; and Deputy Clerk Teresa Knott for their assistance in putting this document together. County Staff looks forward to the dialogue in the coming weeks as we move forward to adoption of a spending plan for FY '19 by June 30. Chairman Carmichael stated that he thinks the Board and the School Board need to collectively get together. Mr. Webb stated that he would like to meet with the Department Heads before meeting with the School Board. Mr. Hunter asked that the Board agree by consensus to cancel March 14 at this time due to conflict. Another date will be scheduled at the March 7 Budget Meeting.

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

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack  
Opposed: (0)  
Absent: (0)

The meeting adjourned at 8:50 p.m.

[Draft Minutes prepared March 7, 2018, for consideration on March 13, 2018; adopted by unanimous vote.]

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Alan R. Carmichael  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator