



**BOARD OF SUPERVISORS MEETING
FY 2022-2023 BUDGET AND 2022 TAX LEVIES**

June 7, 2022

Due to COVID-19, the Prince Edward County Board of Supervisors is operating public meetings pursuant to a judicial order for masking and social distancing. While meetings are open to in-person participation, there is limited available seating. Citizens are strongly encouraged to participate in meetings through written comments and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

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**AGENDA**

- 7:00 p.m.**
1. The Chair will call to order the meeting of the Board of Supervisors
  2. Invocation
  3. Pledge of Allegiance
  4. Conflict of Interest Disclosures
  5. Consideration of 2022 Tax Levies and FY 2022-2023 Budget: 3
    - A. Resolution to set Calendar Year 2022 Tax Levies 5
    - B. Motion to adopt the FY 2022-2023 Prince Edward County School Budget 6
    - C. Resolution to approve the FY 2022-2023 Prince Edward County Budget 7
  6. Courthouse Lawn Renovation: Authorize Purchase Order 9
  7. Adjournment

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 7, 2022  
**Item #:** 5  
**Department:** Finance  
**Staff Contact:** Doug Stanley/Crystal Baker  
**Agenda Item:** Consideration of 2022 Tax Levies and FY2022-2023 Budget

**SUMMARY:**

The Board held a Public Hearing on May 31, 2022 at 7:00 pm on the proposed County Tax Levies, EMS Tax Levy, Poplar Hill Tax Levy, and both County and School Budgets.

**Final Budget Notes:**

1. Budget includes an across the board 3.00% Cost of Living Adjustment (COLA) for ALL employees and a 2.5% Step increase for eligible employees (Employed by January 1, 2022 and meeting expectations on last evaluation). The State budget includes a 5.00% COLA for Compensation Board funded positions. In addition, 4 employees have been identified for a 1-4 step merit increase.
2. The proposed budget is balanced at the current real estate rate of \$0.47 and personal property rate of \$4.50.
3. We have included an 8% increase for the Health Insurance costs. While we saw a 1.3% increase in rates, we are hoping to be able to make additional adjustments to dependent and family coverage to make the County competitive with our benefits package.
4. Outside agency budgets have been included as recommended by the Board at the May 3, 2022 work session.
5. Prince Edward Sheriff's Office :
  - Overtime increase from \$85,000 to \$120,000
  - Equipment maintenance from \$60,000 to \$85,000
  - Vehicle maintenance from \$40,000 to \$54,000
  - Vehicle purchase line from \$165,000 to \$180,000
6. Fire and Rescue:
  - Picking up fuel cost for VFDs & Meherrin EMS
  - Added Meherrin EMS to insurance payments – added to Rescue Squad Insurance from Contingency line
  - Bumped EMS contributions up:
    - PEVRS from \$86,000 to \$98,000
    - Meherrin from \$13,000 to \$25,000
7. IT Department - 6 Months of Funding (\$52,940)
8. Planning - Professional Services (\$50,000) – to begin Comp Plan update
9. Reassessment Increase to go to 4-Year Cycle – (\$50,000 to \$75,000)
10. Legal Services – (\$25,000 to \$50,000)
11. Building Inspections – Funding for lease of new vehicle (\$15,000)

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Pride \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

- 12. Regional Economic Development Initiative – (\$25,000)
- 13. School CIP Funding – (\$250,000)
- 14. Solid Waste
  - Paving (\$45,000)
  - New scale house (\$20,000)
  - Equipment (\$95,000)
- 15. CIP – (\$608,708)
- 16. Sandy River
  - Engineering (\$185,000)
  - Legal (\$17,500)
  - Debt Service (\$200,000)
- 17. Contingency Funding (Increase from \$60,265 to \$75,000)

As noted above, the Board authorized a real estate tax rate advertisement of \$0.47 and a personal property (PP) rate of \$4.50 based on 100% of the 2022 NADA Clean Loan value assessment. Once advertised, a tax rate cannot be increased unless it is readvertised and a new public hearing held. There is no such requirement if the Board would like to decrease that rate. As discussed at the budget work session on May 3<sup>rd</sup>, 2022, the PP assessment percentage can be re-evaluated based on the total value of assessments and the final approved budget from the General Assembly.

**Attachments:**

- 1. Annual Resolution to Impose Tax levies for Calendar Year 2022
- 2. Approval of the FY23 School Budget Sample Motion
- 3. Annual Resolution to Approve the FY23 Prince Edward County Budget

**Recommendation:**

The Board will wish to make any adjustments to the proposed FY23 Budget and then set the tax levies for 2022, followed by approving the FY23 School Budget, and finally adopting the FY23 Budget Resolution.

**SAMPLE MOTION:**

I move that the Prince Edward County Board of Supervisors adopt the Resolution to Impose Tax Levies for Calendar Year 2022 as advertised. I further move that the Board adopt the Resolution of Approval of the FY23 Prince Edward County School Budget as proposed and the Resolution to Approve the FY23 Prince Edward County Budget in the amount of \$67,161,030 as proposed.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Pride \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



**COUNTY OF PRINCE EDWARD, VIRGINIA**

*A Resolution to Impose Tax Levies for Calendar Year 2022*

**Whereas**, the Prince Edward County Board of Supervisors establishes the levies for the County of Prince Edward, Virginia; and

**Whereas**, for calendar year 2022, beginning January 1, 2022 and ending December 31, 2022, the Board of Supervisors has duly advertised and on May 31, 2022 held a public hearing on the subject tax levies;

**Now, Therefore, Be It Resolved**, by the Board of Supervisors of the County of Prince Edward that the following tax levies be, and hereby are, imposed for the calendar year 2022:

| <b>Levy</b>                                                    | <b>Nominal Tax Rate<br/>(per \$100 of assessed valuation)</b> | <b>Value Used for<br/>Assessment Purposes</b> | <b>Effective Tax Rate<br/>(per \$100 of assessed valuation)</b> |
|----------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------|
| Real Estate                                                    | \$0.47                                                        | Fair Market Value                             | \$0.47                                                          |
| Mobile Homes                                                   | \$0.47                                                        | Fair Market Value                             | \$0.47                                                          |
| Merchant's Capital                                             | \$0.70                                                        | 100% of Original Cost                         | \$0.70                                                          |
| Tangible Personal Property –<br>Motor Vehicles                 | \$4.50                                                        | N.A.D.A. Guide, Loan Value                    | \$4.50                                                          |
| Tangible Personal Property –<br>Computer Equipment/Peripherals | \$1.00                                                        | 50%/Y1, 40%/Y2, 30%Y3,<br>20%/Y4, 10%/Y5+     | \$0.50                                                          |
| Tangible Personal Property –<br>Business Furniture & Fixtures  | \$4.50                                                        | 20% of Original Cost                          | \$0.90                                                          |
| Tangible Personal Property –<br>Heavy Equipment                | \$4.50                                                        | 20% of Original Cost                          | \$0.90                                                          |
| Machinery & Tools                                              | \$4.20                                                        | 10% of Original Cost                          | \$0.42                                                          |
| Farm Machinery & Equipment                                     | \$0.00                                                        | ---                                           | \$0.00                                                          |
| <b>Emergency Medical Service Levy</b>                          |                                                               |                                               |                                                                 |
| Real Estate                                                    | \$0.01                                                        | Fair Market Value                             | \$0.01                                                          |
| Mobile Homes                                                   | \$0.01                                                        | Fair Market Value                             | \$0.01                                                          |
| Tangible Personal Property –<br>Motor Vehicles                 | \$0.10                                                        | N.A.D.A. Guide, Loan Value                    | \$0.10                                                          |
| Tangible Personal Property –<br>Business Furniture & Fixtures  | \$0.10                                                        | 20% of Original Cost                          | \$0.02                                                          |
| Tangible Personal Property –<br>Heavy Equipment                | \$0.10                                                        | 20% of Original Cost                          | \$0.02                                                          |
| <b>Additional Special Levy – Poplar Hill CDA District Only</b> |                                                               |                                               |                                                                 |
| <b>Levy</b>                                                    | <b>Nominal Tax Rate<br/>(per \$100 of assessed valuation)</b> | <b>Value Used for<br/>Assessment Purposes</b> | <b>Effective Tax Rate<br/>(per \$100 of assessed valuation)</b> |
| Poplar Hill CDA<br>Real Estate Special Levy                    | \$1.00                                                        | Fair Market Value                             | \$1.00                                                          |

**Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 7<sup>th</sup> day of June, 2022.*

\_\_\_\_\_  
Odessa H. Pride Ed. D., Chairman

**ATTEST:**

\_\_\_\_\_  
Douglas P. Stanley, County Administrator



### Approval of FY 23 School Budget

#### SAMPLE MOTION:

*I move that the FY 23 Prince Edward County School Budget be approved as follows:*

*School Fund – The total for the School Fund is **\$29,369,880**, of which **\$10,148,308** is local revenue as a transfer from the County General Fund.*

*School Cafeteria Fund – The total for the School Cafeteria Fund is **\$1,431,406** of which \$0.00 is local revenue as a transfer from the County General Fund.*

*This provides for an overall FY 23 Prince Edward County School Budget in the amount of **\$30,801,286**.*



**COUNTY OF PRINCE EDWARD, VIRGINIA**

***A Resolution to Approve the FY 23 Prince Edward County Budget***

**WHEREAS**, it is the responsibility of the Prince Edward County Board of Supervisors to approve and control the fiscal plan for the County of Prince Edward, Virginia for Fiscal Year 2023 (FY 23); and

**WHEREAS**, on February 22, 2022 the Board of Supervisors provided guidance to the County Administrator on the development of the FY 23 Budget; and

**WHEREAS**, on March 15, 2022 the County Administrator submitted to the Board of Supervisors the Proposed FY 23 Budget; and

**WHEREAS**, the Board of Supervisors has conducted a total of eight meetings/work sessions on the FY 23 County Budget; and

**WHEREAS**, the Board of Supervisors has received citizen input on the proposed budget and proposed tax levies at a duly advertised Public Hearing held May 31, 2022 and

**WHEREAS**, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, that the FY 23 Budget for Prince Edward County of \$67,161,030 is hereby approved and effective July 1, 2023.

**Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a special board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 7th day of June, 2022.*

ATTEST:

\_\_\_\_\_  
Odessa H. Pride Ed. D., Chairman

\_\_\_\_\_  
Douglas P. Stanley, County Administrator

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 7, 2022  
**Item #:** 6  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** Courthouse Lawn Renovation

**SUMMARY:** As part of the renovation of the courthouse lawn and lower courtyard, a series of nine custom panels (3' x 5') will be installed along the concrete wall just below the courthouse lawn. The panels will represent iconic images of the Prince Edward Community (see attachments), as follows:

- (1) Light of Reconciliation
- (2) Robert Russa Moton Museum
- (3) LOVE Tourism Sign
- (4) High Bridge
- (5) Fishing
- (6) Downtown Warehouses
- (7) Prince Edward County Eagle
- (8) Longwood University Rotunda
- (9) Hampden-Sydney College Bell Tower

The total cost of the panels is \$25,886.52, which exceeds the County Administrator's purchase authority of \$20,000. Board approval for the purchase of the panels is requested.

**Attachments:**

- Panel graphics.

**Recommendation:** Authorize the County Administrator to execute a purchase order for the fabrication of the nine panels

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Pride \_\_\_\_\_  
Townsend \_\_\_\_\_

Wilck \_\_\_\_\_

















