

A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS WAS HELD ON THE 5th DAY OF MARCH IN THE YEAR TWO THOUSAND TWO OF OUR LORD IN THE COURTROOM IN THE OLD COURTHOUSE AT 9:00 A.M.

IN RE: ROLL CALL

Mr. Davis re-convened the meeting, which was continued from February 27, 2002.

Julian T. Lipscomb	Present
Rebecca M. Ringley	Present
James H. Burrell	Present
Dean E. Raynes	Present
W. R. "Ray" Davis, Jr.	Present

IN RE: OVERVIEW

Mr. Ellyson presented an overview of the draft budget for FY2002 – 2003. He indicated that he had invited heads from all departments, except those with basic operating budgets, to meet with the Board to discuss their budgets.

The budget for general fund expenditures requested is \$22,226,346, resulting in the budget being out of balance by \$1,194,134. He stated at this point it would take a 12 ¼ cent increase on real estate tax to balance the budget for 2002-03. Mr. Ellyson indicated that no effort had been made to balance the budget, as he wanted the Board of Supervisors to have an opportunity to see what each department had requested.

He pointed out that the difference in budget requests and revenues includes only 3% of the 13 1/2 % increase in health insurance. The only new positions he had included were for the paid Fire/EMT personnel and deputies previously funded through the Universal Hiring Grant. He indicated that he had computed the recurring cost of the 6 new Fire/EMS personnel at \$29,770 each, plus benefits, and training.

Mr. Ellyson also reported that if all requested new personnel positions were included, it would widen the gap by \$436,831.

He also reported that salary increases had been computed at 4.1%, which included a COLA of 2.6% and one step at 1.5%. That amount is subject to adjustment.

Not knowing what monies will be received from the State makes the budget process even more difficult.

He further reported that if all capital projects were funded as requested, there would be a remaining balance of \$730,484 in the capital projects fund. This includes \$100,000 for equipment for Fire Station #1.

The budget must be adopted by July 1, 2002, but for contract purposes, the Schools need to know earlier what will be appropriated to them. At this time, the Schools are requesting an additional \$251,963.

Mr. Ellyson also provided each Board member with a list of the salaries for Administrators of some of the counties within the State of Virginia.

IN RE: AIRPORT

Mr. Michael St. Jean, Airport Manager, reviewed the Airport Vision Statement, goals and budget. He reviewed the improvements to the airport that need to be done this year, including completion of the perimeter fencing, hangar repairs, and runway repairs and maintenance. He estimated that, based on the engineer's estimate, it will cost approximately \$100,000 to complete the perimeter fencing, of which 80% will be covered by a grant and the County would have to fund the remaining 20%. There was some discussion on how to handle the deer problem on the runways. He reported that there were 47 aircraft at the Airport in 2001. That number in previous years was 33 in 2000, and 24 in 1999.

Mr. St. Jean indicated that he would be attending a meeting in Charlottesville over the next few days, and would do further research on available grants for security.

The Obstruction Study and Removal, for which he has requested \$25,000, is an ongoing multi-year project, for which there is funding of 90%. Marketing services of \$2,500 are funded at 50%. He has increased the amount in the postage budget because of an increase in direct mail outs.

Mr. St. Jean also reported on the \$150,000 budget item for plans and design of a new runway. The FAA will fund 90%, the State will fund 8%, and the County will be responsible for 2%, or \$3,000. Construction costs for that project for the following year is estimated at \$750,000 to \$850,000, for which the County would be responsible for \$20,000.

Gross revenues and deficits from the Airport were also reviewed. He reported revenues of \$55,479 for 1999, \$69,219 for 2000, and estimates \$91,446 for 2001. Deficit for this fiscal year is estimated at \$63,653. He projects next year's revenues to be \$125,864. He also reported that there were only 3 general aviation airports in the State that make money. He reminded the Board that the improvements to the Airport would be a positive for the County, and would enable the Airport to attract larger, more complex aircraft. He also mentioned the possibility of leasing some of the Airport land to a local vintner and is looking at alternative ways to make money, including creating some self-storage facilities.

He reported on the crop dusting that was recently done from the Airport. There was a direct economic benefit of \$182; however, 1,000 acres was treated, resulting in an anticipated increased value of the mature timber from \$750,000 to \$3,000,000.

IN RE: SHERIFF'S OFFICE

Sheriff F. W. Howard, Lt. McLaughlin, and Nancy Lindsay presented the Sheriff's Office budget. Sheriff Howard reported that the cost for prisoner confinement continues to rise, with an average monthly bill of \$40,500. Last year, he had requested \$250,000 and they ran short. However, there are some bills in the General Assembly that may offer some relief. SB 404 will permit the County to assess a fee of \$10.00 for each case on the docket (\$2.00 is now permitted, from which the County collected \$13,500 last year). SB 406 will permit the County to assess a processing fee for each person jailed, of up to \$100 per prisoner. SB 419 would permit a charge of \$25 for each withdrawal of DNA from felons, one-half of which would be paid to the localities.

Sheriff Howard also reviewed an award of funding for Live Scan, which will confirm identities from finger prints within 3 minutes. The system will cost \$31,954, for which New Kent would receive funding of \$23,033, and the County will have to pay \$8,921. This system will be required by 2005 and if it is not purchased this year, the funding will not be available.

Sheriff Howard also reported on the E911 Cellular grant of \$30,000 to hire an additional dispatcher.

Sheriff Howard also reported that two of his grant positions are running out, and he is asking the County to fund those positions.

Sheriff Howard also reviewed the other items, including cell phones, pagers, weapons replacements/upgrades, videos, and the need for an interview room. He asked that before cuts are made in any of his budgets, he be given an opportunity to meet with Mr. Ellyson to review them.

On another subject, Sheriff Howard stated he would like for the County to pass a Resolution recognizing Andrew Casey, one of his auxiliary deputies. Mr. Casey has attended school for over a year, at his own cost, in order to become a fully -certified deputy. Sheriff Howard will prepare a proposed Resolution for the Board's consideration.

IN RE: CIRCUIT COURT

Barbara Gregory, Clerk of the Circuit Court, spoke to the Board regarding the needs of her office. She reported that recordings have increased, resulting in an increase in the indexing costs. She reviewed the scanning system that is now being used and will eventually do away with the record books. The State usually provides for their computer needs. The biggest increase in her budget is a result of the transfer of her employees to the County pay plan. She did report on the Library Grant, which provided \$25,000 to microfilm the old chancery files that are too fragile for the scanner. Unfortunately, she has not been able to locate anyone locally that can perform this service, and those funds are being rolled over.

IN RE: REGISTRAR'S OFFICE

Ms. Gwendolyn Ellyson, Registrar, presented her budget to the Board. Ms. Ellyson reported that the majority of the increase in her budget is associated with the addition of a new polling place, including rent, mileage for workers, and furniture/fixtures. She is also asking for funds for another file cabinet in her office to accommodate the increase in registrations. Ms. Ellyson then gave the floor to members of the Electoral Board to review their budget.

Calvin Curling, Charles Moss and Nellie Crump spoke to the Board regarding the needs of the Electoral Board. Mr. Moss reported that they had looked at only the voting equipment that has been certified by the State Board (two to date). Once a decision has been made, they must apply to the Justice Department for approval, which will take 60 days. Therefore, the new equipment will not be in place prior to the November 2002 election. They are asking for permission to carry that funding over.

Mr. Moss also reviewed the request for an increase of \$5.00 per day in the training pay for the election officers. He reported that they were short 15 volunteers. When asked about the possibility of offering split shifts to the volunteers, Mr. Curling responded that would result in needing twice as many people and doubling of the training costs. He indicated that even though most of their volunteers were senior citizens, they seemed to be able to endure the 13+ hour days with morning and afternoon breaks. He emphasized the need for continued training of the 60 volunteers, which consists of 2-3 hour sessions, and normally offered on two different days.

IN RE: PLANNING DEPARTMENT

Mr. George Homewood, Director, spoke to the Board regarding the needs of his department. He provided a handout that reflected his department's priorities. He reported that his department's workload has increased at five times the population growth, and the gap is widening between what they are able to do and what they should be doing each year. Regarding zoning enforcement, he reported that they did not have enough manpower or hours to discover and remedy violations, and at this point can only respond to complaints that are received. He also indicated that the Dept. of Conservation and Resources has found New Kent County to be non-compliant because of their inability to conduct a sufficient number of inspections.

Mr. Homewood suggested ways to improve the operation of his department, including revision of the Comprehensive Plan, revisions of the Zoning and Subdivision ordinances, public information brochures, exploitation of technology, better organization of information stores, and grant applications and administration to pay for services. He also reviewed the goals of his department. He suggested, under new initiatives, that the County consider contributing to the VDOT Revenue Sharing Program to leverage spot improvements, as well as creating and implementing detailed village plans for the Courthouse and Providence Force.

Mr. Homewood identified the priorities in his budget to be the hiring of an inspector, modification/upgrade of the department's filing system (open-shelf format to accommodate plans), hiring of a GIS technician, computer hardware and software upgrades, mapping updates, and modification of the office workflow. In capital items request, he has included a new department vehicle, as the two vehicles currently assigned to the Planning Department both have over 200,000 miles on them.

He also reported that, in conjunction with the New Kent Clean County Commission, they are investigating the development of an office paper recycling plan.

Mr. Homewood indicated that the current litter grant must be spent on certain things, but the restrictions have been expanded to include recycling, purchase of recycled products, and trash pickup.

The hiring of a grant writer/solicitor was also discussed. Mr. Homewood was of the opinion that it would be illegal to pay a commission to a professional grant writer when dealing with government grants. Mr. Ellyson was asked to check with the School Board regarding the possibility of sharing a grant writer/solicitor.

Mr. Homewood warned the Board that if all three of the proposed large-scale projects become a reality, then his department would have little if any time to deal with anything else.

IN RE: PUBLIC SAFETY

Mr. Larry Gallaher, Director of Public Safety, spoke to the Board regarding his departments' budgets. He reported that his department continues to seek out grants where ever possible. September 11 has caused an increase in work but has also resulted in an increase in federal grants and funding. Mr. St. Jean, from the Airport, is helping them prepare their grant applications.

Regarding building inspections, he reported that 27 new homes were constructed in February (which is usually a slow month), which surpassed the previous record of 24 homes during July of 1998. He

believes that construction will substantially increase this year, with the developments at Brickshire, Quinton Park and Deer Lake. New construction is already up 25% from last year.

He reported that the number one priority of his department is customer service and he is proud of the current turn-around time of three days for the issuance of permits. One new home requires 7-8 separate inspections. He has asked for another building inspector, without which he feels his department will fall seriously behind. The building permit department is supported by building permit fees and allows 130 - 140% of the cost of enforcement. He reported that there would be no need to increase the fee schedule, as there is enough income to support another inspector. This would be a combination inspector, who could also review plans, and would be housed in the universal office in his department.

Mr. Gallaher also reported on the budgets for the Volunteer Fire Departments and Rescue Squads. He reported that James City County and West Point Fire Departments are on "first due" status in parts of New Kent, and the amounts charged by those departments have increased. New Kent needs their services in those areas until it can put its own services there. There are no charges for the mutual aid provided by Charles City County and Henrico.

He also reported that vehicle and apparatus repairs were increasing, and maintenance is an ongoing expense. He reported that Tanker 3 is due next week and Engine 2 is due in August.

He reported that they are currently in the process of applying for a USFA grant for apparatus and communication, which is due in 26 days. When asked about fire masks with 2-way communications, he explained that technology is currently in development.

He reported that work was still being done on the radio system. The frequency problem has been corrected and they are considering the placement of a remote receiver in Providence Forge. Cost of education and training has increased due to the fact that all of it must now be paid for, while in the past some of it was given for free.

He reviewed the capital request of \$100,000 to furnish and outfit the new Fire Station. This includes beds, tables, chairs, kitchen equipment, hose racks, etc.

He reviewed the Med Flight fee of \$1,800 requested by Chesterfield County and the \$75,000 requested by Providence Forge Volunteer Rescue Squad. He also emphasized that the proposed six paid firefighters/EMTs would not take the jobs of the volunteers, but would provide a service to the community. They would man the fire stations in the day time, and be fully -trained and EMT qualified prior to hire. The County will continue to depend on the volunteer services.

He reviewed the Forest Fire Services budget, which is billed by the State. He also reviewed the budget for Emergency Services, on which the biggest change is the request for an Emergency Medical Services Coordinator. This individual would coordinate the EMS services in the County, and make sure that the staff is trained, certified and inoculated. This person would be a fully -trained NR EMT Paramedic, and would be able to conduct training. It would be his recommendation that this individual should be equipped with a defibrillator, and would devise and implement a community defibrillator program. He also believes that this individual could bring the EMS and Fire Departments together.

IN RE: PARKS AND RECREATION

Marcy Greenberg, Parks and Recreation Coordinator, presented her department's budget. Her priority item is a full-time secretary. She reported that she performs 50% of those duties now herself. She also reported that she and her programmer also perform their own maintenance. With the new property additions to Parks and Rec, she will need a full-time maintenance worker very soon. It was discussed whether Building and Grounds could provide the maintenance that her department needs.

IN RE: GENERAL DISTRICT COURT

Ms. Marie Cagwin, Clerk of the General District Court, reviewed her budget requests with the Board. She reported that they might need to pay for part of a line related to a new satellite bond arraignment system, but she is uncertain of those expenses at this time. Her biggest priority is a request for \$5,000 for a part-time employee, as they have been understaffed for some time. She reports 500 - 600 cases per court days, and an increase in the number of court days per week, as well as longer hours. As it stands now, they have to actually close the window in order to give staff their breaks, which is inconvenient to the public. This proposed employee would be on call, and would receive only an hourly wage, no benefits. She has also included a request for \$2,000 to replace the Judge's chair that was damaged by leaks. There are also two other chairs in the office that need replacing. She has also requested \$10,000 for new carpet in the Courtroom and Clerk's Office. The current carpet has molded and mildewed, and smells quite bad, despite having been cleaned. If she had to, she could wait a year to carpet the Clerk's Office, but warns that the dye lots of the carpet may not match from year to year. She also reported an increase in copier charges because of increased copying needs.

IN RE: PUBLIC WORKS

Mr. Charles Loving, Director of Public Works, discussed his department's budget. He reviewed the capital requests, which included repair of the asphalt at the Rt. 612 refuse site, and resurfacing of the entrance to the Rt. 634 site. He reported that there was some other work that he is attempting to get VDOT to take care of, including installing a turn-off apron at the Rt. 618 site, and paving from the Rt. 634 site out to the State roadway. However, he can continue to cold patch if that funding is not available.

He reported that the main increase in his budget is the cost of refuse collection and disposal. Those services cost approximately \$36 per person. He has based his requests upon a projected increase in population of 14,000 (193 new homes x 3 persons per home).

Mr. Lipscomb asked if the salaries of the refuse site workers were the same at each site, as the workers at the 618 site have to do more work. Mr. Loving reported that all refuse site workers earn the same hourly wage. After discussion, Mr. Ellyson was asked to factor in a \$1.00 raise for the workers at the 618 site.

Mr. Loving also reported on the budget for Building and Grounds. He reviewed the capital improvement requests, including renovations to the HVAC system in the new Courthouse, and resurfacing the Courthouse parking lot.

Regarding water and sewer, Mr. Loving reviewed the capital improvement request of installing generators in three more subdivisions, as well as updating the well house for Whitehouse Farms. He reported that the State has decided to amend the County's permit to allow the existing 55 lots at Whitehouse Farms, and he expects to be receiving that in writing in the near future.

Mr. Loving also reviewed the anticipated costs in maintenance of the water tanks. He reviewed the budget request for the Rt. 33 water distribution system compactor to handle the solid trash from the jail. He also discussed the problem with grease from the jail.

He reported that he expects the Chickahominy Wastewater Treatment Plant, which is 15 months behind in Phase 2, to be complete in the next few weeks. He has not asked for an additional employee for that site, although next year he expects to need 1 - 2 more operators.

As far as capacity, he reported that the Chickahominy Wastewater Treatment Plant would have to be expanded when the remainder of Brickshire is fully developed. He feels there is plenty of capacity at the Parham Landing plant.

Mr. Loving also reported that he is operating the systems at a lesser cost than Henrico did for the first 3 years, and much less than the price obtained from HRSD.

IN RE: EXTENSION SERVICES

Ms. Sylvia Hathaway presented the budget for the Extension Service which had very few changes from previous years. She did indicate that it was her information that when the School Board transferred buses to the Extension Service, those buses would be included on the County's liability insurance policy. Mr. Ellyson agreed to look into that matter and make sure that the vehicles are properly insured.

IN RE: INFORMATION SYSTEMS

Jonathan Stanger, Manager of Information Systems, spoke to the Board with regard to the needs of his department. He reported that the County would save \$40,000 as a result of the State's providing new aerial photography at no charge. His budget is basically the same as last year's. He anticipates the map updates will be finished up next year. There was some discussion about the County's web site and the services of VIPNet and Anderson & Associates.

IN RE: COMMISSIONER OF REVENUE

Mr. John Crump, Commissioner of Revenue, reviewed his department's budget requests. He has requested the addition of a part-time employee as well as a full-time assessor. He reported on the increased work load for his office as a result of the new homes and other transfers in the County. They are current on their real estate mapping as of December 31, 2001.

He feels a full-time assessor could make better assessments and would save the County money. If the County decides to use an assessment service again, that contract needs to be signed by the Fall in order that the general reassessment can begin in January. He estimates that it would take a full time assessor two years to complete assessments of the entire county. He urged the County to make an early decision.

Mr. Crump also indicated that he has reviewed several new systems, and has narrowed his choices down to two. Both systems can generate reports, can be integrated with the web site, and provide immediate comparison information.

It was asked if the proposed full time assessor would report to the Commissioner or to the Board of Supervisors. Mr. Crump indicated that Jenella would have to be assigned to the Assessor, and if she stays in the Commissioner's office, one-half of her salary would continue to be paid by the State.

Mr. Crump also reviewed the appeals process and the difficulty in assessing raw land.

IN RE: COMMONWEALTH'S ATTORNEY

Mr. Linwood Gregory presented the budget for his office. He reported that the Comp Board has reclassified his administrative assistant to a higher level which resulted in a substantial raise, based on her previous job experience. He is still waiting to hear from the Comp Board regarding part time wages. He did have an increase in his budget items for medical records and transcripts, as well as an increase for books and subscriptions

Mr. Gregory also indicated that he wanted the County to pass a Resolution, thanking an Assistant Commonwealth Attorney from an adjacent locality for his help in prosecuting the Hope Allen case. He will prepare that for the Board's consideration.

IN RE: SOCIAL SERVICES, CSA AND OFFICE ON YOUTH

Ms. Marianne Powell, Director of Social Services, and Ms. Kim Daniels, Coordinator of the Office on Youth, reviewed the budgets for Social Services, CSA and the Office on Youth.

Regarding the Social Services budget, Ms. Powell has requested a part-time social worker as well as a new copy machine. She also asked that if the State cuts their funding, the County help with employee raises (should County workers receive raises). She indicated that 80% of their funding comes from the State, and 20% from the County.

Ms. Powell reported reductions in the CSA budget, resulting from their determination that they did not have to front all of the State Medicaid funding. She also reported the prediction that there will be no children that will need residential care during the next year. Regarding the line items for Special Education, she explained that Residential is for 24-hour care, and Private is for day treatment/school only.

Ms. Daniels reported that the Schools and Social Services are being proactive, which has resulted in a decrease in costs.

Regarding the Comprehensive Mentoring budget, it was reported that those costs are shared with Charles City County. They are on the last year of their grant, and are looking for funds to keep the program going. It is not affected in any way by the State cuts.

Ms. Daniels confirmed that the State has cut all funding for the Office on Youth, which totaled only \$2.1 of the State's budget. The State was providing 75% of the funding and the County was providing 25%. She reported that it costs \$66,000 to incarcerate one child for one year. She reviewed the key points as to why it is important for New Kent to fund this program, as well as the grant funds that are brought to the

community. She did emphasize their pro-active, preventative approach, and that local funding would result in local control.

Ms. Powell reported that Ms. Daniels' services are very important. She acts as coordinator under the Comprehensive Services Act, and there is no one else to fill that position. The State is due to come in to inspect, and it is important that they keeps things running cleanly in order to be in compliance.

Both Ms. Powell and Ms. Daniel urged the County to fund the Office on Youth, and expressed their willingness to negotiate on any of the budget items. They would like for the County to give them a year to prove what a difference it can make.

Once the program is gone, it will be hard to re-instate.

IN RE: TREASURER'S OFFICE

Mr. Herb Jones, Treasurer, presented the budget for his office. He represented that his employee, Sharon Jones, is still fully funded by the County, but he is trying to move her over to the Comp Board in order to save money. He also reported that he is trying to get \$18,000 for part-time help from the State as well. He did review the requests for the professional services of Arlene Pollard, as well as the increase in advertising costs associated with delinquent taxes. He reported that he is working with the Post Office to update many of the addresses in order to save on returned mail costs.

IN RE: ADJOURNMENT

There being no further business, Ms. Ringley moved that the meeting be adjourned. The members were polled:

Mrs. Ringley	Aye
Mr. Burrell	Aye
Mr. Raynes	Aye
Mr. Davis	Aye
Mr. Lipscomb	Aye

The meeting adjourned at 4:50 p.m.