

RICHMOND COUNTY BOARD OF SUPERVISORS

April 10, 2014

MINUTES (Continued)

RECONVEYNE

Chairman Sanders reconvened at 6:00 p.m. on April 14, 2014 for a budget worksession.

Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Jean C. Harper, Member
John L. Haynes, Jr., Member
Robert B. Pemberton, Member

Also Present:

R. Morgan Quicke, County Administrator
Jennifer L. Clark, Finance Officer
Susan Johns, Finance Office, School Board
Sarah Schmidt
Kip Haynes
Mitch Paulette, Captain, EMS
James Oliver, Interim Director, DSS
Dan Ream, Richmond County Library

Chairman Sanders called the meeting back to order.

STORMWATER IMPLEMENTATION

Mr. Quicke reminded the Board of the Planning Commission's recommendation to opt out of the Stormwater Management Program and that they can opt in at any time.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to opt out of adopting a local Virginia Stormwater Management Program.”

SHERIFF/ANIMAL CONTROL TRANSITION

Mr. Quicke recommended turning over all Animal Control operations to the Sheriff's Office immediately, which would include hiring a new Animal Control Officer whom would be directed by the Sheriff. The Sheriff would like to train a current deputy to be a Certified ACO to serve as a backup and is

asking the Board to add an additional \$3,000 per year in salary, which could be done through savings in the current Animal Control Budget.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to turn over all Animal Control operations to the Sheriff’s Office immediately.”

FY15 BUDGET DISCUSSION

Mr. Quicke handed out a list of questions for the Board to consider. Mr. Quicke advised the Board that Mitch Paulette, EMS Captain, and Dan Ream, from the Library, were present to answer questions.

Mr. Quicke discussed the \$3.00 vehicle license tax increase, which would allow \$21,000 to go to the Fire Department Truck Fund and \$10,000 to go to another cause. Mr. Haynes asked if the truck issue is due to the fund being under budgeted. Mr. Haynes asked if an extra \$10,000 was given to the Library, would it solve their problems. Mr. Quicke stated that the Library has asked for a 19% increase. Mr. Ream explained that the Library would like to have a commitment from the Board in order for the Library to reach their goal. The Board agreed to use the funds from the \$3.00 county vehicle license tax fee increase to go to the RCVFD and \$5,000 to the Library.

Mr. Quicke and Captain Mitch Paulette discussed the proposed EMS retention plan and answered questions concerning this plan. Mr. Thomas said that they are dealing with 2 issues, the VRS and a salary step increase for employees. Mr. Quicke confirmed that this plan is in the proposed FY15 budget. The Board will re-visit this item.

Mr. Quicke informed the Board that the State is proposing a 2% employee raise to begin April 1, 2015. Mr. Quicke explained that in the past the Board has given increases when the state did. Mr. Quicke advised that the 2% is not included in the FY15 budget. The Board decided to hold off on giving the county employees the 2% raise at this time and re-visit.

Mr. Oliver, DSS Interim Director, explained the Social Services request to the Board, which is asking for \$374,000 in local funds. Mr. Quicke stated that based on their request, he is \$49,000 short in local money, which would fund additional money for the Director, 1 full time position, and 2 part time positions. Ms. Harper is concerned about the growing number of cases and stated that there is only 1 trained social worker at this time. Mr. Thomas recommended coming back to this item.

Mr. Quicke proposed a \$3,000 cut in the Northern Neck Free Health Clinic budget, \$18,000 to \$15,000. Mr. Thomas questioned the affordable health care and how it will affect the Free Health Clinic. Chairman Sanders recommended coming back to this item.

Mr. Quicke recommended a \$2,000 cut in the Northern Neck Soil and Water budget, \$15,000 to \$13,000. Mr. Quicke stated that since the county opted out of the stormwater program, they could be cut \$5,000. Mr. Haynes recommended cutting the NNSWC budget from \$15,000 to \$10,000. Mr. Quicke added the difference to the non-designated fund.

The Little League light request is \$60,000. Mr. Haynes feels this is above and beyond their \$15,000 request and he remembered them promising not to ask for more. Mr. Quicke stated the \$15,000 request will light one field. Chairman Sanders stated he didn't have a problem with approving \$15,000 this year to light a field. Mr. Pemberton asked if they could put \$15,000 in a designated fund and hold until next year. Mr. Thomas felt that the different organizations should work together. Mr. Quicke reviewed the interest rates and options. Mr. Haynes felt that the tax payers are funding more of this program than ever before. The Board agreed not to contribute to the lights.

Mr. Quicke is recommending cutting \$55,000 in the Sheriff's Office car fund due to an USDA grant that the county may be awarded. The Board agreed with this cut.

Mr. Quicke proposed a \$2,800 increase in the Sheriff's Office pay scale, which will give 14 employees a \$200.00 year increase in salary. The Sheriff also asked for a 2% raise for the employees. Mr. Quicke advised that the employees received a 3% raise last year; therefore, he is not recommending the 2% raise for this year. The Board agreed to the \$2,800 increase.

Mr. Quicke recommended increasing the Administrative Assistant salary from \$25,000 to 27,000, Mr. Quicke stated he feels that Ms. Pierce is a great asset to Richmond County and he hopes that she will consider staying with Richmond County after she gets her Bachelor's Degree in May. Mr. Haynes commented on how impressed he has been with Ms. Pierce. The Board agreed to raise the Administrative Assistant salary to \$27,000.

Mr. Quicke recommended cutting \$23,000 from the Capital Improvement Plan contribution. Mr. Haynes pointed out that in the event of an emergency, the Capital Improvement Plan could be used as a reserve.

Mr. Quicke asked the Board to consider closing the Indianfield Brush Site for ½ day on Friday, Saturday, or Sunday, which would save the county \$2,000 a year. Mr. Pemberton questioned if the position was needed. Mr. Haynes commented that a brush site worker is very helpful. Mr. Thomas recommended closing the brush site on Friday morning and opening it at 1:00 p.m. Mr. Quicke will talk to the brush site worker and get back to the Board.

Mr. Quicke discussed the Richmond County Public Schools funding and the \$113,000 carryover. Mr. Haynes questioned the carryover money going back into the general fund. Mr. Quicke explained that for years the county has budgeted \$32,000 from school surplus money to balance the budget. The money that comes back from the schools each year can be used as a reserve.

The following changes were agreed on by the Board:

1. Funds from the \$3.00 vehicle license tax increase - \$21,000 to RCVFD, \$5,000 Library, \$5,000 non-designated fund balance
2. Retention Plan for EMS – re-visit
3. 2% county employee raises to begin April 2015 – re-visit
4. Social Services – re-visit
5. Northern Neck Free Health Clinic – re-visit
6. NNSWC – cut \$5,000

7. Little League Light Request - do not contribute to the Little League lights
8. Sheriff's Office – cut the car budget - \$55,000
9. Sheriff's Office – \$2,800.00 scale increase
10. Administrative Assistant - \$2,000 pay increase
11. Capital Improvement Plan – re-visit
12. Indianfield Brush Site hours – close for ½ day and save \$2,000
13. RCPS - \$113,000 carryover

The Board agreed that the Retention Plan is needed in order to keep employees from moving to other counties. Captain Paulette answered a few more questions about the Plan and confirmed that money will be saved and Richmond County should be able to keep good employees with this Plan in place. Mr. Pemberton recommended moving forward with Step 1, salary adjustments and all members agreed.

Mr. Quicke informed the Board that county dollars are down by \$50,000-\$60,000 from last year's budget.

Mr. Thomas asked about the utility tax revenue. Mr. Quicke stated it goes into the general fund.

Mr. Haynes questioned the budget adoption date.

Mr. Haynes advised that his goal is to not appropriate any more funds to the schools than last year.

Mr. Pemberton asked about the amount of local funding. Mr. Quicke broke it down for the Board.

Mrs. Harper agreed that the school budget needs to remain at the level funding.

Mr. Quicke went over his highlighted areas of the budget page by page.

Page 6 – Debt Service up about \$13,000 to \$14,000; Capital Improvement Plan – amount taken out

Page 7 – County Administration – same except personnel

Page 8 – Information Technology – Travel decreased by \$1,000

Page 9 – Commissioner of the Revenue – same

Page 10 – Assessors - same

Page 11 – Treasurer - \$1,000 cut from office supplies

Page 12 – Electoral Board – same

Page 13 – Voter Registration – same

Page 14 – Circuit Court - same

Page 15 – General District Court – same

Page 16 – Magistrate – same

Page 17 – Juvenile Detention – \$17,100 savings

Page 18 – Clerk of the Circuit Court - same

Page 19 – Commonwealth's Attorney - same

Page 20 – Sheriff – increase \$20,000 health insurance; \$55,000 decrease from car budget

Page 22 – E911 – changes by bottom line is the same

Page 23 – Ambulance - \$23,663 increase in full time EMS (Retention Plan and 1% VRS)

- Page 24 – Fire Department – increase truck fund by \$10,000
- Page 25 – Jail – big decrease – \$0.00
- Page 26 – Bridge House - \$1,000 remains, unsure what will happen to this building
- Page 27 – Building Official – decrease by \$8,000 in travel due to surplus vehicle
- Page 28 – Animal Control – same (budget will be turned over to the sheriff’s office)
- Page 29 – Medical Examiner - same
- Page 30 - Civil Defense – Chief Baker salary and benefits moved to Ambulance budget
- Page 31 – Street Lights - same
- Page 32 – Solid Waste – cut \$5,000 from professional services
- Page 33 - General Properties – decrease \$4,500 landscape; \$7,310 increase in general insurances; decrease \$4,500 in supplies
- Page 34 – Local Health Services - Northern Neck Free Health Clinic - \$3,000 cut
- Page 35 – Community Services Board – same
- Page 36 – Department of Social Services – discuss later
- Page 37 – Comprehensive Services Act - same
- Page 38 – Family Development Center - same
- Page 39 – Area Agency on Aging - same
- Page 40 – RCPS – discuss later
- Page 41 – RCC - same
- Page 42 – Parks and Recreation - same
- Page 43 – Museum - same
- Page 44 – Library – increased by \$5,000
- Page 45 – Planning – reduced planner salary by \$10,000; cut \$1,000 in professional services
- Page 46 – Economic Development - \$18,000 cut (store front grant program)
- Page 47 – Northern Neck Planning District Commission - same
- Page 48 – NNSWC – decrease by \$5,000
- Page 49 – Wetlands Board – cut \$300
- Page 50 – Litter Control/Recycling – same
- Page 51 – Cooperative Extension Program – \$4,000 decrease (office space)
- Page 52 – Miscellaneous & Contingencies – decrease \$7,533 (workers compensation)
- Page 53 – Capital Projects – decrease \$15,529,000 (school project)
- Page 54 – General Property Taxes
 - Real Estate Taxes - increase \$35,000
 - Public Service Corps - \$15,000 increase
 - Personal Property Taxes – \$21,000 increase
 - Penalties – increase \$5,000
 - Interest – increase \$5,000
- Page 55 – Other Local Taxes - \$5,000 increase (records and wills)
- Page 56 – Permits, Privilege Fees, & Regulatory Licenses – increase \$3,250
- Page 57 – Court Fines and Forfeitures – same
- Page 58 – Revenue from Use of Money & Property – decrease \$25,000
- Page 59 – Charges for Services - same
- Page 60 – Miscellaneous and Recovered Costs - same
- Page 61 – Payments in Lieu of Taxes –same
- Page 62 – Non-Categorical Aid - same

- Page 63 – Shared Expenses – same (could change when state budget comes out)
- Page 64 – Revenue from the Commonwealth – public assistance/welfare increase \$94,350; increase in state sales tax share \$9,972; increase in other school aid \$529,958
- Page 65 – Revenue from the Federal Government – decrease \$49,080 in Federal School Funds; \$10,000 increase Social Services Grant
- Page 66 – Non-Revenue Receipts – fund balance \$25,000 decrease; decrease \$30,000 in EMS billing; \$154,000 transfer from E911 fund; Carry over school funds increase \$113,488; Food service/school activity \$18,770 decrease

RECESS

Chairman Sanders recessed the meeting until April 23, 2014 for a FY15 budget worksession.

RECOVEYNE

Chairman Sanders reconvened the meeting on April 23, 2014 at 6:00 p.m. for the FY15 budget worksession.

Present:

- F. Lee Sanders, Chairman
- Richard E. Thomas, Vice-Chairman
- Jean C. Harper, Member
- John L. Haynes, Jr., Member
- Robert B. Pemberton, Member

Also Present:

- R. Morgan Quicke, County Administrator
- Mercedes Pierce, Development Services Administrative Assistant
- Dr. Greg Smith, Superintendent, RCPS
- Jim Oliver, Interim Director, DSS

BUDGET WORKSESSION

Mr. Quicke stated there were four questions from the last worksession that resulted in no actions being taken. These actions pertained to a 2% raise in April 2015 for all county employees, Social Service's budget request, the Northern Neck Free Health Clinic contribution and Capital Improvement Plan cuts. Mr. Quicke pointed out that he distributed a second copy of the proposed FY15 budget to each supervisor. Changes made on the first copy of the proposed budget are yellow and changes made since last week's worksession are red.

Mr. Quicke informed everyone that page 1 of the budget is balanced at \$22,796,633.00. The following changes have been made:

On page 7, County Administrator's budget, with the anticipated changes in the finance department, a lower salary is being shown for that position.

On page 27, with reducing staff from three to two people, \$15,000 would like to remain in case a part-time position is needed at a later time.

On page 24, the RCFVD shows a \$10,000 increase in the truck fund, a change from \$30,000 to \$40,000.

On page 34, through some reductions, \$3,000 for the Northern Neck Free Health Clinic has been added back in.

On page 44, \$5,000 increase for the Library fund, totaling \$84,160.00.

On page 48, reduce the Northern Neck Conservation District funding by \$5,000.00, which is a change from \$15,000 to 10,000.00.

On page 54, \$21,000 increase in the personal property tax line, a \$3.00 increase on the vehicle license tax that was discussed.

On page 6, a \$24,000 contribution to the reserve fund (non-designated), money attributed to the savings from our finance office. A \$40,000 savings was anticipated, but desires to leave \$15,000 in the budget for a possible part-time position, if needed.

Mr. Thomas discussed the EMS Coordinator position. He suggested having this position work a couple evenings a week, since evenings seem to be the weak link. This may eliminate having to pay some overtime.

Mr. Thomas questioned what Mitch Paulette, EMS Captain, stated at the last meeting, regarding Richmond County losing valuable employees to other localities due to more attractive plans. Mr. Thomas feels the counties should work together in order to keep the pay scales similar.

Mr. Haynes stated that he feels Mr. Thomas' recommendations and concerns with Mr. Baker will not be able to be sorted out within this budget process.

Mr. Thomas informed the Board that he wanted to bring this recommendation up at the budget session because it could affect this budget or one in the future.

Chairman Sanders asked Mr. Quicke to look at the work schedules and possibly come up with a plan to address overtime.

Mr. Quicke advised the Board that the pay scales between the surrounding counties have been discussed but nothing has been resolved as of yet.

Chairman Sanders opened discussion regarding the budget. The first item discussed was the 2% employee raise. Mr. Quicke stated that this pay increase is currently not in the budget.

Mr. Haynes asked Mr. Quicke to summarize the difference between the state raise absorption.

Mr. Quicke explained that approximately 29 of the employees, including 5 constitutional officers and some of their staff, are state funded. With the exception of one employee, the county pays more than the state refunds the county, therefore, the Board agreed to absorb the state raise.

Mr. Oliver, Interim Director, DSS, explained the personnel need to the Board, asking for an additional social worker and to upgrade the current part time position to full time. Mr. Haynes feels that at least one full-time social worker is needed just to keep up. Mrs. Harper agrees, commenting that once someone is hired, it takes a year for training. Chairman Sanders asked Mr. Oliver how many positions can be filled with the budget that Mr. Quicke is proposing.

Mr. Oliver responded stating none and questioned that within the \$325,000, if the CSA Administration was included. Mr. Quicke informed Mr. Oliver that the amount has been separated from the DSS budget. Mr. Pemberton questioned the salary amount of a new social worker and asked about promoting the part-time employee. Mr. Oliver responded that the part-time employee doesn't have the degree needed for the social worker position. Mrs. Harper asked the amount needed to upgrade the benefit worker. Mr. Quicke informed the Board that the benefits worker would be \$5,500.00 in local money and the additional social worker would be \$37,500 in local money. Mr. Oliver reminded everyone that they don't have the state budget yet and his projections are based on the current state funding.

Chairman Sanders recommended thinking about the DSS items and moving on.

Chairman Sanders opened discussion on the Northern Neck Free Health Clinic. It was decided that the Northern Neck Free Health Clinic would receive \$15,000, not the original \$18,000. The difference will be applied to the DSS budget.

Mr. Quicke was able to cut the CIP budget due to the savings in Finance Office and has moved that amount to the Reserve (non-designated). Mr. Haynes is concerned that a good amount has been added to the Capital Improvement Plan and feels that in case of an emergency, the funds should be withdrawn from the CIP. Mr. Thomas felt the need to move it to DSS. Mr. Quicke stated that it would cover \$27,000 towards the position. Mr. Haynes doesn't want to wipe out the CIP. Mr. Pemberton asked if \$15,000 designated to the part time help on page 27 could go to DSS, \$3,000 from the NNHC, and \$12,000 from the fund balance. Mr. Quicke advised that \$12,000 will remain in the fund balance, on page 6.

Chairman Sanders asked for discussion on the Indianfield Brush Site. Mr. Quicke stated that he has not spoken with the attendant since last week. There was no action taken and Mr. Quicke will handle this issue when the time comes.

Mr. Quicke recommended the Board visit each page of the budget.

Pg. 1-4 – Totals

Pg. 5 – BOS Budget – no change (J. Haynes, questioned tuition amount)

Pg. 6 – Debt Service Schedule – consistent number

Pg. 7 – County Administrator Budget – Finance Officer salary change

Pg. 8 – Information Technology – \$1,000 cut to travel budget

Pg. 9 – Commissioner of the Revenue – no change (1% salary increase to cover VRS amount)

Pg. 10 – Assessment – no change

Pg. 11 – Treasurer – cut \$1,000 in office supplies

Pg. 12 – Electrical Board – 100% level budget

Pg. 13 – Voter Registration – 100% level budget

Pg. 14 – Circuit Court (Judge Taliaferro – secretary salary reimbursed from other counties)

Ms. Harper questioned who authorizes the estimated expenditures. Mr. Quicke stated that they are cleaned up in June when the supplemental appropriations session is held.

Pg. 15 – General District Court – no change

Pg. 16 – Magistrate – no change

Pg. 17 – Juvenile Detention – decrease of \$17,100

Pg. 18 – Clerk of the Circuit Court – 100% level budget

Pg. 19 – Commonwealth’s Attorney – no change

Pg. 20-21 – Sheriff’s Office – decrease in vehicles

Pg. 22 – E911 Management

Pg. 23 – Ambulance Services – change in Salary amount of \$23,663.00 (includes \$18,000 retention plan, phase 1, and 1% VRS)

Pg. 24 – Fire Department – increase \$10,000 for fire truck fund

Pg. 25 – Northern Neck Regional Jail - \$0.00

Pg. 26 – Juvenile Group Home (former Bridge House) - \$1000.00 (property maintenance)

Pg. 27 – Building Inspections – Secretary reduced to \$0.00, travel reduced \$8,000.00

Pg. 28 – Animal Control – no change

Pg. 29 – Medical Examiner - no change

Pg. 30 – Civil Defense – no change

Pg. 31 – Street Lights – no change

Pg. 32 – Refuge Collection Disposal – decrease in \$5,000.00 (professional services)

Pg. 33 – General Properties - \$4,500 decrease in property maintenance, \$3,000 decrease in janitorial supplies, increase \$7,300 VACORP insurance

Pg. 34 – Free Health Clinic – no change (health department), decrease in \$3,000 for Health Clinic

Pg. 35 – Community Services Board – no change

Pg. 36 – Social Services - \$355,000 (increase of \$30,000)

Pg. 37 – Comprehensive Services Act - \$12,500, separated from DSS budget (\$8,500 non-local money, \$4,000 local money)

Pg. 38 – Family Development Center – no change

Pg. 39 – Bay Aging – no change

Pg. 40 – Richmond County Public Schools – \$500,000 increase

Pg. 41 – Rappahannock Community College – no change

Pg. 42 – Recreational Fund – no change

Pg. 43 – Museum – no change

Pg. 44 – Public Library – \$5,000 increase

Pg. 45 – Planning/Community Development – cut \$13,000 (salary of Planner, \$1,000 professional services)

Pg. 46 – Economic Development - \$18,000 cut from professional services

Pg. 47 – Northern Neck Planning District Commission – no change

Pg. 48 – Northern Neck Soil & Water Conservation – decrease in \$5,000

Pg. 49 – Wetlands – decrease in \$300.00

Pg. 50 – Litter Control – no change

Pg. 51 – Cooperative Extension – \$4,000 decrease due to relocation to county owned building

Pg. 52 – Miscellaneous & Contingencies – cut in workmen compensation by \$7,533.00

Pg. 53 – Capital Projects Page – no amount at this time

Mr. Haynes didn't see the need to go over the revenue side. Chairman Sanders agreed, since there is no state budget as of yet.

Chairman Sanders stated that currently the budget is balanced.

Mr. Oliver commented that \$368,000 is the accurate figure due to the decrease in the contribution for VRS. Mr. Quicke stated the difference is \$13,000.

Mr. Thomas asked for the time frame to adopt the budget.

Mr. Quick stated that the budget must be adopted by June 30, 2014 or 30 days after the state budget has passed.

Mr. Haynes asked to discuss the school budget. Chairman Sanders stated that he was fine with the school budget that was presented. Mr. Haynes asked for a breakdown and stated that he wanted to reduce the school board budget. Mr. Pemberton recommended accepting the school board budget as is. Mr. Haynes felt the schools were significantly over funded and wanted a full accounting of where this money was going.

Ms. Harper questioned the composite index. Mr. Quicke stated that when the number goes down, the funding goes up. Mrs. Harper felt that if the county is cutting \$2,000 here and there; why not consider lowering the school budget.

Mr. Haynes explained how the composite budget works.

Ms. Harper asked Dr. Smith to consider giving back in good faith.

Dr. Smith stated that Mr. Haynes' statement is partially accurate but the schools are not poorer now than before.

Mr. Haynes commented that other counties have dropped their school budget, but Richmond County had not. Colonial Beach and Richmond County are the only two localities gaining students, which he feels is due to recruiting. Mr. Haynes read statistics from other counties.

Dr. Smith responded to Mrs. Harper stating that he felt what they had presented was a fair representation of the school system and they have utilized the non-resident students to generate income. The fund balance they would receive will be shared between the county and the schools and Mr. Smith felt that the proposal was fair to both the county and the schools.

Mrs. Harper responded stating that the composite index is based on a locality's ability to pay; therefore, if it drops then local funds should drop too.

Chairman Sanders stated that the Board could revisit the school budget once the state has an approved budget.

Mr. Quicke recommended scheduling a public hearing by June 1, 2014. Once the public hearing is scheduled, the process takes three (3) weeks.

Dr. Smith informed the Board that there are teachers waiting on contracts and that although this issue doesn't concern the county, it does strongly concern the schools. Many localities are adopting the budget and amending, if necessary, once the state approves a budget. Dr. Smith worries that teacher contracts would be impacted by this.

Mr. Haynes stated that he was not happy with the proposed budget.

Mr. Pemberton recommended tabling a decision until May 8, 2014.

Mr. Quicke informed the members that the budget adoption schedule discussion will continue at the May 8, 2014 meeting.

ADJOURNMENT

Chairman Sanders adjourned the meeting at 7:24 p.m.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors