

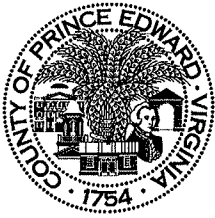
BOARD OF SUPERVISORS MEETING

**April 3, 2018
5:30 p.m.**

AGENDA

- 1. The Chairman Will Call to Order the Reconvened meeting.**
- 2. Health Insurance Consultant**
- 3. Information concerning funding and work procedures associated with STEPS**
- 4. Request from Poplar Hill CDA Poplar Hill CDA - Special Levy
(Attachment requesting Special Tax Levy)**
- 5. Decision Points to Establish a FY19 County Budget for Public Hearing
(Attachment: Draft Advertisement)**
- 6. Establish Tax Levies for Public Hearing**
- 7. Authorize advertising Public Hearing on FY19 County/School Budget and CY18 Tax Resolution
(Date of Public Hearing: Tuesday, April 17, 2018 at 7:00 p.m.)**

RECESS until April 10, 2018 at 5:30 p.m. for a Budget Work Session



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: April 3, 2018
Item No.: 2
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Health Insurance

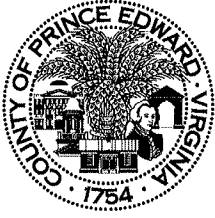
Summary:

The County's Health Insurance Consultant will be present to review the claim history for the County's insurance plan and the Consultant's recommended increase that the County allocates for Health Insurance to include the division of cost among employees.

Attachment:

Recommendation:

Motion _____ Cooper-Jones _____ Pride _____ Townsend _____
Second _____ Emert _____ Timmons _____ Wilck _____
Jones _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: April 3, 2018
Item No.: 3
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: STEPS

Summary:

During the budget work session on March 28, 2018 the Board had several questions concerning how STEPS used the funding Prince Edward County provided and what were the guidelines for the distribution of funding in the funding STEPS received from various sources as it pertained to the Energy Share Program, and The Homeless Solutions Program.

Attached is information provided by STEPS that hopefully provides that information. The first attachment provides information regarding the Energy Share Program. This includes the criteria that STEPS must follow to determine who is eligible for this program and how the funds can be used. These funds are available for use in Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward. During the most recently completed quarter 39% of all households receiving assistance were from Prince Edward County.

The second Attachment provides information regarding the Virginia Homeless Solutions Program (VHSP) which includes Shelter Operations, Rapid Rehousing and Prevention

The third attachment provides a short summary of how STEPS uses the \$20,000 the Board of Supervisors provides STEPS.

The final attachment is the intake form that STEPS must use for the various housing programs funded by state funds. The use of this form is mandated by the Department of Housing and Community Development (DHCD).

Attachment:

1. Energy Share Brochure
2. Virginia Homeless Solutions Program Brochure
3. Services Provided BY STEPS
4. DHCD Housing Intake Form

Recommendation:

. None – information only

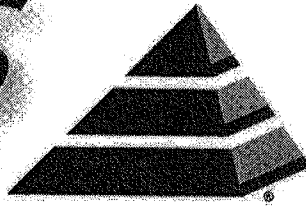
Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Timmons _____

Townsend _____
Wilck _____

STEPS Incorporated



Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901
(434) 315-5909 • Fax: (434) 315-0246

Energy Share

The *Energy Share* program is a partnership between Dominion Energy and STEPS to assist citizens who meet certain criteria with their utility expenses in the counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward.

Eligibility Criteria

To qualify, the one of the following criteria must be met:

- Over the age of 60;
- Households with children under the age of five;
- Households who have someone with a disability;
- Medically fragile; and
- Veterans

To receive assistance without meeting one of the above eligibility criteria, the household must be without of power or have a "Disconnection Notice" from their power company. Although Dominion Energy does not have income eligibility criteria, STEPS has, with Dominion Energy's permission, started requesting that individuals who have financial resources to pay their own bill, justify the need. If justification is not provided, services are not received. Due to limited funds, STEPS reserves the right to deny pledges to any citizen/household found to be ineligible for services or for providing fraudulent information.

In the heating season, STEPS *Energy Share* may fund up to \$600.00 towards a heating expense. This can be assisting with an electric bill, payment for oil, propane or wood. Individuals over the age of 60 can qualify for assistance twice per season but cannot exceed a \$600.00 maximum.

In the cooling season, STEPS *Energy Share* may fund up to \$300.00 towards a cooling source, but only if there is a "Disconnection Notice." Individuals over the age of 60 can qualify for assistance twice in a season but cannot exceed the \$300.00 maximum.

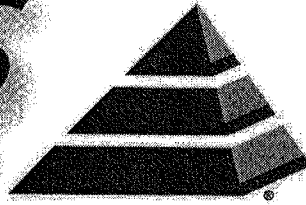
When there is an active allotment, there is a weekly review of calls and those in the most immediate need are served first.

Statistics – July 1, 2017 through March 30, 2018

The *Energy Share* program has served 398 households from July 1, 2017 – March 30, 2018.

In the most recent quarter (January – March, 2018) 157 households were served; 61 or 39% were Prince Edward residents.

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Virginia Homeless Solutions Program (VHSP)

Our "homeless funding" is provided through a grant from the Virginia Department of Housing and Community Development, referred to as the "Virginia Homeless Solutions Program (VHSP)." This funding drops each July 1st and is divided into three (3) distinct "pots of money." We serve the following counties with these dollars: Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward.

VHSP funds client services in three programs:

- **Shelter Operations** – this is the smallest pot of funds, approximately \$4,000, for the entire twelve-month period. We have no money remaining for this service. Since the funds for this service are so limited, we do all we can to link those in need with other resources: Salvation Army shelters, etc. The challenge is that we are not allowed to shift the funds between the allocated pots and in our area, we most definitely need more shelter dollars as there are no shelters – so hotel rooms are typically our only source of "shelter." For victims of fire or other natural disasters, we have developed a strong relationship with the Red Cross. The Red Cross will typically pay for the "shelter" nights and we can then offer "rapid rehousing" dollars to get the clients set up in a new rental location.
- **Rapid Rehousing** – has approximately \$38,000 available for a twelve-month period and have no funds remaining in this category. This service is not income based, but more "situational based," which means folks are typically vulnerable. They may be living in a shelter, like Salvation Army or Madeline's House (domestic violence). We can then provide case management services to help them get set up in a new living situation: paying rental deposits, utility deposits, etc. It is imperative that clients realize we are required to perform a "habitability inspection" before we can encumber any funds for their use. So, if they have already signed a lease, we may not be able to help. Again, with these funds, there are a number of "processes" that must be followed. Once we assist in "rehousing" them, their income then becomes a factor if ongoing case management is needed. For example: a family has been burned out, but prior to the fire the family was stable due to the income in the home (father working, etc.); Red Cross will shelter them; STEPS is called to "rapidly rehouse" them. We can provide case management services to advocate with a landlord, talk with utility companies and made a pledge to pay the deposit, etc. Once the family moves in, continued case management services may be provided if the income level is below the threshold for services.

SERVICES PROVIDED BY STEPS

- Energy Share (utility assistance)
- Virginia Homeless Solutions Program (VHSP)

Uses of the \$20,000 provided by Prince Edward County. "Job Training, Employment and Support Services for PE Citizens with Disabilities and other Barriers to Employment."

These uses include:

- *Job training, job coaching and placement assistance for PE citizens with disabilities* - The most visible are those individuals who work at our recycling site and work in our sewing plant. These individuals require frequent retraining due to their intellectual disabilities. We offer tours to local special education classes and serve on community panels to educate and advocate for the rights of adults with disabilities. We also provide soft skills training (pre-employment skills training) and assist **clients from the local department of social services** to prepare for, apply for, obtain and maintain employment. This is often a challenging population to work with as they are being mandated by DSS to secure employment. The third target population served is that of **senior citizens living in poverty** who need to secure employment, Title V program. The PE County Visitor's Center has been a valued partner in this program by agreeing to host several of our clients. The seniors served in this program need to improve their employability skills and local community partners agree to provide those skill building experiences in exchange for STEPS paying the wages.
- *Intensive case management and supervision* - Our individuals with intellectual disabilities require increased supervision to ensure health and safety is always in the forefront. We have a part-time Employment Services Case Manager who works directly with our clients with disabilities. We also have a full time Workplace Supports Case Manager who carries open cases on all of our clients referred from DSS. The full time Title V Case Manager provides everything necessary to ensure our seniors are placed in a job/partner match and provides coordination for physical and emotional treatment, food security and many other critical needs. Maintaining close contact with our clients is a cornerstone to their success.
- *Transportation to/from work* – None of our clients with disabilities drive. While a small number ride on either Farmville Area Bus (FAB) or Piedmont Regional Transit, most depend on our STEPS transportation system. Without adequate public transportation in the region, even our clients from DSS need transportation until they can obtain employment. Then we phase out of transporting and facilitate them purchasing a car or ride-sharing with fellow employees. Maintaining a safe, adequate fleet of vehicles is expensive and challenging at best.
- *Advocacy* - We represent our clients both locally, state and on the federal level. Part of our county funds go to pay dues to two (2) advocacy



VHSP Rapid Re-housing Program Participant Eligibility Requirements
This form is required for all VHSP rapid re-housing assistance.

Head of Household Full Name: _____

Date Completed: _____

Program participants must identify all subsidy or assistance received within the past six months. VHSP assistance must not be provided in the same cost category when subsidies by any other source (e.g., Section 8) are being provided.

- Participant is receiving tenant or project-based rental assistance, excluding rental arrearages, through other public sources for the same time period and/or cost type (document in client file--ineligible for VHSP assistance)
- Participant is **NOT** receiving tenant or project-based rental assistance through other public sources for the same time period and/or cost type (document in client file)

Comments/Notes:

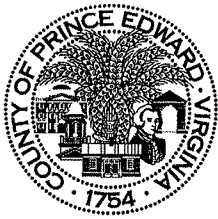
Overall Minimum Requirements

In order to receive rapid re-housing financial assistance or services funded by VHSP, individuals and families must meet the following minimum requirements. Please check if applicable:

- Completed Initial Evaluation/Intake
- The household meets both of the following circumstances:
 - No appropriate subsequent housing options have been identified; **AND**
 - The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing; **AND**

Meets at least one of the following risk factors:

- Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, and local government programs); **OR**
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks; **OR**
- Exiting an institution for 90 days or less and was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry before entering that institution; **OR**
- Fleeing or attempting to flee domestic violence (must meet one of the above mentioned risk factors as well)



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: April 3, 2018
Item No.: 4
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Poplar Hill CDA Special Tax Levy

Summary:

Attached is the letter received from the Chairman of the Poplar Hill CDA requesting the County advertise a Special Tax Levy of \$1.00 per \$100 of assessed value for properties located in the CDA district. This

Attachment:

Letter from Chairman of the Poplar Hill Community Development Authority.

Recommendation:

Authorize the County Staff to advertise the Special Levy Tax rate of \$1.00 for the Poplar Hill CDA

Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Timmons _____

Townsend _____
Wilck _____

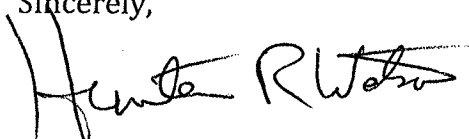
April 3, 2018

Mr. Wade Bartlett
Prince Edward County Administrator
PO Box 382
Farmville VA 23901

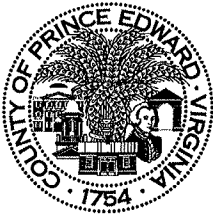
Dear Wade:

I hereby request that the Prince Edward County Board of Supervisors again impose a \$1.00 special tax on all property located within the Poplar Hill CDA District. This tax would be for the 2018-2019 fiscal year.

Sincerely,

A handwritten signature in black ink, appearing to read "Hunter R. Watson". The signature is written in a cursive style with a horizontal line through the middle of the letters.

Hunter R. Watson
Chair
Poplar Hill Community Development Authority



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: April 3, 2018
Item No.: 5
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Decision Points to establish a FY19 County Budget for Public Hearing

Summary:

The Board of Supervisors will want to reach consensus on the amount of revenue and expenditures to advertise for each fund to include the School Fund. As stated in section 15.2-2506 of the code of Virginia the advertisement is for informative and fiscal planning purposes only. The advertised budget does not bind the Board of Supervisors on any set amount of funds be it revenues or expenditures.

Attachment:

Draft Advertisement

Recommendation:

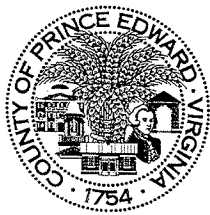
Reach consensus on amounts to include in the advertisement and authorize the advertisement of the proposed budget.

Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Timmons _____

Townsend _____
Wilck _____



PUBLIC HEARING NOTICE

**COUNTY AND SCHOOL BUDGET AND TAX LEVIES
FOR THE FISCAL YEAR COMMENCING JULY 1, 2018
COUNTY OF PRINCE EDWARD, VIRGINIA**

The Board of Supervisors of the County of Prince Edward will hold a public hearing on **TUESDAY, APRIL 17, 2018 at 7:30 p.m.** in the Board of Supervisors Room, Prince Edward County Courthouse, 111 South Street, 3rd Floor, Farmville, Virginia, on the proposed *FY19 County Budget, FY19 School Budget and 2018 Tax Levies*. The details of the proposed budget may be examined in the Prince Edward County Administrator's Office, 111 South Street, 3rd Floor, Farmville, Virginia. Information is also available on the County web site: www.co.prince-edward.va.us.

The following synopsis of the proposed consolidated FY19 County and School Budget is prepared and published for information and fiscal planning purposes only. The inclusion in the proposed budget of any item(s) does not constitute an obligation or commitment on the part of the Prince Edward County Board of Supervisors to appropriate any funds for that purpose. There is no allocation or designation of any funds of the County for any purpose until there has first been an appropriation for that purpose by the Board of Supervisors.

- GENERAL FUND -

ANTICIPATED REVENUES:

Revenue from Local Sources:	
General Property Taxes	\$12,907,100
Other Local Taxes	4,004,057
Permits and Licenses	69,682
Fines and Forfeitures	163,200
Revenue from Use of Money & Property	353,603
Charges for Services	85,821
Miscellaneous Income	26,200
Recovered Costs	96,278
Revenue from the Commonwealth	4,428,929
TOTAL GENERAL FUND REVENUES	\$22,134,870

PROPOSED EXPENDITURES:

Board of Supervisors	\$127,564
General/Financial Administration	\$1,479,498
Board of Elections/Registrar	143,785
Judicial Administration	1,628,555
Public Safety	4,236,000
Public Works	1,852,421
Health & Welfare	2,109,402
Education	8,452,734
Parks/Recreation/Culture	304,078
Community Development	590,340
General Expense	151,884
Capital Projects	152,350
Debt Service	670,852
Transfer to General Fund	235,407
TOTAL GENERAL FUND EXPENDITURES	\$22,134,870

- SCHOOL FUND -

ANTICIPATED REVENUES:

Other Sources	\$954,206
Revenue from the Commonwealth	14,522,329
Revenue from the Federal Government	1,848,257
Transfer from County General Fund	8,440,984
Total Anticipated Revenues	\$25,765,776

PROPOSED EXPENDITURES:

Instruction	\$18,872,059
Administration, Health, Attendance	1,570,068
Pupil Transportation	1,773,028
Operations & Maintenance	1,692,306
Facilities	150,000
Technology	1,106,957
Debt Service	601,358
Total Proposed Expenditures	\$25,765,776

- SCHOOL CAFETERIA FUND -

Total Anticipated Revenues	\$1,301,000
Total Proposed Expenditures	\$1,301,000

- SOCIAL SERVICES FUND -

<u>ANTICIPATED REVENUES:</u>	
Revenue from the Commonwealth	\$895,055
Revenue from the Federal Government	1,454,142
Transfer from County General Fund	600,000
Recovered Cost	4,800
Total Anticipated Revenues	\$2,953,997
Total Proposed Expenditures	\$2,953,997

- ECONOMIC DEVELOPMENT FUND -

Total Anticipated Revenues	\$43,368
Total Proposed Expenditures	\$43,368

	- WATER FUND -	
Total Anticipated Revenues		\$300,329
Total Proposed Expenditures		\$300,329
	- SEWER FUND -	
Total Anticipated Revenues		\$ 116,329
Total Proposed Expenditures		\$116,329
	- LANDFILL CONSTRUCTION FUND -	
<u>ANTICIPATED REVENUES:</u>		
Interest		\$8,000
Landfill Charges		<u>250,000</u>
Total Anticipated Revenues		\$258,000
<u>PROPOSED EXPENDITURES:</u>		
Transfer to Landfill Construction Fund Balance		<u>\$258,000</u>
Total Proposed Expenditures		\$258,000
	-SOLID WASTE FUND-	
<u>ANTICIPATED REVENUES:</u>		
Landfill Charges		\$560,000
Recycling Fees		8,000
Transfer from General Fund		<u>797,428</u>
Total Anticipated Revenues		\$1,365,428
<u>PROPOSED EXPENDITURES:</u>		
Collections		\$477,553
Landfill		<u>887,875</u>
Total Proposed Expenditures		\$1,365,428
	- GRANITE FALLS CDA FUND -	
Total Anticipated Revenues		\$1,600
Total Proposed Expenditures		\$1,600
	-DARE FUND-	
Total Anticipated Revenues		\$1,500
Total Proposed Expenditures		\$1,500
	- POPLAR HILL CDA FUND -	
Total Anticipated Revenues		\$110,709
Total Proposed Expenditures		\$110,709
	- FORFEITED ASSETS FUND -	
Total Anticipated Revenues		\$2,000
Total Proposed Expenditures		\$2,000
	- RETIREE BENEFITS FUND -	
Total Anticipated Revenues		\$13,584
Total Proposed Expenditures		\$13,584
	- PIEDMONT COURT SERVICES FUND -	
Total Anticipated Revenues		\$566,274
Total Proposed Expenditures		\$566,274
TOTAL COUNTY OPERATIONS FOR FY18		<u>\$54,934,764</u>

PROPOSED TAX RATES

Notice is hereby given that the Board of Supervisors proposes the following levies for the tax year 2018:

Unit Levy—All Districts—Per \$100 Assessed Valuation

<u>Levy</u>	<u>2017 Actual Levy</u>	<u>2018 Proposed Levy</u>
Real Estate	\$0.51	\$0.51
Tangible Personal Property – Motor Vehicles	\$4.50	\$4.50
Tangible Personal Property – Business Furniture & Fixtures	\$4.50	\$4.50
Tangible Personal Property – Heavy Equipment	\$4.50	\$4.50
Machinery & Tools	\$4.20	\$4.20
Merchant's Capital	\$0.70	\$0.70

Additional Special Levy—Poplar Hill CDA District Only—Per \$100 Assessed Valuation

<u>Levy</u>	<u>2017 Actual Levy</u>	<u>2018 Proposed Levy</u>
Poplar Hill CDA Real Estate Special Levy	\$1.00	\$1.00

It is the County's intent to comply with the requirements of the Americans with Disabilities Act. Should you require special accommodations, please contact W.W. Bartlett, County Administrator, at 434-392-8837, by April 13, 2018.

**BY ORDER OF THE BOARD OF SUPERVISORS
PRINCE EDWARD COUNTY, VIRGINIA
W.W. Bartlett, County Administrator**



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: April 3, 2018
Item No.: 6 & 7
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Tax Levies for Public Hearing & Authorize Public Hearing for FY19 Budget

Summary:

The proposed budget submitted by the County Administrator contained no tax or fee increases and the recommendation is to advertise no such increases for CY18.

To maintain the County's budget schedule would require the Board of Supervisors to authorize the advertisement of a Public Hearing to be held on April 17, 2018 at 7:00 p.m. This public hearing would be for both the County and School budgets.

The General Assembly has not approved a state budget, therefore, the funding provided by the Commonwealth is subject to change. The proposed budget contains the same amount of local funding for FY19 as is contained in the FY18 budget - \$8,440,984. It is recommended that level of funding be held constant and once the General Assembly approves a budget, if the approved budget provides less funding than advertised the School Board will be required to amend the budget request.

Attachment:

Recommendation:

Set the public hearing for the FY19 Budget for April 17, 2018 and authorize the advertising of the Public Hearing.

Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Timmons _____

Townsend _____
Wilck _____