

MEETING#19- March 26

At a Budget Work Session of the Madison County Board of Supervisors at 5:30 p.m. on March 26, 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 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

Chairman Lackey advised that a quorum is present.

Suggested changes: Add Item 4-c (Closed Session); Add Item 4-a-1 (Search Process [for County Administrator]); Add Item 4-b-1 (Suggested Resolution).

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

4: Agenda Items:

a. Budget Discussions:

FY2016 Synopsis: The County Administrator advised the Governor has signed the State's budget without any amendments or vetoes; funding anticipated for the school system will remain in place. A hard copy of the FY2016 budget synopsis was provided for review; any further amendments/suggestions made during tonight's session will be incorporated and advertised for the public hearing in April. No tax increase is anticipated for FY2016 - rate for tangible property will need to be equalized; FY2016 budget is based on tax rates established in FY2015 which are retroactive (from January 1, 2015)

Contingency: The fund is still set at \$451,614.00 (earmarked in various categories noted).

Capital Fund: No additional funding will be placed into this fund for FY2016.

Regional Jail: Increase in funding will be noted; it's anticipated the funding request will increase in FY2017; additional changes may be initiated at their meeting scheduled for April 9th; it's anticipated the funding amount being requested from the localities may be further lowered. The noted funding increase totaling \$161,000.00 has been placed into the jail line item within the budget; there is an additional \$200,000.00 in the jail's reserve fund and can only be paid by an action of the Board.

After review of the jail's budget, it was noted the County currently pays \$573,953.00 to the jail; the amount noted of \$577,183.00 includes the salaries for the County's jail board representatives, and is paid directly to those individuals. It was noted the County will need to roll over remaining funds into next year's budget into the jail's reserve fund rather than moving the amount into the contingency fund.

PRA: The County Administrator advised there will be no further supplemental appropriations for PRA during the next year unless it involves unanticipated monetary donations; there will need to be an 'end of year true up' in regards to any 'rollover funding plus total monies taken in during the year versus budget' and how much funding has been spent.

Concerns from the Board:

- Supervisor Campbell verbalized concerns regarding the last memorandum of understanding between the County and the PRA and the fact that the PRA was supposed to be separate and stand on its own. It was suggested that a joint meeting be held between both entities and assess whether the PRA wants to be fully independent and responsible for handling all monies they receive.
- Supervisor Jackson noted there was a discussion at a prior meeting that focused on the fact there would be additional costs (i.e. payroll, auditing, etc.) that would be passed along to the PRA should the entity function separate from the County.

The County Administrator advised that \$137,535.00 of county funding will be allocated to the PRA during the FY2016 budget year; \$173,892.00 of the PRA's funding is being budgeted as revenue in the proposed FY2016 budget, as anticipated revenue to be received from various programs they offer. If there is a shortfall, there will be a 'true up' at the end of the fiscal year. In closing, he noted that any funding carryover will actually be a part of a revenue rollover, broken down by individual program categories (i.e. softball, soccer, hockey, etc.).

Tax Rate: Direction will be needed from the Board on the amount to advertise as the personal property tax rate for FY2016. Additional information has been provided from the Commission on the anticipated amount of revenue to be generated based on various funding formulas. The anticipated amount of revenue from personal property taxes is 'neutral to positive' in the FY2016 budget.

After discussion, it was the consensus of the Board to advertise the rate at \$3.60 per \$100 valuation

Administrator's Budget:

- Supervisor Campbell suggested the salary amount budgeted for the administrator be decreased to \$95,000.00.
- Chairman Lackey suggested the County allow for some flexibility; it's felt that no one wants to provide an extensive salary increase for the position, but there may be a need to allow for any unanticipated costs (i.e. moving/relocation expenses, etc.) that may arise.
- Supervisor Jackson verbalized agreement with concerns pertaining to the salary range, as he doesn't look for a new administrator to begin at the current salary amount.
- The County Administrator advised that the FY2016 budget is balanced; if additional funding is required, funds can be moved from line items to accommodate this measure.
- Supervisor Weakley suggested the Board may need to assess what will need to be done with other vacant positions; he also noted that in the past, the Board did establish a threshold for salaries being designated for positions.

The County Administrator advised that any remaining funding (from the previous budget) will be rolled over into the general fund.

Sheriff's Department:

Supervisor Campbell suggested the County allocate a specific amount of funding to the Sheriff's departmental budget for the purchase of vehicles.

The County Administrator provided a worksheet to denote the current balance in the contingency fund; he provided an overview of the funding mechanism utilized during the past year for the purchase of law enforcement vehicles (FY2015). Options discussed focused on:

- ✓ #1: Purchase vehicles out of any available funding in the FY2015 budget or:
- ✓ #2: Place funding into the FY2016 budget and secure \$100,000.00 from the general fund to cover the expense

The County Administrator recommended the Sheriff be allowed to purchase two (2) new vehicles and utilize any remaining funding to purchase one (1) used vehicle; the total amount of vehicles being requested by the Sheriff consisted of five (5) new vehicles only.

The County Administrator advised there is currently no funding being allocated in the FY2016 budget for the purchase of law enforcement vehicles.

The County Administrator referred to funding earmarked within the FY2016 budget that may not be needed (i.e. administration building renovations, sound system, CSA, etc.), and could be used to accommodate alternative needs.

After discussion, it was the consensus of the Board to allocate \$100,000.00 to the Sheriff out of the FY2015 budget for the purchase of two (2) new vehicles and one (1) used vehicle before July 1, 2015, and increase the FY2016 budget \$100,000.00 to accommodate the purchase of an additional three (3) vehicles next year. This item will be added to the April regular meeting for action.

Additional comments focused on:

- Purchase of school buses
- Public safety vehicles

And the possible need to purchase a vehicle for:

- Animal Control
- EMS
- E911
- Building

Skyline CAP:

A funding increase is noted within the FY2016 budget for Head start teachers.

Senior Center:

Funding has remained level for the center in the FY2016 budget

Madison Library:

Supervisor Campbell questioned whether it would be possible for the County to move forward with a full funding adjustment to get the library at the appropriate funding level instead of providing portions of funding over a period of years.

Supervisor Jackson noted that if the County continues to allocate \$8,000.00 over a period of time, this may well prove to be an asset, as the funding level may change over time will be a greater benefit. Discussions focused on the fact the funding levels may adjust over time and spending will increase.

The County Administrator advised if excess funds are allocated above what's requested, these funds may be used to increase payroll and other expenses. It's anticipated the funding request will not decrease, but will increase in the future.

Economic Development: The County Administrator advised that \$25,000.00 from restricted TOT funding will be allocated into the County's general fund to offset the Tourism Center; the \$50,000.00 noted in the budget is a separate line item noted within the TOT fund and is under the TOT Committee's control.

a-1 Search Process (for County Administrator):

Chairman Lackey advised that she spoke with representatives from Springsted, Inc., and they have presented a proposal for the search process; the fee will be reduced.

b. Information/Correspondence (if any) - None

Consideration of a Resolution:

Supervisor Weakley spoke of life-long Madison resident, Mr. Walton Thompson and his generosity towards others; he suggested the Board consider providing a resolution (in conjunction with Mr. Steve Grayson) to acknowledge his multiple acts of kindness for the betterment of the County.

After discussion, it was the consensus of the Board to move forward with compiling a resolution to honor Mr. Thompson.

Chairman Lackey called for a five (5) minute recess.

Chairman Lackey reconvened the meeting.

Emergency Preparedness (Vacancy):

The County Administrator provided highlights on the process undertaken after the resignation of the former Emergency Preparedness Director. Currently, Robert Finks, E911 Director, has been assigned as the "Acting Director" and is working with Lewis Jenkins, EMS Director, and Brian Gordon of the EOC; efforts are being made to work on the County's emergency plan, provision of services employment duties (copy provided for review), as

required by the Virginia Code, to be performed by the Director, Deputy, Assistant and County Administrator. It was noted the current emergency plan will need to be updated.

In closing, it was also advised that a letter has been submitted by the fire department and rescue squad regarding the current vacancy and the need to fill it.

Comments were made regarding whether to:

- Fill the vacancy on a part-time and
- How the salary for the position has continued to increase over the years

The County Administrator provided some viable solutions to offset filling the position on a full-time basis.

Discussions focused on the Board's decision:

- Not to fund the position on a full-time basis
- To spread the salary for the vacant position between several employees assigned during the interim
- Who will handle mitigation factors

Further discussions focused on requirements from FEMA that call for all localities to follow the same type of protocol in order to qualify for reimbursement for specific emergency events. It was also noted there are:

- Several citizens and staff that have taken the emergency preparedness classes
- The employees assigned to share the responsibility will be unable to handle the tasks involved should a major disaster occur here
- Emergency preparedness is a major part of public safety
- Bring the entire Board members up to speed on what needs to be done during an emergency situation
- Request those in attendance at the monthly meetings to provide additional input
- Establish some middle ground regarding the structure of the position
- Assess an understanding of what's being proposed by emergency/public safety personnel

The County Administrator advised that when emergency events transpire, the State is usually notified immediately; if additional resources are needed, surrounding localities are contacted to provide assistance. In closing, it was noted that emergency preparedness is designed to grow in proportion and that designating others to perform the work is appropriate, as those individuals will share their primary responsibilities with other staff if necessary.

Questions were raised regarding proposed pay increases for employees assigned to share the work load created by the vacancy.

The County Administrator noted that individuals are being asked to handle all responsibilities on a 'day to day' basis, as the County needs to have someone in place during the interim.

Lewis Jenkins, EMS Director, was present and provided a brief overview of:

- What transpires when additional assistance is needed within the EMS department
- How additional resources are available to assist the County in various specialty areas (i.e. HAZMAT)
- The need to include updates to the emergency plan
- Specifics noted in today's flowchart were derived from the Virginia Code and based on training that has been received
- Information provided demonstrates a plausible structure of responsibilities required for the position

The County Administrator noted that County staff members are currently underpaid for the jobs they perform based on salaries of their counterparts in the surrounding localities. It was further noted the County wouldn't be able to hire future employees in these perspective roles for what staff members are currently being paid.

It was also noted that unless something extremely significant transpires (in November 2015), there will be no basis on which to determine whether or not the proposed structure will be effective. It was noted that many of the salary adjustments were in direct correlation to employee evaluations done in November 2014.

The County Administrator suggested the future meeting with the local fire department and rescue squad be a separate meeting apart from the emergency services provider's monthly meeting, and further suggested the

Board schedule an agenda and perhaps meet 'one on one' with the each entity in order to develop some type of structure.

After discussion, it was the consensus of the Board to move forward with scheduling a meeting with fire and rescue personnel as recommended, and have a copy of the proposed plan emailed to departments of interest for review and discussion.

c. Closed Session

i. Closed Session: *On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1) pertaining to personnel issues, specifically involving personnel evaluations, performances and salaries, and Virginia Code Section 2.2-3711(A)(29) pertaining to discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offers', and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).*

ii. Motion to Reconvene in Open Session:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board reconvened in open session, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).

iii... Motion to Certify Compliance:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(1), and Virginia Code 2.2-3711(A)(29), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).

No action was taken as a result of closed session

d. Adjournment:

Supervisor Jackson moved the Board adjourn.

****Motion rescinded****

Discussions continued on the following issue:

Tyler Technologies':

Supervisor Jackson suggested the Board receive an update on the situation involving Tyler Technologies, Inc., at the April Joint Meeting.

Supervisor Weakley questioned whether to include the school board and the project manager of Tyler Technologies in a future meeting to discuss concerns.

The County Administrator advised that Tyler Technologies, Inc., is scheduled to 'go live' on July 1st; a conference call has been scheduled for tomorrow; training is usually paid 'as we go'. In closing, he noted that a training session will be scheduled just prior to the anticipated 'go live' date.

In closing, it was recommended that contact be made with representatives to assess whether a meeting can be scheduled to discuss Board concerns regarding expectations and accountability.

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



Budget Workshop Agenda
Madison County Board of Supervisors
Tuesday, March 26, 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. Closed Session (Virginia Code 2.2-3711(A)(1))
 - d. Adjournment