

MEETING #5- January 26

At a Budget Work Session of the Madison County Board of Supervisors at 2:00 p.m. on January 28, 2016 at the Madison County Firehall Lounge Room located at 1223 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Jonathon Weakley, Vice-Chair
Robert W. Campbell, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Daniel Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Mary Jane Costello, Interim Finance Director

1. Call to Order

Chairman Jackson 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 Jackson advised that all members were present – a quorum was established.

Suggested changes to the Agenda:

- Remove “Pledge & Moment of Silence” (from budget work sessions)

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

4: Agenda Items:

a. Budget Presentation – Internal Departments

- Sheriff's Department (31200): Terri Weaver, Office Manager, was present and provided information on line item increases which are justified (i.e. training services, abatement/contracts, additional vehicles).

Erik Weaver, Sheriff, was present and advised of the following items:

- *Vehicle rotation schedule is behind (by eight [8] vehicles)*
- *Minimum request will be for three (3) used vehicles and/or two (2) new vehicles and one (1) used vehicle*
- *Department currently utilizing 2007, 2008, and 2010 Chevrolet models*
- *Request to fill a new full-time position (salary of \$39,000.00 [excluding benefits])*
- *Request that no funding be deducted from other line items noted within the departmental budget*
- *Local law enforcement does assist with special County events (costs covered through overtime funding)*
- *Grant requirements call for one (1) school resource officer to be positioned at the middle school at all times*

The County Administrator questioned if there was any idea how much overtime will be affected by the new hire, to which Ms. Weaver noted that having additional staff will help but will not decrease the funding amount completely.

The Sheriff also noted that his department usually has about \$30,000.00-\$40,000.00 left over in the departmental budget at the end of each fiscal year, but also noted that ammunition is a large expenditure for the department overall.

The Board thanked the Sheriff for attending today's session.

- Commonwealth Attorney (22100): Clarissa Berry, Commonwealth Attorney, was present and advised of the following items:
 - *Assistant Commonwealth's Attorney's position is partially grant funded*
 - *One (1) clerical position that is funded by the Comp Board*

- *One (1) part-time clerical position that is funded by the County*
- *Part-time clerical staff may be requested to be converted to full-time next year (2018)*
- *Increases noted for books/subscriptions*
- *IT support*
- *Noted the need for improved office security (move primary entrance & install a secure door)*

The County Administrator noted that the aforementioned request for improved security will be addressed through maintenance and facilities. Costs for updating and binding the County Ordinances will be covered through the Administration budget. In closing, it was noted there is a need for codification (of the Ordinances); costs will be attained and provided to the Board for consideration as we move further into the budget development process.

- E911 (31401 & 31400): Robert Finks, Director of Emergency Communication, was present and advised of the following items:
 - *Grant funding reflected (totaling \$141,870.00 with no funding match)*
 - *Increases noted for overtime (from \$5,000 to \$6,000)*
 - *Increase in the area of maintenance (from \$2,500.00 to \$5,000.00) [i.e. County handles maintenance of generators for the fire department and rescue squad];*
 - *Increase for emergency expenses (by \$1,000.00);*
 - *Vehicle replacement being requested (replace existing Durango with a Chevrolet Tahoe for \$46,000.00) through the State bid process.*

It was questioned if the proposed purchase could be conjoined with the Sheriff's vehicle purchase request, to which it was noted that this process usually can't be combined.

The County Administrator noted that on occasion, leftover unsold vehicles are sometimes offered through the State bid process.

- Madison Extension Service (83500): Brad Jarvis, Extension Office, was present and advised of the following items:
 - *Increases sought for paid clerical staff (3% hours raise)*
 - *Increase per hour for summer internship program (\$2.00 per hour) [cost shared with Virginia Tech]*
 - *Extension Office budget is actually a split budget [Agents' salaries are funded seventy-five percent (75%) by Virginia Tech and twenty-five percent (25%) from local government;]*
 - *Chart provided to show funding provided to the office (i.e. grant (\$87,000.00), state (\$375,000.00 and local (\$90,000.00) [i.e. included agri-business endorsements and sponsorships to various programs])*
 - *Organization also works with DSS to identify youth that participate in the agri-business programs and support meetings*
- Economic Development/Chamber (81110): Tracey Williams Gardner, Director, was present and advised of the following items:
 - *Proposed budget shows some savings in categories (caused by non-enrollment in County healthcare plan)*
 - *Would like to remain in the Central Virginia Economic Partnership [cost will be increased (from \$6,750.00 to \$10,000.00)] Participation will offer the County the ability to be listed on the State's website*
 - *Assessing which programs (being offered by the CVEP) will be most advantageous*
 - *Funding will remain in the budget to be utilized for the county's website;*
 - *Grant has been received to fund the tourism website*
 - *Questioned if a decision has been made on WIFE service at the office*
 - *Request that funding be allocated for mileage;*
 - *Tourism funding will be utilized for signage*
 - *Other projects are in the works that may involve seminars and a tourism bus*
 - *Part time staff is working well*

The County Administrator noted that some of the best prospects will be referred by the State. It was also noted that any proposed signage could be purchased through the use of TOT funding. In closing, he noted that the code requirements state that three fifths of the proceeds that are received must be applied for tourism related activities and two fifths can be utilized towards other expenses (i.e. administrative, special events).

- Department of Social Services: Valerie Ward, DSS Director was present and advised of the following items:
 - *Department utilizes federal, state and local funding*
 - *Increase in local funding totaling \$12,000.00 to cover administrative (merit increase & operational costs)*
 - *Adjustments were made to healthcare costs based on level of participation*
 - *Increase in telephone costs for email capability (for case managers)*
 - *Increase in fuel costs*

- *Local department profile report was provided for review that reflected figures for benefit programs and services offered by the department*
- *Vehicle purchases are initiated through the State bid program - purchases are funded through the departmental budget at the end of each fiscal year.*
- *No calculations have been compiled for in-house state retirement costs*
- *CSA: Tiffany Geer, CSA Coordinator, was present and advised of the following items:*
 - *Graphs to reflect numbers from previous years versus what has been spent/budgeted*
 - *Request funding totaling \$3,000,000.00 for FY2017 with a local match of \$180,000.00 (increase of \$44,880.00)*
 - *Increased need for foster care and associated costs based on caseload*
 - *Cost per child in FY2016 was \$26,000.00*
 - *Post year supplement was needed last year in order to finish out care for the year*
 - *Anticipated the proposed funding increase will cover new costs for FY2017*
 - *Residential placement care has increased*
 - *Current costs have increased (within the State)*
Currently exhaust all available client resources (i.e. Medicaid, private insurance) before using CSA funds
 - *Efforts being made to attain funding to train local families interested in providing in-home services, and/or private agencies that may already have local providers residing in the County*
 - *Currently have ten (10) clients in need of placement*

The County Administrator suggested that CSA staff assessed future needs in the overall County ledger, but a fluctuating change in the number of clients requiring services does present some difficulty.

- *EMS (32600): Lewis Jenkins, EMS Director, was present and advised of the following items:*
 - *Present need for additional vehicles(s)*
 - *Pricing noted on a turnkey price for one (1) vehicle (\$65,000.00 – GMC)*
 - *Grant will be sought cover cost of new EKG equipment [80/20 grants are only available in the event of a local hardship]*
 - *Decrease noted in employee medical (due to healthcare reform act)*
 - *Request to hire and additional full time employee (in July 2016 for \$50,000.00 [including benefits])*
 - *Several volunteers are now unable to assist with additional calls*
 - *Would be willing to cut funding in other budget areas (i.e. part-time and over-time) in order to place funding in another line item*
 - *Will have some service contracts to be assessed in May 2016; current number of part-time staff is between 13-15 individuals with only (1) recent hire that works a certain day only – all others work ‘as available.’*
- *Treasurer (12410): Stephanie Murray, Treasurer, was present and advised of the following items:*
 - *Increase noted in postage and web services*
 - *Increase in online tax payments – asking State for any available ‘on-hand’ funding*
 - *County is charged services fees [i.e. analysis fees] from Wells Fargo & Union Trust) – interest is still earned on accounts*
 - *Localities can only bank with institutions that are on the State’s acceptable depository list and are collateralized in case of failure;*
 - *Suggested the County research a tiered approach to make office more secure (counters, doors, cameras)*

Chairman Jackson verbalized agreement to improve safety, but disapproved of allocating extensive amounts of funding all at one time.

The County Administrator noted that a plan should be initiated (i.e. tiered approach) that may take some time to accomplish

A brief discuss focused on the fact that the school system is predicting a seven percent (7%) increase in healthcare costs. It was noted that the County may be on a different fee schedule, and that the County hasn’t gotten any type of notice of a proposed increased – feels that something should be received in March 2016.

- *Commissioner of Revenue (12310) : Brian Daniel, Commissioner, was present and advised of the following items:*
 - *Need to increase safety at the office*
 - *Desire to purchase a small flat scanner to scan real estate records*
 - *Looking to have records digitized*
 - *No changes to the land use program*

- *Increase noted for office equipment*
- *Increase in category for advertising*
- *Reassessment process is usually done every 5-6 years*
- *County value is noted at 109% (10% increase in the existing true market value)*
- *Feels that installation of services counters (to the office) will provide additional security*
- *Plan to meet with County Administrator to discuss securing information and access (within the office)*
- *Advised of the need to update some of the older ordinances*
- *Requesting maximum funding be allocated by the Comp Board*

It was questioned if a proposal has been done within the budget to cover the costs to digitize records, to which it was clarified that the process will not be covered in the upcoming budget year.

The County Administrator advised that the State will compile an analysis for each locality and provide input, and also noted that the County will not have true revenue figures from the Comp Board until 2-3 weeks after the end of the General Assembly session.

- *Animal Control/Shelter (35103 & 35300): Greg Cave, ACO/Shelter Manager, was present of the following items:*
 - *Truck will be sought in next year's budget (FY2017) [because of high mileage]*
 - *Slight increase noted in vet medical expenses (\$3,000.00) [spay/neuter]*
 - *Requested a meeting with the Topping Committee to address subjects discussed in the past and to educate new members*
 - *Recent donation will be used to fund unforeseen veterinary expenses*
 - *Requested if a used vehicle is sought, it should be one with low mileage*

The Interim Finance Director noted that the Treasurer records funding for emergency shelter items into a separate category within the general ledger; she noted that any donations received that are unspent are seen as a 'reservation balance.'

Members verbalized concerns about purchasing new vehicles and decrease in value; it was suggested the County look at used vehicles.

The County Administrator noted that a part time position will be advertised shortly for the shelter, and that the County does have a staffing shortfall in the maintenance department.

- *Clerk of Circuit Court (21100): Leeta Louk, Clerk, was present and advised of the following items:*
 - *Increase of \$200.00 for subscriptions/magazine (for law books required by the Judge)*
 - *Jury expenses will remain as is*
 - *Noted an increase (\$200.00) in the area of subscriptions/magazines) for law books required by the Judge; jury expenses will remain as is.*
 - *Magistrate (21700): Ms. Louk noted that:*
 - *The County has been awarded a grant totaling \$14,718.00 to cover the cost to fix two (2) older books in the courtroom [plat books]*
 - *Increase noted in office equipment to replace an older computer (in circuit court)*
 - *Information provided regarding process for lease equipment and cost reimbursement (from the State/County)*
 - *Noted that fees are collected for technology trust fund (i.e. \$5.00 per deed)*
- *Facilities/Maintenance (43200) & Transfer Station: Roger Berry, Facilities Director, was present and advised of the following items:*
 - *State bid offers good sale price for vehicles*
 - *Budget will include an additional part-time custodian*
 - *Questioned is part-time help (at the Shelter) could assist in facilities on occasion*
 - *Slight increase noted in area of utilities*
 - *Some HVAC equipment has been in place since the early 90's*
 - *Department consists of one (1) full-time custodian, one (1) part-time maintenance and one (1) full time Director*
 - *Inmates provide services on a seasonal basis*

The County Administrator advised of discussions to possible hire part-time maintenance staff to fill in when full-time staff needs to be absent. In closing, he also noted that someone will need to be available and on hand in the event the Facilities Director is out unexpectedly for a period of time.

Chairman Jackson suggested the Board discuss the aforementioned prospect during the upcoming budget discussions.

- *Transfer Station (42400): Roger Berry noted that :*

- *Recent water testing (at the landfill) wasn't acceptable*
- *Action plan will be developed and submitted to DEQ*
- *Monitoring is currently done by CHA (formerly called Olver)*
- *Options were provided for window replacement at the admin building*
- *Funding to paint the Kemper Mansion is available in facilities budget*

The County Administrator noted that if the County decides to use a different engineering firm, there will be little to no savings, as their staff will need to be made aware of the local facility history and monitoring needs.

- Board of Elections (13100): Jody Shelatz of the Madison Electoral Board was present and advised of the following items:
 - *No legitimate complaints about utilizing Beth Car Baptist as the voting precinct*
 - *Increase requested for meals/lodging to cover costs of summer and annual training (held in Richmond)*
 - *Increase costs for the purchase of scanners*
 - *Current push (within the State) to return to paper voting machines*
 - *Anticipated proposal could produce a savings of \$125,000.00 (over a five year period)*
 - *Electoral Board would like to keep existing machines for as long as possible*
 - *An email has been received that noted bills that have been introduced to advise that DRE's will be classified out effective July 1, 2017 (there are currently seventeen [17] localities still use the DRE machines)*
 - *Research has been done on suitable machines for use by the County; carpooling option will be researched.*

The County Administrator noted that if the proposed bills do pass, the County will have to oblige with the changes required by the electoral board of elections. In closing, he noted that the County may need to modify the budget and be prepared to amend the budget if necessary.

Diana Eanes, Registrar, requested that her staff receive a salary increase in the event other County staff are compensated.

In closing, it was noted that when the Registrar takes vacation time, there must be staff available to run the office, as well as those individuals who assist with the election process.

Robert Chappell, School Board members, was present and thanked the Board for supporting the school system.

The County Administrator noted that a letter has been forwarded to the School Superintendent; a meeting was held recently (at the regional jail) with all County Administrators – documentation has been provided to the Board for review (i.e. increase being sought totaling \$72,000.00) [the prior funding request of \$298,000.00 can be eliminated]; it's felt the funding for inmate medical care is volatile – the County may need to initiate a supplemental request for its share of inmate medical expenses (i.e. jail isn't asking for an increase in this category).

The County Administrator also questioned how the Board would like to handle outside agencies to attend a budget work session

After discussion, the Board requested to invite:

- ✓ Madison County Library
- ✓ PRA
- ✓ Skyline CAP
- ✓ Boys' & Girls' Club
- ✓ Madison Volunteer Rescue Squad

To attend a future budget work session.

The County Administrator noted that contact has been made with Tina Cropp, School Finance Officer, and the Superintendent to request they attend next week's budget session.

The County Administrator focused on the:

- ✓ Overall budget development (meeting with inside & outside agencies)
- ✓ Presentation of a draft budget for review

In closing, he noted that a recommended draft will be provided (during an upcoming budget work session) that will contain input discussed during the budget sessions thus far. The members were also asked to provide desired initiatives regarding:

- Future space needs
- Security issues
- Building improvements

- Building off the rear of the admin building
- Hire an architectural and engineering firm to provide preliminary assessments of work that can be done
- Set aside funding to cover the expenses (over a period of years)
- Initiate ideas for construction costs during the next year (i.e. CIP or contingency)

Comments were made regarding the existing configuration of the admin building based on the roof that was renovated.

The County Administrator noted that the existing concerns may relate to the size of the restrooms and what amount of space will be needed to handle any proposed renovations to the building.

Comments focused on the future of the old Criglersville School; costs to renovate and maintain the structure would be beyond the County’s budgetary limits. In closing, it was suggested the facility be sold or demolished, as rebuilding the facility wouldn’t be a wise use of taxpayer dollars. It was also suggested the County attain bids for demolition of the facility.

Comments also focused on the fact that:

- The structure (CES) is situated in a flood plain
- There is sentimental value on the property
- Folks (who reside near the school) use the grounds as a park
- Lack of appropriate sewer
- Lack of public interest/support (regarding improvements)

Additional items of interest:

- ✓ Restrooms (Primary School)
- ✓ PRA
- ✓ School salaries

After discussion, it was the consensus of the Board to authorize the County Administrator to research”

- Preliminary engineering on the admin building
- Demolition fees for CES (slab to remain in place)

- b. Information/Correspondence (if any) – None.
- c. Adjournment

With no further action required, Chairman Jackson adjourned the meeting.

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors
Adopted on: February 9, 2016
Copies: Board of Supervisors, County Attorney & Constitutional Officers



Budget Workshop Agenda
Madison County Board of Supervisors
Tuesday, January 28, 2016 at 2:00 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 Presentation – Internal Departments
 - b. General Budget Discussion
 - c. Information/Correspondence (if any)
 - d. Adjournment

AMENDMENT NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT AND STRIKETHROUGH