

THE REGULAR SEMI-ANNUAL MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WITH SENIOR STAFF WAS HELD ON THE 14TH DAY OF AUGUST IN THE YEAR TWO THOUSAND NINE OF OUR LORD AT FIRE STATION ONE, IN PROVIDENCE FORGE, VIRGINIA, AT 12:00 NOON.

IN RE: CALL TO ORDER AND ROLL CALL

Vice Chairman Sparks called the meeting to order.

Thomas W. Evelyn	Absent
David M. Sparks	Present
James H. Burrell	Present
Stran L. Trout	Present
W. R. Davis, Jr.	Absent

It was announced that Mr. Davis had a previous commitment and Mr. Evelyn had been hurt on the job.

Staff present included Lt. Charles Gardner, Financial Services Director Mary Altemus, County Attorney Jeff Summers, Human Resource Specialist Darla Stanley, General Registrar Gwen Ellyson, Assistant Public Utilities Director Mike Lang, General Services Director Jim Tacosa, Economic Development & Tourism Director Rodney Hathaway, Building Official Clarence Jackson, Community Development Director George Homewood, IT Director Jonathan Stanger, Assistant County Administrator Bill Whitley, Deputy Clerk Connie Nalls, Chief Deputy Treasurer Norma Holmes, Fire Chief Tommy Hicks, and County Administrator John Budesky.

Mr. Burrell gave the blessing and lunch was served and eaten during the meeting.

IN RE: ACCOMPLISHMENTS AND GOALS

County departments and offices reviewed their accomplishments and goals.

Mr. Budesky commented that all of the departments had contributed to the attainment of Administration's goals, which included improvements in customer service, responses to Freedom of Information requests, community outreach and citizen education. He indicated that work was underway on a purchasing policy manual to be presented to the Board for consideration. He mentioned that the new and improved personnel policies manual had been adopted, and that work was underway on processes for employee orientation and training, as well as an employee newsletter. He spoke about improvements in records management and retention and thanked the General Services staff for its work in cleaning up and rearranging the basement.

He thanked staff for their hard work on the groundwater withdrawal permits and predicted that process would continue to be a challenge. He also spoke about the Parham plant expansion and reclaimed water line projects that would be taking place during the next two years.

He commended Community Development staff for their progress in updating the zoning ordinance and spoke about the work remaining to be done regarding the recommendations from the Zoning Ordinance Rewrite Committee. He mentioned the brochures to help citizens better understand the development process and also the continuing challenge and frustration resulting from the permitting software program.

Mr. Budesky spoke about completion of the Health & Human Services building and the soon-to-be-completed renovations in the Courthouse. He mentioned continuing improvements at the Route 618 main refuse site, as well as some other capital improvements.

He congratulated the Financial Services Department on receiving its fifth consecutive award for excellence in financial reporting. He also commended staff for its work on the citizens guide to the budget, and added that the current budget process was the "best that he had ever been a part of" and one that everyone should be proud and it was a good platform to carry forward. He predicted that Mr. Whitley would be heading up the majority of the budget process for the upcoming year, and reminded that the capital portion would start in September.

He announced that both New Kent University and the State of the County event would continue and commented that everyone's participation and contributions were vital to the success of those programs.

He stated that plans for renovating the County Administration building were completed and the project would be put out for bid but would likely not be finished until after the first of the year. He commended Mr. Tacosa for his work on the plans and for meeting with the departments to determine their needs. Mr. Tacosa reported that the project should be started within the next ninety days and asked for everyone's patience.

Mr. Sparks advised that he and Mr. Davis had met with Mr. Budesky earlier in the day and he had shared some good insights. He assured that the Board wanted staff to be comfortable with the transition and it was delighted to have Mr. Whitley available to serve as Interim Administrator while the Board "took its time to find the right person". He commented that Mr. Budesky had done a good job of moving the County forward and credited him with improved professionalism and customer service.

Mr. Burrell indicated that he agreed with Mr. Sparks comments, stating that he did not think it would be a difficult transition and how he had been impressed with Mr. Budesky. He complimented him on New Kent University as well as improvements in the weekly report, and stated that he hoped that the Board could find a replacement that was as professional and had comparable people skills.

From the Sheriff's Office, Lt. Gardner reported an increase in drug activities and arrests in the County. He indicated that additional deputies had been certified as child safety seat inspectors. He advised that all deputies were carrying tasers, which he called a "good and effective tool". He stated that their training room had been certified by the Department of Criminal Justice Services which would allow them to do more in-house training. He reported an increase in calls as well as improved response time by the deputies; however, he indicated that there was a continuing need for more dispatchers. He indicated that they were working on improvements in the magistrate system, which currently tied up a deputy for three to four hours. He advised that they would continue to work on the drug problem in the County. He also mentioned that they had the floor plans for all of the schools and banks in the County which would help if they needed to respond to an active shooter situation. He reported that they had 35 deputies in the Courts and on the road, and tried to have three deputies on duty at a time.

From Financial Services, Ms. Altemus reported that their office had been successful, even with a frozen vacant position, because of her hard-working staff, who often worked through lunches and after hours. She mentioned the GFOA award and reminded that the CIP

process would start in September and the Budget in November. She reported that the audit had been completed a month ahead of schedule. She reviewed that they were working on a financial policy, and had adopted policies and procedures on agency funding, CIP, grants, and unemployment funding. She indicated that work on the revenue manual had to be suspended but she hoped work could resume on that project once her department was again fully staffed. She reported improved customer service, referencing some accounts payable training offered to the employees and the use of QuickBooks to track billings for Freon disposal and airport hangar rentals. She mentioned the citizens' budget brochure, which was developed with the help of Administration staff. She also reported that her department had started "project clean up" of some records that no longer needed to be maintained.

From the County Attorney's Office, Mr. Summers reported that all legal services were being handled in-house except for bonds and financing projects. He advised that there remained one piece of litigation with outside counsel that should end in September. He noted that by internalizing all services, the County was spending about half of what it used to. He reported improvements in efficiencies. He spoke about successful collection of delinquent utility bills of approximately \$9,000, but reported that there was about \$10,000 due collectively from two defunct builders and he was trying to get the Court to let the County pursue them individually rather than the companies. He indicated that they would be working to help staff recognize legal issues before they became problems, and would also be working on trying to provide faster delivery of services. He noted that the number of Social Services cases he was handling was increasing, especially in the area of child and adult protective services, which he surmised was another result of the increased drug arrests. He indicated that he was going to try to work to become friendlier as he understood there had been some comments about his demeanor, which he admitted often carried over from his time spent in the courtroom.

Mr. Trout stated that he was going to miss Mr. Budesky but acknowledged that the County had good staff that worked hard and knew what they were doing.

From Human Resources, Ms. Stanley reviewed that the new personnel policies had been adopted and with the hiring of an HR assistant, they had been able to assume some of the payroll duties from Financial Services, and had also established a process to track employee training. She advised that some of their goals included creating an employee intranet and newsletter, as well as a training calendar and processes dealing with pre-employment physicals and return-to-work policies.

From Voter Registration, Ms. Ellyson reported that she felt her office's most important accomplishment was successfully conducting the 2008 Presidential election, followed by moving into their new office space. She thanked County officials and staff for their support, stating that many didn't realize how much adequate office space contributed to productivity. She indicated that her main goal was to ensure a smooth transition to a new General Registrar. She advised that the application deadline had passed the previous week and the Electoral Board had received 15 timely applications and one late application, and was scheduled to begin its review on August 24. She indicated that election preparations were underway for the upcoming gubernatorial election, with the County's ballot having been approved and programming having been ordered for the voting equipment. She explained that the County would be receiving additional voting equipment (optical scan system) for use in the Watkins precinct. She joined others in expressing that she would miss Mr. Budesky.

From Public Utilities, Mr. Lang reported that the water systems at the Courthouse, Bottoms Bridge and Farms of New Kent were in full operation. He noted that the water permit for

The Colonies had been renewed and they continued to negotiate renewal of the permits for Route 33 and Colonial Downs, and the well at Whitehouse Farms was being replaced. Regarding sewer systems, he reported that the systems at the Courthouse and a portion of the system at the Farms of New Kent were operational, and they were planning for the expansion of the Parham Landing plant as well as the Reclaimed Water project, for which the County had received federal stimulus grant funding. He reported that they had divided their Field and Maintenance operations which would provide better service for customers and employees, and with their new maintenance equipment, they were providing faster response time with fewer customer complaints regarding water quality and maintenance of the well lots. He noted that they had been able to clear a significant portion of the utility easements with their new bush hog. He advised that they had collected around \$9,200 in delinquent utility accounts from customers who moved out of the County. Regarding goals, he indicated that they were continuing to work on the Water Supply Plan and to seek alternative water supply solutions, as well as working through the Conservation Plan to reduce water consumption. He stated that they would be seeking new markets for reclaimed water and hoped to finalize the water permits for Route 33 and Colonial Downs, and accept the remainder of the sewer system at Farms of New Kent. He stated that their department would continue to hone efficiencies and economies and staff was able to handle repairs of underground pipes buried less than ten feet deep and up to 12 inches in diameter. He indicated that they would continue to locate, clear and inspect all easements, and to collect around \$17,500 in delinquent utility accounts.

Mr. Burrell asked if delinquent utility accounts could be collected at closing. Mr. Summers explained that the frequency with which the County billed was a problem because accounts did not become overdue until after 120 days and the County often would not know that a customer had moved. He talked about collection efforts and advised that staff would be bringing to the Board some suggested revisions to Chapter 38. He advised that Delegate Chris Peace had appeared receptive in recent talks with staff regarding the County's request to be added to the list of localities authorized to add utility liens to property. Ms. Altemus reported that final bills were sent out monthly to those customers who moved.

From General Services, Mr. Tacosa advised that two major projects had been completed, and renovations to the Courthouse were 80% complete. He indicated that the new fire system had been installed and would provide 6 ½ hours of firefighting capability as opposed to the 12 minutes in capacity with the old system. He stated that the completion date for the project was targeted for October 20 and the Juvenile & Domestic Relations Court was planning to hold Court in the new space in early November. He reported that both the Voter Registrar and Cooperative Extension offices had been moved into new space. He confirmed that the waste oil burning furnace had been installed in the Vehicle Maintenance Facility and there would no longer be any cost to heat that building.

Mr. Tacosa also reported on improvements and efficiencies at the waste transfer sites. He advised that the number of container pulls had been reduced by 408 over all which, at \$141 per pull, had saved the County around \$60,000. He indicated that with the new compactor at the Route 618 main facility, they were averaging 7.3 tons per compactor, an increase of 24% over last year's average of 5.9 tons, and would like to increase it to 8.2 tons. He stated that they had been able to reduce the number of open-top containers from eleven to two. He reported that the electronics recycling (televisions and computer monitors) had been very popular and was a service offered by very few communities, and it only cost the County \$800 per container.

He reported an increase in usage at the Route 612 trash transfer site and indicated they were monitoring the cost of pulls to see if it would justify bringing in another compactor.

He indicated that in terms of tonnage, the Route 612 site produced 300% more than the Route 639 site and 330% more than the Route 647 site.

He commented that his department had assumed responsibility for a lot of new space, including grounds and building space, and were working hard to keep up without adding new staff. He indicated that goals included renovation projects at the Historic Courthouse and Administration Building. He spoke about the success in reducing energy consumption in the new buildings, and plans to work on reducing consumption in the Courthouse and Administration Building.

From Economic Development, Mr. Hathaway indicated that their website and available properties listings were up to date. He reported that there were 2,701 visitors to the Visitors and Commerce Center during the past year, 1,871 of whom were tourists and the remainder involved with Economic Development Authority (EDA) meetings and Chamber of Commerce business. He advised that 5,000 people had visited the Center since its opening and there should be a noticeable increase in the coming year with more people making day trips that included visits to the Winery. He stated that they had worked with the Virginia Tourism Corporation to locate County restaurant, history and tourism brochures in the Welcome Centers. He reported that the EDA had awarded five grants last year and two grants so far this year, and would be considering six new ones at its upcoming meeting, which included three home-based businesses moving into commercial space, two businesses moving into the County, and one façade improvement. He indicated that they had good response to their commercial marketing campaign, and felt that the 30-second commercial for the Wine Festival had contributed to the success of the event. He advised that they had completed three questionnaires for the Virginia Economic Development Partnership, which were generated when companies were looking for sites in Virginia, and that New Kent had been under serious consideration in all three, with one still in the process. He spoke about the annual business appreciation event as well as the pre-Derby commercial marketing event. He indicated that their goals would continue to be a focus on attracting new business, retention and expansion of existing businesses, and commercial tourism. He reported that a Department of Labor study reflected that between 60% and 80% of new business created came from existing businesses, and although the County spent a lot of effort going after new business, it would continue to help local businesses grow and prosper. He explained a plan to meet with every local business in the County to gauge their needs and educate them on what resources were available to help them. He talked about some training and workshop programs that were being planned, and announced that the third in a series of meetings would be held in the fall for businesses in the Providence Forge and Lanexa areas.

From Building Development, Mr. Jackson advised that he felt his department's main accomplishment had been customer service and he felt it was their responsibility to "help and not hinder" its customers. He thanked staff from other departments for helping them to succeed, and reflected that the slow down in permits had given them the opportunity to do some housekeeping and purging of old records. He reported that all County inspectors had completed their residential certifications and some were taking classes for commercial certifications. He indicated that he really enjoyed participating in New Kent University and hoped that the program would continue. He advised that his department's goals were to continue to provide good customer service in providing timely permit issuances and to further improve efficiencies. He also commented that they were looking forward to moving into their new office space.

From Community Development, Mr. Homewood reported that his department was meeting all of its goals for commercial and industrial processes, and meeting internal goals as well.

He indicated that residential projects were down 35% and commercial 45% from last year, but there had been a 15% increase in environmental inspections, mainly because even though projects might have stopped, the County was still required to inspect the sites every two weeks. He noted the completion of the Green Infrastructure Project, as well as adoption of a new floodplain ordinance and beaches and dunes ordinance. He reported that New Kent had passed its Erosion & Sediment audit, the first time without corrective actions. He advised that the grant had been renewed for the septic tank pump-out program, and another grant for completion of the sidewalk in the Courthouse area had been approved.

He advised that they would be moving forward to bring the recommendations from the Zoning Ordinance Rewrite Committee to include Village and Hamlet zoning to the Board, as well as a comprehensive sign ordinance. He noted that they were preparing for the 2010 Census process, and would be working to bring County ordinances into compliance with some new Chesapeake Bay Act requirements, State changes regarding stormwater management and alternative septic systems, as well as some "green" initiatives, all with reduced staff. He indicated that staff was working on its Code Enforcement and trying to make the process more efficient and responsive to customers.

From IT, Mr. Stanger reported on virtualization, software upgrades, and efforts to make systems more redundant and reliable.

From the Treasurer's Office, Ms. Holmes stated that with the Treasurer being away on active military duty, it was her first time participating in the budget process and New Kent University. She reported on collections through DMV stops and the set-off program for residents who had not paid their personal property taxes. She noted that they had been able to work with Citizens & Farmers Bank to renew some of the County's accounts to higher interest rates and to disperse the accounts into separate certificates in order to provide more liquidity. She spoke about the change in the decal process and how they were working with Bright on the new procedures and would also be working with the bank on the new process. She reported that staff was working on certifications and they were all doing the best they could to fill in for the Treasurer until his return which could be in November.

Mr. Whitley commented that he had learned a lot from Mr. Budesky and he congratulated him for having advanced the profession and the public's perception of local government.

From Parks and Recreation, Ms. Turner reported an increase in participation in programs, adding that the addition of a new youth coordinator had been of great help. She indicated that program revenue had exceeded projections by \$85,000, none of which had been re-allocated. She noted smaller grants than in previous years and explained how the larger grants were more difficult to obtain. She announced that with the help of other departments they had been able to provide on-line registration for programs. She recounted that the County had adopted its first Parks and Facilities ordinance, and noted that the Quinton Community Park project was nearly complete, with the exception of some landscaping, as the well, basketball courts and restroom electricity had been installed. She advised that assuming responsibility for management of the historic school facilities "was more than we thought" and they were working to get a handle on management of that property. She noted that the Master Plan had been deferred, but she felt that there was enough information from other recent studies and projects that could be pulled together for their purposes. She pointed out that 2010 would be the ten-year anniversary for the Parks & Recreation division and they would be recognizing it throughout the year.

Fire Chief Hicks reported that Fire-Rescue continued to be successful in obtaining grants for staffing and other projects, and they were working with surrounding localities on grants, processes, training and procurement. He thanked the staff for its cooperation in obtaining the necessary National Incident Management Systems (NIMS) training, and noted that the upcoming NIMS 300 class would involve training on the recently adopted Emergency Operations Plan. He indicated that he had worked with the Sheriff's Office on standardizing equipment and with the School System to bring their 61 buses and 35 vehicles into the County's radio system, which would improve their coverage from 40% to 90% - 95%, an improvement in safety for both students and the bus drivers.

Mr. Burrell reported that Chief Hicks was highly respected in the area and thanked him and his staff for their efforts, noting that comments from the federal and state evaluators during a recent emergency drill had been nothing but complimentary.

Mr. Budesky stated that he had left some transition information for the Board and some staff evaluation notes for Mr. Whitley. He indicated that if anyone needed anything that they should not hesitate to contact him. He commented that his success would not have been possible without the staff and support of the Board and he was honored to have been a part of the New Kent community.

The Board thanked Chief Hicks for hosting the meeting and providing lunch.

IN RE: ADJOURNMENT

Mr. Burrell moved to adjourn the meeting. The members were polled:

Thomas W. Evelyn	Absent
David M. Sparks	Aye
James H. Burrell	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Absent

The motion carried.

The meeting was adjourned at 1:40 p.m.