

THE NEW KENT COUNTY BOARD OF SUPERVISORS HELD A SPECIAL WORK SESSION ON THE 3rd DAY OF APRIL, IN THE YEAR TWO THOUSAND THREE OF OUR LORD IN THE BOARD CONFERENCE ROOM LOCATED IN THE COUNTY ADMINISTRATION BUILDING AT 6:08 P.M.

IN RE: ROLL CALL

Rebecca M. Ringley	Present
James H. Burrell	Present
Dean E. Raynes	Present (arrived at 6:17 p.m.)
W. R. "Ray" Davis, Jr.	Present
Julian T. Lipscomb, Sr.	Present

Chairman Lipscomb opened the meeting.

RE: REVENUES

Mr. Christie reported that Commissioner of the Revenue John Crump, had provided projected revenue figures of \$8,432,000, based upon the current book value and new buildings to be taxed this year, which is \$721,000 above what has been projected by Accounting and Budget Director Mary Altemus who used the traditional method.

IN RE: BUDGET REVIEW

There was discussion regarding the increase in funds requested by the Schools, raises given to the teachers of the last three years, as well as those being given in neighboring localities. It was the consensus to use the figure of \$600,000 as new money funding for the schools, for the purposes of proceeding with further budget discussions.

County Administrator, Gary Christie, reviewed what had been discussed in the prior budget session, which included 6 months salary and benefits for six paid firefighters/EMTs at \$115,800, and their equipment at \$15,000.

Mr. Christie and Ms. Altemus brought the board up date regarding insurance premiums.

IN RE: OFFICE SPACE AND REORGANIZATION

There was discussion regarding the establishment of a one-stop window to coordinate the permitting and inspection processes, and some of the new position requests. Mr. Lipscomb suggested the following re-organization and office relocations:

1. hire one individual to serve as plans reviewer/clerk of the works, who would be a manager assigned to the Planning/Community Development Department
2. move the inspectors to the Planning/Community Development Department, and cross-train them to do all inspections

3. relocate Planning/Community Development to the Public Safety/Public Works offices, and install a customer service window
4. relocate the Public Safety Department and EOC room to the new fire station
5. relocate the School Board offices downstairs to where Planning is now located (would include the current EOC room)
6. relocate Public Works to a trailer in the rear of the building
7. relocate MIS upstairs to the School Board offices near the AS400 equipment
8. once the Juvenile and Domestic Relations Court moves to the 2nd floor of the Courthouse, move the Extension Office to the Old Courthouse
9. the School Board Offices would then be available to house either Accounting, or an in-house County Attorney, and the Economic Development Office.

Mr. Lipscomb believes that this re-arrangement would provide sufficient office space for the next ten years.

IN RE: NEW POSITION REQUESTS

There was discussion regarding the four new full-time position requests - plans reviewer/clerk of the work; land use compliance inspector, GIS manager, and economic analyst - and whether one or more of these could be funded for six months rather than the full year. Regarding the position of Economic Analyst, there was discussion as to whether the title should be changed to match the duties described for that position, as well as the management of this position. After discussion regarding the GIS manager, it was consensus to put \$20,000 in the budget for that position with which to hire either a temporary individual or contract the position out, beginning in September. Mr. Christie pointed out that the GIS revenues of \$10,000 would have to be likewise adjusted.

Mr. Christie was requested to prepare an organizational chart.

The Board approved the proposed part-time positions of temporary administrative assistant in the County Administrator (16 hours) and Economic Development offices (8 hours); and eight hours for extra part-time help in the Clerk's Offices of both the Circuit Court and General District Court.

There was discussion regarding the request to hire two new operators to work at the wastewater treatment plants, including their duties and work hours. There was consensus to approve only one of the positions in the current year.

Mr. Christie reviewed his suggestion to consider a part-time purchasing agent, who would also be used by the Schools, and the Board agreed that this is something that may be beneficial in the future.

IN RE: CAPITAL FUND

Mr. Christie confirmed that the amount the Board had agreed to \$15,900 for new voting machines. He reported that the amount budgeted for the radio system can be reduced by

\$170,000 resulting from new numbers received from Radio Communications (from \$390,000 to \$220,000).

Regarding the schools, it was agreed to leave in \$1.88 million for renovations to the Primary School, and \$2.6 million for renovations and repairs to the Elementary School, based upon borrowing \$3.8 million. There was discussion regarding the repairs to the Elementary School and their timetable. Mr. Lipscomb reported that he had requested Dr. Geiger to see that the roof and window replacement work were completed this summer.

Requests by Parks and Recreation were reviewed. It was agreed to leave in \$20,000 for work at the Henpeck Park, \$15,500 for the Diascund Park, reduce the cost of a new vehicle to \$15,000, resulting in \$50,500 total approved for Parks and Rec capital funds.

MIS upgrade of \$60,000 was approved, as well as \$40,000 to connect the buildings for data transfers.

Regarding the capital funds requested by the Planning Department, \$11,000 was cut for the large format copier.

Request for funds to purchase an aerial fire truck had been previously cut.

Mr. Christie reviewed the \$510,000 that has been included for the HVAC work at the Courthouse as well as \$500,000 to renovate the second floor for office space (which may not be enough if the Sheriff's dispatchers are relocated upstairs).

Funds for the vehicle maintenance garage were cut in half, from \$1.5 million to \$750,000.

The requests for new vehicles were discussed. The budget for the vehicle requested by the Planning Department was reduced to \$15,000.

The Board agreed on a figure of \$250,000 for the County's match for VDOT Revenue Sharing for FY03-04.

Mr. Christie reported that his recommendation is to move \$200,000 from CIP to the General Fund to pay for the one-time projects of the Reassessment and the 350th Birthday Commemoration. He also has included a request that \$42,000 be paid from the CIP to cover the local match for the Airport grants.

IN RE: OTHER BUDGETS

There was consensus not to cut any of the funds budgeted for CSA.

In the administration budget, Mr. Christie reported that he has requested funding for a salary study (\$10,000) and a telecommunications study (\$17,500). Following discussion, it was agreed that those funds would remain as requested, and that the County would use the remainder of any funds that were not used for the telecommunications study toward implementation.

The legal services budget was reviewed and unchanged. The request for funds for a new postage meter were approved, as well as the budget for the 350th Birthday celebration, which includes funds for a part-time person and \$20,000 in seed money. The items in the Finance and Economic Development budgets were reviewed and unchanged.

Mr. Christie has suggested a contingency fund of \$150,000, and Mrs. Altemus has recommended \$200,000.

Increases for County employees were discussed, and it was consensus to include a 2.2% COLA and provide for only a one-step merit increase (1.5%) in this tight budget year.

Improvements for the reception desk were discussed and budget requests were approved. The Board suggested that staff look into installing a “panic button” at the front desk for security and otherwise improve conditions in the lobby.

The budget of the Circuit Court was reviewed, and the Board had previously agreed to fund eight hours for part-time help. Staff was requested to obtain additional information from the Clerk regarding her \$10,000 request for furniture and fixtures, before deciding on that item.

Following discussion regarding a new request from Legal Aid for \$1,000, the Board decided against any funding.

Regarding the budgets for the Constitutional Officers, the Board agreed that the County should ask the Constitutional Officers to reduce their budgets in order to counter-balance the recent state cuts.

The additional courthouse security for non-court hours was discussed, and staff was asked to determine the difference between the number of hours that court is now held and security provided, and the remainder of the 40 hour week, so that a determination can be made on that.

RE: ADJOURNMENT

The Board agreed to hold their next budget work session at 4:30 p.m. on April 14, 2003, just prior to the regular board meeting at 6:00 p.m.. Mr. Davis moved that the meeting be adjourned. The members were polled:

Rebecca M. Ringley	Aye
James J. Burrell	Absent (left at 9:10 p.m.)
Dean E. Raynes	Aye
W. R. “Ray” Davis, Jr.	Aye
Julian T. Lipscomb, Sr.	Aye

There being no further business, the meeting was adjourned at 9:45 p.m.
