

July 9, 2011

Virginia:

**AT A SPECIAL CALLED MEETING** of the Nelson County Board of Supervisors at 8:00 A. M. at 239 Strawberry Banks Drive, Moneta, Virginia...

Present: Joe Dan Johnson, Chairman  
Thomas D. Harvey, North District Supervisor  
Constance Brennan, Central District Supervisor  
Allen M. Hale, East District Supervisor  
Stephen A. Carter, Clerk

Absent: Thomas H. Bruguere, Jr., Vice-Chairman

## **I. Call to Order**

Mr. Johnson called the meeting to order with four members present for the establishment of a quorum.

## **II. Strategic Planning Retreat**

The members of the Board of Supervisors conducted a day long strategic planning retreat. The Board focused its discussion on written input received from Nelson County's local government's Constitutional Offices, County departments, local and regional agencies and authorities and consultant firms the County presently retains, which were compiled into a briefing book provided to each Supervisor and utilized as the primary subjects for consideration during the retreat.

A summary of the Board's in depth discussion(s) is delineated as follows:

### **1. Finance**

The Board discussed a communication from Mr. Roland Kooch of Davenport & Company, LLC, Nelson County's financial advisor. Mr. Kooch's memo included key observations from a multi-year budget forecast (FY 11 to FY 17) his office completed for the County as a part of the Fiscal Year 11-12 Budget process. The key observations included: a) the County's financial condition is structurally balanced with projected expenditure growth, based upon historical trends, not significantly outpacing annual revenue growth predicated on consideration of controlling annual expenditure growth to that of annual revenue growth and understanding that any reduction in debt service obligations should be re-programmed to operations not new capital improvement project (i.e. utilizing reductions in debt payments provides stability to the growth of operational expenses); b) the impact future state funding may have upon the County (positive or negative); and, 3) new capital improvement projects would have to be funded with new revenue sources.

Following this discussion the Board reviewed the County's overall financial condition, per a spread sheet report provided by the Department of Finance and Human Resources. The report denoted an estimated total adjusted fund balance (cash on hand) of \$12,177,353 at July 1, 2011 after allocations for FY 12 budgetary outlays were factored into the overall fund balance at June 30, 2011. The report included 45% and 60% cash flow requirements of \$6,322,312 and \$8,429,750 respectively and also included the General Fund budget total for FY 12 as being \$32,862,782. Staff commented that the percentage of fund balance to annual budget, which exceeds 30%, is a favorable condition.

The Board then considered a spread sheet projection on the 2012 General Re-Assessment of Real Estate completed by the Department of Finance and Human Resources from information provided by Blue Ridge Mass Appraisal (the firm retained by the County to complete the 2012 general re-assessment). The information, which is preliminary through June 2011, denoted a projected overall decline in real estate tax values of \$4,097,929 (comparing tax year 2011 to the tax year 2012 – projected), equating to a \$0.19 cent differential between the present level of total real estate revenues and that which would result from the overall reduction in projected lower real estate assessed values (i.e. the real estate tax rate would have to be \$0.74 cents per \$100.00 of assessed value(s) to equal the present level of real estate revenues at \$0.55 per \$100.00 of assessed value(s)).

In discussion of the projected reduction in the real estate tax base, the Board of Supervisors briefly considered additional sources of local revenues and concurred that **a renewed discussion with official of Wintergreen Partners, Inc. (WPI) should be considered regarding removal of the current restriction in the Code of VA on a local admissions tax pertaining to “admissions charged to participants in order to participate in sporting events (see §58.1-3817.4 of the Code of VA).** No formal action was taken other than the Board's consensus that this subject should be discussed with WPI in advance of the 2012 General Assembly Session.

## 2. Infrastructure

Subjects presented within the briefing book included the current Courthouse Project and next steps associated with the statuses of the Health Department Building and future renovation of the Courthouse (1800 – 1970s buildings), the current Broadband Project, water and wastewater infrastructure, storm water and solid waste, the Blue Ridge Tunnel and the County's Emergency Medical Services Program (Paid EMS).

The Board's primary discussion of these subjects pertained specifically to **the statuses of the Courthouse (existing) and Health Department buildings and the County's Paid EMS Program. On the subject of the Courthouse facilities the Board agreed that its Courthouse Committee would review the statuses of the existing Courthouse and Health Department facilities the week of July 11 and report back thereafter to the full Board on the Committee's recommendation to either renovate the Health**

**Department Building or demolish the structure and construct on the existing building footprint a new three story structure and, secondly, to review and report on plans of finance for all of the Courthouse initiatives.**

**On the local Paid EMS Program, the Board discussed options to expand the program and agreed to continue work on overall improvement of the program including working towards revenue enhancements (i.e. increasing program fees).**

### 3. Constitutional Offices

Input was received from the Commissioner of Revenue, the Sheriff, the Treasurer and the local Registrar. The Commissioner's and the Registrar's input pertained to their requests for sufficient office space. The Treasurer noted her concern with building security. As each of these requests is currently being addressed, the Board's discussion primarily encompassed the input received from the Sheriffs Department concerning a vehicle storage facility, employment of two additional deputies and full time employment for the part time clerical position in the Sheriff's office. The Board's review of the Sheriff's input was broadened to include consideration of a home monitoring program for local prisoners and an agreement between the Board and Sheriff for operation of the County's E-911 Dispatch Center. The Board agreed that information on the following subjects should be given additional review:

- **Information from Regional Jail on home monitoring program.**
- **Sheriffs Request for Storage Facility (use of Arrington Cold Storage Building)**
- **Costs of converting part time clerical position to full time.**
- **Development of an agreement on administration of the E-911 Dispatch Center.**

### 4. Public Schools

The Board discussed the importance of maintaining a close working relationship with the members of the Nelson County School Board including continuing with 2 by 2 meetings with the School Board.

**The Supervisors agreed to request that the School Division consider the establishment of a Fire and EMT curriculum,** which could be helpful to improving the membership of the County's volunteer fire and rescue departments.

### 5. County Departments/Operations

The Board reviewed and considered the written input of each of the Directors/Supervisors of the County's Departments and Offices (Building Official, Emergency Services-Dispatch-Animal Control, Finance and Human Resources, Information Systems, Parks and Recreation, Planning and Zoning, Solid Waste and Tourism and Economic

Development). The Board's consideration of the staff reports and recommendations resulted in the following next steps:

- **Evaluate the Solid Waste Coordinator's position to make it a full time position.**
- **Raise the hourly wages of all Solid Waste Convenience Station Attendants by \$1.00 per hour.**
- **Review the feasibility of offering health insurance to part time employees.**

In addition to these considerations the County Administrator stated his support for adding new positions in the departments of Information Systems and Finance and Human Resources, conveying the Piney River 3 Water and Wastewater System to the Nelson County Service Authority, increasing Zoning and Subdivision fees.

The Board also discussed evaluating the status of one of the County's Senior Communications Officers who also serves as Deputy Emergency Services Coordinator for the purpose of expanding this individual's duties and responsibilities.

#### 6. Regional Agencies

The Board of Supervisors reviewed input received from the Jefferson Area Board for Aging (JABA), JAUNT, Jefferson Madison Regional Library, Nelson County Community Development Foundation, Region 2000 Local Government Council, Thomas Jefferson Planning District Commission and Thomas Jefferson Soil and Water Conservation District.

### **III. Other Business (As May Be Introduced)**

With agreement of all members present, the Board of Supervisors discussed the present compensation of the County Administrator in consideration of increasing the Administrator's compensation. No action was taken on this subject.

### **IV. Adjournment**

On motion by Mr. Harvey, seconded by Mr. Hale, the Board of Supervisors voted unanimously (4-0) to adjourn the meeting at 4:15 p.m.