

A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS WAS HELD ON THE 24<sup>th</sup> DAY OF MARCH IN THE YEAR TWO THOUSAND THREE OF OUR LORD IN THE COURTROOM IN THE BOARD ROOM THE OLD COURTHOUSE AT 9:05 A.M.

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IN RE: ROLL CALL

Chairman Lipscomb called the meeting to order.

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

Mr. Lipscomb reported that Mr. Raynes had been summoned for federal jury duty for the next three weeks, and may not be able attend.

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IN RE: REVENUES

**Real Estate Taxes:** Two differing projections for real estate tax revenues were discussed.

Accounting and Budget Director Mary Altemus presented estimates of \$7,829,204, an increase of \$118,108. Commissioner of the Revenue John Crump has projected \$8,432,542, an increase of \$721,447. The Commissioner's projections incorporate buildings and land changes coming on line in 2003. The Administration recommendation line reflects an increase of \$221,663.

**Personal and Business Property Taxes:** Cell Tower Assessments were discussed and the Commissioner is going to check to see if these are being fully incorporated in our tax system.

**Admission Tax:** Mr. Crump reported that he had asked the Virginia Racing Commission to review admission tax numbers and receipts from Colonial Downs to the County.

**Non-Categorical Aid:** It was noted that the County should contact its General Assembly members to encourage the reinstatement of funds kept by the Commonwealth.

**Subscription Services:** Administration proposed a \$27 fee for the receipt of mailed agendas and \$56 fee for receipt of mailed agendas and minutes. Mrs. Ringley noted that this was a service that only a few people received and it would not generate that much money. Mr. Davis suggested we develop a procedure that required the recipient to submit a periodic request to remain on the mailing list.

**Proffers** The Administrator reviewed available funds for proffers. The Accounting and Budget Director reported that these funds are earmarked and accounted for separately from other

funds. Mr. Lipscomb commented that the fire facilities portion ought to be used for Fire Station number 4.

**350<sup>th</sup> Commemoration:** The Board thought that the Parks and Recreation Department would be a good conduit for the sales of materials by the 350<sup>th</sup> Commemoration Committee

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IN RE: COMMISSIONER OF THE REVENUE

Commissioner of the Revenue John Crump noted that a full time assessor would be especially beneficial in large, undeveloped lot transfers. He noted that the County is losing opportunities to capture new tax revenues each year. An internal assessor would know the County better than outside assessors. The Board of Equalization would continue to serve the County regardless of a contracted or in-house assessment program.

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IN RE: PARKS AND RECREATION

A new category, Recreation Programs, has been submitted with a net effect of the change as an increase of \$5,270. A new position of Parks Maintenance Supervisor has been requested but is not included in the Administration budget.

The Administration has recommended \$95,500, an increase of \$4,260 for the Capital Improvements funding for the Parks and Recreation Department.

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IN RE: ELECTORAL BOARD

There has been a request for ten new voting machines. In Quinton last fall there were 35-40 people waiting in line between 6:30 and 7:30 a.m. and parking was a problem. Electoral Board Chairman Cal Curling reported that this was only a 54% turnout and during presidential elections, the turnout often soared above 75%. He noted that the Electoral Board would not seek to add a polling place in the Quinton area.

Registrar Gwen Ellyson recommended a minimum of three new machines in Quinton and one in Southern Branch. She recommended five new machines be purchased each year for the next two years at a cost of \$15,900 per year.

Mrs. Ringley suggested that additional markings and parking assistance would be helpful.

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IN RE: SOCIAL SERVICES/COMPREHENSIVE SERVICES ADMINISTRATION

**Comprehensive Services Administration:** Social Services Director Marianne Powell estimated that expenditures for an expected seven new CSA at-risk children will increase expenditures by \$240,299, of which the locality pays about half.

**Social Services:** It was noted that Revenue Maximization is expected to increase revenues and services/programs to the County and that the Mentoring Program will conclude with the end of the grant on June 30, 2003.

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IN RE: GENERAL DISTRICT COURT

General District Court Clerk Marie Cagwin reported a significant increase in her caseload and has requested that the County fund eight hours of a sixteen-hour position, the balance being funded by the Supreme Court. She also has requested two audio headsets for the hearing-impaired, which should not exceed \$5,000. Mr. Davis suggested that we supplement the courthouse security fee revenue with a system of parking tickets.

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IN RE: CLOSED SESSION

Mr. Burrell moved to go into closed session for discussions relating to a prospective business or industry pursuant to Section 2.2.3711A.5 of the Code of Virginia involving an economic development prospect. The members were polled:

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

The motion passed. The Board went into closed session at 12:25 p.m.

The Board emerged from closed session at 1:15 p.m. Mr. Burrell made the following motion in certification of the closed session:

Whereas, the New Kent County of Supervisors has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

Now, there, be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

Chairman Lipscomb inquired whether there was any member who believed that there was a departure from the motion. Members were polled:

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

The motion carried.

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IN RE: SHERIFF'S DEPARTMENT

Sheriff F. W. Howard, Jr. noted that the Compensation Board had, in July of 2002, approved a deputy position which was not included in the FY03 budget, but is included in the FY04 request. He noted that vehicles with the following projected December 2003 mileage were scheduled for replacement: 140,000, 125,000, 117,000, 106,000, 105,000, and 100,000, and that the average cost of a vehicle was \$24,400. He indicated that the costs of striping and preparing a vehicle for use had not significantly changed. Sheriff Howard noted that wireless 911 calls were significantly increased and there were a few bugs still being worked out by the phone companies.

Sheriff Howard noted that prisoner costs have increased due to the loss of the Henrico County subsidy and the potential cut in the state subsidy.

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IN RE: PUBLIC WORKS

Public Works Director Charles Loving confirmed with the Board that they wanted to reduce the number of generators to two for FY04. He described the need for improvements to the generator at the Courthouse in order to increase the size of its fuel tank to enable it to operate more than a day and a half at a time. This is especially important during weather-related emergencies and he has included a request in the CIP for \$75,000 for a generator at the Courthouse. He reported that the truck which has been proposed to be replaced, has mileage of over 200,000. It was noted that he has requested a Senior Building Mechanic but that position is not included in the Administration budget. Also requested was \$173,000 for wiring buildings for data and telecommunication transfer, of which \$40,000 was recommended in the Administration Capital Improvements budget.

Mr. Loving noted that the utility budget includes two new Wastewater Treatment Plant Operators which positions are necessitated by increased flows, age of the plants, and increased reporting requirements. The Administrator noted that the Accounting Department has also requested part time billing assistance which is not included in the Administration recommended budget.

Also noted was a reorganization of the refuse disposal and refuse collection line items. Also requested, but not included in the recommended budget, was \$6,600 for improvements to the entrance at the Route 647 transfer station. Mr. Christie noted that the capital improvement budget included \$510,000 for HVAC improvements and \$500,000 for renovations of the second floor at the Courthouse. The Board indicated they would be willing to consider a special appropriation for piping improvements to the HVAC system at the Courthouse that Mr. Loving has estimated to be \$7,500.

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IN RE: PUBLIC SAFETY

The County Administrator reported that \$30,000 has been proposed in the Capital Improvement fund to secure software to link the Planning, Inspections and Building Inspections functions of

the County. Planning Director George Homewood explained that the software would be web-enabled and would link with the Health Department.

County Administrator Gary Christie noted that building permit fees were not proposed to change for FY 04 but that revenues were projected to significantly increase due to increased volumes.

Public Safety Director Larry Gallaher reported that 57 new single family dwellings were built in the County in fiscal year 2003 and that a building inspector makes a minimum of seven visits to each site.

The County Administrator reported that the recommended budget includes a position that would blend responsibilities of a Clerk of the Works with a Building Inspector. Mr. Gallaher noted that this skill level would be higher than a traditional building inspector and that the person in this position would predominately review plans when not performing Clerk of the Works duties. Mr. Gallaher indicated that communications would be developed between the plans review staff member and the field inspectors.

It was noted that the department has requested a part-time secretary to assist with the workload, but that it is not included in the Administration recommendation. Pagers have been requested to replace ones now provided by the volunteer units, but they too are not included in the Administration Budget. An aerial truck was requested and noted that it would have multiple uses, that our existing truck would only reach 50 feet, and that there have been situations where the County has needed one. It is not included in the recommended capital fund. The County Administrator noted that the general fund recommendation provided for \$100,000 in equipment and turnout gear for the volunteers, although \$150,660 was requested.

The Board Members felt that hiring six firemen/EMTs starting in January was something they would like to see included in the budget. There was a discussion about whether the turnout gear for the new employees could be purchased from the equipment from the capital improvement fund. The cost would be \$115,764 for salaries and \$15,000 for equipment in FY04 budget if added to the budget. It was noted that an EMS Coordinator has also been requested but not included in the Administration budget. Mr. Gallaher noted that the volunteers were reluctant to consider a charge for EMS/fire services because they were concerned about donations being reduced and about billing procedures and costs.

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IN RE: PLANNING

Planning Director George Homewood reported that the Planning Budget was reorganized to reflect actual services provided from the Department. He noted that all department fees had been reviewed and adjusted up or down. New fees for Erosion and Soil Disturbance Inspections and Map Maintenance were proposed. It was noted that WQIA stands for water quality impact assessment fee and is occasionally used in RPA areas.

The County Administrator noted that two new positions are proposed in the Administration Budget, a Land Use Compliance Inspector in the Planning Department and a GIS Manager. Mr. Homewood noted that one of the County's programs is on probation with the Department of

Conservation and Recreation and that the additional position would help with the workload to move the County off probation. Both positions would be generating fees to help cover their costs. Mr. Homewood noted that the new inspector would be cross-trained with the building officials to assist in certain foundation inspections. The GIS Manager would link the data from the office of the Commissioner of the Revenue with that of the Planning Department to create better maps and make some of the data web-accessible. The GIS position would eliminate paper land books, keep records updated, update addresses and parcel identification numbers. The Administrator also has recommended that the Economic Analyst position be included in the FY 04 budget.

It is noted that no change in funding is recommended for the Soil and Water Conservation District. Capital Improvement funding for Planning includes additional GIS equipment, a large copier to replace a blue line printer, and a vehicle.

The Board indicated a willingness to invest funding (up to \$500,000) in the VDOT Revenue Sharing Program. None is currently included in the Administration Recommendation.

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IN RE: AIRPORT

Airport Manager Bill Kelly reported that the tractor included in the budget would be 50% reimbursable and that he would operate it. The Board discussed improvements at the hanger and the runway. Mr. Kelly noted that some of his line items, like part-time help, advertising, and the pager, had been reduced.

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IN RE: TREASURER

In the evening session Treasurer Herb Jones discussed with the Board his request to relocate his storage space. The Board asked Mr. Lipscomb and Mr. Christie to identify some alternatives.

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IN RE: ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 p.m.