

King and Queen County
Board of Supervisors Workshop and 6 Year Plan/Budget Hearing

Monday, April 22, 2013
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

“Minutes of the Meeting”

Chairman Morris called the April 22, 2013 workshop presentation meeting to order. Mrs. Morris noted that Ms. Alsop would not be at the meeting.

ADOPTION OF FY2014 OVER-ALL COUNTY BUDGET

Chairman Morris asked if there were any questions, or changes that needed to be addressed.

Mr. Simpkins questioned the issue of repayment back to the State Aid to Localities on page 8 of the Revenues and that he had read that we will not have to pay back this year. If this is the case and we do not, we will just reduce what the Board has to pull from the fund balance. In any case, nothing needs to be changed.

Mr. Swartzwelder advised that he would check into this and let the Board know.

After no further discussion, a motion was made by Mr. Milby and seconded by Mr. Bailey to adopt the following resolution adopting the FY2014 Over-All County Budget:

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS’
RESOLUTION APPROVING THE FISCAL YEAR 2013-2014 ANNUAL
FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN**

WHEREAS, the King and Queen County Board of Supervisors (“Board of Supervisors”) has reviewed the General, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria and Court Security Funds as part of the Fiscal Year 2013-2014 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2013-2014 Annual Fiscal Plan on April 8, 2013.

NOW, THEREFORE, IT IS RESOLVED THIS 22nd DAY OF APRIL, 2013, that the Board of Supervisors does approve the Fiscal Year 2013-2014 Annual Fiscal Plan in the total amount of \$19,137,960; and

BE IT FURTHER RESOLVED that of this total amount, the Board of Supervisors does hereby approve a General Fund budget in the amount of \$11,791,890, comprised of the following categories and amounts:

Board of Supervisors	\$47,380
County Administrator	\$247,319
County Attorney	\$124,692
Independent Auditor	\$41,200
Commissioner of Revenue	\$215,683
Finance	\$46,438
Treasurer	\$238,531
Information Technology	\$108,906
Risk Management	\$132,257
Electoral Board	\$30,100
Registrar	\$75,927
Circuit Court	\$2,650
9th District Circuit Court	\$20,038
General District Court	\$15,645
Special Magistrates	\$879
JDR District Court	\$10,721
9th District Court Services Unit	\$69,700
Clerk of Circuit Court	\$243,108
Victim Witness Assistance	\$4,429
Commonwealth's Attorney	\$215,467
Sheriff	\$1,285,428
E911	\$80,921
Volunteer Fire Departments	\$80,000
Rescue Squads	\$61,000
Rescue Services	\$256,670
Radio Communications	\$237,198
EMS Other	\$695
Probation & Pretrial Services	\$4,500
Regional Jail	\$539,936
Board of Building Appeals	\$525
Building Inspections	84,392
Animal Control	\$13,670
Animal Shelter	\$115,310
Medical Examiner	\$200
Emergency Services Coordinator	\$38,818
Parks and Recreation	\$0

Refuse Control (VPPSA)	\$474,345
Litter Control	\$500
General Properties	\$200,639
General Properties – Marriott School	\$5,376
Health Department	\$55,708
Chapter X CSB	\$20,700
Rental Assistance Program	\$3,438
State and Local Hospital Program	\$6,510
Bay Aging	\$27,568
Contributions	\$23,175
Disability Services Board	\$0
Community College	\$4,417
Public Library	\$186,088
Community Development/TEA-21	\$0
Planning Commission	\$12,300
Community/Economic Development Director	\$21,198
MPPDC	\$16,300
Board of Zoning Appeals	\$4,000
Zoning Administrator	\$168,129
Airport Authority	\$45,000
IDA	\$3,385
Soil and Water Conservation District	\$9,674
Forestry Services	\$11,852
RC & D Program	\$0
Wetlands Board	\$3,100
Cooperative Extension	\$33,107
Reserve for Contingencies	\$92,487
Transfer to Social Services	\$277,126
Transfer to CSA Fund	\$240,000
Transfer to CSA Administration Fund	\$3,930
Transfer to School Fund	\$4,444,188
Transfer to Reserve Fund for Fire Depts.	\$25,000
Transfer to Reserve Fund for Rescue Squads	\$25,000
Transfer to Reserve Fund for School Construction	\$50,000
Transfer to Landfill Contingency Fund	\$100,000
Debt Service	\$247,319
Capital Projects	\$260,000; and

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2013-2014 Annual Fiscal Plan for the School Fund totaling \$9,586,805, to be appropriated on a quarterly basis (both revenue and expenditures) pursuant to and in reliance on the express written “Budget Agreement” executed this same date by both the Superintendent and the Chairperson of the King and Queen County Public School System, (“Schools”) stating that no more than \$1,200,000 can be expended by the Schools within any 30 day period without the express written consent of the Board of Supervisors adopted by majority vote at a public meeting. In the event that there is a reduction in funding from either or both the State and Federal sources used in projecting the School Fund of \$9,586,805, The Board of Supervisors may, after holding a public hearing, but is expressly not obligated to increase local funding to cover said reductions.

BE IT FURTHER RESOLVED that the Board of Supervisors in order to encourage greater frugality does hereby establish that any unspent local funds remaining in the School Fund at the end of Fiscal Year 2013-2014 shall be transferred to the Reserve Fund for School Construction.

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2013-2014 Annual Fiscal Plan to include the additional fund categories:

Social Services Fund	\$1,543,996
Comprehensive Services Act Fund	\$750,000
CSA Administration Fund	\$12,500
School Cafeteria Fund	\$380,718
Court Security Fund	\$37,295

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. L. SIMPKINS, J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP

ADOPTION OF KING AND QUEEN COUNTY TAX RATES FOR CALENDAR YEAR 2013 - RESOLUTION

A motion was made by Mr. Simpkins and seconded by Mr. Bailey to adopt the following resolution setting the tax rates for Calendar Year 2013

KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION SETTING THE TAX RATES FOR CALENDAR YEAR 2013

WHEREAS, the King and Queen County Board of Supervisors held a public hearing on April 8, 2013 to consider the appropriate tax levy on real estate, personal property, machinery and tools, merchant's capital, manufactured homes, farm machinery, and public service corporations for calendar year 2013; and

WHEREAS, the Board of Supervisors received comments from the citizens of King and Queen County.

NOW, THEREFORE, IT IS RESOLVED THIS 22nd DAY OF APRIL, 2013, that the King and Queen County Board of Supervisors does approve the following tax rates for the calendar year 2013:

	Per \$100 of Assessed Value	
Real Estate:		\$0.54
Personal Property:		\$3.94
Machinery and Tools:		\$1.10
Merchant's Capital:		\$0.65
Manufactured Homes:		\$0.54

Farm Machinery:	\$1.10
Public Service Corporations:	\$0.54.

BE IT FURTHER RESOLVED that the PPTRA rate for calendar year 2013 is set at 58% that will be applied as a credit for qualifying vehicles.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. L. SIMPKINS, J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP

VDOT – DISCUSSION OF ROAD CONCERNS AND SIX YEAR ROAD PLAN WORKSHOP

County Administrator Thomas Swartzwelder advised that the Chairman had requested that VDOT be in attendance at their meeting and that Mr. Trapani asked if the Six year Plan could be discussed.

Mr. Sean Trapani was present to provide an update of what has been going on:

- For the month of May they will be working on all the unpaved roads in the County
- Advised that they have been doing some brush cutting and patching pot holes. They have been working on some routes that are on their surface treatment schedule.
- Commented on the pavement on Rt. 14 and 33 and are working on that.
- For long range planning, we will probably be seeing some core drilling and investment on the base and getting recommendations for long range repairs.

Mr. Trapani provided an over-view of the Six year Plan/Budget, advising that he has not changed since last year, with basically is \$22,000 for construction budget. Mr. Trapani further advised that they know this is going to change with the new transportation bill, but what, they do not know. It could be by July 1, our plan may have to be revised again.

Advised of the following roads/projects on the plan:

- Rt. 634 – still moving forward with the design on this, but still no funding
- Rt. 601 Cherry Row Lane – has been completed
- Rt. 609 Iris Road – next unpaved projected
- Vessels Road
- Bridge Project – Newtown Road over Beverly Creek – this funding is federal dollars

All of the remaining projects are our cost centers. These centers have been sitting there accumulating funds from previous years. County Wide Rural Additions has \$44,000 in it. Engineering and Surveying has \$42,000 and Traffic Services has \$79,000, and the right of way has about \$18,000 which cannot be touched. Mr. Trapani recommended that there are some large balances sitting there and recommends transferring those balances to Iris Road. By doing

this they can complete that project this year. A small balance of \$10-\$15,000 has to remain in the cost centers. By doing all of this one, more unpaved road project can be added to the plan, like Deshazo Road which is not on the plan.

Mr. Swartzwelder questions which dollars he wants to transfer to Vessels Road. Mr. Trapani responded it would be money for county wide traffic services in the amount of \$71,026.00.

Mr. Simpkins questioned Canterbury Road and what is the procedure is to downgrade the project some. Mr. Trapani advised that they have already downgraded the project to just a drainage project. Mr. Simpkins, expressed he thought that, what everybody was opposed to was putting the 3 pipes to the river. Mr. Trapani advised that piping is cheaper than purchasing right-of-way and they thought it would be more pleasing to the property owners. The original intent of the project was to eliminate the drainage problems. As far as maintenance goes, they do not have the right to go in and clean the ditches. Mr. Simpkins further expressed that in speaking with the property owner that it was going to be very difficult to get the right-of-way. Is it the Boards option to pull off the plan, and he would hate to pull it off as it has been on the plan for 15 years? Mr. Trapani commented that it is the Boards' decision, but he recommends that it not be pulled off the plan.

Mr. Simpkins further expressed that if the plan was pulled, the engineering would already be done. Mr. Simpkins commented that up until now, he has heard nothing from the property owners.

After further discussion and questions of concern, Mr. Trapani advised that the current design only has 2 drainage ditches. Mr. Trapani advised that by the time of public hearing they will have the plans produced with the changes. Further discussion was made of possible solutions, as far as giving right-of-ways for ditches rather than draining. Mr. Trapani commented that if the property owners gave right of way to maintain them, it would not work perfect, but would improve the issue.

In other road concerns, Mr. Bailey expressed concern of the height of road on Rt. 14 and 33, and if they were going to pave the road raising it another 3 or 4 inches of asphalt. Mr. Bailey advised that presently his driveway is about a foot lower than the road, and if more asphalt is added, it would be worse.

Mr. Milby commented that a resident on Shepards Warehouse Road has expressed a drainage issue where it drains towards his home. Mr. Trapani advised that he would get in touch with him.

Mr. Trapani advised that a date needs to be set for the joint Six Year Plan Public Hearing. It was the consensus of the Board to hold a public hearing at the May 2013 regular meeting.

ADOPTION OF STEP POLICY FOR SHERIFF'S DEPARTMENT

County Administrator Thomas Swartzwelder advised that nothing has changed in the step policy that he presented previously and for those employees in the Sheriff's Department that would move up on this plan; the step is included in the budget for next fiscal year. Some good news in all of this is the Governor approved a 3% increase for Constitutional Officers and those that are comp board, but this only goes to those that we do not currently supplement beyond the 5%. There will be some actual revenue return from that.

Mr. Milby questioned as to what an "EMD" is. Mr. Swartzwelder advised that an EMD is an Emergency Medical Dispatcher. This position would involve multiple certifications and would be able to give medical advice and walk people through treatment using a series of cards that they are trained to use CPR on up. At this time we do not have anyone that would be eligible for this \$2,000 additional increase.

As far as deputies, there will be a starting salary for a non-certified deputy and now a certified deputy.

After no further discussion, a motion was made by Mr. Bailey and seconded by Mr. Milby to adopt the Step Policy for Sheriff's Office.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. L. SIMPKINS, J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP

DISCUSSION OF FUND BALANCE RECOMMENDATION – BASED ON POLICY

County Administrator Thomas Swartzwelder advised that the County already has a Fund Balance Policy and the Treasurer has presented and the Board adopted a fund balance that dealt with all of the restricted funds and things that had to be categorized, As the Board has been saying for months that they want to plan for projects. All of the projects that the Board has talked about and plan on doing have been combined and are proposing to start fund balance accounts for those projects. Restricted funds are usually contractual obligations. Committed and Assigned both require the Board to change them. It allows the Board to plan for projects and see what the fund balance is, doing projects slowly over time.

Mr. Swartzwelder advised that he has spoken with the Treasurer about the plan and she feels it is a good document and has no objections.

Mrs. Morris questioned if we had to do anything tonight. Mr. Swartzwelder advised that the Board did not have to tonight, but ideally the Board would approve it by the end of the fiscal year as it would be reflected in this year's audit. Mrs. Morris suggested that the Board take this up at their next meeting in order to give the Board time to study the recommendations.

Mr. Simpkins questioned what the Corridor money was for. Mr. Swartzwelder advised that the Board had talked about purchasing land on Rt. 360 and 33 for new business.

Mr. Milby questioned where we are on the Farmers Market. Mr. Swartzwelder advised that Mr. Miller has retired and he has spoken with Mr. Longest, Chairman of the EDA that they would now be looking at a late summer/fall opening. If we rush now, it would be half done to have it completed by spring. Mr. Milby commented that he was a little frustrated that people are being told that it was going to open and still is not.

Mr. Swartzwelder advised that he has been working on the VDOT design and Mr. Miller on the design of the building.

GARDEN CLUB TOURS - TRASH

County Administrator Thomas Swartzwelder advised that as the Board may recall, a representative from the Garden Club came and advised of the Tours in the lower end of the county and raised an issue of trash in the ditches and along Rt. 605 and 644. The Garden Club remains persistent on this.

We have found out that we can use some of the Litter Control Grant funds that we receive for road clean-up and if the Board so inclines we can have a deputy take inmates down Rt. 605 and 644 between now and Friday. The reason he is bringing this to the Boards attention is, that it is a constant issue in the County that people want their roads cleaned up. We could do a certain number of roads with the grant funds each year, but of course we could not do a road every time someone complains.

The amount paid would be \$13.00 an hour for 1 deputy, to watch 3 to 4 inmates. The issue is that because of the Garden Tour there will be a lot of people going down these roads. Mr. Swartzwelder advised that worst case scenario it would probably take 2 days, with an estimated cost of the deputy for those 2 days being \$300.00.

Mrs. Morris commented that she does not have a problem this time, but the citizens will need to understand that every time the road gets a buildup of trash that the County is not going to clean it, as there are other roads in the County that are just as bad.

Mr. Milby commented that it would be nice gesture if ITI would volunteer to keep the roads clean on Rt. 605. Mr. Swartzwelder advised that Fulcrum has adopted a road.

After discussion, a motion was made by Mr. Milby and seconded by Mr. Bailey to approve up to 2 days for this occasion for clean-up of Rt. 605 and 644.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. L. SIMPKINS, J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

Doris H. Morris, Chairman

K. Diane Gaber, CMC, Deputy Clerk