

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 12TH 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, FINANCE DIRECTOR
JOHN C. BLAIR II, COUNTY ATTORNEY

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The Chair opened the meeting at 9:00 a.m.

ROLL CALL

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

ABSENT: Ms. Moody

SHERIFF'S OFFICE / JAIL / ANIMAL CONTROL BUDGETS

Sheriff Rhodes stated that Dinwiddie County covers 500+ square miles and according to Weldon Cooper Center for Public Service, had a population of approximately 27,047 in 2008 which will, of course, be adjusted at the end of the 2010 census. Dinwiddie County Sheriff's Office is made up of 1 sheriff paid for by the State, 38 law enforcement officers, 19 corrections officers and 3 support staff for a total of 61 employees. Forty of these people are partially reimbursed by the State – one of the school resource officers is paid for by a grant, the County pays for the other 20. He stated that as law enforcement is a 24/7 business, overtime is not always in control of the deputy. He stated that they also have selective enforcement which reduces speeders on our major highways, and is able to concentrate in areas in which complaints have been received from citizens in residential areas, etc. The selective enforcement generates a return of about \$4-\$5 per dollar spent for that overtime. Those deputies are working selective enforcement on their time off, and are also able to back up other deputies who are in emergencies that occur within the county. It is not always possible to give deputies compensatory time off during the pay period in which they work overtime. Presently the Sheriff's Office has 14 employees with over 200 hours of vacation on the books, and an additional 9 personnel with over 100 hours. Due to circumstances involving crime scene processing, paper preparation, court appearances and so forth, they have not been able to take time off. He stated that they are operating now at bare minimum staffing and have no "fluff". When the economy goes down, crime goes up. The County is also facing an unknown increase in population due to the base realignment closure (BRAC); and anytime there is an increase in population, there is an increase in crime. Sheriff Rhodes stated that his line item budget has been reduced to the bare minimum under which they can safely operate. He asked that the Board approve this budget and that the County fund any losses of funding of personnel that may be taken away by the State.

When asked if there was a general idea of where cuts may be made if his office is not reimbursed for the State cuts, Sheriff Rhodes responded that he is hoping that he will not have to select areas to take people from. However, two would probably come from the jail, one out of corrections, one out of court security and two out of dispatch. He stated that he hopes they will not lose any in law enforcement because they are at bare minimum right now. He said that whatever cuts the State makes, the Sheriff's Office will be hurting if those cuts are not funded by the County. When asked what the operation impact would be of losing two in the jail, Sheriff Rhodes responded more overtime. If two dispatch personnel were lost, as the County is already down two and with minimum

staffing standards, there are a certain number that will need to be funded. When asked what it would do to the current structure if a road deputy was lost (as currently the Office has a zoned approach to law enforcement), Sheriff Rhodes responded that currently he tries to keep two deputies in the north end where the population is the highest, one in south end, and one in the central location and with a supervisor. The deputy in the central location can go north or south if necessary, and they try to keep it so they are overlapping and can back each other up. If just one is lost due to the cuts, and one deputy is put at the north end, it can mean that deputy can be in an extremely dangerous position. He stated that the two biggest problems with losing deputies were the danger to the other deputies who would not have back up; and the danger to the citizens. The overtime costs would go up significantly also.

Major Hall discussed the line item budget: regular overtime; increased costs for services, postal, turnover, selective enforcement, request for vehicles, and request for part-time help at the animal pound.

COMMISSIONER OF THE REVENUE BUDGETS

Lori K. Stevens, Commissioner of the Revenue, stated that her budget is split into three areas: the main Commissioner of the Revenue budget, business license and land use.

Commissioner of the Revenue Budget: no new requests; *Business License:* change in health insurance when an employee change took place. She stated that the current budget cuts that may come down from the State could mean her losing a person out of her office. She asked that the Board not allow her to lose that person, and stated that their office is the main revenue generation arm for Dinwiddie County. She stated that they do business licenses, tax relief for the elderly, land use, meals tax, admissions tax, transient occupancy tax, and proration. Ms. Stevens stated if a comparison was done across the Commonwealth of what her office does to what other localities do, Dinwiddie County taxpayers are getting a giant "bang for their buck".

Ms. Stevens presented some of the numbers her office deals with on an annual basis: land use parcels = 2,473 and land parcels = 20,251. Roll backs generated this past year were 35, real estate transfers were 1,151, they measured 97 new constructions for 2009, new construction for 2010 (includes decks, pools, barns, land use reviews, cutover) that they have to go out and check are roughly 120; GIS updates, changes, splits, etc. were 504 this year; business license accounts – 1,708; business license audits – 1,685; 1 business license summons which is still an ongoing case, personal property items – 56,075; business personal property accounts – 1,439; with proration this past year, they assessed over 15,000 items; vehicles that were checked for PPR compliance – audited schedule C, claiming more than 50% mileage – 3,266; vehicle license fees – 34,000; state tax & estimated tax process – over 2600 (of those 230 were being hand prepared for tax payers); tax relief applications accepted in 2009 – 374 (mailed over 600 applications this year and also involves Ms. Stevens going to the home of elderly folks who can't get out on their own), 28 public service accounts (cell towers, etc.), 38 mineral accounts, 70 excise tax accounts (admissions, meals tax, transient occupancy tax); and approximately 1,100 mobile homes. She stated that when the Board voted on doing proration, it was agreed that they would need an extra person in her office. When the review was done last year, she agreed to forego that person. She said to cut another person from her office would have huge ramifications on being able to keep up the current workload. She asked that the Board please find a way that she doesn't have to lose a person. Ms. Stevens stated that everything they do is ordinance driven.

TREASURER'S OFFICE BUDGET

William "Bill" Jones, Treasurer, discussed the following concerning his budget. He said that last year due to proration he and the Commissioner of the Revenue had both requested more personnel. He said he is requesting it again this year because proration has added to their workload. He stated that core services in his office are good customer service and getting things done in a timely manner; and also that they provide the Board with the necessary information to make informed decisions. He said that budget cuts to his office would cause them to take longer to process tax tickets. He discussed some of the line items in his budget: professional services, maintenance services, postal services, telecommunications, and advertising.

His response to how the potential State cut to his office would affect his office was that the only thing he has is personnel. He stated that it looks at this point that he would not be able to have the part-time person. He emphasized the duties of that part-time person.

He discussed the department's collection efforts: they bill twice a year, around January they do past due notices for personal property and real estate, at the end of February they start their collective actions, collective actions for personal property currently are tax liens and DMV stops – both take quite a bit of research (last year these increased). For real estate delinquencies: delinquent sales, new law in effect of July last year – if any property \$100,000 less in value, property becomes eligible for sale after the 1 year anniversary (combined with the 2 year anniversary properties, they currently have 420 parcels that are eligible for sale). Mr. Jones explained the steps that have to be taken regarding delinquencies.

Accomplishments: getting the bills out timely and making it easier for citizens to pay; have been able to maintain a collection rate average that stayed more than 95% for the last 26 years; the auditor's presentations each year allude to the success of collections in the County; the Board's commitment to technology has enabled the department to offer citizens the opportunity to pay on the internet (since online service has started 1,276 people have paid online – an amount of \$281,876); the e-check system will be tested next week (no fee attached as it is with a credit card); the opportunity for citizens to pay at the bank; the Board pledged funding in the budget to add to a collection module that is developed by a software company that would make collections easier (projected to be ready in June). Mr. Jones stated that these accomplishments were made possible because the Board made a commitment to make them happen for the benefit of Dinwiddie County. He commended the Board's efforts on the memorandum of understanding that permitted the constitutional officer's employees to enjoy salaries that are comparable to administrative staff, and also the staffs of other localities. Mr. Jones stated that before he leaves office he is hoping that they will have an e-billing system in place.

When questioned about going back to a County decal, Mr. Jones said his question would be, "what do you want it for". Originally it was for the purpose of finding out those who had not paid their taxes. He said it is not for the schools or law enforcement (they have laptops or can dispatch back to 911 and can look at license numbers). If used for transfer stations, then he said the transfer personnel should issue it.

COMMONWEALTH'S ATTORNEY BUDGET

Lisa Caruso, Commonwealth Attorney, stated that there was not much change in her budget – predominately in salary. She discussed asset forfeiture money that has been used for the last two years for travel and training so as not to charge those funds to the county. Part of that money was used to purchase the Sheriff's first drug dog, and she is using a portion of it to purchase a second drug dog. Part of the forfeiture money is allocated for the first round of courthouse technology, and to ensure that the courtroom received the capability to conduct video arraignments so they don't have to transport prisoners which keeps the Sheriff's deputies' cars off the road. It also will allow them to use PowerPoint during trials, to hook in computer systems and should make things run a lot more smoothly. She stated that she has been able to use that asset forfeiture money, not only to help her office in traveling and training, to keep the money from coming out of the County's coffers, but also to assist other constitutional officers. They try to be as self sufficient as possible without having to ask the County for funding.

Ms. Caruso stated that they are only funded by the State for salaries and to prosecute felonies in circuit court and they are currently prosecuting all misdemeanors in traffic court, general district court and juvenile domestic relations court. If the cuts come through, she would lose an attorney. From the Comp Board there is something called "staffing standards" and every time you lose an attorney, you lose a secretary. She said they are also doing subpoenas which are a huge volume of paperwork, and her staff works very diligently to make sure things run smoothly and that cases are prosecuted effectively. If the cuts come through, it would be very difficult to continue to prosecute misdemeanors. She stated that would be a huge disservice to the county. Petersburg and Virginia Beach no longer prosecute misdemeanors, and it has become a disaster.

CLERK OF CIRCUIT COURT BUDGETS

Barrett Chappell, Clerk to the Circuit Court, discussed his proposed budget. He discussed the services his office provides to the citizens: over 800 statutory requirements - core government service (handle the probation of wills, notaries, judgments, marriages & divorces; civil suits; felony prosecutions); some states have three separate offices that handle the functions that are handled by the one office in Dinwiddie County. The clerk's office cannot reduce its work load – every criminal civil case must be processed, every will must be probated, every deed recorded, etc. Mr. Chappell stated that everything that is done by his office is mandatory. He said that most people don't realize his office's impact on public safety – every felon that's

prosecuted must be processed by the clerk's office before being sent to the Department of Corrections. The timeliness of processing probation violations, etc. is critical.

Mr. Chappell discussed improvements that have been made at no cost to the County:

Library of Virginia Grants –

- Deed Book Conservation/Reformatting – \$25,563
- Plat Scanning & Plat System - \$30,906
- Microfilm to Digital - \$7,344
- Courthouse camera Security System – \$11,790

Total Savings to Taxpayer = \$75,605

Technology Trust Fund –

- FY '08 = \$35,494
- FY '09 = \$66,647
- FY '10 = \$55,488

Total Savings to Taxpayer = \$157,629

Improvements -

- Courtroom Video Conferencing – development & procured by the Clerk's Office in conjunction with Sheriff, County IT, County Attorney's Office & Chesterfield Sheriff's Department
- Benefits County Taxpayer & Sheriff – lowers transportation costs, reduces man hours & saves lives

Budget Request

- County Funds – request same as last year
- State Budget – request County to fund cuts made by State to the Clerk's Office in order to maintain office functionality

OUTSIDE AGENCIES BUDGET REQUESTS

Mr. Massengill discussed the following outside agencies and their requests. They were divided between those with whom the County has an agreement (either contractual or regional); and those that the County has given funding to in the past.

Contractual/Regional Agreements: Crater Criminal Justice Training Academy; Forestry Service; Crater Youth Care Commission; Dinwiddie Health Department (requested less this year); District 19; Appomattox Regional Library (decreased request); Dinwiddie Industrial Development Authority; Dinwiddie Airport & Industrial Authority; Petersburg Area Regional Tourism' Crater Planning District Commission; Virginia's Gateway (increase); South Centre Corridors; Appomattox Soil/Water Conservation District

Other Organizations: Crimesolvers; Med Flight; American Red Cross (request less this year); Central Virginia Health Planning Agency; Southside Sheltered Workshop (request increase); Crater District Area Agency on Aging (request increase); Tri-City Literacy Council (no request); Madeline's House (significant increase); CARES (increase); Legal Aid Justice Center (increase); Foster Grandparents (increase); Virginia State University; Richard Bland College; John Tyler Community College; Coalition of High Growth Communities; Crater Small Business Development (significant increase); Dinwiddie Chamber of Commerce (no request); Friends of the Lower Appomattox River; Southeast Rural Community Assistance Project (no request); Virginia's Retreat (requested same this year)

New Requests: Central Virginia Food Bank; Central Virginia Film Institute

Mr. Massengill stated that the items he will need policy direction on are the Industrial Development Authority (possibility of moving marketing funds from the County to IDA for more flexibility – or can stay in economic development fund of the County); Gateway contribution needs conversation. He said that he would like some general guidance. Some counties have said a certain percentage across the board cuts to outside agencies that are non-contractual. He said that Chesterfield declared 30-60% cuts for those organizations and Petersburg has indicated that they will probably make double digit percentage cuts. Mr. Massengill asked if there were any items the Board would like to pull out to discuss.

Mr. Haraway stated that he thought that they needed to take a hard look at all of the non-contractual outside agencies. He did not see where any should be increased; and that probably some should be decreased, and some should be cut out completely.

MISCELLANEOUS GENERAL FUND AND OTHER FUNDS BUDGETS

Anne Howerton, Division Chief of Finance and General Services, discussed a snapshot view of other special revenue funds including Capital and Debt Service Funds. She discussed the following: the meals tax (collections go into a special revenue fund and at the end of the year they are transferred to school debt service – historically about \$550,000); jail phone commission fund (only to be used for inmates and special care items); recreation fees fund (the Recreation Department uses if they get donations for specific events, i.e. the Fall Festival); Social Services fund; CDBG Grant fund – medical center; litter grant fund (a grant from DEQ for litter activities & also for recycling); community development fund (used to transfer in the funds for economic development projects); comprehensive services fund; law library fund (fees that are collected through the court system for the purpose of providing a law library); Fire & EMS fund (funds from the State – split up among the various volunteer fire departments for training equipment); forfeited assets sharing fund (shared by Commonwealth Attorney and Sheriff); County capital projects fund; and the County debt service fund. Money in these funds can only be used for the purposes for which the funds are appropriated. It is not general fund money; and it rolls over year to year.

SOCIAL SERVICES BUDGET:

Shel Bolyard-Douglas, Director of Social Services, discussed her budget, the challenges they are facing as a department, and the programs that they are currently attempting to offer. Dinwiddie Social Services is a State supervised, locally administered program – a local agency that has to follow both State and Federal rules. Funding is received from State, Federal and local sources. Social Services is mandated to provide a number of services based on their funding streams: child protective services (CPS); foster care and adoption services; adult protective services (APS); and child care assistance to income eligible families. Some of their largest programs are benefits determination (SNAP – which used to be food stamps), Aid to Dependent Children & Families (ACDF), and Medicaid determination program. They provide a number of emergency assistance programs for food, shelter or medication. About 50% of the Social Services budget is derived from Federal funding, 34% from State funding, and 16% from the County. Since 2006 the service demand has increased approximately 50%. Staffing levels remain at the same staffing levels prior to 1985. The commodity distribution program has seen an increase of 147% utilization from 2006. Local resources have been used for this program, Rohoic space and freezers and refrigerators in that space are being borrowed to provide that program. A great many grant funds have also been received to operate the commodities distribution program: a \$10,000 Cameron Foundation Grant; a \$1,500 Wal-Mart Foundation Grant; a \$1,000 SAM's Club Foundation Grant; and \$1,000 grant from Central Virginia Food Bank. Food stamps are the largest increase in demand – from 2008 to 2009 there was a 37.9% increase in benefits demanded (more households seeking those benefits). The most dramatic increase was in the energy needs – up 155%. Medicaid determination increased almost 22% (an income based health program – more families from 2008 to 2009 needed health coverage and qualified based on their household income). On the social work side family services are provided: CPS cases increased from 35 to 117 in one year period of time; number of foster care children declined from an average of 21 in 2008 to 12 (currently 10). A lot of that effort came with Dinwiddie Social Services being selected by the First Lady as a pilot locality to do children's transformation services. APS referrals have gone from 106 in 2008 to 258 referrals in 2009. Emergency requests for rent, utilities and food are up over 300% (local internal policy - households can only receive help one time in a 12-month period).

Grants Written For & Received in this Fiscal Year Alone – Totaled over \$50,000: 2 Cameron Foundation Grants – one supports commodities distribution, allows the department to supplement what USDA provides, and will allow for the hiring of a part-time Volunteer Coordinator because most of the distribution work relies on volunteers. And because of receiving this grant and a prior grant, the department was eligible for a Basic Human Service Needs Grant of \$10,000. That allows emergency rent, utilities, and medication for folks who may be displaced because they can no longer pay their rent. United Way has provided for the past three years a \$4,000 grant to provide for emergency medical expenses. The United Way provided a \$5,000 grant through the ARRA money for rent and utility assistance. \$18,814 grant from the Virginia Department of Social Services for prevention (Preserving Safe & Stable Families) – 15.5% local match.

Ms. Douglas stated that the proposed Social Services budget before the Board consists only of mandated programs.

COUNTY CIP

Anne Howerton, Division Chief of Finance and General Services, discussed the County Debt Service Fund and Capital Improvement Projects:

Debt Service Analysis:

- County Debt Service Fund – Funding Sources
 - Transfer from County General Fund
- School Debt Service – Funding Sources
 - Transfer from County Debt Service Fund
 - Transfer from County Meals Tax Fund
 - Transfer from County General Fund Balance
 - School Debt Service Fund
 - State Lottery Proceeds
 - State School Construction Funds
 - Transfer from School Operating Fund
 - Transfer from School Construction Fund
- County Debt Service Expenditures
 - Lease Revenue Bonds
 - Meherrin River Regional Jail Authority
 - South Central Waste Water Authority
 - CIP Financing
 - Airport Authority VRA Loan
 - Dinwiddie Water Authority Loans
- School Debt Service Expenditures
 - Literary Fund Loans
 - General Obligation Bonds
 - Lease Revenue Bonds
 - Admin Fees

W. Kevin Massengill, County Administrator, discussed the Capital Improvements Plan proposed for FY 2010/11-FY 2014/15.

FY 10/11:

- Manned Sites – Dinwiddie Volunteer Fire Department, west & east sites
- Trash Truck 5 – Old Hickory
- Rohoic Renovations – Interior

FY 11/12:

- Air Truck – Old Hickory
- Brush Truck Dinwiddie
- Replace Ambulance 11
- Replace Rescue 42
- E911 Phone System Upgrade
- Radio System Expansion
- School Buses
- McKenney Recreation – Phase I Library
- Rohoic Renovations – Grounds
- Eastside Renovation for HHS

FY 12/13:

- Social Services Building Renovation
- Replace Ambulance 81
- Replace Engine 4 – Namozine
- Replace engine 5 – Old Hickory
- Replace Engine 2 – Ford
- School Buses

FY 13/14:

- School Buses
- Parking Lot Replacements at Fire Stations
- Demolition of Northside, McKenney Elem, Health

FY 14/15:

- Replace Responder 4 – Namozine
- Replace Ambulance 12
- Ambulance – for expanded coverage
- County Museum
- School Buses
- School Renovations
- Heavy Vehicle Maintenance Facility
- Sports Complex – Phase II
- Sutherland Fire Station
- Eastern Area Fire Station

➤Western Area Fire Station

Mr. Massengill stressed that depending on the policy direction of the Board, some of these projects can move forward and some can move back. He asked for feedback from the Board.

DAVENPORT & COMPANY

Mr. David Rose of Davenport & Company discussed a perspective of where the County’s finances are, where the County has been and perhaps where it is going. He discussed the opportunities and challenges. He discussed a series of goals, objectives and suggestions.

PRIORITIZE BUDGET GOALS & SUMMARY

W. Kevin Massengill, County Administrator, discussed the possible State school funding cuts and possible VRS increase. He stated that as Ms. Moody was not present, he would schedule a meeting with her the first of next week in order to go over the information from the two-day workshop with her.

Mr. Massengill summarized as follows and discussed: revenue for the County for the upcoming fiscal year is going to be flat; by the end of the current fiscal year, the budget should be balanced with no significant issues; one of the challenges for the Board to consider in moving forward is prioritizing requests (operational & constitutional officers’ requests) while dealing with a flat revenue; debt payments; cuts in funding from the State; and School funding consideration.

There was a consensus among the Board members present to wait until a workshop to be scheduled before the tax rate public hearing before making decisions regarding prioritizing.

ADJOURNMENT

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

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

The meeting was adjourned at 4:41 p.m.

Harrison A. Moody, Chairman

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

/wjn