

MEETING#15– March 11

At a Budget Work Session of the Madison County Board of Supervisors at 5:30 p.m. on March 11, 2015 at the Madison County Fire hall Lounge Room located at 1223 N. Main Street:

PRESENT: Doris G. Lackey, Chair
R. Clay Jackson, Vice-Chair
Jonathon Weakley, Member
Robert W. Campbell, Member
Kevin McGhee, Member
Ernest C. Hoch, County Administrator
Leo Tayamen, Finance Director

1. Call to Order

Chairman Lackey called the meeting to order.

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

3. Determine Presence of a Quorum/Adoption of Agenda

After discussion, Supervisor Jackson moved to approve the Agenda, as presented seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays (0).*

4: Agenda Items:

a. Budget Discussions:

OAR:

Pat Smith and Neal Goodloe of OAR/Jefferson Area Community Corrections Office, were present to answer questions pertaining to the OAR Program (Offender Aid & Restoration); a full overview was provide on services provided to offenders from nine (9) jurisdictions, the program's mission and alternatives/assistance that are provided (i.e. risk assessments, drug testing, supervised community services, assist with collection/repayment of restitution to victims, pre-trial services [if necessary]). Input was provided on past and present funding mechanisms; program currently services about fifty-three (53) individuals from Madison County; formula to calculate costs was explained; current budget request is for \$6,523.00 which includes the costs for the "Planner." Additional statistics will be discussed at the next board meeting.

Comments from the Board focused on:

- What triggers pre-trial services
- Trends (for Madison County's inmate population per year)
- Whether the trend calls for the federal inmate population to decrease

It was noted that by looking at a five-year trend, the data provides a more concise account of what has transpired over a period of time as denoted by 'real data' rather than an educated estimate.

Discussions focused on suspected illegal drug activity in:

- Culpeper
- Albemarle
- Charlottesville

Additional questions from the Board focused on:

- Whether the level of arrests in Madison County are more than the surrounding localities
- Whether there is a crossover between OAR and the Department of Social Services

Ms. Smith noted that discussions have been ongoing with the Superintendent of the regional jail; it's anticipated that further discussions will focus on attaining better data from the jail. It was also noted that OAR doesn't provide treatment (for mental health issues), but initiates referrals to community services for treatment; OAR does provide supervision and some cognitive behavioral techniques. OAR plans to apply for the McArthur grant

to assist with specific inmate populations and will serve to benefit all the participating jurisdictions. Although the agency does sometimes work with DSS and CSB, the adult treatment program is housed under the OAR.

Mr. Goodloe noted that in order to reduce recidivism, a second study has been initiated that assesses specific information from a risk assessment; specifics were provided on the percentage of participants who were found to be in need of a cognitive behavioral intervention. OAR desires to be a resource for Madison County.

Central Virginia Partnership for Economic Development

Helen Cauthen, President of the Central Virginia Partnership & affiliate with the Piedmont Workforce Network, was present to answer questions regarding the partnership.

Ms. Cauthen provided some background information on the name change (from the Economic Development Partnership) and feels the change has worked well for the partnership, which is a 501C3 foundation and a C6 operation organization.

The partnership currently serves:

- Eight (8) Counties and the City of Charlottesville
- Data is collected by for the region with a total population of 337,000
- Partnership supports the priorities of the jurisdictions that participate in the partnership
- Partnership Board consists of twenty-four (24) members
- Investors include the public sector, community colleges, and companies from the region at various levels

Key features of the partnership and building data is noted on the website, along with the target marketing report. Target area for Madison focuses on: agri-business, business/financial services, and entertainment/recreation (i.e. musical and other events). Focus is made on target areas that can help the partnership keep higher growth jobs in higher growth industry, and also recruit companies. Other areas of interest include:

- Site Outreach
- Size/Scale (in correlation to future business needs)
- Future tourist attraction (for the region)
- Existing business services (in conjunction with the Piedmont Workforce Network)
- Hosting for FDC
- Regional Cooperation
- Site Analysis Project
- Project Management

The partnership desires to assist Madison County with determining what types of business are needed here, and to provide support of the County's effort(s); every lead received by the partnership is shared with the Economic Developer (or Administrator) in each participating jurisdiction, as it's felt that each locality should decide what will work best for their individual area. Input was provided on database management (workforce driver for economic development), and have been very helpful in expanding business listings; reports and data are generated by the partnership.

Achievement during the past year included:

- Announcement of **10,007** jobs
- Total of \$46,000,000.00 in new capital investment
- Assisted Plow & Hearth, LLC (i.e. business expansion proposal)
- New business in Orange (The Greene Applique')

The partnership encourages participating localities to take measures to help existing business grow within their individual regions. She also noted if an existing business is planning to expand and add jobs, the business will automatically qualify for support through local economic development authorities; however, some localities aren't doing much activity in this capacity. Some projects do call for incentives, and this may call for a potential business to select an alternate location that provides a greater offer than another.

Questions from the County:

- Does the partnership exclude grant matches from the State
- If Madison County decides to join, will membership be initiated July 1st or earlier

The County Administrator advised that should the County join the partnership now and start attending meetings, we can become engaged and not wait until July 1st.

Ms. Cauthen advised if the County would like to join, the locality would need to make a proposal for consideration; she suggested the County to take the 'per capita' initiative (\$2,500.00); the next meeting of the partnership will take place on April 27th; approval will be needed to be provided by the Board. In closing, she advised that:

- Membership terms for the public sector is annually on July 1st
- Private sector membership is initiated when individuals actually start attending

Tracey Gardner, Director of Economic Development & Tourism, was present and advised the partnership has a high level of expertise that is invaluable and would be an asset for the County.

In closing, Ms. Cauthen advised that participation in the partnership will offer the County the benefit of allowing the County Administrator to serve on the Board (by appointment), and Ms. Gardner will also be invited to the monthly economic development partnership meetings (1st Friday of each month) in Charlottesville; partnership meets every other month and Supervisors are welcome to attend any meetings held, if desired (meetings will be held at LexisNexis in Charlottesville).

Budget Update:

The County Administrator advised of the following highlights:

- FY2016 Budget is balanced in the worksheet provided (summary provided)
- Two salary line items are noted with adjusted salaries denoted

Additional Changes:

- School's figures are included (\$241,000.00 increase)
- Healthcare increase has been eliminated (for County & Schools)
- Jail figures are included (\$221,000.00) [increase in reserve and \$60,000.00 in operating costs]
- \$150,000.00.00 set aside as a placeholder
- Additional increases for agencies included (i.e. Library, Adjustments for Economic Development, Central Virginia Partnership)
- OAR increase included
- \$50,000.00 eliminated (noted at savings in aid to localities)
- Proposed two percent (2%) increase for constitutional officers (effective September 2015)
- Animal Control - new vehicle
- Upgrade to County server
- New server (for Tyler Technologies, Inc. - increase of \$40,000.00)

Further discussion needed on:

- Wage adjustments, step adjustments (1% = \$43,000.00), COLA (1.5% = \$50,000.00) and twenty-two (23) merit adjustments (\$60,000.00) - included in the existing budget
- Revenue (.9% increase over last year's amount)
- Discussion will be needed on the equalized rate for personal property (noted as 'neutral' in the budget)

PRA:

- PRA funding is noted as a budgeted/appropriated expense
- It was suggested one lump sum be initiated as a 'rollover' each September
- PRA is asking for an additional \$28,000.00 (over last year's funding request)
- Revenue for PRA in the FY2016 budget is \$173,892.00

The County Administrator advised that should the PRA not meet the funding targets, an adjustment will be done.

Revenue:

- Spreadsheet was provided to show projected line items

Contingency:

- Balance in contingency shows a substantial reduction (i.e. \$311,000.00 [down from \$749,000.00])
- There's \$150,000.00 in contingency
- \$60,000.00 in contingency for capital projects
- \$100,000.00 in contingency for CSA
- \$250,000.00 decrease in contingency

- No fund balance has been used in the FY2016 budget

The County Administrator suggested the County consider funding law enforcement vehicles from the contingency fund during the current budget year.

It was noted the contingency fund now shows a substantial reduction.

CIP:

- The CIP Fund will now have a zero balance

Requests from the Board focused on:

- Budget to Actual figures for FY2013, FY2014 and FY2015 (contingency and capital)
- Law enforcement vehicles

The County Administrator noted there weren't a lot of expenditures deducted from the contingency fund over the past few years; a worksheet was referenced that included the breakdown of various funding amounts that were allocated to several agencies/organizations in June 2014 (i.e. MESA, law enforcement vehicles, PRA, etc.). It was also noted that as per the request of the Board, a 'budget to actual' breakdown and percentages for the aforementioned fiscal years will be provided for FY2013, FY2014 and FY2015, as requested, for the capital fund and the contingency fund.

Further discussions focused on:

- Total number of cars in Sheriff's existing fleet
- Lease to Purchase option
- Vehicle service limit
- Implement a standardized rotation schedule (for the purchase of vehicles)

The County provided highlights on the number of law enforcement vehicles purchased during the past two (2) years for the Sheriff's Department (i.e. first year was a lease purchase; second year was from contingency). It was suggested if funds are available in contingency at the end of the current fiscal year, these funds could be rolled into a line item for FY2016 for the purchase of vehicles; it was recommended the Board consider allocating \$100,000.00 for this purpose.

Suggestions from the Board focused on:

- Assessing the existing vehicles the Sheriff is asking to replace
- Focus on the purchase of three (3) new and three (3) used

After discussion, it was suggested an updated balance of the contingency fund be provided prior to the upcoming workshop session before a decision is made.

The County Administrator advised that funding allocated to various agencies after the adoption of the FY2015 budget was taken from the County's contingency fund and not the general fund.

Summary:

The County Administrator advised the major items in question concern:

- Funding for the school system (\$241,000.00)
- Regional Jail

Additional comments:

School System: Consensus of the Board to allocate funding request for the school (three percent [3%] increase in local funding).

Regional Jail: The Jail Board will take action on the regional jail's proposed salary tomorrow; further discussions on this issue can be held at the next budget session.

County Salaries:

The County Administrator advised the process will take about an hour of discussion in a closed session.

Chairman Lackey suggested the Board discuss merit increases and then move onto step adjustments and COLA.

The County Administrator advised the following:

- Public Safety: 73% (employees)

- Commissioner, Treasurer, Registrar, Commonwealth Attorney: 9%
- Administration: 14%
- Wages: Total increase is one percent (1%) for seventy-nine (79) employees
- Total Cost: \$36,000.00 (direct wages) (\$695.00 per week total)
- Increase in benefits (i.e. FICA, VRS) = \$43,000.00 (twenty percent [20%])
- COLA: 1.5% (or what the Board deems appropriate) (excluding Economic Director & County Administrator)
- Merit (\$60,000.00 divided between benefit increases and wages [i.e. \$50,000.00 direct wages + twenty percent for FICA & VRS])

It was felt there was a consensus of the Board to consider COLA and a step adjustment (\$93,000.00 total) that's included in the FY2016 budget. Spreadsheets were provided for discussion that showed salary adjustments with annualized increases noted with various range amounts.

Sheriff's Office: It was noted the Sheriff requested two (2) step adjustments for all departmental staff (i.e. five percent [5%] increase); if COLA increase is included, this will equal to about a 2.5%-3% increase for his staff and is included in the \$93,000.00 total (i.e. \$78,000.00 in direct cost to employees)

Additional highlights:

It was noted the amount noted of \$53,176.00 (noted on the spreadsheet) could be a possible savings and revenue flow (still included in the proposed budget).

Concerns were verbalized as to:

- How costs could change if a position was allotted additional funding due to a possible increase in duties.
- Whether merit increases include costs for additional responsibilities
- Is the County working towards an MOU in order to disburse additional responsibilities

The County Administrator advised the merit increases do include any costs associated with additional responsibilities; he also noted there is no need for an MOU, but a realization and understanding there will be additional responsibilities, and that the job descriptions may need to be updated.

After discussion, it was noted that information from the Commissioner (regarding the personal property tax rate) will be discussed at the next budget work session; figures will also be provided to show projected revenue from the County vehicle license fee.

Additional concerns focused on:

- County currently experiencing an economic upturn
- Inadequate funding (in contingency) to accommodate any facility improvements (911, buildings)
- Possibility of having to move towards a paid fire department and rescue squad in the future

b. Information/Correspondence (if any) - None

c. Adjournment:

With no further action being required by the Board, on motion of Supervisor Campbell, seconded by Supervisor Jackson, Chairman Lackey adjourned the meeting. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Doris G. Lackey, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors

Adopted on: May 12, 2015

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee,
V. R. Shackelford, III & Constitutional Officers

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**Budget Workshop Agenda
Madison County Board of Supervisors
Wednesday, March 11, 2015 at 5:30 p.m.
Madison County Firehouse Lounge Room
1223 N. Main Street
Madison, Virginia 22727**



Agenda Items

1. Call to Order
2. *Pledge of Allegiance & Moment of Silence*
3. Determine Presence of a Quorum/Adopt Agenda
4. Agenda Items:
 - a. Budget Discussions
 - b. Information/Correspondence (if any)
 - c. Adjournment