

March 28, 2018

AT A WORK SESSION OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE COURTHOUSE THEREOF, ON WEDNESDAY, THE 28<sup>TH</sup> DAY OF MARCH IN THE YEAR OF OUR LORD TWO THOUSAND EIGHTEEN AND IN THE 242<sup>ND</sup> YEAR OF THE COMMONWEALTH:

PRESENT: SHERMAN C. VAUGHN, CHAIRMAN  
STEVE W. BOWEN, VICE CHAIRMAN  
GARY L. SIMMONS  
HELEN M. SIMMONS  
NOEL R. SHEKLETON  
RONALD E. ROARK, COUNTY ADMINISTRATOR  
JOHN N. PROSISE, ASSISTANT COUNTY ADMINISTRATOR

Chairman Vaughn called the meeting to order at 7:00 p.m.

Supervisor Gary Simmons provided the invocation.

Vice Chairman Bowen will be late due to work obligations so Supervisor Vaughn recesses the meeting until he arrives. Supervisor Bowen arrives and the meeting resumes at 7:24 p.m.

Chairman Vaughn stated the purpose of this meeting was to receive the report of the Budget Committee on their proposed budget for the fiscal year beginning July, 1 2018.

Supervisor Helen Simmons, who served as committee Chair, reads aloud the Budget Committee's recommendations for the Budget proposed for Fiscal Year Beginning July 1, 2018. Committee Chair Simmons emphasizes that the State has not yet approved its budget and this could result in having to amend the budget at such time that information is received.

The proposed budget for FY 2018-2019 totals \$37,350,148; there is no proposed increase in the Nottoway County Tax rates. The tax rates and levies are proposed to as follows:

\$0.48 per hundred (100) valuation - Real Estate Tax rate  
\$0.48 per hundred (100) valuation – Mobile Homes  
\$3.75 per hundred (100) valuation - Personal Property Tax rate  
\$1.35 per hundred (100) valuation – Machinery & Tools  
\$0.00 – Merchants Capital  
\$0.00 – Farm Machinery & Implements  
\$2.35 per hundred (100) valuation – Vehicles-Handicapped Equipped  
\$1.00 per hundred (100) valuation - Aircraft  
\$1.00 per hundred (100) valuation on one vehicle – Emergency Service Volunteer

The Committee recommends tax relief for qualifying vehicles under the Personal Property Tax Relief Act at 60%.

The School Board requested level funding at \$4,807,518 in local money. The financing of the three gymnasiums was completed in the current fiscal year, giving the School Board approximately \$100,000 to use elsewhere in the upcoming budget. The Committee recommends funding the Schools as requested.

A number of capital outlay items were discussed in the work session on February 06, 2018; the Committee recommends funding a few of these from the current budget to include the paving of the parking lot at the Sheriff's Office, the replacement of a roof in Pickett Park, and the purchase of a new vehicle for Animal Control. Other items discussed are included in the proposed budget.

The three Fire Departments and the Rescue Squad requested additional funding ranging from \$30,000 to \$60,000 each. Recognizing the need for additional funding for our emergency services, the Committee recommends an additional \$20,000 for each of the four agencies.

The Committee has included in the budget funding for a 2% salary increase and a \$200 increase in the employer health insurance contribution. The Sheriff requested additional salary supplements for his employees; the Committee was unable to fund that request.

The Electoral Board expressed a dire need for more office space during their meeting with the Budget Committee. Realizing there are other needs for additional space on the Complex the Committee has included funds to complete a space utilization study, to be completed by an outside firm.

The Committee was unable to fund any new agency funding requests.

The Committee recommends transferring \$1,300,000 from the General Fund to the Landfill Fund to complete the construction of the new cell, make corrective actions for wetlands problems that have developed over the life of the facility, and to replace the aging compactor for the cell.

The Town of Blackstone requested matching funds in the amount of \$20,000 to assist a needy individual, a resident of the Town, with the construction of a new home. Realizing the unmaintainable precedent this would set, the Committee did not include funding for this request.

The Committee reviewed the costs associated with the operations of Central Dispatch, of which continue to rise, and recommend a charge increase of \$2.00 per capita to the three towns. This will bring the total annual charge to \$7.00 per capita.

The Committee reviewed the fees currently being charged by the County, mostly user fees, and found a need to increase a number of them as they are not paying the expense of the provided services. The Committee provides the Board with the fee schedules.

A written proposal has been received from the County's auditing firm, Robinson, Farmer, Cox Associates, to provide the compensation study the Board had previously requested. The study will also include an update to the County's Personnel Policy Manual as well as job descriptions; the current documents being used are over 25 years old. The proposed charge would be on a time and material basis, not to exceed \$15,000. The Committee recommends proceeding with the project using funding from the current budget.

The Committee expresses appreciation for the opportunity to serve and recommends the Board authorize a public hearing on the proposed budget at the April 19, 2018 regular meeting.

Administrator Roark provides a few details about the real estate tax rate. The value of taxable real estate after the assessment was \$963,834,946, the effect of use value taxation decreases this by \$123,000, and the actions of the Equalization Board decrease this by an additional 10,816,837; the total taxable value of County real estate is 952,895,109 so using a tax rate of \$0.48 per \$100 valuation will produce equivalent revenue.

Administrator Roark reviews the Revenue and Expenditures of the Proposed Budget. He explains that the Treasurer asked the Committee to forego the \$5,000 funding approved for part-time help and allow her to split these funds between the salaries of current staff in attempt to secure maintain quality employees. He explains that the Committee funded a request from the Commonwealth's Attorney to purchase a case management system. It is explained that the Central Dispatch budget includes funding for the replacement of the data log recorder.

Piedmont Senior Resources was given funding of \$1,000, up from the current budgeted contribution of \$250. Included in the LRA budget is funding for a finishing mower.

Administrator Roark reviews the proposed increases in the user fees charged by the County; changes are suggested to the Building Permit Fees, Animal Control Pick-up Fee, Board of Zoning Appeals request, rezoning request, special exception request, turkey shoot permit, Pickett Park Campground rental, and the Officer's Club rental.

Following discussion, it is the consensus of the Board that the Committee recommendations are acceptable therefore Supervisor Gary Simmons moves to accept the Budget Committee report as presented. The motion carried as follows:

N. R. Shekleton	Yes
H. M. Simmons	Yes
G. L. Simmons	Yes
S. W. Bowen	Yes
S. C. Vaughn	Yes

(SEE PAGE                    THRU PAGE  
FOR REPORT OF THE  
BUDGET COMMITTEE)

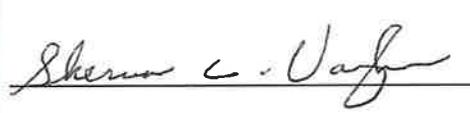
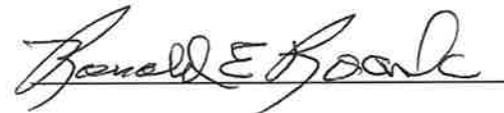
Supervisor Gary Simmons moves to advertise the proposed budget for public hearing at the April 19, 2018 regular Board meeting. The motion carried as follows:

N. R. Shekleton	Yes
H. M. Simmons	Yes
G. L. Simmons	Yes
S. W. Bowen	Yes
S. C. Vaughn	Yes

It is the consensus of the Board to implement the newly proposed user fees beginning July 01, 2018 to coincide with the implementation of the new Budget.

Administrator Roark states that Luck Stone would like the Board to come to their Goochland Plant for a tour on April 11, 2018; he will work with everyone on a date that is suitable.

There being no further business to come before the Board, Chairman Vaughn adjourns the work session at 8:19 p.m., until Thursday, April 19, 2018.

 Chairman       Clerk

Budget Committee Report  
March 28, 2018

The Budget Committee is pleased to present its recommended budget for the fiscal year that begins July 1, 2018.

In recommending this budget we want to emphasize the fact that the State has not yet approved its budget and this could result in having to amend the budget at which time that information is received.

We recommend a total budget of \$37,350,148; last years adopted budget was \$36,742,574.

We do not recommend any increase in tax rates; we propose tax levies as follows:

Real Estate	\$0.48 per \$100 valuation
Mobile Homes	\$0.48 per \$100 valuation
Personal Property	\$3.75 per \$100 valuation
Machinery & Tools	\$1.35 per \$100 valuation
Merchants Capital	\$0.00
Farm Machinery, Implements & Equipment	\$0.00
Handicapped Equipped Vehicles	\$2.35 per \$100 valuation
Aircraft	\$1.00 per valuation
Emergency Services Volunteer (1-vehicle)	\$1.00 per \$100 valuation

We recommend tax relief for qualifying vehicles under the Personal Property Tax Relief Act at 60%.

The School Board requested level funding at \$4,807,518 in local money. The financing of the three gymnasiums was completed in the current fiscal year, giving the School Board approximately \$100,000 to use elsewhere in the upcoming budget. We recommend funding the Schools as requested.

A number of capital outlay items had been discussed in our work session on February 06, 2018. We recommend that several of these items including the paving of the parking lot at the Sheriff's Office, the replacement of a roof in Pickett Park, and the purchase of a new vehicle for Animal Control be purchased from the current budget.

Other items discussed are included in the proposed budget.

The three Fire Departments and the Rescue Squad requested additional funding ranging from \$30,000 to \$60,000 each. Some years ago the County adopted a decal ordinance for those residents living outside the corporate limits of the three Towns, with those funds being distributed to the four departments. A number of years later, the Board approved an additional annual allocation of \$125,000 which was to be distributed to the four departments. Two years ago the Board approved an allocation of \$10,000 to assist the department with required training.

Recognizing the need for additional funding for our emergency services, we recommend an additional \$20,000 for each of the Fire Departments and the Rescue Squad.

We have included funding for a 2% salary increase and a \$200 increase in the employer health insurance contribution. The Sheriff requested additional salary supplements for his employees; we were unable to fund this request.

We were informed of the need for additional space by the Electoral Board and realizing there are other needs for additional space we have included funds for a space utilization study; to be completed by an outside firm.

We were unable to fund any new agencies in this proposal.

As discussed in last year's budget proposal; we must continue the construction of a new cell at our Landfill and take corrective actions for wetlands problems that have developed over the life of the facility. There is also a need to replace the compactor at the Landfill. We recommend the transfer of \$1,300,000 from the General Fund to the Landfill Fund to complete these items.

The Town of Blackstone requested matching funds in the amount of \$20,000 to assist a needy individual in the Town with the construction of a new home. Funding a project such as this would surely set a precedent that the County would be unable to maintain; we therefore did not include funding for this request.

The committee reviewed the costs associated with the operations of Central Dispatch, of which continue to rise, and we recommend a charge increase of \$2.00 per capita to the three Towns. This will bring the total annual charge to \$7.00 per capita.

The Committee reviewed the fees currently being charged by the County for mostly user fees and found a need to upgrade them as they are not paying the expense of providing the services; a list of these fees is attached and we recommend approval of our recommendations.

We received a written proposal from our Auditing firm to provide the compensation study we had previously requested; the study will also update our Personnel Policy Manual to include job

descriptions. These documents are over 25 years old and need to be updated. The charge would be on a time and material basis not to exceed \$15,000. We recommend proceeding with this project using funding in the current budget.

We appreciate the opportunity to serve on this Committee and recommend the Board authorize a public hearing at the April 19, 2018 meeting.

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Helen M. Simmons

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Steve W. Bowen