

A SPECIAL WORK SESSION OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 3rd DAY OF MARCH IN THE YEAR TWO THOUSAND FIVE OF OUR LORD IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING AT 6:03 P.M.

IN RE: ROLL CALL

Mark E. Hill	Present
D. M. "Marty" Sparks	Absent (arrived at 7:20 p.m.)
James H. Burrell	Absent
Stran L Trout	Present
W. R. "Ray" Davis, Jr.	Present

Chairman Davis called the meeting to order.

IN RE: REGISTRAR/ELECTORAL BOARD

Voter Registrar Gwen Ellyson reviewed her budget requests with the Board. She reported that the General Assembly has approved raises for Registrars and Assistant Registrars, and she has previously provided the Board with a memo asking for a supplement for herself and wage increases for her assistants. Mr. Davis asked about other localities supplementing the pay of their Registrars. She said that she had checked and found that 23 localities do provide supplements that range from 3% to 11%. The supplement that she is requesting for herself would raise her current salary by 13.3%.

She explained that the increases for programming costs are related to the software, and are based upon the current year's expenses. The cost for paper ballots has decreased. She'd like to keep \$100 in repairs and maintenance for an emergency. She indicated that she always prepares her budget based on having two elections. She has asked for a \$100 increase in her advertising budget as she'd like to do a little more outreach on voter registration and elections in the local newspapers. She has increased her postage because of an anticipated increase in postage rates.

Regarding the decrease in the mileage request, she explained that they have increased the training fee and eliminated mileage for election officer training (currently have 90 election officers), which will reduce the amount of staff time and paperwork required. They will still have to pay mileage to the chief officers for transporting the equipment to and from the polls.

She has included a requested for two new computers to replace those from her office that were purchased in 1999, as well as a new printer. She stated that the State is going to a new voter registration and election system and New Kent needs to upgrade so that it can handle the new system. She has provided the information to Jonathan Stanger and he was able to provide the estimated cost for the new equipment.

She reported that she has just learned that the County will be receiving total reimbursement for their purchase of new voting equipment in 2002 and later, through a federal program. \$25,000+ has already been received and the County should soon be receiving an additional \$114,500 for the remainder.

Charles Moss spoke to the Board regarding the budget request for additional equipment for the absentee precinct. The Electoral Board is not comfortable having just one piece of equipment and not having back-up equipment in case that one malfunctions. The new voting equipment should last 15 – 20 years.

There was discussion regarding disposal of the punch card equipment that is currently stored at the middle school and in Providence Forge. Mr. Moss will look further into these options.

IN RE: PARKS & RECREATION

Parks & Recreation Director Charles Hester indicated that there are few changes in their budget. They are once again asking for a Maintenance Supervisor who would handle grass cutting at the ball fields; remove trash at park and recreation sites; prepare fields for events; and perform custodial services and minor repair work at activity sites. This will eliminate the need for the recreation staff to handle these duties, enabling them to focus on programming. Mr. Hester explained that this person would be busiest from April through September. He indicated that in past years, part-time positions (interns) were approved but it has been difficult to find dependable help. If this position is not approved, then he will have to put the \$10,400 back into his budget that he has been paying for custodial and child care services at the airport.

He explained that his staff needs some more RecTrac training and he has asked for \$500 for that.

There was a discussion about the program guide. He explained that in the current year, they have sent out three mailings (reduced from four sent out last year).

Mr. Hester stated that two of their vehicles, the 4x4 jeep and the van, need to either be replaced or have major work done on them. He has included \$20,000 to replace one of the vehicles. He would suggest that the van be replaced first because they need a passenger vehicle.

He stated that they are looking to increase the programming which in turn would increase programming wages.

He explained that this year, theme park tickets will not be included in the cost of day camp, and he has already advised parents that they will be responsible for those costs. This will save the County about \$7,000.

With his budget requests of \$344,917 and anticipated revenue of \$100,500, the department's out-of-pocket would be \$244,917.

Mr. Davis requested that more senior trips be planned and Mr. Hester indicated that they are working on that.

IN RE: MIS

MIS Jonathan Stanger stated that there is an increase of \$22,906 in his budget requests, \$20,000 of which was in Planning's budget last year for GIS contract services, leaving an overall increase of \$2,906. He explained that he has included the cost for maintenance on the software that was purchased last year.

Mr. Stanger indicated that the increase in the internet access budget resulted from the addition of the Sheriff's Office to our system. Also he is asking for \$15,000 for GIS hosting but hopes he can get it for less than that.

There was a discussion about maintenance on the Sheriff's new MSAG program. Mr. Stanger stated that the purchase should have included at least a one-year maintenance agreement. Finance staff will check with the Sheriff to make sure that is covered.

There was a discussion about disposing of old computers. Mr. Stanger reported that the County uses what it can. In the past, old equipment has been sold at auction.

There was a discussion about electronic board packets. Mr. Stanger stated that the last time he provided information on electronic board packets, the cost was estimated to be about \$20,000.

IN RE: JAMESTOWN 2007

Committee Chair Rebecca Wager reviewed her committee's budget requests which included \$20,000 for program costs and \$12,720 for operations.

Mr. Hill asked why the EDA was not funding these activities. Economic Development Director Andy Hagy stated that was something that needed to be discussed at the Retreat. The EDA feels that it should spend its money on the industrial park.

There was discussion regarding the proposed archeological dig. Mrs. Wagar indicated that they have received estimates of about \$6,000 but have not selected a site. They are also planning some type of equine event but have not yet firmed up those plans.

Mr. Trout stated that it is hard to appropriate money without specific details. Mrs. Wagar reminded that the Committee has only been able to meet three times; however, their focus is going to be to enhance existing businesses and try to bring new businesses in, and these are their best estimates to date. They will be pursuing grants for all of their projects, and are only asking for \$20,000 from the County as seed money towards the \$64,000 they estimate that they will need. Many of the details will not be available until April or May, which is at the end of the budget process. She stated that the Board must have been aware that their committee would need some kind of funding.

Mr. Trout suggested that the Committee define their projects and then come back to the Board for funding. Mrs. Wagar expressed that if they did all of that work and the Board refused funding, it would be defeating to the Committee.

IN RE: ECONOMIC DEVELOPMENT

Economic Development Director Andy Hagy distributed an overview of prospective activity and projects/events. He also reviewed those items in his budget that have changed from last year.

The biggest request is to assign his Administrative Assistant 100% to his department. He reviewed the duties and projects that she would be assigned, and stressed the importance of having this person full time.

Mr. Hagy reported that their website www.YesNewKent.biz had received 11,571 hits between February 20 and March 2 and in eleven days had 375 visitors (those that spent time on the site and printed information).

He indicated that more and more businesses are looking to buy (v. lease) a building or purchase land to build. He emphasized that New Kent needs at least one industrial park to market.

There was discussion regarding Weir Creek Commerce Park. Mr. Hagy stated that the last appraisal came back at about \$10,000 per acre (150 acres). However, it has since been timbered and some of the land is not suitable for building. Mr. Hill suggested that it might be better idea to sell the land and put the money into the Fisher property rather than spend any more of the EDA's money on it.

Mr. Hagy reviewed the remainder of his budget. There was a correction of \$2,000 to the travel line, bringing it down from \$4750 to \$2750.

There were discussions about the contribution to the Metropolitan Richmond Convention & Visitors Bureau (\$10,000) and the \$2,750 to the James River Development Corporation. Staff will provide information as to the return received from the latter.

Mr. Hagy has requested \$15,000 for development of a travel brochure and distributed samples from other localities. He also plans to solicit sponsors to help pay for them.

There was discussion of a new line item labeled Prospect Development. Although he has nothing planned at this time, he is asking for \$5,000 for printing, presentations and entertainment of business prospects preparing to visit the County.

There is \$94,015 of new money requested in his budget.

IN RE: TREASURER

Treasurer Herb Jones, Jr. reviewed the changes to his budget, which has \$35,429 in new money requests.

He reported that as a result of a security audit by Mark Thatcher of the Sheriff's Department, he has received prices on video surveillance for the building. The pro-rated costs that apply only to his office is \$10,000. (Finance staff reported that the

remainder is included in the Building & Grounds budget). He indicated that the costs will be less if the County runs its own wires, but he did not have a figure.

He is again requesting funds to relocate his storage area so that it is accessible directly from his office, which he estimates will cost about \$3,000.

His advertising request has increased because he would like to run an advertisement in the Chronicle in either September or October to assist taxpayers in reading their tax bills.

He has increased his request for education and training as the State has raised its continuing education requirements for deputy treasurers. His postage request has also increased because the number of bills being sent out has increased.

He reported that if there was any "fat" in his budget, it was in his office supplies request which has increased from \$1,850 to \$5,000.

There was a discussion about the trend towards elimination of decals. He reported that the Treasurers' Association predicts that decals will be gone by 2008.

IN RE: CONTINUANCE

There was consensus to continue the meeting until March 10, 2005, at 6:00 p.m. The meeting was suspended at 8:25 p.m.
