MEMORANDUM

To: Chairman Hunter & Members of the Board of Supervisors

From: Percy C. Ashcraft

Date: February 5, 2019

Re: 2018 Annual Department Reports

Attached are the annual reports for calendar year 2018 by the departments and agencies.

Please let me know if you have any questions about any of the content included.

These reports will be made public.

[Signature]

P. O. Box 68, Prince George, Virginia 23875-0068 Phone (804) 722-8600/Fax (804) 732-3604
http://www.princegeorgecountyva.gov
2018 ANNUAL REPORT

RIVERSIDE CRIMINAL JUSTICE AGENCY

Prepared by Bettina W. Coghill, Director
MISSON STATEMENT
The Agency provides education, training, and treatment designed to encourage positive changes and meet the rehabilitative needs of offenders. We are committed to enhancing public safety through the utilization of evidence-based practices to reduce the rate of recidivism while promoting efficiency and economy in the delivery of correctional services. We are dedicated to improving quality of life and public safety by being professional and non-judgmental with respect to individual needs; being proactive through accountability, empathy and encouragement to support offenders; and creating awareness to empower individuals to make positive changes resulting in an alternative lifestyle to live productively and lawfully.

AGENCY FUNCTIONS
Riverside Criminal Justice Agency facilitates local involvement and flexibility in responding to crime and jail overcrowding in the communities of Prince George, Hopewell, and Surry. For 2018, our Agency provided pretrial, local probation, drug court, and related services to 899 adult offenders/defendants who were ordered into the program by the Circuit, General District, and Juvenile and Domestic Relations Courts within the jurisdictions of Prince George, Hopewell, and Surry. Our Agency serves the upper portion of the Sixth Judicial District, and staff are devoted to supervising offenders and defendants safely and effectively in the community. Information provided to the courts on offenders and defendants has been deemed invaluable by the members of the judiciary; the supervision and accountability necessitated by staff is second to none. The agency also serves additional functions by providing services designed to enhance the local criminal justice system. Agency personnel also serve as administrative staff for the Community Criminal Justice Board, which functions as an advisory body to the three participating jurisdictions on criminal justice issues. Staff also serve on various committees with the Department of Criminal Justice Services, the Virginia Community Criminal Justice Association, and Prince George County.

The Agency is dedicated to providing appropriate post-sentencing alternatives to Prince George, Hopewell, and Surry, in accordance with Virginia State Code 19.2-303.3, for certain offenders with the goal of reducing the incidence of repeat offenders. The program allows the participating localities to operate and utilize local community-based probation programs and services specifically designed to meet the rehabilitative needs of selected offenders while reducing the rate of jail overcrowding; it also allows for greater flexibility and involvement in responding to the problem of crime in these communities. The goal of the program is to provide more effective protection of society and to promote efficiency and economy in the delivery of correctional services. Furthermore, the program provides supervision for the performance of community service and offers offenders the opportunity to make restitution to victims of crime though financial reimbursement. This extends benefits to the community as recipients of the unpaid community service work as well as the return of offenders who have had the opportunity for rehabilitation to society. In 2018, the local probation staff provided supervision to 292 individuals between January 1, 2018, and December 31, 2018.

Local Probation Placements by Locality
The following services were provided to those offenders:

- Substance Abuse Testing: 292
- Substance Abuse Counseling: 87
- Anger Management Classes: 44
- Domestic Violence Groups: 23
- Community Service: 187

Offenders may also be required by the Courts to perform community service and pay applicable court costs and restitution amounts. In regards to public safety, the most important data we collect involves the percentage of offenders that have a new arrest while under supervision or have technical violations that cannot be safely mitigated in the community.

- Community Services Hours Performed: 3,594 hours
- Court Costs Facilitated: $7,104
- Victim Restitution Facilitated: $1,550
- Average Length of Supervision:
  - Misdemeanants: 195 days
  - Felons: 271 days
- Rate of Closure:
  - Successful: 69%
  - Unsuccessful: 32%
    - Technical violations: 69%
    - New Arrests: 25%
    - Death: 6%

**Pretrial Services**

Riverside Criminal Justice Agency is committed to providing more effective protection of society by establishing programs which will assist judicial officers in discharging their duties pursuant to 19.2-119 et seq. Thus, pretrial services was established to provide better information and services for use by judicial officers in determining the risk to public safety and the assurance of appearance of persons held in custody and charged with an offense, other than an offense punishable by death, who are pending trial or hearing. The Program seeks to diminish the disparity that exists due to determining a defendant’s pretrial detention status based on his/her financial situation. The goal of the program is to enhance public safety by presenting investigative information to the Court to assist in making more informed bonding decisions, and by providing appropriate supervision and services to pretrial defendants, while reducing jail overcrowding caused by the detention of pretrial defendants.

In 2018, the pretrial services staff provided intensive supervision services to 607 defendants between January 1, 2018, and December 31, 2018.

A total of 626 investigations were conducted and reports were forwarded to the courts; 58 inmates refused the pretrial interview. The following bond conditions were provided to defendants and monitored by staff for those placed on pretrial supervision from the courts or the magistrates:

- Alcohol Testing: 462
- Substance Abuse Testing: 481
- Refrain from Alcohol: 331
- Electronic Monitoring: 12
- Curfew: 208

**Defendant Statistics**

Throughout the year, various types of data is collected on defendants placed on pretrial supervision to include but not limited to the types of bonds defendants receive and success rates. In regards to public safety, the most important data we collect involves the percentage of defendants that have a new arrest while under supervision or who fail to appear in court.

- Defendant Placements by Release Type:
  - Secured Bond: 66%
  - Personal Recognizance: 19%
  - Unsecured Bond: 15%
  - High Risk: 26%
  - Average/Above Average Risk: 65%
  - Low Risk: 9%
- Average Length of Supervision:
  - Misdemeanants: 74 days
  - Felons: 138 days
- Rate of Closure:
  - Successful: 81%
  - Unsuccessful: 19%
    - Fail To Appear in Court: 60%
    - New Arrest: 40%
OFFENDER/DEFENDANT DEMOGRAPHICS

Statistics are also maintained on the demographics of the individuals with whom we work.

- Average Age: 32
- Gender:
  - Male: 69%
  - Female: 31%
- Race:
  - White: 54%
  - African American: 42%
  - Other: 4%
- Employment:
  - Employed: 51%
  - Unemployed: 49%

Agency Funding FY 18/19

The total budget for FY 18/19 for Local Probation and Pretrial Services was $897,545. We received $672,482 in state funds with the remainder of the budget provided by local match and supervision fees. The breakdown of state and local funding is as follows:

- State Funding: 75%
- Local Funding: 25%

Local funding is prorated each year based on combined program usage of local probation and pretrial services.

If there is no struggle, there is no progress.

~~Frederick Douglass~~

Local Funding By Jurisdiction

The breakdown of funding from our three localities is as follows:

- Hopewell: $112,483
- Prince George: $87,015
- Surry: $12,734
- Supervision Fees: $12,734

Combined Service Referrals for 2018

If there is no struggle, there is no progress.

~~Frederick Douglass~~

"The secret is to gang up on the problem, rather than each other."

~ Thomas Stallkamp ~
Drug and Alcohol Testing

Drug and alcohol testing and monitoring is a major component to local probation and pretrial services supervision. All offenders placed on local probation are subject to random drug and alcohol testing. Only defendants ordered by a judicial officer to receive drug and alcohol testing are subject to testing under pretrial supervision. Over 5,000 drug tests were performed during 2018 and almost 1500 alcohol tests were performed as well.

### Drug Tests

- **Total Drug Tests:** 5084
- **Positive:** 930 (18%)
- **Negative:** 4154 (82%)

### Alcohol Tests

- **Total Alcohol Test:** 591
- **Positive:** 22 (5%)
- **Negative:** 569 (95%)

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**Drug Court**

The Hopewell, Prince George, Surry Adult Drug Treatment Court celebrated its 16th year of operation in 2018. While the Court operated unfunded for the first 14 ½ years, we are fortunate to continue to receive a grant from the Supreme Court in the amount of $90,000 to assist with the program. We have also been very fortunate to have the Honorable W. Edward Tomko, III, as our presiding Judge. Judge Tomko has been not only open to attending training as a team and to our ideas, he has also been creative in structuring sanctions and incentives that have proven effective with our participants.

Our Drug Court Team consists of the following members:

- **The Honorable W. Edward Tomko:** Drug Court Judge
- **Mrs. Susan O. Fierro:** Prosecutor
- **Mrs. Bettina W. Coghill:** Administrator
- **Rachel Duch:** Probation
- **Mrs. Katie Gunnin:** Treatment; D19
- **Ms. Shelley Scott:** Treatment; D19
- **Ms. Mary K. Martin:** Defense Attorney
- **Sheriff Bucky Allin:** Prince George
- **Deputy Robert Vaughan:** Deputy

To date, we have had 188 referrals to Drug Court since its inception in 2002. This has resulted in 100 placements into the program. Each year, our referrals to the program have continued to increase and we currently have 17 participants. Over the years, the participants that did not complete the Drug Court Program have caused the team to review the program, our policies, and our practices to ensure we are providing the best treatment and supervision to our participants that we possibly can. And, as always, our annual graduation ceremony always causes us all to shed a tear or two.

We had one drug court graduation in 2018, with two participants completing the program. The graduates continue to do very well. Family members tell us what a difference Drug Court has made in the lives of the participants, and to see the families and the drug-free children of our participants smiling makes all of the extra hours very worthwhile!
RIVERSIDE COMMUNITY CRIMINAL JUSTICE BOARD

The RCCJB held its Annual Legislative Breakfast on November 9, 2018, at the Beacon Theatre in Hopewell VA this year. There were several guest speakers at this year’s breakfast to present information on the priorities and initiatives of the Riverside CCJB, the Hopewell, Prince George, Surry Drug Court, and local Behavioral Health Services. The event was moderated by Mrs. Susan Fierro, CCJB Chairman.

In addition, the Riverside CCJB hosted the Fifth Annual CIT Awards Ceremony. The event was well attended again this year, and those nominated were all recognized. Awards were given in four categories; First Responder of the Year, CIT Intervention of the Year, CIT Advocate of the Year, and CIT Dispatcher of the Year. Nominations were accepted from the months of September through October in 2018.

AND THE CIT WINNERS ARE:

- Kenny Perry of Crater Criminal Justice Academy received the CIT Advocate of the Year Award.
- Officer Anthony McCurry from the Hopewell Police Department received the First Responder of the Year Award.
- Pamala Gilley from Riverside Regional Jail received the CIT Intervention of the Year Award.
- There were no nominees for the CIT Dispatcher of the Year Award.

AND THE STAFF WINNERS ARE:

positively influence others to build consensus in group, departmental or organizational settings; and manages and/or champions change effectively through formal or informal leadership. This person helps others develop by investing time and effort in coaching and/or mentoring; develops trust and credibility through open, respectful communication and demonstrating accountability; and provides a sense of purpose, vision and mission for their coworkers and/or staff.

Congratulations to Leigh Romero, Pretrial Officer who received the Eye in the Calm of the Storm Award!

This second award goes to the employee that demonstrates innovation and proactive leadership utilizing highly effective practices to inspire and lead others to contribute constructively to the mission; proactively identifies and resolves challenges that interfere with department, divisional, unit activities to further the mission; develops and utilizes strong, constructive and productive relationships that enable the goals to be met in support of the mission; and improves department, division, unit morale through actions not related to job expectations. This person supports practices, procedures and policies; brings about significant positive change in support of the mission; and eliminates obstacles to achieving the mission; and demonstrates extraordinary service to the community by supporting the communities of Prince George, Hopewell, and Surry in ways that exceed expectations that result in unexpected positive outcomes that support the mission.

Congratulations to Rachel Turner, Officer Manager, who received the “Exemplary Employee of the Year” Award!
RCJA’s Third Annual Recovery Month

On September 20, 2018, Riverside Criminal Justice Agency held its Third Annual Recovery Night event. September is the national SAMSHA Celebrate Recovery Month. This year was a smaller and more intimate gathering of those who have or are attending substance abuse treatment at the RCJA office. Just as last year, we had our guest speaker Tony from the Center for Therapeutic Justice lead the event. His love and passion for people and their recovery as well as his dynamic presentation and fun approach always make Recovery Night such a success. We also couldn’t do it without the culinary support of Prince George Officer Harold Shreves, as he joined us again as the Chief Grill Master. Those attending the event were treated to hamburgers, hot dogs, water, soda, and chips. Everyone always loves free food and when it is cooked in front of and provided free of charge, it's a simple gesture that people care. Let’s remember and celebrate those that have entered recovery and those who work so diligently daily to help others maintain their recovery.

Appreciation Breakfast for Our Commonwealth’s Attorneys

This year, staff decided it was time to let the fine men and women in our respective Commonwealth’s Attorney’s Offices that they were appreciated. A catered breakfast was provide for them in their office, not on a court day! While the criminal justice field is most exciting, it can also be very draining on an individual. Prosecutors and their staff often come under fire and are not always respected for the hard decisions they must make on a daily basis. The RCJA staff wanted to say thank you for the great working relationship that has been built with these respective offices.

Drug Court’s Bowl-A-Thon

The Hopewell, Prince George, Surry Drug Court held their first ever Bowl-A-Thon Fundraiser on June 7, 2018. We had 18 bowlers that included 10 current Drug Court clients, their families, RCJA staff, and other Drug Court supporters. Prizes were given out for the first to get a strike, highest overall score, and to those that raised the most money. It was such a good time to get together in a social setting with the clients we spend the most time with in our office.
Annual Police Car Wash and Breakfast

By engaging in community service work, clients and staff have an opportunity to learn and mature within many aspects of the community. These experiences allow client and staff to make more informed choices about community involvement and career options as well as instilling a lifelong interest in giving back. To show appreciation for those who serve and protect the community, Riverside Criminal Justice Agency hosted the Second Annual Prince George County Police Appreciation Breakfast and Car Wash on May 4, 2018.

While clients and staff washed police cars, officers were able to enjoy breakfast sandwiches, fruit juice, and water. We as an agency wanted to serve those who serve us. Police officers and their work are usually taken for granted and we wanted so our officers that we are a team and that they are often thought of. Many people do not bother to acknowledge police officers until they are in need of their assistance. We thought it would be great to recognize them for their efforts and for putting their lives on the line to help the community in which we serve. We at RCJA recognize the importance of the police officers who serve Prince George County and took this opportunity to show their department our appreciation and gratitude for the support and diligence the show to our office!

Let the shine begin!

Love being able to get out of the backseat on my own!

Yummmm….breakfast was good!

Annual Job Fair

On May 18, 2018, Riverside Criminal Justice Agency held its Fourth Annual Job and Resource Fair at the Hopewell Community Center. After the past successes of previous Job Fairs we decided to expand this year and also invite local agencies to share the resources they offer to the community. Many of the clients we serve in the criminal justice system have struggles attempting to enter or reenter the workforce. However, we recognized that they are not alone. In the current job market, many people in our local area still toil at finding vocational and educational opportunities as a whole.

Staff members, Vern Phelps and Tracy Adams contacted many companies and agencies as well as the Virginia Employment Commission in order to secure vendors for the event. We are also always appreciative for the City of Hopewell and the Hopewell Community Center for having us each year and setting up and breaking down the event for us. With the following employers and educational institutions willing to participate, the event was a success: Primerica Financial Services, Prince George Community Policing, Senior Health Care, John Tyler Community College, Saint Leo University, Hopewell Department of Social Services, People Ready, District 19 Community Services Board, ALSCO, Sussex II, Central Virginia Health Services, Teleperformance, Direct Mail Solutions, Goodwill, Shamin Hotels, SPACE, Aspen Home Improvements, Lowe’s, Food Lion Distribution, Mary Baldwin University, and WestRock. The vendors were impressed with the professionalism, resumes, and individuals in attendance.

May we help you?

Step Right up!
Agency Staff

None of the success the department has experienced would have been possible without the exceptional staff! The staff are committed and diligent in their efforts with the offenders and defendants whom we supervise and the goals of the department. They are also committed to public safety for our citizens in Prince George, Hopewell, and Surry.

Bettina W. Coghill, Director
Vacant, Program Manager
Rachel Turner, Office Manager
Tracy Adams, Office Associate
Lauren Bingham, Probation Officer
Misty Cobb, Probation Officer
Mendel Smith-Harris, Probation Officer
Chris Murphy, Pretrial Investigator
Katie Worley, Pretrial Officer
Angel Walston, Pretrial Officer
William Norris, Pretrial Officer
Rachel Duch, Drug Court Probation Officer

“As you navigate through the rest of your life, be open to collaboration. Other people and other people’s ideas are often better than your own. Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life.”

~ Amy Poehler ~

New Faces on the Team

Left to right: Chris Murphy, Misty Cobb, William Norris, Rachel Duch, Mendel Smith-Harris

Teambuilding at Camp Hanover; Best Workday of the Year!
The Community Development & Code Compliance Department consists of three main divisions: Building Inspections, Code Compliance and Environmental. This annual report details the department’s activities over the past year, major accomplishments in each division, and advances made in service delivery.

Meet the Staff

During 2018, we welcomed Dean Simmons as our new Deputy Director/Building Official. He brings over 21 years of building construction knowledge and 13 years of Building Official experience. He has worked in several localities including Sussex County, James City County, New Kent County and the Town of West Point.

Staff members include:

- Julie C. Walton
  Director
- Sherri Bowman
  Office Manager
- W. Reed Martin
  Plans Reviewer
- Mark Pond
  Sr. Building Inspector
- Stephanie Early
  Permit Technician II
- Dean Simmons
  Deputy Director/Building Official
- Angela Blount
  Environmental Program Coordinator
- Brian Estep
  Sr. Building Inspector/Code Enforcement
- Charles Harrison, III
  Sr. Building Inspector/Code Enforcement
- Vacant
  Permit Technician I

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<tr>
<td>Department Totals &amp; Goals Achieved</td>
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The Building Inspections Division is responsible for issuing permits, conducting plans review, and conducting inspections for all new construction, alterations and repairs to existing structures, removal or demolition of structures and other building operations to ensure that the proposed construction complies with the provisions of the Virginia Uniform Statewide Building Code (USBC). The Virginia USBC is a minimum standard for construction applicable to all jurisdictions within the Commonwealth of Virginia. The staff works closely with property owners, developers, architects, contractors, and engineers from the conceptual phase of the project throughout construction to the completion of the project.

Permit issuance is a safe guard to insure construction in Prince George County accomplishes the goals of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environments. Building code compliance enforcement is comprised of education, plan reviews, permit administration, inspections and enforcement of code requirements. Plan reviews are used to verify that submitted construction plans comply with the requirements of the code. Building inspections are necessary to verify the intent of the code and that the requirements of the reviewed/approved plans are carried out on site. The types of required inspections vary with the type of project being completed. The number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required.

The Building Inspection Division also enforces the provisions of the Virginia Property Maintenance Code and the Code of the County of Prince George where staff regularly investigates complaints regarding nuisances such as discarded materials, tall grass, outdoor storage, housing conditions, and problems with the condition of rental units. Inspections staff work closely with Zoning staff and the Police Department to achieve compliance with the Virginia Maintenance Code and the Code of the County of Prince George.

The Building Inspections Division also enforces the provisions of the Statewide Fire Protection Code, whenever inspections are requested or complaints of violations are received.
## Construction Permits & Inspections

### 2018 Permit Totals

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2018 Notable C.O.s

- NAPA Auto Parts
- Love’s Travel Store
- Pilot
- MAPCO
- Touchstone Bank
- Service Center Metals
- Gaura LLC
- Believe –N– U
- Dr. Ali Physicians Office
- Benzer Pharmacy
- Synergy Physical Therapy
- Luca Italian Restaurant
- McDonald’s
- River Road Partners LLC
- Star Express & Huddle House Restaurant
- ANCOS
- Zahradka Property One

Residential Housing in Prince George saw its biggest growth this year in the Eagle Preserve subdivision, the Pine Ridge community and The Meadows subdivision.

2018 ICC CHAPTER OF THE YEAR– VBCOA

All Community Development staff belong to the Virginia Building Code Official's Association which provides training, uniformity in code enforcement, and a voice in code development. This is accomplished by attending regional meetings, code development committee meetings, and yearly conferences. Staff also maintains memberships in the International Code Council.
SPECIAL EVENT PERMITS ISSUED

- Hogs for the House Event
- Southern Nights Cruisers Event
- 2018 Fusion Soul Fest
- Colonial Harley Davidson Spring Fling Open House
- 10th Annual Great Beefsteak Raid
- Cars and Coffee Event
- Prince George Rotary Scholarship Picnic
- 2018 Harbor Blast Concert Series at Appomattox Boat Harbor (16 events)
- Crossroads Annual Customer Appreciation Event
- Colonial Harley Davidson Benefit Poker Run
- Virginia Czech & Slovak Folk life Festival
- Hopewell Hunt Club Seafood Bash
- Destination Halloween Event
- Home Builders Association of Southside Virginia Crab
The International Code Council held its annual conference on October 21-29, 2018 in Richmond, Virginia. The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. There were participants at this conference from all over the world. The conference featured educational sessions, networking events, keynote speakers and Building Safety & Design Expo. Members of the Prince George Inspections & Code Compliance office supported the conference as ambassadors. Staff members participated in the conference by attending various networking events, volunteering as classroom assistants for educational sessions, and as Prince George’s voting members during the code hearings. The code hearings are where the proposed code changes are debated, voted on by the membership, and the model code is developed. The keynote speaker for this year’s Members Luncheon was Matt Paxton, a top hoarding expert and a featured cleaner on the hit television show HOARDERS. It was a great opportunity to hear this renowned specialist share his expertise about a topic that is inextricably linked to building safety, fire prevention and the codes.

ICC Membership Councils help shape the industry:

The International Code Council’s Building Official, Fire Service, Global, PMG Official, Sustainability and Emerging Leaders Membership Councils came together Sunday, Oct. 21, for a joint meeting to hold Governing Council elections, present awards and discuss matters of interest to all Membership Councils.
The Code Compliance Division investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to zoning, property maintenance, tall grass and discarded materials.

The County Code requires property owners and tenants to keep weeds and grass cut to a height of no more than 15 inches and to keep all exterior property areas free from discarded materials, trash, debris, litter and garbage. There were 112 tall grass complaints reported and investigated. County resources were used to bring 25 properties into compliance.

The County of Prince George has adopted the Virginia Maintenance Code, Part III of the Virginia Uniform Statewide Building Code. The provisions of this part of the VUSBC prescribe regulations for the maintenance and repair of existing structures and equipment.

Following receipt of a complaint and field-verification of a violation, a Notice is delivered to the property owner requiring correction by a specified date. After the allotted time has passed, a follow-up inspection is performed to verify that the violation has been corrected.

The Code Compliance Division opened 338 new property maintenance and zoning enforcement cases during 2018. To date, 312 of the 338 cases have been resolved and closed. The division produced 203 enforcement documents and violation notices related to these cases. While not all complaints received result in violation notices, investigations of these complaints did result in 668 inspections of various sites and potential violations.

Code compliance has continued to work with the Community Policing division. Together we are continuing the clean up effort to improve property conditions throughout the county.
ENVIRONMENTAL DIVISION

The Environmental Division works with citizens, area businesses, the engineering community, contractors and developers to maintain a balance between protection of the environment and economic growth.

The main operational functions of the division are Program Administration, Plan Review, Inspections, and Erosion/Drainage Complaint Investigation. The Division performs these functions to ensure compliance with the County Erosion and Sediment Control Ordinance, the Chesapeake Bay Protection Ordinance and other federal, state and local laws pertaining to erosion and sediment control and stormwater management.

The Environmental Division continues to work diligently with federal, state and local agencies, developers and citizens to ensure a healthy balance between development and the environmental integrity of our beautiful community.

Through implementation of environmental programs, permitting and inspections, the county is making great strides toward protecting our local lands and waterways. In conjunction with our Planning Department and James River Soil and Water Conservation District, one of our greatest accomplishments this year was the successful completion of the Virginia Department of Environmental Quality’s Chesapeake Preservation Act compliance evaluation.

As we move forward in 2019, the division has begun work on three Stream Restoration Projects within the county. We also are preparing informational workshops on Chesapeake Bay material and stormwater management. The Environmental Division works diligently with federal, state and local agencies, developers and citizens to ensure a healthy balance between development and the environmental integrity of our beautiful community.

2018 Activity Totals:

- 1302 E&SC Inspections
- 287 Applications Reviewed
- 89 AIL Permits
- 55 Land Disturbance Permits
- 12 Performance Bonds initiated
- 8 Performance Bonds released
- 21 E&SC Site Plans Reviewed
- 69 E&SC Complaints Investigated
- 33 Stormwater Complaints Investigated
- 45 Stormwater Project Inspections
In Spring 2018, the Prince George County Department of Community Development & Code Compliance began monitoring the Virginia Department of Environmental Quality’s mandated Septic Pump-Out/Inspections Program. This program had historically been monitored by the Virginia Department of Health (VDH). The intent of the program is to help improve water quality in the Chesapeake Bay Preservation Area (CBPA) of the county through non-point source pollutant management. Approximately 2,400 households and businesses located within the CBPA of the county serviced by private on-site septic systems are required to participate.

The Prince George County Zoning Ordinance Section 90-667 requires property owners of on-site septic systems in the CBPA to have systems pumped or inspected at least once every five years. Those systems fitted with an approved Plastic Effluent Filter, must provide documentation from the Virginia Department of Health (VDH).

To aide with citizen service, the department implemented a new email system for the program, septicpumpoutprogram@princegeorgecountyva.gov. This system has proven to be a very valuable tool in assisting with citizen’s questions and concerns as well as a convenient way of accepting documentation pertaining to the program.

In June 2018, notices of compliance were mailed out to property owners in “Zone 2”. This zone is comprised of 1,037 properties on record as having private on-site septic systems. To date, we have received 636 responses which puts total compliance for Zone 2 at 61%. 
The Department performs a variety of reviews, permitting, inspections and enforcement actions in each division. While activities have been detailed for each division individually, below is a brief summary of activity totals across the entire department.

### 4588 Applications, Reviews & Investigations
- 1915 Construction Permit Applications
- 417 Complaints Investigated
- 230 Enforcement Actions
- 2 Court Hearings
- 287 Land Disturbance and E&SC Applications
- 1737 Construction Plan Reviews

### 7181 Inspections
- 5121 Building Inspections
- 1169 Environmental Maintenance Inspections
- 133 Environmental Inspections
- 78 Stormwater Inspections
- 668 Property Maintenance Inspections
- 12 Fire Incident Inspections
- 7181 Total Department Inspections

#### Department Totals

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Applications &amp; Reviews</td>
<td>3703</td>
<td>3732</td>
<td>4588</td>
</tr>
<tr>
<td>Total Inspections</td>
<td>5960</td>
<td>6792</td>
<td>7181</td>
</tr>
</tbody>
</table>

#### 2018 GOALS ACHIEVED

Each year, our department develops a list of goals to achieve that are above and beyond our normal department daily activities. The following is a list of some of the major goals we achieved in 2018:

- Developed 2018 work schedule and budgetary requirements for stormwater projects
- Assisted with the Central Wellness Center Feasibility Study
- Assisted with hosting the International Code Council’s 2018 Annual Conference in Richmond
- Assisted with the New Scott Park Strategic Plan
- Transitioned Stormwater Utility Fee Billing from IT to Community Development
- Developed a new Re-Inspection Fee Policy
- Continued the implementation of the new EnerGov software
- Monitored VDOT improvement projects
- Began construction of stormwater projects in Birchett Estates, Cedar Creek 1 & 2 subdivisions
- Assisted with the bidding process and award of contracts for County projects (Courthouse basement build-out, Burn Building, Fire Station #7)
- Complete ordinance changes to facilitate timely public road completion in new subdivisions
- Developed a Draft Zoning Sign Ordinance Amendment
- Created and implemented state-mandated Chesapeake Bay Area septic system pump-out and inspection program

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**EnerGov Software**

As a part of the FY2018 Capital Improvement Project, EnerGov software was selected to replace our current software program. In addition to pairing with our current Tyler Munis system used in various departments, EnerGov offers the complete package with a centralized database and user-friendly features that are necessary for the CDCC department. Prince George CDCC has been identified as model clients during the implementation process. Staff continues to participate in monthly implementation sessions. A completion date is scheduled June 2019.
County Attorney’s Office

2018 Accomplishments

Steven L. Micas
County Attorney
2018 Year in Review:
COUNTY ATTORNEY

I. PREPARATION OF ORDINANCES AND RELATED AGENDA ITEMS

1. Ordinance to amend various provisions of the subdivision requests related to preliminary plats; engineering plan specifications; and elements of final plats.
2. Ordinance creating an “Exit 45” area improvement/service district.
3. Ordinance to amend Chapter 90 “Zoning” to comply with Chesapeake Bay Protection requirements.
4. Ordinance to define the duties of the Planning Manager.
5. Ordinance relating to duties of the County administrator and appointment of a clerk.
6. Preparation of Notices for special Board of Supervisors’ Meetings.
7. Preparation of numerous Board agenda items and economic impact statements.
10. Preparation of Conflict of Interest Statements for various Board of Supervisor Members.
11. Revisions to Streetlight Policy.

II. REAL ESTATE TRANSACTIONS

12. Union Branch Road Fence Easement.
13. Sheets Easement.
14. Preparation of twenty-nine Deeds of Easements for on-going stormwater improvement project.
15. Preparation for eminent domain for stormwater.
16. Negotiation of exception to sewer connection requirement.
17. Negotiation of access exception at Exit 45.
18. Negotiation of revised leases at Courthouse water tank.

III. CONTRACT PREPARATION AND NEGOTIATION

20. Revisions to Agreement with Petersburg to Prince George to transfer Fort Hayes Condos to Petersburg for sewer service.
21. Review and negotiation of Regional Police Mutual Aid Agreement.
23. Preparation of Scott Park Tree Time Adventures lease.
24. Library Lease.
25. Preparation of architect and contractor requests for Route 10 Fire Station.
26. Preparation of HCSA non-emergency transport agreement. (never executed)
27. Verizon/Courthouse water tank.
28. Cable/TV Franchise w/Comcast.
29. TAC's delinquent accounts contract.
30. Historical Society Lease.

IV. LITIGATION/SETTLEMENTS

31. Preparation of Supreme Court Brief for Bennett v. Prince George appeal.
32. Resolution of Grievance – Fire/EMS Department Disciplinary Investigation.
33. Disciplinary action at garage.
34. Defense of disability accommodation dispute at garage.
35. Pair v. Burroughs – Trial 1/29/18
36. Collection of Justice delinquent taxes and negotiation of payment plan.
37. Defense of Fire/EMS Department disciplinary decision.
38. Whitley v. Savannah
39. Class action lawsuit for PILT. (payment in lieu of taxes)
40. Defense of Veteran’s re-employment claim vs. Police.
41. Injury/fall @ Courthouse.
42. Resolution of insurance recovery for Fire Department accident.
43. Preparation for defense of lawsuit against police department for mistaken identity arrest resulting in false imprisonment.
44. Defense of sovereign contortion lawsuit attempting to put liens on County official’s property.
45. Review of various personal injury claims and transmitted them to Va.Corp

V. SOCIAL SERVICES CASES/ISSUES

46. Opened numerous case files for Department of Social Services.
47. Attended numerous hearings on behalf of DSS.
48. Preparation of numerous subpoenas.
49. Attended monthly staff meetings.
50. Training for all Child Protective Services Staff, Foster Care Staff * Adult Protective Services.
51. Several child and adult State Administrative Appeals.
52. Preparation of contract for CPMT for two students for Believe-N-U.
53. Central Wellness Center Lease for Prince George Foundation

VI. RELATED LEGAL INITIATIVES

54. Completion of 2018 audit letter.
55. Preparation of 2018 General Assembly scorecard.
56. Responded to over 357 Freedom of Information and Court subpoena requests.
57. Letters sent to owners of 87 inoperable vehicles.
59. Presentation to Local Government Attorneys at Fall LGA – Eniment Domain.
60. Review of Cable/TV Franchise with Comcast.
61. Developed 2019 General Assembly program.
62. Refund claims for taxi companies.
63. Resolution of Overtime/FLSA issues in determining “hours work” for Fire/EMS
64. Staff completion of NIMS 100 and 700 training.
65. Preparation and participation in Budget review.
66. Review and revisions to Releases/Waivers for various County departments.
67. Conducted Sexual Harassment Training.
68. Drafted various Police MOU’s.
69. Court proceedings for unclaimed body/Police Department.
70. Revisions to School MOU.
71. Replaced Legal Assistant.
72. Drafted terms of IFP for Burn Building.
73. Analyzed most recent VA American Water rate increase.
74. Mediated various drainage issues.
75. Ft. Lee MOU.
76. Updated County attorney web page.
77. Negotiations with statewide towing lobbyist.
78. Statewide Bar Association training on local government law.
79. Statewide Bar Association training on eminent domain.
80. §501(c)(3) qualifications for Jefferson Park fire station.
81. LGA outline for eminent domain presentation.
82. Citizen request for waiver of penalty and interest and negotiation of payment plan.
83. Revisions to regional fire MOU.
84. Zoning issues related to gambling and hookah shops.
85. Separation agreements with Department heads.
86. Kenbridge construction contract negotiation.
The Prince George County, Virginia, unemployment rate began at 4.2% and then averaged 3.6% for 2018. The business environment continues to improve with increased new project activity as the most recent unemployment rate is 3.2%.

There were a total of 2,129 business licenses in 2018 (2,163 in 2017). New business licenses in 2018 amounted to 301 (compared to 466 in 2017). The remaining 1,828 business licenses were renewals.

The fifth Business Roundtable class was held in 2018 and it was another opportunity to discuss economic development and tourism with businesses.

Selected highlights for 2018:

- Visited 24 businesses as part of the Business Retention and Expansion (BR&E) program.
- Responded to 27 industrial prospects with nine site visits evaluating potential County locations. The prospects were generated by Virginia’s Gateway Region and the Virginia Economic Development Partnership.
- Held three Prince George County Industrial Development Authority Board regular meetings. The FY18 audit is complete and in proper order.
- Hosted a Petersburg Area Regional Tourism board meeting on July 20, 2018.
- Hosted a Virginia’s Gateway Region operations meeting on December 13, 2018.
- Hosted Business Roundtable Alumni dinner at the Country Club of Petersburg with keynote speaker Keith Boswell, Chief Executive Officer of the Virginia’s Gateway Region, who discussed new initiatives planned for the upcoming years.
- Provided five “Key to the County” plaques in partnership with the Hopewell/Prince George Chamber ribbon cuttings, grand opening events, and special anniversary celebrations.
  
  Loves Travel Stop	March 2, 2018  
  NAPA Auto Parts	April 6, 2018  
  Luca Italian Restaurant	June 11, 2018  
  Benzer Pharmacy	September 17, 2018  
  Barns of Kanak	October 12, 2018

- Worked with an architect in creating Prince George, The Man Alcove and Bust. Assisted with the Founder’s Day Celebration dedicating the 315th anniversary of the founding of Prince George County and the unveiling of Prince George, The Man Alcove and Bust. Members of the Danish Consulate, Washington, D.C., were honored guests at this event.
- The County hosted the Czech and Slovak Folklife Festival. The event saw approximately 2,500 visitors, both local and from outside the region. The Tourism office assisted with the planning of the event and staff volunteered the day of the event.
- Secured a lease between Tree Time Adventures and Prince George County for a new outdoor adventure theme park to be located in Scott Park.
Partnersed with Prince George Electric Coop Enterprises, LLC (PGECE) to host 2018 RURALBAND event at the Central Wellness Center. PGECE brought fiber-to-the-home to over 200 citizens and businesses including the Appomattox Regional Library System location at the Burrowsville Community Center.

Assisted and secured Service Center Metal’s fourth expansion which included a planned $45 million capital investment and 58 new jobs in Prince George County. The project was later addressed at the State of the Commonwealth by then current Governor Terry McAuliffe. Alan Carmichael, Board of Supervisors, and Chip Dollins, Vice President of Operations Service Center Metals, were honored guests at this event.

Assisted Prochimir’s, French plastic film making company, acquisition and expansion of Blue Ridge Film. The company is investing $3.6m in new capital and four (4) new jobs for 2019.

Assisted NVR, Inc. in locating in Southpoint Business Park. The company is investing $11.5m in new capital and 201 new jobs over the next five years.

Economic Development Specialist completed International Economic Development Council Basic Course through the University of North Carolina.

Completed and implemented International Economic Development Council Data Standards on county’s website for businesses and prospects to review.

Coordinated and implemented new five year Economic and Tourism Strategic Plan approved by the Board of Supervisors October 9, 2018.

Visited and interviewed staff with Franklin/Southampton’s Business Center for guidance on Central Wellness Central revitalization.

Attended tradeshows such as:
  - Modex, Atlanta (industrial)
  - ICSC RECON, Las Vegas (retail)
  - Select USA, Washington D.C. (industrial)
  - ICSC Deal Making, New York (retail)

Held six baseball/softball tournaments and the Skalsky Soccer Tournament in the County.
  - USSSA Quest For The Best
  - USSSA State Tournament
  - USA Softball Regional Qualifier
  - Kevin Ferguson Scholarship Tournament
  - USSSA Fall State Tournament Even Age Groups
  - USSSA Fall State Tournament Odd Age Groups

The Top Employers in Prince George County for 2018 were: Food Lion DC, Standard Motors Products, Inc., the U.S. Defense Department, the Federal Correctional Complex, the County of Prince George and the Riverside Regional Jail. Each of these companies employed 250+ people.
# Prince George County Travel Economic Impact

## Prince George

<table>
<thead>
<tr>
<th>Travel Economic Impacts</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Percent Change</th>
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<tbody>
<tr>
<td>Employment</td>
<td>695</td>
<td>720</td>
<td>741</td>
<td>796</td>
<td>778</td>
<td>-2.3%</td>
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<tr>
<td>Expenditures</td>
<td>$68,721,239</td>
<td>$72,539,947</td>
<td>$74,400,158</td>
<td>$80,391,383</td>
<td>$80,895,765</td>
<td>0.6%</td>
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<tr>
<td>Local Tax Receipts</td>
<td>$1,005,302</td>
<td>$1,045,102</td>
<td>$1,107,193</td>
<td>$1,219,714</td>
<td>$1,206,767</td>
<td>-1.1%</td>
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<td>Payroll</td>
<td>$12,666,377</td>
<td>$13,314,130</td>
<td>$13,988,191</td>
<td>$15,431,499</td>
<td>$15,563,606</td>
<td>0.9%</td>
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<tr>
<td>State Tax Receipts</td>
<td>$2,929,387</td>
<td>$3,090,795</td>
<td>$3,283,750</td>
<td>$3,613,299</td>
<td>$3,592,267</td>
<td>-0.6%</td>
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</table>

Source: Virginia Tourism Corporation
Note: Asterisk (*) indicates non-disclosable data.
Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 2nd Quarter (April, May, June) 2018.
Prince George County, VA Unemployment Rates 2018

Source: Virginia Employment Commission
Awards
The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017. The department has consistently received this award since 2004. The CAFR for the fiscal year ended June 30, 2018 was completed on time and with an unmodified (clean) audit opinion. The FY2018 CAFR has been submitted to GFOA for award consideration.

The Finance Department received a Distinguished Budget Presentation Award for the Fiscal Year 2019 budget document from the Government Finance Officers Association (GFOA). The Finance Department has received this award since 2011.

The Government Finance Officers Association established the awards program to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to assist with greater transparency and full disclosure and recognize governments that achieve that goal.

Functional Areas
The Finance Department is comprised of functional areas as follows:
- Accounting
  - Accounts Payable
- Budgeting
- Financial Reporting
- Payroll
- Procurement / Purchasing

Department Staffing
The Finance Department is comprised of seven employees.

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
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<tr>
<td>Director of Finance</td>
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<tr>
<td>Accounting Supervisor</td>
<td>FT</td>
<td>1</td>
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<tr>
<td>Payroll Supervisor</td>
<td>FT</td>
<td>1</td>
</tr>
<tr>
<td>Procurement Officer</td>
<td>FT</td>
<td>1</td>
</tr>
<tr>
<td>Financial Reporting Accountant</td>
<td>FT</td>
<td>1</td>
</tr>
<tr>
<td>Accounting Clerk</td>
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<td>1</td>
</tr>
<tr>
<td>Payroll Specialist</td>
<td>FT</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Funded Positions</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
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</table>
**Finance Staff**

**Betsy Drewry** serves as the Deputy County Administrator, Finance, and has been with the County since February of 2016. This position supervises all functional Finance areas, presents all financial matters to the County Administrator and Board for consideration, and has primary responsibility for preparing the Comprehensive Annual Financial Report and the Annual Budget.

**Lori Robertson** was promoted to Accounting Supervisor on November 16, 2017. She has been with Prince George County since September of 2014, starting as the Financial Reporting Accountant. She transitioned into her new position seamlessly. The Accounting Supervisor supervises the Accounts Payable function, prepares the County’s large bank account reconciliation, posts wire transfers, manages budget to actual distribution reports to departments, uploads financial transactions to OpenGov financial transparency system, and processes journal entries and adjustments. The Accounting Supervisor also assists with the annual budget, CIP process and CAFR / Audit coordination.

**Jeannie Hargrave** serves as Accounting Clerk in the Finance Department and her primary function is Accounts Payable. Jeannie has been with the County since July of 1984 and processes an extensive variety of invoices and maintains vendor relations for the County.

**Ashley Talmage** joined the Finance Team on May 21, 2018 as the Financial Reporting Accountant. This position was vacated by Lori Robertson on November 16, 2017 when Lori was promoted to Accounting Supervisor. Ashley came to Prince George with local government accounting experience in Chesterfield County’s Fleet Management Division. She brings a wealth of knowledge from her previous roles and she and looks forward to providing good customer service to all County stakeholders. Ashley also seeks to enhance services through completion of a vehicle replacement model and exploring green initiative opportunities for Prince George County. The Financial Reporting Accountant prepares all small bank account journal entries and reconciliations, manages the purchase card program and prepares and processes journal entries and adjustments.

**Christine Collins**, Payroll Supervisor, and **Cheryl Riggins**, Payroll Specialist, serve as the County’s 2-person payroll team. Christine has been with the County since January of 2016 and came to the County with over 18 years in payroll experience. Cheryl Riggins has been with the County since September of 1999, but has only been on the Finance Team since December of 2017. She served in the offices of the Treasurer and Commissioner of Revenue prior to joining the Finance Team. Christine and Cheryl perform all aspects of payroll and leave processing as well as benefit and deduction reconciliation.

The Finance Team and County lost **Leigh Primmer**, Procurement Officer, on August 27, 2018, after a hard-fought battle with cancer. Leigh was a great friend and dedicated County employee between August 2005 and August 2018. We will miss Leigh for many years to come.

**Dawn Parent** is the most recent addition to the Finance Department. Dawn was hired as our new Procurement Officer on December 16, 2018. Dawn came to Prince George from Hanover County’s Purchasing Department where she handled many and varied purchasing projects for the County and Public School system. Dawn looks forward to automating many currently manual processes and maximizing the County’s use of eVA, the State’s purchasing platform. The Procurement Officer prepares all purchasing solicitations (Invitations for Bid & Requests for Proposals), processes all County purchase orders, and manages the County’s vehicle and property insurance.
**Department Accomplishments**

**Accounting:**
The FY2018 Comprehensive Annual Financial Report (CAFR) was completed on November 30, 2018. The County received an unmodified audit opinion and received favorable comments from our audit team. The department works hard to insure that transactions are accurately recorded and all needed information is provided to the audit team and compiled accurately in our CAFR.

County Finance staff assisted the Treasurer’s Office in engaging a collection service for delinquent taxes. TACS was engaged by the Treasurer, and with the assistance of the County’s Information Technology Department, has begun more aggressively pursuing collection of delinquent property and real estate accounts.

The County’s financial policies were reviewed and updated in November of 2018. The budgeting policies were expanded to mirror long-time practices that were not part of policy.

The County Attorney and Finance Director worked together to streamline and change the County/School Funding Memorandum of Understanding. Those changes were approved by the Board of Supervisors in July of 2018.

Finance and Human Resources worked together to explore the Commonwealth’s COVA 457(b) deferred compensation plan to enhance employee retirement savings. A recommendation was made to the County Administrator to implement the plan and will be presented to the Board with a recommendation for implementation in July of 2019.

**Budget:**
The FY2019 budget was prepared and presented by the County Administrator on February 27, 2018. The Board held multiple work sessions and adopted the County’s FY2019 budget on May 8, 2018. There were no Real Estate or Personal Property tax rate increases and a balanced budget was presented with no reliance on Fund Balance.

The FY2019 Budget was adopted on May 8, 2018 and the full document was published and posted to the Finance Webpage on June 5, 2018.

Finance staff managed the capital improvement review process in cooperation with CDCC and the Capital Improvement Planning committee. The committee’s plan was adopted by both the Planning Commission and the Board of Supervisors.

As part of the budget, Finance and Human Resources facilitated the completion of a comprehensive salary study by Evergreen Solutions. The study was presented to and approved by the Board of Supervisors in June of 2018. Phase I of the study was approved as part of the FY2019 budget, and focused on improving pay for sworn police officers. Phase II recommendations will be made as part of the FY2020 budget.

**Accounts Payable:**
The Accounts Payable Department processed over 7,700 checks and wires for fiscal year 2018 which totaled over $21.95 Million. The department processes batches weekly and strives to accommodate all departments efficiently and maintain good vendor relationships. Additionally, the department processed and confirmed over $1.2 Million in P-Card (Purchase Card) transactions. The County received a P-Card rebate of $22,625.48 for FY2018.
**Payroll:**
Our 2-person payroll unit pays over 260 County full-time employees twice per month. Additionally, hours are compiled for over 160 part-time employees for semi-monthly pay.

In addition to processing payroll, the payroll unit:
- Reconciles and remits monthly payments for all employee benefits and deductions
- Prepares annual W-2s
- Prepares annual Compensation Statements
- Prepares and submits quarterly 941 reports to the IRS (941s)
- Prepares and submits quarterly state taxes to the Virginia Department of Taxation
- Prepares and submits quarterly reports to the Virginia Employment Commission
- Prepares and submits employee statistics to the Bureau of Labor Statistics

The Payroll Department continues to explore and expand paperless payroll processing and will continue this initiative in 2019.

**Procurement:**
The procurement office continued to bid out and monitor the large contracts on file with the County. Invitations for Bids and Requests for Proposals for the following initiatives occurred during FY2018:
- Public Safety Radio System Replacement
- Route 10 Fire Station Construction
- Scott Park Master Plan Professional Services
- Central Wellness Center Feasibility Study and Adaptive Re-Use Design Professional Services
- Furniture for renovated Courthouse Basement
- 3 Stream Restoration Projects at Cedar Creek and Birchett Estates
- Vending Services
- Janitorial Services

Vehicle and property insurance responsibilities are now managed by the Procurement Officer. A review and update of insured property was completed in 2018 by department personnel.

**Challenges**
Turnover and long-term medical absences in 2018 were the largest challenges faced by the Finance Department. Our Procurement Officer was on medical leave between November 2017 and August 2018. The position remained vacant until filled by Dawn Parent on December 16, 2018. The Financial Reporting Accountant position was vacant between January 1 and May 21, 2018 until filled by Ashley Talmage. Jill Andrews, a County “on-call” Administrative Professional, provided excellent assistance to the department while these key positions were on medical leave and/or vacant. She assisted with our procurement, purchase card and payroll functions. Mrs. Andrews and Lori Robertson, Accounting Supervisor, were instrumental in continuing the essential accounting functions of the department during 2018. Lori worked diligently and assumed many added responsibilities during 2018. Christine Collins is also to be commended for going above and beyond to continue smooth payroll operations during a medical absence in late 2018 that continues into 2019. The department is strong and is cross-trained and the disruption to the department’s constituents and customers was minimal.
Onward Looking
We look forward to 2019 and will embrace an opportunity to improve our ongoing processes – budgeting, financial report preparation, importing invoices for DSS, and OpenGov continuation, just to name a few. Additionally, we will continue to reach out to neighboring County/City Finance Departments for continuation of “Finance Roundtable Meetings.”

We will work with our Human Resources Department to implement Phase II of a salary study completed by Evergreen Solutions during 2018. We will strive to place our Fire/EMS first responders on a separate pay plan. Additionally, we hope to begin to address pay compression for all County employees by moving employees up their pay ranges based on County years of service.

We will work with our Department Heads to enhance our Budget document to include performance measures and goals to demonstrate effective use of resources to our citizens and stakeholders.

2019 will be the year that we will explore Green Initiatives such as solar panels and propane auto-gas opportunities to save resources. We would like to expand use of our current ERP software and programs to “work for us.” We will strive to begin using Munis for all third party billings and receive training for use of Munis for our Fixed Assets accounting.
2018 Fire & EMS Annual Report

James B. Owens
Director
January 31, 2019
PRINCE GEORGE COUNTY FIRE & EMS

MISSION STATEMENT

To provide quality services through the dedication of our people

OUR CORE VALUES

*Honor* - we believe in honesty, fairness, and integrity.

*Respect* - we will embrace the diversity of others and be courteous.

*Accountability* - we will hold ourselves and all members of the organization responsible for our actions.

*Integrity* - we will conduct ourselves in a manner that will not bring discredit to the organization.

*Trust* - we will earn the trust of each other and to all we serve by fulfilling our obligations.

*Compassion* - we will be understanding to others feelings, needs, and concerns, and strive to alleviate others distress.

*Quality Customer Service* - we will do everything in our ability to meet the needs of and accommodate the citizens, patrons, and visitors of Prince George County.

OUR VISION

To be foremost in public safety by providing first-class fire, rescue, and emergency services to our citizens, as well as to create a resilient community that can recover from all disasters. We will maintain a “customer first” service model to our internal and external customers while representing, supporting, and maintaining our image to the community with pride and honor.
It is with great pleasure that I present to you the Prince George County Fire & EMS Annual Report for 2018.

The Department continues forward progress with many initiatives that have enhanced the service delivery to Prince George County citizens. The coordinated Fire and EMS system has continued to improve the ability to provide essential services to the public by providing consistent leadership across the County and standardizing many aspects of Fire and EMS. Since 2014, when the coordinated Fire and EMS system went into effect, the department has reduced the County’s ISO rating which equates to reducing out of pocket expenses to homeowners and business owners by lowering their property insurance premiums. Response times to critical calls for service have been reduced while simultaneously adding more trained, qualified Fire and EMS personnel on emergency incidents mainly through grants which have very little up front, out-of-pocket expenses to the citizens. Fire and EMS Station 7 on James River Drive and Moody Road will be completed in the spring/summer of 2019 and will provide quicker services to over 1600 homes in an area that has seen lengthy responses times for years now. There is potential to replace Fire and EMS Station 5 next year which serves the busiest area of our County. Many of the department’s processes and much of our equipment has been standardized so that we are deploying resources as consistently as we can when providing services to our citizens. In order to accomplish these things, it has required us to change the way we do business.

The Prince George Fire and EMS Advisory Board continues to be the main source of input and collaborative efforts to protect the interests of the general public, and preserve the continuity of life safety operations. Within this report, you will see an overview of the operations, outlining key components of the organization which are necessary to fulfill our mission. The actions of the Board are intended to ensure timely, professional, Fire and EMS responses in order to serve the needs of the community. The Fire and EMS advisory board has adopted many policies and procedures to strengthen the coordinated system. Fire and EMS Administration continues to remind all personnel that the latest versions of the SOP rules and regulations, as well as other documents can be found on the Fire and EMS Website.

Our most important resource, our people, continued to be our main focus in 2018. Ensuring that resources were available to meet the needs of the citizens remained a challenge. The limited availability of responders, volunteer and paid, is a situation every fire and EMS department across the nation is facing. This issue constantly challenges the department to review and modify as necessary our business practices in order to more efficiently meet the demands placed on public safety.
Our first responders’ commitment to duty, determination, and focus on delivery of service magnify the department’s mission for excellence. Our Fire & EMS personnel received numerous awards for going above and beyond the call of duty and some attained milestones in years of service.

So as we move forward and continue to improve the services we deliver, it is important to make sure we are meeting modern service demands with a modern Fire and EMS organization. This requires change which is often difficult at times. In order to better facilitate the change needed, the department remains committed to developing new opportunities to continue partnerships with all stakeholders (volunteers, employees, citizens, and businesses) to ensure we are providing the best level of service possible for our citizens.

James B. Owens
Director Fire & EMS
Work continues on Fire and EMS Station 7 located at Moody Road and James River Drive. The additional station will reduce the response times in the service area as well as lower the Public Protection Classification issued by the Insurance Services Organization. The current PPC rating for the area is a class 10 - meaning no fire protection by ISO. The additional station will reduce the PPC to a 5Y which is the same rating enjoyed by other residents currently within five road miles of a station. The new facility will be 10,800 square feet with three (3) drive through bays, living quarters for volunteer and career personnel, a training area, and a cancer risk reduction/detoxification room where firefighters can remove the harmful elements of a fire that have been linked to high rates of cancer in the fire service. The county’s planning team continues working with HBA Architectural and Engineering to keep the project on task. Kenbridge Construction is the general contractor and the project is on schedule to be completed in the late spring of 2019.

Fire And EMS continues working on a state of the art training facility capable of allowing our emergency response personnel to conduct live fire training scenarios that will reinforce their knowledge, skills, and abilities. The Department was met with several challenges from the Virginia Department of Fire Programs’ consulting firm and grant administration program. Despite the challenges, the Fire and EMS Department continues pushing forward for the 4,800 square foot facility with three separate levels to conduct live fire scenarios, as well as a five (5) story tower for aerial operations, rope rescue and other rescue operations. The facility will be located on Wells Station Road near County Drive.

The Board of Supervisors has expressed interest in replacing the Jefferson Park Fire and EMS Station (Station 5) due to the current conditions of the building and repair issues that the building has encountered for the past several years. Staff is working with the volunteers to see if the current station model of Station 7 can be modified to meet their needs. The project is still in the conceptual phase and no timelines have been created.
The Prince George Fire and EMS Advisory Board implemented several policies and procedures to strengthen the organization. The process of rolling out new ideas, policies, and programs continues to add value to the time invested and ensures everyone has been provided an opportunity to become involved with the direction that the department is headed.

Strategic planning was conducted and the approved plan is being implemented as we move to the new calendar and fiscal year. Continued funding for capital projects and operating budgets has been the Director’s focus to help enhance the fire and EMS service delivery.

The department experienced many difficult calls for service. Lengthy responses to EMS calls, house fires, complicated vehicle extrications, and tragic incidents continued to linger over the response system as personnel worked diligently to provide the best level of service possible. The organization continues to focus on the importance of constant reevaluation in order to adequately meet the needs of the public. Prince George Fire and EMS remains committed to assisting the volunteer fire companies with adequate personnel on fire incidents through the department’s dual function/cross staffing program. The cross staffing program allows us to utilize cross trained Firefighter/Medics in any capacity within the incident command system to safely meet the needs of the incident. In conjunction with the cross staffing process, the County hired additional personnel through the SAFER Grant to help increase the overall number of personnel on emergency incidents. The SAFER Grant personnel will continue to assist on several incidents when staffing is thin from our current consortium of responders. The SAFER programs assist the locality tremendously by providing additional trained, qualified personnel on emergency incidents.

The County continues to implement initiatives to reduce the public protection classification program with the Insurance Services Organization. The County’s current ISO rating is a 5/5Y. Continuous steps are being made to improve the delivery of services to our community which will result in further reducing the County’s ISO rating.

The Computer Aided Dispatch system was reviewed based on new response districts, nature codes, and response plans. Fire and EMS nature codes were modified at the request of the advisory board to help ensure adequate resources were on the initial alarms while ensuring that an excessive activation of our volunteers was eliminated.
PRINCE GEORGE COUNTY FIRE & EMS

2018 OPERATIONS

ANNUAL RESPONSE PROFILE
MONTHLY CALL REPORT

EMS RESPONSE TIMES

In 2018, Prince George Fire and EMS handled 3322 calls for service that required one or more EMS units which is a slight decrease from 2017. Overall mutual aid into the county for EMS is less than 2%. However, surrounding jurisdictions handled 40 of those calls which is a 50% decrease from 84 calls handled by mutual aid in 2017. Of the 3322 calls that Prince George County units were able to handle, response times improved by two (2) minutes for Priority 1 (critical) EMS calls 90% of the time.

Additionally, the 40 calls that mutual aid agencies handled took a minimum of 6 minutes to get a unit on the street (in their respective jurisdictions) and enroute to the call in Prince George County. This created a response from the time a citizen dials 911 until medical attention arrives to their door in excess of 30 minutes. As the EMS calls for service continue to increase, it is vital that we provide staffing for an additional EMS Transport Units to handle the call load.
PRINCE GEORGE COUNTY FIRE & EMS

ANNUAL EMS RESPONSE PROFILE

Average EMS Response Times by Service Area
January - December 2018

90% Fractal EMS Response Times by Service Area
January - December 2018
In March of 2018, the department implemented a peak-time ambulance to be placed in service 9am to 9pm each day at the Burrowsville Fire and EMS Station (Station 4) to help combat lengthy response times in the area. The Ambulance responded to 252 calls for service last year. The placement of this unit in service has resulted in response times from 24 minutes in the Burrowsville area to around 12 minutes. Additionally, the unit has contributed to an overall reduction in response times by four (4) minutes for Priority 1 (critical) EMS calls in the Rural Service Area of the County. Fire and EMS Administration continues working with the leadership at Burrowsville to improve services in that area.

Full time employees at Station 8 (Prince George Emergency Crew) have continued to provide the EMS response from that station when dispatched to respond. The medic unit placed in service at the Carson Volunteer station, has seen a slow start. Roughly 10 calls for service were handled by the unit. The leadership within Carson continues to push towards a more staffing/duty based system to keep the unit in service answering calls.
In 2018, the response times for the first arriving fire apparatus to arrive on the scene of a fire increased by three (3) minutes compared to last year’s data. The goal over the next year is implement performance measures and standards that reduce the response times and ensure 10 firefighters are on the scene of structure fires and accidents with entrapments within 10 minutes in the suburban service area and 6 firefighters within 14 minutes.
Prince George Fire and EMS coordinated with police special operations members and prompted training at a new EMS level of response. The training conducted was centered on numerous topics including mental health, driver operations, and the ability of a tactical medic to operate within the structure of law enforcement operations. The training included awareness level police strategies, priorities, and language; with rapid medical interventions and patient removal.

Twenty-seven (27) students were registered for the 2018 Fire Academy. Twenty-one (21) recruits showed up on the first day of class. After injuries, failures and drop outs the Fire academy graduated 10 recruits. The EMS academy had four (4) PGFEMS graduates and two (2) from outside of the system. The current EMS academy has started with 14 students and currently has 11. The current EMS class will graduate in 2019.

Prince George Fire and EMS finished and implemented the newly overhauled EMS precepting program. In 2018, seven (7) volunteer and career team members of the Prince George Fire and EMS completed the program.

Fire and EMS continues to offer assistance to the Volunteer fire and EMS companies to provide accurate training reports. Unfortunately, training may be taking place at the company level but the lack of accurate reporting reflects in the annual data that is presented in this report as well as to ISO. The negative impacts on the lack of documented training will be felt during the next ISO review.
2018 TRAINING

The training division conducted quarterly in-service fire training and monthly EMS continuing education training. All personnel received advanced training in medical care, fire suppression, and special operations. The division also worked with VCU Life Evac and Crater Criminal Justice Academy to provide specialized EMS training. Other programs to maintain competency in their field, such as Target Solutions, was utilized to coordinate and deliver standardized training. We will be utilizing this platform to introducing continuing education opportunities in the coming year.

Additionally, three Leadership classes were conducted to help our officers learn new ways to motivate personnel. The training staff continues working with the state to get these needed classes provided for our first responders.

Classes included but were not limited to:

- Driver operator
- Officer development
- Leadership
- Vehicle extrication
- Air management
- Rapid intervention
- Ventilation and forcible entry
- Enter and search
- Live fire
- EMS

**Driver Training Program:**

The Training Division began a driver training program in 2018 for all firefighter/medics. It is a complex program that included maintenance, apparatus knowledge, equipment familiarization, emergency and non-emergency driving, and pump operator skill evaluations. The program had two important goals: 1) Determine the readiness of new driver/operators. 2) Ensure department personnel are trained in pump and apparatus operations. The program is ongoing and has been successful thus far.
PRINCE GEORGE COUNTY FIRE & EMS
In addition, the County received a second SAFER Grant for recruitment, retention, and training of volunteer Fire and EMS personnel. The goal of both SAFER Grants is to assist the County in meeting the NFPA 1720 Standards for Fire Response adopted by the PGFEMS Advisory Board in 2016.

Number of applicants for 2018: 74

- Company 1= 16
- Company 2= 13
- Company 3= 6
- Company 4= 4
- Company 5= 12
- PGEC = 13
- County-wide System Volunteers = 10

Currently 38 of the applicants are affiliated. Those who are not currently affiliated fall into one of the following categories: pending, withdrawn by self, or withdrawn by company. As of the date that this document was prepared, three (3) applications were withdrawn by the company and the rest are in a pending status. Of the 38 affiliated in 2018, none have been terminated; however, one (1) 2017 applicant was terminated by the company for personnel reasons. There were two (2) resignations this year for reasons of job transfer.

The following chart shows the trend of received applications throughout the year. Note that there is a noticeable increase to 13 in October and a noticeable decrease to 3 in June. This data along with the data from each company will help us with targeting recruitment initiatives.
2018 EMERGENCY MANAGEMENT

The Emergency Management team continued to implement effective ways to meet the citizens’ needs during a disaster. Through grant funding sources, numerous upgrades continue to improve the County’s ability to respond to all hazards that the community faces. Enhancements in technology, allowing decision makers to have real time data, sheltering improvements to house mass quantity of people are just a few to receive improvements.

The Emergency Management division continues leading several outreach initiatives within the county such as conducting the statewide tornado drill, Pillow Case Project, Survivor Day program and statewide earthquake drill with various departments and agencies in the County. Other disaster preparedness initiatives were the winter weather campaigns, severe weather campaigns, and standardized weather bulletins during warning events. The County’s Community Emergency Response Team continues moving forward. CERT training continued with over 40 people trained in the program.

2018 REVENUE RECOVERY

The EMS Revenue Recovery program continues to be a successful endeavor for the County. Ms. Franchok has increased the amount of collections substantially from what the County had been receiving previously. In 2018, $687,168.94 was collected in EMS transport fees. The Revenue Recovery Program manager continues to work with Medicare and other insurance agencies to ensure claims are successfully approved. Ms. Franchok continues to work with the EMS leadership and first responders to ensure that the documentation of our patient care records is adequate to process for payments. Fire and EMS continues to search for new ventures in recovering the cost of providing services to the community.

Grants 2018 determined to be another successful year for Prince George Fire and EMS with securing grant funding.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFER GRANT</td>
<td>$462,019.00</td>
</tr>
<tr>
<td>Aid to Localities</td>
<td>$119,434.00</td>
</tr>
<tr>
<td>Four for Life-</td>
<td>$43,019.97</td>
</tr>
<tr>
<td>LEMPG</td>
<td>$25,231.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$649,703.97</strong></td>
</tr>
</tbody>
</table>
2018 COMMUNITY OUTREACH INITIATIVES

PUBLIC SAFETY YOUTH SUMMER CAMP

The department coordinated the third annual Youth Fire and EMS summer camp with 22 participants in June. The participants received CPR and first aid training, fire extinguisher training, disaster preparedness tips, as well as observed vehicle extrications and what a Firefighter/Medic’s job involves.

PUBLIC EDUCATION OUTREACH TOTALS

10,288 people  47 events  115 hours

**Hands only CPR** training program in conjunction with Southside Regional Medical Center and the American Heart Association continued. Over 100 citizens were trained on how to render aid to the public.

Four (4) **Pre-Fire Building Plans** were conducted by members of the department.

Fire and EMS personnel continued to provide **fire extinguisher training** programs reaching over 500 people in the community.

The department continues to promote a strong mental health program for emergency responders through training programs and outreach initiatives. The foundation of that program hinges heavily around our **Chaplains** led by Chaplain Jason Cashing. The program continues to offer a support network for emergency service personnel to vent the frustrations that linger after major incidents that may include fatalities. Chaplains Kirk and Hess have moved on due to their employment requirements and the department is actively seeking qualified personnel to fill those voids.
The department continued its educational programs for the community by offering fire and life safety presentation topics such as:

<table>
<thead>
<tr>
<th>Heartsaver CPR/AED</th>
<th>Blood pressure checks</th>
<th>Fire station tour</th>
<th>Community Emergency Response Team</th>
<th>General home and office fire safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare provider CPR/AED</td>
<td>Fire extinguishers training</td>
<td>Preschool fire safety curriculum</td>
<td>Parade participation</td>
<td>Severe weather education</td>
</tr>
<tr>
<td>Hands only CPR and AED discussion</td>
<td>Educational and First aid literature booth</td>
<td>Elementary fire safety curriculum</td>
<td>File of Life/Medical ID packets and education</td>
<td>Social Media</td>
</tr>
<tr>
<td>Heartsaver CPR/first aid</td>
<td>Falls prevention and fire safety for adults</td>
<td>High School fire service career curriculum</td>
<td>Friendly Firefighters-know not to hide</td>
<td>Santa delivery via fire engine</td>
</tr>
</tbody>
</table>
As we move forward recognizing those who went above and beyond as well those who continue answering the call, and elevating our organization to new levels, we must pause and remember those who paved the way to where we are today. The death of a few pioneers who helped blaze those trails caused great heartache during this past year. They were honored for the contributions and sacrifices they made to ensure our citizens were protected. They will be greatly missed and we are forever in their debt for their dedication service to public safety.
Department of General Services
2018 Year End Report

Michael Purvis
Director of General Services
January 30, 2019
January 30, 2019

To: Mr. Percy Ashcraft, Prince George County Administrator

From: Michael Purvis, Director of General Services

Re: General Services 2018 Year End Report

I have attached a listing of the significant events, projects and tasks that were accomplished through the General Services Department during the 2018 Calendar year.

As reflected, many of the items incorporated into this listing have a greater magnitude than others; however, the General Services Department was involved in each venture.

The listing does not include the many day-to-day activities and tasks performed by the Department. Both the General Services and Fleet Garage Staff work diligently to execute tasks as they are assigned and in a manner that supports the needs of the citizens of Prince George County.

If additional information is needed, please don’t hesitate to contact me.
Projects:

1. **VACO / VML Go Green Challenge**
   - Project is ongoing annually. Awarded October 2018

2. **Courthouse Basement Build-Out Project**
   - Ongoing, to be completed Spring 2019

3. **Scott Park Expansion (Buren Property)**
   - Concession Stand – Target Completion Spring 2019
   - Staff will continue to work toward assisting with the master plan for the site and the completion of the existing plan.

4. **Central Wellness Center**
   - Completed New Bleacher Installation/Gym – Feb. 2018
   - Completed New LED Light Installation for Halls & Gym – March 2018
   - Completed seal/restripe of driveline & parking areas around entire building - July 2018
   - Completed installation of New Gymnasium Stage Curtains May 2018
   - Completed many exterior/interior repairs in conjunction with Broadband Event–Aug. 2018
   - Installed new Banner over Front Entrance – July 2018
   - Completed new landscape design on Front side of building – July 2018
   - Completed Lobby Tile Asbestos removal and Carpet installation

5. **Executed iPad Work Order System with B&G Division**
   - All Personnel are using the Work Order System through their iPads and iPhones

6. **Manage construction of Route 10 Fire Station 7**
   - Construction On-going – Target completion Spring 2019

7. **Developed Apprenticeship Program for B&G Division**
   - Utilized two Rowanty Students to assist Staff with projects – Summer 2018

8. **Courthouse Basement Build-Out**
   - Ongoing, slated to complete construction Spring 2019.

9. **Parking Lot Paving**
   - Repave and Stripe Historic District Parking Areas – Sept. 2018

10. **Locality Visits**
    - Mike Purvis visited New Kent County
    - Valerie Mann visited the City of Colonial Heights

11. **Partnering with Regional Heritage Center to develop plans for the Fire & EMS Museum.**
    - Former Foodbank location; Ongoing, in progress
12. Parks & Recreation Parking Lot Expansion
   • Completed – Spring 2018

13. Courthouse
   • Removed Exterior Staining. Power washed – November 2018
   • Painted Rear Dumpster enclosure – July 2018
   • Replaced all VAV Boxes – December 2018
   • Replace stained Ceiling Tiles throughout building

14. Administration Building
   • Removed Exterior Staining – November 2018
   • Completed Lobby Alcove Renovations – King George – June 2018
   • Repaired Lightning Arrestor System
   • Installed Gas Line Vent Extension

15. Fleet Garage – Fuel Canopy & Pumps Replacement
   • Completed 2018

16. Developed Plan to construct a sidewalk from Admin. Building to Police Department
   • Ongoing – To be Completed by Spring 2019

17. Prince George VFD #1 – Upgrade interior lighting with LED
   • Complete

18. Virginia Recycling Association Conference – Virginia Beach
   • Mike Purvis attended the conference – May 2018

19. Burrowsville Community Center
   • Repaired HVAC System

20. Hosted Broadband Event-CWC – August 2018
   • Performed many upgrades and repairs to the building.
   • Staff coordinated setup and breakdown of event.

21. Constructed Office Wall for Building Official’s Office
   • Completed Fall of 2018

22. Hosted JOBS Student – Summer 2018
   • Hosted a Student to assist within Office for 80 Hours

23. State Propane Contract Change from AmeriGas to Suburban
   • Coordinated all Account changes to include new propane tanks (above and underground coordination)

24. DEQ – Litter & Recycling Grant Award – October 2018
   • A Grant Award of $9,321.00 was awarded to the PGC Litter Prevention and Recycling Program activities for the period of July 1, 2018 - June 30, 2019
25. Keep Virginia Beautiful Grant Award – June 2018
   • The 8th Annual “30 Grants in Thirty Days” Grant Award of $500.00 was awarded to
     PGC for the Recycling Category

Various Events and Meeting Planning Assignments:

1. Office Clean-Out Day – April 27, 2018
   • Staff assisted with the removal of large quantities of recyclable and trash materials from
     countywide departments.

2. Clean Community Day – April 21, 2018 (Saturday)
   • Staff coordinated with the planning, execution, setup and breakdown of this annual
     event. This event is held for Prince George County residents to dispose of hazardous
     waste, tires and certain unwanted items without charge.

3. DSS Toddler Fair – April 7, 2018 (Saturday)
   • Staff assisted with the setup and breakdown of the event.

4. Employee Appreciation Picnic – May 11, 2018
   • Staff assisted with the setup and breakdown of the event.

5. Boards & Commissions Reception – April 24, 2018
   • Staff assisted with the setup and breakdown of the event.

6. Farmers’ Market Season – May thru October (Saturdays)
   • The weekly Farmers’ Market was executed with Kirsten Cherry as Market Manager.

7. Women’s Club Community Day – May 5, 2018 (Saturday)
   • Staff assisted with this event which included the planning, setup and breakdown of
     several booths and provided resources to oversee the event.

8. Hometown Heroes 5K - May 5, 2018 (Saturday)
   • Staff assisted with the setup and breakdown of the event.

9. Guns and Hoses Softball Game - May 5, 2018 (Saturday)
   • Staff assisted with the setup and breakdown of the event.

10. Directors Luncheon Hosted by General Services/Parks & Recreation/Extension – May 2018
    • Staff responsible for the planning, setup and breakdown of the event.

11. Katherine Tyler Retirement Gathering – June 2018
    • Staff assisted with setup and breakdown of the event.
12. Sgt. Lawrence G. Sprader, Jr. Overpass Dedication – June 19, 2018
   • Staff assisted with planning, setup and breakdown of the event.

   • Staff assisted with the setup and breakdown of the event.

14. Anthem Lemonade Stand/ Farmers’ Market – July 21, 2018 (Saturday)
   • Assisted Corrie with setup/breakdown of event.

15. JOBS Students – Summer, 2018
   • General Services had one part time JOBS Student who worked June through August. The student was very efficient and provided administrative assistance.

16. Food Bank Employee Cook-out – July 12, 2018
   • Staff assisted with the setup and breakdown of the event.

17. National Night Out – August 7, 2018
   • Staff assisted with the planning of the countywide annual event.

18. Hosted Broadband Event - CWC – August 16, 2018
   • Performed many upgrades and repairs to the building.
   • Staff coordinated setup and breakdown of event.

19. PG County 7th Annual “Back to School Fair” – August 23, 2018 (After Hours)
   • Staff assisted with this event which included the planning, setup and breakdown of several booths and provided resources to oversee event.

20. 10th Annual Beefsteak Raid Dinner – September 19, 2018 (After Hours)
   • Staff assisted the PG Regional Heritage Center with set-up and breakdown of the event.

21. Leigh Primmer Life Celebration – Friday, September 21, 2018
   • Staff assisted with planning, setup and breakdown of the event.

22. Captain Jesse A. Ozbat Round-A-Bout Dedication – Fort Lee – October 11, 2018
   • Staff assisted with planning, setup and breakdown of the event.

23. Co-Worker Week Luncheon – October 26, 2018
   • Staff assisted with planning, setup and breakdown of the event.

24. 6th Annual Czech Slovak Festival – October 20, 2018 (Saturday)
   • Staff assisted PG Regional Heritage Center with the planning, setup and breakdown of the event and provided resources to oversee event.

25. Election Day – Annual Assistance – November 6, 2018
   • Staff assisted with transporting of Voting Equipment to precincts the day before Elections. Retrieval/transport of equipment the day after back to the Registrar’s Office.
26. **Annual Veterans Day Event – PG Regional Heritage Center – November 11, 2018 (Sunday)**
   - Staff assisted PG Reg. Heritage Center with the setup and breakdown of the event.

27. **Annual County Christmas Decorating – November 2018**
   - Staff installed Holiday Decorations at various facilities around the complex grounds, CWC and the P&R Building

28. **Annual Tree Lighting and Complex Decorations – November 28, 2018**
   - Staff assisted with setup for this event by having all Holiday Decorations displayed at various facilities around the complex.
2018 Grant Report

Police
School Resource Officer (1) $38,045 (Excludes Local Match)
Highway Safety Grant $23,694
JAG (Body Armor) $2,119.50
PSAP E-911 Grant $152,000

Commonwealth’s Attorney
Victim Witness $88,982

Fire/EMS
FEMA SAFER Grants (2) - $223,380 (Excludes Local Match)
Emergency Services $25,231
RSAF Grants $230,753
Four For Life $34,049
Fire Program Funds $119,434

Economic Development
Cameron Foundation Exit 45 Improvements - $160,306 (received during 2018)

Parks & Recreation
Rotary Grants for Central Wellness Center (Computer Lab) $5,293

Circuit Court
Records Preservation Grant – Library of VA $10,059

Community Corrections
DCJS Community Corrections Grant - $662,313
DCJS Adult Drug Court Treatment Grant - $73,507
HUMAN RESOURCES

ANNUAL REPORT

2018
Department of Human Resources
Annual Report

STAFFING:
On July 1st, Human Resources reclassified the Human Resources Supervisor Position to a Human Resources Technician, Sean “Chris” Kerley. This kept a total of three positions on the County’s Position Control Chart. This change resulted in a savings to the overall salary budget for the department. The current structure of the Department has created a friendlier atmosphere for the customers that come into the department.

TRAINING:
Human Resources provided various training opportunities throughout the year. They included Identity Theft Protection training presented by Legal Shield; Nationwide Retirement Solutions and VALIC presenting retirement seminars and annual investor check-up workshops, as well as coordinating individual appointments with account holders. Other webinars and on-site training opportunities that were offered to all employees included; How to speak to your Physician, Dynamics of Change Management, Resiliency for working parents and Disaster Preparedness. These were all offered by the Employee Assistance Program (EAP) with Anthem. The County Attorney provided separate sexual harassment training for employees and supervisors. Human Resources staff provided training on Fair Labor Standards Act (FLSA) and organized a Medicare training and informational session for those employees approaching age 65. Human Resources coordinated ICS-300 training which is a training that all Directors must have to provide support during times when the Emergency Operations Center is activated.

CHARITABLE GIVING:
On April 25th, County staff participated in Denim Day sponsored by the James House. The James House offers cost-free, confidential help for people affected by sexual violence, domestic violence, and stalking in the Greater Tri-Cities Region of Virginia. County employees gave a minimum of a $5.00 donation in order to wear jeans that day.

In July, Human Resources supported the Anthem Lemonaid Stand at the July 21st Farmer’s Market. Despite the rainy day, $300.00 in donations was collected.

COUNTY NEWSLETTER:
The County-wide newsletter for all residents that is published in April and October is prepared in Human Resources. Corrie Hurt, Human Resources Director, prepares this paper for distribution to the citizens. Mrs. Hurt relies on input and information provided to her by County staff to compose a newsletter. This is a time consuming and detail-oriented process.

MENTORING: Prince George Youth Workforce Academy
Prince George County, Prince George County Public Schools, and Prince George Promise partnered to organize a new youth workforce development program entitled Prince George Youth Workforce Academy. The Schools and County committed to providing up to ten internships each for this year’s Academy.

The Prince George Youth Workforce Academy is for 8th, 9th, and 10th graders who are at least 14 years old. During March and April, students take after school classes to learn job finding techniques and proper on-the-job behavior. All in preparation for summer work with a local
employer. We thank the local businesses for participating: Prince George County, Prince George County Schools, JMLI and Appomattox Regional Library System.

Prince George provided internships for ten students during the summer of 2018. Human Resources prepared all the new hire paperwork, provided orientation, and determined student placement. Students were welcomed at a staff breakfast where they met the Department Directors and the County Administrator. The County Administrator explains the importance of the work that is performed in local government and the aspects of job responsibility. This helps the student understand work ethics and the dynamics of a full-time job. When the internship ends, Human Resources hosted a luncheon where Department Directors, County Administration and Board of Supervisor members thanked them for their service and wished them well in their future endeavors. This year, staff conducted panel interviews for each student to help them build confidence for future interview processes. An exit interview was also held where the student had an opportunity to speak with the Human Resources Director about their likes and dislikes of the program. Every student said that they would recommend the program to other students and they felt like they learned so much about County Government.

**HUMAN RESOURCES DEMOGRAPHICS, RECRUITMENT & RETENTION:**
Prince George County Government had a total of 362 employees. The 362 employees consisted of 244 full-time and part-time regular employees, and 111 part-time temporary and/or on-call employees. The demographics of the employee population base reflected 163 females and 199 male employees; with 290 Caucasian and 72 employees of other races. The median hourly wage for Prince George County is $18.62 per hour and the median annual salary for Prince George is $56,109.86.

A total of forty-four (44) vacancies were advertised externally and seventeen (17) vacancies advertised and recruited for internally. Human Resources received 2,665 applications. Of those, eighty-one (81) employees were hired for various part-time, on-call and full-time positions.

Seventy-one (71) employees left employment with Prince George through retirement, resignation, or termination.

In 2018, Human Resources and Finance collectively worked together with Evergreen Solutions, LLC to implement a compensation study. The results were analyzed and the Human Resources Director and Finance Director presented the information to the County Administrator and Board of Supervisors with a plan to implement “Phase I” of the compensation study. Phase I placed primary focus on pay increases for the Police Department and placing them on a separate grade assignment. It also focused on bringing employees to the minimum of their new pay grades based on study results. Human Resources and Finance will work towards developing a plan for “Phase II” of the study as directed by the County Administrator and Board of Supervisors for the FY 2020 budget year.

Staff reviewed and made recommendations to change or add various Personnel and Administrative Policies throughout the year. Some of the policies that were taken to the Board for approval include; General Provisions, Hiring, Intoxicants and Drugs, Orientation, Employee Performance Review, Promotion, Temporary Acting Positions, Leave, Sick Leave Bank, Discipline of Employees, Occupational Injury/Death, Appearance, Driving Safety and Access to Employee Driving Records, and County Vehicle.
EMPLOYEE EVENTS:
County employees enjoyed a host of events in 2018. These events are much more than a chance for employees to gather together. The events validate the employees, promote creativity, boost company morale and create a better, more focused team. Employee events are a great way to highlight the core values and culture of the County. Employees want to work for companies where they feel engaged and empowered.

The Employee/Spouse benefit fair was held in April at the Parks & Recreation Department. There were approximately 20 vendors in attendance and employees had the opportunity to engage with them and ask questions. Vendors gave away many nice door prizes. In May, employees enjoyed the annual employee appreciation picnic. Employees received a very nice cooler with the Prince George County logo. In May, the employee appreciation night at the Diamond was held with 35 employees attending the Flying Squirrels game. Bring your Child to work day was held in August where 50 children attended and participated in many activities; a tour of Company 1 Fire station, fire extinguisher demonstration, exit drills in the home, UAS (Drone) demonstration, Tour of the Emergency Operations Center, Tour of the Communications Center, Mock Crime scene activity, K-9 interaction, tour of the Police department, Games during lunch, Tour of the Courthouse and holding cells.

Breakfast was served for the second annual Patriot Day on September 11th for our First Responders (both paid and volunteer) and including the State Police that serve Prince George County. Employees stopped by to express their gratitude for their hard work and dedication to the County. Also in September, employees attended a “Pink Party” and were chauffeured to Southside Regional Medical Center by the County Administrator and Deputy County Administrator so that they could get their free mammogram screenings.

In October, employees were introduced to job shadowing opportunities throughout the County. Employees enjoyed the opportunity learning more about what their fellow co-workers in other areas of Government do on a daily basis and they gained more respect for the job that each person does. Co-worker week wrapped up with a BBQ and chili cook-off. The County and School employees participated in costume contests and door decorating contests and participated in a parade at Beazley Elementary School. During the parade, employees gave the children fun gifts and candy, and the children loved it!

In December, the annual Holiday/Service Awards Dinner was held at Fort Lee. The County recognizes employees for their years of service each year and awards a service pin for every five years of service with the County. Later in the month, employees gathered for a pot-luck lunch and then a Bad Santa gift exchange. Employees enjoyed this social interaction and time of laughter with their peers.
Department of Information Technology & Geographical Information Systems Annual Report

Kirsten F. Cherry
Director of Information Technology

Matt Blaes
GIS Coordinator
Department of Information Technology & Geographical Information Systems
2018 Annual Report

2018 was another busy year for the Information Technology Department. There were a couple large software implementation projects, two major construction projects, and the implementation of new technology. The Department received a Cyber Vulnerability Assessment from the 91st Cyber Brigade of the Virginia National Guard, which provided guidance on moving the network security to the next level.

IT Department Report

Projects

1. **Munis advancements.** In March, the County launched its Online Bill Pay feature for Utility Bills and Tax Bill payments began in May.

   a. Staff worked with departments and citizens on Online Bill Pay with Staff being flooded with calls from May to June during tax bill payments. The Treasurer's Office noticed a lower number of bills paid by mail and fewer citizens came into the office to pay. Many utilities customers enjoy the convenience of paying online. Online payments are immediately reflected on a customer’s bill so office staff can verify payments of delinquent amounts upon receipt of payment. As a direct result, many opt to pay online instead of coming into the office to avoid a shutoff of service.

   b. In August, Staff upgraded the Munis system was to Version 11.3 marking the first major upgrade since June 2013. This upgrade brought additional functionality and improved interface design for users.

   c. The Treasurer's Office continued to improve its use of the Debt Setoff program in Munis. Staff trained several Treasurer's Office Staff on using the program for receiving payments on delinquent tax, utilities, and other bills.

   d. Staff worked with the Commissioner of the Revenue to prepare the Citizen Self Service portal for Business Licenses. In the spring 2019, the Commissioner's Office will roll out new self-service options for businesses.

2. **Public Safety Projects.**

   a. Staff resumed responsibility for the technical support of the Police Department after a reorganization. This task proved challenging, but with cooperation between the two departments, issues with software and MCTs had improved by the end of the year and returned to a normal level of support.

   b. Staff installed Microsoft Visio and new crash report module for Police Officers. The software is supposed to improve the integration of the report taking into the software.
c. IT Staff assisted with the replacement of the call-handling equipment, providing support where needed. Staff worked with the Emergency Call Center Supervisor to begin the process of implementing Text-2-911, which will occur in the spring of 2019.

d. IT Staff worked with Public Safety Staff and Fort Lee on an interagency project to bring Fort Lee Police and Fire Departments into the County’s computer-aided dispatch and call handling system. This project will come to fruition in 2019.

e. Staff expanded the use of VCIN at each dispatch console.

3. **Cyber Vulnerability Assessment.** The free assessment, delivered by the 91st Cyber Brigade of the Virginia National Guard, was an invaluable experience for Staff. The County received a "fair" grade and recommendations to improve. The Guard also showed Staff additional programs and utilities for testing vulnerabilities. As a result, Staff implemented new initiatives in training of all staff and departmental procedures.

4. **Implementation of EnerGov.** In April 2018, Staff began working with Community Development and Code Compliance to replace its INKforce software with Energov. This software will improve processes in the construction process from site plan to certificate of occupancy. It will strengthen the procedures started with the INKforce software installed around 2007. By the end of the project, improved workflows and customer portal, for applying for permits and requesting inspections, will be in place.

5. **Implementation of Laserfiche for Social Services.** This implementation began in the spring of 2018. After many hurdles to connect the County network to the State network, it should be ready to be completed in early 2019 with training of Social Services Staff. During the implementation, the company providing the service was acquired and IT Staff have been working through the acquisition with the new company.

6. **Courthouse Lower Level Buildout.** Staff worked closely with General Services, General District Court, the Sheriff’s Office, and the Virginia Supreme Court IT Department, to get the project completed. IT Staff responsibilities included assisting with design of network drops, working with a contractor on the audio/visual needs of the courtroom, contracting the Ethernet cabling, arranging for the telephones and other technology equipment as needed.

7. **Fire Station 7 Project.** Staff worked closely with General Services, Department of Fire and EMS, the architect, contractor, and emergency alerting system vendor to get the project started. Staff’s responsibilities included arranging for the Ethernet cabling, acquiring necessary IT equipment for the network and the offices, as well as the telephone system. Staff also coordinated with PGEC for Internet service.

8. **Other Projects.**

   a. IT Staff worked with a vendor to extend the complex’s fibre footprint to the Utilities Garage and Fleet Garage. This alleviated the need for an extremely old point-to-point wireless antennae solution and provided faster network connectivity for the buildings. It allowed Staff to install WiFi access in the buildings.

   b. Staff completed improvements to hardware and software needed to allow printing at the CWC computer lab by the public. The CWC computer lab is an
additional resource for citizens and students of the county who may not have access to high-speed internet at home.

c. Staff expanded the announcement board system to the Parks & Recreation Office. This system provides daily headlines and other County information to the people visiting the building.

d. Staff participated in the PGEC event to launch its new brand in October. Staff worked with County Administration to purchase a new mobile audio system used at the event. Staff also worked with PGEC Staff to setup a larger network for the event itself.

e. Staff moved the Parks and Recreation Office to a new cloud-based system after continual performance issues with an older system. The cloud-based system not only improves the County's disaster recovery abilities, but also allows better communication to the public during adverse weather. Staff is reviewing the system's use in other buildings.

9. The IT Department continues to manage and operate the Farmer’s Market on Saturdays between May and October. Highest peak of vendor attendance was the months of June and August with an average of 570 credit chips distributed to shoppers across both months.
Geographic Information Systems Report

Major Projects

- Provided GIS support to the implementation of the Energov permitting and plan review system.
- Police beats repartition project -- Several new schemes were created and reviewed based on call volume and travel times.
- Worked with the Census Bureau and their Local Update of Census Addresses (LUCA) program to create an accurate list and the locations of county addressed in preparation for the 2020 census.
- Developed a workflow and framework for the efficient updating of utilities data.
- Create a set of utility map books for use in the field.
- Migrated all GIS databases to the HARN datum. The HARN datum is an updated 3D coordinate system created by using GPS satellites. Moving to the HARN datum will improve the accuracy of the county’s GIS data by approximately 2 feet.
- Investigated and implemented a system to manage, archive and provide access to scanned imagery such as plats and plans.
- Developed and implemented a multi-user, direct access system to support new internal advanced GIS users.
- Produced an updated set of county tax maps.
- Generated metadata for additional GIS data layers.
- Assisted Community Development with implementing GIS capabilities internally.
- Provided Pictometry training for all Departments.
- Developed new automation tools to automate time-consuming GIS data management and production tasks
- Assisted Planning with their billboard locations project.
- Youth baseball and softball participant location and enrollment area maps.
- National Night Out maps.
- GIS staff produced a new set of 123 County tax maps and created two sets of hardcopies for the Assessor and the Clerk of the Courts.
- Updated PGEC fiber map and potential broadband service areas.

Maps Produced: 161 created in 2018 maps. These included:

- A set of maps showing the exits for all schools.
- Stormwater projects maps.
- Various water and sewer system maps.
- Produced a series of reports and maps for Fire/EMS to support their annual EMS and Fire Plan report.
- Tree Times Adventure Park maps
- Various zoning maps
- Created a revised Fire/EMS Response area and Run order map.
- Multiple maps to support the Commonwealth Attorney as court exhibits.
- Christmas decoration contest route map with directions.
- Middle School Career day map.
- Updated and produced several copies of the County Address Map Book.
- Youth baseball and softball participant location and enrollment area maps.
- National Night Out maps.
• GIS staff produced a new set of 123 County tax maps and created two sets of hardcopies for the Assessor and the Clerk of the Courts.
• Updated PGEC fiber map and potential broadband service areas.

Reports: 72 reports were produced in 2018. These included:
• Master Street Address Guide report of all streets/address ranges.
• Address listing for all and new addresses by Tax map number.
• The amount of each Zoning Class per parcel report.
• Streets and addresses on private roads.
• Mailing list/address reports for Volunteer Fire Companies.
• Response time reports for Fire and Rescue.
• Addresses by Voting Precincts.
• Zoning per parcel report.
• Building permits issued in the Enterprise Zone.
• Generated a new countywide address report for schools and assisted in locating and validating new students.

New GIS Layers and Major Database Updates
• Remapped 1352 (9%) of the County’s parcels and updated related layers such as Zoning, Subdivisions and Streets using accurate plat and deed information.

Addressing:
• Assigned 150 addresses.

Public Service Requests:
• Fulfilled 43 requests for GIS Data.
• Responded to 58 requests from the public for assistance.
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Our Staff

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Asst. Athletic Coordinator- Chris Underhill - cunderhill@princegeorgecountyva.gov
Office Associate – Ann-Marie Saunders - asaunders@princegeorgecountyva.gov
Sr. Grounds Maintenance Worker - John Logan – jlogan@princegeorgecountyva.gov
Sr. Grounds Maintenance Worker - William (W.B.) Baird – wbaird@princegeorgecountyva.gov

Recreation Advisory Commission

James T. Buren
Elaine Abernethy
Keith Brown
Emmett T. Drewry
James Williams
Frank Pino
Donald Hunter
Hez Butler (PG School Liaison)
Sports Leagues

- **Background Checks** - Implemented a new volunteer coach’s background check system. After successfully passing the check, all coaches are required to wear identification cards during games.
- **Baseball/Softball** – The Prince George Parks and Recreation Department Spring Softball/Baseball hosted Angel softball (four teams), Ponytail Softball (three teams), and Belles softball (two teams); Minor Boys (six teams), Major Boys (four teams), and Babe Ruth (three teams.) Prince George Parks and Recreation Department participated in the Dixie Youth Baseball and Softball Associations for ages 7 through 12. T-Ball Co-Ed (seven teams), Girls Coach Pitch (four teams), and Boys Coach Pitch (six teams.) Blastball for ages 3-4 had 8 teams.
  - **MLB Pitch Hit and Run** – The Prince George Parks and Recreation Department held the annual MLB Pitch Hit and Run Competition on Friday, March 23rd, at JEJ Moore Middle School. Twenty-two participants registered for the event. Winners: 7-8 Boys – Kruz Amick (All-Around Champion), 9-10 Boys Jack Mozucha (Hitting and Running Champion), Andrew Griffith (Pitching and Overall Champion), 11-12 Boys – Caleb Marting (Pitching and Running Champion), Ayden Capps (Hitting and Overall Champion), 13-14 Boys – Jude Capps (Pitching and Hitting Champion), Gage Landry (Running and Overall Champion). 7-8 Girls – Madalyn Key (Overall Champion), 11-12 Girls – Jaylan Powroznick (Overall Champion). All winners competed in the Sectional competition held on May 12th.
    - Congratulations to both Jaylan Powroznick and Jack Mozucha for winning the Sectional MLB Pitch, Hit and Run competition hosted by the Prince George Parks and Recreation Department! Jaylan Powroznick, a four-time Sectional winner, won the 11-12-year-old Girl’s Division and Jack Mozucha won the 9-10-year-old Boys Division. Both participants came in third at the Team Championship held on June 10 at Nationals Park in Washington, DC.
  - **Baseball/Softball All-Stars** – The Prince George Parks and Recreation AA Boys (7-8-year-old Coach Pitch), AAA Boys (9-10-year-old), Angels Girls (ages 9-10-year-old), Major Boys (11-12-year-old), and Ponytail Girls (11-12-year-old) played in Dixie Youth State tournaments. The AA Boys and Majors Boys were knocked out of the State Tournament held in Buckingham that started on July 6th. The AAA Boys played in Blackstone, the Ponytail Girls played in Lunenburg and the Angels Girls played in Amherst starting on Friday, July 13th. All teams represented the County well, but unfortunately were unable to advance.
    - **Dixie youth Batting Champion** – Jack Mozucha has had a big summer for the Prince George AAA All Star team. Jack won the batting title at the AAA Dixie Youth State Tournament with a batting average of .800. On July 29th, Jack received the **Bill Ranson Outstanding Player Award** for the Pee Wee Division in the Hopewell Optimist Tournament.
• **Youth Wrestling** – Forty-nine participants participated in the 2018 Youth Wrestling program. The league participates in Central Virginia Youth Wrestling.

• **Spring Soccer** – The Prince George Parks and Recreation Department Spring Soccer League hosted thirty-five teams in the Spring program; Mini Mites (four teams), Mighty Mites (six teams), Pee Wee (five teams), Juniors (seven teams), Seniors (two teams) and Travel (one team). The Flyers were the Juniors regular Season Champions. The Flyers were also the Juniors A Division end of season Champions and the Blackhawks were the Juniors B Division tournament champions.

• **Football** – The Prince George Parks and Recreation Department hosted one Minor and Junior football team and cheerleading squad in the Chesterfield Football League (CQL). The Minor and Junior football teams played in the first round of the CQL playoffs on Saturday, November 10th at Salem Church Middle School field. The Minors played a tight game but ended up losing to Dinwiddie 7-6. The Junior team lost to Matoaca 28-0.
  - Prince George joined the Chesterfield Quarterback League for Flag Football in 2018. The department hosted two teams.

• **Cheerleading** – Prince George Parks and Recreation Junior team cheerleaders won first place in the Junior Large Level 2 Division at the Chesterfield Cheerleading League (CCL) Cheer Spectacular. This is the first time that a team from Prince George has ever competed in Level 2 and won. The team consisted of 23 girls ages 10-12. The CCL holds its cheer competition annually in October. This year’s competition featured over 30 competitive teams and 15+ flag exhibition teams.

• **Fall Soccer** – The Prince George Parks and Recreation Department changed soccer age groups to mirror established US Soccer age brackets. Prior to the change Spring and Fall seasons had a variation in age brackets. This change will permit us to have inter-jurisdiction games with Colonial Heights and Dinwiddie. During the 2018 Fall Season we hosted the following: five – Mini-Mite teams (four years old); six – Pee Wee teams (five and six-year-old); five – Junior teams (seven and eight-year-old); seven – Senior teams (nine to eleven years old); one – U14 team; one U18 team.

• **Basketball** - Prince George Parks and Recreation Department had an increase of two youth basketball teams. The department hosted: seven Mighty-Mite Co-Ed teams + (seven to eight year old); seven Boys Pee-Wee teams (nine to ten year old) Raptors league champions; four Girls Junior teams (nine through eleven years old) Dream league champions; six Boys Junior teams (eleven to twelve years old) Celtics league champions; two Girls Senior teams (twelve through fifteen years old) Mercury league champions; and six Boys Senior teams (thirteen through fifteen years old) Spurs league champions. The Girls Senior teams also competed against teams from Colonial Heights and New Kent.

  **Youth Basketball Skills Challenge** – Prince George Parks and Recreation held its annual Youth Basketball Challenge on Saturday, February 3rd at Clements Jr. High School. Participants took place in Free Throw, 3-Point, and Skills Challenges. The Free Throw Championship winners were: Tyra Harrell, for girls
ages 12-15; Omari Curley, Senior Girls Champion; Robert Edwards for boys ages 11-12; Jasmine Jones girls ages 9-11; Demarcus Graham for boys ages 9-10; and as the Overall Free Throw Champion. The 3-Point Championship winners were: Desmond Rose for boys ages 11-12; Annie Fulmore for girls ages 12-15; Max Bennett for boys ages 13-15 and overall Three-Point Champion. The Obstacle Course Contest winners were: Chris Allen for senior boys ages 13-15; Alyssa Sadler for senior girls ages 12-15; Logan Rose for junior boys ages 9-11; Shamar Curley for Pee-Wee boys ages 9-10; and Jeff Love for junior boys ages 11-12 and as the Overall Skills Challenge Champion.

- **Girls Indoor Field Hockey**: Thirty girls registered for the first ever Girls Indoor Travel Field Hockey program. Prince George hosts three teams, 14U, 16U and 19U. The teams practiced on Monday’s and Thursday’s from 5:30pm-7:30pm in the auxiliary gym at J.E.J. Moore Middle School. The teams played in regional tournaments at Christopher Newport University, Lynchburg College and Virginia Wesleyan University.

- **Girl’s Spring Travel Field Hockey** – Forty-seven players participated in the Prince George Parks and Recreation Department Spring Girls Travel Field Hockey league. The league is for girls currently in 4th grade to 12th grade. The girls played in three travel tournaments, Longwood University, Christopher Newport University and Collegiate High School. Practices were held at Temple Park On Monday’s and Wednesday’s from 5:30-7:00pm.

- **Girl’s Fall Field Hockey** – Fourteen players, grades 2-8 registered for Fall Field Hockey. Practices were held on Tuesday’s at Temple Park and games on Saturday’s at Temple Park or other locations.

- **Adult Mixed Volleyball** – The Prince George Parks Recreation Department hosted five Adult Mixed Volleyball teams in both the Spring and Fall seasons. Players had to be at least 16 years of age and live or work in Prince George County.

- **Adult Basketball** – Five teams registered for the Basketball League for participants 35 and older. The league began in December and ran through the beginning of March. Participants must live or work in Prince George County.

- **Pickleball Open House** – Over twenty participants came out to learn and play the exciting sport of PICKLEBALL on Saturday, June 9th from 10 a.m. to noon at the Central Wellness Center Gymnasium. Pickleball can be described as a paddle sport (similar to a racquet sport) that combines elements of badminton, tennis, and table tennis. The sport is for all ages and abilities.

- **Pickleball** – Parks and Recreation hosted its first Pickleball tournament on August 29th. Pickleball can be described as a paddle sport (similar to a racquet sport) that combines elements of badminton, tennis, and table tennis. The sport is for all ages and abilities.
Sports Camps

- **Softball Camp** - The Prince George Parks and Recreation Department held a Youth Softball Camp, for players 9 - 12 years old, on Monday, April 2nd at JEJ Moore Athletic Fields. Ten players participated in the camp conducted by Richard Bland College coaching staff and Richard Bland College players. Players learned the fundamentals of hitting, throwing, and fielding.

- **Baseball Camp** - The Prince George Parks and Recreation Department hosted its Youth Baseball Camp, for players 8 – 12 years old, on Thursday, April 5th, at JEJ Moore Athletic Fields conducted by Donnie Brittingham, the Prince George Middle School baseball coach and Mike Hanzlik, the Junior Varsity baseball coach. Players learned the fundamentals of hitting, throwing, and fielding.

- **Mini-Mite Camp** – Nine participants took part in the annual Mini-Mite Camp for boys and girls ages three and four. This camp was held on June 19-21, from 6:00 pm - 7:00 pm. The Mini-Mite camp is designed to introduce and teach the basic skills of soccer, baseball/softball, and basketball.

- **Tennis Lessons** – The Prince George Parks and Recreation Department had fifteen registrants take Tennis Lessons this summer. Both morning and evening classes were available for Beginners (2 morning sessions and 2 evening sessions) and Intermediate/Advanced (1 morning session and 1 evening session). Classes began on August 6th and were held for two weeks (10 sessions – Monday through Friday). Lessons were taught by Kenya Grisset and Devon Fishburne at the Prince George High School tennis courts.

- **Cheerleading Camp** — Twenty-five cheerleaders took part in the Cheerleading Camp that was held July 16-18 for ages 5—13, from 6:30 pm to 8:30pm at Clements Jr. High School. The participants learned cheers, jumps, stunts, sideline dances, games and more! The camp was taught by the PGHS Varsity Cheerleaders and Coaches. At the conclusion of the camp participants did a performance for parents.

- **Football Camp** - Twenty-seven players took part in the Football Camp was held on July 17 – 19 for ages 6—13, from 6:00 pm to 8:00pm. The participants learned the basic fundamentals and skills of football taught by PGHS Football staff.

- **Soccer Camp** – Thirty-nine participants registered for the Parks and Recreation department youth Soccer Camp August 6 -8, from 5:30 pm - 8:30 pm at JEJ Moore Middle School. This camp was designed to teach the basic skills and fundamentals of soccer.

- **Volleyball Camp** - The Volleyball Camp was held at Prince George High School in the gymnasium. The camp had 30 participants taught by Varsity Volleyball Coach Wanda Gilbert. Participants were taught skills such as passing, digging, spiking, and overall teamwork of the game.

- **Summer Lacrosse Camp** – Five participants took part in this camp for rising 5th graders to 11th graders. The camp was held at Temple Park on Tuesday’s, July 17th- August
14th. Campers learned skill development techniques of cradling, scooping, throwing, catching and basic offensive and defensive strategies.

- **Field Hockey Camp**- Twenty-two youth took part in the first Prince George Parks and Recreation Field Hockey summer clinic. The clinic was open to boys and girls that were ages 7-15. The clinic was held at Temple Park June 5-7 from 6-8pm. Skills covered were cradling, scooping, throwing, catching and basic offensive and defensive strategies.

- **Boys Basketball Camp**- Twenty-seven players took part in this camp for boys ages 9-17 and open to County and Non-County residents. The camp was taught by PGHS Boys Varsity Basketball Coach Travis Carr and was held from July 23-25 from 9am-1pm at Prince George High School.

- **Girls Basketball Camp** - Sixteen players took part in this camp for girls ages 9-18 and open to County and Non-County residents. The camp was taught by PGHS Girls Varsity Basketball Coach Shavon Curley and was held from July 30- August 2 from 9am-12pm at Prince George High School.

### Sport Camps Registration

<table>
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<tr>
<td>Mini Mite</td>
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Classes & Clubs

- **Hunter Safety** – Prince George Parks and Recreation hosted a Hunter Safety Course offered by the Department of Game and Inland Fisheries on Saturday, July 14th and August 4th and International Bow Safety on August 25th at the Prince George Community Center. Fifty participants took part in each class from 8:00 a.m. to 6:00 p.m.

- **Super Science Sleuths** – Thirteen students participated in the Prince George Parks and Recreation Department “Super Science Sleuths” class for students who have completed grades 3-6, at the Prince George Community Center. Students experienced a hands-on approach to a different branch of Science each day.

- **Basic DSLR Photo Class** – Prince George Parks and Recreation Department offered a “Basic DSLR Photo” class, in April and July taught by David Breidenbach. Fifteen total participants took part in the class designed for people who bought a Digital-Single Lens Reflex (DSLR) camera and want to know what all the knobs and buttons do. The class included information about digital photography basics: the three amigos of exposure, how to make your camera squint, how to stop action and how to fix backlight issues that create silhouette shots.

- **Ball Room Dance Classes** – A total of nineteen participants took part in the Prince George Parks and Recreation Departments Ballroom Dance class session in March and six participants in October for beginner and experienced dancers. Participants learned the Basic Fox Trot, Waltz, and East Coast Swing. Each session was held for four weeks at the Prince George Community Center on Wednesdays, from 6:30 p.m. to 7:30 p.m.

- **Toddler Fun and Fitness** – A program for pre-school children ages 2-4. Twenty-one children participated in the February class and Twenty Four in the October class which kept the participants energized with a mixture of clapping, moving, tumbling, balance, climbing, catching, throwing and hopping. Toddler Fun and Fitness was held on both Thursday nights and Friday mornings at the Prince George Community Center.

- **Scraps from the Heart** – Prince George Parks and Recreation is sponsoring a Quilting Group “Scraps from the Heart” which meets on Mondays from 9:00 a.m. – noon at the Prince George Community Center.

- **Bridge Club** – Approximately sixteen participants meet every Tuesday to play Bridge at the Prince George Community Center. They play from 11:00am-3:30pm and are our Older Adults. The same group of older adults, with new members from time to time, have been playing at the Prince George Community Center since we opened.

- **Ceramic Class** – Parks and Recreation offered four ceramics classes in 2018. Each class gave participants the opportunity to paint a pre-cast piece of seasonal pottery and take it home.

- **PG Movers** - The “PG Movers” is a group that offers a variety of activities for people 40 years of age and older and meets at the Community Center. Activities include traveling, attending events, dining out, becoming and staying physically fit, and much more! We will meet periodically throughout the year. Come out and join!!!
**Exercise Classes**

- **Yoga** – Prince George Parks and Recreation Department offers Yoga classes. Yoga involves stretching and creating balance in the body through developing both strength and flexibility. Classes were offered on Monday nights at the Prince George Central Wellness Center, Tuesdays and Thursdays at the Prince George Community Center.

- **Basic Abs and Fitness Class** – Prince George Parks and Recreation Department offers a Basic Abs and fitness Class. This class includes Jumping Jacks, Lunges, and Sit-ups. Muscle conditioning is a complete dynamic full body workout for all fitness levels that delivers strength, balance, flexibility, endurance, and core stability to tone, lengthen, and define your muscles. This class helps you use your own body resistance to burn calories and get the results you desire. Classes are five weeks, each Tuesday evening from 6:30pm – 7:15pm at the Prince George Community Center.

- **Zumba** – Prince George Parks and Recreation Department Zumba. Zumba is a fusion of Latin and International music-dance themes creating a dynamic, exciting, effective fitness workout. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. It is a mixture of body sculpting movements with easy to follow dance steps. It is based on the principle that a work out should be “FUN AND EASY TO DO.” Two separate sessions are offered. The Prince George Central Wellness Center classes are held every Monday night for five weeks from 6:30pm – 7:15pm. The Prince George Community Center classes are held on Thursday evenings for five weeks from 6:30pm – 7:15pm.

- **Arthritis Exercise Program** – The Arthritis Foundation Exercise Program is a free community-based, recreational group exercise and education program designed specifically for people with arthritis and related diseases. Classes are held on Monday’s at the Prince George Central Wellness Center from 9:00am-10:00am and at the Prince George Community Center from 10:00 am to 11:00 am on Tuesdays and Thursdays throughout the year. Approximately thirty-two citizens attend each class.

- **Basic Beginners Exercise Class**– The Arthritis Foundation Exercise Program is a free community based, recreational group exercise and education program designed specifically for people with arthritis and related diseases. Classes are held on Tuesday’s at the Prince George Community Center from 11:00am-11:30am. Approximately seventeen citizens attend each class.

- **Mind-Body Exercises** – This free class features two “mindful” exercise forms, Yoga and Tai Chi, and present strategies and movement sequences to incorporate mind-body exercise into physical activity programming for all ages. Classes are held at Prince George Community Center from 10:00 am to 11:00 am on Wednesdays. Approximately thirty-two citizens attend each class.

- **Country Heat Live**– Step right into this easy to follow, exhilarating country dance inspired workout! No complicated moves just simply follow along to enjoy the low impact, high energy dance class set to the hottest country hits! Classes are five weeks, each Thursday evening from 6:30pm – 7:30pm at the Prince George Community Center.
Karate - Prince George Parks and Recreation Department offers Karate lessons held at William A. Walton Elementary Gymnasium. The classes are 8 week courses that run every Tuesday and Thursday from 6:00pm-7:00 pm. Class is for those ages 8 to adult. Taught by Instructor George Epps, 8th degree Black Belt, Kenpo Karate

Summer Programs

- **Summer Day Camp** – Prince George Parks and Recreation sponsored its annual Summer Day camp from June 18 - August 16 for County Youth ages 6-12. The camp was held at Scott Park on Mondays and Wednesdays from 9:30 am to 2:30 pm and at Temple Park on Tuesdays and Thursdays from 9:30 am to 2:30 pm. Activities included sports and games, arts and crafts, special field trips, and guest programs. 150 youth registered for the program with a daily average of 60 participants. Activities included sports and games, arts and crafts, special field trips and guest programs.

- **Super Science Sleuths** - Thirteen participants took this class from August 6th through 9th, where they took four days to investigate four different types of Science. Egg drops, building challenges, Elephant's toothpaste, pH testing, dissecting owl pellets, testing Bernoulli’s principles and paper airplane design challenges were part of this four day program focusing on a different branch of science each day.

- **Kings Dominion Tickets** – Prince George Parks and Recreation sold Kings Dominion Any Day Tickets for $41 and Spring Savings Day tickets for $39. Any Day Tickets were valid for any regular operating day of the 2018 season for ages 3 and up. Tickets were sold in the Parks and Recreation office at 11100 Old Stage Road, Prince George VA 23875.
Special Events

- **Appomattox River Regional Park 5K Trail Run** – The third annual “Appomattox River Regional Park 5K Trail Run,” hosted by Prince George Parks and Recreation, Riverside Regional Jail, and the Friends of the Lower Appomattox River (FOLAR) was held on Saturday, April 7th. Over one hundred and twenty-two registered for the run which took participants throughout the park, winding along the scenic Appomattox River. Participants were extremely pleased with the event and the challenging course. Over $2,149 was raised from the April 7th event! Proceeds went to support both FOLAR and the Special Olympics.
  - Special thanks to all our benefactors, Westwood Pharmacy, Corizon Health, Inc., John Randolph Foundation, Trinity Services Group, Keefe Group, GTL, Alliance Mechanical Management, Prince George Rotary, GFWC James River Jr. Woman’s Club. In addition, thanks go to the Tri-City Road Runners for their assistance throughout the event. All profits from the event will be split between the Special Olympics of Virginia and FOLAR

- **Drive-In Movie** - The Prince George Parks and Recreation sponsored “Drive-In” movie day, featuring the movie “Cars 3” on Saturday, March 3rd for Prince George children, ages 3 - 10. The event was held at the Prince George Community Center. For $5 registered participants made their own “car”. All supplies were provided to assemble and personalize their vehicle then the participants watched the movie in their own car! Popcorn and juice boxes were available for paid participants. Thirty five participants registered for the event where they made their own car.

- **Easter Egg Hunt** – Prince George Parks and Recreation hosted its annual Easter Egg Hunt! This family friendly event for participants ages 2 – 10 featured HUNDREDS of eggs! There was also a special visit from the Easter Bunny himself. Several hundred children participated in the event held on Saturday, March 31st at Temple Park. Thanks to the Boy Scouts, Order of the Arrow Chapter 19 and Prince George Girl Scouts for their help with this event.

- **Kite Festival** – Approximately 200 people attended the Prince George Parks and Recreation sixth annual Kite Festival on Saturday, April 28th from 11:00 a.m. to 3:00 p.m. at Temple Park! This family friendly event featured kite demonstrations and fun contests for all groups. Participants were given the opportunity to build, fly, and take home their own kite! The Kite Festival 1K Fun Run for participants ages five – twelve, started promptly at 11 a.m.!

- **Free “Movie in the Park”** – This summer Prince George Parks and Recreation held three free Outdoor Summer Movie Nights at Scott Park. Approximately one hundred and fifty citizens attended our first movie, “Wonder” which was held on Friday, June 8th at 8:30pm. Our next movie “Despicable Me 3” was held on Friday, July 13th at 8:30pm and also had
approximately two hundred citizens. Approximately one hundred participants came to see the third movie, “A Wrinkle in Time” on Friday, August 10th at 8:30pm.

- **Orioles Game** – Prince George Parks and Recreation sponsored a trip to see the Baltimore Orioles take on the Boston Red Sox on Saturday, August 11th. Forty-five participants went on the trip and saw local player Jackie Bradley, Jr. play.

- **Zumba-For the Heart** – Prince George Parks and Recreation Department sponsored Zumba-For-Heart on February 10th, from 9:30am-11:30am at PG Parks and Recreation Community Center. Thirty participants raised $767 dollars and ALL proceeds went to the American Heart Association!

- **Zumba-Fight-Breast Cancer** – Prince George Parks and Recreation Department sponsored Zumba-Fight Breast Cancer on October 13th, from 9:30am-11:30 am at PG Parks and Recreation Community Center. The event raised $851 and ALL proceeds went to the American Cancer Society.

- **Harvest Festival** – An estimated 1,500 citizens came to the Prince George Parks and Recreation Departments 12th annual Harvest Festival on Saturday, October 20th, at Temple Park from 5:00pm to 8:00pm. This event, for County youth up to 13 years old, featured games, a hayrack ride, haunted forest, exhibits, blow up moon walk, slide and obstacle course, gaming trailer, and petting zoo. The concession stand was open for the purchase of food and drinks (all proceeds went to the WCPGC). For a minimal charge participant could make their own scarecrow (all proceeds went to the Prince George Animal Shelter).

- **Skalsky Soccer Tournament** – The first Skalsky Soccer Tournament, initially scheduled for the weekend of May 19th and 20th, was cancelled due to inclement conditions. The tournament was rescheduled for September 15th and 16th but was moved to November 17th and 18th due to Hurricane Florence. Both U14 and U18 teams from Prince George, Hopewell, Dinwiddie, and Colonial Heights participated at the new fields at Scott Park. Dinwiddie Bryant beat Hopewell 8 – 1 to win the 14U Division. Colonial Heights beat Dinwiddie 2 – 0 to win the 18U Division. Numerous coaches and parents were extremely complimentary of the facility.

- **Christmas Card Contest** – Lily Fischer won this year’s Prince George Parks and Recreation Department Christmas Card Contest for County Youth grades 3-5. She received a $50 check donated by the Prince George Ruritans for a $100 Savings Bond. The winning design was featured on the official Christmas Card for Prince George County. Sadie also rode on the Santa Float in the Christmas Parade.

- **Christmas Parade Winners** – The Prince George Annual Christmas Parade featured 54 entrants and was held on Saturday, December 1st, running from Beazley Elementary to Rolling Meadows subdivision. With so many wonderful entrants, the Parade Judges Floyd Brown Sr., Mrs. Betsy Drewry, and Mrs. Teresa Knott had their hands full choosing winners. Congratulations to this year’s winners that were acknowledged at the January 8th Board of Supervisors meeting. Best Decorated Float Winner – Fort Lee Credit Union, Best Decorated Public Service Vehicle Winner – Carson Fire Department, Most Spirited/Themed Winner – PG Green Flag Football Team, Judges Choice Winner – Gotta Dance! Performance, Best Overall Entry Winner – Oakland Baptist, Best In Show - PGHS.
Marching Band and PGHS Dance Team, Most Entertaining – VA Tae Kwon Do and Most Adorable – PG Christian Pre-School.

- **Santa Calls** – Eleven youth participated in the annual Prince George Parks and Recreation Department phone call from Santa, for children ages 3-8. Santa, Mrs. Claus or one of Santa’s elves personally called each child. The calls were made on December 4, from 6:00-7:00pm.

- **Annual Tree Lighting** – The Annual Prince George Parks and Recreation Tree Lighting was held on Nov 28th, at 7:00 PM beside the Historic Courthouse. The hundreds in attendance enjoyed the Prince George High School Choir, Walton Choir, “Gotta Dance”, and the Fort Lee 392nd Army Band and songs from the Boy Scouts and Girl Scouts of Prince George!

- **Breakfast with Santa** – Ninety participants took part in the Prince George Parks and Recreation “Breakfast with Santa” on December 1st from 9:00 am to 12:00 pm at the Prince George Community Center. Participants ate breakfast with Santa and made ornaments in Santa’s Workshop. A photographer was on hand to take pictures with Santa for purchase. Prince George Girl Scouts helped out with this event.

- **Christmas Decorations and Display Contest** – The Prince George County Annual Christmas Decorations Contest was held on Wednesday, December 5th. Our celebrity judges included Chip Saunders, Marguerite Bishop, and Andrea Schneck. The evening took the panel on a magical tour from Bethlehem to the North Pole and most points in between. Thousands of lights and literally miles of wire were used to transform these homes into storybook scenes. The contest winners were: Christmas Elegance – Lori & Jason Smith, Religious Display – Lori Potter, Best Use of Lights - Ryan Edwards, Traditional Christmas – Stephanie & Tim Johnson, Patriotic Display – Eric Sawyer, Directors Choice – Mary & Gary Spivey and Best Overall – Keith Traylor, most Facebook Likes – Robyn & Joshua Zeh.
Trips

- **Charlestown Trip** – The Prince George Parks and Recreation Department sponsored two trips to Charles Town Races and Slots in West Virginia. Participants were able to play the slots and tables at The New Hollywood Casino. The bus picked up participants at Scott Memorial Park before taking them to Charles Town West Virginia for approximately 7 hours. The trips took place on May 12\(^{th}\) and November 3\(^{rd}\) filling up the buses.

- **Baltimore Orioles Trip** – The Prince George Parks and Recreation Department sponsored a trip to Baltimore to see the Orioles play the Red Sox and former Prince George High School baseball player Jackie Bradley Jr August 11\(^{th}\).
Park Development

- **Burrowsville Playground** – A new playground was dedicated August 21st at the Burrowsville Community Center. Members of the Board of Supervisors & County Staff joined nearby community folks to cut the ribbon for the new play facility.

- **JEJ Moore Athletic Field** – Placed permanent scorer’s tables at fields #1, #3, and #4.

- **New Scott Park** - Placed bench covers, purchased by Brenda Skalsky and the Prince George Parks and Recreation Foundation, on Scott Park soccer field #3.

- **Scott Park**
  - Placed scoreboards on baseball/softball fields #1 and #2 (upper and lower fields)
  - Moved the outfield fence on baseball/softball field #2 in to 210’, accommodating youth league play.

- **Community Center** – Repurposed the Community Center kitchen which is now also used for ceramic classes.

- **Canoe/Kayak Grand Opening** – The Appomattox River Regional Park Canoe/Kayak Launch Grand Opening was held on Saturday, March 24th. Attendees were able to view a kayak demonstration.
Prince George Community Center Gym

Thanks to the John Randolph Foundation, the County Board of Supervisors and County Administration for facility support. The Fitness Room is open Monday – Thursday 7am-8pm, Friday from 7am-7pm, and Saturday from 9am-noon.

- Gym memberships
  - $5 a month
  - $50 a year
- The new parking lot is operational along with the new lights.

Wellness Center Fitness Room

Community Center Swipes

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<td>880</td>
<td>181</td>
</tr>
<tr>
<td>December</td>
<td>661</td>
<td>180</td>
</tr>
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</table>

January 2019
Thanks to the John Randolph Foundation, the County Board of Supervisors and County Administration for facility support. The Fitness Room is open Monday – Friday 7am-10am, Monday – Thursday 5pm – 8pm and Friday from 5pm-7pm.

- Gym memberships
  - $5 a month
  - $50 a year

**Pickleball** - Prince George Parks and Recreation opened the Central Wellness Center for Pickleball in October. The courts are available on Tuesday’s and Friday’s from 9am to noon.

### Wellness Center Swipes

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<thead>
<tr>
<th></th>
<th>Entries</th>
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<tr>
<td>February</td>
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<td>March</td>
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<td>August</td>
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<td>257</td>
<td>63</td>
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<tr>
<td>November</td>
<td>290</td>
<td>68</td>
</tr>
<tr>
<td>December</td>
<td>218</td>
<td>70</td>
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</table>
Parks & Center’s Usage

Special Facility Use

- **Tinsel Town** - The GFWC James River Junior Woman’s Club hosted “Tinsel Town, Holiday Bazaar” at the Prince George Community Center on Saturday, November 17th from 9 a.m. to 2 p.m. Admission was $3 and proceeds benefited local families for the holiday season. There were over 30 vendors selling goods throughout the event.

- **Girl Scouts** - Girl Scout troops throughout the County utilized the Prince George Community Center for monthly meetings and special activities. This past year a “Daddy Daughter Dance” and a “Mother’s Tea” were both held in the multipurpose room.

- **TRIAD** – The annual TRIAD Christmas dinner was held in the multi-purpose room on Monday, December 17th.
On August 7, 2018, our hearts were saddened by the passing of Police Chaplain Robert W. Livesay, III.

Pastor Robert W. Livesay, III was one of the founding members of the Prince George County Police Department’s Chaplain Program. Pastor Livesay served as a Chaplain with our department since 2011. In addition, he has served as the Senior Pastor of Oakland Baptist Church since 1993. He also served as a chaplain for the Fellowship of Christian Athletes for the Prince George High School basketball team.

Although his service has ended here, his love, spirit, and memories will always be with us. Thank you Chaplain Livesay, dear brother, for your mentoring, love, friendship, and service to Prince George County.
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<td>Crime Statistics</td>
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<tr>
<td>Field Operations Division</td>
<td>28</td>
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<tr>
<td>Support Services Division</td>
<td>44</td>
</tr>
<tr>
<td>Community Events</td>
<td>58</td>
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Prince George County Police Department  
6600 Courthouse Road  
Prince George, Virginia 23875  
804-733-2773  
www.princegeorgecountyva.gov
On behalf of the men and women of the Prince George County Police Department, I am proud to present our 2018 Annual Report. This report highlights some of the many accomplishments, programs and initiatives that are the product of our dedicated workforce and the community partnerships we cherish. Also contained in this report are some statistical data related to crime, traffic incidents, calls for service, Animal Services and our Emergency Communications Center.

The mission of your police department is straight-forward. Our goals are to prevent crime, detect and apprehend criminals, protect life and property, and serve our community with honor, distinction and pride. The basic building blocks of our policing philosophy include partnering with our community; strategic, proactive policing and problem solving.

As always, we thank our Board of Supervisors; County Administrator, Mr. Percy Ashcraft; our entire Prince George County Government Team; and most of all, our citizens for the trust, confidence and support that are vested in us. Your PGPD Team values the relationships and partnership we enjoy with the diverse community we serve. Our motto is, and will remain, “In Partnership with the Community.’”

Personally, it is my career highlight to have the privilege to lead such a talented, dedicated group of men and women. Prince George County truly is a great place to live, work, play and raise a family. We hope you enjoy our 2018 Annual Report.

Sincerely,

Colonel W. Keith Early
Chief of Police
Mission Statement

The Prince George County Police Department, in partnership with the Community, will strive to protect and improve the quality of life in Prince George; providing Leadership through Open Communication, Fair and Dignified Service and Interactive Problem Solving.

Vision

The Prince George County Police Department will continue to be a leading law enforcement agency, setting standards for Professionalism, Integrity and Innovative Service.

Values

The Prince George County Police Department takes pride in maintaining a high quality of life through a dynamic partnership with the Community we serve.
POLICE DEPARTMENT ACHIEVES FIRST STATE REACCRREDITATION

The Prince George County Police Department has achieved its first state reaccreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). On behalf of the men and women of PGPD, Colonel W. Keith Early, Police Chief, was presented a reaccreditation certificate at the Prince George County Board of Supervisors meeting on Tuesday, February 13, 2018. The Department of Criminal Justice Services Program Manager, Mr. Derrick Mayes, graciously presented the certificate.

The Police Department had their on-site assessment on December 4-5, 2017. The Department was found to be flawlessly in compliance with all 190 applicable standards. The Police Department first achieved state accreditation in January, 2014.

The lead assessor, Lt. David Hudson of Lancaster County Sheriff’s Office, stated “the Assessment Team was impressed with the Prince George Police Department and the professionalism of both its sworn and non-sworn members. This agency clearly demonstrates a high level of commitment and dedication to law enforcement and the needs of the citizens they protect and serve.”

To achieve reaccreditation, the Police Department must undergo a rigorous on-site inspection every four years by multiple, specially trained, independent assessors. These assessors examine all areas of the agency to ensure compliance with the professional standards set forth by the Commission.
ACCREDITED AGENCY

What it means…..

WHAT IT MEANS TO THE COMMUNITY:
Accreditation increases the law enforcement agency’s ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community it serves.

WHAT IT MEANS TO THE POLICE CHIEF:
Increase public confidence in law enforcement; and to promote the professionalism of the Prince George County Police Department.

WHAT IT MEANS TO THE POLICE OFFICERS:
Accreditation requires that agency policies and procedures are in written form and are available to all agency personnel at all times. Accreditation assures employees that every aspect of the agency’s personnel system is in accord with professional standards, and that the system is both fair and equitable.
2018 ORGANIZATIONAL STRUCTURE

Chief of Police
Col. W. Keith Early

Administrative Support Specialist III
Tanie Perryman

Operations Division
Capt. Michael Taber

Day Shift A
Lt. E. Crawford
Sgt. C. V-Peterson

Officers

Night Shift C
Lt. N. Watson
Sgt. M. Bryant

Officers

Community Services
Lt. P. Burroughs
Sgt. N. Wilder

Officers

Auxiliary Police

Police Chaplains

K-9 Program

Day Shift B
Lt. J. Warren
Sgt. M. Laine

Officers

Night Shift D
Lt. C. Douglas
Sgt. C. Skelton

Officers

Support Division
Capt. Eric Young

Accreditation Manager/Property Officer/PIO
Officer Alexis Grochmal

Crime Analyst
Tiffany Shutt

General Inv.
Special Inv.
Lt. J. Leach
Sgt. J. Nicholas

Detectives

Animal Services
Suprv. J. Greene

Officers

Internal Affairs

Human Resources

Procurement

Fleet

12/31/2018
PERSONNEL AND BUDGET

POLICE

BUDGET
$5,637,003

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<td>Captain</td>
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<td>(Volunteer)</td>
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ECC

BUDGET
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ANIMAL SERVICES

BUDGET
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Calls for Service

Top 20 Calls for Service

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<td>DISABLED VEHICLE</td>
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<td>NOISE COMPLAINT</td>
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Additionally, there were 10,067 other calls for service.

Total calls for service during the calendar year 2018 were 20,224.

Top Hotels Responded to in 2018

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baymont Inn</td>
<td>174</td>
</tr>
<tr>
<td>Travelers Inn</td>
<td>107</td>
</tr>
<tr>
<td>Quality Inn</td>
<td>94</td>
</tr>
<tr>
<td>Days Inn</td>
<td>62</td>
</tr>
<tr>
<td>Steven Kent</td>
<td>58</td>
</tr>
</tbody>
</table>

Top Businesses Responded to in 2018

<table>
<thead>
<tr>
<th>Business</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot</td>
<td>130</td>
</tr>
<tr>
<td>Circle D</td>
<td>95</td>
</tr>
<tr>
<td>Loves Truck Stop</td>
<td>87</td>
</tr>
<tr>
<td>Lowes</td>
<td>55</td>
</tr>
<tr>
<td>ABC (Whitehill Blvd)</td>
<td>41</td>
</tr>
</tbody>
</table>
## Crime Statistics

<table>
<thead>
<tr>
<th>&quot;A&quot; Offenses</th>
<th>Total 2018</th>
<th>Total 2017</th>
<th>Total Difference</th>
<th>Cleared Arrest Exceptional or Unfounded</th>
<th>Total Clearance for 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Violent Crimes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homicide-Murder/Non-negligent</td>
<td>4</td>
<td>1</td>
<td>300%</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>Vehicular Manslaughter</td>
<td>2</td>
<td>0</td>
<td>200.00%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Murder</td>
<td>2</td>
<td>1</td>
<td>100%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Assaults (all)</td>
<td>296</td>
<td>281</td>
<td>5%</td>
<td>189</td>
<td>64%</td>
</tr>
<tr>
<td>Kidnapping/Abduction</td>
<td>3</td>
<td>4</td>
<td>-25%</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Robbery</td>
<td>6</td>
<td>14</td>
<td>-57%</td>
<td>4</td>
<td>67%</td>
</tr>
<tr>
<td>Sex Offenses (all)</td>
<td>42</td>
<td>42</td>
<td>0%</td>
<td>32</td>
<td>76%</td>
</tr>
<tr>
<td><strong>Total Violent Crimes</strong></td>
<td>351</td>
<td>342</td>
<td>3%</td>
<td>230</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Property Crimes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>47</td>
<td>50</td>
<td>-6%</td>
<td>18</td>
<td>38%</td>
</tr>
<tr>
<td>Burglary</td>
<td>15</td>
<td>9</td>
<td>67%</td>
<td>8</td>
<td>53%</td>
</tr>
<tr>
<td>Counterfieting/Forgery</td>
<td>4</td>
<td>4</td>
<td>0%</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>Extortion/Blackmail</td>
<td>0</td>
<td>1</td>
<td>-100%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fraud</td>
<td>34</td>
<td>50</td>
<td>-32%</td>
<td>16</td>
<td>47%</td>
</tr>
<tr>
<td>Larceny (below categories)</td>
<td>285</td>
<td>319</td>
<td>-11%</td>
<td>113</td>
<td>40%</td>
</tr>
<tr>
<td>Pick Pocket</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purse-Snatching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoplifting</td>
<td>40</td>
<td>27</td>
<td>48%</td>
<td>26</td>
<td>65%</td>
</tr>
<tr>
<td>Theft from a Building</td>
<td>59</td>
<td>103</td>
<td>-43%</td>
<td>28</td>
<td>47%</td>
</tr>
<tr>
<td>Theft from a Coin Machine</td>
<td>0</td>
<td>1</td>
<td>-100%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Theft from a Motor Vehicle</td>
<td>79</td>
<td>84</td>
<td>-6%</td>
<td>10</td>
<td>13%</td>
</tr>
<tr>
<td>Theft of Motor Vehicle Parts</td>
<td>18</td>
<td>18</td>
<td>0%</td>
<td>2</td>
<td>11%</td>
</tr>
<tr>
<td>All Other Larceny</td>
<td>89</td>
<td>86</td>
<td>3%</td>
<td>31</td>
<td>35%</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>23</td>
<td>36</td>
<td>-36%</td>
<td>8</td>
<td>35%</td>
</tr>
<tr>
<td>Stolen Property Offenses</td>
<td>30</td>
<td>15</td>
<td>100%</td>
<td>15</td>
<td>50%</td>
</tr>
<tr>
<td>Vandalism</td>
<td>127</td>
<td>180</td>
<td>-29.4%</td>
<td>33</td>
<td>26%</td>
</tr>
<tr>
<td><strong>Total Property Crimes</strong></td>
<td>850</td>
<td>983</td>
<td>-13.5%</td>
<td>312</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Crimes Against Society</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug/Narcotic Violations</td>
<td>278</td>
<td>194</td>
<td>43%</td>
<td>234</td>
<td>84%</td>
</tr>
<tr>
<td>Drug Equipment Violations</td>
<td>56</td>
<td>54</td>
<td>4%</td>
<td>43</td>
<td>77%</td>
</tr>
<tr>
<td>Gambling</td>
<td>0</td>
<td>2</td>
<td>-100%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Pornography/Obscene Material</td>
<td>7</td>
<td>3</td>
<td>133%</td>
<td>3</td>
<td>43%</td>
</tr>
<tr>
<td>Prostitution</td>
<td>4</td>
<td>4</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Weapon Law Offenses</td>
<td>57</td>
<td>59</td>
<td>-3%</td>
<td>40</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Total Crimes Against Society</strong></td>
<td>402</td>
<td>316</td>
<td>27%</td>
<td>320</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Total &quot;A&quot; Offenses</strong></td>
<td>1603</td>
<td>1641</td>
<td>-2%</td>
<td>862</td>
<td>54%</td>
</tr>
</tbody>
</table>
Crime Stats at a Glance

As previously mentioned in this report, the basic building blocks of the Prince George County Police Department’s philosophy of policing include partnering with our community; executing strategic, proactive enforcement efforts; and problem solving.

**Proactive policing** can be defined as policing efforts that are strategically initiated by officers. The goal of proactive policing is to prevent community members from becoming victims of crime, detecting and apprehending criminals before community generated calls-for-service are received, reduce disorder, reduce citizens’ fear of crime, remedying specific community concerns, etc.

While consuming crime data numbers, it is important to understand that increases in some of our crime statistics are a direct result of our police officers’ proactive efforts.

**Violent Crimes**: Increase of 3% compared to 2017.

**Property Crimes**: Decrease of 13.5% compared to 2017 (burglary incidents lowest in last five years).

**Crimes Against Society**: Increased by 27% compared to 2017. Within this category of crime, some examples of our officers’ efforts include: 43% increase in drug arrests, 34% increase in DUI arrests, and a 44% increase in public intoxication arrests.

**Overall**, there was a 6.3% increase in reported crime in 2018 compared to calendar year 2017.
Prince George County Incidents
2018

While calls for service occur all over Prince George County, below is a look at our most active areas in 2018. These areas will be kept in mind while on patrol in 2019.
Larceny

Larcenies are categorized by the FBI into seven groups: pocket picking, purse snatching, shoplifting, theft from building, theft from coin machine, theft from motor vehicle, theft of motor vehicle parts/accessories, and all other larcenies not otherwise specified.

For 2018, compared to calendar year 2017, Prince George Police documented a decrease of 11% of all larcenies combined.

2018 Larceny Offenses
Homicide

Homicide is the killing of one human by another. Homicides can be classified into the subcategories of murder, manslaughter and justifiable homicide. In 2018, Prince George County Police investigated two murders and two vehicular manslaughters. All of the reported homicides resulted with arrests.

Assault

Assaults are categorized by severity and law as aggravated, simple, and intimidation. This is further determined due to weapons involved and bodily injury sustained.

In 2018, Prince George Police responded to a collective 296 assaults. It is our goal, through a combined effort of proactive policing and community education on safety, to be effective with crime prevention.

Burglary

Burglary, also known as Breaking and Entering, is defined by the FBI as any unlawful entry into a building or other structure with the intent to commit a felony or a theft. This includes any structure with walls, a roof, and a door to include sheds, barns, and garages.

In 2018, Prince George Police had the lowest number of burglaries reported in the past five years.
Arrests

Prince George County Police continues to remain vigorous in reducing crime as needed through arrests. In 2018, there was a 35% increase of total arrests from 2017 and a 34% increase of DUI arrests.
Drugs Seized

Throughout 2018, Prince George County Police officers eradicated over 370 various quantities of illegal narcotics from our community. Marijuana was overwhelmingly the most confiscated drug. Other drugs seized included crack cocaine, amphetamines, heroin, prescription medication without authorized usage, and other opioids.
COUNTY TRAFFIC STATISTICS

Traffic Data for 5 Years

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Traffic stops</th>
<th>Total Summons Issued</th>
<th>Total Warnings Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>7793</td>
<td>5481</td>
<td>3386</td>
</tr>
<tr>
<td>2017</td>
<td>6483</td>
<td>4993</td>
<td>2300</td>
</tr>
<tr>
<td>2016</td>
<td>6726</td>
<td>5259</td>
<td>2169</td>
</tr>
<tr>
<td>2015</td>
<td>5296</td>
<td>3935</td>
<td>1728</td>
</tr>
<tr>
<td>2014</td>
<td>8761</td>
<td>6696</td>
<td>2809</td>
</tr>
</tbody>
</table>

Vehicle Accidents for the Previous 5 Years

<table>
<thead>
<tr>
<th>Year</th>
<th>Sum of Total Accidents</th>
<th>Sum of Total Fatalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1294</td>
<td>4</td>
</tr>
<tr>
<td>2017</td>
<td>1085</td>
<td>4</td>
</tr>
<tr>
<td>2016</td>
<td>1048</td>
<td>1</td>
</tr>
<tr>
<td>2015</td>
<td>1038</td>
<td>7</td>
</tr>
<tr>
<td>2014</td>
<td>1023</td>
<td>2</td>
</tr>
</tbody>
</table>
COUNTY TRAFFIC STATISTICS

2018 Most Common Accident Sites

- 4600-BLK COUNTY DR
- TEMPLE AVE/PUDDLEDOCK RD
- TEMPLE AVE/RIVER RD
- 10000-BLK COUNTY DR
- COUNTY DR/PRINCE GEORGE DR
- OAKLAWN BLVD/SISSKY BLVD
- JEFFERSON PARK RD/OAKLAWN BLVD
- 5200-BLK OAKLAWN BLVD
- PRINCE GEORGE DR/COURTHOUSE RD
- 7800-BLK LAUREL SPRING RD

2018 Most Common Causes of Motor Vehicle Accidents

- FOLLOWING TOO CLOSE: 30%
- FAIL TO YIELD RIGHT OF WAY: 17%
- FAIL TO MAINTAIN CONTROL: 9%
- DRIVING UNDER THE INFLUENCE: 6%
- OTHER: 6%
- FAIL TO OBEY TRAFFIC SIGNAL: 5%
- RECKLESS DRIVING: 30%
PROMOTIONS AND PERSONNEL CHANGES

Promotions

Lieutenant Michael G. Taber promoted to Captain, Field Operations Division.

Sergeant W. Chris Douglas promoted to Lieutenant, Patrol Division.

Officer Clifford D. Skelton promoted to Sergeant, Patrol Division.

Sergeant Noel P. Watson promoted to Lieutenant, Patrol Division.

Officer Matthew T. Bryant promoted to Sergeant, Patrol Division.

Communications Officer Erika L. Edwards to Communications Supervisor.

Changes/Transfers

Captain Eric A. Young to Support Operations Division

Sergeant Nicholas J. Wilder to Community Services Unit

Sergeant James M. Nicholas to Special Investigations Unit

Officer Anthony Moegling to School Resource Officer

Detective Wayne Newsome to Investigations

Detective Chris Bryant to 1B Task Force

Detective Brad Whitley to Patrol Division
NEW PERSONNEL

(L-R) Chief Keith Early, Communications Officer Brittney Artis, PSAP Manager Denise Johnson, Captain Eric Young

(L-R) Denise Johnson - PSAP Manager, Chief Keith Early, Communications Officer Kimberly Council, Captain Eric Young, Communications Supervisor Erika Edwards

(L-R) Circuit Court Clerk Bishop Knott, Captain Eric Young, Officer Jay D. Johnson, Chief Keith Early, Sheriff Bucky Allin

(L-R) Captain Eric Young, Communications Officer Kimberly Council, Communications Supervisor Erika Edwards, Communications Officer Tykia Hudson, Communications Officer Jessica Loflis, Denise Johnson - PSAP Manager, Chief Keith Early

(L-R) Captain Eric Young, Communications Supervisor Erika Edwards, Communication Officers Sarah Erb, Shandria Brady, Chief Keith Early

L-R) Chief Keith Early, Crime Analyst Tiffany Shutt, Captain Mike Taber
NEW PERSONNEL

(L-R) Circuit Court Clerk Bishop Knott, Captain Mike Taber, Sergeant Chris Douglas, Officer Daniel Byrum, District 2 Supervisor Marlene Waymack, Officer Michael Blaylock, Chief Keith Early, Captain Eric Young

(L-R) Circuit Court Clerk Bishop Knott, Captain Mike Taber, Supervisor Marlene Waymack, Officer Anthony Martin, Chief Keith Early, Captain Eric Young

(L-R) Officer Taylor Reedy, Chief Keith Early

(L-R) Captain Eric Young, Communications Officer Elizabeth King, Chief Keith Early, Captain Mike Taber
GRADUATES

Crater Criminal Justice Academy

Police Officer Recruit Jay D. Johnson, III from the 90th Basic Law Enforcement Police Academy on March 29, 2018.

Pictured from L-R: Captain Eric Young, Officer Jay D. Johnson, III, Chief Keith Early,

RETIRED

Judy Chalkley, retired from the Prince George County Communications Center on May 1, 2018. Judy has been a valuable, dedicated, and dependable member of the Department for 32 years. Her hard work and diligence have greatly benefited our department, and we hope that the remaining employees here will strive to follow her stellar example. While Judy will be missed by all of us at the Communications Center, she certainly deserves her retirement. We wish her well in the next chapter in her life.
AWARDS AND RECOGNITIONS

“Paying it Forward” - February 12, 2018

On Monday, February 12, 2018, Members of the Prince George County Police Department were recognized for participating in the execution of small acts of kindness to all county schools within our community by “paying-it-forward.”

On December 18, 2017, Officers went to all Prince George County Schools in the county and paid off “meal balances” for the students.

We would again like to thank the assistance of Destination Church for making this initiative possible.

Public Safety Award - February 23, 2018

The Prince George Police Department was awarded the “Public Safety’’ award on February 23, 2018 at the Chamber Brunch & Awards Ceremony at Upper Shirley Vineyards, Hopewell /Prince George Chamber of Commerce awarded the Police Department for implementing a Safe Exchange Zone for citizens to safely conduct face-to-face meetings. The Safe Exchange Zone can be used by anyone for the purpose of online purchases, or any other exchanges, where safety could be a concern.
MADD Award
Officer Ernest E. Dillard

On October 1, 2018, Officer Dillard was recognized by Mothers Against Drunk Driving Virginia for all of his efforts to combat drunk driving.

He received this recognition for his aggressive enforcement and educational efforts as it relates to driving under the influence.

The Prince George Police Department would like to congratulate Officer Dillard for his dedication and hard work.

2018 Officer of the Year Award
Officer Charles E. Santilli, III

On November 17, 2018, Officer Charlie Santilli was recognized by the Hopewell VFW, Post 637, as PGPD’s 2018 Officer of the Year.

Charlie has a genuine understanding of what our mission is, and he works very hard to do his part in helping us accomplish it. His style of policing reflects what the citizens of Prince George County expect from us.

Charlie has a sincere desire to make our community better. We commend him for his successes with creating beneficial partnerships and relationships throughout our community, and we commend him for his consistent criminal and traffic enforcement efforts.
<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sergeant Nicholas J. Wilder</td>
<td>Officer Alexis Grochmal</td>
<td>Sergeant Chris Douglas</td>
<td>Officer Justin Gilbert</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Detective Chris Bryant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Lieutenant Mike Taber</td>
<td>Animal Control Officer Dana Newmeyer</td>
<td>Detective J.T. Mann</td>
<td>Officer Kelly Borsheh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Officer Matt Bryant</td>
<td>Officer John “Butch” Pearson</td>
<td>Animal Control Officer Samantha Santilli</td>
<td>Communications Officer Lisa Hartsell</td>
</tr>
</tbody>
</table>
The Field Operations Division is comprised of Uniform Patrol and the Community Services Unit. The Patrol Section is responsible for all initial criminal and vehicular crash investigations, requests for services from citizens, traffic control and proactive policing efforts. Officers are assigned to four different shifts to ensure adequate coverage throughout the County.

THE CRASH INVESTIGATION TEAM

The Crash Investigation Team consists of six (6) sworn officers (various shift assignments). The team investigates motor vehicle crashes involving multiple vehicles with severe or potentially life threatening injuries, fatalities, and/or complicated crashes with an unknown chain of events. Crash Investigation Team members receive training in basic and advanced fundamentals of crash investigation and reconstruction. The Officers also assist the Detective Unit with the reconstruction of major crime scenes.

In 2018, the Crash Team investigated three (3) fatal crashes.
K-9 UNIT

The Unit consists of one canine and his handler. K-9 Chace is a 6 year old, male, Belgian Malinois who joined the department in December of 2016. Chace’s law enforcement training took place in Holland and then continued in the U.S at USK9 Unlimited in Kaplan, Louisiana. He serves the department as a dual purpose K-9 in Patrol and Narcotics. The Belgian Malinois breed is smart, confident, hardworking, and steadfast loyal.

The Unit has assisted local, state and federal agencies in investigations throughout Prince George, Petersburg, Chesterfield, Colonial Heights, Hopewell and Dinwiddie. These investigations have led to the arrest of subjects involved in robbery, drug distribution, hit and run, domestic assaults, assault on law enforcement, weapons violations and felony eluding.

To prepare for certification, he received the following training: Patrol training in Chesterfield and Narcotics training in Richmond to become certified in Marijuana, Cocaine, Heroin, Ecstasy, and Methamphetamine detection.

To maintain certification through the Virginia Police Work Dog Association, Chace and his handler are required to train monthly and recertify annually.

THE MARINE UNIT

The Marine Unit, a 24’ Commercial Grade Boston Whaler, is operational 365 days a year. The vessel is deployed out of Jordan Point Yacht Haven on the James River. 2018 marks the 12th year of operation for the Marine Unit.

The Unit is staffed by nine Police Officers and two Auxiliary Police Officer. Prince George Fire/EMS has one active member who participates in routine and emergency operations. The purpose of the Unit is to promote public safety, respond to emergencies, and enforce the laws on the waterways of Prince George County. The Unit also coordinates with surrounding jurisdictions to assist their Marine Patrols. The Marine Unit also works and trains with the U.S. Coast Guard in both local and regional waters to provide security, enforcement, and rescue services.

During 2018, personnel attended the annual Search and Rescue Training Forum (SAR) in Hampton, Virginia held by the Virginia Port Authority and the U.S. Coast Guard. In addition to the routine scheduled patrols, the unit responded to calls for service; which included requests for assistance from USCG and other localities to help search for vessels/persons in distress.

Some of the other activities the Marine Unit participated in during calendar year 2018 included holiday patrols along the James and Appomattox rivers in Prince George County; assisting U.S. Coast Guard during “Norfolk Harborfest”; assisting the City of Hopewell with a fireworks display in the Appomattox river and escorting the annual “Boat Parade of Lights” between Jordan Point Prince George and City Point Hopewell.
AUXILIARY POLICE

The Mission of the Auxiliary Police Unit is to augment the Prince George County Police Department by providing well-trained and equipped volunteer personnel. Auxiliary Police Officers are assigned to perform a variety of police functions, and these volunteers may also be called upon to assist with emergencies, special activities, and county events.

In 2018, Auxiliary Police Officers volunteered 777.5 hours of service. Prince George County Auxiliary Officers have full police powers.

First Row—(L-R) Officer Raleigh Field, Officer Edward Harless, Officer Ivan “Nick” Hart
Second Row—Officer Andrew Kvasnicka, Officer Gary Lively, Officer Vaughan Moody (not pictured)

2018 Top Three Contributors Auxiliary Officers

- Officer Hart 286 Hours
- Officer Fields 202.5 Hours
- Officer Lively 118.5 Hours
The Community Services Unit includes the Community Services Program, Crime Prevention Program, and School Resource Officers. The Community Services Program encompasses the Community Services Officers, Police Explorers, Honor Guard and Volunteer Police Chaplains. The Crime Prevention Program includes programs such as Neighborhood Watch, Business Watch, Child Passenger Safety Seat, Bicycle Rodeo and Highway Safety.

The Community Services Program is staffed by four Community Services Officers who, in partnership with citizens, business owners, and other stakeholders, strive to address citizen concerns and improve quality of life through open communication, dignified service and interactive problem-solving. They coordinate police activities for major community events. Some of these events included the Special Olympics Polar Plunge, Prince George Community Day, Hometown Heroes 5K, Special Olympics Torch Run, National Night Out, Back-to-School Fair and the annual Christmas Parade. Additionally, the Community Services Officers provide service support to the Patrol and Detective Divisions as well as other County Departments.
The Crime Prevention Program educates citizens and business owners by providing crime prevention tips and information resources on a wide-range of topics including identity theft, fraud, personal, senior, and internet safety.

In 2018, Officers conducted several Crime Prevention Programs and training seminars to the citizens of Prince George County and other communities around the Tri-Cities. Fourteen (14) “Civilian Response to Active Shooter” (C.R.A.S.E.) classes were taught to citizens and youth that participated in the various public safety academies that were hosted by the Prince George County Police Department. C.R.A.S.E. classes were taught to faculty and staff at all county schools. Additionally, school security surveys were conducted for the outside security of all county school systems with internal surveys being planned for the first half of 2019. There are currently five (5) C.R.A.S.E. instructors.

The Community Services Program contains a Nationally Certified Crime Prevention Specialist, a State Certified Crime Prevention Specialist and an additional Police Officer trained in basic crime prevention. They perform written security assessments of single-family, multi-family, commercial, and industrial locations.

The Community Services Officers also work with the Community Development Department to address code compliance and property maintenance issues. The Community Services Officers provide guidance to four (4) active neighborhoods participating in the Neighborhood Watch program.
“Community Partnership” Dodge Charger, this vehicle has a sharp new patriotic scheme wrap that is a tribute to all of our past, present, and future military veterans. It also displays the numerous community programs that our team engages with and promotes on a regular basis. This vehicle was repurposed from our fleet and was made possible with donations.

The Police Explorers, a division of the Boy Scouts of America, is a program open to males and females ages 14-21 years old who are interested in pursuing a career in law enforcement or other criminal justice related field. The program provides a personal awareness of the criminal justice system through training, practical experiences and other activities. In addition to meeting twice a month, the Prince George Explorer Post assists the Police Department at various functions and events.

In 2018, nine Explorers contributed a total of 150 hours at 19 events. Some of the activities that the Explorers participated in include directing traffic, assisting with event parking, fingerprinting youths, assisting with McGruff and “Nat” the Knight in their endeavors, and other various duties. The Explorers welcomed four new members this year.
School Resource Officers in Prince George County and all across the Commonwealth of Virginia work as a liaison between their agency and the school system to ensure the safety of the children and the staff. The safety of all involved is crucial so that students and faculty have a safe environment conducive for learning. In addition, the program provides an excellent platform for positive relationship building between police, students, faculty and community.

The School Resource Officer Program is comprised of 5 School Resource Officers. An “SRO” is assigned at the following schools: Prince George High School, N.B Clements Junior High School, JEJ Moore Middle School, North Elementary and Harrison Elementary. The SROs also support the schools that do not currently have an assigned officer.

School Resource Officer Day

On May 9, 2011, the School Board approved an annual celebration the third Wednesday in May as School Resource Officer Day. This day coincides with National Law Enforcement Week in May.

The School Resource Officer Services Program was started in 1998 to promote a partnership between the police and school system to provide a safe school environment, assist with crime prevention and intervention and support school staff in teaching students citizenship skills.

School Resource Officers John Pearson (not pictured), Eric McQuage, Cliff Skelton, Anthony Moegling and Philip Mayes were recognized on May 14, 2018 by the School Board at their annual meeting in celebration of School Resource Officer Day/National Law Enforcement Week.

School Board Chairman, Robert Cox, commended the officers for their dedication to the students, staff and our community.

(L-R) Lewis Stevenson, Kevin Foster, Rob Eley, SRO Alvin Jones, SRO Cliff Skelton, SRO Eric McQuage, SRO Philip Mayes, Robert Cox, Chris Johnson
The Bike Rodeo Program focuses on bike safety and participants receive helpful tips to improve their riding experience. Bicycles remain associated with more childhood injuries than any other consumer product except the automobile. Wearing a helmet reduces the risk of brain injury by approximately 90%.

During the year, the Police Department, sponsored bike rodeos at various locations within the county. Participants had their brakes, seats, and other equipment inspected to ensure safety features are in place and working properly. This program has brought safety and education to children of all ages.

The Child Passenger Safety Seat Program focuses on community outreach and educates caregivers about child passenger safety. The cooperative goal of the Child Passenger Safety Program is to train caregivers how to transport their children safely using car seats, booster seats, and seat belts. Child Safety Seat technician’s participated in or conducted three (3) child safety seat inspection events in partnership with Safe Kids-Virginia, Ft. Lee Police and Hopewell Sheriff’s office. As a result, approximately 110 child safety seats were installed or inspected.

In 2018, The Prince George Police Department was also designated as a Safety Seat Check Station through the Virginia Department of Health. As a check station, approximately 15 child safety seats were inspected and/ or installed by technicians. It is a proven fact that seatbelts, car seats and booster seats help save lives. These devices offer the best protection for adults and children in the event of a crash. Unfortunately, approximately 3 out of 4 child seats are not used correctly.
P.A.C.T.

Police and Community Together Program

In 2013, the Prince George County Police Department developed and implemented an exciting and innovative program for our autistic residents - the Police and Community Together program, also known as P.A.C.T. The Police Department recognizes the need to partner with the families of a special segment of our community in order to provide the highest level of service possible.

The P.A.C.T. Program introduces public safety resources from Prince George County to our autistic residents and their families. We want to identify this special segment of our community that has family members under the age of 18 who have been diagnosed with Autism. The Police Department would like to obtain vital information about your loved ones that can be used to locate them if they become lost or inadvertently walk away.

The Prince George County Police Department has partnered with the Prince George County Schools, Department of Social Services, District 19 Community Services Board, Prince George Special Olympics, and the Ft. Lee Exceptional Family Member Program to assist with the P.A.C.T. Program.

If you are interested in participating in the program contact our Community Services Unit at:

804-863-1847 or communitypolicing@princegeorgecountyva.gov
The Honor Guard participates in memorial ceremonies, academy graduations, and funeral services. This year, the Honor Guard participated in the Wreath Laying Ceremony for Prince George County Police Officers, Prince George County Sheriff’s Office, and Virginia State Police Officers that have fallen in the line of duty.

Sheriff John Atwood
Sergeant Clifford Scott, Jr.
Trooper Leo Whitt
Officer Shelly Crowder
Deputy Claude Gatewood
Police Chaplain Robert Livesay, III

The Police Chaplains

Volunteer Police Chaplains — The Police Department is very fortunate to have four chaplains from around the County on its staff. These Pastors are available 24 hours a day to assist the officers whenever and wherever they are needed. Chaplains have provided counseling and comfort during several incidents in 2018. They provide support and guidance to any police officer, communications officer, other department member and/or their families. They also assist police officers with victims of crisis situations and aid in the delivery of death notices.

In 2018 our Chaplains have provided over 155 hours of service for our Department. They have responded to several suicides, fatal accident investigations and death investigations. Most importantly they have served as an extra layer of comfort for the Officers and Supervisors that have a difficult job to do. Their commitment to our Department and to the Community is much appreciated by the County and the Police Department.
The Police Chaplains continued...

CHARLES W. HENRY is Pastor of Charity Baptist Church on Ruffin Road in Prince George. He began his tenure there in November of 2000. Pastor Henry's background includes a 20-year career as a commissioned officer in the U. S. Army. Pastor Henry has served the community as a Chaplain for the Prince George County Police Department for nine (9) years.

WAYNE MARBURGER has been Pastor of Prince George Christian Church, located on Route 156 across from the PGHS Field House, since 1990. Pastor Wayne has served the community as a Chaplain for the Prince George County Police Department for nine (9) years.

CLARENCE M. THWEATT, JR. is an ordained minister and currently serves as Pastor of Wilborne Baptist Church in Waverly. Reverend Thweatt has served the community as a Chaplain for the Prince George County Police Department for nine (9) years.

REVEREND CHRISTOPHER JENKINS, AKA PASTOR CHRIS, helped found Unity Baptist Church, Prince George, in 2000 and in 2008 he assumed the Senior Pastor role in which he serves now. Pastor Chris has served the community as a Chaplain for the Prince George County Police Department for three (3) years.

4th Annual Police Chaplain Breakfast

Our Annual Appreciation Breakfast for the Police, Fire & EMS Chaplains was held on November 27, 2018. Prince George has several area chaplains who volunteer their services to assist our department and citizens in the county on a variety of calls where their services can be of assistance. Thank you to these volunteers for honoring their calling to serve the County of Prince George.
The Prince George County Community Services Unit is tasked with the enforcement of Prince George County Code 78-16.1, Inoperable Vehicles. Inoperable vehicles are defined by the Code of Virginia (15.2-905) as “Any motor vehicle, trailer or semitrailer which is not in operating condition; or does not display valid license plates or does not display an inspection decal that is valid or does display an inspection decal that has been expired for more than 60 days.”

A property owner who has a vehicle that has been deemed inoperable by a police officer has ten (10) days to remove or bring the vehicle into compliance. After the ten (10) day period has expired, the County Attorney’s office is notified and a certified letter is sent to the property owner giving an additional thirty (30) days to remove the vehicle or make it compliant with the ordinance. After this time period has passed the vehicle may be towed at the owner’s expense.

In 2018, Prince George Community Services tagged 246 vehicles as inoperable with 220 of these vehicles being brought into compliance. Since 2013, 982 vehicles have been tagged with an 87% compliance rate. Those wishing to make an inoperable vehicle complaint may call the Community Services Unit at 863-1847 or they may make an anonymous complaint on line through the Prince George County website at: www.princegeorgecountyva.gov.
Neighborhood Watch

The Neighborhood Watch Program is organized by concerned citizens, with Law Enforcement assistance, in an effort to reduce crime in their communities. Working with the Prince George County Police, these citizens can learn when and how to report suspicious activities as well as implement home security measures and precautions. The program helps to address the concerns of the citizens ranging from domestic violence, drugs and gang activity to abandoned cars and vacant lots filled with trash. No matter where you live, you can still beat the risk of becoming the victim of crime. However, addressing small problems early is often the best way to prevent larger problems from occurring down the road. Any resident of any community located in the County of Prince George can join the Prince George Neighborhood Watch Program, even those citizens that do not own their home but are just renting. Currently, there are four (4) active Neighborhood Watch Groups throughout Prince George County.

Business Watch Program

The Business Watch Program was started in 2013 for Prince George County businesses with the focus on Crime Prevention and Business Security. The program’s goal is to reduce crime, or the fear of crime, while promoting communication between the area businesses and the Police Department. The “Business Watch” program is a form of Neighborhood Watch and will allow “neighbors” to have an avenue for sharing information as well as understanding/promoting basic crime prevention.

This program was started in the area of the Crossings Shopping Center with Ms. Traci Hackley of the Baymont Inn and Suites being the first to register as a member. Since then, more than 250 other businesses have signed up as members. “Business Watch” has continued to expand to the other area businesses throughout Prince George County.

Four (4) C.R.A.S.E. (Civilian Response to Active Shooter Events) classes were held in 2018 for Standard Auto Motor Parts employees as part of the business Watch Program.

If you are interested in becoming a member of the Prince George Business Watch or starting a Neighborhood Watch Group in your community, please contact Lieutenant Paul Burroughs or Officer Harold Shreves of the Prince George Community Services Unit at (804) 863-1847 or communitypolicing@princegeorgecountyva.gov.
**Safe Exchange Zone**

Your Prince George County Police Department is excited to offer a “Safe Exchange Zone” on the parking lot directly beside the Bland Building located at 6600 Courthouse Road, Prince George VA 23875. The Prince George Police Department is one of several law enforcement agencies now offering an Exchange Zone as a safer alternative to other meeting locations, such as a private residence or retail center parking lot.

The “Safe Exchange Zone” is a designated, signed area on our parking lot that may be used for custody transfers, private party exchanges from online purchases, or other private party transfers of property where safety may be a concern. The area is video recorded 24-hours a day. As a matter of routine business, police officers will not be present during transactions, and the video will not always be monitored in real time.

We believe that arranging to meet in these designated areas will potentially deter individuals wanting to engage in criminal activity. These designated areas also allow citizens to maintain a level of privacy by not disclosing the location of their residence. If someone is not willing to come to the Prince George Police Department to complete an exchange, it could be a scam and possibly not worth pursuing.

Our parking lot has been quietly used for years and we are now publicly inviting and encouraging our community to utilize the new “Safe Exchange Zone.” The optimal transaction time of Monday - Friday, between 6 a.m. – 6 p.m. is recommended.
The Prince George County Police Department, in conjunction with Fire & EMS, held its second YPSA (Youth Public Safety Academy) from June 13th to June 29th. Prince George YPSA is a two week-long camp designed to expose our young citizens to role models in public safety – namely their local police, fire, emergency medical services (EMS) personnel, as well as to teach them valuable life and safety lessons. The academy is limited to twenty five students in each class, with a minimum of 10 students for the class to run. The 2018 YPSA had 20 participants from the Junior High School and High School.

Requirements:
Interest in Public Safety (Police/Fire or EMS)
Commitment to successfully complete the academy
Prince George County students, rising 9th thru 12th grade
One written reference letter from a staff member at the applicant’s current school

Topics Include:
Crime Scene Investigations
Fire Suppression
Evidence Collection
Vehicle Extrications
Crisis Intervention
Search and Rescue
Building Searches
High Angle Rescues
Defensive Driving
Traffic Laws
Judicial Process
Investigations
K-9 (dogs in police activities)
AND MORE!!!
The Support Operations Division supports all Police activities. It is comprised of the Police Administrative personnel, Investigations Unit and Animal Services. Personnel in the Police Administrative Division are responsible for hiring, payroll, evidence control, equipment, records, budget, fleet maintenance, purchasing, grants and training.

**Investigations**
- Investigation of all serious and multiple crimes
- Employee background and investigations
- Participation in the Regional Drug Task Force

**Property & Evidence**
- Packaging
- Record Keeping
- Release of Property
- Destruction of Property

**Human Resources**
- Hiring of police officers, communication officers, animal control officers, and other civilian staff who work for the Police Department.
- Yearly physical ability testing of sworn officers.
- Promotional processes

**Procurement**
- Operate budgets of Police, Communications, and Animal Services. (7 million dollars)
- Equipment, Lease Agreements, Vehicles, Uniforms, etc.

**Internal Affairs**
- Complaints
- Administrative vs Criminal
- Adjudication
The General Investigations Unit is supervised by Lieutenant John Leach. The unit is comprised of detectives charged with the responsibility to investigate serious crimes which are listed in the charts below. These detectives are trained and equipped to conduct specialized services, such as forensic crime scene evidence collection; adult and child sexual assault investigations; fire and explosive investigations; surveillance operations; and polygraph examinations.

In 2018, the Unit was assigned 332 cases, with an average of 66 cases per detective.

Of the cases assigned, 21 cases are currently active, 83 have been cleared by arrest and 15 have warrants on file.

There were 3 FBI/ICAC Investigations: 1 offender was convicted and sentenced to 100 years with 40 to serve, 1 offender committed suicide in front of the police, and there is 1 investigation pending. Additionally, the Unit assisted the FBI on 4 investigations.

In addition to the cases assigned and the FBI Investigations, a total of 69 polygraphs were administered by the Unit.
SPECIAL INVESTIGATIONS UNIT

The Vice/Narcotics transitioned from a unit that solely concentrated on drug enforcement to a unit that tackles an assortment of investigative matters. In 2017, the group was renamed the Special Investigations Unit.

While drug enforcement is an integral function of this unit, additional responsibilities include surveillance operations, tracking opioid overdoses, investigating rash/pattern crimes, proactive enforcement operations in high crime areas, and assisting general investigations and uniform patrol.

SIU conducted various undercover buy operations during 2018. These operations resulted in the seizure of illegal narcotics and currency obtained in the distribution of these illegal narcotics: Cocaine, Marijuana, Heroin, Fentanyl, and other opioids. The total street value of all narcotics seized in 2018 was approximately $13,870. In addition to the undercover operations, SIU worked in conjunction with Homeland Security, the United States Postal Service, and Customs and Border Protection to identify and apprehend individuals in an operation receiving and distributing narcotics. This investigation alone resulted in over $13,000 worth of narcotics and over $5,400 in cash seized.

The Warrant Execution Team is a specialized unit consisting of two team leaders and six members from within General Investigations, SIU and Community Policing. The team leaders organize the monthly training and plan the various operations for the team.

The Commander of Support Operations oversees the operations of this team. The primary responsibilities of the team are the execution of search warrants and arrest warrants.

The team is not intended to be utilized during identified, high risk situations that would otherwise require the response of Special Weapons and Tactics Team. The Unit performed 13 warrant operations during 2018.
ANIMAL SERVICES UNIT

The Animal Services Unit enforces the County's Animal Ordinance and Virginia state law relating to animals. Animal Services provides animal adoptions, locates and shelters stray, sick or injured animals, issues dog licenses, investigates animal cruelty and neglect, and quarantines animals that have bitten someone. Animal Services promotes responsible pet ownership and pet adoptions within Prince George County.

There are four Animal Control Officers and four support personnel who work from the Animal Services and Adoption center located at 8391 County Drive. Animal Control Officers are available to respond to animal related emergencies 24-hours a day 365-days a year.

ANIMAL SERVICES STAFF: Front (L-R) ACO Samantha Santilli, Lady Sansa, ACO Rachel Dlugos, PT Shelter Attendant Syra Hebb, Associate Erika Gunn, ACO Dana Newmeyer, Back (L-R) PT Shelter Attendant Jessica Wicker, Shelter Attendant Ruth Ann Silvey, PT Shelter Attendant Donald Lewis, PT Shelter Attendant Kylee Duty, ACO Supervisor Job Greene, (Associate Marion Carmichael—not pictured)

![2018 Intakes](image)

<table>
<thead>
<tr>
<th></th>
<th>Dogs</th>
<th>Cats</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intakes</td>
<td>581</td>
<td>590</td>
<td>40</td>
</tr>
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</table>
In 2018, the Animal Services Unit responded to over 2,000 calls for service, including:

<table>
<thead>
<tr>
<th>Animal Services Unit continued...</th>
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</thead>
<tbody>
<tr>
<td>Aggressive Animal</td>
</tr>
<tr>
<td>Animal Bites</td>
</tr>
<tr>
<td>Livestock Calls</td>
</tr>
<tr>
<td>Cruelty and Neglect</td>
</tr>
<tr>
<td>Sick/Injured Animals</td>
</tr>
<tr>
<td>Wildlife Calls</td>
</tr>
</tbody>
</table>

The Animal Services Unit also participated in the following community events during 2018:

| Therapies Dog Visits             | 27  |
| Rabies Clinic                   | 2   |
| Volunteer Group Events          | 9   |
| Adoption Events                 | 18  |
| Miscellaneous Community Relations| 13  |

<table>
<thead>
<tr>
<th>2018 Dispositions Dispositions</th>
<th>Dogs</th>
<th>Cats</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoptions</td>
<td>262</td>
<td>194</td>
<td>30</td>
<td>486</td>
</tr>
<tr>
<td>Outgoing Transfers</td>
<td>100</td>
<td>246</td>
<td>3</td>
<td>349</td>
</tr>
<tr>
<td>Return to Owner</td>
<td>167</td>
<td>8</td>
<td>1</td>
<td>176</td>
</tr>
<tr>
<td>Euthanized</td>
<td>29</td>
<td>65</td>
<td>2</td>
<td>96</td>
</tr>
<tr>
<td>Died in Shelter/Care</td>
<td>3*</td>
<td>26*</td>
<td>0*</td>
<td>29*</td>
</tr>
<tr>
<td>Other</td>
<td>1**</td>
<td>0</td>
<td>0</td>
<td>1**</td>
</tr>
</tbody>
</table>

*includes un-weaned kittens and puppies that died in house or at the veterinarian or dogs that died at the veterinarian office or on the way to medical care.

**includes animals that escaped while in custody.
ANIMAL SERVICES UNIT continued...

**Live Exit Percentages 2012 - 2018**

<table>
<thead>
<tr>
<th>Year</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>2012</td>
<td>71%</td>
</tr>
<tr>
<td>2013</td>
<td>75%</td>
</tr>
<tr>
<td>2014</td>
<td>82%</td>
</tr>
<tr>
<td>2015</td>
<td>85.76%</td>
</tr>
<tr>
<td>2016</td>
<td>90.30%</td>
</tr>
<tr>
<td>2017</td>
<td>91%</td>
</tr>
<tr>
<td>2018</td>
<td>92.10%</td>
</tr>
</tbody>
</table>

**Euthanasia Rate 2012 - 2018**

<table>
<thead>
<tr>
<th>Year</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>29%</td>
</tr>
<tr>
<td>2013</td>
<td>25%</td>
</tr>
<tr>
<td>2014</td>
<td>16%</td>
</tr>
<tr>
<td>2015</td>
<td>12.10%</td>
</tr>
<tr>
<td>2016</td>
<td>9.70%</td>
</tr>
<tr>
<td>2017</td>
<td>9%</td>
</tr>
<tr>
<td>2018</td>
<td>7.90%</td>
</tr>
</tbody>
</table>
CERTIFIED THERAPY K-9 COAL

The Prince George County Police Department acquired access to a very special kind of Officer in October of 2016. He is a 10 year old, purebred, AKC registered, German Shepherd Dog, named Coal. Coal is a certified therapy K9, who was certified through Therapy Dogs International in 2015. Coal has been a working K9 his whole life. He began his career by earning and winning awards in Canine Good Citizenship, obedience training, and K9 agility courses. Coal goes to work every day with a specific mission in mind; to comfort citizens, whether they find themselves being victims of crime, or helping young children learn to read. His handlers are Animal Control Officer S.L. Santilli and Police Officer C.E. Santilli. In 2018, Coal and his handlers conducted 27 therapy dog visits.

FUTURE THERAPY K-9 SANSA IN TRAINING

Meet Lady Sansa, daughter of our Certified Therapy K-9 Coal.

Lady Sansa was born September 3, 2017. She is a purebred AKC black colored German Shepherd and the daughter of Therapy K-9 Coal. Sansa has been training with her handlers since she was eight weeks old. She is working hard through her “puppy tendencies” and should be ready to take the Therapy K9 certification test the spring of 2019. Did you know that German Shepherds are not considered fully grown until the age of 3? Once certified, she will fully replace Coal and begin her journey attending schools, County functions, and other activities to serve our Citizens and Officers.
Hopewell-Prince George Crime Solvers

The Hopewell-Prince George Crime Solvers experienced another successful fund-raising year with the support of the Prince George Police Department. This year’s Annual Rib Fest was held in honor of Jimmy Stewart who has supported the Hopewell-Prince George Crime Solves mission for years. Mr. Stewart is one of the founding members of the organization. For many years he remained active on the board volunteering to help make the Hopewell and Prince George communities safer places to live. The event featured entertainment by the Oldies but Goodies Classic Cruisers. Donations and prize giveaways raised approximately $5,000.

Hopewell-Prince George Crime Solvers operates solely on fundraising activities and donations and receives no tax funding.

Prince George Police officers, along with the Crime Solvers Board, work hard to help prevent and solve crimes by holding fundraisers and meetings with community members. The Board elected new officers: Tony Wesson as President; Jay C. Paul as Vice President; Linda Forehand as Treasurer and Christy Blankenship as Secretary.

Donations may be sent to:
Hopewell – Prince George Crime Solvers P.O. Box 25 Hopewell, VA 23860.

Want to report a crime? Want to remain anonymous?

Right now, you have the option of calling Crime Stoppers at 804-733-2777. But, Crime Stoppers has recently introduced a new P3 App as another way to report a crime. Using this app makes it easier and more efficient/effective to safely submit an anonymous crime tip. The P3 App is free and secure and is available for Android and I-Phone users.

Please see the link below for more information and/or to submit a tip. As always, if you have questions or concerns, please feel free to contact us at 804-733-2773, or stop by in person.

https://www.p3tips.com/index.htm

Download the app and report information about a crime. You may be eligible for a reward!
In 2018, members of the Prince George County Police Department attended a total of 4,447.5 hours of training. The majority of those hours of training were completed at Crater Criminal Justice Academy. The academy is located on County Drive in Prince George County.

OVERVIEW:

The Prince George Police Department encourages employees to seek opportunities to develop their knowledge, skills, and abilities. Although every officer must attend a basic academy and periodic in-service training, the department strives to provide opportunities for specialized and advanced training for officers.

Training has often been cited as one of the most important responsibilities for any law enforcement agency. Training serves three broad purposes:

1. Well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations.
2. Training results in greater productivity and effectiveness.
3. It fosters cooperation and unity of purpose.

Additionally, the Prince George County Police Department recognizes its importance, and is committed to providing the best training available to all personnel.
IN SERVICE TRAINING:
All sworn personnel of the department as required by law, biennially, attend a 40-hour in service school.

SPECIALTY TRAINING:
Specialized training is required for certain personnel and is geared towards enhancing our department’s mission through innovative services. Examples include:

- Aerosol Spray Instructor
- Baton Instructor
- Intoxilyzer Operator
- Community Services Officer
- Radar Instructor
- Child Safety Seat Technician
- Firearms Instructor
- Crime Solvers Liaison
- Honor Guard
- Armorer
- Field Training Officer
- Emergency Medical Technician
- ECW (Taser) Instructor
- Fire Investigations
- Crash Team Investigations
- Forensic Evidence Tech.
- Crime Prevention Specialist
- Defensive Driving Instructor
- School Resource Officer
- CPR Instructor
- Canine Officer
- Defensive Tactics Instructor
- Marine Unit Operator
- Polygraph Examiner
- General Instructor
- Warrant Execution Team

Additionally, all police and communications officers are required to complete CIT Training.

CIT (Crisis Intervention Team) is a well-documented and highly successful “pre-booking” diversion program that provides law enforcement officers training to assist individuals with a mental illness. The goals of CIT are:

- To reduce injury to officers and family members and individuals in crisis.
- Improve interactions between law enforcement and persons with mental illness.
- Prevent the inappropriate restraint, incarceration and stigmatization of persons with brain disorders.
- Link individuals in a mental health crisis to appropriate treatment and resources in the community.
The Prince George County Communications Center is staffed by professional communications personnel charged with providing 24/7/365 service to the citizens of Prince George County. Their duties include, but are not limited to, receiving emergency 911 and non-emergency requests for Police, Animal Services and Fire/EMS. The Communications Officer must be able to determine the nature and urgency of incoming calls, prioritize the calls and dispatch the appropriate resources.

The Emergency Communications Center operates 24 hours a day, 365 days a year. A normal workweek consists of 42 hours, which include weekends and holidays.

The Center operates on a forty-two (42) hour work week with two (2) hours as built in overtime. Communication Officers are assigned to permanent shifts.

In 2018, the Emergency Communications Center began the use of ECaTs, or Emergency Call Tracking Systems which turns 911 data into custom reports/real time analytics for actionable intel and forecasting resources.

ECaTs is the first every MIS (Management Information System) designed exclusively for public safety. The Dashboard, an interactive display shows every 9-1-1– call, outage, and response time on a map.
The mission of the Prince George Communications Center is to dispatch public safety services with the least possible delay after the request is received or requirement for emergency service is known to exist; to provide an efficient information service to public safety officials in the field in order to assist them in the safe and accurate completion of their duties.

All Communications Officers are currently certified in Prince George Emergency Medical Dispatch, American Red Cross CPR Healthcare Provider, OSSI OneSolution CAD User, OSSI RMS User, CIT for Dispatchers, and DCJS. Many communications officers have acquired specialized training to include: general instructor, active shooter, suicide prevention, weapons of mass destruction, Spanish for law enforcement, ethics, evolution of terrorism, sovereign citizen, liability, dealing with difficult callers, homeland security, hazardous materials, and FEMA.
The function of the Prince George County Emergency Communications Center is to serve as the communications liaison between the Public, Police Department, Fire Department, and Emergency Medical Services, and to receive citizen’s requests and efficiently relay all information necessary to the operation of the Department. It is the Emergency Communications Center’s responsibility to the citizens and visitors within Prince George County, to provide for dispatch of Police, Fire and EMS service and public safety in the most effective and efficient manner possible.

The speed and accuracy with which information flows through each system component are measures of the agency’s capability to respond to the needs of the community. The Emergency Communications Center monitors Radio, Telephone, Teletype and Automated Data Communications, CAD, and NCIC/VCIN.
Building Safer Communities Together

In January of 2012, Prince George County launched Nixle, a Community Information Service designed to deliver important and timely information to County residents by using the latest technology. Nixle’s mission is to enable government agencies, small to medium size businesses and enterprise-level organizations to communicate in a secure way and exchange multimedia content over a trusted mobile platform.

The Nixle service delivers trustworthy and important neighborhood-level public safety and community event notifications by web, e-mail, and cell phone.

Nixle is a trusted resource and is available at no cost!

Register at www.nixle.com to start receiving important alerts today!

Receive up-to-date information affecting your neighborhood

2018 Nixle Messages Distributed

<table>
<thead>
<tr>
<th>ALERT</th>
<th>0</th>
<th>ALERT messages are time-sensitive and require residents to take immediate action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVISORY</td>
<td>120</td>
<td>ADVISORY messages are intended to communicate important, need-to-know information.</td>
</tr>
<tr>
<td>COMMUNITY</td>
<td>24</td>
<td>COMMUNITY messages convey everyday local news and developments.</td>
</tr>
</tbody>
</table>

Nixle Users:

<table>
<thead>
<tr>
<th>Email</th>
<th>1,635</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS Text</td>
<td>2,607</td>
</tr>
</tbody>
</table>
2018 SPECIAL OLYMPICS POLAR PLUNGE

The “Prince George County COPsicles” wanted to let everyone know this year’s “Polar Plunge” events raised over 1 million dollars for Special Olympics for a seventh year in a row.

The 2018 Polar Plunge-Winter Festival-Virginia Beach event was held on February 3rd with around 4,000 participants taking the plunge into sub 40-degree temperatures in the Atlantic Ocean.

This year the “Prince George County COPsicles” had 23 team members and were able to raise over $12,000.00 for Special Olympics. The “COPsicles” ranked in the top ten out of 274 different teams at the Polar Plunge-Winter Festival for money raised. We want to say thank you to everyone that donated and participated. Great job!

2018 TIP-A-COP

The officers and deputies were there to support the Prince George Special Olympics Programs and the Law Enforcement Torch Run by trading in their handcuffs and badges for menus and serving trays. Donations, in the form of tips, were accepted for this worthy cause. This year we were able to raise over $3,600 hundred dollars for Special Olympics and the Law Enforcement Torch Run. We are proud to report that total monies raised were more than any previous years for this fundraiser.

A special thanks to all those that made the Nanny’s Tip-A-Cop such a huge success this year, all to benefit the Virginia Special Olympics, and especially the Prince George Special Olympic Athletes.
In conjunction with Prince George Clean Community Day, held on Saturday, April 21, 2018, the Prince George County Police Department is facilitating community involvement to help keep Prince George County litter free.

On Thursday, April 12, 2018, the Police Department and the Prince George County General Services hosted a public forum at the Prince George County Library to facilitate discussions, ideas and action related to litter. This “kick-off” meeting was well attended; some of the stakeholders that were present included representatives from our business communities, waste services, non-profits, civic organizations, local churches, VDOT, and citizens.

Some of the discussions evolved around public education, commitments to pick up litter and enforcement. Numerous applications for “Adopt-A-Highway” were dispersed.

Our goal is to educate, prevent, and clean-up as it relates to litter. The Prince George County Police Department is committed to improving quality of life issues that are related to our mission of providing for a safe community for folks to live, work and play.

If you would like to help “Team-Up to Clean-Up” please contact Lt. Paul Burroughs with the Prince George County Police Department at (804) 733-2773.
Thanks to everyone that participated and came out on May 5th to support our local public safety! The friendly rematch ended with a score of Police Department 23, Fire & EMS 11. All proceeds from the game will benefit the Prince George County Public Safety Foundation.

NO-SHAVE NOVEMBER

This was the third year our local officers and deputies ventured into this bearded territory. We want to take an opportunity to thank all of our citizens, County leaders, County employees, and all of our public safety staff for embracing this endeavor and helping to make it a success!

In support of our summer intern’s mother and county employee, Leigh Primmer, and all of the other folks in our community who are either fighting or fought the battle with cancer, we exempted our grooming requirements, as it relates to facial hair, throughout the month.

Prince George County law enforcement personnel were proud to present Wesley Primmer with a little financial assistance for him and his family during this trying year.

The goal of “No-Shave November” is to promote cancer awareness by embracing our hair, which many cancer patients lose, with officers growing beards and goatees. Participants were asked to donate $30.00 (one dollar per day) towards this cause.
The Prince George County Police Department participated in the “35th Annual National Night Out” (NNO) on August 7, 2018. NNO 2018 involved an estimated 38.6 million people from 16,790 communities from all 50 states, U.S. territories, and military bases worldwide.

Prince George County held its first National Night Out with one event and about 20 residents of Birchett Estates in August 2002. Since then, the event has grown to 33 block parties with approximately 2,140 participants in 2018. These events are organized by members of the individual neighborhoods and attended by members of the Police Department, Sheriff’s Office and various other Prince George County employees.

National Night Out is designed to: (1) Heighten crime prevention awareness; (2) Generate support for, and participation in, local anticrime programs; (3) Strengthen neighborhood spirit and police community partnerships; and (4) Send a message to criminals letting them know that neighborhoods are organized and fighting back.

We have always had great community participation with these events. Next year, the Department hopes to encourage more of our citizenry to become involved.

We would like to thank all of our community members that made this evening a success!

Union Branch Church, winner of the 2017 Photo Contest is presented with the 2018 National Night Out cake.
**DRUG TAKE BACK DAY**

**On April 28th and October 27th,** the Prince George Police Department participated in the DEA’s National Prescription Drug Take-Back Day. The goal of this service is to help prevent misuse of unused, unwanted, or possibly dangerous prescription or over-the-counter medications, and to prevent potential health and safety hazards by using the old method of throwing the medications in the garbage or flushing them.

These events were extremely successful with a total of 624 pounds of drugs collected. Prince George Police Department would like to thank the DEA, the volunteers, and the citizens whose participation made the event a huge success.

**OPEN HOUSE**

**October 20, 2018**

Our Annual Open House was a big hit with lots of visitors! Thank you to all the families, individuals, and a couple of four-legged family members that stopped by to check us out.

Twelve pets were adopted and over $700.00 was raised from the Pumpkin Patch, and the donated items from the Silent Auction. Also, a thank you to Girl Scout Troop 746 for collecting supplies and helping out!
Paying Tribute - Police Week

24th Annual Tri-Cities Law Enforcement Memorial Breakfast

Members of the Prince George Police Department attended the 24th Annual Tri-Cities Law Enforcement Memorial Breakfast ceremony on May 17, 2018. This day honors the sacrifices of those that we have lost so that they may “Never Be Forgotten.”
Prince George County, Virginia
DEPARTMENT of ENGINEERING and UTILITIES
2018 Annual Report

South Crater Road Pump Station #6 Rehabilitation
I. Introduction & Overview

A. Water – The Planet’s Most Important Natural Resource

Water is arguably one the planet’s most important natural resource. People and businesses in the Prince George community rely on safe drinking water every day. Prince George Utilities provides stewardship of this critical resource locally to advance public health, protect the environment, strengthen the economy and enhance our quality of life.

B. Serving to Meet the PG Community’s Water/Wastewater Needs

Prince George Utilities serves approximately 4,458 customers and operates the County’s public water and wastewater systems including the central water distribution system, six rural water well systems, and 25 wastewater pumping stations. Utilities also plans and constructs major water and sewer improvements in support of and in compliance with the County’s Comprehensive Plan. Water service lines and sewer laterals extensions outside public easements or rights-of-way to serve individual properties or developments are constructed by property owners. New Developments located within the Prince George County Planning Area are required by County ordinance to connect to the County’s public water and wastewater systems.

Prince George Utilities is a self-supporting enterprise fund whereby the operations and capital expenditures of the Department are funded with revenues generated from customer user fees and one-time “tap fees” paid for capacity at the time of connection. General Fund tax dollars are typically not used to fund the annual operating expenses of the department.

New pumps and motors at Pump Station #6
II. Department History - Timeline of Significant Milestones

- **1964** Appomattox River Water Authority Formed – members include Prince George, Dinwiddie, Chesterfield, Petersburg and Colonial Heights
- **1975-1977** County Engineer - Mr. Robert Blauvelt
- **1976** Prince George County Water & Wastewater Plan Completed by Roy F. Weston, Silver Springs, Maryland - purpose was to be an element of the County’s Comprehensive Plan to describe the water & wastewater facilities required to serve the urbanizing areas of the County (the Planning Area) through the year 2000
- **1976-77** Upper Blackwater Trunk Sewer (force main) from Pine Ridge on Route 156 and along Laurel Springs Road to the Courthouse and southwest along Courthouse Road and Baxter Road to the Route 460 Petersburg Pumping Station. County pumping stations SPS 1, SPS2, SPS3 & SPS4 built.
- **1979** Wastewater Service Agreement with City of Hopewell for 750,000 gallons per day of wastewater capacity from the city
- **1979-81** Route 301 Trunk Sewer and County pumping station SPS 6 built
- **1982** Johnson Road Trunk Sewer & Force Main ($293,060.62) financed by Richard Bland College, the Country Club of Petersburg, and ABC Corporation, Inc.
- **1982** Birchett Estates subdivision switched to Central System from a Virginia American Water Company purchased water connection on Route 156
- **1982** Food Lion Industrial Water System: Tank Construction ($223,299) financed by Utility Capital Improvement Project Fund 65 (two appropriations to Fund 65 by the Board, $162,538, $299,716; and FHA Water System Grant $125k for pump house, wells, storage tank, professional services)
- **1982** Board authorized a Utility rate study ($2500, Robinson, Farmer, Cox Assoc.) recognizing Hopewell sewage rate increases, the rising cost of water from Virginia American Water Company, and anticipating construction of Route 460 sewer
- **1982-85** Route 460 Trunk Sewer and County pumping stations SPS9 & SPS10 built ($171,000 to Atlee Utilities for pumps and pump facilities)
- **1982** Public hearing to raise Utility rates for the first time since 1977
- **1982-83** Acquisition of Rolling Meadows subdivision water system from Mr. Forbes.
- **1982-83** ARWA settlement, service agreement and $20 Million bond issuance for improvements, repairs, replacements and expansion of ARWA facilities
- **1985-86** Johnson Road waterline extension from Flank Road to Bland Ridge
- **1986** Temple Avenue waterline completed from Colonial Heights to Route 36 financed by ARWA through bond issuance for treatment plant capacity expansion and Temple Avenue transmission extension
- **1986-87** Manchester Run Trunk Sewer to Hopewell, Fountain Ridge
• **1988-89** Courthouse Tank and waterline from Temple Avenue to Courthouse, water main extensions along Bull Hill Rd to Lee Acres and southwest along Courthouse Rd
• **Late 1980s** Annexation of adjoining areas in Prince George County by the cities of Petersburg and Hopewell failed
• **1989-90** Jordan on the James Water & Sewer Systems added
• **1989-91** Sewer Force Main Extensions from Jordan on the James, Rivers Edge and Beechwood Manor discharging to Manchester Trunk Sewer at Fountain Ridge
• **Early 1990s** – significant water and wastewater system expansions following failed annexation attempts
• **1992-96** Extensions down Courthouse Road and Baxter Road to Commonwealth Acres, extensions to connect Southpoint to Route 460 and along Route 460 to Courthouse Road, Extensions southeast along Route 460
• **1993** Waterline Extension to Richard Bland
• **1994** Amendment to 1979 Service Agreement with City of Hopewell increased wastewater capacity to 2 million gallons per day
• **1994-95** Disputanta Route 460 sewer extension
• **1996** South Central Wastewater Authority Formed – members include Prince George, Dinwiddie, Chesterfield, Petersburg and Colonial Heights. Prince George’s allocation includes 1.75 million gallons of wastewater treatment capacity
• **1997-2001** Middle Road waterline extension and Middle Road Water Storage Tank
• **1998** Southpoint Business Park Development, waterline extension and Southpoint Water Storage Tank
• **2000-2001** Waterline Extension from Ace Hardware to High School and along Laurel Springs Road to Courthouse
• By **mid 2000s** Total Utilities staff had grown to 13 employees
• **2010** Rolls Royce development, expanded in 2013
• **2012** Commonwealth Center for Advanced Manufacturing (CCAM)
• **2015** Department implemented new computerized billing system, MUNIS UB
• **2016** Board of Supervisors adopts Water and Wastewater Master Plan
• **2017** Waterline extensions on Route 156 to Pine Ridge MHP and on South Crater Road to Star Express. SCADA implementation on the Central Water System to monitor and control the level in the (3) 0.5 MG elevated water storage tanks.
• **2018** SCADA expanded to Route 301 water system and 5 remote sewer flow meters to monitor flows to Hopewell; Rehabilitation of SPS #6 completed; began replacement of water meters to radio read meters. Implementation of Online Bill Pay;
III. Department Highlights

A. Customers Served

At the end of 2018, Prince George Utilities was serving 4458 total customers, a 3.5% increase from 2017. These include 4047 residential customers and 411 non-residential (commercial, industrial...) customers. There are approximately 2725 customers that receive both water and sewer services, 426 water-only customers and 1307 sewer-only customers.

B. Water & Wastewater Services

The average annual water use continued to increase in 2018. The majority of the increased usage was experienced in the Central water system with an additional 11,000 gpd, and the Food Lion water system also with an additional 11,000 gpd. The additional water use in the Central water system is explained by the increase in activity in the business park, specifically Service Center Metals.

Some other reasons for the overall increase in water use could include the connection of Pine Ridge Mobile Homes, minor growth in net new customers and some steady growth in existing large customer consumption. Even with overall growth in total system water usage average residential usage tends to decline year-to-year as existing customers replace older plumbing fixtures and appliances with modern low flow devices, the addition of newer houses that are required to have modern low use fixtures, and customers reduce water usage to conserve a limited resource and reduce their water and sewer bill. The average
daily consumption increased from 791,000 gallons in 2013 to 946,00 gallons in 2018.

<table>
<thead>
<tr>
<th>Commercial Account</th>
<th>Usage (Gals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIVERSIDE REGIONAL JAIL</td>
<td>51,670,204</td>
</tr>
<tr>
<td>SERVICE CENTER METALS</td>
<td>24,422,700</td>
</tr>
<tr>
<td>INDEPENDENCE PLACE APTS</td>
<td>10,165,111</td>
</tr>
<tr>
<td>FOOD LION DISTRIBUTION CENTER</td>
<td>9,982,196</td>
</tr>
<tr>
<td>ROLLS-ROYCE</td>
<td>9,880,900</td>
</tr>
<tr>
<td>JEFFERSON POINTE APTS</td>
<td>8,844,695</td>
</tr>
<tr>
<td>BAILEY'S RIDGE APTS</td>
<td>8,283,282</td>
</tr>
<tr>
<td>BRANCHESTER LAKES APTS (VELOCity-REALPAGE)</td>
<td>6,330,015</td>
</tr>
<tr>
<td>PERDUE FARMS</td>
<td>6,244,800</td>
</tr>
<tr>
<td>COUNTRY AIRE MOBILE HOME PK (L/S PROPERTIES)</td>
<td>5,981,202</td>
</tr>
</tbody>
</table>
Wastewater flows are highly weather dependent, especially as wastewater collection systems age. Inflow and infiltration, also known as I&I, can significantly impact an aged collection system by reducing the amount of capacity of the conveyance pipes. 2018 experienced a large amount of rainfall in Prince George County, which resulted in a large amount of I&I conveyed to the treatment plants at Hopewell and South Central Wastewater Authority (SCWWA). This is not unique to Prince George and is a challenge faced by wastewater utilities nationwide. Wastewater flow trends indicate the need for allocating appropriate resources in the coming years to address I&I with capital improvements to rehabilitate or replace aging wastewater pipes and manholes.

The Department has taken some measures to help reduce I&I issues at several lift station wet wells and manholes throughout the County’s sewer collection system by applying a corrosion resistant coating that also seals cracks in the structures. From an overall system perspective Prince George has 3.575 million gallons per day (MGD) of wastewater capacity and utilized 1.282 MGD on average; and 1.89 MGD of water capacity and utilized 0.945 MGD on average in 2018.
WATER SYSTEMS
C. Financials

The Utilities Enterprise Fund’s cash position has remained steady with adequate reserves. The fund ended fiscal year 2018 with a $24,792,964 net position, up $1,537,778 from fiscal year 2017. The increase in net position can be attributed to an increase in connection fees and new utility billing accounts.

The Department took on $2.6 million in debt in 2015 to pay for significant capital improvements needed for the gravity section of the Upper Blackwater trunk sewer which was completed in 2016. The Department used bond proceeds from the $2.6 million to pay for the rehabilitation of sewer pump station #6 on South Crater Road for the Route 301 sewer system. This rehabilitation project was awarded to Southwood Builders for $929,000 and completed in 2018. The Department’s only other current debt service is being reimbursed from the County’s Tourism Fund for the Route 301 Water System improvements.

Leveraging the Enterprise Fund’s strong financial position and stable revenues should enable the Department to balance cash and debt funding to reinvest in infrastructure to ensure that capital assets are renewed appropriately to protect the long-term viability of providing water and wastewater services to the community.

Operating cost continued to rise through the period due to inflationary pressures and the rising costs of Purchased Services. Purchased Services typically make up about 60% to 65% of the Department’s total operating expenses. These expenses include costs for wholesale treated water purchases from the Appomattox River Water Authority and the Virginia American Water Company; and costs for wastewater conveyance and treatment by the City of Petersburg, the South Central Wastewater Authority, and the Hopewell Regional Wastewater Treatment Facility.

Service Charges (Rates)

Service charges to customers are billed to customers every other month (bimonthly) and are comprised of three components: customer, capacity, and commodity. The customer and capacity components together make up the minimum charge. The customer charge is the same for every customer and is used to cover expenses that are the same to all customers (for example, the cost of preparing and mailing the bill). The capacity charge is based on the meter size of the customer’s service connection. The commodity charge is based on the
actual amount of water consumed by the customer and/or the wastewater collected from the customer.

The chart below depicts the breakdown of the combined water and wastewater service charges for a residential customer using 5,000 gallons per month.

A typical industry benchmark for average single family home monthly water use is 5,000 gallons (10,000 gallons bi-monthly). The average for Prince George residential customers is just slightly less than this. With the increase in rates effective July 1, 2017, the average customer water bill is $51.82 and the average sewer bill is $113.12.

Prince George has been able to keep its rates relatively low by deferring reinvestment in capital infrastructure. Aging infrastructure eventually requires rehabilitation and renewal, which is costly and will present significant pressures to increase service charge rates in future years. Costly infrastructure improvements are also being mandated for the region’s wastewater treatment facilities to meet Chesapeake Bay water quality improvements.
IV. 2018 Highlights

- Utility Billing – Rate increase of 15.5% water and 29.1% sewer adopted April 2018 effective July 1, 2018.
- Southpoint Business Park Utility Study - A study was performed by Dewberry Engineers to identify water and sewer capacity constraints in the business park and potential projects to provide the necessary capacity to ensure growth within the park.
- South Crater Road Sewer Pump Station Rehabilitation Project – The Department completed the construction of a project to rehabilitate the Sewer Pump Station #6 to improve station performance and safety, which includes new building, pumps and SCADA controls.
- Operations:
  - SCADA – Phase 2 complete and operational. Began planning and procurement for Phase 3 to include the Cedarwood, Jordan on the James, Beechwood, Rivers Edge and Richard Bland well systems to monitor and control the use of the well and storage tanks.
  - SCADA – Began planning to incorporate SCADA into the terminal sewer pump stations to monitor and control flows from the stations into Hopewell and Petersburg.
  - Began the transition to radio read meters in remote and dangerous locations along Route 460 and Courthouse Drive.
  - Complete Eagle Preserve Radio Read Meter Test Project - assist IT to complete pilot testing of data exporting/importing into Munis.
  - Launched online Bill Pay.
V. Looking Forward

A. Overview of Challenges Facing Department

Prince George Utilities operates in a highly regulated environment. The biggest regulatory responsibility facing utilities today is complying Virginia Department of Health requirements governing water quality standards from public water systems. There are also significant and increasing wastewater challenges in complying with the Environmental Protection Agency’s pollution diet for the Chesapeake Bay known as the Total Maximum Daily Load (TMDL) and Virginia’s plan to comply with this federal mandate. These state and federal programs require significant improvements to wastewater treatment plants to comply with more stringent permit regulations.

While Prince George Utilities does not own or operate wastewater treatment plants, our wastewater collection systems discharge to treatment plants in Petersburg and Hopewell. These facilities are facing multimillion-dollar improvements that will ultimately increase the costs for wastewater services incurred by Prince George Utilities’ customers. Similar impacts are also being felt by other localities statewide.

Ensuring Prince George has sufficient water and wastewater capacity for the future will be more challenging due to the more stringent regulations and associated fiscal impacts.

In addition to complying with new and ever more complex regulations, supporting growth as envisioned by the County’s comprehensive plan will also be challenging. A majority of the County’s Planning Area is not currently served by public water and sewer infrastructure. The County’s new Water and Wastewater Master Plan should serve as a guide or roadmap for the extension of capacity and infrastructure to meet the County’s needs over the next 40-year planning period. Extending water and sewer lines will be challenging fiscally and stakeholders should continue to meet and discuss goals, priorities, and options.
B. Goals – 2019 and Beyond

In 2016, Prince George Engineering and Utilities completed a comprehensive Water and Wastewater Master Plan to complement the County’s Comprehensive Plan. This plan provides a roadmap for water and sewer services to support continuous operation of current systems and for system expansions to support future development within the County.

In 2019, The Engineering and Utilities Department will work towards achieving the goals established in the Master Plan to include the extension of the central water system to the Food Lion well system; upgrades to the Food Lion booster station and storage tank; extension of water on Prince George Drive from the Pine Ridge MHC to Mount Sinai Road to loop the water system to provide better fire protection and redundancy in the system in case of a water main break.

The Southpoint Utility Study identified intermediate projects to improve the water and sewer capacity to serve future prospects in the park. The department will begin the preliminary engineering and design of a new storage tank and booster station in the Puddledock area to provide additional water capacity. Also, the department continues to work towards the permitting and analysis of a future water treatment plant and wastewater treatment plant that will serve the future needs of the business park as well as the rest of the County.

The Department will continue phased implementation of SCADA computer automation system for remote monitoring, control and data acquisition of its key water and wastewater facilities.

The Department will continue to work towards replacement of water meters with new radio read models that will facilitate safer, efficient and more accurate meter data collection for Utility Billing.

It is recommended the Prince George County leadership consider regular annual rate adjustments to avoid substantial rate increases in the future to fund the future capital investments identified in the Master Plan and the Southpoint Utility Study.
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INTRODUCTION

The staff of the Real Estate Assessor’s Office is pleased to present this Annual Report for 2018. This report shares the achievements and progress toward our goals that were part of the County Administrator’s Biannual (6-month) Work Plans, as well as our commitment to continually improve our effectiveness in completing and delivering annual assessments. The Assessor’s Office continually strives to improve our processes and procedures while providing a productive environment of teamwork to move department initiatives forward into the future.

Establishment of Assessor’s Office

Prince George County created the Real Estate Assessor’s Office in 1975 by the Prince George County Code Sections 74-192 through 74-194. Many suburban localities continue to outsource their real estate assessment function, but lose out on the many advantages of having an in-house Assessor’s Office including:

- Accountability to the real estate valuation methodology,
- Extensive knowledge of the local market,
- Continuity in the parcelization and valuation process, and
- Superior customer service.

The Prince George County Real Estate Assessor’s Office performs many duties above the reassessment process that are performed by the Commissioner of Revenue’s Office in many localities including:

- Maintaining property transfer information include sales, wills, and name changes,
- Creating taxable parcels and maintaining the tax maps,
- Inspecting, valuing, and supplementing new construction,
- Managing the agricultural Land Use Program, and
- Producing the Land Book.

The Real Estate Assessor’s Office is responsible for annually assessing all real property in Prince George County, maintaining and updating ownership records, and administering the agricultural County’s Land Use program. To effectively perform these duties, the Assessor’s Office collects and analyzes data pertaining to real estate market indicators.

The Real Estate Assessor’s Office performs the following key functions:

- Customer Service
- Property Ownership (Deeds and Transfers)
Today, the Real Estate Assessor’s office is a team of real estate appraisers and administrative specialists lead by the Real Estate Assessor. The office is budgeted for five Full-Time Equivalents (FTE). To retain and benefit from the institutional knowledge of two long-tenured staff members, the five FTE positions are filled by six staff members organized around two macro-functions: Appraisal and Administration.
County Assessor

The position of County Assessor was created by Section 74-193 in the Prince George County Code. Section 74-194 moved all the responsibilities for creating the real estate assessment, which are established in the Code of Virginia §58.1-3270, from the Commissioner of Revenue to the County Assessor.

The Director of the Property Tax Unit of the Virginia Department of Taxation must certify a candidate’s qualifications prior to the appointment of the Real Estate Assessor. The Prince George County Land Books provide a chronology of the appointed County Assessors:

<table>
<thead>
<tr>
<th>Land Book Year</th>
<th>Certifying Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976-1978</td>
<td>C. Scott Crostic</td>
</tr>
<tr>
<td>1979-1982</td>
<td>Kenneth L. Stein</td>
</tr>
<tr>
<td>1989-2005</td>
<td>Randolph A. Rush</td>
</tr>
<tr>
<td>2006- present</td>
<td>Roderick M. Compton</td>
</tr>
</tbody>
</table>

Assessor's Office Team

The essential functions of the Real Estate Assessor's Office require a staff that is highly trained with specialized skills that are not readily available in the general workforce. Success in any endeavor begins and ends in the people that do the work. The Real Estate Assessor’s Office has a dedicated and highly qualified staff with substantial years of committed service to Prince George County. The Assessor’s Office welcomed Carrol Crawford to our staff as the Coordinator IV, Real Estate Operations manager. Mrs. Crawford brings 25 Years of County service, most recently in the County Attorney’s Office.

<table>
<thead>
<tr>
<th>Position</th>
<th>Incumbent</th>
<th>Years of Service</th>
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<tbody>
<tr>
<td>County Assessor</td>
<td>Roderick Compton</td>
<td>15</td>
</tr>
<tr>
<td>Appraiser II</td>
<td>Tristan McMillan</td>
<td>10</td>
</tr>
<tr>
<td>Appraiser II</td>
<td>Cindy Mabe</td>
<td>5</td>
</tr>
<tr>
<td>Coordinator IV, Real Estate Operations</td>
<td>Carol Crawford</td>
<td>25</td>
</tr>
<tr>
<td>Real Estate Tech (PT)</td>
<td>Joanne Levy</td>
<td>38</td>
</tr>
<tr>
<td>Real Estate Tech (PT)</td>
<td>Linda Brown</td>
<td>18</td>
</tr>
</tbody>
</table>

*Total Years of Service to Prince George County: 111*
Mission Statement

The mission of the Real Estate Assessor's Office is:

- To accurately and equitably value all real property parcels in Prince George County employing efficient methodologies with results that:
  - Follow the Code of Virginia §58.1-3201, and the Code of Prince George County Code (74-1, 74-193),
  - Meet or Exceed the Department of Taxation Standards,
  - Meet or Exceed International Association of Assessing Officers (IAAO) Standards,
  - Meet or Exceed Standard 6 of the Uniform Standard of Professional Appraisal Practice (USPAP).
- To maintain accurate, easily understandable, and readily accessible property tax records.
- To provide informative, responsive customer service.

Values

The guiding values of the Assessor's Office are equalization, accuracy, and efficiency. These values guide all valuation activities, the maintenance and distribution of information, as well as general administration and technical functions.

Key values that matriculate throughout Prince George County include readily available public information, responsiveness to citizen requests, high quality of work standards, integrity, teamwork, professionalism, and innovation.

Vision Statement

To be a model real estate assessment office with a team of dedicated professionals utilizing the best practices by leveraging technological innovations to deliver innovative and effective results.

The Assessor's Office is guided by the operating standard promulgated by the International Association of assessing officers (IAAO), the Virginia Association of assessing officers (VAAO), and the uniform standards of professional appraisal practice (USPAP).
ANNUAL WORKFLOW

In meeting the mission of the Real Estate Assessor's Office, staff must efficiently manage many phases of workflow.

Overview of Operations

The Real Estate Assessor's Office is responsible for annually assessing all real property in Prince George County, maintaining and updating ownership records, and administering the County's Agricultural Land Use program. To effectively perform these duties, the Assessor's Office collects and analyzes data pertaining to real estate market indicators.

Equitability and Accuracy are the two guiding principles of the valuation project. All functions of the Assessor's Office, from structure to workflow, are designed to create an equitable and accurate annual assessment. The valuation system begins and ends in market determinants. Valuation models are created by researching sales data, analyzing the contributing elements, testing values with the three generally accepted appraisal approaches (cost, sales comparison, and income), and reassembling the components to produce a market-based mass appraisal system.

To achieve this goal, it is imperative to develop and maintain two macro functions:

1. Create and maintain accurate property records for each taxable parcel.
2. Develop and implement mass appraisal methodologies to accurately and equitably value each parcel.

While the two functions appear on the surface to independent in their workflow, they are actually highly interdependent in the development of a successful reassessment program.
Core Functions

The Core Functions of the Assessor's Office are met by the specific responsibilities and skill requirements of each approved position. Below is a summary of the core functions and the positions that are responsible for those functions. The Core Functions of the Assessor's Office are:

- **Assessment Administration**
  - Direction and Management of Assessor's Office
  - Plan, Oversee and Direct Annual Reassessment
  - Create, Direct, and Oversee Assessment Policy
  - Development of Valuation Models
  - Analyze Determinants of Value
  - Compliance with Code of Virginia and Prince George County Code
  - Compliance with Appraisal Principles as promulgated by the Virginia Department of Taxation, Uniform Standards of Profession Practice (USPAP)
  - Coordinates proper classification of all Tax Parcels
  - Coordinate and direct Community Outreach and Education
  - Create Annual Land Book Utilizing CAMA and ERP Systems that Meets the Requirements of the Code of Virginia
  - Mail Reassessment Notices
  - Maintain the Assessor's Office Website and Property Information Portal
  - Meets Property Owners Explaining and Interpreting Appraisal Procedures and Policies

- **Tax Parcel Identification and Ownership**
  - Property Ownership (Deeds, Wills, and Transfers)
  - Update Property Records in CAMA and ERP Systems
  - Produces and Maintains Tax Maps
  - Create New Tax Parcels
  - Maintain Address Database in CAMA and ERP Systems

- **Real Property Valuation**
  - Inspect all Parcels
  - Maintain Property Characteristics in Mass Appraisal Database (CAMA)
• Value All Parcels in County Utilizing the Three Recognized Approaches to Value: Sales Comparison, Cost, and Income
  o Sales Confirmation
  o Listing Inspection and Confirmation
  o Discover, Inspect, and Value New Construction

• Manage the Agricultural Land Use Program
  o Compliance with Use Value requirements of Code of Virginia and Prince George County
  o Manage Applications and Revalidations of Land Use Parcels
  o Review Submitted Timber Management and Agricultural Plans as required by the Code of Virginia
  o Review and Adopt Land Use Value Rates as produced by the State Land Evaluation Advisory Council (SLEAC)
  o Maintain Soil Classifications
  o Measure Soil Classes for each Qualifying Parcel
  o Classify Each Soil Class within
  o Value All Qualifying Land Use Parcels in County Utilizing Adopted Use Value Rates for Each Soil Class
  o Inspect and Confirm Each Parcel for Qualification
  o Perform Roll-Back Calculations to Recaptured Deferred Taxes upon a Change in Use
  o Mail Revalidations to Each Qualifying Parcel Annually
Customer Service

The Assessor's Office has extensive contact with citizens and professionals and it is imperative that this office provides informative and responsive customer service. The availability of real estate data online continues to change the way we interact with clients. The Assessor’s Office customer contacts come in many forms:

- **Telephone Calls**
  Typical call volume in 2018 for property information, inquiries, and requests was 10-15 per day handled by all staff. This volume can double during the real estate appeals period. Telephone contact remained level in 2018.
  **Total Contacts: over 2,100**

- **Walk-in Customers**
  Walk-in customers have continued to decline as the more information has been made available online. This trend has continued to decline with the typical walk-in volume is 1-2 customers per day, with that level increasing to 10-15 customers per day during the real estate appeals and land use revalidation periods.
  **Total Contacts: over 500**

- **E-mail Responses**
  E-mail has become a significant customer service tool over the past five years and continues to grow. Between all staff members, email inquiries, responses, and requests have grown from virtually none in 2007 to 10-12 per day with exponential growth during the real estate appeals period.
  **Total Contacts: over 1,500**

- **Property Inspections/Visits**
  Property inspections occur during the normal valuation process including sales review, during appeals, and at the request of the owner. Approximately 25% of improved county properties are visited each year.
  **Total Contacts: over 2,500**

With an overall 6,000 potential contacts that occur on an annual basis, it is clear that strong customer service is imperative for effective government operations. However, the face of technology and property information is changing. By far the most contact with community is through our webpage.
Real Estate Assessor’s Webpages

Maintain online property records for all 13,800+ parcels, including a digital copy of each property record card. All sales from the previous eight years can be searched online by appraisal area, property type, and date range. The Real Estate Assessor’s Department continues to be one of the most visited webpages on the county website.

Property Records/Transfers

Accurate property records are paramount in providing an effective assessment. The Assessor’s Office maintains the ProVal Real Estate CAMA (Computer Aided Mass Appraisal) System to store all property records and perform the real estate valuation. Staff is responsible for tracking the ownership, transfer, and subdivision of each parcel.

The total number of legal property changes (property transfers, wills, and name changes) continued on a healthy pace as did Total Property Transfers and Valid sales.

<table>
<thead>
<tr>
<th>PARCEL ACTIVITY</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable Parcels</td>
<td>13,501</td>
<td>13,456</td>
<td>13,402</td>
<td>13,327</td>
</tr>
<tr>
<td>Exempt Parcels</td>
<td>288</td>
<td>288</td>
<td>289</td>
<td>290</td>
</tr>
<tr>
<td>Total Parcels</td>
<td>13,789</td>
<td>13,744</td>
<td>13,691</td>
<td>13,617</td>
</tr>
<tr>
<td>Transfers, Wills, Name Changes</td>
<td>1,208</td>
<td>1,157</td>
<td>1,140</td>
<td>926</td>
</tr>
<tr>
<td>Total Property Transfers</td>
<td>923</td>
<td>879</td>
<td>817</td>
<td>661</td>
</tr>
<tr>
<td>Valid Sales</td>
<td>269</td>
<td>280</td>
<td>227</td>
<td>198</td>
</tr>
<tr>
<td>Foreclosures</td>
<td>40</td>
<td>54</td>
<td>63</td>
<td>67</td>
</tr>
<tr>
<td>Bank Real Estate Owned Sales</td>
<td>29</td>
<td>37</td>
<td>82</td>
<td>52</td>
</tr>
<tr>
<td>Land Use Parcels</td>
<td>1,353</td>
<td>1,368</td>
<td>1,397</td>
<td>1,401</td>
</tr>
</tbody>
</table>
Land Use Program

The rationale for the use-value program is in Section 58.1-3229 of the Code of Virginia, which declares that:

“the preservation of real estate for agricultural, horticultural, forest, and open-space use is in the public interest and ... the classification, special assessment, and taxation of such property in a manner that promotes its preservation helps foster long-term public benefits.”

The Land Use Program allows for use value taxation of eligible real estate that meets strict qualification criteria spelled out in the Code of Virginia (§ 58.1-3229 - § 58.1-3244) rather than being valued and taxed only at its fair market value.

**Fair market** value is the price property will bring when offered for sale by a person who desires but is not obligated to sell and purchased by a person who is under no necessity to own it.

**Use value** is the value of a tract of real estate based on its current income-producing use, e.g., agricultural or forestry use.

Use Value applies (a) only to classes of land that are named in the state constitution; (b) only when the jurisdiction within which the land lies has, as required by the state constitution, adopted the necessary enabling ordinance and authorized such taxation for one or more of such classes of land; (c) only after the owner of land at issue has voluntarily filed the required application form; and (d) only after the local assessing official determines the land qualifies for such taxation and approves the application.

Prince George County adopted the Land Use Program in 1975. Prince George has a very active Land Use Program.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,353</td>
<td>1,368</td>
<td>1,397</td>
<td>1,401</td>
<td>1,383</td>
</tr>
</tbody>
</table>

Overall, the Land Use Program experienced a decrease in the number of qualifying parcels in 2018. Parcels are removed from the program for the following reasons:

- Change to a non-qualifying use including placing the property into a Conservation Easement or Rezoning the property.
- Non-payment of real estate taxes.
- No longer meets the qualifying standards.
- Acreage changes.
- Owner’s request.
Land Use Revalidation

Prince George County Code Sec. 74-262 requires Land Use Program existing participants to revalidate annually to continue in the program. Land Use Assessments must be revalidated annually to verify that all property in the program is being used in accordance with qualifying standards as determined by the State Land Evaluation Advisory Council (SLEAC) and verified by the Assessor’s Office. During this Revalidation Application Fee year, the Assessor’s Office audits all land use parcels to verify adherence to the qualifying standards. The submitted information on the Revalidation Application is thoroughly reviewed by the Assessor’s Office and additional supporting information may be required to remain in the Land Use Program.

Examples of changes in use include:

- Rezoning.
- Change in acreage from division, creation of a house site, or other changes.
- Ceases or changes in production.
- Timber removal without the parcel being in a managed timber plan.
- Selling land leaving insufficient acreage to qualify for the program.

Most years, the revalidation process only includes the submission of a signed Revalidation Application. However, section 58.1-3234 of the Code of Virginia and Section 13-162 (e) 1 of the Prince George County Code requires that a Revalidation Fee equal to the original Application Fee be paid every sixth year (TY2019). In 2018, the Assessor’s Office experienced a tremendous increase in customer contacts as we continued to assist citizens in completing and submitting the verification documentation required by the Code of Virginia.

The Assessor’s Office mailed 1,365 Land Use Revalidation packages in October.
Land Use Qualification

The qualifying standards are set by the Code of Virginia and determined by the SLEAC (State Land Evaluation Advisory Council), the VDACS (Virginia Department of Agriculture and Consumer Services) and the Virginia Department of Forestry.

MINIMUM ACREAGE

§ 58.1-3233(2) establishes minimum acreages.

Five (5) acres for agricultural or horticultural use excluding house site.

Twenty (20) acres for forest use excluding a house site.

Qualification size is based on common ownership of contiguous parcels (§ 58.1-3233(2)).

AGRICULTURE

Minimum of 5-acres in qualifying agricultural production. Owner must have verification of continual bona fide production for 5 years in the commercial sale of plant or animal products useful to man.

The property may meet this requirement by participating in a conservation program under an agreement with an agency of the Federal Government.

Field crops include, but are not limited to, hay, corn, soybeans, wheat and other grains.

Livestock includes cows, swine, poultry, and equine animals, among others.

Personal use or consumption by owner or lessee does not qualify.

Horses kept for pleasure do not qualify.

Commercial Stables used for boarding, breeding, or training may qualify with the submission of the proper Income and Expense documentation.

The guidelines for minimum livestock units per acre set by the Virginia Department of Agriculture and the State Land Evaluation Advisory Council (SLEAC) must be met.

Links to these guidelines and other documentation can be found on the Assessor’s Office webpage.
Verification of sale of crops needs to be submitted to establish a **bona fide commercial production**. (ex: receipts from the sale of qualifying products, Federal Income Tax 1040F (Farm Expense and Income), 1040E (Cash Rent and Agricultural Land), 4835 (Farm Rental Income and Expense), 1040C (Business Profit and Loss) or Farm Service Agency farm and tract number FSA 156 EZ form).

If the property is leased, you must provide the name and contact information for that individual as well as a copy of the lease. The person leasing the land still must meet the requirements of the land use program for the parcel to qualify.

The property should **average** $1,000 per year of **gross income** over a three-year period.

**HORTICULTURE**

Minimum of 5-acres and have a continual five (5) year qualifying history of bona fide production for commercial sale of fruits of all kinds including grapes, nuts, berries, floral products, nursery products, vegetables and ornamental plants.

All other qualification guidelines are the same as the Agriculture classification.

**FOREST**

Minimum of 20-acres and must meet the qualifying standards for productive or non-productive forestland. The **Code of Virginia REQUIRES either:**

- A Forest Management Plan prepared by a professional forester; or
- A signed Owner's Commitment Forest Plan that certifies that the land is in a planned program of timber management and soil conservation practices.

The Assessor's Office has a self-directed Owner's Commitment Forest Management Plan for your use available on the Assessor's webpage.

All forest land is classified as either Productive or Non-Productive.

Productive forestland is a commercial forest crop that is physically accessible for harvesting when mature.

Non-productive forestland is not capable of growing a crop because of inaccessibility or adverse site conditions. Non-
productive forestland may qualify if it is included in the planned management program.

**Land Use Parcels**

Over 94,400 acres or approximately 60% of the land area in Prince George County, participates in the Land Use Program.

1,353 Parcels totaling 93,781 acres (69 acres per parcel average)

60%* of the Land Area in Prince George is in the Land Use Program!
**Land Use Program Impact on Tax Rate**

The Land Use Program has a significant impact on the tax rate for the County. Based on the adopted rates, the County subsidizes the program through a loss of tax review equivalent to approximately $0.05 of the tax rate. This equates to an average tax savings of $882 per parcel, or a deferred percentage - tax savings- of 60% per parcel. PLEASE NOTE: the following chart utilizes the FY2019 Tax Rate - the FY2020 tax rate has not been set as of the time of this report.

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
<th>Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Per Parcel</td>
</tr>
<tr>
<td>Market</td>
<td>$233,343,000</td>
<td>$172,463</td>
</tr>
<tr>
<td>Deferred</td>
<td>$138,728,300</td>
<td>$102,534</td>
</tr>
<tr>
<td>Taxable (use value)</td>
<td>$94,614,700</td>
<td>$69,930</td>
</tr>
</tbody>
</table>

Parcels: 1.353  Tax Rate: $0.86  Tax Impact of Land Use Program on Tax Rate: $0.048 (0.01 of Tax Rate = $250,000 in Taxes)

The Forest Class represents over 77% of the qualifying acreage and has the largest impact on the tax rate:
Land Use Rates

Prince George County has adopted the Land Use Rates as presented by the State Land Evaluation Advisory Council (SLEAC) and the Department of Forestry. In 2012, Agricultural rates began a historic rise, increasing over 300% over five years. The Assessor approached the Board of Supervisors to change the methodology to implement a three-year moving average of the agricultural rates to smooth the dramatic swings in rates.

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crop Land</td>
<td>$1,860</td>
<td>$1,660</td>
<td>$1,630</td>
<td>$1,490</td>
<td>$1,210</td>
</tr>
<tr>
<td>Pasture Land</td>
<td>$590</td>
<td>$570</td>
<td>$590</td>
<td>$540</td>
<td>$440</td>
</tr>
<tr>
<td>Unproductive</td>
<td>$140</td>
<td>$140</td>
<td>$130</td>
<td>$120</td>
<td>$130</td>
</tr>
<tr>
<td>FOREST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>$770</td>
<td>$720</td>
<td>$690</td>
<td>$700</td>
<td>$730</td>
</tr>
<tr>
<td>GOOD</td>
<td>$630</td>
<td>$580</td>
<td>$560</td>
<td>$575</td>
<td>$600</td>
</tr>
<tr>
<td>FAIR</td>
<td>$460</td>
<td>$430</td>
<td>$410</td>
<td>$425</td>
<td>$450</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HORTICULTURE 01</td>
<td>$1,760</td>
<td>$1,430</td>
<td>$1,330</td>
<td>$1,250</td>
<td>$1,350</td>
</tr>
<tr>
<td>HORTICULTURE 02</td>
<td>$1,330</td>
<td>$1,070</td>
<td>$990</td>
<td>$930</td>
<td>$1,000</td>
</tr>
<tr>
<td>OTHER NON-PROD</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>OPEN SPACE</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,400</td>
</tr>
</tbody>
</table>
Annual Reassessment

The Real Estate Assessor’s Office primary function is to deliver an accurate, equitable annual assessment. The Assessor’s Office is required by the Prince George County Code Section 74-193 to conduct annual reassessments of all parcels in the County. To accomplish this task, the Assessor’s Office uses Mass Appraisal methodologies and techniques to adjust for changes in prior year assessed values to reflect current market conditions.

The Assessor’s Office determines value of all property location in Prince George County at fair market value as of January 1 or each year. The Code of Virginia (Title 58.1-3201) requires all assessments to be 100% of fair market value.

“All general reassessments or annual assessments in those localities which have annual assessments of real estate, except as otherwise provided in § 58.1-2604, shall be made at 100 percent fair market value…”

The Code of Virginia does not contain a definition of Fair Market Value. The Courts of the Commonwealth of Virginia (Tuckahoe Woman’s Club v. City of Richmond) have defined the fair market value of property as:

“... the price which it will bring when it is offered for sale by one who desires but is not obligated to sell it, and is bought by one who is under no necessity of having it.”

Assessed values must also be uniform (equitable) within the same property class. When it is impossible to enforce both equity and value the property at 100% of Fair Market Value, the Courts of Virginia have upheld that the standard of uniformity and equity is preferred.

Mass Appraisal

Mass Appraisal is the systematic appraisal of GROUPS of similar properties as of a given date using standardized procedures and statistical testing. This method utilizes the three accepted appraisal methods – Cost, Sales, and Income – to create a valuation model that is tested and calibrated with market transactions to equitably predict the Fair Market Value of a group of parcels. Assessors are guided by the Uniform Standard of Professional Appraisal Practice (USPAP) and the Standards of the International Association of Assessing Officers (IAAO).

In contrast, a Single Property (Fee) Appraisal is the process of valuing a SINGLE property at a given time for a specific client for a specific use (private bank appraisal). This method utilizes the three accepted appraisal methods – Cost, Sales, and Income – to create a value. The vast majority
of single-family residences are valued using the Sales Comparison Approach. Fee Appraisers and Mass Appraisal Reporting standards are guided by the USPAP.

**Assessment Process**

The reassessment is an ongoing annual process. Once our appeals period ends, we begin the next year's reassessment process. To determine the value of any piece of property, the Assessor must first determine what properties similar to it are selling for and what it would cost today to replace it.

When the property is a single-family home, the Assessor uses the "sales comparison approach," that is, your property is compared to other similar properties that sold prior to January 1 of the assessment year. Sales that occur after January 1 of the assessment year are not considered until the next reassessment. When comparing properties, the Assessor analyzes sales to determine a fair valuation of similar properties, factors in the timing of the sale, as well as the information maintained on the property card such as size, location, and condition. Eliminated from consideration are family transfers, estate sales, foreclosure sales, sales that occur from a financial institution or trustee, and other similar types of transactions that may not reflect a fair market transaction between a willing seller and a willing buyer.

The assessed value of a property must reflect its current market value as of January 1 of the assessment year. Appraisal Areas and Neighborhoods are established to assist appraisal staff in segmenting property data and streamlining workflow.

Areas are larger segments of the county, and Appraisal Neighborhoods are located within Areas and are important to the appraisal process by providing context, or a framework, in which property is valued. The Assessor’s Office has divided Prince George County into 8 Appraisal Areas. Appraisal Areas 1, 2, 3, and 4 are located in Supervisor District 2, and Areas 5, 6, 7, and 8 are in Supervisor District 1.
The eight Appraisal Areas are further divided into 82 Appraisal Neighborhoods. A neighborhood is a group of complimentary land uses, not necessarily homogeneous uses. For example, an appraisal neighborhood may include single-family and multi-family uses, as well as retail, commercial, and office uses that serve these “rooftops”. The similar locational attributes and influences are what bind the neighborhood.
Boundaries are important in defining neighborhoods because these locational features can drive value either up or down. Water bodies, major roads, and unique geographic features are locational attributes that can influence desirability and affect value.

Well defined neighborhoods are essential in the mass appraisal valuation and modeling process and are vital in reaching an accurate estimate of value.

Next, properties within each neighborhood are grouped by one of 19 different House or Building Types. Developing accurately grouped properties with House Type or Building Codes allows the assessor to more accurately stratify the building data into homogeneous groupings. To be successful, appraisal neighborhoods should be identified first. House and Building Types are not neighborhood specific, and are not necessarily related to occupancy codes but do tend to cluster around architectural styles and the era of construction. Effective stratification of House and Building Types not only improves modeling accuracy by providing the ability to track market desirability for different home styles, it vastly improves both vertical and horizontal property class equity. By reinforcing our program of well-defined and tightly grouped house and building types, the Mass Appraisal valuation model can be more effectively calibrated to be a predictive tool of value, not just a computational tool.

Valid Sales in each neighborhood and for each house type are compared to the assessed values. After adjusting for differences between properties, these sales are used as a guide to determine the proper assessment for similar properties. If sales prices in a house type increase, the market value of each property in that group may also increase, even they did not sell or otherwise transfer. Additionally, some house types in different appraisal neighborhoods may sell for higher or lower prices, and these locational influences are adjusted in the land value. This process continues throughout the year and the premise for calibrating valuation models.

- Compare the Valuation Models with Market Sales.
- Calibrate the Valuation Models using the three accepted appraisal approaches:
  - Cost
  - Sales Comparison
  - Income (when applicable)
- Test our New Valuation Models in Market Sales.
The entire assessment process begins and ends with testing our values against Market Sales. We spend a significant portion of our allotted time verifying market data.

1. Analyze every sale that occurs in the county
   a. Site visits are performed.
   b. Discussions are initiated with a party of the sale (Seller, Buyer, Realtor*) to determine if the transaction is a valid sale.

2. Analyze the impact of Bank Owned Sales and Foreclosure activity on the market.

3. Analyze and visit every listing in the County of Prince George

While listings are not fair market value, they do help us predict how the market is progressing.

By performing our due diligence of not only the valid sales, but the bank owned sales, foreclosures, and listings, our valuation models have produced assessed values that reflect changes in the local market. When those changes are identified and analyzed, the resulting individual assessments reflect current market value and are fair and equitable.

We utilize statistical tools to analyze assessment valuation performance.

**Assessment Ratios** are used to compare the sales price of a property to the current assessment. For example, if a property sells for $100,000 and is assessed at $95,000 the ratio is .95. If a property sells for $100,000 and is assessed at $105,000, the ratio is 1.05.

Assessment ratios are analyzed individually, by neighborhood, by House or Property Type, and for the entire county. An assessment ratio of 1.00 is the target. The International Association of Assessing Officers (IAAO) guideline for the assessment ratio are .95 to 1.05, but expands to .90 to 1.10 in non-homogenous property types or fast appreciating or declining markets.

**Coefficients of Dispersion (COD)** are utilized to see what percentage of the sales fall within a reasonable range of the average sales ratio. Acceptable CODs depend on many factors such as type of property/improvements, number of sales available, etc. Lower COD’s indicate more consistent results.

- **Residential:** 10.0 to 20.0 depending on the size of the locality and the mix of property types.
- **Commercial:** 15.0 to 25.0 depending on the number of commercial properties and the mix of uses.
**Vacant Land:** 20.0 to 30.0.

**Price Related Differential (PRD)** is used to determine equity by testing if values of higher price houses are being assessed in the same manner as lower priced houses. A PRD range of .98 to 1.03 indicates that most properties are treated equally regardless of value.

PRD above 1.03 indicates under valuation of high-priced properties (regressive), while a PRD below .98 shows an under valuation of low-priced properties (progressive). Typically, PRDs have an upward bias because higher priced properties are more unique.

**Appeals**

Property owners that feel their real estate assessment is inaccurate, exceeds market value, or is not equitable with similar properties, may file an appeal. There are three levels of the Appeal Process:

1. **Administrative Appeal to the Real Estate Assessor’s Office**
2. **Appeal to the Board of Equalization**
3. **File Suit in Circuit Court**

Most appeals are handled through the Administrative Appeal Process. This is a very important step in the real estate valuation cycle. To meet the mandate of a fair and equitable assessment it is paramount that the Assessor’s Office is made aware of any inconsistencies in property records.

<table>
<thead>
<tr>
<th>Item</th>
<th>FY2018</th>
<th>FY2017</th>
<th>FY2016</th>
<th>FY2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxable Parcels</strong></td>
<td>13,456</td>
<td>13,402</td>
<td>13,327</td>
<td>13,307</td>
</tr>
<tr>
<td><strong>Exempt Parcels</strong></td>
<td>288</td>
<td>289</td>
<td>290</td>
<td>291</td>
</tr>
<tr>
<td><strong>Total Parcels</strong></td>
<td>13,744</td>
<td>13,691</td>
<td>13,617</td>
<td>13,598</td>
</tr>
<tr>
<td><strong>Appeal Inquiries</strong></td>
<td>168</td>
<td>142</td>
<td>87</td>
<td>108</td>
</tr>
<tr>
<td><strong>Administrative Appeals</strong></td>
<td>51</td>
<td>36</td>
<td>45</td>
<td>65</td>
</tr>
<tr>
<td>Increase</td>
<td>3</td>
<td>4</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Decrease</td>
<td>36</td>
<td>16</td>
<td>21</td>
<td>46</td>
</tr>
<tr>
<td>No Change</td>
<td>13</td>
<td>16</td>
<td>18</td>
<td>15</td>
</tr>
<tr>
<td><strong>Board of Equalization Appeals</strong></td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Increase</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Decrease</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
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<tr>
<td>No Change</td>
<td>1</td>
<td>0</td>
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<td>2</td>
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<tr>
<td><strong>Appeals Filed to Circuit Court</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
ANNUAL ASSESSMENT

The FY2019 Land Book was produced in 2018 utilizing the 2017 market data. Throughout 2018, the Assessor’s Office analyzed the real estate market for the reassessment effective January 1, 2019 with a Tax Levy date of July 1, 2019. The market has continued the trends in stabilization that began in 2015 and has shown signs of natural price growth. While the Real Estate Market in Prince George County had not recovered to the level of Henrico and Chesterfield Counties, it continues to be the market leader in the Tri-Cities.

Assessment to Sales Ratio

As previously discussed, the Assessment to Sales Ratio is the main tool the Assessor’s Office uses to determine when value changes need to occur. The Code of Virginia requires that Assessed Values be at 100% of Fair Market Value. Guidance from the International Association of Assessing Officers (IAAO) expands on this target by accepting the real-world limitations that real estate is an imperfect market. For neighborhoods with similar homes, the acceptable assessment ratio is between 90% to 110% of the sales price all the way up to rural land where the acceptable ratio is between 80% to 120%.

Being proactive, the Assessor’s Office will begin the process reviewing and implementing value changes when the median Assessment Ratio falls outside of the 50th percentile for each property type. For example, with residential homes in subdivisions, the Assessor’s Office will strongly consider valuation changes when the Assessment Ratio is less than 95% and more than 105%.

The Chart below summarizes the ratio of FY2019 Assessed Values to the Sales Price for residential properties sold from January 1, 2018 through November 30, 2018. The sales in 2017 were used to create the valuation models for the FY2019 Assessment.
This chart shows retrospective performance as well as how the assessment performed through the first half of FY2019. As sales prices increased, ratios continued to decline over the period, triggering the need for an assessment valuation review in many neighborhoods.
Sales Volume

Sales are the backbone of a reassessment system and sales volume is a measure of market activity. The Assessor's Office monitors the Richmond Multiple Listing Service (MLS) as well as tracking and confirming sales internally.

Valid Sales are determined by criteria provided by the Code of Virginia and the Department of Taxation and verified by the Assessor's Office.
**Sales Prices**

Sales prices generally increased after continued market recovery in 2018. Median Sales Prices of Valid sales in Prince George County, as confirmed by the Assessor’s Office, increased by 1% to $224,600, a reassessment ratio of 97.3% after the reassessment.
Foreclosures and Bank Owned (REO)

A strong sign that the market continues its slow but steady road to recovery is found in the Foreclosures and Bank Owned REO properties. Foreclosure is legal process by which the holder of the deed of trust exercises their right claim collateral on an unpaid loan. After the foreclosure process, the beneficiary of the loan claims the collateral which is then sold to payoff the debt. Thus, Foreclosures and Bank Owned REO transfers are connected.

Foreclosures declined in 2018, following the national trend.

![Foreclosures Chart]

After a large increase in Bank Owned (REO) sales in 2016, 2018 continued the downward trend as the inventory of distressed properties continues to decrease.
**MLS Data**

The chart below summarizes year over year MLS data for Prince George County in November.

<table>
<thead>
<tr>
<th>Absorption: 12 months - December 2017 - November 2018</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Inventory as of Dec 19, 2018 = 156</td>
<td></td>
</tr>
<tr>
<td>Closed Sales</td>
<td>23</td>
</tr>
<tr>
<td>Pending Sales</td>
<td>27</td>
</tr>
<tr>
<td>New Listings</td>
<td>35</td>
</tr>
<tr>
<td>Absorption Rate (Average Closed Sales per month over 12Mos)</td>
<td>32</td>
</tr>
<tr>
<td>Month End Inventory</td>
<td>167</td>
</tr>
<tr>
<td>Months Supply of Inventory (Month End Inv./Absorption)</td>
<td>5.16</td>
</tr>
<tr>
<td>Sales Success (Pending Sales versus New Listings)</td>
<td>77.14%</td>
</tr>
<tr>
<td>Median Days on Market to Sale</td>
<td>64.00</td>
</tr>
<tr>
<td>Median Last List Price at Closing</td>
<td>159.900</td>
</tr>
<tr>
<td>Median Closed Price</td>
<td>157.000</td>
</tr>
<tr>
<td>Median Last List Price to Closed Price</td>
<td>97.86%</td>
</tr>
</tbody>
</table>

The MLS features all sales listed and sold by Realtors® in the area which include both valid and invalid sales: MLS sales volume for November increased 43.5% and the median sales price increased by 40.1% in 2018.

This data is only a snapshot in the market but highlights the continued improvements in the Prince George County real estate market. In 2018 the Prince George County real estate market saw:

- Increase in Residential Sales Volume
- Increase in Residential Sales Prices
- Decrease in the median Days on the Market
Reassessment Summary

The chart below summarizes the data from the last three general reassessments.

<table>
<thead>
<tr>
<th>Item</th>
<th>2018 Data for 2019 (Projected)</th>
<th>2017 Data for 2018</th>
<th>2016 Data for 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Book Total</td>
<td>$2,864,266,300</td>
<td>$2,732,250,600</td>
<td>$2,678,117,800</td>
</tr>
<tr>
<td>% Change in Land Book</td>
<td>4.8%</td>
<td>2.0%</td>
<td>1.1%</td>
</tr>
<tr>
<td>LESS: New Construction/New Parcels</td>
<td>$15,680,200</td>
<td>$16,753,100</td>
<td>$15,680,200</td>
</tr>
<tr>
<td>Net Land Book</td>
<td>$2,848,586,100</td>
<td>$2,715,497,500</td>
<td>$2,662,437,600</td>
</tr>
<tr>
<td>Growth/Decline</td>
<td>4.3%</td>
<td>1.4%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Median Assessment Ratio</td>
<td>97.3%</td>
<td>94.7%</td>
<td>99.0%</td>
</tr>
<tr>
<td>Coefficient of Dispersion (COD)</td>
<td>5.6</td>
<td>7.8</td>
<td>4.6</td>
</tr>
<tr>
<td>Price Related Differential (PRD)</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Median Residential Sales Price</td>
<td>$224,600</td>
<td>$222,300</td>
<td>$212,500</td>
</tr>
<tr>
<td>Median Assessed Value (All)</td>
<td>$218,600</td>
<td>$210,500</td>
<td>$210,400</td>
</tr>
</tbody>
</table>

The 2019 reassessment, based on 2018 market performance, was experienced a moderate increase over previous years as the market continues a slow recovery. New construction continued to increase throughout 2018.

The Net Land Book, which is taxable value less the new construction and new parcels that become taxable after the previous land book are deducted, shows the organic growth of the market and resulted in an increase of 4.3%.

Sales Prices stabilized and the assessed values for properties that sold showed an assessment ratio of 90.8% prior to the reassessment, which reflects accuracy in the assessed values. After extensive study, this showed that assessment changes were needed throughout the county. The general reassessment resulted in an average change of 4.7% throughout the county with the assessment changes summarized in the following graph:
Approximately 36% of the properties in Prince George County had a value change less than 5%, while 24% of the parcels had no change or a decrease. This market activity shows natural price growth in real estate sales prices for the first time in many years and strengthens market conditions. The Median Assessment Ratio after the reassessment was 97.3%.

The Coefficient of Dispersion, which measures the dispersion of the sales prices around the median, is 5.6 for the 2019 tax year. This measure is very strong and below the IAAO Guideline of 10.0 to 20.0 for residential properties. The enhanced sales confirmation procedures implemented in 2014 have continued to pay dividends in CAMA model accuracy. The Price Related Differential (PRD) remained at 1.00, which measures the horizontal equity between property type and falls within the IAAO guidelines of 0.98 to 1.03.

The continued stabilization to slight increase of Median Residential Sales Price is a very positive sign for continued market recovery. The residential sector increased by 5.4%, while the agricultural properties experienced a 6.2%+ increase driven primarily by the increase in Land Use Rates. Multi-family and Commercial sectors increased as a more moderate 2.2% and 3.1% respectfully. Many residential neighborhoods saw an increase over 7%, however, many neighborhoods saw a more modest change or remained flat.

The overall changes in value are summarized below:
The real estate market shows signs of continued recovery, and 2018 featured many positive signs of stability. The Land Book will show a slight increase tied primarily to the modest growth of the residential sector. This is the first year since the recession that the real estate assessed values increased more than 3%.

The overall growth of 4.8% was driven by the 5.2% in residential values and features an overall natural growth of the real estate market of 3.8%. 

### Land Book Summary

<table>
<thead>
<tr>
<th>Class</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>%</th>
<th>Parcels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$1,924,201,900</td>
<td>$1,973,460,500</td>
<td>$2,076,613,500</td>
<td>5.2%</td>
<td>11,737</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>101,555,400</td>
<td>102,755,300</td>
<td>105,027,100</td>
<td>2.2%</td>
<td>146</td>
</tr>
<tr>
<td>Comm/Ind</td>
<td>464,682,200</td>
<td>463,799,400</td>
<td>478,326,300</td>
<td>3.1%</td>
<td>492</td>
</tr>
<tr>
<td>Ag.: 20-99 acres</td>
<td>105,218,000</td>
<td>108,183,600</td>
<td>115,070,100</td>
<td>6.4%</td>
<td>820</td>
</tr>
<tr>
<td>Ag.: 100+ acres</td>
<td>82,460,300</td>
<td>84,057,800</td>
<td>89,229,300</td>
<td>6.2%</td>
<td>306</td>
</tr>
<tr>
<td>Total</td>
<td>$2,678,117,800</td>
<td>$2,732,256,600</td>
<td>$2,864,266,300</td>
<td>4.8%</td>
<td>13,501</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>FY2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$2,864,266,300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.68</td>
<td>$2.73</td>
<td>$2.86</td>
</tr>
</tbody>
</table>

Growth 4.8%

*New Construction, New Parcels, Discovery*
BUDGET PERFORMANCE MEASURES

The Assessor’s Office strives to be a good steward of the funds provided to the department by the Annual Budget. Funding is provided through tax revenues and it is important to utilize these funds in an efficient and effective manner.

The Board of Supervisors has identified four Strategic Initiatives of the Strategic Plan that supports the Vision and Mission of the County:

<table>
<thead>
<tr>
<th>Vision: Prince George County….A global community where families thrive and businesses prosper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission: It is the mission of Prince George County to provide a balanced quality of life for our citizens. We will provide residents and businesses with equal access to high quality services in a fiscally responsible and prudent manner. We affirm to continue to practice sustainable development throughout the County.</td>
</tr>
<tr>
<td>Strategic Plan: Provide high quality core services to the citizens of Prince George County (education, public safety, social services)</td>
</tr>
</tbody>
</table>

Prince George County’s Strategic Priorities are shown below.

- **STRATEGIC INITIATIVE ONE: BOLSTER ECONOMIC WELL-BEING**
- **STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE**
- **STRATEGIC INITIATIVE THREE: FUNDING THE FUTURE**
- **STRATEGIC INITIATIVE FOUR: STRENGTHEN CIVIC PARTNERSHIPS**

**INITIATIVE ONE: BOLSTER ECONOMIC WELL-BEING:** Capitalize on Prince George County’s mix of assets, location and heritage to increase, diversify and strengthen the economic well-being of county residents and businesses alike.

**INITIATIVE TWO: PRACTICE GOOD GOVERNANCE:** Good governance means focusing on the county’s mission, performing defined roles and government functions effectively and being accountable to the residents of Prince George County.

**INITIATIVE THREE: FUNDING THE FUTURE:** To make the future happen in Prince George County will require a commitment to identifying and discussing revenue options and opportunities.

**INITIATIVE FOUR: STRENGTHEN CIVIC PARTNERSHIPS:** To be successful, the Prince George County Board of Supervisors must have a positive and interactive relationship with County residents. We are committed to assisting county residents to gain a greater understanding of their County government.

The Assessor’s Office Mission ties into Strategic Initiatives Two and Four. The Real Estate Assessor’s Office, in compliance with Virginia Constitution, the
Code of Virginia, and the Prince George County Code, estimates the fair market value of all real estate within the county. Staff inspects and collects field data on all new construction, including additions and alterations where permits are obtained. The Office conducts annual reassessment of all real property using a computer-assisted mass appraisal system. Staff performs detailed statistical analysis to measure the accuracy, equality and equity of the value estimate using current market data and trends. The office also manages the Agricultural Land Use Program, produces the annual Land Book, processes property transfers, maintains a parcel maintenance inventory system and provides assistance to the public. Several other departments and agencies rely on the property and assessment records, reports, and databases maintained by the Real Estate Assessor’s Office.

The Assessor’s Office constitutional guidance is to equitably spread the burden of Real Estate taxes among property owners. The overall goal of the Real Estate Assessor’s Office is to produce and accurate and equitable annual real estate assessment the meets or exceeds the Standards of the International Association of Assessing Officers (IAAO), the Virginia Association of Assessing Officers (VAAO), the Uniform Standards of Professional Appraisal Practice (USPAP), and the Virginia Department of Taxation.

**Assessment Ratios** are used to compare the sales price of a property to the current assessment and are audited annually by the Department of Taxation. An assessment ratio of 1.00 is the target. The IAAO guideline for the assessment ratio are .95 to 1.05 but expands to .90 to 1.10 in non-homogenous property types or fast appreciating or declining markets. The **Coefficient of Dispersion (COD)** measures the dispersion of the sales prices around the median. The IAAO Guideline is 10.0 to 20.0 for improved parcels depending on property types (lower is more “accurate”). The **Price Related Differential (PRD)** measures the horizontal equity between property type. The IAAO guideline is 0.98 to 1.03.

<table>
<thead>
<tr>
<th>Strategic Initiative Two – PRACTICE GOOD GOVERNANCE</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal:</strong> Deliver an Accurate and Equitable Real Estate Assessment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Measure 1:</strong> Assessment Ratio between 95% and 100%.</td>
<td>97.6%</td>
<td>96.5%</td>
<td>97.3%</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Measure 2:</strong> Coefficient of Dispersion (COD) at 10.0 or below.</td>
<td>4.6</td>
<td>7.8</td>
<td>5.6</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Measure 3:</strong> Price Related Differential (PRD) at 1.00.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>
2018 HIGHLIGHTS

The Assessor’s Office continued to overcome the setbacks in 2017 tied to the loss of a beloved staff member. Many of key achievements in 2018 were tied to increased efficiencies in the Assessor’s Office through innovation and need. The Assessor’s Office welcomed Carol Crawford. Mrs. Crawford brings 24 years of experience from the County Attorney’s Office.

The central goal of meeting delivering an increased level of service in a more efficient, effective manner continued to be a focus in 2018. By leveraging technology, the Assessor’s Office has been able to provide a higher level of services to citizens with flat or reduced expenditures. The innovations implemented in 2018 will improve the operations of the Real Estate Assessor’s Office for many years into the future.

1. **Assessment Administration:**
   
   a. Reviewed, purchased and began installation of the Vision CAMA system to replace ProVal.
   
   b. Implement Office Reorganization and Position Control changes to include the addition of a Coordinator IV – Real Estate Assessment Operations Manager.
   
   c. Converted for Public Room to an Educational Training and Conference Room.
   
   d. Completed Phase II Procedural Study of the Record Digitization Project.
   
   e. Completed internal study of processes and procedures to confirm compliance and to meet the requirement of the Certificate of Excellence in Assessment Administration (CEAA) by the International Association of Assessing Officers (IAAO).
   
   f. Implemented updated Year-End Assessment Schedule.

2. **Real Estate Valuation:**
   
   a. Developed and Implemented the following Land Valuation enhancements:
      
      • Simplified Agricultural Land Valuations Models in the Conservation Area.
      
      • Created Agricultural Land Quality Multiplier based on Parcel Soil Composition for larger parcels in the Land Use Program.
• Simplified the Timbered Property Adjustment Procedure.

• Clarified and reviewed the Access Adjustment Procedure for Non-Contiguous Parcels.

• Clarified and reviewed the Wetlands Adjustment Procedure.

b. Reviewed the GIS Utility Layer and implemented changes into CAMA System and made Valuation Model Adjustments as needed.

c. Updated zoning information in CAMA System.

d. Updated Income Capitalization Techniques for applicable properties.

e. Implemented Revised Adjustment Procedure for Multiple Contiguous Parcels under the Same Ownership:

   • Developed and implemented a process to test Adjustments by comparing results to the “Value of the Larger Parcel”.

   • Standardized the access adjustment procedure for contiguous parcels.

f. Restructured Appraisal Neighborhoods to better reflect Prince George Planning Area and Conservation District.

g. Physically inspected over 2,500 parcels for the annual reassessment.

h. Continued the enhanced sales confirmation/verification process.

3. Land Use Program:

a. Developed and implemented a checklist for Property Owners to use to determine if a parcel qualifies for the Land Use Program.

b. Developed a checklist to assist Land Use participants in submitting the proper documentation for revalidation.

c. Created a self-guided timber plan for property owners to use to meet revalidation requirements.

d. Reviewed and Contacted every Land Use participant to confirm and update qualification documentation.
CONCLUSION

The Real Estate Assessors Office has continued improving efficiency and effectiveness in meeting the mission of producing an accurate and equitable annual assessment for Prince George County. The key programs implemented and improved upon in 2018 will help carry the office forward in meeting this goal by employing industry standard methodologies and providing clients informative and responsive customer service.
ASSESSOR’S OFFICE STAFF

Success in any endeavor begins and ends in the people that do the work. The Real Estate Assessor’s Office has an outstanding staff with substantial years of committed service to Prince George County.

Real Estate Assessor: Rod Compton

Rod Compton has worked for Prince George County since April, 2004 and was appointed to the position of Assessor on April 16, 2006. Mr. Compton has twenty years of real estate appraisal and assessment experience encompassing all facets of residential and commercial valuation. Mr. Compton has an undergraduate degree in Finance with a Real Estate Concentration from James Madison University and a Master of Science in Real Estate Valuation from Virginia Commonwealth University. Mr. Compton is licensed by the Commonwealth of Virginia as Certified General Real Estate Appraiser. Mr. Compton has completed numerous Real Estate Appraisal related classes including IAAO Courses 101, 102, 112, 311, and 400.

Mr. Compton is a member of the International Association of Assessing Officers (IAAO), the Virginia Association of Assessing Officers (VAAO), and the Rho Epsilon Real Estate Fraternity of Virginia Commonwealth University. Mr. Compton currently serves as the Chairman of the Finance and Audit Committee of the VAAO and as a Director of the Executive Board of VAAO.

The Real Estate Assessor is responsible for the planning, implementation, and execution of all the real estate assessment activities in the county.

Coordinator IV- Real Estate Operations Carol Crawford

Carol Crawford began her service to Prince George County in January 1994 and was appointed to the position of Coordinator IV – Real Estate Operations on July 16, 2018. Mrs. Crawford has over 24-years of legal experience with the County Attorney’s Office.

The Coordinator IV – Real Estate Operations is responsible for assisting the Assessor in managing all functions of the Assessor’s Office.

Mrs. Crawford graduated from Saint Leo’s University with a degree in Business and a concentration in Accounting.

Mrs. Crawford is a member of the Virginia Association of Assessing Officers (VAAO), the Virginia Land Title Association (VLTA) and is a Notary Public.
**Appraiser II: Tristan McMillan**

Tristan McMillan began his service to Prince George County as an Appraiser I in November 2008 and was appointed to the position of Appraiser II November 1, 2011. Mr. McMillan has over 12 years of real estate experience, and over 10 years of experience appraising and assessing residential properties and completed Courses 101, 102 and 300 offered through the IAAO. Mr. McMillan graduated from Virginia Commonwealth University with a degree in Real Estate and Urban Land Development.

Mr. McMillan is a member of the Virginia Association of Assessing Officers (VAAO), the International Association of Assessing Officers (IAAO) and the Rho Epsilon Real Estate Fraternity of Virginia Commonwealth University.

The Appraiser II position is responsible for the valuation of all types of residential parcels in the county.

**Appraiser II: Cindy Mabe**

Cindy Mabe began her service to Prince George County as an Appraiser I in August 2014. Ms. Mabe has over sixteen years of real estate appraisal experience, and over seven years of experience appraising and assessing residential properties for an assessment office. Mrs. Mabe has completed a number of real estate appraisal classes and seminars including Course 101 and 171 offered through the IAAO and is Licensed by Commonwealth of Virginia as a Residential Appraiser.

Mrs. Mabe is a member of the Virginia Association of Assessing Officers (VAAO) and the International Association of Assessing Officers (IAAO).

The Appraiser II position is responsible for the valuation of all types of residential parcels in the county.

**Real Estate Technician – Title Clerk (Part-Time): Joanne Levy**

Joanne Levy began her service to Prince George County in February 1981. Mrs. Levy has over thirty years of experience and expertise in real estate titles, real estate divisions, and real estate parcel creation. Mrs. Levy brings unparalleled institutional knowledge to the Assessor’s Office. Mrs. Levy is also responsible for inputting data and maintaining data integrity of the two enterprise software systems utilized by the Assessor’s Office: ProVal CAMA system, and Munis. After a brief retirement from the County, Mrs. Levy resumed her service in November 2016.

Mrs. Levy is a member of the Virginia Association of Assessing Officers (VAAO).
The Real Estate Technician position is responsible for maintaining the records for all real estate parcels in the county, including the ownership from transfers, wills, and name changes; maintaining and creating tax parcels from real estate divisions; and maintaining and assigning tax parcel numbers.

**Real Estate Technician - Land Use Clerk (Part-Time): Linda Brown**

Linda Brown began her service to Prince George County in December 1999. Mrs. Brown has over thirty years of experience and expertise in real estate construction lending and real estate assessment support. Mrs. Brown’s strong financial and customer service skills make her the perfect fit for managing the Agricultural Land Use Program for the Assessor’s Office. Mrs. Brown has attended Land Use seminars offered by the Virginia Tech, the State Land Evaluation Advisory Council (SLEAC), and the Virginia Association of Assessing Officers (VAAO). After an eighteen-month retirement, Mrs. Brown resumed her service in November 2016. Mrs. Brown is a Notary Public.
The Planning Division provides staff support to the Planning Commission and Board of Zoning Appeals, evaluates zoning requests, performs site plan and subdivision plat reviews, enforces the Zoning Ordinance related to land use and serves as support staff to the Board of Supervisors and they facilitate regular updates to the County’s Comprehensive Plan. The Plan was reviewed for housing, land use and transportation concerns in the Fall of 2018 in preparation for the upcoming 2020 Comprehensive Plan Update to be performed by Staff.
The Planning Manager attended the Crater Planning Directors Meeting where FOLAR trail work was discussed to include a connection from the Appomattox Regional Trail in the Tri-Cities to the new Virginia Capital Trail across the James.

The Planner attended annual FEMA Floodplain Ordinance Training at the Henrico County Training Center as a part of his CFM re-certification training class credits.

The Development Review Team reviewed the conditional rezoning of the Central Wellness Center Building on Prince George Drive to allow for local government office, community center and indoor recreational uses to better serve our residents.

The Planning Manager attended the James River Soil and Water Conservation District Board Meeting to discuss the DEQ plan implementation MOU between the SWCD and the County for Agricultural land that is converted to other uses in the Chesapeake Bay Preservation Area up in the northern portion of the County.

The Planning Manager attended the elementary school site selection meetings at the School Board Office with the School Board staff and their school consultants.

The new Lake Harley Sheetz with a drive-thru car wash, restaurant and retail items sold through the window was able to locate next to Colonial Harley-Davidson at the new Right in Right Out (RIRO) site entrance bringing a quality retail store to Prince George County that also provides a modern drive-thru car wash to residents.

The County Administrator, Deputy County Administrator and Planning Manager attended the Fort Lee Military Strategic Planning update meeting on post where a SWOT analysis was conducted with regional civilian leaders and military post leaders working together to maintain Fort Lee as a major employer and economic presence through assistance by the Crater Planning District Commission staff.

### Planning Division 2018 Highlights

The Planning Manager attended the Crater Planning Directors Meeting where FOLAR trail work was discussed to include a connection from the Appomattox Regional Trail in the Tri-Cities to the new Virginia Capital Trail across the James.

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The County Administrator, Deputy County Administrator and Planning Manager attended the Fort Lee Military Strategic Planning update meeting on post where a SWOT analysis was conducted with regional civilian leaders and military post leaders working together to maintain Fort Lee as a major employer and economic presence through assistance by the Crater Planning District Commission staff.
The Planning Manager and James River SWCD Conservation Specialist both presented the proposed SWCD Conservation Assessments MOU document at the Board Work Session on May 8th for DEQ compliance purposes. That MOU document was then later approved by the Board of Supervisors on May 22nd.

The Planner and Environmental Coordinator attended a DEQ training seminar on Resource Protection Area (RPA) delineations and the related on-site field work in Chesterfield County to further enhance our site plan and plat reviews of RPAs.

The Planning Manager presented the Fort Powhatan Solar zoning request at the June 12th Board Meeting and it was approved unanimously vote with no public comments from the public which turned out to be a very successful solar project.

The County Administrator, Deputy County Administrator and Planning Manager met with the Fort Lee Army Housing Director as a follow-up meeting to the previous Strategic Planning seminar to discuss qualified rental properties located in the County as short term they would rebuilding their aging on post housing.

The Planning Manager updated the Board of Supervisors at their July 31st Board Retreat on the proposed 2020 Comprehensive Plan project along with the County Engineer and Deputy County Administrator discussing the infrastructure.

The Planning Manager, Part-Time Planner, General Services Director and the General Services Office Manager work together on a new County Streetlight Policy to contain new streetlights in the County Service Area and long term to reduce the overall Streetlight costs incurred by the County for excessive lighting.

The Planner attended a two day training session event in Chesterfield at the Virginia Department of Emergency Management HQs on cost-benefit analysis to complete County damage assessment paperwork claims through the hazard mitigation process and received additional CFM re-certification training credits.
The Planning Manager and General Services Director presented the County Streetlight Policy during the September 11th BOS Work Session and were asked to finalize it with County Attorney.

The Planning Manager on September 12th attended the CIP Kickoff meeting where new CIP projects were discussed for orientation purposes with both the Planning Commissioners and CIP members reviewing the new CIP projects.

The Planning Manager and Planner conducted the Commission Work Session on September 24th and they reviewed different types of Housing options with the Planning Commissioners as the supporting density for possible economic development projects and reviewed the draft growth management section of the proposed Economic Development Tourism Strategic Plan for the County.

The Planner and Part-Time Planner conducted field work to locate billboards starting at I-95 Exit 45 on the existing billboards in disrepair or as old empty billboards and they created a Countywide Billboards database and GIS layer.

The Planning Manager presented to the Board of Supervisors on October 9th the final version of the Streetlight Policy and associated GIS Map showing the County Service Area for implementation purposes for all new streetlights.

The Part-time Planner presented to the Board on October 9th at their Work Session the proposed Convenience Center research and analysis to locate one in District 2 through the zoning and site plan approval process for the new use.

The Planning Manager, Utilities Director and the Environmental Program Coordinator met with a Midlothian developer / builder on developing Tinsley Charter Sections 6-8 with 91 potential lots with a waterline extension on 106.

The Planner attended VDOT Local Programs training September 18th – 20th in Roanoke and Transportation Planning training September 26th – 27th in Richmond for assistance in preparing future VDOT road funding requests.

The Planning Manager and Planner attended the October 29th Board Retreat to provide Planning information updates on the Jefferson Park Fire Station Project and the existing zoning case conditions for the Jefferson Center commercial use.

The Planning Manager worked with the JR SWCD District Administrator on implementing the DEQ Chesapeake Bay Preservation Act MOU for new agricultural land conservation assessments to complete County DEQ compliance.
The Planning Manager moderated the Virginia Association of Zoning Officials training in Henrico County on October 26th on Agri-Tourism and Zoning by Dinwiddie Planning, an Affordable Housing session by VCU Planning, and a VACo VA General Assembly update along with the Ashland Planning Director.

Site Plans for Davis Oil / Circle D Exxon Relocation project were resubmitted from the Fall 2016 submittal after working on the County utilities with the County Utilities Director to serve this site and additional land being added there.

The Planning Manager, Environmental Program Coordinator and JR SWCD District Administrator met with the DEQ Principal Environmental Planner on completing the DEQ Chesapeake Bay Act Compliance process and starting the implementation of the MOU between PGC & JR SWCD for conservation assessments to be conducted on an annual basis by the JR SWCD Office staff.

Prince George County was able to complete the Department of Environmental Quality (DEQ) Compliance Audit in December 2018 with full DEQ compliance through our Comprehensive Plan, Erosion and Sediment Control, Subdivision and Zoning Ordinances. Along with compliance on the related Prince George County development review applications for reviewing all site plan and plats.

The Nathaniel Dozier conditional rezoning case was presented to the Planning Commission by the Planner on October 25th with improvements needed for the Traffic Impact Analysis (TIA) and the proposed entrance onto US 460 that was obtained with better transportation analysis performed by VDOT and Planning.
In 2018, three Zoning Ordinance Amendments and two Subdivision Ordinance Amendments were heard before the Planning Commission.

Four Special Exception cases were heard by the Planning Commission this year. These requests included:

- Sun Energy 1 Solar Facility
- Prince George Ruritan Club
- The Barns of Kanak
- Tree Time Adventures

The Planning Commission also heard one Planned Unit Development (PUD) case by Worden Enterprises, owner of the South Forty Campground on Courtland Road.

The Commission heard five Rezoning cases and the requests included:

- PGC Central Wellness Center
- Nathaniel Dozier Commercial
- Breez-In Associates Offices

The 2018 Capital Improvements Plan (CIP) sub-committee was led by Chairman Easter and Vice Chairman Simmons, The Planning Manager, the Finance Director and the Accounting Supervisor provided staff support to the subcommittee for its recommendations to the County Administrator and onto the Board of Supervisors for their approval. The Planning Commission acted upon the recommendations on December 20, 2018 and forwarded the CIP report onto the Board of Supervisors.

The Prince George County Board of Zoning Appeals reviews Appeals, Variances and certain Special Exception requests as determined by the Board of Supervisors, and hears and decides on Appeals based upon decisions of the Zoning Administrator. The Board of Zoning Appeals is not authorized to rezone land, which can only be performed by the Board of Supervisors. Prince George County has authorized the Zoning Administrator to grant Administrative Variances for certain setback requirements, which reduces the BZA case docket.

The 2018 Board of Zoning Appeals Members

Vice-Chairman - Charles Leonard
Chair - Erma Brown
William Kreider
Linda McAllister
Carol Woodward
2019 Commercial Projects
Coming To Prince George County

2018 New Businesses
NAPA Auto Parts
Benzer Pharmacy
Love’s Travel Center
Arby’s Restaurant
Hines Fitness
Star Express Travel Center
Huddle House
PG Hospitality
Believe-N-U School
Water Management Solutions, Inc.
Southside Physicians Medical Network
Foot & Ankle Specialists Mid-Atlantic
Lowest Price Auto Glass Shop
Neurosurgical Associates

Prince George County Fire and EMS Station 7
County of Prince George
Planning Commission

2018 Annual Report
January – December 2018

Approved on January 24, 2019
2018 Planning Commission Members

James A. Easter, Chairman
Joseph E. Simmons, Vice-Chairman
Alex W. Bresco, Jr.
Floyd M. Brown
R. Stephen Brockwell
Imogene S. Elder
V. Clarence Joyner, Jr.

Planning Division Staff Members

Douglas Miles, AICP, CZA, Planning Manager / Zoning Administrator
Horace Wade, III, CFM, Planner / Timothy Graves, Part-Time Planner
Missy Greaves-Smith, Administrative Support Specialist II

Planning Commission Officers and Appointments

The Planning Commission elected James A. Easter as its Chairman, and they elected, Joseph E. Simmons as its Vice-Chairman, for the 2018 calendar year.

Introduction

Section 15.2-221, of the Code of Virginia, as amended, prescribes the duties of the local planning commission. Among other things, these duties include a requirement to make recommendations and to provide an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction. This document seeks to meet this Virginia State Code requirement by providing a direct linkage between the Prince George County Planning Commission and Prince George County Board of Supervisors.

Planning Administrative Review Summary

The Planning Division received twenty-eight (28) applications for Subdivisions, Boundary Line Adjustments and Parcel Consolidations; nine (9) new Site Plan applications, nine (9) Administrative Second Dwelling renewals, and two (2) new Administrative Second Dwellings. They issued one hundred and fifty-five (155) zoning approvals for both new professional business uses and home occupation business uses within Prince George County.

The Planning Division reviewed nine (9) new site plan submittals which included: Pleasant Grove Baptist Church Addition, Service Center Metals Expansion, Virginia Physicians for Women Medical Building, Exit 45 C-Store, Sheetz C-Store and Car Wash, Sandy Hill Subdivision Site Plan, Blueridge Films Addition, NVR
Builders Supply Center located on Quality Way, and the Davita Medical Building under construction next to the Better Med medical facility on Puddledock Road.

**Planning Division: Special Projects**

The Planning Division was tasked with and completed various special projects. 
(1) The Planning Division assisted the Board of Supervisors and Administration with understanding costs, the process and possible sites for establishing a new location for residents to drop off household waste and recycling in District 2. (2) The Planning Division was also tasked with developing a “Streetlight Policy” for Prince George County to be utilized and implemented by the Department of General Services and it was approved by the Board of Supervisors on October 9, 2018. (3) The Planning Division was tasked with identifying, photographing and placing all billboard sign locations along the major corridors in the County in the County’s GIS mapping system. This research will allow for the County to work with billboard owners to upgrade existing signage at some of our gateway areas.

Please Note that a large percentage of this Planning research was conducted by the Part-Time Planner between August and December 2018 with Planning Staff.

**Planning Commission Case Summary**

In 2018, four (4) new Special Exception cases were submitted and heard before the Planning Commission. These Special Exception (SE) cases included: (1) Fort Powhatan Solar for a large solar energy facility on Wards Creek Road; (2) Prince George Ruritan Assembly Hall on Ruffin Road; (3) McCormick Assembly Hall (The Barns of Kanak) located on Ruffin Road; and (4) Tree Time Adventures for a commercial outdoor recreational use to be located within the rear of Scott Park.

In total, six (6) Conditional Rezoning cases were submitted and heard before the Planning Commission and these cases included: (1) the Prince George County Conditional Rezoning of the Central Wellness Center from R-A to B-1 with certain uses on Prince George Drive; (2) Worden Enterprises LLC from R-A to PUD to permit recreational vehicle park unit spaces to be rented longer than 30 days in defined areas of the park for transient use along Courtland Road; (3) Nathaniel Dozier Jr conditional rezoning from R-A to B-1 with certain restrictions along Route 460; (4) Breez-In Associates LC rezoning one acre from R-A to B-1 along James River Drive; (5) Mitchell Homes Inc. rezoning 21 acres from R-E to R-2 to permit the reduction of front yard setbacks from 75 feet to 35 feet as the R-E front yard setback creates a hardship for buildable lots due to steep slopes and environmental features; (6) Par 5 Development Group LLC conditional rezoning from R-A to B-1 with certain restrictions along James River Drive for a retail use.

The Planning Commission held public hearings to recommend three (3) Zoning Ordinance Amendments, and two (2) Subdivision Ordinance Amendments onto the Board of Supervisors. Those amendments were: (1) Amending the Zoning
Ordinance to add requirements for notations pertinent to Chesapeake Bay Preservation Areas and the Resource Protection Area relative to Site Plans; (2) Amending the Zoning Ordinance by adding certain penalties for violations of the Chesapeake Bay Protection Preservation Areas; (3) Amending the Subdivision Ordinance by adding certain requirements for notations pertinent to the Chesapeake Bay Preservation Areas under the Preliminary Plats, the Engineering Plan Specifications, and the Elements of Final Plats sections. These amendments brought Prince George County into complete DEQ environmental compliance; (4) Amending the Zoning Ordinance to consolidate and revise local Sign requirements to be consistent with current law and create a clear and consistent set of regulations pertaining to signs; and (5) Amending the Subdivision Ordinance by adding Effect of approval of final plat, adding Coordination of Streets with existing streets, and Street construction to allow for coordination with VDOT subdivision street acceptance for maintenance purposes through the Subdivision Ordinance.

Planning Commission Subcommittee:

The 2018 Capital Improvements Plan (CIP) subcommittee was led by Chairman Easter and Vice Chairman Simmons, and the Planning Manager, the Finance Director and the Financial Reporting Accountant provided staff support to the subcommittee for its recommendations to the County Administrator and onto the Board of Supervisors for their approval. The Planning Commission acted upon it on December 20, 2018 and forwarded the CIP recommendations onto the Board.

Planning Division Staff Continued Education:

Douglas Miles, AICP, CZA, Secretary to the Planning Commission, continues to serve on the Virginia Association of Zoning Officials (VAZO) Executive Committee as the Regional Director for the Richmond and Tri-Cities Area. In order to assist area zoning staff members with educational credits to maintain a CZO, Certified Zoning Official or a CZA, Certified Zoning Administrator state certification. VAZO Legal and Planning training sessions keep all area staff members current on Virginia State Code requirements and any changes as they relate to both the BZA and to the Planning Commission for cases.

The Planning Manager achieved in July of 2018 American Institute of Certified Planners (AICP) designation and which is a national certification program conducted through the American Planning Association. “AICP” is shorthand for education, experience, breadth of knowledge, ethical practice and commitment to the planning profession. He also was recertified as a Certified Zoning Administrator (CZA) for an additional three (3) years until December 2021. The Planner was recertified as a Certified Floodplain Manager (CFM) for an additional two (2) years until December 2020 and the certification is also a national certification program that includes local, state, federal and private sector CFMs.
Planning Division Staff attended County, State and Federal level education programs such as Human Resources Training on dealing with the general public better, security awareness, disaster and emergency preparedness and specialized training in planning, transportation, and infrastructure improvements such as broadband and solar energy.
Prince George County... A global community where families thrive and businesses prosper

<table>
<thead>
<tr>
<th>Population, 2017</th>
<th>Prince George</th>
<th>Eastern</th>
<th>Statewide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>37,809</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>20,447</td>
<td>54%</td>
<td>49%</td>
</tr>
<tr>
<td>Female</td>
<td>17,362</td>
<td>46%</td>
<td>51%</td>
</tr>
<tr>
<td>Children (0-17 years)</td>
<td>8,097</td>
<td>21%</td>
<td>22%</td>
</tr>
<tr>
<td>Adults 18-64 years</td>
<td>24,538</td>
<td>65%</td>
<td>63%</td>
</tr>
<tr>
<td>Adult 65+ years</td>
<td>5,174</td>
<td>14%</td>
<td>15%</td>
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<tr>
<td>White only</td>
<td>22,935</td>
<td>61%</td>
<td>59%</td>
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<tr>
<td>African American only</td>
<td>12,357</td>
<td>33%</td>
<td>33%</td>
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<tr>
<td>Asian only</td>
<td>808</td>
<td>2%</td>
<td>4%</td>
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<tr>
<td>Other race</td>
<td>437</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>1,272</td>
<td>3%</td>
<td>4%</td>
</tr>
<tr>
<td>Hispanic/ Latino*</td>
<td>2,993</td>
<td>8%</td>
<td>7%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, Population Division. Estimates obtained from UVa Weldon Cooper Center. "Other race" includes Hawaiians, Pacific Islanders, American Indians, and Alaskan Natives. * Hispanic origin is not mutually exclusive of race.

Number of People (All Ages) living in Poverty in locality

- 3,590
- 11%

Number of Children (< 18 years) living in Poverty in locality

- 1,015
- 13%


Source: Virginia Employment Commission. Rates are for each calendar year. Rates are not seasonally adjusted.

Source: U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE).
Prince George Social Services is a local Department of Social Services providing an array of services to the citizens of Prince George County. For the purposes of this annual report, data will be divided into four categories: Services, Benefits, Children’s Services (CSA) and Administration. The data represents activity between January 1, 2018 and December 31, 2018. Financial information is stated based on the fiscal year reporting.

The Department wishes to thank the Board of Supervisors, County Administration, our community partners and the citizens of Prince George County for their ongoing support.

### Services:
- **Prevention/ Emergency Services** - 24 families served or ongoing CPS services.
- **Adult Protective Service** - 65 reports received and investigated
- **Adult Services** - a total of 164 individuals received adult services of a various nature.
- **Guardianship Assistance** - 31 referrals received with 31 ongoing clients remaining open at the close of the calendar year.
- **Medicaid Screenings for Personal Care/ Adult Living Facilities/and Nursing Homes** - 68
- **Foster Care** - 24 children served, 6 children exited the foster care system. This is 33% higher than in 2017.
- **Adoption** - A total of 25 children received adoption assistance.
- **Child Protective Services** - 359 reports received (18% higher than in 2017), 181 complaints investigated or assessed (16% higher than in 2017)
Accomplishments:

The Annual Toddler Fair was held on April 14, 2018. Multiple children received screenings of a various nature – Vision (61), Dental (61), Hearing (51), Speech and Articulation (40), Developmental (52).

The Bexley Children’s Fair was held for the first time on August 29, 2018. This event was the result of the collaborative efforts of Prince George Social Services, Prince George Police Department, Prince George County Public Schools, Prince George Fire and EMS, Appomattox Regional Library, District 19 Community Services, CERT volunteers and Oakland Baptist Church. These community partners worked together to provide an evening of fun to residents of the park. Children were able to get on a school bus to see what it would be like on the first day of school. Parents were able to meet the principal and multiple teachers at South Elementary. Thirteen children ages 0 to 5 received ASQ screening and received referrals for services if needed. Social service staff was on hand to answer any questions regarding benefits. Children were able to talk to police officers and firefighters. The youngsters sat in and explored a fire truck! Numerous school supplies were provided to residents.

Prince George Social Services was one of 22 local departments of social services (out of a total of 120) who were commended by the Virginia Department of Social Services for meeting the initial deadline for recertification of child welfare workers. This process required more than twenty multi-day courses on top of their typical workload.

Prince George Social Services was one of 7 out of 23 local departments of social services in the eastern region that successfully transitioned adult service cases from one software system known as ASAPS to another software system known as PEER Place by the established deadline. This required case managers to attend multiple days of training as well as manually entering cases into the new system.
Benefits:

- Medicaid: 1179 applications processed with $29,388,715 benefits issued to clients.

- An average of 2512 cases under ongoing management each month.
- An average of 4670 participants each month.

- Supplemental Nutritional Assistance Program (SNAP): 1046 applications processed with $4,365,536 benefits issued to clients.
- An average of 1268 households served monthly.
- An average of 2870 participants each month.

- VIEW/Employment Services: 22 participants worked with monthly earnings averaging $9.87.

- Temporary Assistance to Families (TANF): 200 applications processed with $205,905 in benefits issued.
- An average of 71 households served monthly that includes 150 participants.

- Auxiliary Grants: $50,792 was provided to assist four aged and five disabled adults living in a community based setting.

- Child Care Assistance: 18 families served with 24 children. 37 families on the waitlist. Child Care subsidies totaled $98,262.

- Energy Assistance: Fuel-293 paper and CommonHelp/99 pre-approved; Cooling-249; Crisis-90; Energy Share-85 applications processed with $154,097 benefits issued to assist 502 households.
Accomplishments

Paperless Application and Electronic Case Files for Energy, Snap, Tanf, and Medicaid Programs (not including IV-E)

Staff completed all training for Medicaid Expansion to make ourselves ready for the start date of 1/2019.

In 11/2018 began to process applications for all who would be enrolled effective 1/2019.

We met the 97% compliance for Snap non expedited applications 11 of 12 months in 2018; 5 months at 100%; 2 of those month at 100% for both Expedited and Non-Expedited.

We have been managing the Childcare program successfully for 1 year now.

New Benefits Program Specialist Joins our Team

Justina Rose
Children’s Services Act (CSA):

- 43 Unduplicated cases totaling a net expenditure of $1,359,112 in CSA funds and $37,084 in federal IV-E foster care funds for services in FY17-18.
  - Total expenditures for Special Education students through CSA: $1,676,021
    - 29 children served through SPED with average expenditures of $57,794 per student
    - Local match for CSA Special Education expenditures: $622,809.40
  - Total expenditures for Foster Care / Prevention services through CSA: $192,694
    - 35 children served through FC/Prevention with expenditures of $5,505.54 per child
    - Local match for CSA Foster Care / Prevention services: $71,605.04

Grants received in FY17-18

- John Randolph Foundation  Community Grant to support the Back to School Fair
- Jessica Ann Moore Foundation  to support the Back to School Fair
- Four VDSS mini grants
  - Chafee Education & Training grant
  - Promoting Safe & Stable Families,
  - Independent Living grant
  - Respite Care grant
Administration:

- 7535 walk-in customers assisted with an average of 628 customers seen at reception each month.

- CommonHelp – Administrative staff cleared 1351 online applications for Medicaid, SNAP, and TANF and 708 for Energy Assistance Programs. Staff keyed and registered an additional 137 paper applications.

- The screener assisted 711 customers by phone and 791 in person.

- Administrative staff issued 503 Electronic Benefit Cards (EBT) directly to customers.

- IT Systems- Administrative staff managed 291 IT related issues including the refresh of computers and laptops; replacements of printers and scanners; and security authorizations and resets.

- Assisted and completed fiscal audits with county auditors with no negative findings.

- Staffing: Based on the VDSS Workload assessment tool provided by the Va. Department of Social Services, the projected FTE needed to manage the administrative work load is 8.5 administrative workers and one supervisor. The current staffing level of this unit at 5.2 full time equivalent administrative positions and one supervisor.

VDSS approved positions for Prince George Dept. of Social Services

<table>
<thead>
<tr>
<th>Social Services Staffing</th>
<th>Direct</th>
<th>Indirect</th>
<th>NER</th>
<th>Admin</th>
<th>Benefits</th>
<th>Services</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Filled Positions</td>
<td>17</td>
<td>10</td>
<td>3</td>
<td>9</td>
<td>8</td>
<td>13</td>
<td>30</td>
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<tr>
<td>Number of Unfilled Positions</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>6</td>
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<tr>
<td>Total Number of Positions</td>
<td>19</td>
<td>14</td>
<td>3</td>
<td>13</td>
<td>10</td>
<td>13</td>
<td>36</td>
</tr>
<tr>
<td>Percent of Positions Unfilled</td>
<td>11%</td>
<td>20%</td>
<td>0%</td>
<td>21%</td>
<td>20%</td>
<td>0%</td>
<td>17%</td>
</tr>
<tr>
<td>Pet. of Positions Unfilled-Statewide</td>
<td>19%</td>
<td>16%</td>
<td>21%</td>
<td>19%</td>
<td>19%</td>
<td>18%</td>
<td>19%</td>
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</tbody>
</table>

Source: LETS, Position Reimbursement And Status Report for State (run on 10/1/2018). Refers to number of positions regardless of percent of time assigned. Invalid filled positions and voluntary positions are excluded. NER= Not eligible for reimbursement.
Outreach Efforts

- 7TH Annual Prince George County Back to School Fair
- 4TH Annual Prince George County Toddler Fair
- Staff assisted with National Night Out
- Staff participated in Prince George County Survivor Day
- SNAP benefits information at the Prince George County Farmer’s Market
- Case Western University Social Work Program: one MSW intern placement
- Crater Region Foster Parent Trainings (with Dinwiddie, Hopewell, and Petersburg Social Services)
- Informational booths at:
  - Prince George Farmer’s Market;
  - Triad Health Fair for Seniors;
  - Prince George High School Transition Fair
  - Unity Fall Festival

Committees/Boards on which management staff participate

- Local Emergency Planning Committee (LEPC)
- Triad
- CAPUP Executive Board
- District 19 Community Services Board
- Appomattox Regional Library Systems Board
- Prince George Extension Leadership Council (ELC)
- Prince George Community & Policy Management Team (CPMT)
- Prince George Family Assessment & Planning Team (FAPT)
- Garrison Commander’s Family Advocacy Committee (Fort Lee FAP)
- Hopewell/ Prince George Community Health Center
- Prince George Promise
- Prince George Public Schools Health Advisory Committee
- Smart Beginnings Southeast
- Virginia League of Social Service Executives
- BPRO- Virginia Benefits Program Organization
- POSSESS-Partnership of Office Services Support Employees in Social Services
# Finances

<table>
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<tr>
<th>Social Services Spending, SFY 2018</th>
<th>Prince George</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>NER</th>
<th>All Sources</th>
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<tr>
<td>Administrative costs</td>
<td>$969,627</td>
<td>$349,304</td>
<td>$735,097</td>
<td>$121,704</td>
<td>$2,175,731</td>
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<td>Staff and operations¹</td>
<td>$892,406</td>
<td>$349,304</td>
<td>$657,876</td>
<td>$4,677</td>
<td>$1,904,262</td>
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<td>Other expenses²</td>
<td>$77,221</td>
<td>$0</td>
<td>$77,221</td>
<td>$117,027</td>
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<td>Admin costs - % by Funding Source</td>
<td>45%</td>
<td>16%</td>
<td>34%</td>
<td>6%</td>
<td>100%</td>
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<td>Admin costs - % Total SS spending</td>
<td>4%</td>
<td>2%</td>
<td>57%</td>
<td>100%</td>
<td>6%</td>
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<td>Services purchased for clients³</td>
<td>$15,090</td>
<td>$5,098</td>
<td>$3,725</td>
<td>$0</td>
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<td>Services - % by Funding Source</td>
<td>63.1%</td>
<td>21.3%</td>
<td>15.6%</td>
<td>0.0%</td>
<td>100%</td>
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<td>Services - % Total SS spending</td>
<td>0.1%</td>
<td>0.0%</td>
<td>0.3%</td>
<td>0%</td>
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<tr>
<td>Client Benefits Spending⁴</td>
<td>$20,598,364</td>
<td>$16,023,300</td>
<td>$552,830</td>
<td>$0</td>
<td>$37,174,495</td>
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<td>Medicaid &amp; FAMIS⁵</td>
<td>$15,773,698</td>
<td>$14,787,131</td>
<td>$32,818</td>
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<td>$30,593,647</td>
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<tr>
<td>SNAP</td>
<td>$4,365,536</td>
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<tr>
<td>TANF</td>
<td>$95,906</td>
<td>$127,681</td>
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<td>Energy Assistance</td>
<td>$146,638</td>
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<td>N/A</td>
<td>N/A</td>
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<td>Foster care/adoption⁶</td>
<td>$143,132</td>
<td>$193,789</td>
<td>$0</td>
<td>$0</td>
<td>$336,921</td>
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<td>Comprehensive Services (Title IV-E)⁷</td>
<td>$0</td>
<td>$849,258</td>
<td>$509,854</td>
<td>$0</td>
<td>$1,359,112</td>
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<td>Child Care⁷</td>
<td>$73,455</td>
<td>$24,807</td>
<td>N/A</td>
<td>N/A</td>
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<td>Other Benefits⁹</td>
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<td>$0</td>
<td>$50,792</td>
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<tr>
<td>Benefits - % by Funding Source</td>
<td>55%</td>
<td>43%</td>
<td>1.5%</td>
<td>0.0%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Benefits - % Total SS spending</td>
<td>95%</td>
<td>98%</td>
<td>43%</td>
<td>0%</td>
<td>94%</td>
<td></td>
</tr>
<tr>
<td>Total SS Spending</td>
<td>$21,583,081</td>
<td>$16,377,702</td>
<td>$1,291,653</td>
<td>$121,704</td>
<td>$39,374,140</td>
<td></td>
</tr>
<tr>
<td>SS Funding - % by Funding Source</td>
<td>55%</td>
<td>42%</td>
<td>3%</td>
<td>0%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Source: LASER, Statewide Summary. NER = Local non-reimbursable costs. Costs rounded to whole dollars.

Social Service spending is leveraged for maximum federal and state reimbursement.
Total value of services and benefits provided by Social Services & CSA to Prince George residents:

$39,374,140

This figure reflects a $3,962,858 (or 11.2%) increase over 2017 in overall value to county citizens.

Total local contribution by the locality for Social Services and CSA

$1,413,356

This figure represents an increase of $158,701 over 2017 local spending.