

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 2ND DAY OF MARCH 2011 AT 9:00 A.M.

BOARD OF SUPERVISORS

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

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. Moody
Ms. Moody
Mr. Stone

W. Kevin Massengill, County Administrator, welcomed everyone for the second day of the budget workshop.

PLANNING & COMMUNITY DEVELOPMENT BUDGETS

Tammie J. Collins, Division Chief of Planning & Community Development, stated that each department head in her division would briefly go through their budgets and highlight any changes and give explanations for those changes.

Building Inspections:

Jerry Perkinson, Assistant Building Official, discussed the following: an overview of current activities; demolition of derelict structures (the County has not had to expend any funds towards the unsafe structures program as yet as those citizens who had any type of structural issue have come into compliance on their own after receiving notice); training; equipment and fuel; books & subscriptions (new Code books); and a request for a four-wheel drive vehicle. Mr. Perkinson stated that current vehicles are not four-wheel drive and he has been stuck several times – if there is an emergency or disaster he cannot get to the jobsite for the problem jobs.

Parks & Recreation:

Brian Mancini, Director of Parks & Recreation, discussed the following: enrollment numbers for athletics and cultural arts; the Dinwiddie County Fair; new classes that have been requested (adult sports, 13-15 age group for basketball and soccer); two major components of the budget are operations of Sports Complex and Rohoic; part-time help increase (additional five months) because of staff needed in park services and maintenance to run the County Sports Complex, Rohoic Elementary fields and Eastside Enhancement Center fields; professional services (increase because of more kids signed up and games which means the need for more referees); temporary help – instructors (additional classes); repair and maintenance (additional buildings in next fiscal year budget); maintenance service contract; electrical service increase (Sports Complex concession stand, lights; Rohoic building); janitorial supplies increased because of larger building at Rohoic and concession stand at Sports Complex; education/recreation supplies (purchase of athletic soccer goals); and machinery & equipment (one time cost to repair athletic fields at Rohoic). Recreation program revenues were discussed.

Planning

Mark Bassett, Director of Planning, discussed grant projects: Medical Center project – Community Development Block Grant (should be completed April 29, 2011); Historic Resources Grant (completed this year); and working on an Enhancement Grant through

VDOT to implement placing sidewalks in the courthouse area, landscaping, street lighting, to create a “downtown” area for Dinwiddie; and the UDA grant (\$50,000 through VDOT for a consultant for the urban development area). He highlighted some line items in the draft budget: professional services (engineering/architect – working mainly with VHB reviewing stormwater and ENS control plans); repair and maintenance supplies (street signs – contract just rebid); professional services (tower consultant and GIS consultant); maintenance service contract (software maintenance related to the GIS software); vehicle for code enforcement officer (multiple breakdowns and repairs on current vehicle); and improvement in code enforcement (have doubled the number of inoperable vehicles cited and proactive approach towards sites that needed to be cleaned up)

Economic Development:

Greg Reid, Director of Economic Development, discussed the following grants: the Site Readiness Grant from the Tobacco Commission; and the grant for the intermodal study. Mr. Reid discussed the following concerning his budget: IDA salaries (request that the chair and treasurer receive an additional stipend of \$50/month); and miscellaneous (money to Virginia Retreat – regional promotion of Civil War sites in South Central Virginia).

COUNTY CIP

W. Kevin Massengill, County Administrator, stated that the C.I.P. is usually funded out of the fund balance – one time capital improvements. The fund balance is not used to pay for ongoing operational expenses.

Chief Dennis Hale discussed the items relative to Fire & EMS: the radio system expansion; and apparatus replacement that are part of the ongoing plan that has been laid out by the Fire & Rescue Association to try to keep current 15-20 years out (replace Squad 5 at Old Hickory – has been deferred since 2004); (Addition of air/electrical support unit at Old Hickory); (Addition of Brush 1 – Dinwiddie); (Replace Ambulance 11 and replace Ambulance 42).

David Clark, Superintendent of Schools, discussed the lagoon issue at Southside Elementary School. He said they are looking at changes that may impact how they transport students (perhaps double runs at some of the schools). That would help as far as the number of buses needed; but it would mean that the mileage would go up on those buses quicker. They are looking at the addition of 5 to 6 new buses.

Mr. Massengill stated that at this point in time, administration would not recommend the Tobacco Commission grant to be used for a shell building. He stated that staff would like to come back at another time with a more viable project.

Tammie J. Collins, Division Chief of Planning & Community Development, discussed the McKenney Recreation – Phase I Library. This project would be a two-year project with some support from the library as they are in a position to apply for some grants on behalf of the project if the project moves forward. This would expand the current branch that is in McKenney, and add additional recreational services to those residents that are both in McKenney and surrounding area.

Mr. Massengill stated that this would not even be possible as a project if it were not for the generosity of the donation of the building by the Ragsdale family. It was thought at the time that it would be put to use much sooner, but it just so happened that at about the time it was donated was when the economy went south very quickly; and the County has not had the funds to move forward with the project. The phased approach would be the most viable way to do the project. He said that the worst thing you can do with a building is let it set, and it’s a good building. He said that Baxter Bailey, Ray Vines and Tammie Collins had done a wonderful job in trying to lay out just what this facility could be for that portion of the county.

Mr. Stone stated that the concept of recreation in that end of the county was actually brought to the board by Aubrey Clay in 1997, so this was a 14 year-old priority. He said in 2004 when he first got on the board it was voted down for the old McKenney Elementary site. He said as clarification however, that this would not only benefit people in McKenney but also in Mr. Moody’s district and Ms. Moody’s district as well. He said they run into the same issue of having to get their children to the Eastside Enhancement Center for programs. He said that until additional monies are spent, this would be more of a cultural and programs center than a complete recreation center.

Mr. Massengill discussed the demolition of McKenney Elementary and Northside. He said there are a lot of projects for which Gene Jones and his limited staff are responsible; and while he could do the demolition, there is also the Sports Complex, the Rohoic renovation and manned sites to be built (all projects of his). Therefore, the demolition would be outsourced.

Brian Mancini, Director of Recreation, discussed the Sports Complex – football, soccer fields and paving. He discussed the need for a maintenance shed for storing tools and utility vehicles needed to care for the fields. Rohoic Elementary renovation was also discussed. (The Sports Complex will need to be completed before Mr. Jones can dedicate time to the Rohoic renovation).

CLERK OF CIRCUIT COURT BUDGET

Barrett Chappell, Circuit Court Clerk, discussed the following: salaries stay the same; state audit costs; professional services – other (asking \$5,000 for part of the restoration of Board of Supervisors minute books 1-4 including having them imaged) those are currently held in his office and go from August 1870 to December 1961 (all prior to 1908 were handwritten), \$5,000 to microfilm deeds as an added security; and \$10,000 for land books conservation.

COMMONWEALTH'S ATTORNEY BUDGET

Lisa Caruso, Commonwealth's Attorney, stated that she has the benefit of using asset forfeiture funds which helps with her budget (those funds can be used for training, travel, equipment, courtroom technology, and funds toward the purchase of a drug dog). She stated that they are full-staffed for the first time since July of last year.

FINANCE & GENERAL SERVICES BUDGETS

Anne Howerton, Division Chief of Finance & General Services discussed the accounting department which currently consists of the accounting/HR tech and Ms. Howerton. She stated that in the upcoming budget a vacant position in buildings & grounds is being moved into accounting because the primary duties of that position will be more financial and procurement related. Ms. Howerton also discussed the procurement position that had been eliminated during the efficiency review in 2009. She has been doing procurement along with some help from the legal department since that time.

Mr. Massengill stated that when staff was downsized during the efficiency review, the procurement responsibilities fell to Ms. Howerton and the paralegal position. He stated that those responsibilities are very time consuming for legal and finance.

Ms. Howerton also discussed the following: redistricting committee funding for current year; legal services budget; human resources budget (VEC increased unemployment insurance rates); worker's compensation went up a little; registrar/board of election budget; general district court budget and magistrate's budget.

Information Technology:

Norman Cohen, Director of Information Technology, discussed the following: his department budget and the infrastructure that has been completed; completed the new phone system install; upgrade for Commissioner of the Revenue and the Treasurer's offices; and copiers. He also discussed C.I.P. for IT: internet for Sports Complex and Rohoic, Sheriff's Department (VCIN capabilities).

Ms. Howerton stated that the County is very fortunate to have Mr. Cohen and his staff (Mr. Jim Frashure and Mr. Jeremy Hodo). She said they are very creative; and they look for ways to save the County money and yet still move the County forward. They have been recognized in the local government IT community as being cutting edge. She stated that they have accomplished a lot in the five years since Mr. Cohen came onboard with the County.

Mr. Massengill echoed Ms. Howerton's comments.

Comprehensive Services:

Angel Young-Gill, Director of Comprehensive Services, discussed the following: received a Cameron grant for \$93,400 for a regional grant; first time offender program doing well; the upcoming Health Fair; and overall her budget has gone down.

Ms. Howerton stated that Ms. Young-Gill's position is a gate-keeper for all the different programs that are mandated by the State and the Federal government and deal with family and children that have issues.

Mr. Massengill stated that Ms. Young-Gill's effectiveness has been amazing. He said her relationship with Social Services is critical.

Waste Management:

Gene Jones, Director of Building & Grounds, discussed the following: waste management; the need to replace two compactors; and the manned sites.

Building & Grounds

Mr. Jones stated they take care of all the maintenance for all county buildings. He stated that he would like to make the maintenance/carpenter position full-time because of all the C.I.P. projects. He discussed the Sports Complex project.

COUNTY ATTORNEY BUDGET

John C. Blair II, County Attorney, discussed the proposed budget for the County Attorney's office for FY2012. He discussed telecommunications; budget request fairly flat except for increase in membership fees and seven extra hours for the Deputy County Attorney in the coming year.

OUTSIDE AGENCIES BUDGET REQUESTS

W. Kevin Massengill, County Administrator, discussed the following:

Contractual / Regional Agreements:

Crater Criminal Justice Training Academy (increase passed along to member jurisdictions); Forestry Service; Crater Youth Care Commission (Mr. Massengill chairs the commission – decided to use a 3-year calendar average in order to get a trend for each locality); Dinwiddie Health Department; District 19 MH & MR Services; Appomattox Regional Library (increase associated with request to restore FY09/10 funding level); Dinwiddie Industrial Development Authority (the request for a \$50 increase for the chair and treasurer positions as they are required to meet more frequently than the whole Authority); Dinwiddie Airport & Industrial Authority; Petersburg Area Regional Tourism; Crater Planning District Commission; Virginia's Gateway; South Centre Corridors; Appomattox Soil/Water Conservation District.

He also discussed requests from other outside organizations. The new requests were from Fee More, Inc. (Central Virginia Food Bank/Meals on Wheels) and the Dinwiddie County Sesquicentennial Committee.

MISCELLANEOUS GENERAL FUND AND OTHER FUNDS BUDGETS

Department of Social Services:

Kim Kidwell, Fiscal Manager, discussed the following: they are a state supervised, locally administered agency; their funding sources are roughly 50% federal, 34% state and about 16% local; although demands for services continue to increase, their budget request remains the same; energy assistance is up by 28.3% and is anticipated to rise with the price of gas continuing to go up; commodities distribution is up by 29½% - supporting about 400 families in the county; mobile food pantry at every church in McKenney once a month; budget reduction strategies for the fiscal year; local budget funding decreased 4.6% over the last 4 years; and budget challenges.

Extension Service:

Mike Parrish, Extension Agent, discussed the following: increase of 12 teens in the teen leadership program; improved 4-H program even with reduced staff because feel they it is valuable to the community; agriculture (164 volunteers - \$61,000 value in volunteer time); selected for last 2 years to hold state meetings here in Dinwiddie because of the programs they're doing; value of Dinwiddie County's agriculture - \$12.6 million (not including timber); draft budget – asked by the state to make a request of the county to fund the 4-H position at 50% of matching funding versus the 33.3% funding match for his position. To move Dinwiddie up in the priority level of those competing from funds from the State, more priority goes to those counties who show it is important to have commitment toward 4-H in the county.

Mr. Parrish also discussed the Farm Credit mall. The owner has submitted a plan to renovate half of the building for the USDA's Agriculture Service Center. They have new

codes they must abide by for their computer housing, wiring and security so they want to have everything on one side of the building. They plan to move Extension into temporary trailers and remodel the front of the building. After renovation the Extension Office would be moved across the hall which would keep the building an agricultural service center.

Mr. Massengill commented on the wonderful job that Mr. Parrish has done in the agricultural service for Dinwiddie County.

Mr. Parrish stated that the reason it has been easier to be successful here in Dinwiddie is because of the quality of the agriculture producers in Dinwiddie County.

General Fund:

Anne Howerton, Division Chief of Finance & General Services, discussed the following: special revenue fund; debt service; CIP fund; meals tax (that funding goes to School debt); jail phone commission fund (specially for inmate purposes and inmate workforce supervision); Sesquicentennial Committee fund; Recreation Fees fund (for County Fair); Social Services; CDBG Grand funds (used for completion of Dinwiddie Medical Center); Litter Grant fund (recycling revenues and also Litter Grant from the State); Community Development fund; Comprehensive Services fund (State funding that the County matches); Law Library fund; Fire & EMS fund (grant funds); Forfeiture Asset Sharing fund; County CIP & County Debt Service fund (FY12 will be the last year that a transfer will be made out of that fund over to the School debt fund); and the County debt service payment schedule for FY2012.

BUDGET GOALS & SUMMARY

W. Kevin Massengill, County Administrator, discussed the following: the tax rate decision (staff not recommending a tax increase); the January Board Advance (stated at that time that the Board is responsible for declaring priorities and the budget is their priority list); the Board has had strong commitments in several areas (education, public safety, maximizing Tobacco Commission funds toward economic development; and recreation); encouraged board members as they go through the budget to keep in mind that revenue is fairly flat; recurring operating expenses should be paid through recurring revenue; challenges in proposed budget (hefty C.I.P., tough decisions on whether to finance; if approve initiatives must be able to find funding or cut elsewhere); the community development fund; regional jail expenses; decision needed regarding general reassessment or county assessor; encouraged discussion with constitutes in individual member districts regarding priorities; and he expressed his confidence in the staff of Dinwiddie County.

ADJOURNMENT

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

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

Nays: None

The meeting was adjourned at 4:16 p.m.

Doretha E. Moody
Chairperson as of March 18, 2011
Date Signed: _____

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

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