

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: March 20, 2018
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

**Budget Work Session
6:00 p.m.**

CALL TO ORDER

Roll Call

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

ADOPTION OF AGENDA

WORK SESSION

1. Education Items
 - a. Discussion School Carry-Over Appropriation
 - b. Potential delayed School Board Budget Adoption – after March 31
 - c. School Construction - Timeframe of a New Elementary School

2. Real Estate Tax Rate

3. Revised Revenue Projection

4. Position Requests – Department Heads
 - a. Commonwealth’s Attorney – Increases in Pay for 2 Employees
 - b. Community Development & Code Compliance
 - c. Parks & Recreation
 - d. General Services / Garage
 - e. Social Services
 - f. Police Department

5. Other Matters

ADJOURNMENT

Board meeting format: Executive Meeting at 6:00 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.princegeorgecountyva.gov.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

Budget Work Session
March 20, 2018
6:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:30 p.m. on Tuesday, March 20, 2018 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Alan R. Carmichael for a work session to discuss the budget.

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

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

CLOSED SESSION

E-1. Resolution; Closed Session for (discussion of the appointment 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 discussion of the appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-18-035

E-1.

RESOLUTION; CLOSED SESSION FOR: DISCUSSION OF THE
APPOINTMENT 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 20th day of March, 2018, does hereby vote to enter closed session for discussion of the appointment 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 5:50 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-18-035A

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 20th day of March, 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)

Chairman Carmichael called a recess at 5:50 p.m. The meeting reconvened at 6:00 p.m.

Invocation. Mr. Brown gave an invocation.

Pledge of Allegiance to U.S. Flag. Mrs. Waymack led the Pledge of Allegiance to the United States Flag.

APPROVAL OF AGENDA. Mr. Webb made a motion, seconded by Mrs. Waymack, 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)

WORK SESSION

Chairman Carmichael welcomed the School Board Members and staff that were in attendance.

Chairman Carmichael then turned the session over to Ms. Betsy Drewry, Finance Director, to present a Powerpoint. The first item addressed in the Powerpoint by Ms. Drewry was the school carry-over request for \$2,725,326. The school has requested reappropriations of \$1,415,326 for school operations, \$700,000 for school textbooks and \$610,000 for school capital projects. Ms. Drewry stated a public hearing would have to be held since the carry-over amount is over 1.0% the adopted budget.

Chairman Carmichael stated the County Board received the priority ranking list that was requested from the schools in reference to their carry-over request. Mandated items: SPED Testing and 1 Vision machine. Mrs. Waymack asked if any special training was needed for the SPED testing. Ms. Honeycuff stated the nurse performs the test. Mr. Brown asked about requesting only one vision machine and Mr. Cox stated the vision machine rotates through schools.

Site analysis is for the building of the new elementary school that has been requested. In regard to security for schools that currently do not have SRO's, there has been discussion with Chief Early about asking off-duty officers to provide security to those schools three days a week. These officers would be paid OT by schools. Schools have also spoken with the State police to provide security two days a week with off-duty State officers. Chief Early stated SRO grants will soon be available to apply for. Mr. Brown stated that the Governor is putting together a committee to look at school security.

Ms. Honeycuff stated the textbook fund is currently on a 8.74 replacement cycle. \$207,000 is needed to maintain this. If \$700,000 is appropriated to this fund now, that would change it to a 5 replacement cycle. Asked if they could apply for grants, Ms. Honeycuff said they are hesitant to write for grants based on sustainability plan.

Mr. Webb asked about funds for CIP windows. The current CIP fund and request were explained by Ms. Drewry. Mr. Webb asked about the track having to be replaced and whether it could be repaired. Mr. Cox stated that the track had been looked at and cannot be repaired. They currently cannot have meets on it. Mr. Webb asked if the \$300,000 request for school is the set price or not to exceed price.

There was discussion in reference to employee sign up bonuses. Mr. Cox stated that all employees will get a salary adjustment of 2%- 7%. This came from a salary study that was done.

The School Board hopes to have their budget completed by next week. They will submit it, but with the understanding that they will have the ability to change/ update if needed

due to the House in recess. Chairman Carmichael stated as long as the Board has it by April 30th they are okay with that.

Mr. Cox stated that they hope to be able to break ground on the new elementary school in September/October if approved. Mr. Webb doesn't see it happening in that time due to DEQ, as they can take 90 days to approve. Mr. Carmichael agreed.

Mr. Webb has concerns with increasing citizens' taxes by \$.05 now if school won't be ready to be built. Can we fund with loan from the General Fund to start the school? Mr. Cox also wants to do right by taxpayers, if there is a tax increase the school will stand side by side with the County Board.

County revenue budget update presented by Ms. Drewry. Sales tax increase of \$125,822.

Department heads addressed their position requests to the Board.

Commonwealth Attorney Susan Fierro stated that for a pay increase for Ms. Rinker she reduced her education budget to offset this request of \$1,000. She wants an increase of \$6,175 for Mr. Barnard (\$5,000 plus benefits of \$1,175). She wants to make a reinvestment in him. He is an excellent asset to the County and provides a lot to the schools in regards to students and law education. Board members asked if these positions were part of the County salary study – yes they were.

Julie Walton, Director of Community Development discussed her requests. She wants to make a part-time employee full-time. Office Associate II averages 36-38 hours a week. This position was previously full-time but was changed in 2012. Her overall budget request was reduced by \$22,000. This reduction is even after changing the employee from part-time to full-time.

Parks and Recreation request was addressed by Director Keith Rotzoll. Mr. Rotzoll's request is to add an additional employee – Senior Grounds Maintenance Worker. The scope of responsible areas has grown. Parks and Recreation is responsible for six neighborhood parks, Burrowsville Community Center, Disputanta Community Center, Central Wellness Center, Prince George Community Center, Temple Park, Moore Park and Scott Park.

Ralph Summerson addressed his request for the Garage. They currently have one fleet manager and three mechanics. There are 293 county vehicles to maintain and 190 are for public safety. They currently do 110 work orders a month. The recommended ratio is one mechanic per 55 vehicles. One additional mechanic is all that would be needed with the County keeping up on their current purchase plan of new vehicles. Cost for this position request is \$57,991.

A Social Services position request was addressed by Director Shel Bolyard-Douglas. Her request is for if and when Medicaid expansion passes to add one additional position. This position is 84% reimbursable which equates to a \$9,000 cost to the County.

The Police Department requests are for four additional full-time patrol officers. Chief Early had a Powerpoint presentation to address his requests. Calls for service in 2012 was 15,310 and in 2017 was 19,893, this is a 30% increase in calls for services. Total request cost is \$276,676 (without vehicles).

Chairman Carmichael told Board members to take information that has been provided and review. Mr. Carmichael also stated that all Board members, if available, should attend the meeting on March 30th that the school is having with Mosely to discuss the site analysis.

ADJOURNMENT. Mr. Hunter made a motion, seconded by Mr. Brown to adjourn. Roll was called on the motion. The meeting adjourned at 8:05 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

[Draft Minutes prepared April 3, 2018 for consideration on April 10, 2018; adopted by unanimous vote.]

Alan R. Carmichael, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator