

FY 2024 - 2025 BUDGET WORK SESSION March 26, 2024

- **5:30 p.m. 1.** The Chair will call to order the reconvened meeting of the Board of Supervisors
 - 2. Donation Requests
 - 3. Advertisement of FY 2024-2025 Budget and 2024 Tax Rates Doug Stanley
 - 4. FY 2024–2025 Budget Schedule Doug Stanley
 - 5. Building and Grounds Personnel Reclassification
 - 6. Solid Waste Container Purchase Approval
 - 7. Recess

Recess: Until April 16, 2024 at 5:30 p.m., in the Board of Supervisors Room – Budget Work Session (if needed)

County of Prince Edward, Virginia FY 2024-2025 Donation Requests

Ananov/Organization/Danartment	FY 23-24	FY 24-25	Increase Red	Recommende	I in Work Section
Agency/Organization/Department	14041	07 +7 -	וווכו מממט וויכול		

PUBLIC SAFETY

Fire Departments	partme	nts						
		Prince Edward Firefighters Assoc	Assoc					
			32200-8010	\$8,000	\$8,000	%0	\$8,000	
		Farmville VFD						
			32200-7001	\$80,000	\$80,000	%0	\$80,000	
		Rice VFD						
			32200-7002	\$80,000	\$80,000	%0	\$80,000	
		Prospect VFD						
			32200-7003	\$80,000	\$80,000	%0	\$80,000	
		Hampden-Sydney VFD						
			32200-7005	\$80,000	\$80,000	%0	\$80,000	
		Darlington Heights VFD						
			32200-7004	\$80,000	\$80,000	%0	\$80,000	
		Meherrin VFD						
			32200-7007	\$80,000	\$80,000	%0	\$80,000	
		Pamplin VFD						
			32200-7006	\$80,000	\$80,000	%0	\$80,000	
		VFD Insurance						
			32200-7040	\$60,000	\$60,000	%0	\$60,000	
		VFD Fuel						
			32200-7041	\$40,000	\$40,000	%0	\$40,000	

County of Prince Edward, Virginia FY 2024-2025 Donation Requests

	Approved	Rednested	%	Co Admr	Amount Proposed
Agency/Organization/Department	FY 23-24	FY 24-25	Increase Red	Recommends	in Work Session

Nearde	nescue oduads	9					
		Prince Edward Rescue Squad					
		32300-7005	\$98,000		-100%	\$98,000	
		Meherrin Rescue					
		32300-7008	\$25,000	\$25,000	%0	\$25,000	
		Rescue Squad Insurance					
		32300-7040	\$20,000	\$20,000	%0	\$20,000	
		Rescue Squad Capital Equipment					
		32300-8006	\$20,000	\$20,000	%0	\$20,000	

1st Responders

		\$5,000	
		-100%	
		\$5,000	
	Hampden-Sydney 1st Responder	32200-7010	
ion incopoling			

County of Prince Edward, Virginia FY 2024-2025 Donation Requests

		Approved	Rednested	%	Co Admr	Amount Proposed
Agency/Organization/De	epartment	FY 23-24	FY 24-25	Increase Red	Recommends	in Work Session

GOVERNMENTAL AGENCIES

	Т		Т	_	Т		Т		Т		Т	Т	Т		Т	
					\$6,840.00	\$5,000.00										
\$22,171		\$5,000		\$316,118	\$6,840-Operations	\$5,000-Dam Maint.		\$100,000		\$19,000		\$8,649		\$4,500		\$7,600
%0		100%		%2		%0		74%		%0		10%		%0		%0
\$22,171		\$5,000		\$316,118	\$6,840-Operations	\$5,000-Dam Maint.		\$130,868		\$19,000		\$8,649		\$4,500		\$7,600
\$22,171		\$0		\$294,672	\$6,840-Operations	\$5,000-Dam Maint.		\$75,000		\$19,000		\$8,410		\$4,500		\$7,600
STEPS - Community Action Program 53501-5615	Southside VA ASAP		Farmville/Prince Edward Library	73500-5640	Piedmont Soil & Water District	82400-5641	Crossroads Community Services	52500-5640	Commonwealth Regional Council	81100-5640	SVCC	68100-5640	Virginia's Retreat/Virginia's Crossroads	81600-5897	Farmville Airport	81200-5648

Farmville Area Bus					
81200-5650	50 \$25,000	\$25,000	%0	\$25,000	
Virginia Cooperative Extension					
83500-	0- \$67,359	\$85,024	76%	\$75,000	

County of Prince Edward, Virginia FY 2024-2025 Donation Requests

		Approved	Requested	%	Co Admr	Amount Proposed
,	Agency/Organization/Department	FY 23-24	FY 24-25	Increase Red	Recommends	in Work Session
NIMMOS	VITY ACENCIES & OPCANIZATIONS					

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\$5,000	\$1,534	\$25,000	\$8,000	\$6,000	\$30,036	\$10,000.00	\$20,000.00		\$8,500	\$3,000	\$20,000	\$6,500	\$1,200	
%0	4%	%0	20%	%0	14%		200%		%0	33%	%0	63%	%0	%9
\$5,000	\$1,534	\$25,000	\$12,000	\$6,000	\$30,036		00 000 09\$		\$8,500	\$4,000	\$20,000	\$6,500	\$1,200	\$6,650
\$5,000	\$1,475	\$25,000	\$8,000	\$6,000	\$26,454	\$10,000	\$20,000		\$8,500	\$3,000	\$20,000	\$4,000	\$1,200	\$6,250
53501-5654	53501-5645	71100-5640	81200-5655			71100-5647	71100-5643		72200-5641	71100-5642	53501-5610	68100-5643	53501-5640	53501-5637
Habitat for Humanity	Virginia Legal Aid	PE-FA Youth Association	Downtown Farmville	Heart of Virginia Free Clinic	Piedmont Senior Resources	YMCA		R. R. Moton Museum		Heart of Virginia Festival	STEPS	Longwood Small Business	Special Olympics	FACES

County of Prince Edward, Virginia FY 2024-2025 Donation Requests

-						
		Approved	Requested	%	Co Admr	Amount Proposed
	Agency/Organization/Department	FY 23-24	FY 24-25	Increase Red	Recommends	in Work Session
	Madeline's House					
	53501-5651	\$4,800	\$20,000	317%	\$10,000	
	Longwood Center for Visual Arts					
	53501-5653	\$2,000	\$2,000	%0	\$2,000	
	VA Children's Book Festival					
		\$0	\$5,000	100%	\$0	
	Jolly Glee Sr. Citizens					
	53501-5613	\$2,500	\$2,500	%0	\$2,500	
	Blackstone Area Bus					
	(Piedmont Area Transit) 81200-5652	\$8,480	\$8,480	%0	\$8,480	
	Piedmont Area Veterans Council					
	53501-5670	\$10,000	\$20,000	100%	\$15,000	
	Meals on Wheels					
	53501-5608	\$5,000		-100%	\$5,000	
	Farmville Chamber of Commerce					
	81200-5647	\$275	\$300	%6	\$300	

	Т	_
		\$5,000
		%0
		\$5,000
		\$5,000
	Contingency Fund	53501-6999



Meeting Date:

March 26, 2024

Item #:

Department:

Board of Supervisors

Staff Contact:

Douglas P. Stanley

Agenda Item:

FY 2024-2025 Budget and Tax Rates

SUMMARY:

Attached is the proposed Advertisement for the FY25 budget. The format closely follows those of previous years. As the state code dictates the attached advertisement is for informational purposes. A full copy of the budget and a comparison of the FY24 and FY25 budgets are available for public inspection/review on the County's website.

Just yesterday, Prince Edward County Public Schools received their budget number from the State. The School Board is scheduled to meet tomorrow (March 27th) to discuss and make recommendations to the Board. For this reason, the Superintendent will not be present tonight to present the school budget.

We have plugged in the School's estimated numbers for Federal and State revenue and proposed expenses, including their share of the 3% State salary increase, additional .5% between steps on the salary scale (.5% Step give in FY 23), 1 additional Gov School spot, and 2 additional teaching positions. Based on the current numbers the School System budget, they are requesting \$10,989,342 in local dollars which is an increase of \$892,971 over the current fiscal year (\$10,096,371). The preliminary budget that we have prepared includes an increase of \$250,000 in operating funds leaving a deficit of \$642,971. In looking at the last 5 fiscal years, we have UNDERSPENT the school budget by at least \$1.6 million each year. I feel comfortable saying that we can budget the \$642,971 using fund balance (unspent FY 23 school budget) and cover the deficit IF the School System were to spend their entire budget. The danger is that if they did not, we would need to increase revenue the following year to address the shortfall. If we were to raise the real estate tax currently, it would take approximately \$0.0367 to cover the amount.

To maintain the County's budget schedule the Board of Supervisors would need to act tonight on authorizing the advertisement of a Public Hearing for April 16, 2024 at 7:00 pm. This public hearing would be for both the County and School budgets and tax levies. The advertisement for the budget and tax levies hearing would appear in the April 5th edition of the Farmville Herald. I have provided 3 options to consider:

- Advertise current tax rates with a \$250,000 increase in local school funding
- Advertise current tax rates with the requested \$892,971 increase in school funding the make up the difference
- Advertise an increased real estate tax increase to cover all or a portion of the school deficit

Motion	Cooper-Jones	Gilliam	Pride
Second	Emert	Jenkins	Townsend
		Jones	Watson



By at least advertising the larger amount under Option #2 above using fund balance, we could lower after the public hearing. This could include cutting funding for the ½% Step. We can lower the budget, but we cannot increase it once advertised.

Final County Budget Notes:

- 1. Budget includes an across the board 3.00% Cost of Living Adjustment (COLA) for ALL employees. In addition, 13 employees have been identified for a 1-4 step merit increase.
- 2. The proposed budget is balanced at a real estate rate of \$0.51 and personal property rate of \$4.50 (current rates).
- 3. We have included a revised 5% increase for the Health Insurance costs. This is a reduction from the original estimate of 10%.
- 4. Outside agency budgets have been included as recommended by the County Administrator and will be adjusted, as needed, based on the Board's recommendations during tonight's work session.
- 5. Prince Edward Sheriff's Office:
 - Overtime Increase from \$175,800 to \$200,000
 - Parttime Increase from \$140,000 to \$200,000
 - Equipment Maintenance from \$95,000 to \$114,750
 - Vehicle Maintenance from \$75,000 to \$90,000
 - Police Supplies from \$50,000 to \$60,000
 - Vehicle Purchase from \$155,000 to \$312,000 (Partly funded by grant in FY24)
- 6. Courts:
 - Parttime Increase from \$70,000 to \$120,000
- 7. Fire and Rescue:
 - Level Contributions
 - Emergency Communications System Upgrade \$100,000 to \$250,000
- 8. General Properties Repairs \$15,000+
- 9. Reassessment Increase to go to 4-Year Cycle \$150,000 to \$200,000
- 10. Registrar PT Salaries \$31,000 to \$40,550
- 11. Regional Economic Development Initiative \$25,000 to \$40,000
- 12. Audit Services \$100,000 to \$125,000
- 13. School CIP Funding \$425,000 to \$450,000
- 14. Solid Waste
 - Professional Services (\$200,000 to \$275,000)
 - Paving (\$45,000)
 - New scale house (\$26,000)
 - New Bins (\$40,000)
- 15. CIP (\$508,708)
- 16. Sandy River
 - Engineering (\$200,000)
 - Legal (\$17,500)
 - Debt Service (\$750,000)
- 17. Contingency Funding (\$135,634)

Motion	Cooper-Jones	Gilliam	Pride
Second	Emert	Jenkins	Townsend
		Jones	Watson



As noted above, the budget is balanced at a real estate (RE) tax rate of \$0.51 and a personal property (PP) rate of \$4.50 based on 100% of the 2023 NADA Clean Loan value assessment. As discussed with Davenport, the Board needs to give consideration of addition increase in the RE rate to continue to plan for the eventual debt service needed for the Sandy River and Elementary School projects.

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.

ATTACHMENT:

Draft Budget Public Hearing Notice, Draft FY25 Budget

Recommendation:

Set the public hearing for the FY25 Budget for April 16, 2024 at 7:00 p.m. and authorize the advertising of the Public Hearing.

SAMPLE MOTION:

I move that the Board of Supervisors authorize the proposed FY 2024-2025 budget and tax levies as proposed with a real estate tax rate of \$0.51 for advertisement for a public hearing as outlined with an increase in the local school appropriation of \$250,000.

OR

I move that the Board of Supervisors authorize the proposed FY 2024-2025 budget and tax levies as proposed with a real estate tax rate of \$0.51 for advertisement for a public hearing as outlined with an increase in the local school appropriation of \$892,971.

OR

I move that the Board of Supervisors authorize the proposed FY 2024-2025 budget and tax levies
for advertisement for a public hearing with an increase in the local school appropriation of
\$892,971.with the following changes
OR
I move that the Board table the request for further discussion.

Motion	Cooper-Jones	Gilliam	Pride
Second	Emert	Jenkins	Townsend
		Jones	Watson



FY25 Budget Comparison Chart

- GENERAL FUND - ANTICIPATED REVENUES	ADOPTED FY24 BUDGET	PROPOSED FY25 BUDGET
Revenue from Local Sources:		
General Property Taxes	\$17,450,000	\$17,960,000
Other Local Taxes	\$5,710,000	\$6,095,000
Permits and Licenses	\$185,000	\$262,500
Fines and Forfeitures	\$205,000	\$180,000
Revenue from Use of Money & Property	\$944,754	\$1,428,750
Charges for Services	\$241,721	\$270,721
Miscellaneous Income	\$84,100	\$85,600
Recovered Costs	\$138,665	\$103,300
Revenue from the Commonwealth	\$5,201,516	\$5,233,395
Revenue from Federal Government	\$94,524	\$72,524
Revenue from Fund Balance	\$521,099	\$1,079,635
TOTAL GENERAL FUND REVENUES	\$30,776,379	\$32,771,425
PROPOSED EXPENDITURES:		
Board of Supervisors	\$226,097	\$235,097
General/Financial Administration	\$2,348,079	\$2,564,333
Board of Elections/Registrar	\$333,996	\$348,093
Judicial Administration	\$1,553,203	\$1,651,430
Public Safety	\$6,149,794	\$7,232,443
Public Works	\$2,770,380	\$2,577,358
Health & Welfare	\$2,046,894	\$2,027,270
Education	\$10,624,196	\$11,533,634
Parks/Recreation/Culture	\$386,472	\$487,458
Community Development	\$760,440	\$779,173
General Expense	\$292,775	\$226,470
Capital Projects	\$1,413,508	\$2,326,508
Debt Service	\$1,170,545	\$782,158
TOTAL GENERAL FUND EXPENDITURES	\$30,776,379	\$32,771,425
- SCHOOL FUND -		
ANTICIPATED REVENUES:		
Other Sources	\$110,500	\$207 F21
Revenue from the Commonwealth	\$110,500	\$287,521
Revenue from the Federal Government	\$17,449,624	\$17,834,752
Transfer from County General Fund	\$916,892 \$10,611,786	\$2,123,818
Total Anticipated Revenues		\$11,511,621
	\$29,088,802	\$31,757,712
PROPOSED EXPENDITURES:		
Instruction	\$22,035,387	\$23,507,822
Administration, Health, Attendance	\$1,550,000	\$1,975,691
Pupil Transportation	\$1,950,000	\$2,168,880
Operations & Maintenance	\$1,888,000	\$1,983,842
Facilities	\$150,000	\$150,000
Technology	\$1,000,000	\$1,449,198
Debt Service	\$515,415	\$522,279
Total Proposed Expenditures	\$ 29,088,802	\$31,757,712
- SCHOOL CAFETERIA FUND -		
Total Anticipated Revenues	\$1,469,883	\$1,954,000
Total Proposed Expenditures	\$1,469,883	\$1,954,000
- SOCIAL SERVICES FUND -		
ANTICIPATED REVENUES:		
Revenue from the Commonwealth	\$982,649	\$960,000
Revenue from the Federal Government	\$1,673,159	\$1,775,692
Transfer from County General Fund	\$675,578	\$616,179
Recovered Cost	\$4,500	\$4,500
Total Anticipated Revenues	\$3,335,886	\$3,356,371
Total Proposed Expenditures	\$3,335,886	\$3,356,371
- WATER FUND -		
Total Anticipated Revenues	\$232,442	\$185,180
Total Proposed Expenditures	\$232,442	\$185,180
- SEWER FUND -		
Total Anticipated Revenues	\$114,600	\$92,091
Total Proposed Expenditures	\$114,600	\$92,091
- LANDFILL CONSTRUCTION FUND -		
ANTICIPATED REVENUES:		
Interest	\$15,000	\$40,000
		+ ,

Landfill Charges	\$500,000	\$500,000
Revenue from Landfill Construction Fund Balance		\$96,048
Total Anticipated Revenues	\$515,000	\$636,048
PROPOSED EXPENDITURES:		
Transfer to Solid Waste/Landfill	\$515,000	\$636,048
Total Proposed Expenditures	\$515,000	\$636,048
-SOLID WASTE FUND-		
ANTICIPATED REVENUES:		
Landfill Charges	\$700,000	\$700,000
Recycling Fees	\$30,000	\$30,000
Transfer from General/Landfill Fund	\$1,068,967	\$1,437,666
Total Anticipated Revenues	\$1,798,967	\$2,167,666
PROPOSED EXPENDITURES:		
Collections	\$672,079	\$772,581
Landfill	\$1,126,888	\$1,294,860
Debt Service		\$100,225
Total Proposed Expenditures	\$1,798,967	\$2,167,666
- DARE FUND -		
Total Anticipated Revenues	\$2,000	\$2,000
Total Proposed Expenditures	\$2,000	\$2,000
- GRANITE FALLS CDA FUND -		
Total Anticipated Revenues	\$1,600	\$1,600
Total Proposed Expenditures	\$1,600	\$1,600
- HEALTH INSURANCE FUND -		
Total Anticipated Revenues	\$1,146,358	\$1,203,676
Total Proposed Expenditures	\$1,146,358	\$1,203,676
- POPLAR HILL CDA FUND -		
Total Anticipated Revenues	\$120,000	\$120,000
Total Proposed Expenditures	\$120,000	\$120,000
- EMS DISTRICT FUND -		
Total Anticipated Revenues	\$335,500	\$335,500
Total Proposed Expenditures	\$335,500	\$335,500
- PIEDMONT COURT SERVICES FUND -		
Total Anticipated Revenues	\$795,330	\$887,104
Total Proposed Expenditures	\$795,330	\$887,104
TOTAL COUNTY OPERATIONS	\$69,732,747	\$75,470,373



PUBLIC HEARING NOTICE

COUNTY AND SCHOOL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND TAX LEVIES FOR CALENDAR YEAR 2024 COUNTY OF PRINCE EDWARD, VIRGINIA

The Board of Supervisors of the County of Prince Edward will hold a public hearing on TUESDAY, April 16, 2024 at 7:00 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3rd Floor, Farmville, Virginia, on the proposed *FY25 County Budget, FY25 School Budget and 2024 Tax Levies*. A full copy of the proposed FY25 Budget, including a comparison with the FY24 Budget, is available for review on the County web site: www.co.prince-edward.va.us.

The following synopsis of the proposed consolidated FY25 County and FY25 School Budget is prepared and published for informational 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	\$17,960,000
Other Local Taxes	\$6,095,000
Permits and Licenses	\$262,500
Fines and Forfeitures	\$180,000
Revenue from Use of Money & Property	\$1,428,750
Charges for Services	\$270,721
Miscellaneous Income	\$85,600
Recovered Costs	\$103,300
Revenue from General Fund	\$1,079,635
Revenue from the Commonwealth	\$5,233,395
Revenue from Federal Government	\$ <u>72,524</u>
TOTAL GENERAL FUND REVENUES	\$32,771,425
PROPOSED EXPENDITURES:	
Board of Supervisors	\$235,097
General/Financial Administration	\$2,564,333
Board of Elections/Registrar	\$348,093
Judicial Administration	\$1,651,430
Public Safety	\$7,232,443
Public Works	\$2,577,358
Health & Welfare	\$2,027,270
Education	\$11,533,634
Parks/Recreation/Culture	\$487,458
Community Development	\$779,173
General Expense	\$226,470
Capital Projects	\$2,326,508
Debt Service	\$782,158
TOTAL GENERAL FUND EXPENDITURES	\$32,771,425
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- SCHOOL FUND - ANTICIPATED REVENUES:	
Other Sources	¢207.521
Revenue from the Commonwealth	\$287,521 \$17,824,752
Revenue from the Federal Government	\$17,834,752
Transfer from County General Fund	\$2,123,818
Total Anticipated Revenues	\$11,511,621
Total Anticipated Revenues	\$31,757,712
PROPOSED EXPENDITURES:	
Instruction	\$23,507,822
Administration, Health, Attendance	\$1,975,691
Pupil Transportation	\$2,168,880
Operations & Maintenance	\$1,983,842
Facilities	\$150,000
Technology	\$1,449,198
Debt Service	<u>\$522,279</u>
Total Proposed Expenditures	\$31,757,712
- SCHOOL CAFETERIA FUN	ND -
Total Anticipated Revenues	\$1,954,000
Total Proposed Expenditures	\$1,954,000
- SOCIAL SERVICES FUND)-
ANTICIPATED REVENUES:	
Revenue from the Commonwealth	\$960,00
Revenue from the Federal Government	\$1,775,692
Transfer from County General Fund	\$616,179
	\$616,179 \$4,500
Transfer from County General Fund	

- WA	TER FUND -
Total Anticipated Revenues	\$185,180
Total Proposed Expenditures	\$185,180
- SEV	WER FUND -
Total Anticipated Revenues	\$92,091
Total Proposed Expenditures	\$92,091
I ANDELL CO	ONSTRUCTION FUND -
ANTICIPATED REVENUES:	JNSTRUCTION FUND -
Interest	\$40,000
Landfill Charges	\$500,000
Revenue from Landfill Construction Fund Balance	\$96,048
Total Anticipated Revenues	\$636,048
PROPOSED EXPENDITURES:	
Transfer to Solid Waste/Landfill	\$636,048
Total Proposed Expenditures	\$636,048
- DA	ARE FUND -
Total Anticipated Revenues	\$2,000
Total Proposed Expenditures	\$2,000
-SOLID	WASTE FUND-
ANTICIPATED REVENUES:	
Landfill Charges	\$700,000
Recycling Fees	\$30,000
Transfer from General/Landfill Fund	\$1,437,666
Total Anticipated Revenues	\$2,167,666
DRADAGED EXPENDICUIDES	
PROPOSED EXPENDITURES: Collections	¢770 501
Landfill	\$772,581 \$1,294,860
Debt Service	\$1,2,94,000
Total Proposed Expenditures	\$2,167,666
	FALLS CDA FUND -
Total Anticipated Revenues	\$1,600
Total Proposed Expenditures	\$1,600
-HEALTH I	INSURANCE FUND-
Total Anticipated Revenues	\$1,203,676
Total Proposed Expenditures	\$1,203,676
	HILL CDA FUND -
Total Anticipated Revenues	\$120,000
Total Proposed Expenditures	\$120,000
- EMS D	ISTRICT FUND -
Total Anticipated Revenues	\$335,500
Total Proposed Expenditures	\$335,500
- PIEDMONT CO	DURT SERVICES FUND -
Total Anticipated Revenues	\$887,104
Total Proposed Expenditures	\$887,104
TOTAL COUNTY OPERATIONS FOR FY24	\$75 A70 272
TOTAL COUNTY OF EXALIONS FOR F124	<u>\$75,470,373</u>

PROPOSED TAX RATES

Notice is hereby given that the Board of Supervisors proposes the following levies for the Tax Year 2024:

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

Levy	2023 Actual Levy	2024 Proposed Levy
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
Personal Property – Data Center	\$1.00	\$1.00
EMS Levy - Real Estate	\$0.01	\$0.01
EMS Levy - Tangible Personal Property - Motor Vehicles	\$0.10	\$0.10
EMS Levy - Tangible Personal Property - Business Furniture &	\$0.10	\$0.10
Fixtures		
EMS Levy - Tangible Personal Property - Heavy Equipment	\$0.10	\$0.10

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

Levy	2023 Actual Levy	2024 Proposed Levy
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 Douglas P. Stanley, County Administrator, at 434-392-8837, by April 12, 2024.



County of Prince Edward FY 2024 - 2025 Budget Schedule

DATE	ACTIVITY	TIME/LOCATION
January 19, 2024	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
January 19, 2024	Donation Request forms distributed	
Feb. 1-23, 2024	Budget work sessions between Departments and County Administrator	
February 20, 2024	Joint Finance Committee Meeting of Board of Supervisors and School Board	3:30 p.m. Board of Supervisors Room
February 20, 2024	Board of Supervisors Budget Planning Meeting (Davenport Presentation)	5:30 p.m. Board of Supervisors Room
February 23, 2024	Budget worksheets submitted to County Administrator	
February 28, 2024	Joint Finance Committee Meeting of Board of Supervisors and School Board (Cancelled – Reschedule for another date)	1:00 p.m. School Board Office
March 8, 2024	Revenue estimated completed by County Administrator	
March 12, 2024	Presentation of County Administrator's proposed budget to Board of Supervisors	5:30 p.m. Board of Supervisors Room
March 19, 2024	Board of Supervisors budget work session – presentations by outside agencies	2:00 p.m. Board of Supervisors Room
March 26, 2024	School Superintendent budget presentation to Board of Supervisors and School Board	5:30 p.m. Board of Supervisors Room
	Board of Supervisors authorizes Public Hearing for April 16 (Ad date – April 5)	
April 9, 2024	Board of Supervisors Budget Work Session (If needed)	5:30 p.m. 3 rd Floor Conference Room
April 16, 2024	Board of Supervisors Budget Work Session (If needed)	5:30 p.m. 3 rd Floor Conference Room
April 16, 2024	Public Hearing on County & School Budgets & Tax Rates (PC Meeting will need to be rescheduled)	7:00 p.m. Board of Supervisors Room
April 23, 2024	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 11, 2024	Approval of Appropriations	7:00 p.m. Board of Supervisors Room

Adopted by the Board of Supervisors at its meeting on November 9-2023. Subject to change, by action of the Board of Supervisors. Last updated: January 31, 2024



Meeting Date:

March 26, 2024

Item #:

5

Department:

Finance

Staff Contact:

Crystal Baker

Agenda Item:

Buildings & Grounds Personnel Reclassification

Summary:

As of April 1st, one of our Buildings and Grounds Maintenance staff will be retired which will leave a vacant position. As was discussed with the Personnel Committee on March 12th, and in an effort to form a future succession plan, we recommend the position be reclassified as a Multi-Skilled Trades Worker at a Pay Grade 10. This will enable the County to hire a qualified individual to focus more on the County's trades needs as opposed to general building and grounds maintenance.

After closer evaluation of the current positions, it appears all housekeeping and maintenance staff are currently at a Pay Grade 5.

At this time, I am requesting that we upgrade the Maintenance position from a Grade 5 to a Grade 8 and reclassify two positions to Multi-Skilled Trades Worker, Grade 10. No additional funding will be needed, as their current salaries are well within the ranges listed.

Dept	Emp#	Position	Grade	Min	Mid	Max	Current
B&G	1	Housekeeping	5	\$28,865	\$36,251	\$46,405	\$ 32,885
B&G	2	Housekeeping	5	\$28,865	\$36,251	\$46,405	\$ 32,130
B&G	3	Trades Worker	<mark>10</mark>	\$36,839	\$46,267	\$59,226	\$ 48,594
B&G	4	Maintenance	8	\$33,414	\$41,966	\$53,719	\$ 48,293
B&G	5	Maintenance	8	\$33,414	\$41,966	\$53,719	\$ 42,840
B&G	6	Trades Worker	10	\$36,839	\$46,267	\$59,226	\$ 48,041

COST: N/A

Attachments: Multi-Skilled Trades Worker job description

Recommendation:

See motion below.

SAMPLE MOTION: I move the Board of Supervisors approve the reclassification of two Maintenance Staff positions to Multi-Skilled Trades Worker, Grade 10 and upgrade Maintenance staff to a Grade 8.

Motion	Cooper-Jones	Gilliam	Pride
Second	Emert	Jenkins	Townsend
		Jones	Watson

B&G MULTI SKILLED TRADES WORKER

GENERAL DEFINITION OF WORK:

Performs responsible skilled and semi-skilled work in maintaining buildings and facilities and providing groundskeeping and landscaping services; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs building maintenance tasks: operating, maintaining and repairing equipment. performs a variety of landscaping and grounds maintenance activities and housekeeping services.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains large equipment, including air handlers, chillers, and boilers.
- > Performs building maintenance tasks such as repair/replacement of lighting, switches, receptacles, work in panels, motors, pumps, pole lighting and trash compactors
- > Repair heat pumps, walk-in coolers/freezers, use of building automation systems
- > Install and repair plumbing fixtures, unclog, sinks, toilets, rod sewer lines, work on sewer system and sewer pumps, work on leachate pumps and system.
- > Painting and minor carpentry/masonry. Performs some housekeeping duties, as required
- > Installs and replaces damaged 911 house numbers and street signs.
- > Delivers, set-up and remove electoral equipment; sets-up and breakdown of other special events.
- > Mows grass; plants, prunes and trims trees, shrubs and bushes.
- > Inspects plants for disease, infestation, storm damage or vandalism; fertilizes and waters plants.
- > Performs a variety of tasks in the maintenance of rights-of-way, parks, playgrounds and other public areas.
- > Rakes and collects leaves; sprays pesticides; clear drainage ditches; haul debris to refuse areas.
- > Edges sidewalks, borders and plant beds; trims weeds, grass and hedges.
- > Operates and maintains lawn mowers, tractors, dump truck, bush hog and hand tools.
- > Shovels snow and provides ice control.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of maintenance, repair and manual tasks of the area assigned; general knowledge of the use of common hand and specialized power tools required in the work; general knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods; ability to follow instructions; ability to establish and maintain effective working relationships with associates, the public and other areas within the County. Experience with electrical and/or HVAC is preferred.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some equipment operation and maintenance experience.

Tradesman licensure and/or experience in, Pesticide Application, Plumbing, Electrical, HVAC trades preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written computer or data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observe general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

FLSA Status: Non-Exempt



Meeting Date:

March 26, 2024

Item #:

6

Department:

Solid Waste

Staff Contact:

Douglas P. Stanley/Jeffrey L. Jones

Agenda Item:

Approval of Purchase of New Containers

Summary:

As the Board is aware, for the last couple of years the Solid Waste Department has been budgeting for and purchasing new containers and compactors to replace those that are irreparable.

Attached for Board consideration is an invoice for \$37,617.00 to purchase two 30-yard containers, two 40-yard containers and one 40-yard compactor container.

Funding was included in the FY24 budget and no additional appropriation is required.

COST: No additional appropriation is required.

ATTACHMENT: Quote/Order

RECOMMENDATION:

See sample motion.

SAMPLE MOTION:

I move the Board authorize the purchase of the containers and compactors, as outlined above for a cost of \$37,617.00.

 \underline{Or}

I move the Board table this purchase pending further discussion.

Motion	Cooper-Jones	Gilliam	Pride
Second	Emert	Jenkins	Townsend
Second		Jones	Watson





201 North Industrial Park Road Milton, PA 17847 P: 570-524-7835 | F: 570-524-5349 www.customcontainersolutions.com

Quote Date: 3/20/2024

Salesperson: Doug Murphy

Email:dougm@customcontainersolutions.com

Cell Phone:703-728-9400

Customer: Billing Address

Company: Prince Edward County Virginia Street:P.O. Box 382 City, State, Zip:Farmville, VA, 23981 Phone:434-392-8837

Shipping Address

130 Trashmore Road 130 trashmore Road Prospect, va, 23560 434-392-8837

Special Instructions

Customer Contact	Email	Cell
Jeff Jones	jjones@co.prince-edward.va.us	434-547-3363

Product	Description	Price	QTY	Subtotal
30CY-22S-64I-TUB-H62- SD-CUSTPAINT- CustPaint1484	30CY,22FT,64" Wall Height, Tub Style Rolloff, 62" Hooklift, 3/16" Rail & Floor, 16" Spacing, 12GA All Around, 1/4" Hinge Post, 11GA Top & Door Rail, Acrylic Paint- Custom-Paint(Please Provide Paint Match) B6 Blue - 921053	\$5,141.00	2	\$10,282.00
40CY-22S-84I-TUB-C62- SD-CUSTPAINT- CustPaint1484	40CY,22FT,84" Wall Height, Tub Style Rolloff, 62" Combo Hookup, 3/16" Rail & Floor, 16" Spacing, 12GA All Around, 1/4" Hinge Post, 11GA Top & Door Rail, Acrylic Paint- Custom-Paint(Please Provide Paint Match) B6 Blue - 921053	\$6,335.00	2	\$12,670.00
40CY-22S-87I-OCT-H62- RCR-SD-CUSTPAINT- CustPaint1484	40CY, 22FT, 87" Wall Height, Octagon Compactor Receiver, 62" Combo Hookup, Standard Duty, 3/16" Rails & Floor, 10GA All Round, 6x3x3/16" Door Frame, 11GA Door Tube, Front Wheels 8x6, Rear Wheels 8x10, High Solids Acrylic Paint, Custom-Paint(Please Provide Paint Match) B6 Blue - 921053	\$10,845.00	1	\$10,845.00
Ship-Fee	Customer is responsible for unloading.	\$1,910.00	2	\$3,820.00

^{***}To be produced in Milton, PA***

^{***}Production lead time is 4 weeks***

^{***}PO to be issued by the county to confirm order***
Pricing is valid for 14 days



TUB STYLE ROLL OFF

CY	Skid Length (A-inside)	Wall Height (B)		Outside Length (Includes Hookup)		Outside Width	Light Dufy LD-Est. Weight	Standard Duty SD-Est. Weight		X-Heavy Duty XHD-Est. Weight
10 YD	12'	41"	88"(Taper)	156"	51"	8'(Taper)	2370	2550	3320	3751
12 YD	14'	42"	88"(Taper)	156"	52"	8'(Taper)	2510	2700	3500	4096
15 YD	14'	51"	88"(Taper)	180"	61"	8'(Taper)	2700	2900	3650	4512
20 YD	22'	44"	88"(Taper)	276"	54"	8'(Taper)	no LD option	3750	4500	5781
30 YD	22'	64"	88"(Taper)	276"	74"	8'(Taper)	no LD option	4350	5200	6710
40 YD	22'	84"	88"(Taper)	276"	94"	8'(Taper)	no LD option	4850	6100	7640

Light Duty (LD) - 3/16" Rail, 10GA Floor, 16" Spacing, 12GA All Around, 3x3x11GA Top, Acrylic Paint

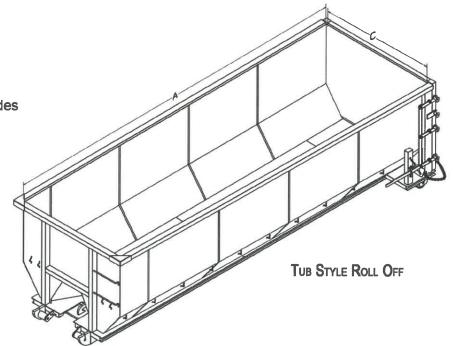
Standard Duty (SD) - 3/16" Rail & Floor, 16" Spacing, 12GA All Around, 1/4" Hinge Post, 11GA Top & Door Rail, Acrylic Paint

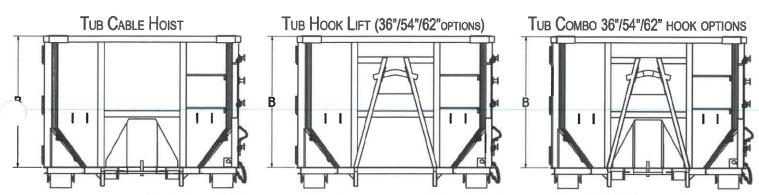
Heavy Duty (HD) - 1/4" Rail & Floor, 12" Spacing, 10GA All Around, 1/4" Hinge Post, 3/16" Top Rail, Acrylic Paint

Extra Heavy Duty (XD) - 1/4" Rail & Floor, 12" Spacing, 7GA All Around, 1/4" Hinge Post, 4x4x1/4" Top Rail & 3/16" Door Tube, HD Hinges, Acrylic Paint



- · Tarp and Roof Options
- · Main Rail Tube Upgrades
- Floor Crossmember Spacing Upgrades
- Floor Sheet Upgrades
- Wall Sheet & Wall Post Upgrades
- Top Rail Tube Upgrades
- · Gate & Door Options
- Cohen Crash Plate







COMPACTOR RECEIVER

Standard Duty (SD) - 3/16" Rails & Floor, 10GA All Round, 6x3x3/16" Door Frame, 11GA Door Tube, 4 Ground Wheels, Acrylic Paint Heavy Duty (HD) - 1/4" Rails & Floor, 7GA All Round, 6x3x3/16" Door Frame, 3/16" GA Door Tube, 4 Ground Wheels, Acrylic Paint

