

VIRGINIA: AT THE SPECIAL BUDGET WORKSHOP MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS IN THE MULTI-PURPOSE ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 27TH DAY OF FEBRUARY 2007 AT 9:00 A.M.

BOARD OF SUPERVISORS PRESENT:

MICHAEL W. STONE - CHAIR	ELECTION DISTRICT #5
JOHN V. TALMAGE – VICE CHAIR	ELECTION DISTRICT #3
DORETHA E. MOODY	ELECTION DISTRICT #4
HARRISON A. MOODY	ELECTION DISTRICT #1
DONALD L. HARAWAY	ELECTION DISTRICT #2

ADMINISTRATION

PRESENT: W. KEVIN MASSENGILL, COUNTY ADMINISTRATOR
ANNE HOWERTON, DIRECTOR OF FINANCE
MICHAEL DREWRY, COUNTY ATTORNEY

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The Chair called the meeting to order at 9 a.m. followed by the roll call.

ROLL CALL

PRESENT: Mr. Haraway
Mr. Moody
Ms. Moody
Mr. Talmage
Mr. Stone

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

WELCOME & BUDGET OVERVIEW

Mr. W. Kevin Massengill, County Administrator, welcomed everyone to the meeting. He stated that he and Anne Howerton, Finance Director, would discuss the general budget overview. He said that on some areas of higher impact, they would have the directors of those departments come into the meeting to discuss the significant changes with the Board, and to be available for any questions the Board may have. He said for this meeting they would discuss the capital projects and operational issues that the Board had ranked during the February 5th and 6th budget workshops (and the order in which they were ranked). He said that after the feedback had been received at those meetings, Administration developed a budget for this year that considers the long-term and short-term issues. He said that in the next day's meeting they will look at the budget strategy and the capital improvements plan. Today's meeting they will look at the overview of the revenue expenses and operating costs as the departments have submitted their requests.

REVENUE DISCUSSION

Ms. Lori Stevens, Commissioner of the Revenue, presented an analysis of the revenue projection for the upcoming year. Mr. William Jones, Treasurer, discussed revenue from use of money and delinquent taxes.

GENERAL SALARY & BENEFITS

Anne Howerton, Finance Director, discussed VRS, health and life insurance premiums, COLA, and department requests for new positions. There was discussion regarding adding a position in the Planning Department. That position would assist with the counter duties as well as other duties. The Economic Development position was discussed. There was also discussion regarding adding a position in the IT Department.

Michael Drewry, County Attorney, discussed a part-time temporary/consultant attorney position. He said that he was unclear as to the Board's goals as to what they wished for him to accomplish in the coming year. He discussed the operational goals the Board had ranked. He said that the Zoning and Subdivision Ordinance was ranked as number 2; Proffers and Professional Staff Training both ranked as number 1; Code Revision ranked 8 and Code Compliance ranked number 7. Mr. Drewry stressed that many things in the Code need to be revised before the other items can be accomplished.

He said that a paid position has been offered to a summer intern starting May 14th – August 10th. He stated that he was also investigating William & Mary and the University of Virginia regarding setting up a law school fellowship with the County. This would possibly be an unpaid intern who would apply for public service funds at the college. He said this second intern would report to him, but be supervised by the Planning Department to assist with investigating the subdivision and zoning ordinances. He said that this spring he will be researching what will need to be done on the Code. Mr. Drewry added that he and Mr. Massengill had engaged in conversations with other jurisdictions that have done subdivision and zoning ordinance revisions. None of them had undertaken an entire revision at one time. Mr. Drewry said he had hoped to be able to go into the existing ordinances and revise them. He identified the steps that could be taken regarding zoning and subdivision ordinances: 1) identify changes; 2) revision of trouble areas; 3) revision of entire zoning and subdivision code; 4) reclassifying properties. Mr. Drewry stated that there is a great deal of difference in time that would be required among the different steps. He is hoping to be able to use what currently exists. He said that under the current scenario he would want the Board to understand that the County would not have a brand new subdivision and zoning ordinance in December of 2007. He said that the legal department would be able to identify and start making revisions by such time.

Mr. Massengill stated that the glaring item in the budget this year will be the expenditure for the purchase of jail beds. He said that in forming a Regional Jail Authority, he would feel more comfortable in having the County Attorney review those documents and being a part of that Authority's language. He said that also the economic development for the region has already increased 100-150%. Once the economic development person comes on board in mid-April, some of the County Attorney's time will go into putting some of the contractual agreements into place. He said those were two areas that were not discussed at the budget retreat and that will be occupying some of the County Attorney's time.

There was consensus of the Board as to the timing the County Attorney proposed. Mr. Drewry said he will keep the Board informed as to where he is on the projects.

Mr. Stone said his concern was whether a part-time attorney and one intern would be able to actively do sweeps.

Mr. Drewry answered that they will not be able to. He said the issues he was looking for them to accomplish were to get the Code up to standard. He said that economic development is truly important. He said if he was working with that position to get contracts straight, it would not leave much time for code compliance.

Mr. Stone said that if a business that is being recruited for this area sees that every business around them on Route 1 doesn't comply with any code, then they will not feel it is necessary either.

Mr. Massengill asked Mr. Drewry what would need to take place in his office in order to address Mr. Stone's concern.

Mr. Drewry answered that in order to do the revisions that need to be done, as well as to do code compliance and economic development; it would mean the addition of an Assistant County Attorney full time.

Mr. Massengill asked for the feedback of the other Board members as to their desire for a full time position of Assistant County Attorney.

It was the consensus of the Board to wait until the balancing of the budget to see what funds would be available.

PUBLIC SAFETY

Dennis Hale, Division Chief, Fire & EMS, discussed the need for a fourth person in order to have the same number of people on each shift in the Communications Department. This would provide minimum staffing once Emergency Medical Dispatch is implemented. At present there are three shifts of 4, and one shift of 3. He discussed education and training that was needed for himself and for the Fire Marshall. This training is mandatory for both of them in order to be able to continue to do code enforcement. He discussed the capital item – a vehicle to replace the Fire Marshall's current vehicle (an old police cruiser that has approximately 175,000 miles on it). The price of the vehicle includes the radio that has to go in it.

Upon motion of Mr. Moody to adjourn, seconded by Ms. Moody, the meeting adjourned until 1:00 p.m.

Ayes: Mr. Haraway, Mr. Moody, Ms. Moody, Mr. Talmage, Mr. Stone
Nays: None

Upon motion of Ms. Moody, seconded by Mr. Talmage,

The meeting reconvened into open session at 1:00 p.m.

Roll Call:

Present: Ms. Moody
Mr. Moody
Mr. Haraway
Mr. Talmage
Mr. Stone

RECREATION

Mr. Massengill asked that the agenda be amended in order for the Board to act upon the Dinwiddie County Parks and Recreation Department Organizational Chart.

Upon motion of Mr. Moody, seconded by Mr. Haraway,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the agenda is amended to include the action of voting on the Dinwiddie County Parks and Recreation Department Organizational Chart.

Ayes: Ms. Moody, Mr. Haraway, Mr. Moody, Mr. Talmage, Mr. Stone
Nays: None

Mr. Massengill stated that if it is the Board's desire for the County to be in charge of football and basketball in the fall, it will require additional resources. The budget will not become effective until July; however, the football program starts in the summer. Work will need to begin right away. The organization chart will give overall efficiency in the department, as well as allow for the football/basketball program in the fall.

Brian Mancini, Director of Recreation, gave an overview of his organization chart. He stated that he is not looking to add any more positions; but to make the department more efficient and more serviceable to the citizens. He went over the positions in place when he came on board: a Recreation Director; a Recreation Program Assistant; an Athletic Technician, and a full time custodian. He said the new organization would add an Assistant Director (assisting in the department as a whole but mostly in sports), change the Program Assistant to a Program Coordinator – Cultural Arts (handling anything not sports related), add a Program Coordinator – Athletics (handling athletics only), and part time program staff. The part time staff will be pulled from a pool of people who can be called on when needed, and will be paid only when on duty. Mr. Mancini said that all the staff would handle their own custodial needs. He said there will be improved customer service. The upfront cost of football will be significant. The other sports will support themselves, as well as generating revenue.

Upon motion of Mr. Haraway, seconded by Ms. Moody,

BE IT RESOLVED that the Recreation Department Organizational Chart is approved as stated.

Ayes: Mr. Moody, Ms. Moody, Mr. Haraway, Mr. Talmage, Mr. Stone
Nays: None

Organization Chart – Dinwiddie County Parks & Recreation

Director of
Parks & Recreation
|
Assistant Director of
Parks &
|
Recreation

Program Coordinator – Athletics ____ | ____ Program Coordinator – Cultural Arts
|
Part Time Program Staff

Mr. Mancini discussed the budget requests for the Recreation Department further. He discussed repair and maintenance, repairs that were done to the HVAC system this year, postal service, advertising, telecommunications, and refund fees. He discussed the work that needs to be done on the grounds and the recreation center building.

SCHOOL OPERATIONAL & CAPITAL BUDGET

Dr. Maranzano, Dinwiddie County School Superintendent, discussed the Dinwiddie County School's operation and capital budget. Dr. Maranzano discussed growth and how it affects the schools, the role of the schools in the community, and the detailed budget development process. He discussed the need for school buses, the capital projects needs, mandated costs, and priorities. Lynne Venter presented a breakdown of the needs.

SHERIFF'S OFFICE

Sheriff Shands, Fendall Vaughan and Capt. Alvin Booth were available to discuss the jail and law enforcement expenditures. Mr. Vaughan discussed the need for a data entry clerk. He also discussed selective enforcement, maintenance service contracts, communication equipment, 6 new vehicles with radio packages, etc., 5 protective vests, and other needs for officers. He discussed the need for 15 computers and monitors, and 4 printers.

Captain Booth asked if the Sheriff's Office records management system could be looked into.

Mr. Vaughan discussed the cost of renting jail space, and also capital outlay for the jail.

The Sheriff's Office proposed splitting the current Animal Control Department into two departments: 1) Animal Control – reporting to the Sheriff's Office; and 2) the Animal Pound – a part time person and a full time person to operate the pound – reporting to Fire & EMS.

CLOSED SESSION

Upon motion of Mr. Haraway, seconded by Mr. Moody,

The Board of Supervisors of Dinwiddie County, Virginia convened in a closed meeting under:

- a. §2.2-3711 (A) (1): Personnel Matters
 - Personnel:
 - *Individual Salaries*

Ayes: Mr. Moody, Mr. Haraway, MM, Mr. Talmage, Mr.
Nays:

At 4:55 upon motion of Mr. Talmage, seconded by Ms. Moody, the Board reconvened into open session.

Ayes: Mr. Moody, Mr. Haraway, Ms. Moody, Mr. Talmage, Mr. Stone
Nays: None

CERTIFICATION

WHEREAS, this Board convened in a closed meeting under:

- a. §2.2-3711 (A) (1): Personnel Matters
 - Personnel:
 - *Individual Salaries*

AND WHEREAS, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed,

NOW BE IT CERTIFIED, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon motion of Mr. Moody, seconded by Mr. Talmage, this Certification Resolution was adopted.

Ayes: Ms. Moody, Mr. Haraway, Mr. Moody, Mr. Talmage, Mr. Stone
Nays: None

5. ADJOURNMENT

Upon motion of Mr. Moody, to adjourn, seconded by Mr. Haraway,

Ayes: Mr. Haraway, Ms. Moody, Mr. Moody, Mr. Talmage, Mr. Stone
Nays: None

The meeting was adjourned at 5:00 p.m.

Michael W. Stone, Chairman

ATTEST: _____
W. Kevin Massengill
County Administrator
Clerk to the Board

/wjn