

VIRGINIA:

A FY 2018 Budget Work Session of the Lancaster County Board of Supervisors was held in the Administrative Building Board/Commission Meeting Room of said county on Thursday, May 4, 2017.

Members Present: William R. Lee, Chair
Ernest W. Palin, Jr., Vice Chair
F. W. Jenkins, Jr., Board Member
Jason D. Bellows, Board Member
B. Wally Beauchamp, Board Member

Staff Present: Frank A. Pleva, County Administrator
Don G. Gill, Planning and Land Use Director
Bonnie J. Dickson, County Treasurer
Crystal Whay, Building/Land Use Secretary

Mr. Lee called the meeting to order at 5:30 p.m.

BUDGET CONSIDERATION

Mr. Pleva stated that Ms. Dickson had done the lion's share of the budget preparation this year. He went over the budget calendar and advertising deadlines.

Ms. Dickson stated that there were a couple of revisions that she had received after last week's budget meeting. She stated that the revisions were from the Sheriff's Office, the Electoral Board and the EMS Department. She stated that she wanted to note that Northern Neck CASA usually sends an annual request, but nothing had been received to date.

Mr. Pleva stated that he had tried to reach the Northern Neck CASA office, but had not heard back from them yet.

Ms. Dickson stated that they have also received the information from Judge McKenney's office pertaining to the Circuit Court and that is included in the updated budget as well.

Mr. Pleva stated that the biggest change to the Circuit Court expenses is that originally there were five counties in the circuit, but now there are three because Essex

and Westmoreland have been removed. He stated that now there are three counties dividing expenses instead of five, so there will be increases.

Ms. Dickson stated that she had spoken to Marlon Savoy, Commissioner of Revenue, about new assessments and Mrs. Savoy stated that they have only pulled an additional \$33,000 worth of assessment value, which is about \$162 in taxes, so basically no change in real estate values.

Ms. Dickson referred to the local sales and use tax and stated that the figure always used in the past was the gross amount and did not take into account what had to be sent to the three incorporated towns. She stated that the figure being used this year is the adjusted amount and that is why it is lower this year.

Ms. Dickson referred to ambulance and rescue fees on page 4 and stated that she had adjusted the figure down by \$50,000 based on what has been received so far this year.

Mr. Pleva stated that the local revenues are down by \$240,294.

Ms. Dickson stated that the \$23,418,44 revenue figure on page 6 is general fund including Social Services and the \$28,965,649 revenue figure on page 1 includes the schools' cafeteria and textbook revenues.

Mr. Palin asked that they go line by line with the expenditures.

Mr. Lee asked about the salary increase percentage.

Mr. Pleva replied that there is a three percent increase for employees built into the proposed budget, but some departments are requesting higher than three percent. He stated that the good news is, that for the first time in memory, there is no increase in the health insurance rates.

Mr. Pleva referred to page 16 and the real estate assessor line item #12250 and stated that real estate assessments need to be conducted at least once every six years. He stated that the County is due to start the process again this fall and the work will need to go to bid. He stated that the \$150,000 figure is an estimate of what the real estate assessors firm will charge for the upcoming assessment.

Mr. Pleva referred to page 17 and the Commissioner of the Revenue #12310 and stated that Sonny Thomas retired in December, so that salary decrease is reflected in the budget numbers.

Mr. Bellows referred to the Electoral Board account #13100 and asked about the requested change.

Ms. Dickson replied that line item #8201 for EDP equipment shows an amount of \$5,975, but should be \$500. She stated that the reason is that the Electoral Board is still considering options from several vendors. She stated that the \$500 figure will go towards the cost of temporary licensing to operate the electronic poll books through December 2017.

Ms. Dickson referred to the Information Technology Services-#12510 and stated that the Bright System software support has an annual increase on their maintenance fees.

Mr. Pleva referred to page 20 and the Registrar budget #13200 and stated that the biggest increase was the salary increase requested by the Electoral Board for the Registrar, Susan Jett. Ms. Dickson stated that there was supporting documentation in the budget books concerning the increase.

Mr. Pleva stated that if the Board needs to discuss specific personnel and proposed increases, then that can be done in closed meeting. He stated that if the Board was talking about raises across the board, then that can be done in open meeting. He stated that in a subsequent meeting, the Board could schedule a closed meeting, but any action taken would be done in open meeting.

Mr. Lee referred to page 21 and the courts budget and asked about the \$10,521 change to the Circuit Court section.

Ms. Dickson replied that the \$10,521 reflected the change spoken about earlier where the circuit was going from five counties to three and our share will become greater.

Ms. Dickson referred to the Clerk of the Circuit Court's account #21600 and stated that the jury commission figure is wrong and should be listed as \$300 not \$3,000.

Mr. Pleva referred to the Commonwealth's Attorney's account #22100 and stated that the biggest increase is the requested pay raise in the assistant's salary.

Mr. Beauchamp asked what that requested amount was.

Mr. Pleva replied it was \$12,000 approximately.

Mr. Bellows referred to the Med-Flight contribution under the Volunteer Rescue Services account #32300 and asked for more detail.

Ms. Dickson replied that they have requested money in the past, but it has not been funded.

Chief McGregor stated that Med-Flight is the state police helicopter that comes from Chesterfield, but that the County does not often use its service.

Mr. Bellows suggested that they strike that item from the budget.

Mr. Bellows referred to the Paid Rescue Services account #32301 and asked about the salary increases.

Mr. Pleva replied that the Paid Rescue Services Department has asked for more than the across the board, three percent increase. He stated that if the Board would like to discuss specific personnel, it can be lawfully done in closed meeting and if they wanted to discuss across the board raises, it can be done in open meeting. He stated that they have put into the budget all requests for the Board to consider.

Mr. Lee referred to the Paid Rescue Services account #32301 and asked why the medical supplies expense had doubled.

Chief McGregor replied that his department is proposing an update to the EMS agreement between the County and the volunteer squads and part of that agreement is that the County will purchase all medical supplies, so there is uniformity and the mileage reimbursement to the squads would decrease to offset the supplies expense increase.

Mr. Lee referred to the Animal Control account #35100 and asked about the vehicle repair expense of \$5,000.

Mr. Pleva replied that both of the animal control vehicles are older with high mileage.

Mr. Lee stated that they need to keep an eye on it because they don't want to have to replace two animal control vehicles in the same year.

Mr. Bellows referred to the Refuse Disposal Department and asked about tire regulations and costs.

Mr. Pleva replied that he had spoken with the Northumberland County administrator and they conduct a bi-annual hazardous waste collection like Lancaster. He stated that possibly eliminating the disposal fee on tires might help with the illegal dumping of tires throughout the County.

Mr. Bellows referred to businesses with an accumulation of tires and asked if piles of tires are allowed or is there an ordinance or regulation concerning those tires.

Mr. Pleva replied that most counties do not take large quantities of tires.

Mr. Gill referred to Big L Tire in Kilmarnock and stated that the tires are stockpiled, but then are removed a few times a year.

Mr. Lee suggested eliminating the \$1.00 fee for tire disposal to see if that would deter some illegal tire dumping.

Mr. Pleva stated that most local counties do not charge a fee for tire disposal.

Mr. Bellows stated that having to take tires to the Lively Woodyard can be a burden to citizens. He suggested looking into being able to take tires at any convenience center just like other garbage.

Mr. Palin asked about the increases of \$6,000 in the recycling services and uniform rental line items.

Ms. Dickson replied that staff had to be increased because the number of hours had to be reduced due to the Affordable Care Act, so uniform expense has increased. She referred to the recycling services increase and stated that people are recycling much more than in the past.

Mr. Palin referred to the General Properties account #43200 and asked about the salary increase.

Ms. Dickson replied that the maintenance service contracts line item has been reduced by \$28,200 because the two custodians were under contract services. She stated that rather than keeping them under contract services, one of them is coming on as a part-time County employee, which will be cheaper.

There was a consensus to leave the contribution to the Soil and Water Conservation District at \$10,000, not \$15,000.

Mr. Pleva stated that there was another request for Virginia Rivers Realm Branding of \$25,000. He stated that he had checked with the Kilmarnock Town Manager, Tom Saunders, and they have budgeted the same amount.

Mr. Bellows stated that he would like to see an update on the branding initiative.

Mr. Pleva stated that he would arrange that.

Mr. Pleva referred to the Landfill Closure account #94100 and stated that amount represented the post-closure monitoring expense, which is shared between Lancaster, Northumberland and Richmond counties.

Ms. Dickson referred to the Transfers Out account #93100 and stated that those are the funds that have been requested by Social Services and the school for the school general fund and textbook fund as the local share.

Mr. Gill referred to the School Capital Improvements account #94500 and stated that the only two requests of the school this year were the school security grant and a school bus. He stated that the school system submitted their capital improvement requests before the Schools Facilities Committee had given their recommendations.

Mr. Gill referred to the County Capital Improvements account #94501 and stated that the Mary Ball Washington Museum and Library has requested \$28,000 to rebuild the original staircase in the Old Clerk's Office. He stated that \$47,109 has been requested for the HVAC upgrade for the Administration Building. He stated that the EMS Department has requested \$85,000 for a new advanced life support response vehicle. He referred to the \$500,000 for public access and stated that amount was the third installment of the \$1.5 million that was earmarked from the 2014 borrowing for capital projects. He stated that \$38,130 was being requested from the Building and Grounds Department for a tractor to help maintain the satellite locations. He stated that \$45,686 was being requested for the replacement of the IBM Iseries, which is the software that runs the server that houses the financial software. He stated that the next item is the Sheriff's Incident Based Reporting Software Replacement in the amount of \$252,000 which is what the state police uses. He stated that the next item is a Sheriff's vehicle, which will be purchased at a cost of \$35,825.

Mr. Gill referred to the \$2,050,000 amount under the adopted FY 17 column in the capital improvements account for a proposed EMS/EOC Building and stated that the Planning Commission had recommended that figure be pushed back a year. He stated that there was a lot of opposition to a three million dollar building that would basically house two employees on a daily basis and the Planning Commission felt that not enough research had been done to consider other options. He stated that since the Schools Facilities Committee had made their recommendations, there may be a possibility of a vacant building, which could be repurposed. He stated that the Planning Commission moved \$2 million to FY 19, since approximately \$47,000 had already been spent with Guernsey-Tingle on the design and master planning of the Norris property. He stated that Chief McGregor had also requested an additional \$950,000 for the proposed EMS/EOC Building, but the Planning Commission did not approve that.

Mr. Lee referred to the \$7.2 million dollar borrowing from 2014 and asked how much was left.

Ms. Dickson replied approximately \$1.5 million, but they still needed to pay for the new windows.

Mr. Gill stated that the total of the capital projects, less the EMS Building, is \$1,145,750, which includes \$500,000 for public access, which may or may not come to fruition.

Mr. Lee referred to the requested debt service figure on page 51 of \$1,984,191 and asked the Board to take note.

Mr. Bellows stated that figure was for the debt service for the courthouse and the capital projects borrowing. He asked when the courthouse loan would be paid off.

Ms. Dickson replied that the courthouse loan would be paid off in 2019. She stated that there is also the school energy performance contract that will be in effect until 2026.

Mr. Pleva referred to a letter that was received from Eddy Whichard with the Greenvale Creek Maintenance Association and stated that the letter outlines the proposed work on the creek, including dredging and a jetty extension totaling approximately \$132,500. He stated that he was looking for some guidance from the Board for budgeting and wanted to know if they plan on helping to finance some or all of the proposed project and if so, what fiscal year.

Mr. Bellows asked if there was any information on how much has been spent, to date, to maintain the public boat ramp on Greenvale Creek.

Mr. Pleva stated that the only thing that has been done since his tenure with the County was to help with the costs of the existing jetty.

Mr. Jenkins stated that the County funded dredging in 2014.

Mr. Bellows stated that he would like to know what the return on investment has been. He stated that he was curious about the amount of boat ramp usage there. He stated that there may be an area more suitable and thought some research should be done before more funds are spent.

Mr. Pleva asked if the boat ramp was funded entirely by Lancaster County. He stated that if it was partially funded with a grant, then there may be a certain period of time that it would need to stay in use.

Mr. Beauchamp replied that the boat ramp was built in 1989 or 1990 and the Department of Game and Inland Fisheries built it.

Mr. Pleva stated that he would contact the Department of Game and Inland Fisheries regarding their records on the boat ramp, but would like to know the Board's intention.

Mr. Jenkins stated that he thought the Board would need more information.

Mr. Bellows stated that he was not comfortable moving forward until his questions were answered, such as how much use does that boat ramp get.

Mr. Lee stated that they need to know what the County's obligation is and how long does that last and if there is no obligation, then they need to know if it is worth continuing to contribute money to the association based on usage.

Mr. Pleva suggested that VDOT could be asked to place a traffic counter there to get some sense of the amount of people who go to the boat ramp.

Mr. Beauchamp stated that he had seen a statistic, that in 1991, the Greenvale Creek boat ramp was one of the least used state owned ramps in the Commonwealth.

Mr. Bellows stated that it might be better to invest in something such as a fishing pier that more citizens could use.

Mr. Pleva stated that he would do more research on the issue.

Mr. Lee made a motion to set the next budget work session for Thursday, May 11, 2017 at 5:30 p.m.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	F. W. Jenkins, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye

Mr. Palin stated that he would like to go over some personnel salaries at that time.

Mr. Lee stated that they would be going into closed meeting next week to discuss individual salaries.

ADJOURNMENT

Mr. Bellows moved to adjourn the meeting until Thursday, May 11, 2017 at 5:30 p.m.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	F. W. Jenkins, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye