

VIRGINIA: AT THE SPECIAL MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD AT THE ENHANCEMENT CENTER, 7301 BOYDTON PLANK ROAD IN DINWIDDIE COUNTY, VIRGINIA, ON THE 11TH DAY OF MARCH 2010 AT 9:00 A.M.

BOARD OF SUPERVISORS PRESENT:

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

ABSENT:

DORETHA E. MOODY	ELECTION DISTRICT #4
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ADMINISTRATION

PRESENT: W. KEVIN MASSENGILL, COUNTY ADMINISTRATOR
ANNE HOWERTON, DIVISION CHIEF OF FINANCE & GENERAL SERVICES
JOHN C. BLAIR II, COUNTY ATTORNEY

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The Chair called the meeting to order at 9:00 a.m.

ROLL CALL

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

ABSENT: Ms. Moody

WELCOME & OVERVIEW OF FY 2011 BUDGET PROCESS

W. Kevin Massengill, County Administrator, welcomed everyone and presented an overview of the 2011 budget process. He reviewed what would take place over the two days of workshop.

FY 2010 FINANCIAL UPDATE

Anne Howerton, Division Chief of Finance and General Services, discussed the following: the Statement of Revenues, Analysis of General Fund Expenditures (overall expenditures are slightly under budget which should continue until June – not anticipating any major expenditures); Change in the Fund Balance for the General Fund as of the end of February; the 2010 Revenue Analysis as of June 30, 2010 – Projected; Overview of Grant Awards; Statement of Investments; Revenue from the Commonwealth (will probably be approximately \$200,000 less than budget due to anticipated cuts from the Governor for this fiscal year to Constitutional Officers); and Sales Tax. Ms. Howerton stated that all the numbers are very fluid at this point.

Ms. Howerton said that last fall the Board voted and approved a series of financial policies and guidelines to be followed. She stated that the first policy was a balanced budget - the budget was balanced for this year and the budget coming up will be balanced. The only thing that was pulled out of General Fund Balance was for C.I.P. and Economic Development.

REVENUE DISCUSSION

Ms. Howerton discussed the General Fund Revenue Analysis. She stated that the revenue story was kind of short “and not so sweet”. It is very much a level funding picture at this point. She discussed real estate tax (at this point the County is budgeted flat); public service (will not receive the number until September – it should sustain itself for next year); personal property taxes (flat as well at this point); machinery & tools taxes (anticipate it will go down a little); pollution and recycling (should be the same as this year); local sales and use tax (slightly better); business licenses (down from last year – affected by the fact that no more school construction is going on and the economy is hurting a lot of small businesses); vehicle license; bank stock tax (will not receive until probably June); admissions tax (slightly down); communications tax (slightly

up); not anticipating the permits and fees to increase much next year; fines and forfeitures (will discuss more under Sheriff's budget); revenue from the use of money (do not anticipate the interest rates to get much better); charges for services (will remain pretty much the same); State revenue (expect will be approximately \$200,000 short this year and best guess from information at this time it will probably be about \$469,000 short for next year - cuts to the constitutional officers); and personal property tax reimbursement (remained the same).

She stated that FY10 and FY11 look a lot alike. The County is not anticipating much growth. The items that are suffering this year will probably continue to suffer next year. She said that the bottom line on the revenue picture is that for this year the County hopes to be revenue neutral (perhaps a little to the good); and for next year the best guess at this time is approximately \$586,000 below this year in collections. The revenue from the Federal Government (\$37,000) was a Byrne grant that the County does not anticipate getting next year. \$100,000 for ARA stimulus funds are part of the money the State Comp Board received and supplanted for the Sheriff's Comp Board reimbursement. That money is no longer available.

William "Bill" Jones, Treasurer, made a comment on the PTR (tax relief rate) and the impact it may have. In 2009 the personal property tax relief rate was at 59%, the year before was 54%. The reasons why the County was able to offer more of a percentage was the fact that the values didn't increase – people didn't buy vehicles at the beginning of the year in 2009. Factored in is what the Commissioner of the Revenue has on her book, less what is received from PTR and that is how the percentage is determined. When proration came into being, it was not included in factoring. The first three months, the Commissioner was able to prorate into the first half; however, no PTR calculations were factored in for the next nine months out from that. The PTR rate right now is in the hole for about \$380,000 so that amount has to be factored in. More than likely that PTR rate will be around 48-50%. That means that citizenry will be paying a little more in personal property taxes.

W. Kevin Massengill, County Administrator, stated that also the "cash for clunkers" program took a lot of the much older vehicles off the market. On the NADA values this means the older vehicles will increase some. He stated that the biggest payers of personal property are businesses and some of those businesses are no longer here.

GENERAL SALARY & BENEFITS DISCUSSION

Ms. Howerton discussed general salary and benefits and those who were slightly over or under budget. There are no salary increases, and no new positions. Overtime was discussed.

Mr. Haraway stated that overtime was at an all time high this year.

Mr. Stone stated that revenue from selective enforcement is at an all time high – directly related to overtime.

Mr. Haraway said there are other areas not related to revenue where overtime has increased.

Ms. Howerton stated that some of the overtime issues for this year are due to vacancies in EMS and Dispatch, and vacancies in Animal Control (the departments that have 24/7 coverage and the departments that have minimum staffing of perhaps only a couple of people – if someone is out on sick leave for a while the next person in line has to work overtime).

Mr. Massengill stated that he had met with the Sheriff the day before and had asked him to break out overtime associated with selective enforcement, regular overtime and security work. He will discuss those during the next day's meeting.

Ms. Howerton discussed benefits: FICA, VRS rate is currently 13.89% - as far as is known at this point it is scheduled to go to 16.39% (about a \$194,000 additional cost for next year); health Insurance (this year is a little over budget; next year anticipated to be a little more than this year's budget – the County did not take on the cost of the insurance increases for this year and do not anticipate doing it for next year – the cost is passed along to employees); life Insurance is through VRS and the rate is going to change from .79% to 1.11% (about a \$20,000 change in the budget for next year). This year should finish up pretty much on target for salaries. The County could potentially have a \$330,000 change for next year (through no salary change or new people but changes in turnover and benefits)

Gail F. Vance, Human Resources Director, presented an update on the health insurance rate situation. She stated that the County renews effective July 1st of every year. When Anthem gave the rates this year, they were extremely high – a very sharp increase. The two factors that drive this premium increase are: 1) the increase in large claims was substantial this year; 2) an increase in the utilization of the plan (more people joining the plan this year). She stated some of the options that the County is trying to use to get the rates down: anticipate all the increase to be passed on to the employees; the County is in the process of putting out an RFP; requested a quote from Local Choice (the rates were even worse than Anthem); and Anthem has offered some creative options to be considered. Last year, the plan was tailored down to keep the rates down and this year will be the same.

FIRE, RESCUE & EMERGENCY SERVICES BUDGETS

Dennis Hale, Division Chief of Fire & EMS, presented a brief PowerPoint. He discussed the following:

- **Services Currently Delivered on a Daily Basis:** Fire & EMS; responsible in totality for the County's Emergency Management Program; Fire Prevention (including inspections and investigations); E911; the Dispatch Center (including the maintenance and use of the County radio system); and Search and Rescue within the County
- **Staffing:** *FIRE* - Consists of about 200 volunteer fire and rescue support staff; 4 full time administrative and support staff (Division Chief, 1 administrative assistant, Fire Marshall and Communications Director) *EMS* – 16 full time ALS providers, 9 part-time EMS providers (1 vacancy – usually a pool of 10), *ECC* – authorized for 16 full time positions (2 currently vacant due to budget reductions last year) – operating with 14 currently
- **Work Chart:** 4 shifts of EMS providers operating under their supervisors, 4 shifts of ECO's operating under Communication Manager and their supervisors, Fire Marshall, and Fire Rescue Association which is made up of the following: 6 volunteer fire chiefs, 1 representative from the career EMS staff, Division Chief of Fire & EMS, the Communications Manager and some outside agencies such as the Department of Forestry
 - **Fire Rescue Association:** 3 working committees – one deals with all apparatus within the County Fire & Rescue system, one deals with all training, and one that deals specifically with EMS issues within the system, 6 companies
 - **Career & EMS:** 4 supervisors overseeing four shifts of 4 that cover the county seven days a week (2 ambulances) around the clock, 10 part-time folks used for fill in when leaves, etc. are taken
 - **Emergency Management:** Chair of Board of Supervisors has the ultimate authority, the director that has to be appointed by the County is the County Administrator, by current structure Ms. Howerton (the Division Chief of Finance & General Services) is his deputy, the coordinator & hazardous materials coordinator is the Chief of Fire & EMS, the Fire Marshall is his deputy for those two positions, the LAPC which is made up of about 30 community representatives, operates in that structure as well
 - **Emergency Communications:** 4 shifts (2 positions vacant due to last year's budget), no part-time staff currently due to extremely high turnover in the last 6 months
- **Overall Vision for the Division:** to provide extraordinary services and to have those services delivered by professional, compassionate, honest and ethical members who are dedicated to Dinwiddie County by maintaining the excellence of both career and volunteer folks
- **FY 09/10 Service Statistics:** 3,310 fire responses, 3,211 EMS responses, 359 fire inspections – cited a little over 2,200 violations, 22 major fire investigations, 2 major search and rescues, 6 exercises (2 at the regional level & 4 local exercises) from the Emergency Management Program (4 local exercises: 1 involved County administration and COOP planning and the other 3 have involved the School system and their process of rewriting all of their emergency operations plans)
- **Emergency Communications:** 121,395 phone calls, 18,000 911 calls, 35,923 calls for service dispatched (law enforcement, fire, EMS, animal control, State police, game warden)
- **Fire & EMS Responses:** 2 volunteer departments answering over 1,000 calls each, 2 additional answering over 500 calls each (steep for a volunteer department) EMS County staff answered almost 2,800 calls

- **Response Times by District:** (Dinwiddie & Namozine have both fire and full time ambulances assigned to them – which means their response time is good) Dinwiddie – Fire: 8:43, EMS: 7:43; Namozine – Fire: 6:56, EMS: 7:38; Ford – Fire: 10:57, EMS: 16:34; Old Hickory – Fire: 10:46, EMS: 18:51; Carson – Fire: 9:23, EMS: 18:24
- **Current Accomplishments:** Ford Fire Station project is about 45 days from completion – on schedule & on budget; all volunteer personnel were offered all their training (both required and advanced) within the county in the last year; assisted county public schools in rewriting an exercise in every emergency operations plan they've had this last year which has taken a significant amount of time – (but with 4,600 children at risk every day it was felt to be very important); the division has received a little over \$100,000 in grant funding this year; autopulse capability added to every ambulance in the county; in the process of doing paperless reporting – about a month out from going live; working in conjunction with SRMC by using the E series monitors purchased two years ago & the phone capability currently being used to fax EKG's right to the cath lab at Southside Regional Hospital, Dinwiddie has been able to respond in almost half the national standard time for STEMI (an acute heart attack) – the national standard is 90 minutes
- **Current Budget & C.I.P. Issues:** the new facility was the big C.I.P. project for last year; apparatus and vehicle replacement; maintenance contracts on new equipment (significant increase in EMS budget because of the autopulse capability – going out of their original warranty & maintenance contract); staffing levels and turnover in ECC since the two positions were lost, overtime budget has significantly spiked (have asked for the 2 positions to be reinstated in budget); narrow banding – request to replace 1/3 of volunteer pager fleet; radio system coverage for Sheriff's Office; addressing and GIS – otherwise they are flat funded across the board

PLANNING & COMMUNITY DEVELOPMENT BUDGETS

Tammie J. Collins, Division Chief of Planning & Community Development presented information and gave an overview of the departments in Planning & Community Development. She stated that Mr. Gurley is reflected as Program Support Staff but he actually provides staff to Planning & Zoning as well as the Building Inspections Department (this was part of the efficiency review realignment as his duties were expanded to a shared scenario); a vacancy is reflected in the Economic Development position.

- **Building Inspections:** vacancy from a Building Inspector position as well administrative support vacancy; Ms. Moore - support to unsafe structures as well as Building Inspections
 - **Accomplishments:** have increased attention to unsafe structures and property maintenance; 54 structures are on the active list at this time, over the last year 35 structures have been demolished (these were not funds expended by the County – all through owner cooperation); mobile laptop units in each Inspector's vehicles – 2,500 site visits and 987 permit issues over the past year; transition paper documents to be available on website; certifications issued to two staff this year
 - **Operational & Budgetary Considerations:** no significant changes to budget this year - additional training, budget request to fund non-voluntary demolition
- **Economic Development:** vacancy in director position
 - **Accomplishments:** completion of the access road to the Commerce Park completed November 2009; \$1.2 million awarded in grant funds to support the additional infrastructure improvement at the Commerce Park & to support putting together a ready-to-go site on Simpson Road that is owned by the IDA, and to supplement marketing efforts through the purchase of a special program that provides specific demographic information to retail, industrial and other economic development functions; started a new and existing industry program
 - **Operational Considerations:** priorities: – medical services attraction; vacancy of director position; existing industry program priority; new business recruitment; retail attraction plan; Commerce Park
 - **Other Considerations:** most of build out of Commerce Park has been funded through the Tobacco Commission and county matches – have not funded utility extensions, traffic light construction, and industry specific building pads, adequate staffing to implement infrastructure improvements and department operations

- **Planning, Zoning & Code Compliance:** Mark Bassett, Director of Planning discussed the following:
 - **Accomplishments:** E&S program fully compliant with DCR rules and regulations; adoption of the cluster subdivision ordinance (which required a lot of help from the Legal staff); received the Historic Resources Grant to complete a county-wide historic resources survey; received a commitment from the MPO to fully fund Ferndale & Cox Road proposed roundabout intersection project; completed the GIS zoning layer; revised the code compliance forms; Ms. Ingram completed her certification for E&S inspector/plan reviewer, combined administrator (which saves the department additional funding – some jurisdictions have to contract out the administrator function because they don't have anyone certified in that capacity); received the UVA grant from the Governor's office to help with updating the County's Comprehensive Land Use Plan and to comply with the urban development area requirements that were mandated by the General Assembly
 - **Development Activity:** 165 business licenses; 100 agreements in lieu (an abbreviated E&S permit used for single family structures); 611 E&S inspections; 76 zoning permits; 16 site plans reviewed (commercial – a lot go through 2 or 3 reviews by staff); 56 last review; E&S & Stormwater - a little over 200 acres disturbed within the county this year
 - **Operational Challenges:** absence of GIS mapping capability on staff; addressing process with Public Safety; Comprehensive Plan update; Rt. 1/460 design guidelines; subdivision & zoning ordinance text amendments, re-adoption of flood plain ordinance
- **Parks & Recreation:** Brian Mancini, Director, discussed the following:
 - **Accomplishments:** all programs have increased significantly both in athletics and cultural arts; operating at capacity for all programs
 - **Operational Challenges:** as long as operating at Eastside, lighting & parking have become a problem (especially in the Spring & Fall when multiple sports are taking place); outdated registration process; limited availability of gyms for basketball; limited staff and part-time to cover operations and expanding programs; lack of outside storage at Eastside
 - **Budget Considerations:** 4 Options: Option 1) Sports Complex would not open with Parks & Recreation running it - \$609,183; Option 2) Option 1 plus the supplemental budget to run the Sports Complex - \$755,324 (added positions + cost for electric, etc.); Option 3) Absorbed cost of running Sports Complex + moved youth athletics to privately run associations to include youth soccer, football, cheerleading, basketball, blast ball, youth tennis classes, wrestling, Karate, swimming classes, golf classes, soccer camps, basketball camps, tennis camps, baseball and the Little Generals baseball camp. Within this option the Sports Complex would open 6 days a week from 8:30 a.m. – 10:00 p.m. and be closed on Sundays. This option would be effective April 1, 2011 - \$638,349; Option 4) This option could be added on to any of the other 3 options – as part of the efficiency review weekend rentals were done away with at Eastside and with this option Friday & Saturday rentals could be reinstated at Eastside - \$16,383 (revenue from rentals – potentially \$25,000 depending on cost structure)

FINANCE & GENERAL SERVICES BUDGETS

Anne Howerton, Division Chief of Finance & General Services discussed the following:

- **Organization Chart:**
 - Division Chief of Finance & General Services
 - Payroll/HR Assistant
 - Public Works Director & staff: Maintenance, Housekeeping Supervisor; Custodians, & Waste Management
 - Comprehensives Services Director & staff: VCCA Coordinator & Community Services Coordinator
 - Director of Information Technology & staff: 2 System Administrators
- **Public Works:** Director has 2 maintenance staff to help with specific projects, part-time (3 days) administrative assistant in office at landfill, waste

- management supervisor who is responsible for staffing, etc. for manned sites, cleanup crews and equipment operators;
- **House Keeping Supervisor:** 2 custodial staff and also assists with procurement, contract renewals, assists in Economic Development
 - **Accomplishments:** snow removal; Glebe Road demolition; CIP project management; animal shelter renovation; Fall Festival preparation; preventive maintenance; recycling, Old Hickory & Hart Road manned sites; old ambulances converted to flatbed trucks; in house equipment repair; closed landfill monitoring
 - **Operational Challenges:** aging infrastructure; vehicle maintenance; carpenters positions eliminated; acquisition of future manned sites; illegal dumping
 - **Budget Considerations:** part-time positions for new manned sites; 6 yard cans with lids for government/schools facilities; part-time carpenter for CIP projects; increase in maintenance service contracts costs; DCWA water/sewer increase
- **Information Technology:** Norman Cohen, Director, discussed the following:
- **Accomplishments:** roll out of 2 major applications; upgrade CAD at 911 Center; fiber installation at county complex; security camera project; virtualization of infrastructure – press release; disaster recovery; dispatch infrastructure upgrade; implementation RIOS – Public Safety; mobile data units – Sheriff’s Office; internet access changes – Sheriff’s Office; printer replacements – toner savings; helpdesk requests – 2008 = 971 – 2009 = 1846; annual email sent: 42,744 – received: 223,600
 - **Operational Challenges:** County complex phone system; end user proficiency; continuing education/training; increase in maintenance service contracts for new equipment/systems
 - **Budget Considerations:** additional FTE to assist with helpdesk, backup/recover, website updates, etc.; website design; other projects to be addressed with CIP
- **Comprehensive Services:** Director has a staff of 2 – VCCCA Coordinator and Community Services Coordinator. Angel Young-Gill, Director discussed the following:
- **Accomplishments:** reduced out-of-home placement/increased permanent family type settings; community needs assessment with schools; partnered with District 19 for intensive care coordination services and transitional needs; redesigned VJCCCA program; VSU intern; caseload: FY09 – 984 youth; FY10 – 751
 - **Challenges:** limited community services worksites; acquiring more diversion cases from Court and the Court Services Unit; increasing community involvement; exploring day treatment in schools; addressing gaps in services through regional partnership using the Community Needs Assessment to acquire more grants
 - **Budget Considerations:** increase in part-time hours for VJCCCA coordinator and decrease in purchased counseling services
- **Finance & General Services:** provides services to support the other County departments – through accounts payable, IT, building maintenance, payroll benefits; risk management. Insure that business services are appropriately procured, paid in a timely manner and protected and accounted for. Finance Department consists of Finance Director and Payroll/Accounts Payable – as needed, some assistance from legal assistant, HR director, and housekeeping supervisor who assist with various projects
- **Accomplishments:** BAI.net for managers; mandatory direct deposit; E-PAY on-line paystubs; increased use of purchasing cards; comprehensive budget document; contracts scanned into shared drive; personnel file and Form 1-9 self audit; bond rating review – maintained A rating
 - **Operational Challenges:** Risk Management Safety Committee to be formed; automated inventory management system; division of duties for internal control purposes; grants management

ADJOURNMENT

Upon motion of Mr. Stone to adjourn, seconded by Mr. Talmage,

Ayes: Mr. Talmage, Mr. Haraway, Mr. Stone, Mr. Moody

Nays: None

Absent: Ms. Moody

The meeting was adjourned at 4:18 p.m.

Harrison A. Moody, Chairman

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

/wjm