

AGENDA
NELSON COUNTY BOARD OF SUPERVISORS
May 10, 2016
THE REGULAR MEETING CONVENES AT 2:00 P.M.
IN THE GENERAL DISTRICT COURTROOM
AT THE COURTHOUSE IN LOVINGSTON

- I. Call to Order**
 - A. Moment of Silence
 - B. Pledge of Allegiance

- II. Consent Agenda**
 - A. Resolution – **R2016 -28** Minutes for Approval
 - B. Resolution – **R2016- 29** FY16 Budget Amendment
 - C. Resolution – **R2016- 30** COR Refunds
 - D. Resolution – **R2016- 31** Acceptance of Conveyance – Lovington Healthcare Center Property

- III. Public Comments and Presentations**
 - A. Public Comments
 - B. Presentation – Region Ten Community Services Board
 - C. VDOT Report

- IV. New Business/ Unfinished Business**
 - A. Planning Commission Request for Extension – Floodplain Ordinance

- V. Reports, Appointments, Directives, and Correspondence**
 - A. Reports
 - 1. County Administrator’s Report
 - 2. Board Reports
 - B. Appointments
 - C. Correspondence
 - D. Directives

- VI. Adjourn and Continue Until May 26, 2016 at 7:00 PM in the General District Courtroom for the conduct of a public hearing on the FY16-17 Budget and Secondary Six Year Plan and Priority List.**

**RESOLUTION R2016-28
NELSON COUNTY BOARD OF SUPERVISORS
APPROVAL OF MEETING MINUTES
(March 29, April 7, and April 19, 2016)**

RESOLVED, by the Nelson County Board of Supervisors that the minutes of said Board meetings conducted on **March 29, April 7, and April 19, 2016** be and hereby are approved and authorized for entry into the official record of the Board of Supervisors meetings.

Approved: May 10, 2016

Attest: _____, Clerk
Nelson County Board of Supervisors

March 29, 2016

Virginia:

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 3:00 p.m. in the General District Courtroom located on the third floor of the Nelson County Courthouse, in Lovingston Virginia.

Present: Constance Brennan, Central District Supervisor
Allen M. Hale, East District Supervisor – Chair
Larry D. Saunders, South District Supervisor
Stephen A. Carter, County Administrator
Candice W. McGarry, Administrative Assistant/Deputy Clerk
Debra K. McCann, Director of Finance and Human Resources

Absent: Thomas D. Harvey, North District Supervisor – Vice Chair
Thomas H. Bruguere, Jr. West District Supervisor

I. Call to Order

Mr. Hale called the meeting to order at 3:03 PM, with three (3) Supervisors present to establish a quorum and Mr. Harvey and Mr. Bruguere being absent.

II. FY16-17 Budget Work Session

A. Introduction and Overview of FY16-17 General Fund Budget

Mr. Carter noted that staff would overview the work done on the budget to date. He noted that there was not a lot of new money and not a lot of decisions to be made. He added that the “Considerations” sheet would be a major focus of moving the budget towards conclusion. He then noted that the Power Point that Ms. McCann would present would step them through the budget summary document provided to them. It was then noted that they had been provided paper copies of a budget summary, revenue and expenditure spreadsheets, revenue and expenditure detail, and a considerations sheet.

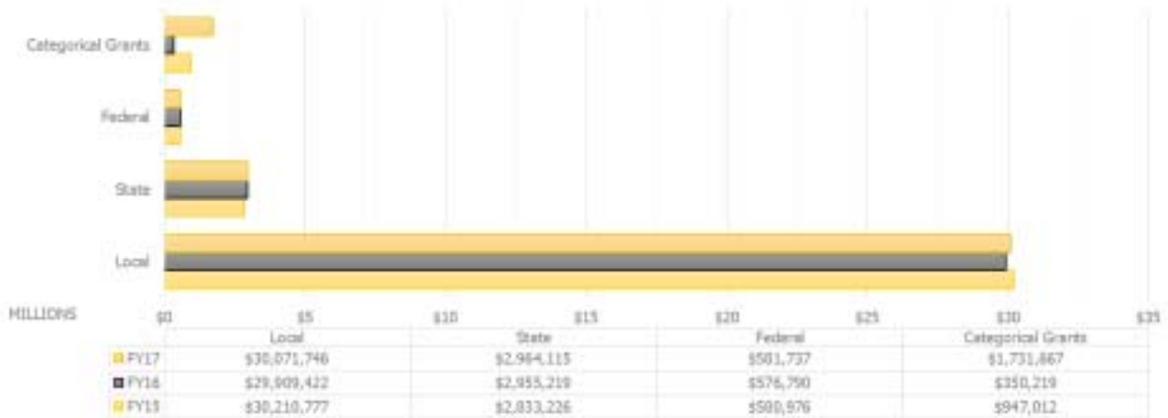
Ms. McCann then presented the following Power Point summary of the General Fund budget:

Nelson County Draft Budget Overview

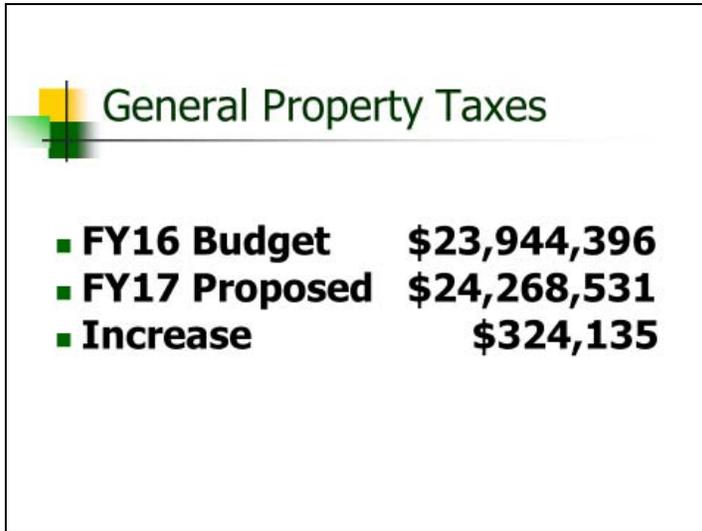
Fiscal Year 2016/2017
July 1, 2016 - June 30, 2017

Revenue Trends

Revenue Summary



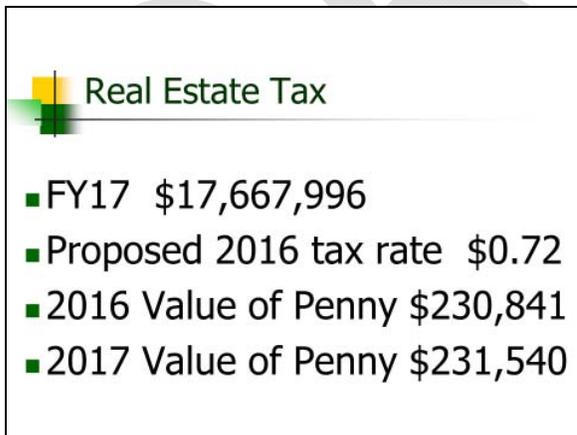
Ms. McCann noted that General Fund Revenues were expected to increase by \$164,715. She then noted a graph showing revenue trends over the last three years; noting that FY16-17 local revenues reflected a slight decline, State Revenues showed a slightly upward trend and, Federal Revenues showed a marginal drop and then were increasing next fiscal year.



A table titled "General Property Taxes" with a decorative graphic of a yellow and green square. The table lists three items: FY16 Budget, FY17 Proposed, and Increase, with their respective dollar amounts.

General Property Taxes	
■ FY16 Budget	\$23,944,396
■ FY17 Proposed	\$24,268,531
■ Increase	\$324,135

Ms. McCann noted that General Property Taxes would increase by \$324,135 which was 65% of total revenues. She noted this included Real and Personal Property tax, Machinery and Tools tax, and Public Service tax; as well as delinquent tax collections, penalties, and interest.

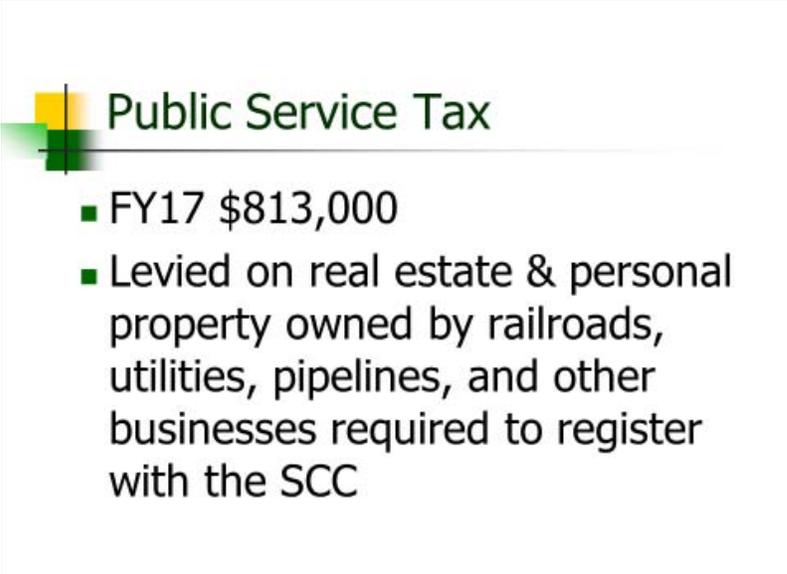


A table titled "Real Estate Tax" with a decorative graphic of a yellow and green square. The table lists four items: FY17 amount, Proposed 2016 tax rate, 2016 Value of Penny, and 2017 Value of Penny.

Real Estate Tax	
■ FY17	\$17,667,996
■ Proposed 2016 tax rate	\$0.72
■ 2016 Value of Penny	\$230,841
■ 2017 Value of Penny	\$231,540

Ms. McCann noted the following regarding the Real Estate Tax: It is the largest source of revenue for the County and is expected to generate 17.6 million in FY17. This represents a \$159,583 increase over the FY16 budget amount. The FY16 projection assumes the current tax rate of \$0.72 per \$100 assessed value and an average annual growth rate of 0.25%. The Calendar Year 2015 value of taxable real estate after Land Use deferrals and elderly tax

relief is \$2.4 billion (\$2,425,026,155) which generates approximately \$230,417 of estimated collectible real estate tax revenues for each penny of the tax rate. Comparatively, the estimated value of the penny would be \$230,841 for 2016 and \$231,540 for 2017. Additionally, FY16 and FY17 delinquent tax collections reflect a slight decline and anticipated leveling attributed to consistent collection efforts maintained by the Treasurer. Since the initial utilization of legal services to process delinquent collections in 2004, the back log of delinquent tax accounts have been processed and current delinquencies are being handled on a regular basis.

A graphic box with a black border containing a title and a list. The title is "Public Service Tax" in green, preceded by a small green and yellow square icon. Below the title is a horizontal line. Underneath the line is a bulleted list with two items, each preceded by a small green square icon. The first item is "FY17 \$813,000" and the second item is "Levied on real estate & personal property owned by railroads, utilities, pipelines, and other businesses required to register with the SCC".

Public Service Tax

- FY17 \$813,000
- Levied on real estate & personal property owned by railroads, utilities, pipelines, and other businesses required to register with the SCC

Ms. McCann noted the following related to Public Service tax: It is levied on the real estate and personal property owned by railroads, utilities, pipelines, and other businesses required to register with the State Corporation Commission (SCC). Public Service Corporation assessments are prepared by the Virginia Department of Taxation and the sec. The Department of Taxation conducts an annual statewide sales study of real property to determine current fair market values. A ratio is established comparing the results of the annual sales study to locally assessed values which is then applied to public service values prepared by the SCC. She added that if it is determined that the County is taxing at 100% of FMV, they will use that, however if values are really only 80% then they would apply that percentage. She noted that it was important to make sure that the local % of FMV was as close to 100% so the funds were not lost. She added that the County's FMV percentage has been right at 100% for the last few years. She noted that it had been as low as 60%, which was a product of how often reassessment was done and also market trends. She then noted that Public Service tax is expected to generate \$813,000 in FY17 which reflected an increase of \$43,000 over the FY16 budget amount.



Personal Property Tax

- FY17 State tax relief \$1.7 million
- FY17 Collections \$3,744,505
- No change in tax rate proposed
- Current rate \$3.45 per \$100 assessed value

Ms. McCann then noted the following related to Personal Property Tax: It is levied on vehicles and other tangible non-real estate property. Qualified vehicles are eligible for a pro rata share of personal property tax relief (PPTR) which the state provides to the county as a fixed payment of \$1.7 million. Personal Property tax collections and the tax relief payment from the state in FY17 are projected to increase by 2.9% from the FY16 budget amount. In addition to the state tax relief payment, collections in FY17 are anticipated to be \$3.7 million. The tax rate for calendar year 2015 is \$3.45 per \$100 of assessed value. The FY17 budget assumes no change in the tax rate.

Ms. McCann added that the Mobile Home Tax was levied on manufactured homes not classified as real estate. She noted that Mobile Homes were assessed as tangible personal property, yet taxed at the real estate property tax rate and the Mobile Home tax was expected to generate \$30,000 in FY17 which was no change from the FY16 budget amount.

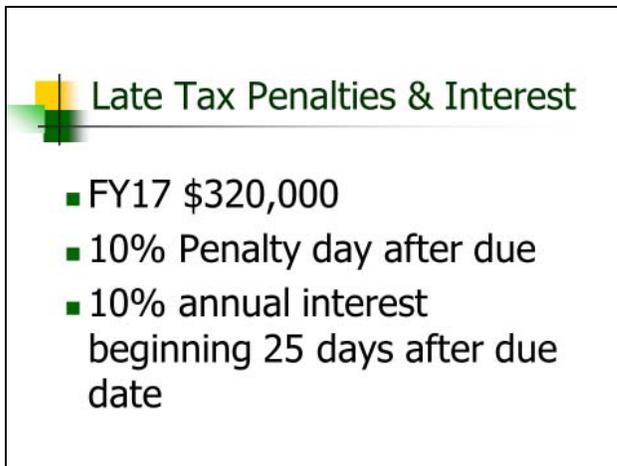


Machinery & Tools Tax

Tax Years	Ratio (%)	Effective Rate per \$100
1 to 5	40	\$0.50
6 to 10	30	\$0.38
11 to 15	20	\$0.25
16 plus	10	\$0.13

Ms. McCann noted the following relative to the Machinery and Tools Tax: It is levied on certain business equipment used in manufacturing and certain other commercial activities. This tax is anticipated to generate \$15,000 in FY17, an increase of \$5,000 over the FY16 budget. Machinery and Tools Tax represents less than 0.1% of overall General Property Taxes. The statutory tax rate is \$1.25 per \$100 assessed value based on original cost. However, an assessment ratio is applied to the value as noted in the slide.

Mr. Carter added that without checking, Nelson had the lowest of these tax rates in the State. Mr. Hale noted that he had always thought the County should do away with this one because it was not uniformly reported. Mr. Carter advised that if they did away with it; these things would become subject to Business Personal Property tax which would be much higher.



Late Tax Penalties & Interest

- FY17 \$320,000
- 10% Penalty day after due
- 10% annual interest beginning 25 days after due date

Ms. McCann noted the following related to Late Tax Penalties and Interest: It is anticipated to generate \$320,000 in FY17 which is a decrease of \$35,000 from the FY16 budget. A ten percent penalty is charged the day after the due date and ten percent annual interest is accrued beginning 25 days after the due date. As mentioned previously delinquent real estate tax collections are anticipated to decline in FY16 and FY17 and as such the associated late tax penalties and interest are also reflecting a decline. Delinquent property tax collections are reflected in the budget within each category of tax. Delinquent real estate collections are anticipated to be about \$840,000 in FY17 down from an anticipated \$879,000 in FY16 and \$995,000 realized in FY15. Personal Property delinquent collections are anticipated to be approximately \$400,000. Together delinquent tax collections and associated penalty and interest make up 6.4% of all General Property Taxes.

Ms. McCann added that these revenues were in a decline in FY16 & 17 due to the fact that the Treasurer's office was keeping up with the flow of delinquent properties. Mr. Carter added that the current delinquencies were more recent and within the last three years and this was flattening out. He also noted that DMV stops had been highly effective in bringing delinquent accounts up to date.



Other Local Taxes

- **Utility**
- **Vehicle License**
- **Recordation**
- **Meals**
- **Lodging**

Ms. McCann noted that compared to the current year budget as amended (through 2/14), the proposed General Fund budget reflected a decrease of approximately \$1.4 million or about 4%. She noted that this decrease was primarily due to the near completion of a communications project addressing narrow banding radio requirements (-1,088,021) and that progress on the Blue Ridge Tunnel project was also a factor in the overall budget reduction. (-334,505)



Other Local Revenue

- **Permits and License Fees**
- **Court Fines and Fees**
- **Interest Earnings**

Ms. McCann noted the following related to Other Local Revenue: In addition to property taxes, local revenue generally includes other local taxes (utility, vehicle license, recordation, meals, and lodging), permits and license fees, court fines and fees, interest earnings, and various recovered costs. Other local revenue is expected to generate over \$5.8 million in FY17 which is an increase of \$148,112 over the FY16 budget amount.



Other Local Revenue

FY16 to FY17	Changes
Recordation Tax	\$10,000
Landfill Tipping Fees	\$10,000
Meals Tax	\$56,500
Utility/Consumption Tax	\$11,000
Treasurer Fees (Admin/DMV)	\$10,000
Recovered Costs-JAUNT	\$14,214
EMS Revenue Recovery	\$35,000

Ms. McCann noted the more significant changes in other local revenue which is a total increase of \$148,000. Ms. Brennan questioned the recovered costs and Ms. McCann noted that this represented Wintergreen JAUNT funds and did not affect the budget; however it did help JAUNT match federal dollars.

Ms. McCann then added that the most significant impact to local revenue was relative to the 2014 real estate reassessment of property values where the reassessed real estate values reflected an 18.6% reduction from previous values and as a result, tax rates were adjusted. She noted that the real estate tax rate for calendar year 2014 increased from \$0.60 per \$100 in value to \$0.72.

Ms McCann also noted that the personal property tax rate for 2014 changed from \$2.95 per \$100 in value to \$3.45– an increase of 50 cents. She noted that these combined tax rate adjustments yielded just over \$200,000 in excess of revenue that would have been generated with an equalized real estate tax rate of \$0.74. She explained that an equalized real estate tax rate was the rate required to generate the same amount of real estate tax revenue in FY15 as is anticipated in FY14.



State Revenue

■ Non-Categorical Aid	\$645,000
■ Categorical Aid	\$815,678
■ Shared Expenses	\$1,423,026

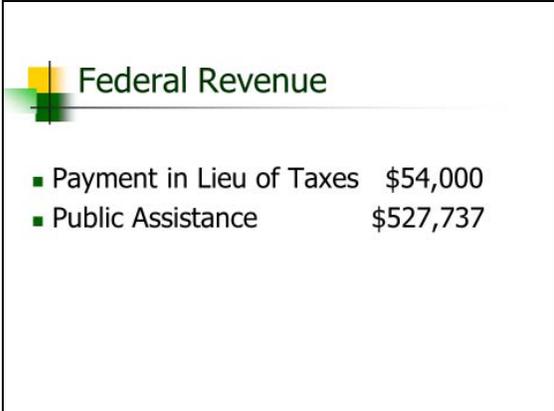
Ms. McCann noted the following relative to State Revenue: State revenues, excluding non-recurring grants, are anticipated to increase by \$6,617 in FY17 from the FY16 budget amount. State revenues include non-categorical aid from motor vehicle carrier's tax, mobile home titling tax, deeds tax, and communications sales tax. Non-categorical aid is anticipated to generate \$645,000 in FY17 which is a no change from FY16.

Categorical state aid primarily provides for at risk youth programs (CSA) and public assistance and welfare programs administered by the local Department of Social Services. Changes in funding for these programs is the most significant factor contributing to the overall increase expected in state revenues. The County expects to receive \$815,678 in categorical state aid in FY17 which is an increase of \$6,600.

The largest source of state funding relates to state shared expenses. State shared expenses represent the State's share of activities that are considered to be a shared state and local responsibility. Shared responsibilities include Constitutional Offices and the Registrar/Electoral Board. Constitutional Offices include the Sheriff, Commonwealth Attorney, Commissioner of Revenue, Treasurer, and Clerk of the Circuit Court. State shared expenses are expected to be \$1.4 million which is subject to change pending receipt of finalized amounts from the state Compensation Board.

Ms. McCann noted that State revenue made up 9.9% of the total General Fund budget in FY15 as compared to 10.8% in FY14. She noted that next year's budget reflected an overall decrease of \$298 thousand primarily due to utilization of grant funds for phase 1 construction of the Crozet Tunnel Project in the current year reducing the amount of grant funds to be carried forward into FY15.

She then advised that staff had just gotten some state numbers and would be re-looking at these.

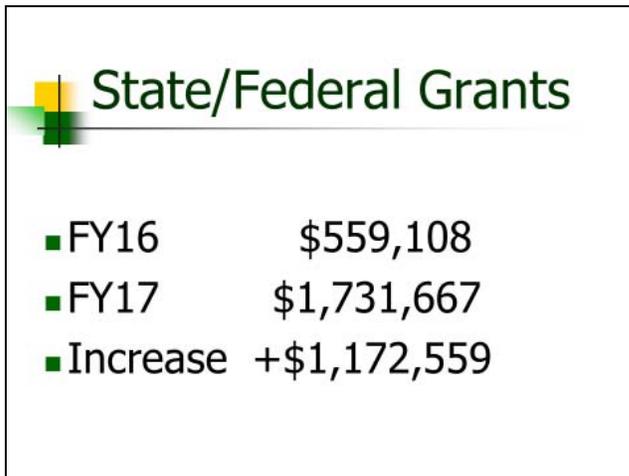


Federal Revenue	
■ Payment in Lieu of Taxes	\$54,000
■ Public Assistance	\$527,737

Ms. McCann noted the following related to Federal revenue: Excluding non-recurring grants, is expected to provide \$581,737 in FY17. This is a \$6,600 or 1.2% increase over the

FY16 budget amount. Federal funding includes payment in lieu of taxes and public assistance and welfare. Payments in lieu of taxes have historically been received for forest land located in Nelson County. These funds must be approved during the federal budget process. Federal funds are also received for public assistance and welfare programs and are the largest source of ongoing federal funding. Public assistance funds account for the overall increase in federal revenue.

Ms. McCann noted that Federal revenue makes up 1.5% of the total General Fund budget.



State/Federal Grants	
■ FY16	\$559,108
■ FY17	\$1,731,667
■ Increase	+\$1,172,559

Ms. McCann noted the following related to State/Federal Grants: In FY17, the county expects to receive \$1,731,667 in non-recurring grants from state and federal sources. This reflects an increase of \$1,172,589 from FY16. Grant awards for the Crozet Tunnel restoration project is the primary factor contributing to this increase. Grants are generally not budgeted until they are awarded. Some grants may be awarded mid-year and amended into the budget at the time of award. Mr. Carter added that the County was waiting for Commonwealth Transportation Board funds from the State for the Tunnel this year.

 **Transfer from Other Funds**

- Use of Reassessment set aside
- \$175,000

Ms. McCann noted the following related to Transfer from Other Funds: The County conducts a reassessment of real property values every four years. The cost of conducting the reassessment impacts two fiscal years. In the two fiscal years that there is no reassessment expense, the county sets aside funding to assist with upcoming reassessment expense. The budget proposes to utilize \$175,000 from the set aside for reassessment expenditures that will be incurred in FY17. She noted that these funds were drawn down during reassessment and the total cost was to be determined. She advised that the County would have approximately \$227,000 next Fiscal Year.

 **Use of Fund Balance**

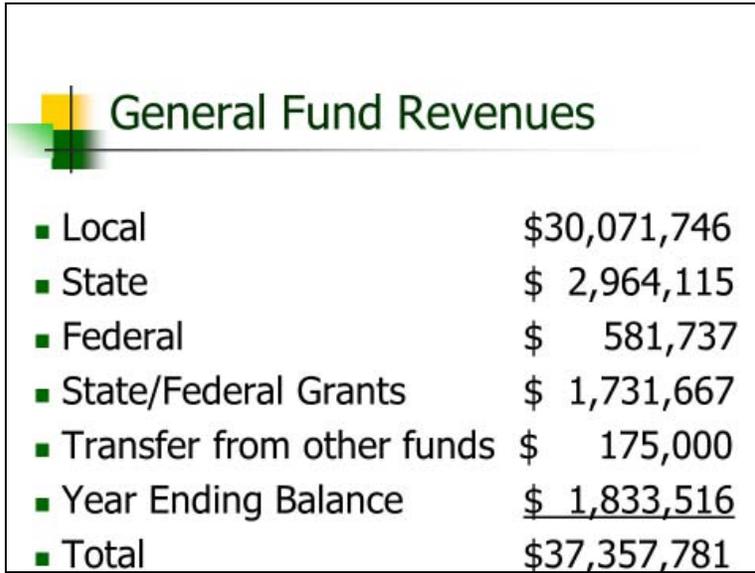
■ FY16	\$3,501,842
■ FY17	\$1,833,516
■ Decrease	-\$1,668,326

Ms. McCann noted the following related to the Use of Fund Balance: The FY17 proposed budget anticipates the use of \$1.8 million in fund balance which is a decrease of about \$1.6 million from the FY16 budget. This decrease is primarily attributed to a one time use of \$1.4 million for the courthouse renovation project in FY16. Of the anticipated \$1.8 million, about \$1.6 million is carryover from FY16 resulting from \$71,000 in unexpended funds for maintenance building repair (Callohill), \$325,000 in unexpended school funds from fuel savings and \$1.2 million in unexpended contingency funding. Ms. McCann noted that the School savings would be used to cover costs related to the School's Office of Civil Rights violations.

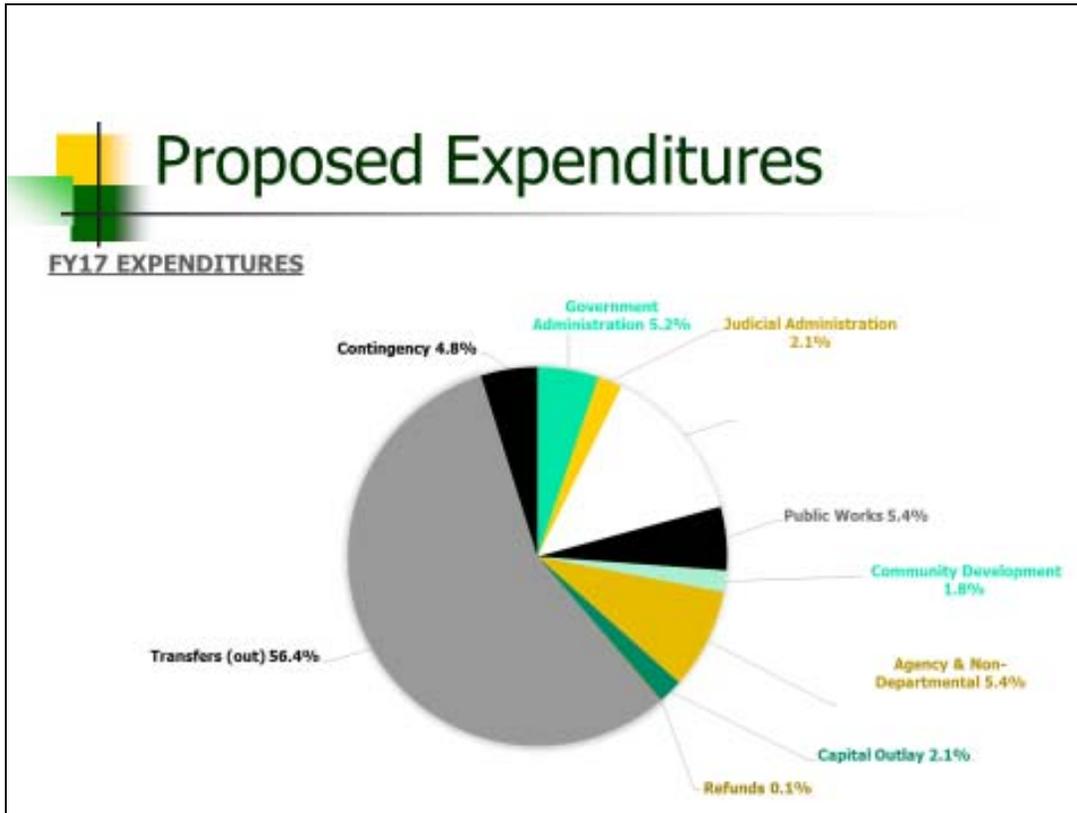
March 29, 2016

The County also expects to use about \$214,000 for debt related to the existing courthouse renovation project. The use of fund balance to cover the debt is only anticipated for the upcoming year as savings from paid off debt will provide for the new debt in FY18. Mr. Carter advised that this was part of the initial funding strategy approved by the Board.

Ms. Brennan asked if staff had a chart showing the debt decline and Mr. Carter noted they did not; however a list has been provided of debt coming off. He added that it was also listed in the County's audit report.



General Fund Revenues	
■ Local	\$30,071,746
■ State	\$ 2,964,115
■ Federal	\$ 581,737
■ State/Federal Grants	\$ 1,731,667
■ Transfer from other funds	\$ 175,000
■ Year Ending Balance	<u>\$ 1,833,516</u>
■ Total	\$37,357,781



Ms. McCann noted that overall, recommended expenditures in FY17 are increasing by \$164,715 or 0.4%. Total recommended expenditures for FY17 is \$37.35 million as compared to the current FY16 budget of \$37.2 million. The graph below reflects the allocation of FY17 expenditures between the various categories of expense. Transfers is by far the largest category of expense which includes funding for the School Division, Social Services, and Debt Service.

- ### Government Administration
- Board of Supervisors
 - County Administration
 - County Attorney
 - Commissioner of Revenue
 - Treasurer

 Government Administration
■ Finance & Human Resources
■ Technology
■ Land Use Panel
■ Board of Elections
■ Registrar
■ Reassessment

 Government Administration		
FY16 Budget	FY17 Proposed	Increase
\$1,729,833	\$1,942,848	+\$213,015

Ms. McCann noted the following related to Government Administration: Government Administration includes the Board of Supervisors and the following departmental operations: 1)County Administration 2)County Attorney 3)Commissioner of Revenue 4)Treasurer 5) Finance & Human Resources 6)Technology 7)Land Use Panel 8)Board of Elections and 9)Registrar. Because 2018 is a reassessment year, the cost to conduct the reassessment is anticipated to be an impact in FY17 and is also included in government administration expenditures. Overall, governmental administration expenditures are recommended at \$1.94 million which reflects an increase of \$213,000 from the FY16 current budget. This increase is primarily attributed to anticipated reassessment expense of \$227,000 and the replacement of the primary network server. While health insurance premiums increased by 9.2%, retirement contributions decreased offsetting most of the health insurance increase. Other decreases resulted from change in personnel in the Treasurer and Commissioner of Revenue offices. The Electoral Board budget also reflects a reduction of \$16,864 due to the impact of primary elections in FY16 that are not currently anticipated in FY17.

-  **Judicial Administration**
- General District Court
 - J&D Court
 - Court Services Unit
 - Circuit Court & Clerk
 - Commonwealth Attorney

 **Judicial Administration**

FY16 Budget	FY17 Proposed	Decrease
\$810,162	\$785,611	-\$24,551

Ms. McCann noted the following related to Judicial Administration: It includes operational expense for General District Court, J&D District Court, Court Services Unit, Circuit Court, and the Commonwealth Attorney. Judicial Administration expenditures for FY17 are recommended at \$786,000 which is a decrease of \$24,551 over the FY16 budget. The decreases are primarily attributable to personnel and benefit changes (changes in health plan selection) within the Circuit Court Clerk and Commonwealth Attorney budgets.

-  **Public Safety**
- Sheriff
 - Public Safety
 - Emergency Services Council
 - E911 Program
 - Forest Fire Service

-  **Public Safety**
- Paid EMS
 - Regional Jail
 - Building Inspections
 - Animal Control
 - Medical Examiner

 **Public Safety**

FY16 Budget	FY17 Proposed	Decrease
\$5,115,027	\$5,022,435	-\$92,592

Ms. McCann noted the following related to Public Safety: It includes operational expense for the Sheriff, Public Safety (Emergency Services), Emergency Services Council, E911 Program, Forest Fire Service, Paid EMS, Regional Jail, Building Inspections, Animal

Control, and Medical Examiner. Public Safety expenditures for FY17 are recommended at just over \$5 million which is an overall decrease of \$92,592 from the FY16 budget. The E911 Program reflects a decrease of \$54,969 which is attributable to the recording system upgrade completed in FY16 which is not a recurring cost in FY17. Reimbursements to the EMS Council and direct fuel purchases for emergency agencies reflect a decrease for fuel and heating expense of \$33,422. The Sheriff's Department budget reflects an overall reduction of \$38,870 which is primarily due to \$33,047 in non-recurring grants and other expense within the Sheriffs FY16 budget. Departments that reflected increases included Building Inspections, Animal Control and the Regional Jail. Increases in Building Inspections and Animal Control are reflective of new positions which required only partial funding in FY16 since the positions were filled mid-year.

Public Works		
FY16 Budget	FY17 Proposed	Decrease
\$2,100,138	\$2,029,306	-\$70,832

Ms. McCann noted the following related to Public Works: It includes operation expense for Waste Management, Building and Grounds, and the Motor Pool. Public Works expenditure for FY17 are recommended at just over \$2 million which is a \$70,832 decrease from FY16. Although the Waste Management budget reflects an increase of \$15,062 primarily due to tipping fees (anticipated solid waste of 900 tons per month), other departments reflect decreases. The decreases reflect lower gasoline prices and a reduction in the number of vehicles purchased. The proposed budget reflects purchase of 2 police vehicles. In FY16 an additional vehicle was purchased for the Building Inspections department.

Ms. McCann added that there were some requested vehicles on the “considerations” list.

Recreation & Community Development		
FY16 Budget	FY17 Proposed	Decrease
\$681,370	\$679,159	-\$2,211

Ms. McCann noted the following related to Recreation and Community Development: It includes operation expense for Recreation, Planning, and Tourism/Economic Development. The overall budget for FY17 reflects a reduction of \$2,211. The Planning Department budget reflects funding (grant/match) in the amount of \$16,000 for continued work on the Rockfish Area Plan. The Community Development budget reflects a decrease of \$11,047 which is primarily due to a non-recurring grant within the FY16 budget.

Agencies & Non-Departmental		
FY16 Budget	FY17 Proposed	Increase
\$1,887,011	\$3,198,353	\$1,311,342

Ms. McCann noted that Agencies and other Non-Departmental expense increased by approximately \$1.3 million. Most agencies were level funded and no new agencies received funding. Piedmont Virginia Community College contribution is increased by \$27,005 relative to site work for the college's proposed Technology Center. Non-Departmental funding includes \$150,000 allocated for pay adjustments based on outcome of pay study. The majority of the increase is attributable to the Crozet Tunnel project (\$1,149,466) which is a grant funded project.

 Capital Outlay		
FY16 Budget	FY17 Proposed	Decrease
\$933,792	\$782,000	- \$151,792

 Capital Outlay	
E911 Equipment	\$346,000
Callohill Bldg. Renovation	\$71,000
Emergency Services Vehicles	\$320,000
AS400 Server Replacement	\$45,000
Total Capital Outlay	\$782,000

Ms. McCann noted the following related to Capital Outlay: Expenditures in FY17 are expected to decrease by \$151,792 from the FY16 budget. The following capital expense is proposed for FY17. She added that the AS400 Server runs the County's financial systems used by the Commissioner's Office, the Treasurer's Office, and the Finance Department.

Refunds		
FY16 Budget	FY17 Proposed	Increase
\$30,000	\$30,000	No Change

Ms. McCann noted that revenue refunds were anticipated to remain at \$30,000 in FY17.

Transfers	
Fund Category	Change
Reassessment Fund	-\$100,000
Debt Service (new CH Debt)	\$214,116
Broadband (planning study FY16)	-\$50,000
CDBG (Grant Match in FY16)	-\$100,000
Courthouse Project (only in FY16)	-\$1,426,225
VPA (Social Services roof in FY16)	-\$20,000
School Operations (Level)	\$0
School Capital	-13,889
Overall Decrease	\$1,495,998

Ms. McCann noted the following related to Transfers: This category of expenditure reflects funds moved to various other accounting funds and is by far the largest category of expenditures. Transfers are proposed for the 1) Debt Service Fund 2) Broadband Fund 3) VPA (Social Services) Fund 4) Piney River Water/Sewer and the 5) School Fund. Overall Transfer Expenditures in FY17 are proposed at just over \$21 million which is a decrease of approximately \$1.5 million from FY16.

Reassessment Fund

Since expenditures will be incurred for the 2018 reassessment, no new funds will be set aside in FY17.

Broadband Fund

In FY16, \$100,000 was transferred to the Broadband Fund to support operations and an additional \$50,000 for preparation of a county broadband strategic plan. In FY17, the transfer for operations continues in the amount of \$100,000.

Community Development Block Grant Fund

In FY16, the county received a block grant for expansion of the Broadband Network which included a local match of \$100,000. This is not a recurring need in FY17, and therefore no transfer to the CDBG Fund is included in the proposed budget.

Courthouse Project Fund

Funds were transferred to the project fund in FY16. At this time, there is no transfer anticipated for the project in FY17.

Ms. McCann added that the decrease in the Courthouse project was due to money put into the project last year that would not be recurring

VPA (Social Services) Fund

In FY16, an additional appropriation of \$20,000 was approved for roof replacement on the Social Services facility. This is a non-recurring expense and as such the transfer to Social Services is reduced by this amount. Social Services requested level funding at this time.

Debt Service Fund

The transfer to the Debt Service Fund is proposed to increase in FY17 by \$214,116. This is attributed to the debt related to the current courthouse renovation. The budget proposes use of fund balance to cover the debt in FY17 until the savings from paid off debt will provide for the new debt in FY18.

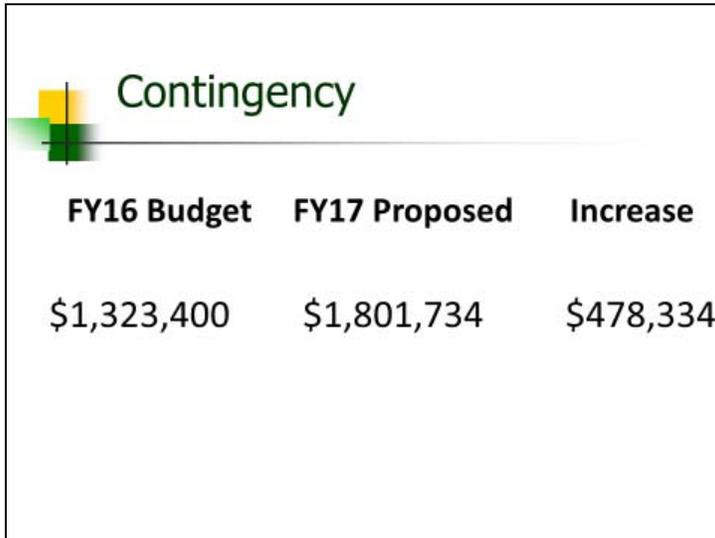
Ms. McCann added that the Piney River payment was an enterprise fund and the County had to account for all expenses relative to this system. She added that there was some debt associated with it and that the County paid the Service Authority to operate the system.

School Fund

The School Division is currently funded at the same level as FY16 such that the Board of Supervisors may consider this during the budget process. The School Division requested \$755,371 in new funding for operations and an increase of \$95,000 for the purchase of an additional school bus (3 buses overall requested). The proposed budget also includes a transfer of \$325,000 for addressing civil rights infractions. The budget provides this funding from FY16 carryover anticipated from fuel savings.

Ms. McCann noted that a significant portion, about 48%, of the total general fund budget was allocated to schools. She noted that Operational funding for Schools (including the nursing program) was proposed at approximately \$14.4 million (\$14,171,107 operations, \$215,000 nursing, \$190,000 buses & \$58,221 TRES roof). She noted that also funded was

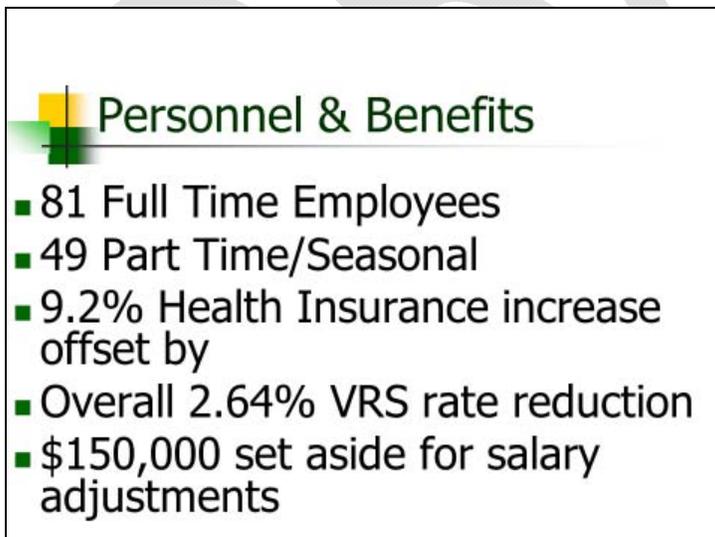
\$190,000 for the purchase of buses and \$58,221 for membrane roof replacement at Tye River Elementary. Additionally, she noted that overall funding to schools reflected a 0.5% decrease over the current year and that in addition to this support, the county funded \$2.2 million for school related debt (\$2,213,521).



Contingency

FY16 Budget	FY17 Proposed	Increase
\$1,323,400	\$1,801,734	\$478,334

Ms. McCann noted the Contingency was comprised of recurring and nonrecurring amounts: for FY17 these were \$1,139,334 and \$662,400 respectively. Mr. Carter added that these funds could be used for things on the “considerations” list when the Board reviewed the expenditure side of the budget.

- 
- Personnel & Benefits**
- 81 Full Time Employees
 - 49 Part Time/Seasonal
 - 9.2% Health Insurance increase offset by
 - Overall 2.64% VRS rate reduction
 - \$150,000 set aside for salary adjustments

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Ms. McCann noted that Nelson County has 42 full time and 12 part time employees in Constitutional Offices and the Registrar's Office. The County has 39 other full time and 37 part-time/seasonal employees.

She noted that the Sheriff's Office has requested that a part-time clerical position be made full time, the Technology department has requested a full time technology support position to assist with GIS and Broadband, and the Planning Department also has requested a full time Planner position. These requests have not been funded within the proposed budget but are shown as items for consideration.

Nelson County participates in the local Choice health insurance program administered by the state. Overall rates for FY17 will increase by 9.2%. The county contributes 100% of employee only coverage. Additionally, the budget proposes that the premium increase for dependent coverage be proportionally shared between the employee and the county relative to employees who have dual or family coverage. The Key Advantage 250C plan continues to serve as the base plan for calculating the employer contribution amounts and those employees opting for the Key Advantage Expanded plan must "buy up" to cover the additional cost of the expanded plan.

Nelson County also provides retirement and life insurance benefits through the Virginia Retirement System (VRS). Participation and rates are mandated by state regulation. The current FY16 employer contribution rate for retirement is 12.31% of compensation. The rate for FY17 is 9.55%. The current FY16 employer contribution rate for Group Life insurance is 1.19%. The rate for life insurance will increase to 1.31% for FY17. Additionally, the cost for the Virginia Local Disability program remains at 0.6% of compensation for only those employees in the Hybrid Plan. Currently, the county has 7 employees in the hybrid retirement plan. In addition to employer contributions, employees are required to contribute 5% of their compensation to the plan. Savings from the reduction in the retirement rate offset the increase in the Group Life rates as well as the increase in health insurance contributions.

The proposed budget includes \$150,000 to adjust salaries based upon market analysis of county positions. The plan is to complete the analysis as soon as possible, preferably before completion of the budget process. The General Assembly has approved a 2% salary adjustment for Compensation Board employees effective December 1, 2016. This adjustment is expected to provide approximately \$16,000 in additional revenue in FY17.

Additionally, Compensation Board salaries for certain law enforcement positions (at least 3 years of service) will be adjusted by \$80 per full year of service and by \$65 for non-sworn officers up to a maximum of thirty years of service. This adjustment will be made effective January 1, 2017. All Compensation Board salary adjustments are contingent upon FY16 year-end revenue meeting or exceeding the revenue forecast.



Requested New Positions

- Part-time clerical to full- time (Sheriff)
- Full-time Technology Support position (GIS & Broadband)
- Planner position

Staff noted that these positions were not funded in the budget and were on the “considerations” list.



General Fund Expenditures

■ Administration	\$1,942,848
■ Judicial	\$785,611
■ Public Safety	\$5,022,435
■ Public Works	\$2,029,306
■ Rec/Community Dev.	\$679,159
■ Non-Departmental	\$3,198,353
■ Capital Outlay	\$782,000
■ Refunds	\$30,000
■ Transfers	\$21,086,335
■ Contingency	\$1,801,734



FY16 Proposed Expenditures

■ FY16 Budget	\$37,193,066
■ FY17 Proposed	\$37,357,781
■ Increase	\$164,715

Ms. McCann noted that in conclusion, staff could go through the list of “considerations”. She then noted that on the list was a change in how the County handled payment of credit card fees. She noted that when this was first implemented, the County could not pass the credit card fee on to customers and staff was working with the Treasurer to re-look at this. She noted that the Treasurer’s Office used Official Payments for online payments which already charged a fee. She noted that Official Payments now offered a point of sale credit card payment system that allowed a fee to be added to payments, whereas currently, the county paid that fee and it was a cost the County \$27,000. She noted that this expense would be eliminated if the point of sale implementation was approved.

Mr. Hale asked if there were questions from the Board thus far and Mr. Saunders inquired about the \$80 per year in salary increase for the Sheriff’s Department. Ms. McCann noted that the \$80/year would be the amount added to their annual salary next year based on the state revenue targets being met. She added that the Compensation Board would analyze who would get what increase. Mr. Carter noted that according to the current supplement policy, when the State gives more money, the County supplement is reduced and they would have to consider this if it came to pass. Ms. McCann noted that the Sheriff at this point had filled all of the vacant Compensation Board positions and because of changes in personnel they had moved into positions where the Compensation Board salary was closer to what the annual salary was with the supplement.

Ms. McCann also noted that in 2012, the County gave a 5% pay adjustment to make up for the mandatory VRS 5% deduction and the County was required to maintain the 5% local funding of this; so some of them did get a pay increase. She then noted that the policy had been working overall and Mr. Carter noted that he hoped the Board would stick with the policy. He reported that another potential issue was that the Sheriff would be asking that he be granted an additional 5% to cover the VRS deduction, although staff had related to him that the law says it only applied to those employed in 2012 to cover the mandate. He noted

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that two Constitutional Officers have suggested they should get the 5% now and this may come up on April 12th. He added that doing this would result in a pay increase and would not be an offsetting amount. Ms. McCann noted that those hired into local positions were told up front that they would have the 5% VRS deduction. Mr. Carter advised that staff was having to contend with a lot of maneuvering and they have been firm that this cannot be done

B. Proposed Budget Calendar

Ms. McCann noted that staff needed the Board's direction on meeting with Agencies or Department Heads and noted the following proposed budget schedule:

Fiscal Year 2016-2017 Proposed Budget Calendar

March 29, 2016 (Tuesday, 3 PM Session): Budget Presentation and Overview

April 5, 2016 (Tuesday, 3-5 PM): Budget Work Session

April 12, 2016 (Regular Session, 2 PM): Tax Rate and Personal Property Tax Relief Resolutions

April 14, 2016 (Thursday, 1-5 PM): Departments & Constitutional Officers OR Work Session

April 19, 2016 (Tuesday, 1-5 PM): Agency Presentations OR Work Session

April 26, 2016 (Tuesday, 3-5 PM): Budget Work Session

April 28, 2016 (Thursday, 6 PM): Joint meeting with School Board/Schedule Public Hearing

May 3, 2016 (Tuesday, 3-5 PM): Budget Work Session if needed

May 10, 2016 (Regular Session, 7 PM): Public Hearing at regular meeting??

June 14, 2016 (Regular 2 PM Session): Adopt/Appropriate Fiscal Year 2016-2017 Budget

**Additional Work Sessions may be required to review compensation analysis.

She added that staff had proposed to introduce resolutions setting the 2016 tax rates and the Personal Property Tax Relief percentage at the April 12th Board meeting.

Mr. Saunders inquired as to whether or not the Board would be changing the tax rates and Mr. Hale indicated he did not want to raise taxes and Mr. Saunders concurred.

Staff reiterated that the proposed calendar was to be used as a guide and they may not need all of the dates shown. Ms. McCann pointed out that the Budget public hearing was

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scheduled to be held during a regular meeting. Mr. Carter added that the Board must set the tax rates at the April 12th meeting or shortly thereafter so that the tax tickets could go out on time. Ms. Brennan indicated that she was concerned with meeting the needs of the County before saying that there would be no tax increase.

Mr. Saunders noted that the Library would need work in next year; however providing them with more space may not be possible right now. Mr. Carter advised that staff had not put together a CIP because anything beyond the Courthouse Renovation project was not in the cards right now unless the Board implemented a tax rate increase. Ms. Brennan then asked if the Board could be provided with the last County CIP, even if it was out of date.

Mr. Saunders then asked why the County paid the Nelson County Community Foundation \$50,000 in addition to the rent. Mr. Carter noted that this was subject to annual appropriation by the Board and there was no legislative requirement to do so.

Ms. McCann then noted that most of the additional funds that the Schools requested was related to implementing their comprehensive pay adjustment and she noted the cost of a 1% raise.

Ms. Brennan then inquired as to the status of the County pay study. Mr. Carter advised that staff was hoping to introduce it during a budget work session but if not, they hoped the board would set aside \$150,000 until it could be considered. He noted that the study was a lot of work and it was almost complete. He noted that the Schools did their own evaluation of their salaries and they showed where they were compared to others in the state. It was noted that staff was looking at how the Schools compared to County positions as one of the data sets and it appeared the County was on the low end compared to them. Mr. Carter noted that from his perspective, the schools were highly competitive already.

Ms. McCann reiterated that the increases for schools were \$755,371 for operations and \$95,000 for 1 school bus. She noted that they had submitted a Capital Improvements Plan and had divided it into priorities. She noted that the priority 1 items totalled \$1,768,500 and the big ticket item was the building envelope at Tye River Elementary School (TRES). It was advised that the County had set aside approximately \$340,000 in funds for the TRES building envelope.

Ms. McCann then referred to the list of "considerations" and clarified that those marked as non-funded were not included in the budget. She then noted in looking at the Building Inspections Department request for four new vehicles, they only had three inspectors and one would be used for Planning and Zoning. She added that the County had sold the vehicle that Mr. Padalino was using; so he no longer had one. She noted that Building Inspections currently had two trucks and a Ford Escape and another Escape had been ordered. She added that the old Escape would be passed along to either Planning and Zoning or the Tourism Department.

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Mr. Carter then advised the Board to keep in mind that the contingency amounts was what they had to deal with. He added that the recurring contingency amount was a concern as staff did not foresee any major increase in revenues going forward; so he suggested being conservative.

Supervisors and staff discussed possible meeting dates and agreed by consensus to hold the next work session on April 7, 2016 at 4:00 pm in the General District Courtroom unless it was unavailable.

Mr. Carter then suggested that they all get a better handle on agencies and departments and then decide if the Board wants to meet with them. Ms. McCann suggested that they discuss certain ones if they had questions. Ms. McCann then reiterated that departments did not ask for much in their budgets, and Mr. Carter noted that all were very conservative and initial requestes were reviewed and reduced by another \$50,000.

III. Other Business

C. Point of Sale Credit & Debit Card Payments & Fees- Local Revenue Collection (R2016-17)

Having previously discussed the subject Supervisors considered the proposed resolution.

Mr. Saunders moved to approve resolution **R2016-17** Point of Sale Credit and Debit Card Payments and Fees for Local Revenue Collection and Ms. Brennan seconded the motion.

Mr. Hale reiterated the purpose of the resolution was to allow for the County to implement the collection of fees when payments were collected by debit or credit card. Ms. Brennan added that this was approved by the legislature to offset costs to the rest of the taxpayers. Mr. Saunders noted that this was indeed a customary practice.

There being no further discussion, Supervisors voted unanimously (3-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2016-17
NELSON COUNTY BOARD OF SUPERVISORS
POINT OF SALE CREDIT AND DEBIT CARD PAYMENTS AND FEES
FOR LOCAL REVENUE COLLECTION**

WHEREAS, Pursuant to §2.2-614.1(A) of the State Code of Virginia 1950 as amended; the County is authorized to collect revenue by commercially acceptable means, including, but not limited to, checks, credit cards, debit cards, and electronic funds transfers; and

WHEREAS, currently as a convenience to its citizens, the County offers in-office payments by credit and or debit card with the associated convenience fees being paid by the County; and

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WHEREAS, since the implementation of this convenience, these fees have increased annually and are now projected to be \$27,000 in FY16 and in FY17; and

WHEREAS, §2.2-614.1(B) of the State Code of Virginia 1950 as amended provides that the County may add to any amount due a sum, not to exceed the amount charged to that public body for acceptance of any payment by a means that incurs a charge to that public body or the amount negotiated and agreed to in a contract with that public body, whichever is less;

NOW THEREFORE BE IT RESOLVED, the Nelson County Board of Supervisors does hereby authorize the County to contract with its current vendor, Official Payments, to implement the payment of convenience fees by citizens associated with the collection of local revenues by debit or credit card. Implementation includes:

- Installation of 6 point of sale card swiping machines @ \$120 per machine
- Credit card convenience fees charged to users of 2.8% of the total or a minimum of \$3.95 per transaction
- Debit card convenience fees charged to users of a flat rate of \$3.95 per transaction
- Direct payment of convenience fees paid by users to contracted vendor – Official Payments

BE IT FURTHER RESOLVED, this authorization is effective immediately and is to be implemented as soon as possible.

IV. Adjourn and Continue Until _____, 2016 at _____ in the General District Courtroom for the Conduct of a FY16-17 Budget Work Session.

At 4:27 PM, Mr. Saunders moved to adjourn and continue until April 7, 2016 at 4:00 PM in the Courthouse for the conduct of a FY16-17 Budget Work Session.

Ms. Brennan seconded the motion and Mr. Hale reiterated the date and time and noted it would be held somewhere in the courthouse complex.

There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.

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Virginia:

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 3:00 p.m. in the General District Courtroom located on the third floor of the Nelson County Courthouse, in Lovingson Virginia.

Present: Constance Brennan, Central District Supervisor
Thomas H. Bruguere, Jr. West District Supervisor
Allen M. Hale, East District Supervisor – Chair
Larry D. Saunders, South District Supervisor
Stephen A. Carter, County Administrator
Candice W. McGarry, Administrative Assistant/Deputy Clerk
Debra K. McCann, Director of Finance and Human Resources
Susan Rorrer, Director of Information Systems

Absent: Thomas D. Harvey, North District Supervisor – Vice Chair

I. Call to Order

Mr. Hale called the meeting to order at 4:02 PM, with four (4) Supervisors present to establish a quorum and Mr. Harvey being absent.

II. FY16-17 Budget Work Session

Introductory Comments:

Mr. Hale noted that although Mr. Harvey was not present; he had indicated to him that he was not in favor of a tax increase.

Mr. Carter suggested that the Board and staff work down the considerations list and then determine next steps.

Mr. Hale noted he would like to address compensation in terms of the School Board so that they fully understood that. He added that he was unclear as to how what the state did and what the locality did related to each other.

Ms. McCann explained that the State has authorized Standards of Quality (SOQ) positions which would get a 2% raise effective 12/1/16, subject to the State hitting the new revenue projections. Mr. Carter added that the schools had more personnel than the state funded SOQ positions. Ms. McCann further explained that revenue of \$60,000 or a little less was to be received from the State and these funds were incorporated into the School's budget. She noted that the requested amount of \$755,000 was over and above that and would fund the results from their pay evaluation. She noted that the new school pay scale would make a \$1,250 annual adjustment every five (5) steps and this caused a cascading effect. She

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advised that per Shannon Irvin, a 1% raise cost \$175,000, so 3% would be \$525,000. Ms. McCann clarified that their proposition did not provide for an across the board raise. She noted that their theory on the pay scale structure was that once implemented, only 20% of their workforce would get a pay adjustment in each fiscal year. She noted that there was a large outlay of funds initially; however the potential outlay in future years could be less.

Mr. Hale noted that last year they provided for a 3% raise for both the Schools and the County and they have tried to keep them parallel in % increases in compensation.

Ms. Brennan noted that they typically gave them the funds and they did what they wanted with it and Ms. McCann confirmed that they did do a 3% raise last year. She noted that for the County, the cost of a 1% raise was \$45,000 and staff had included \$150,000 in budget. She explained that per the Board's directive, staff was developing a pay study and \$150,000 may not do a whole lot to put people in the position where they should be; however it was a placeholder right now. Mr. Carter noted that staff would have to get the data compiled and it was indeterminate when the study would be finished.

Mr. Hale then noted that they were not yet ready to address the issue at this point; however he appreciated the clarification. Mr. Carter then recommended that they review the School Board's detailed budget to see the details of their proposal. Ms. Brennan inquired as to whether or not they would meet with the School Board and Mr. Carter noted it was on the calendar; but had not been coordinated yet. He added that they would address the proposed calendar before the end of the meeting.

Budget Considerations List:

Ms. McCann then suggested that staff step the Board through the Considerations list and Mr. Carter noted to the Board that the focus was on the use of the contingency amounts in the budget and noted that these were \$1.1 million in recurring funds and \$600,000 in nonrecurring funds. He added that the Board had said they wanted to work to their ability and he noted that was their ability and to stay within the constraints of these amounts in the budget.

The Board and staff reviewed the list of considerations as follows:

Reassessment: *2018 Reassessment expense in FY17 - \$227,000 - Funded*

Staff noted that this expense was split over two years. No change was made by the Board.

Treasurer: *Implementation of Credit Card Fees (savings of 27,000) – Approved on 3/29/16*

Staff noted that this would be a reduction of \$27,000 on the expenditure side of the budget. No change was made by the Board.

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Technology:

Replace Phone System for \$70,000 -Not funded

Staff noted that the phone system was purchased in 2002 and needed upgrading to maintain support. Staff advised that 2018 was the end date for support and Mr. Carter noted that the phone system was working fine and there were no problems.

No change was made by the Board.

Replace Primary Network Server \$20,000- Funded

Staff noted that the network server had another year and it was requested that replacing it be deferred. Ms. Rorrer added that it was a difficult server to transition.

Supervisors agreed by consensus to remove funding of \$20,000.

FT Support Technician (GIS/Broadband) \$54,589 - Not Funded

Staff noted that the position would provide GIS and Broadband support. It was noted that there were new responsibilities related to Broadband which were increasing over time. Mr. Carter then suggested working through the list and coming back to the three (3) new positions.

No change was made by the Board.

Sheriff:

4 Radar Units-recommend purchase w/Asset Forfeiture funds \$8,000 -Not Funded

Ms. McCann noted that staff suggested to the Sheriff that they use Asset Forfeiture funds as they had \$12,800 available and this was an eligible expense.

No change was made by the Board.

Clerical position-part-time to full time \$23,806-Not Funded

Ms. McCann noted that this included \$9,000 from the Compensation Board for the part time position and County funds of \$6,000 to \$7,000. She added that the cost of making this position full time was \$43,159 and assumed draw down of part time Compensation Board monies and use of current Part Time County funds.

No change was made by the Board.

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EMS Council:

Reduction of Base amount for Montebello Fire only, savings of \$5,500 –Pending

Staff noted that they had conferred with Jaime Miller and Montebello was only a fire agency now and not both fire and rescue. It was noted that agencies that had both received a larger base amount of funding and they should now only get \$11,000.

Supervisors agreed by consensus to reduce the Montebello Fire funding by \$5,500 to \$11,000.

E911 Program:

Increased Radio Maintenance, \$14,350 -Funded

Ms. McCann noted this was a slight increase over the current year and Mr. Carter noted the County was just a victim of upgrading its equipment which came with additional maintenance costs. He added that there was not much they could do about it as they wanted to support they system.

No change was made by the Board.

Paid EMS:

Review of potential budgetary shortfalls (FY16 & FY17), \$19,408- Not Funded

Ms. McCann reported that there have been issues of this going over budget every year and she noted that it appeared that some personnel costs had not been included. She noted these were Workers Compensation Insurance of \$30,000 and 401K contributions of \$20,000. She added that she had confirmed with Theresa Harris and Curtis Sheets that these items were not factored into the numbers given to the County. She noted that Curtis had resubmitted his budget shifting some funds from salaries to the benefits line and then made some other reductions. She noted that this was a \$13,500 increase overall to the budget not \$19,408 as listed. She also noted that they may need a budget amendment for these items for the current year.

Mr. Hale then clarified that even though they failed to include these items in the budget, they have been paid. Ms. McCann confirmed this to be the case and noted it should not be an issue going forward.

Supervisors agreed by consensus to fund an increase of \$13,500.

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2 suction units and 2 bone drills, \$2,800 -Funded

Staff noted that they had requested additional equipment as listed and no change was made by the Board.

Animal Control:

Part-time Shelter Attendant, \$17,085 -Funded

Ms. McCann noted that currently the department had a Part Time Shelter Attendant and a Part Time Animal Control Officer (ACO) as was previously authorized. She noted that the department had turnover and the Part Time ACO was moved to Part Time Shelter Attendant and then they resigned. She added that Administration had just received notification that the Animal Control Supervisor had resigned effective April 8th. She reported that they had been given one week's notice and that the Animal Control Supervisor had taken a Security Officer position under the Sheriff. She advised that staff had spoken with the current Full Time ACO who agreed to serve as Supervisor in the interim; with the potential to become the Supervisor. She then reported that the vacant Full Time ACO position had been filled recently with Stephanie Campbell who had graduated in 2009 from Nelson County High School and had started that week. She added that the department still had Miranda Morgan in the Part Time Shelter Attendant position

Mr. Carter added that he thought the department was in good stead and that the new hire, Stephanie had been working in Buena Vista for a few months. He noted that she was not yet certified but was highly qualified. He added that he was confident that they would offer the Supervisor position to Kevin Wright and he should be able to step up.

Ms. McCann advised that the part time Shelter Attendant position had been advertised and there were people from that pool that they could offer a position to if Mr. Wright wanted to do so. She noted that at present he preferred to wait. She then added that Stephanie Campbell was from Piney River, went to WVU, and had a degree in Wildlife Management.

Supervisors and staff agreed that it was a tough department to keep staffed especially with having to be on call.

Mr. Carter then suggested that this funding be left in the budget for now and the Board agreed by consensus to do so.

No change was made by the Board.

Motor Pool:

2 Sheriff Vehicles plus equipping, \$70,800- Funded
1 Sheriff Vehicle plus equipping, \$35,400 -Not Funded

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Ms. McCann advised that funding had been included for two Sheriff's vehicles and equipping and that the Board was asked to consider the third requested one. She noted that the Board had been provided a list of all active vehicles. Mr. Saunders questioned the 99 Ford with no title and Ms. McCann noted that this was a confiscated vehicle and that the current department has tried to get it from the former administration. She added that she has asked Larry Cindrick to resolve it and it was listed on there for her information to follow up on.

Ms. McCann noted that the Board's consideration was funding the additional Sheriff's vehicle and the Board decided to defer this until Tuesday.

No change was made by the Board.

3 Building Inspections Vehicles, \$77,000-Not Funded

1 Planning Vehicle (sold Subaru previously used) \$25,000- Not Funded

Ms. McCann noted that Building Inspections had requested three (3) vehicles and had just received a new vehicle from the current year budget. She noted that the department currently had a 2004 Ford Escape and two 2006 pickups. She added that they wanted to turn over the 2004 escape to Planning and Zoning and keep the two trucks. She noted that staff did not feel that the three new vehicles were warranted and Mr. Carter advised that the strategy was for them to have the new escape and trucks and then the 2004 escape would go to Planning, since their old vehicle was sold at auction.

Supervisors agreed with the strategy as outlined and no change was made by the Board.

1 Tourism Vehicle, \$25,000-Not Funded

Ms. McCann advised that the Tourism vehicle was added by staff since Maureen had an older vehicle that was unreliable and did not represent the County well. Mr. Bruguere inquired if it would be more economical to pay Ms. Kelley Mileage and Mr. Carter noted he thought not.

Mr. Hale noted that all County vehicles should have County Decals on them.

Mr. Carter advised that Ms. Kelley could be provided with a surplused out police vehicle.

No change was made by the Board.

Community College:

PVCC Capital Contribution (estimated \$27,076 x 4 years) \$27,076 –Funded

No change was made by the Board.

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Planning:

FT Planner, \$58,720- Not Funded

Staff suggested that the Board come back to this. Mr. Saunders inquired as to whether or not the workload of the department had changed. Mr. Carter noted there has been an increase in Zoning Ordinance amendments and he was not sure if it would smooth out or not. He noted Mr. Padalino wanted to do more planning and he thought he could do a lot with another person. He noted that Mr. Massie performed two jobs; however he spent most of his time on Planning and Zoning. He noted this was working okay; however it may be a question of how many more amendments would be coming in addition to looking at the Comprehensive Plan and in house planning activities.

Ms. Brennan asked if staff could provide some numbers on providing for a Full Time Planner and a Part Time Recycling Coordinator and what the difference in cost would be. Ms. McCann noted that \$15.02/hr. for 20 hours would be \$16,815 for the Part Time Recycling Coordinator and the Planning Department pay rate was \$20.22/hr. and Mr. Massie worked 20 hours/wk. which would be approximately \$29,000. She then noted that the difference was a little over \$17,000 and a Full Time planner position with benefits would cost \$58,720.

Supervisors then agreed to address staffing separately and no change was made by the Board.

Thomas Jefferson Soil and Water Conservation:

Level Funded \$1,575 -Not Funded

No change was made by the Board.

Non-Departmental:

Employee Pay Adjustment (TBD from pay study), \$150,000 –Funded

Retiree Health Insurance Supplement (increased # of retirees), \$15,540 –Funded

Ms. McCann advised that the funding of the health insurance credit for retirees was included here. She noted it had jumped from \$10,000 to \$15,000 because of the increase in the number of retirees; which included both County and Constitutional Office employees.

She then explained that Constitutional Office employees received an additional credit from VRS that County employees did not get and the Board could consider equalizing this.

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Mr. Hale stated he thought it ought to be equalized and Ms. McCann was asked to put together some numbers for them to look at. It was noted that they would need to think about how it would affect those already retired and if it would be effective after a policy was put in place. Mr. Hale noted he did not like the idea of cutting something people were used to getting and the consensus was to make it effective for those retiring going forward.

Ms. Brennan asked if this was considered as part of the OPEB liability calculations and staff noted it was calculated as a liability but it was unfunded and not included in the budget. Ms. McCann noted that some localities funded their liability; however Nelson's was not significant and it had not been deemed worthy at this point. Mr. Carter noted this calculation included sick leave and vacation leave which was washed away upon termination of employment.

No change was made by the Board

9.2% Health Insurance Increase (in each dept.) offset by VRS decrease, \$47,664 –Funded

No change was made by the Board.

Agencies Requesting Increased Funding (Over \$300):

Health Department, \$12,092 - Not Funded

Region Ten, \$12,704 - Not Funded

Regional Library, \$31,858 - Not Funded

JABA, \$7,541 - Not Funded

JAUNT, \$19,419 - Not Funded

MACAA, \$3,996 -Not Funded

OAR, \$2,041- Not Funded

Nelson County Community Development Foundation, \$2,786 -Not Funded

CASA, \$1,000 - Not Funded

Ms. McCann asked how the Board wanted to handle these and the Board agreed by consensus to defer their consideration.

Mr. Hale noted this was an area that was not able to be analyzed fully yet and he suggested that Supervisors look at the agency budgets and then they schedule a time to focus on these specifically. Supervisors agreed to look at the Agency request notebook before next Tuesday's meeting and if there was consensus to have some of them come in to explain their request, they could schedule that.

Supervisors agreed to consider these separately at a future meeting and no changes were made.

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Agencies Not Previously Funded:

Piedmont Workforce Network \$2,261-Not Funded

No change was made by the Board.

Capital Outlay:

Smart Podium-Circuit Court, \$25,000 - Not Funded

Ms. McCann provided the following background information:

Smart Podium for Circuit Court: The smart podium is an optional consideration for use in the renovated Circuit Courtroom. It provides the ability for lawyers to exhibit documents from the podium to a screen in the courtroom. Currently the Circuit Court is able to pay from state funds for the recording equipment upgrade (approximately \$11,000) for the renovated courtroom. The County anticipates to contract with BT Conferencing for the audio visual equipment utilizing a state contract. We are waiting for the final proposal for this equipment/installation. Currently, we anticipate that the BT Conferencing proposal will provide the Smart Podium functionality with a lower cost. Recommendation is to wait in making a decision until the BT Conferencing proposal is received and evaluated.

Ms. McCann noted that the smart podium was not needed at this point and its functionality would be provided by the Court A/V solution. She noted that a quote was to be provided and the County could use Courthouse Funds for this. She added that the recording equipment quote was down to \$11,000 and Judy Smythers had gotten permission for the State to pay for that; which left the Video Conferencing costs to be paid by the County. Staff noted this was an uncertain cost; however it could potentially be \$150,000.

No change was made by the Board.

Callohill Maintenance Bldg. Renovation, \$71,000 - Funded

Ms. McCann provided the following background information:

Callohill Maintenance Renovation: The roof has been completed, but the gutter portion of the roof contract is on hold until certain siding areas can be replaced. Architectural Partners are preparing specifications for the siding so that we can obtain bids (cost TBD). We have paid Skyline Roofing \$28,887 for work completed to date. There is a balance due of \$5,000 for the gutter work. Additionally, proposed work include HVAC replacement by an outside contractor and plumbing and electrical work to be completed by county staff. The costs for this work is approximately \$18,000. In FY16, \$100,000 was budgeted and the proposed budget requests that \$71,000 anticipated to be unexpended in FY16 be carried over to FY17.

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Ms. McCann reported that they were waiting on doing the gutters until the siding was replaced and then the HVAC and plumbing would also be done. She added that funds for this had been carried forward from the current year; however some of it may be done in this fiscal year.

In response to questions regarding the use of the property, staff noted this would become the new Maintenance Department building.

Mr. Saunders then reported meeting with the EDA and he advised that there were no road maintenance funds in the account to address the road maintenance issues there. He added that the County should do something with the road there to make the property attractive. He added that no one had really looked at this and maybe a Supervisor should be on the EDA Board too.

Mr. Carter advised that no one would take over the maintenance account and there was a \$6,000 maximum in the road maintenance agreement. He further explained that the agreement provided that the members had to pay a \$300 share each year; however no one was collecting it. He noted that at one point the senior Mr. Eggleston was maintaining the account but that was over ten (10) years ago.

Mr. Carter then noted that fencing in the back yard area for the Sheriff's compound area had been discussed. Mr. Saunders noted that in terms of the building, dirt had been pushed up all around the building causing issues.

No change was made by the Board.

*Emergency Vehicles (50% Ambulance/80% Fire Truck), \$320,000 -*Funded*

Ms. McCann provided the following background information:

Emergency Vehicles: The following is based on information provided by Jaime Miller. Roseland Rescue is waiting for the next funding cycle as they did not apply to the state for grant funding. The next agency in line is Wintergreen Rescue which is need of an ambulance re-chassis. Piney River Fire is the next agency in line for a fire truck.

Ms. McCann noted that she had spoken to Jaime Miller who had confirmed the agencies request for vehicles. Mr. Bruguere noted that a Fire Truck for Piney River would cost about \$300,000 and re-chassis were still expensive depending upon the equipment.

Mr. Carter suggested that the Board leave the funds in the budget and see what requests came forward. Mr. Hale noted he had issue with it being bumped up so much and staff noted that non-recurring funds were used for this.

Mr. Bruguere confirmed that Piney River Fire Department did want to get the fire truck.

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Supervisors agreed to allot \$240,000 for the fire truck and \$80,000 maximum for the Wintergreen ambulance re-chassis for a total of \$320,000; which was no change from the budgeted amount.

Transfer Station Excavator, \$135,000 - Not Funded

Ms. McCann provided the following background information:

Transfer Station Excavator: Estimate to purchase new excavator for Transfer Station- \$135,000.

Information on excavator currently in use:

Daewoo 140 LC

Purchased in 2007

No major mechanical conditions.

A/C has been repaired 3 times-Needs to be replaced.

Approximately 650 hours of use per year

Estimated machine hours 6467

Staff noted that Mr. Truslow has advised that the air conditioning in the current excavator had been fixed and the equipment was working well. He advised that there had been no functional trouble with it and the purchase of a new one could be put off for another year. Mr. Saunders concurred noting that it only had 4,000 hours on the engine and normally one would look at replacement after 5,000 hours.

No change was made by the Board.

*Replace AS400 Server (financial/tax system) \$45,000 -*Funded*

Ms. McCann reported that this server held all of the County's financial information, it was about seven (7) years old, and IBM was no longer going to upgrade the operating system software. She advised that this was a sign it was at the end of its useful life since at some point, IBM would no longer provide any maintenance support. She added that the County did have a maintenance agreement in place through the end of next fiscal year and the plan was to buy the new server at the end of next year for replacement. She noted its cost was \$45,000 to be paid with non-recurring funds, it supported a critical function, and the County essentially had to do it.

No change was made by the Board.

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29/151 Corridor Study, \$29,000 -Not Funded

Mr. Carter noted that staff was following up on the Board's Retreat items and if they wanted to proceed with this objective; they were positioned to do so. He advised that staff had met internally and would soon be meeting with another consultant to discuss the project. He noted that TJPDC looked at historical things related to the Route 29 corridor so he thought there was some vetting of their proposal to be done. He noted that that staff would try to make it more strategic and less broad based and that it could be brought back for a decision at a later time. He then noted that the study would potentially merge the Route 29 and Route 151 strategies together.

Supervisors agreed that this item was to be determined and no change was made by the Board.

*E911 call handling system upgrade, \$346,000 -*Funded-\$150,000 grant*

Ms. McCann noted that this item had been included in the budget and \$150,000 was coming from the state and the balance from non-recurring funds. She noted that the current equipment would be in service for five (5) years as of this coming December. She added that the Dispatch work stations were using Microsoft XP which was no longer supported and this was the system that handled 911 calls and it was a critical system.

No change was made by the Board.

CAD Replacement, \$350,000 -Not Funded

Ms. McCann noted that the vendor providing the system had gone out of business and another company had agreed to continue its support until 2020. Staff noted that Ms. Rorrer had found a contract from New Kent County that the County could ride using cooperative procurement to save \$31,500. It was noted that the cost would still be \$350,000 and Mr. Carter advised that the strategy was to wait until closer to 2020 to do the replacement.

No change was made by the Board.

Transfers to Schools:

Level Fund-increase attributed to pay study, \$755,371 - Not Funded

2 School Buses (1 additional bus purchased in FY16) \$190,000 -Funded

1 School Bus, \$95,000 -Not Funded

Capital Improvements-Priority 1, \$1,768,500 - Not Funded

Capital Improvements-Civil Rights Violations, \$325,000 - Funded

Ms. McCann provided the following background information:

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School Funding

Included is summary information regarding revenue and expenditure highlights from the School Board approved budget. The budget reflects an increase over current year of \$1,303,197 with a request of \$755,371 in additional local funds (from the General fund). The primary factor driving the increase is relative to proposed compensation adjustments. As a matter of information, per Shannon Irvin, the cost of 1% raise is approximately \$175,000. Also to note is the overall increase from FY16 in state, federal and other revenues in the amount of \$522,725. The proposed budget currently reflects level funding such that the Board can give this further consideration.

The Capital Improvement Plan (CIP) is included as information. The proposed budget includes funding for 2 buses but the CIP requests funding for 3 buses. Buses are included in the CIP plan as Priority 1. The proposed budget reflects a request for capital funding in the amount of \$1,768,500 which represents the Priority 1 request (other than buses). This is currently not funded in the proposed budget but is presented here for the Board's consideration.

The proposed budget does include funding for the Civil Rights improvements in the amount of \$325,000. Included as information is a letter from Shannon Irvin dated November 4, 2015 that provides an estimate of the cost for these improvements. Based on the school division's last discussions with DOE, they will not have to complete the work in the greenhouse or renovate the CTE wing restrooms. Per Shannon, the School Division expects the budget to be lower than the original estimate of \$323,618 but the projects have not yet been bid out. This funding is proposed as carryover from FY16 (fuel savings).

Supervisors agreed that the Schools were the big ticket item of consideration. Ms. McCann noted that that they had requested local funds of \$755,000. She noted that they would receive revenue of \$522,000 so their overall increase was offset by this and \$755,000 was the balance.

Ms. McCann noted that the Schools had provided a budget narrative and she noted the operational budget highlights detailing their changes in expenditure totaling \$1,609,774 with recommended decreases totaling \$306,557 for a net change of \$1,303,197. She added that the largest factor was their proposed compensation adjustment and they had added several new positions. She noted that some of these expenses such as the Special Education Rate Package and the Materials & Supplies (Chromebooks) did have offsetting revenues.

Mr. Hale noted that it would be helpful if they could provide funding sources for each of the major expense items. Ms. McCann noted that it may not be easy for them to provide this for some of these; however, staff could ask them for it.

Mr. Hale noted he would like to see where the \$522,000 in new state revenue was going.

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Ms. McCann then related that the expenses for the new positions were not fully covered and only \$59,000 was provided by the state for the 2% raise in December.

Ms. Brennan noted that she had attended a reading readiness summit at the library and noted the difficulty in Kindergarten classrooms with reading readiness. She noted that they were concerned about the statistics there and Ms. McCann noted that that it could also be class size related.

Ms. McCann suggested that they could ask them to show specific sources of revenue for these items.

Mr. Bruguiere questioned the Alternative Education Director position and staff noted that they were looking at having an in-house alternative education program instead of sending them elsewhere. Mr. Carter added that this change did not have any savings for this reflected in their budget and Ms. McCann noted that there should be a reduction shown on the expenditure side of their budget for this. It was then supposed that this could be handled by the Director of Instruction.

Mr. Saunders questioned if Tye River Elementary School was up to parr now, and it was noted that it was thought it was not. Mr. Carter added that the schools were projecting a loss in students over the next few years.

Mr. Hale then noted that the final funding decision would be bottom line rather than anything else and that the County was not capable of meeting all of their increases.

Ms. McCann noted the School's had provided a CIP plan that showed their first priority items as follows. Ms. McCann then noted that the budget included funding for two (2) buses rather than the three (3) requested.

Priority 1:

- A) School Safety Division Wide \$ 100,000
- B) Buses for Student Transportation \$ 285,000
- C) Cooling Tower/Heat Pump Replacements (NCHS) \$135,000
- D) Weather Barrier/Abatement- TRES \$1,533,500

Total Priority 1: \$2,053,500

Ms. McCann then noted that the OCR improvements were authorize; however the School's still did not have all of the projects bid and the cost may come in less than the anticipated amount provided to the Board of \$323,000. She noted that staff had budgeted \$325,000 for these and that the School's had indicated fuel savings of this amount in the current year that was to be used to cover this. She noted that they were asked to come back with firm prices once the bids were received.

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Staff noted that the critical areas had been addressed, such as the windows, roof etc. and that a set aside of \$340,000 for the Tye River building envelope was still in place.

No change was made by the Board.

Transfers to Other Funds:

Increase to Debt Service Fund (existing CH renovations) \$214,116 -Funded

No Change was made by the Board.

Supervisors briefly discussed the proposed schedule and agreed to leave the tax rates unchanged and proceed with the resolutions to set the Tax Rates and Personal Property Tax Relief percentage on April 12th.

Mr. Carter then advised that the scheduled work session after the regular Board meeting provided that the Board talk to Departments and Agencies; however they could wait and see if they had any questions for anyone. Ms. McCann then noted that the Departments were very conservative and some of their budgets had been reduced.

Supervisors noted that they would decide Tuesday whether or not to meet on Thursday and if they needed to invite anyone.

Mr. Hale noted that he had gotten the consensus to lock in the same tax rates as the current year and Ms. Brennan indicated she was uncertain about that prior to reviewing the Agencies' requests. Mr. Hale noted then that this was a 4-1 consensus. Staff noted that the Board still had contingency funds to use and Ms. Brennan noted she did not want to raise taxes; however she wanted to give everyone's request full consideration.

Ms. McCann noted that any considerations beyond the Board's present ability would likely be a capital need and they would need to decide if they could cover it or if they would need to finance it. Supervisors inquired about retiring debt and staff noted that the impending retired debt would be going towards the current Courthouse renovation project debt.

Mr. Hale then noted that the County had done two large projects and had been fortunate in the bidding process that they were not more costly. He noted that the current courthouse project would be done by next year. Mr. Carter then added that the strategy was to bridge over the retired debt so as not to increase the debt load.

III. Other Business (As May Be Presented)

Introduced: Programmatic Environmental Impact Statement (PEIS) for Pipelines.

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Ms. Brennan noted she would like for the Board to adopt a resolution asking FERC to consider a PEIS for the Atlantic Coast Pipeline and others. Mr. Bruguiere noted he had spoken to someone who was talking about them asking for this for the whole state. Mr. Hale noted that the request for the Mountain Valley Pipeline had been rejected. He added that he thought it was a reasonable request; however he did not think it would get anywhere.

Ms. Brennan then provided the Supervisors with a draft resolution to review. She reiterated that it asked FERC to look at the four (4) proposed pipelines as a unit across the state and to take into consideration their cumulative effects. She added that FERC needed to look at all four (4) at the same time.

Supervisors reviewed the proposed resolution and took no action.

Lovington Healthcare Center Re-use:

Ms. Brennan noted that she had called the Valley Care Management people and they apologized for not getting back to the County. She added that they noted they had been tied up with opening a new facility, were still interested, and would get back to the County soon.

IV. Adjourn and Continue Until _____, 2016 at _____ in the General District Courtroom for the Conduct of a FY16-17 Budget Work Session.

It was reiterated that the Board would not meet again before the regular meeting on the 12th and at 6:00 PM, Ms. Brennan moved adjourn and Mr. Bruguiere seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.

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Virginia:

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 3:00 p.m. in the Old Board of Supervisors room (#420) located in the Nelson County Courthouse, in Lovington Virginia.

Present: Thomas D. Harvey, North District Supervisor – Vice Chair
Constance Brennan, Central District Supervisor
Thomas H. Bruguere, Jr. West District Supervisor
Allen M. Hale, East District Supervisor – Chair
Larry D. Saunders, South District Supervisor
Stephen A. Carter, County Administrator
Candice W. McGarry, Administrative Assistant/Deputy Clerk
Debra K. McCann, Director of Finance and Human Resources

Absent: None

I. Call to Order

Mr. Hale called the meeting to order at 4:04 PM, with all Supervisors present to establish a quorum.

I. FY16-17 Budget Work Session

Ms. McCann first reviewed the budgetary changes made at the previous work session on April 7, 2016 as follows:

<i>Changes from 4-7-2016 budget work session:</i>		
Expenditure Changes:		
Treasurer	Savings from credit card fees deferred to customer	-\$27,000
Technology	Deferred network server replacement	-\$20,000
EMS Council	Montebello base contribution reduced to \$11,000	-\$5,500
Paid EMS	Increase based on revised budget to include omissions of workers compensation insurance & 401K benefit.	\$13,500
Net Total:		-\$39,000

Revenue Adjustments:		
Sales Tax	Adjusted to state FY16 estimate.	\$129,630
Compensation Board	Adjusted to Compensation Board Preliminary Estimate	\$10,228
		\$139,858
Budget Impact:		
	Net Expenditure Savings	\$39,000
	Total Revenue Adjustments	\$139,858
	Addition to Recurring Contingency	\$178,858

Ms. McCann noted that the Sales Tax figure shown reflected an increase from the current year. She noted that it varies as to whether or not the County hits the number because the County uses the State's estimate.

Mr. Harvey inquired about the Paid EMS budget increase and Ms. McCann explained how Mr. Sheets and Ms. Harris had not been including Workers Compensation expenses and 401K benefits in their budget numbers for the past several years. She advised that they had moved some of the salary money to benefits and made other reductions for a net increase of \$13,500. She added that no one got a pay cut; but that the salary numbers may have been somewhat inflated. It was noted that whereas County employees had the VRS retirement benefit, these employees had the same benefits as WPOA employees and therefore had 401K retirement benefits. Mr. Carter noted that these were transferrable through a roll-over option.

Ms. McCann further noted that with Worker's Compensation insurance was so costly because the Paid EMS crew was charged at a higher Vehicle Driver rate versus the Wintergreen Fire and Rescue people who were charged a lower Fire Protection rate. She noted that this was the case since they ran both fire and rescue.

Mr. Harvey inquired if it would be more economical for the County to provide these services and staff noted it probably would not be less expensive but it may be more efficient. Staff noted it could be studied if so directed by the Board.

Considerations – Agency Requests:

Supervisors and Staff reviewed the following table which shows the funding amounts agreed upon during the work session in the far right column.

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Agency	FY17 Request	Incr/Decr From FY16	%	Recommended FY17	Incr/Decr From Request	%	Approved FY17
Health Department	\$257,071	\$12,092	4.9%	\$244,979	(\$12,092)	-4.9%	\$244,979
Region 10 Community Services Board	\$111,290	\$12,704	12.9%	\$98,586	(\$12,704)	-12.9%	\$98,586
PVCC	\$29,518	\$27,005	1074.6%	\$29,518	\$0	0.0%	\$2,442
Th. Jefferson Planning Dist. Commission	\$17,741	\$249	1.4%	\$17,741	\$0	0.0%	\$17,741
Th. Jefferson Soil & Water	\$33,075	\$1,575	5.0%	\$31,500	(\$1,575)	-5.0%	\$33,075
Extension Service	\$53,368	\$771	1.5%	\$53,368	\$0	0.0%	\$53,368
Regional Library	\$297,042	\$31,858	12.0%	\$265,184	(\$31,858)	-12.0%	\$285,963
TJEMS Council	\$19,629	\$0	0.0%	\$19,629	\$0	0.0%	Revisit
JABA	\$104,041	\$7,541	7.8%	\$96,500	(\$7,541)	-7.8%	\$96,500
JAUNT (excluding Wintergreen contribution)	\$85,595	\$19,419	29.3%	\$66,176	(\$19,419)	-29.3%	\$66,176
JAUNT (Wintergreen contribution)	\$37,952	\$14,214	59.9%	\$37,952	\$0	0.0%	\$37,952
MACAA	\$33,910	\$3,996	13.4%	\$29,914	(\$3,996)	-13.4%	Revisit
Shelter for Help	\$8,160	\$160	2.0%	\$8,160	\$0	0.0%	\$8,160
Sexual Assault Resource Agency	\$900	\$100	12.5%	\$900	\$0	0.0%	\$900
OAR/Community Corrections	\$6,810	\$2,041	42.8%	\$4,769	(\$2,041)	-42.8%	\$4,852
Piedmont Workforce Network	\$2,261	\$2,261	100.0%	\$0	(\$2,261)	100.0%	\$0
Economic Development Authority	\$5,000	\$0	0.0%	\$5,000	\$0	0.0%	\$2,500
Central VA Economic Dev. Partnership	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$10,000

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Community Development Foundation	\$58,515	\$2,786	5.0%	\$55,729	(\$2,786)	-5.0%	\$55,729
Central Va. Small Business Dev. Center	\$7,500	\$0	0.0%	\$7,500	\$0	0.0%	\$5,000
Gladstone Senior Center Meals	\$8,254	\$0	0.0%	\$8,254	\$0	0.0%	\$8,254
Rockfish Senior Center Meals	\$8,367	\$0	0.0%	\$8,367	\$0	0.0%	\$8,367
Schuyler Senior Center Meals	\$5,544	\$0	0.0%	\$5,544	\$0	0.0%	\$5,544
Va. Institute of Government	\$1,000	\$0	0.0%	\$1,000	\$0	0.0%	\$1,000
Wintergreen Performing Arts	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$10,000
Community Center Tax Refunds	\$18,064	\$2,064	12.9%	\$18,064	\$0	0.0%	\$18,064
CASA	\$3,500	\$1,000	40.0%	\$2,500	(\$1,000)	-40.0%	\$3,500
TOTALS	\$1,234,107	141,836	13.0%	\$1,136,834	(\$97,273)	-8.9%	

The Board and Staff discussed the following Agency requests:

Health Department:

Ms. McCann noted that the requested increase was relative to salary and health insurance increases. She noted that some of their budget reductions were one-time costs associated with grants received last year. She noted that 3,372 beneficiaries were shown and these were for mandated services. Mr. Carter advised that universally agencies were claiming to serve more people, however Nelson's population was declining.

Ms. McCann noted that salary and fringes went up 9% when they included a 2% increase in health insurance, a 2% COLA and a 3% increase in their VITA contract. She then explained that the VITA rates were determined by VITA and were their prescribed rate for their services.

Mr. Carter noted that if level funded, they would use local only funding to cover it.

The Board agreed by consensus to provide level funding.

Region Ten Community Services Board:

Ms. McCann noted that 50% of their funding came from Medicaid and they proposed to serve 630 people. She noted that they indicated increased costs due to a cost of living adjustment (COLA) and an increase in health insurance costs. It was noted that the staff consensus was to provide level funding.

Supervisors agreed by consensus to provide level funding in the amount of \$98,586.

PVCC:

Staff noted that the capital planning money was approved in the FY18 State budget and not in FY17. Ms. McCann advised that PVCC had indicated that the County could defer its capital contribution until next year or start now and escrow it and be done a year earlier.

Supervisors agreed by consensus to not fund the capital contribution of \$27,076 in this fiscal year and to provide the requested \$2,442 in regular funding.

TJPDC:

Staff noted that their costs were related to three components: a per capita amount, the Legislative Liaison, and the Ride Share Program. The overall increase was noted to be \$248 which was funded in the budget.

Supervisors agreed by consensus to provide the additional funding requested of \$248 for a total of \$17,741.

TJSWCD:

Ms. McCann reported that they requested \$1,575 more in funding. She briefly noted the programs provided and the benefits. Mr. Carter noted that they were making funding work in the County and staff had no hardship with their request. He noted that they managed the County's Erosion and Sediment Control program and have interfaced with river analyses. He added the request was in line and they had been level funded for a few years.

Supervisors agreed by consensus to provide the additional funding requested of \$1,575 for a total of \$33,075

Extension Service:

Staff noted that they had a small budget increase and it was funded in the budget. It was noted that the County paid a portion of the shared livestock position with Amherst County.

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Supervisors agreed by consensus to provide the additional funding requested of \$771 for a total of \$53,368.

Regional Library:

Staff noted that the library wanted to increase its hours of operation and they had added \$11,079 for a part time position. It was noted that \$10,000 of the increase was related to the County's increase in its share of regional administrative services. Ms. McCann noted that the requested amount for this was \$102,468 and last year it was \$92,327. The increase to Nelson was \$21,000, of which, \$11,000 was related to the new position proposed for expanded hours. It was noted that their salaries were part of the Charlottesville City pay system and they were on the last year of a three year phase in of pay increases.

Ms. Brennan stressed the importance of continuing to be a member of the regional library system and Mr. Harvey noted that they would fund the regional needs first and anything short would affect local funding.

Ms. Brennan noted that the County needed to address the building needs and Mr. Carter advised that Paul Truslow was working on the handicap accessibility issues noted by the library. Ms. Brennan noted that there was still a lot to be done there and some of the fixes may not meet ADA requirements and she cited the bathroom solution as an example.

Mr. Harvey inquired about the option of moving the library to the old Lovingson Healthcare Building. It was noted that the architects had advised that it could be done, however they were concerned about the spaces within the building be small and it would need a lot of rework. Mr. Carter advised that the overall guesstimate was \$3.4 million to use it for County offices. He added that the building had low ceilings and none of the rooms were large enough for the library. Mr. Hale noted that the County would be better off building a new building for the library. Mr. Carter then advised that staff and Ms. Brennan were meeting with Valley Care Management on Thursday about their use of the building.

Ms. McCann then advised that the only discretionary spending was for the additional hours of operation. She noted that if their funding was cut, they would cut positions and hours and if the other funding was not provided, they would make cuts locally.

Supervisors agreed by consensus to fund the regional and local increases; but not the new position. The library funding request was reduced by \$11,079 for a total funding amount of \$285,963.

TJEMS Council:

Mr. Carter advised the Board to look at this request. He noted that Nelson was paying more than anyone including Albemarle. He added that staff had met with the new Executive

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Director who said that they had not done anything in Nelson in two (2) years and training had been provided to ten (10) people over that time span.

Mr. Harvey noted that he thought that County rescue agencies got their share of grants for ambulances through them. Mr. Carter noted that so would the other member localities and Nelson was paying more than Albemarle and double some of the others. Ms. McCann advised that their reported beneficiaries were 10.6% of the total and if this were multiplied by the total agency contribution, Nelson's share would be \$9,473 – about half of their request.

Mr. Harvey supposed that there was an explanation for a lot of this and he thought that perhaps Albemarle and Charlottesville provided in-kind support that was not reflected in those numbers.

Mr. Carter noted that the new Director wanted to do more and was honest about the previous services rendered; however he still thought that Nelson's share was disproportionate.

Supervisors agreed by consensus to have staff follow up with the Director and ask him for the impact of such a funding reduction.

JABA:

Ms. Brennan advised that JABA would be okay with level funding.

Supervisors agreed by consensus to provide level funding of \$96,500.

JAUNT:

Mr. Hale noted that he had discussed this with the County's Board member and level funding was okay with them. He noted there was some confusion in preparing the budget.

Supervisors agreed by consensus to provide level funding of \$66,176 and an increased amount for Wintergreen of \$37,952. It was explained that the Wintergreen contribution had been agreed upon by them and that the funds had to come through the County as a local match to other federal and state funding. It was noted this was a pass through for the County.

MACAA:

Ms. McCann noted that they asked for a 5% increase and that the County had never funded the Step to Success program; which was a financial literacy program.

Mr. Carter advised that the staff consensus was that it was unsure as to what they were delivering for the County and he thought that Head Start should be paid for by the Schools. He added that he has asked MACAA to report on their effectiveness with Project Discovery.

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Supervisors agreed to defer consideration of this request until more information was received.

Shelter for Help:

Ms. McCann reported that in FY15, they provided shelter for three (3) people from Nelson County for a total of 281 bed nights. She added that they had a counseling component to their program and in FY15 they provided this service to nineteen (19) Nelson residents.

Ms. Brennan asked if the County was paying its proportionate share and Ms. McCann advised that the local share was based on usage and Nelson's was 3% for a 3 year average.

Supervisors agreed by consensus to fund the requested increase of \$160 and it was noted that this was funded in the budget for a total of \$8,160.

Sexual Assault Resource Agency:

Ms. McCann noted that they had requested \$100 more in funding for a total of \$900 which was funded in budget.

Supervisors agreed by consensus to provide the increased funding as reported of \$900.

OAR/Community Corrections:

Ms. McCann noted their three (3) programs: Pretrial, Probation, and the Planner Position. She noted that the Pretrial program did not have an increase and was \$500, Probation had an \$83 increase, and the Planner position had a \$1,958 increase requested.

Mr. Carter explained that the increase in the Planner Position was to retain the position full time if the grant funding for the full time position was lost. Ms. Brennan advised that there was interesting work being done to collect and analyze data to reduce the jail population. Mr. Carter added that the Planner had reported at a Jail meeting and he was certainly effective at what he did. He noted that his concern was that the prisoner population remained steady and was seemingly consistent. He also noted that the jail staff collected and analyzed data and he was concerned about the duplication of effort. Ms. Brennan advised that the Planner was also looking at the other regional jail not just ACRJ.

Mr. Hale and Mr. Bruguiere advised that they were not in favor of the increase for the Planner position. Ms. Brennan countered that she thought he was doing a great job and that everyone was trying to understand the issues regarding incarceration. Mr. Carter agreed that the position was effective; however he was not sure it needed to be full time since the Jail was doing similar things.

April 19, 2016

Supervisors then agreed by consensus to not fund the additional \$1,958 for the Planner for a total funding amount of \$4,852.

Piedmont Workforce Network:

Ms. McCann noted that this has not been funded in the past. Mr. Carter added that in other localities he sat on the Board and he was not sure why the PWN needed more local money when they got a significant amount of federal money for their work. Mr. Bruguere agreed that this was redundant.

Supervisors agreed by consensus to not provide funding of the \$2,261 request.

Economic Development Authority:

Mr. Hale questioned what the \$5,000 in funding was used for and Ms. McCann advised it was used for salaries and mileage. She noted that they were meeting quarterly and there were five members. Mr. Hale noted that this should only cost \$2,000 per year if it cost approximately \$500 per meeting.

Mr. Saunders then inquired as to how much money they had in their bank account and Ms. McCann noted she could find out. Mr. Hale reiterated that they needed to work on collecting road maintenance money.

Ms. McCann then advised that staff had not received a report from them because they were asking for the same funding.

Supervisors then agreed by consensus to reduce their funding by \$2,500 for a total funding amount of \$2,500. Ms. McCann was asked to get the specifics on the bank account balance.

Mr. Hale then noted that they used to pay the regional partnership out of their funds and now they did not. Supervisors then briefly discussed land sales in the Calohill business park and Mr. Carter noted that they had sold land over there to someone in Staunton and it was still an outstanding obligation. Ms. Brennan then asked to have the chair of the EDA over to explain what they were doing sometime during the year. Mr. Saunders noted his attendance of a recent meeting and he thought there would be activity going on in the next six (6) months to a year.

Ms. McCann then supposed that they should have money left over from last year if they were meeting quarterly and she would check the account.

Mr. Saunders questioned the funding for the Route 29 Corridor Study and staff noted this was in a separate line item that had been zeroed out. Mr. Carter noted that staff was working with the PDC and a private company to come up with a better strategy with less historical analysis. He noted that this would be brought back to the Board for consideration. He added

that at the retreat, the Board priority was to look at this county wide; so the study may be broader than just the Route 29 corridor. He added that the Board could then appropriate money based on the final proposal.

Central Virginia Economic Development Partnership:

Ms. McCann noted that they have a per capita formula; however they have set a \$10,000 minimum. She added that Nelson's per capita amount would be \$7,500. Mr. Carter noted that he has advised the Executive Director that he did not think this was fair to Nelson.

Mr. Carter noted he would have to speak with them but he thought they could exclude the County until it paid the full amount. He added that he thought they worked hard; however they had not brought anything to Nelson.

Ms. McCann then reported that the Partnership provided funding of \$18,000 to the Small Business Development Center.

Supervisors agreed by consensus to fund \$10,000 for another year and no change was made by the Board.

Community Development Foundation:

Ms. McCann noted that they had requested a \$2,786 increase which was primarily related to a 3% salary adjustment. Ms. Brennan noted she thought they should get whatever pay adjustment the County gets.

Mr. Carter noted that he had asked them for their employees' compensation and theirs was significantly more than the County's. He added that their Office Manager's salary was \$41,000 in fiscal year 2015.

Ms. Brennan noted that they were doing good work and providing housing for people. It was noted that was mostly through grants and some income at the Nelson Center. Mr. Carter added that most of their revenues were from regional grants and the County was the conduit for those.

Mr. Harvey questioned if their loans were paid off yet and Mr. Carter advised he was unsure; however the County was paying more in rent in the first five (5) years. He added it was less than \$2,000 per month now. Mr. Carter noted he would have to check on this with the Foundation since their audit did not include a debt amortization schedule. He noted that the County was paying them \$55,000 in rent and paying \$50,000 directly to them. He noted that the Foundation pointed out that they were making money from renting or leasing housing and the County was getting the tax benefits. Ms. Brennan noted that they were using their funds to continue building properties and Mr. Carter noted that his concern was that

April 19, 2016

they were paying their employees significantly more than the County's and their work load was not as significant.

Mr. Harvey advised that he wanted to look at the potential for reduced rent based on their reduced debt service. Mr. Carter advised that the County was paying rent at the Nelson Center for the Recreation Department and Extension which cost approximately \$55,000 per year. It was noted that the County also paid rent at the McGinnis Building.

Supervisors agreed by consensus to provide level funding for now at \$55,729 and no Change was made by the Board.

Central Virginia Small Business Development Center:

Ms. McCann advised that they received federal funding and had to have an overall match of \$64,000. She noted that in looking at locality shares, Nelson's total share of \$62,000 was 7.4% and this would equate to \$4,588 rather than \$10,000. She added that they were asking for same amount as last year of \$7,500. Mr. Hale noted that he thought the budget process should consider benefits to the County and Ms. Brennan added that she thought their training seminars were good.

Supervisors agreed by consensus to provide funding of \$5,000.

Gladstone Senior Center Meals, Rockfish Senior Center Meals, Schuyler Senior Center Meals:

Mr. Hale noted his concern about Schuyler because Junior Tyler and his wife were not going to continue doing the meals and no one has stepped forward. Mr. Sanders indicated that Gladstone was the same. Mr. Hale noted that Schuyler only had one meal per month; however it was very popular.

Mr. Hale and Mr. Harvey suggested leaving the funding in the budget for now; but not disbursing it automatically. Ms. McCann noted that this may affect their tax rebates and Mr. Saunders noted that Gladstone may be reorganizing but has not yet. He added that they had only five (5) seniors meeting now.

Supervisors agreed by consensus to leave the funding in the budget as requested and not disburse it until directed further. No change was made by the Board.

Virginia Institute of Government through Community Center Tax Refunds:

Supervisors agreed by consensus to provide level funding for these agencies as follows:

Va. Institute of Government	\$1,000
Wintergreen Performing Arts	\$10,000

April 19, 2016

Community Center Tax Refunds \$18,064

CASA:

Ms. McCann noted that they had requested an increase of \$1,000 that would support the Advocate Manager. She noted that they had served ten (10) Nelson kids and trained three (3) Nelson CASA volunteers and were projecting to serve thirteen (13) beneficiaries next fiscal year.

Ms. Brennan noted that the CASA pinwheel event represented eighty-seven (87) abused and neglected children reported last year in Nelson and she suspected there were more that went unreported.

Ms. McCann advised that they did get state funding through the Victims of Crime Act and they were changing the way that was calculated; they could now only count children served by volunteers and that had reduced their State funding.

Mr. Hale and Ms. Brennan noted their support for their work and were in favor of funding the increase.

Supervisors agreed by consensus to fund their request of \$3,500.

II. Other Business (As May Be Presented)

School Nurse Funding:

Mr. Carter advised the Board that in looking at school funding for Nelson on the Department of Education's website, it showed funding for School Nursing Salaries of \$114,000; however the Board was also paying the full cost of the School Nursing program. He added that he thought the State funds should be used to pay for that program.

It was noted that the School Nursing funds paid for having nurses on staff at schools as well as associated costs. Ms. McCann noted that the budgeted cost of the School Nursing program was \$235,000 and was covered by the County; but yet the Schools was getting \$114,000 from the State for this. Ms. Brennan suggested that staff ask for an accounting of the School Nursing funds and noted that she was not in favor of reducing it. Mr. Bruguere then questioned where the \$114,000 in state funding was going and Mr. Harvey and Ms. McCann supposed it was going back into the school budget and used for other purposes. Mr. Hale and Mr. Bruguere questioned why the County was paying for it if the State was providing funding and it was suggested that perhaps the County should only fund the difference.

Supervisors then agreed by consensus to defer a decision on this and no change was made by the Board.

April 19, 2016

Sheriff Department Use of Turnover and Vacancy Savings:

Ms. McCann provided the following staff analysis regarding the Sheriff's request from the April 12, 2016 Board of Supervisors meeting to use departmental savings to purchase a new vehicle and to increase his salary by 5%:

Vacancy Salary Savings (One time savings from Compensation Board Positions vacant for 1-2 months) \$31,749

Turnover Salary Savings (Due to changes in supplements January-June 2016) \$15,169

Information is also attached that provides the state code sections in regards to the county's requirement to pay a 5% salary adjustment in lieu of the county paying the 5% employee VRS contribution for those employees in service (Nelson County Board of Supervisors as employer) on June 30, 2012. Since that time, information is provided to employees during the hire process in regards to the requirement incumbent upon them as employees to contribute 5% of wages to the Virginia Retirement System.

The referenced attachment is: Commonwealth of Virginia Compensation Board Email Memorandum to Constitutional Officers Regional Jail Superintendents, and Directors of Finance Local Governing Bodies from Robyn M. de Socio Executive Secretary, dated April 15, 2013 RE: Governor's Amendment #8 Non-Supplanting of Salary Funds.

State Code Language Attachments were as follows:

Language Attachments
April 15, 2013

Governor's Amendment #8 to the enrolled budget bill:

"S. Localities shall not utilize Compensation Board funding to supplant local funds provided for the salaries of constitutional officers and their employees under the provisions of Chapter 822, 2012 Acts of Assembly, who were affected members in service on June 30, 2012."

Chapter 822 of the 2012 Acts of Assembly. 2nd enactment clause:

"2. That any county, city, town, local public school board, or other local employer that currently pays any portion of member contributions to the Virginia Retirement System that the member will be responsible for paying pursuant to the provisions of this act shall provide an increase in total creditable compensation, effective July 1, 2012, to each affected member who was in service on June 30, 2012, to offset the cost of the member contributions. Such increase in total creditable compensation shall be equal to the difference between five percent of an employee's total creditable compensation and the percentage of the member

contribution paid by the local member on January 1, 2012. If a county, city, town, local public school board, or other local employer elects to phase in the member contributions pursuant to subdivision F 3 or F 4 of § 51.1-144 of the Code of Virginia, the increase in total creditable compensation may also be phased in at the same rate."

Excerpt from §15.2 -2507, Code of Virginia (paragraph B):

"B. Pursuant to the requirements of §§ 15.2-1609.1, 15.2-1609.7, 15.2-1636.8, and 15.2-1636.13 through 15.2-1636.17 every county and city shall appropriate as part of its annual budget or in amendments thereto amounts for salaries; expenses and other allowances for its constitutional officers that are not less than those established for such offices in the locality by the Compensation Board pursuant to applicable law or, In the event of an appeal pursuant to § 15.2-1636.9 by the circuit court in accordance with the provisions of that section."

Use of Turnover and Vacancy Savings:

Ms. McCann noted Sheriff Hill's previous request and noted that Vacancy Salary Savings, one time savings, amounted to \$31,749. She explained that he had drawn down State Compensation Board funds that offset eligible expenses and he was requesting that those funds be reallocated to the Department for a vehicle. She noted those savings stemmed from positions not being filled immediately and a current vacant position. She noted that those funds were State funds and not local funds.

Ms. McCann then explained that the Turnover Salary Savings related to changes in the local salary supplements because of turnover and amounted to \$15,169. She added that these were supplements that the County paid per the policy and that this money was not expended. Ms. McCann then noted that within the Compensation Board system as it was, he was able to go in and change salaries around such that in March, seven (7) employees in his department got salary increases. She added that the Constitutional Officers had the ability to give increases within the State Compensation Board system and these increases would be recurring.

Staff then clarified that the Sheriff wanted to use one time money to purchase a vehicle.

5% Salary Increase Request:

Ms. McCann reiterated that Sheriff Hill had requested that the Board adjust his salary by 5% because of the employee cost of 5% for VRS retirement. She explained that on July 1, 2012, the State mandated that Counties no longer pay the 5% employee contribution to VRS retirement. She added that at the same time, the General Assembly mandated that every locality also give employees a 5% raise to offset this mandate. She advised that this was a one-time mandate on that date. She noted that staff has advised the Sheriff that this was not applicable to him and that no other employee since 2012 had received this 5% in additional salary. Mr. Hale further noted that the reason was clear, employees would have had a

April 19, 2016

reduction in pay of 5% at the time. Ms. McCann reported that all hires were now advised that a 5% employee contribution to VRS would be taken out of their salary.

Mr. Hale and Mr. Saunders agreed that there was no question that new employees would have to pay the 5% period.

Mr. Bruguere inquired about the Sheriff's previous VRS employment and Ms. McCann noted that Sheriff Hill had been a School Board employee and would have received that 5% at that time from the School Board.

Mr. Carter noted that when former Sheriff Brooks came into office, he only got the State Compensation Board salary and nothing beyond that. He reiterated that staff had advised Sheriff Hill of this and the policy and reiterated that the 5% was a one time deal and applied to those employed in 2012.

Mr. Hale added that the 5% salary increase was given to offset the mandated 5% VRS contribution and Ms. Brennan noted that the Board had decided not to phase in the increase rather to do all 5% at once.

Supervisors then agreed by consensus to not provide the 5% salary increase requested.

Mr. Harvey commented that the process was wrong and the Sheriff should not have come to the Board with this as it was not the proper way to handle it. Mr. Carter agreed and noted that he had come to staff and was told it couldn't be approved at the staff level as his request went against the policy put in place by the Board; so his only recourse was to go to the Board. Mr. Harvey then agreed that ultimately it was the Board's decision. Mr. Carter then advised that the Commissioner of Revenue came to staff with the same request and was told the same thing; that staff would not violate the Board's policy. Mr. Carter then noted that the Board had decided to go against the policy to hire new Sheriff's Department people and Mr. Harvey noted that this was so he could hire the most qualified people. Ms. McCann advised that staff had allowed the Sheriff flexibility with the funding for the local positions.

Supervisors then commended the Sheriff for garnering the Compensation Board savings and Ms. McCann and Mr. Carter acknowledged that it was a good thing; however it was his job and he should have done what he did to get the State Compensation Board funds of \$31,749. Mr. Harvey suggested that the Sheriff should work more closely with staff to be sure he was not going down the wrong path.

Ms. McCann then advised that staff was also looking at Sheriff's Department positions in the pay study that was in process.

Mr. Saunders asked if staff had looked to see how much revenue the Sheriff's Department was bringing in and Mr. Carter advised that they had not.

April 19, 2016

Supervisors then agreed by consensus to take no action on this request.

Ms. McCann noted that they could address this when the Board reviewed all of the vehicle requests. Mr. Bruguere agreed that if they thought they needed another car over and above the two (2) that were budgeted, then it could be decided then. Mr. Harvey added that the Board had kept up with providing vehicles.

Mr. Saunders noted that this type of request could go on all year and Mr. Carter noted that typically when departments had savings, it just went back to the County.

Mr. Harvey acknowledged some departmental growing pains but he agreed with hiring the best people and the Board had helped the Sheriff do that. Mr. Bruguere commented that there was a lot of turnover in the previous administration and Mr. Harvey noted he thought this to be an industry problem and that Albemarle County could not keep people.

III. Adjourn and Continue Until _____, 2016 at _____ in the General District Courtroom for the Conduct of a FY16-17 Budget Work Session.

Supervisors discussed the date of the next budget work session and agreed upon Tuesday, April 26, 2016 at 4pm in the Old Board of Supervisors Room #420. Supervisors noted they would look at School funding, pay increases, and new positions. It was noted that they would decide after that meeting if a joint meeting with the School Board was necessary.

At 5:55 PM, Mr. Saunders moved to adjourn and continue until April 26, 2016 at 4:00 PM in the Old Board of Supervisors Room and Mr. Bruguere seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.

**RESOLUTION R2016-29
NELSON COUNTY BOARD OF SUPERVISORS
AMENDMENT OF FISCAL YEAR 2015-2016 BUDGET
NELSON COUNTY, VA
May 10, 2016**

BE IT RESOLVED by the Board of Supervisors of Nelson County that the Fiscal Year 2015-2016 Budget be hereby amended as follows:

I. Appropriation of Funds (General Fund)

<u>Amount</u>	<u>Revenue Account</u>	<u>Expenditure Account</u>
\$ 10,000.00	3-100-001901-0015	4-100-012130-5420

II. Transfer of Funds (General Fund)

<u>Amount</u>	<u>Credit Account (-)</u>	<u>Debit Account (+)</u>
\$ 16,735.00	4-100-999000-9901	4-100-012040-3002
\$ 2,500.00	4-100-999000-9901	4-100-011010-3007
\$ 3,000.00	4-100-999000-9905	4-100-013020-1003
<u>\$ 22,235.00</u>		

Adpoted: May 10, 2016

Attest: _____, Clerk
Nelson County Board of Supervisors

EXPLANATION OF BUDGET AMENDMENT

- I. The **General Fund Appropriation** reflects an appropriation request by the Treasurer in the amount of **\$10,000** for more than anticipated expense relative to delinquent personal property collection (DMV stop fees). This request is covered by revenue from collection of the fee from taxpayers which has also exceeded the budgeted amount.

- II. The **Transfer of Funds** reflects a **\$16,735** transfer from the General Fund Contingency to provide for county attorney expenses in particular relative to flood plain ordinance research. A transfer is also requested in the amount of **\$2,500** for more than anticipated advertising expense in the Board of Supervisor budget. The final transfer request is a request by the Registrar for additional part-time wages in the amount of **\$3,000**. She anticipates that the wages will exceed the budgeted amount due to the Presidential primary elections and the Registrar being out of the office for personal and family health issues. After this request, \$1,301,165 remains in the General Fund Contingency of which \$1,092,810 is recurring revenue.

**RESOLUTION R2016-30
NELSON COUNTY BOARD OF SUPERVISORS
APPROVAL OF COMMISSIONER OF REVENUE REFUNDS**

RESOLVED, by the Nelson County Board of Supervisors that the following refunds, as certified by the Nelson County Commissioner of Revenue and County Attorney pursuant to §58.1-3981 of the Code of Virginia, be and hereby are approved for payment.

<u>Amount</u>	<u>Category</u>	<u>Payee</u>
\$97.02	2014 PP Tax	Laushella Arline Tabb 3330 Tye River Rd. Amherst, VA 24521-4535
\$185.19	2015 PP Tax	Courtney Haston Monroe Kaye Elvetta Monroe 61 Mockingbird LN Afton, VA 22920-2430

Approved: May 10, 2016

Attest: _____, Clerk
Nelson County Board of Supervisors

**COUNTY OF NELSON
PAMELA C CAMPBELL
COMMISSIONER OF REVENUE
P. O. Box 246
Lovington, VA 22949**

**Telephone: 434-263-7070
Fax: 434-263-7074
Email: pcampbell@nelsoncounty.org**

April 8, 2016

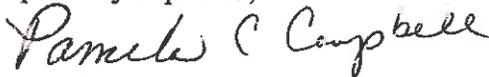
Mr. Allen Hale, Chairman
Nelson County Board of Supervisors
P. O. Box 336
Lovington, VA 22949

**Re: TABB LAUSHELLA ARLINE
3330 TYE RIVER RD
AMHERST VA 24521 – 4535**

RE: 1997 ACURA 3.5RL #0069

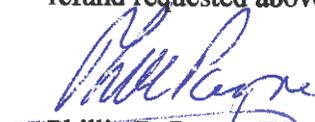
This letter shall serve as a written request for 2014 personal property tax refund in the amount of **\$97.02** be issued to the above referenced taxpayer. The vehicle was billed twice for 2014.

Respectfully requested,



Pamela C Campbell
Commissioner of Revenue

The undersigned has reviewed the request of the Commissioner and consents to the refund requested above.



Phillip D. Payne, IV
County Attorney

COUNTY OF NELSON
PAMELA C CAMPBELL
COMMISSIONER OF REVENUE
P. O. Box 246
Lovington, VA 22949

Telephone: 434-263-7070
Fax: 434-263-7074
Email: pcampbell@nelsoncounty.org

April 14, 2016

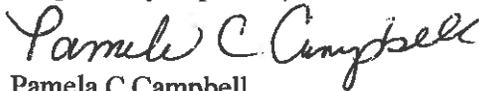
Mr. Allen Hale, Chairman
Nelson County Board of Supervisors
P. O. Box 336
Lovington, VA 22949

**Re: MONROE COURTNEY HASTON
MONROE KAYE ELVETTA
61 MOCKINGBIRD LN
AFTON VA 22920 – 2430**

RE: 2010 KIA FORTE #7833

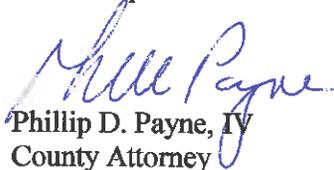
This letter shall serve as a written request for 2015 personal property tax refund in the amount of \$185.19 be issued to the above referenced taxpayer. The vehicle was garaged in Waynesboro 01/01/2015.

Respectfully requested,



Pamela C Campbell
Commissioner of Revenue

The undersigned has reviewed the request of the Commissioner and consents to the refund requested above.



Phillip D. Payne, IV
County Attorney

**RESOLUTION R2016-31
NELSON COUNTY BOARD OF SUPERVISORS
AUTHORIZATION FOR ACCEPTANCE OF CONVEYANCE
LOVINGSTON HEALTHCARE CENTER PROPERTY – MEDICAL
FACILITIES OF AMERICA XXXII, LP**

RESOLVED, by the Nelson County Board of Supervisors that the County Attorney, Philip D. Payne, IV is hereby authorized to accept the conveyance of property on behalf of the Nelson County Board of Supervisors from Medical Facilities of America XXXII (32) Limited Partnership via deed, dated April 20, 2016 and recorded as instrument number 160000962 in the Nelson County Circuit Court Clerk's office. The Conveyed property being Tax Map Parcel 58-A-38A, approximately 7.259 acres in the Lovington Magisterial District together with all buildings and improvements thereon.

Approved: May 10, 2016

Attest: _____, Clerk
Nelson County Board of Supervisors

Tax Map Parcel 58-A-38A

ACCEPTANCE OF CONVEYANCE

By resolution duly adopted by the Nelson County Board of Supervisors on the _____ day of _____, 2016, the County of Nelson hereby accepts the conveyance of 7.259 acres, Tax Map parcel 58-A-38A, conveyed by Medical Facilities of America XXXII (32) Limited Partnership to the County of Nelson by deed dated April 20, 2016, and recorded as Instrument No. 160000962 in the Clerk's Office for the Circuit Court of Nelson County.

THE COUNTY OF NELSON

By: _____
Phillip D. Payne IV
County Attorney

STATE OF VIRGINIA
COUNTY OF NELSON, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2016, by Phillip D. Payne IV, County Attorney.

My Commission expires: _____

My Commission Number: _____

Notary Public

Secondary System
 Nelson County
 Construction Program
 Estimated Allocations

Fund	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
CTB Formula - Unpaved State	\$315,523	\$372,055	\$427,989	\$411,332	\$0	\$0	\$1,526,899
Secondary Unpaved Roads	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TeleFee	\$47,694	\$47,694	\$47,694	\$47,694	\$47,694	\$47,694	\$286,164
Residue Parcels	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STP Converted from IM	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP - Bond Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Formula STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MG Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BR Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Grant - Unpaved	\$0	\$0	\$0	\$0	\$577,543	\$577,543	\$1,155,086
Total	\$363,217	\$419,749	\$475,683	\$459,026	\$625,237	\$625,237	\$2,968,149

Board Approval Date:

Residency Administrator

Date

County Administrator

Date

District: Lynchburg
 County: Nelson County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
Rt.0006 104677 RAAP CONTRACT HSIP Minimum Plan 0001.00	ROCKFISH VALLEY HIGHWAY HSIP062S02 RTE 6/151 - CONSTRUCT LEFT TURN LANES AT RTE 638 0.160 MILE SOUTH OF RTE 638 0.140 MILE NORTH OF RTE 638 0.3	PE \$461,865 RW \$692,512 CON \$1,256,163 Total \$2,410,540 Ad Date 11/8/2016	\$461,865 \$449,926 \$1,498,641 \$1,948,567	\$461,973	\$0	\$0	\$0	\$0	\$0	\$0	7200 Safety 13021 REGULAR CONSTRUCTION	
Rt.0151 104676 RAAP CONTRACT HSIP Minimum Plan 0002.00	ROCKFISH VALLEY HIGHWAY HSIP062S01 RTE 6/151 - CONSTRUCT LEFT TURN LANE AT RTE 635 0.18 MILE SOUTH OF RTE 635 WEST 0.07 MILE NORTH OF RTE 635 WEST 0.3	PE \$471,661 RW \$128,339 CON \$900,000 Total \$1,500,000 Ad Date 11/8/2016	\$471,661 \$418,256 \$931,820 \$1,350,076	\$149,924	\$0	\$0	\$0	\$0	\$0	\$0	7200 Safety 13021 REGULAR CONSTRUCTION	
Rt.0613 106288 STATE FORCES/HIRED EQUIPMENT S No Plan 0003.00	LODEBAR ESTATES 0613062P01 RTE 613 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) RTE 151 RTE 612 0.4	PE \$0 RW \$0 CON \$110,000 Total \$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	320 Resurfacing 16005 UNPAVED CONSTRUCTION COMPLETE - PENDING CLOSEOUT	
Rt.0654 106289 STATE FORCES/HIRED EQUIPMENT S No Plan 0004.00	CEDAR CREEK ROAD 0654062P01 RTE 654 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) RTE 655 1.000 MILE WEST OF RTE 655 1.0	PE \$0 RW \$0 CON \$260,000 Total \$260,000	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	160 Resurfacing 16005 UNPAVED CONSTRUCTION COMPLETE = PENDING CLOSEOUT	

District: Lynchburg
 County: Nelson County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
PPMS ID Accomplishment Type of Funds Type of Project Priority #	Project # Description FROM TO Length	Ad Date	SSYP Funding Other Funding Total									
Rt.0640 107683 STATE FORCES/HIRED EQUIPMENT S No Plan 0005.00	WHEELERS COVE ROAD 0640062P01 RTE 640 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) RTE 620 RTE 623 0.7	PE \$0 RW \$0 CON \$175,000 Total \$175,000	\$0 \$66,455 \$66,455	\$108,545	\$108,545	\$0	\$0	\$0	\$0	\$0	\$0	90 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0756 -15232 STATE FORCES/HIRED EQUIPMENT No Plan 0006.00	WRIGHTS LANE 0756062P01 RTE 756 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) RTE 623 DEAD END 0.9	PE \$0 RW \$0 CON \$126,000 Total \$126,000	\$0 \$0 \$0	\$126,000	\$126,000	\$0	\$0	\$0	\$0	\$0	\$0	120 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0634 -15240 STATE FORCES/HIRED EQUIPMENT No Plan 0007.00	OLD ROBERTS MOUNTAIN 0634062P01 RTE 634 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) RTE 619 RTE 754 1.7	PE \$0 RW \$0 CON \$340,000 Total \$340,000	\$0 \$0 \$0	\$340,000	\$237,217	\$102,783	\$0	\$0	\$0	\$0	\$0	110 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0654 -17932 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0008.00	CEDAR CREEK ROAD 0654062800 RTE 654 - RURAL RUSTIC(SURFACE TREAT NON-HARDSURFACE) 01.00 MILE WEST ROUTE 655 02.00 MILE WEST ROUTE 655 1.0	PE \$0 RW \$0 CON \$200,000 Total \$200,000	\$0 \$0 \$0	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	120 Resurfacing 16005

District: Lynchburg
 County: Nelson County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
PPMS ID Accomplishment Type of Funds Type of Project Priority #	Project # Description FROM TO Length	Ad Date	SSYP Funding Other Funding Total									
Rt.0680 -15250 STATE FORCES/HIRED EQUIPMENT No Plan 0009.00	CUB CREEK ROAD 0680062P01 RTE 680 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) 0.510 MILE WEST OF RTE 699 2.990 MILES WEST OF RTE 699 2.5	PE \$0 RW \$0 CON \$496,000 Total \$496,000	\$0 \$0 \$0 \$0	\$496,000	\$0 \$0 \$0 \$0	\$0 \$72,330 \$72,330	\$423,616 \$423,616	\$0 \$0	\$0 \$0	\$0 \$0		70 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0654 -15249 STATE FORCES/HIRED EQUIPMENT No Plan 0010.00	FALLING ROCK ROAD 0654062P01 RTE 654 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) 1.00 MILE EAST OF RTE 657 RTE 661 1.9	PE \$0 RW \$0 CON \$380,000 Total \$380,000	\$0 \$0 \$0	\$380,000	\$0 \$0	\$0 \$7,423	\$372,569 \$3,872,569	\$0 \$0	\$0 \$0	\$0 \$0		160 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0814 -15247 STATE FORCES/HIRED EQUIPMENT No Plan 0011.00	CAMPBELL'S MOUNTAIN ROAD 0814062P01 RTE 814 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) 0.990 MILE NORTH OF RTE 56 1.990 MILES NORTH OF RTE 56 1.0	PE \$0 RW \$0 CON \$200,000 Total \$200,000	\$0 \$0 \$0	\$200,000	\$0 \$0	\$0 \$0	\$0 \$41,767	\$0 \$158,233	\$0 \$158,233	\$0 \$0		160 Resurfacing 16005 UNPAVED CONSTRUCTION
Rt.0617 -17919 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0012.00	BUCK CREEK LANE 0617062796 RTE. 617 - RURAL RUSTIC(SURFACE TREAT NON-HARDSURFACE) 0.23 MILE NORTH RTE. 29 DEAD END 1.4	PE \$0 RW \$0 CON \$280,000 Total \$280,000	\$0 \$0 \$0	\$280,000	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$280,000	\$0 \$280,000	\$0 \$0		140 Resurfacing 16005

District: Lynchburg
 County: Nelson County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments	
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22			
PPMS ID Accomplishment Type of Funds Type of Project Priority #	Project # Description FROM TO Length	Ad Date	SSYP Funding Other Funding Total										
Rt.0625 -17921 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0013.00	PERRY LANE 0625062797 ROUTE 625 - RURAL RUSTIC (SURFACE TREAT NON-HARDSURFACE) ROUTE 623 DEAD END 1.9	PE \$0 RW \$0 CON \$380,000 Total \$380,000	\$0 \$0 \$0 \$0	\$380,000	\$0	\$0	\$0	\$0	\$0	\$150,318	\$229,682	118 Resurfacing 16005	
Rt.0653 -17924 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0014.00	WILSON ROAD 0653062798 RTE 653 - RURAL RUSTIC(SURFACE TREAT NON-HARDSURFACE) ROUTE 655 ROUTE 653 2.8	PE \$0 RW \$0 CON \$566,000 Total \$566,000	\$0 \$0 \$0 \$0	\$566,000	\$0	\$0	\$0	\$0	\$0	\$0	\$375,555	\$191,000	60 Resurfacing 6005
Rt.0645 -17925 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0015.00	AERIAL DRIVE 0645062799 RTE 645 - RURAL RUSTIC(SURFACE TREAT NON-HARDSURFACE) ROUTE 646 WEST ROUTE 646 EAST 0.2	PE \$0 RW \$0 CON \$40,000 Total \$40,000	\$0 \$0 \$0 \$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	55 Resurfacing 16005
Rt.4005 100010 NOT APPLICABLE S 0017.00	1204005 COUNTYWIDE ENGINEERING & VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$0 Total \$0	\$178,728 \$0 \$178,728		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0 Preliminary Engineering 16015 MINOR SURVEY & PRELIMINARY ENGINEERING FOR BUDGET ITEMS AND INCIDENTAL TYPE WORK.

District: Lynchburg
 County: Nelson County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
PPMS ID	Project #											Scope of Work
Accomplishment	Description											FHWA #
Type of Funds	FROM		SSYP Funding									Comments
Type of Project	TO		Other Funding									
Priority #	Length	Ad Date	Total									
Rt.4008		PE \$0										0
100319	1204008	RW \$0	\$15,000		\$0	\$0	\$0	\$0	\$0	\$0		Right of Way
NOT APPLICABLE	COUNTYWIDE RIGHT OF WAY	CON \$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0		16016
S	VARIOUS LOCATIONS IN COUNTY	Total \$0	\$15,000		\$0	\$0	\$0	\$0	\$0	\$0		USE WHEN IMPRACTICAL TO OPEN A PROJECT: ATTORNEY FEES and ACQUISITION COST.
0018.00												
Rt.4007		PE \$0										0
99836	1204007	RW \$0	\$80,895		\$0	\$44,636	\$44,636	\$44,636	\$36,686			Safety
NOT APPLICABLE	COUNTYWIDE TRAFFIC	CON \$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0		16021
S	VARIOUS LOCATIONS IN COUNTY	Total \$0	\$80,895		\$0	\$44,636	\$44,636	\$44,636	\$36,686	\$0		TRAFFIC SERVICES INCLUDE SECONDARY SPEED ZONES, SPEED STUDIES, OTHER NEW SECONDARY SIGNS
0019.00												

NELSON COUNTY
RURAL RUSTIC PRIORITY LIST - FY16/17 -FY 21/22

PRIORITY	ROUTE	NAME	FROM	TO	LENGTH	TC - VPD	NOTES
1	640	WHEELERS COVE RD	RTE 623	RTE 620	0.70 Mi.	90	FUNDED FY 16/17 \$175,000
2	756	WRIGHTS LANE	RTE 623	DEAD END	0.90 Mi.	116	FUNDED FY16/17 \$180,000
3	634	OLD ROBERTS RD	RTE 619	RTE 754	1.70 Mi.	110	FUNDED FY 17/18 \$340,000
4	654	CEDAR CREEK RD	1.0 Mi. W. RTE 655	2.0 Mi. W RTE 655	1.00 Mi.	120	FUNDED FY 17/18 \$340,000
5	680	CUB CREEK RD	0.51 W RTE 699	2.990 Mi W RTE 699	2.48 Mi.	71	FUNDED FY 18/19 \$496,000
6	654	FALLING ROCK DR	1.0 MI.E. RTE 657	RTE 661	1.90 Mi.	127	FUNDED FY 19/20 \$380,000
7	814	CAMPBELL'S MT RD	0.99 Mi. N. RTE 56	1.99 Mi. N. RTE 56	1.00 Mi.	109	FUNDED FY 20/21 \$200,000
8	617	BUCK CREEK RD	0.23 Mi. N RTE 29	DEAD END	1.40 Mi.	140	FUNDED FY 20/21 \$280,000
9	625	PERRY LANE	ROUTE 623	DEAD END	2.00 Mi.	118	FUNDED FY 21/22 \$400,000
10	653	WILSON RD	RTE 655	RTE 710	2.83 Mi.	60	PARTIALLY FUNDED FY 21/22 \$461,675
11	645	AERIAL DR	RTE 646 E	RTE 646 W	0.20 Mi.	55	NOT FUNDED \$40,000
12	721	GREENFIELD DR	RTE 626	0.50 Mi. N RTE 626	0.50 mi.	51	NOT FUNDED \$100,000

Estimated cost /mile \$175,000 -\$225,000

Six Year Plan Estimated Unpaved Road Allocation - \$2,681.985

DEPARTMENT OF
PLANNING & ZONING



PLANNING COMMISSION
BOARD OF ZONING APPEALS

May 4, 2016

Mr. Stephen A. Carter
County Administrator / Clerk to the Board of Supervisors

Mr. Allen Hale
Chair – Nelson County Board of Supervisors

Dear Sirs,

I am writing to formally convey a request of the Nelson County Planning Commission (PC) for an extension to their review-recommendation process regarding Zoning Ordinance text amendments to Article 10 (“General Floodplain District FP”), which were referred to the PC via Board of Supervisors vote on December 8, 2015.

Specifically, the BOS voted to refer proposed Floodplain Ordinance text amendments to the PC on December 8th, 2015; and the PC initially received the referred materials on January 27th, 2016. Because Code of Virginia §15.2-2285 states that the Planning Commission has, *“100 days after the first meeting of the commission after the proposed amendment or reenactment has been referred to the commission,”* this timeline gives the PC until May 6th to review the referred amendments, conduct a public hearing, and provide their recommendations to the BOS (via County staff).

With awareness of this May 6th deadline, the PC has been reviewing the referred amendments and conducting work sessions at their January, February, March, and April meetings. At the April 27th PC meeting, the PC discussed the status and timing of their amendment review process, focusing on the fact that a public hearing had not yet been advertised or conducted.

After consideration and discussion, the PC voted 4-0 (with Mr. Bruguiere abstaining) on a motion made by Commissioner M. Harman and seconded by Commissioner L. Russell to request an extension of one hundred (100) additional days to continue their review-recommendation process. This requested extension would provide the PC with additional

time to continue developing modifications to the referred amendments, to conduct a properly-advertised public hearing, and to vote on formal recommendations to the BOS.

As such, I respectfully ask that you please share the Planning Commission's request with the Board of Supervisors for their consideration and action; and please notify me of the Board's decision regarding the PC's request for a one hundred (100) day extension, which would give the PC until August 14th.

Please also contact me if you have any questions about the amendments or the review process, or if I may be able to provide assistance in any way.

Thank you very much for your time and attention to this request. Sincerely,

A handwritten signature in black ink, appearing to read "Tim M. Padalino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Tim Padalino

Director of Planning & Zoning

tpadalino@nelsoncounty.org

(434)-263-7090

CC: Mrs. Philippa Proulx | Chair – Nelson County Planning Commission

Upcoming Appointments May - June 2016

<u>Board or Commission</u>	<u>Terms Expiring</u>	<u>Incumbent</u>
Ag & Forestal Dist. Advisory 4 Year Term - 3 Term Limit	5/13/2016	Other Landowners Bill Halverson
Board of Building Appeals 4 Year Term - No Term Limit (initial 3 - 2012, initial 2 - 2014 per Ordinance)	6/30/2016 6/30/2016 6/30/2016	Shelby Bruguere Steven C. Crandall Kenneth H. Taylor
Jefferson Madison Regional Library Board 4 Year Term - 2 Term Limit	6/30/2016	Marcia McDuffie (T1) Unexp Term of Mary Coy
N.C. Economic Dev. Authority 4 year term	6/30/2016 6/30/2016	R. Carlton Ballowe Emily H. Pelton
N.C. Library Advisory Committee 4 year term appointed by District	6/30/2016	Audrey Evans - West District
N.C. Service Authority 4 Year term appointed by District	6/30/2016 6/30/2016	Edward L. Rothgeb - South David S. Hight-West
N.C. Social Services Board 4 year term with 2 term limit	6/30/2016	Clifford Savell (T1)
Piedmont Workforce Network Board PWN Business Representative - 3 Year Term No Term Limits	6/30/2016	James S. Turpin
Planning Commission 4 Year term appointed by District	6/30/2016 6/30/2016	Mary K. Allen - South Michael Harman-West
Region Ten Community Services Board 3 Year term / 3 Term Limit	6/30/2016	Patricia Hughes (T1)

Agricultural & Forestal District Advisory Committee

Citizen Members (Producers) 4

Term 4 years

Joyce Burton joybirdpt@gmail.com 434-361-2328
82 Wild Orchid LN
Afton, VA 22920

May 13, 2015 – May 13, 2019 (T1)

Andy Wright dutchcreekfarm@aol.com 434-263-8938
1315 Dutch Creek Lane
Shipman, VA 22971

May 13, 2015 – May 13, 2019 (T3)

Billy Newman enviroforllc@netscape.net 434-263-4172
356 Deer Run Lane
Shipman, VA 22971

May 13, 2015 – May 13, 2019 (T2)

Susan McSwain losthorseshoe3@gmail.com 434-263-6714
3254 Dutch Creek Lane
Shipman, VA 22971

May 13, 2015 – May 13, 2019 (T3)

Citizen Members (Other Landowners) 4

Dr. Andre Derdeyn derdeynandrep@aol.com 434-263-6848 (h)
P.O. Box 338
Lovingston, VA 22949

May 13, 2015 – May 13, 2019 (T3)

Bill Halverson wchal771@cox.net
122 Mobjack Loop
Yorktown, VA 23693
757-868-0166 (H)
757-812-0536 (Cell)

June 12, 2012–May 13, 2016 (T1)

Chapin Wilson, Jr. natureisland@earthlink.net
6438 Laurel Rd.
Shipman, VA 22971
434-263-4116 (H)

May 13, 2015 – May 13, 2019 (T3)

Bruce A. Vlk Bruce bvlk77@yahoo.com
77 Bunny Lane
Faber, VA 22938
434-465-1454 (H)
434-243-3540 (W)

May 13, 2015 – May 13, 2019 (T2)

Commissioner of Revenue

Pam Campbell pcampbell@nelsoncounty.org 434-263-7070
P.O. Box 246
Lovingston, VA 22949

Board of Supervisors Member

Connie Brennan connie@cstone.net 434-263-4690
524 Buck Creek Lane
Faber, VA 22938

- Establishment: Established by the Code of Virginia §15.2-4300 et seq. and the Code of Nelson County, Chapter 9, Article V. on February 11, 2003.
- Members: Consists of 10 members, four (4) agricultural producers, four (4) other landowners, the Commissioner of Revenue and a Board of Supervisors member.
- Term: Regular terms are 4 years from May 13th to May 13th with a term limit of 3 consecutive terms.
- Summary of Duties: To advise the Planning Commission and the County governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the county. In particular, the committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources with the district(s) and their relation to the entire county.
- Meetings: Meetings are held on an as needed basis. Members serve on a voluntary basis, but the Board of Supervisors may at its discretion, reimburse each member for actual and necessary expenses incurred in the performance of duties.

LOCAL BOARD OF BUILDING CODE APPEALS

<u>NAME & ADDRESS</u>	<u>TERM ENDING</u>
Shelby Bruguiera 1339 Stoney Creek West Nellysford VA 22958 540-456-6778 (H) shelbybruguiera@gmail.com	JUNE 30, 2016
Kenneth H. Taylor 2415 Arrington Road Arrington, V A 22922 (434) 263-5564	JUNE 30, 2016
Steve Crandall 13804 Patrick Henry Highway Roseland, V A 22967 (434) 325-2125	JUNE 30, 2016
Robin Meyer (Architect) 15 Orchard Rd. Charlottesville, VA 22903 (434) 987-4112 rmeyer@nelsoncable.com	JUNE 30, 2018
Robert L. Yoder (Architect) 80 Tuckahoe LN Nellysford, VA 22958 (757) 675-1449 BobYoderArchitect@gmail.com	JUNE 30, 2018

LOCAL BOARD OF BUILDING CODE APPEALS

Establishment:

Established per Section 36-105, of the Code of Virginia, 1950 as amended and Section 119 of the Virginia Uniform Statewide Building Code effective March 1, 2011 and Ordinance O2011-05 adopted August 9, 2011

Term:

Four year terms except for the first three initial appointees' terms shall expire on June 30, 2012. The remaining two appointees' terms shall expire June 30, 2014. Members may be re-appointed without limitation. A member appointed to fill a vacancy shall serve the unexpired term of the member being replaced. At the request of the Board of Supervisors, a serving member may sit beyond the expiration of his term until such time as his successor may be appointed; however, the successor's term shall not be extended by such delay.

Composition:

Members of the LBBCA shall be selected by the Board of Supervisors on the basis of their ability to render fair and competent decisions regarding application of the USBC and shall to the extent possible, represent different occupational or professional fields relating to the construction industry. At least one member should be an experienced builder; at least one member should be a licensed architect or professional engineer, and at least one member should be an experienced property manager. Employees and officials of the locality shall not serve as members of the LBBCA.

Summary of Duties:

To rule on disagreements between the local enforcers of the Virginia Statewide Fire Prevention Code ("the SFPC") or the Virginia Uniform Statewide Building Code ("the USBC") and those persons being regulated under the codes. The power of the local board of appeals is to, when presented with an appeal, rule on the application of the SFPC or USBC by the enforcing agency or to rule on the enforcing agency's denial of a modification request. In exercising these powers, the local board of appeals may reverse or affirm, wholly or partly, or modify any decision under review as well as to determine whether an appeal is properly before them

Meetings:

The LBBCA shall meet at least once annually to assure a duly constituted board, appoint officers as necessary, and receive such training on the USBC as may be appropriate or necessary from staff of the locality. Members are compensated \$75 per meeting.

JEFFERSON MADISON REGIONAL LIBRARY BOARD

NAME, ADDRESS & PHONE

Marcia McDuffie
1936 Embly's Gap Rd.
Roseland, VA 22967
H: (434) 277-9216
C: (434) 296-6392
secondwind@gmail.com

TERM :4 Years, July-June 2 Term Limit

July 1, 2012 – June 30, 2016
(Appointed June 9, 2015)

Authority: Code of Virginia §42.1-38 - §42.1-41

Membership: Nine (9) members, three (3) C' Ville City appointees, three (3) County appointees, one (1) each from Louisa, Nelson, and Greene Counties.

Term(s) of Office: Regular Terms are 4 years July – June, with a **two (2) term limit**. Membership is voluntary.

Summary of Duties: Administer the Regional Library System with responsibility for budgets, finance, public policy and planning for library services. Serve as a strong advocate for improvement and enhancement of public library services in the region and State and determine Library policies. Additional duties include securing funds for carrying out policies and hiring the library director to administer the library system.

Meetings: Monthly on the 4th Monday of each month. Members serve on a voluntary basis.

NELSON COUNTY ECONOMIC DEVELOPMENT AUTHORITY

NAME, ADDRESS & PHONE

TERM

Mark B. Robinette
P.O. Box 135
Roseland, VA 22967
434-277-9251 (H)
mrobinette@co.bedford.va.us

July 1, 2015 -June 30, 2019
(First Appointed 2-14-12)

John Bruguiera
1339 Stoney Creek West
Nellysford VA 22958
434-277-5516 (W)
540-456-6778 (H)
John@DickieBros.com

July 1, 2015 -June 30, 2019

R. Carlton Ballowe
19218 Thomas Nelson Hwy
Faber, VA 22938
434-263-6285 (H)
434-996-7796 (W)
catbalu1@aol.com

July 1, 2012 –June 30, 2016
(Appointed 3-12-13)

Emily H. Pelton
1488 Afton Mountain Rd.
Afton, VA 22920
434-531-7754 (Cell)
540-456-8000 Ext.103 (W)
Emily@veritaswines.com

July 1, 2012 –June 30, 2016

Gregory J. Kelly
602 Wills Lane
Lovingsston, VA 22949
434-263-8336
gkelly@forcvec.com

July 1, 2013 – June 30, 2017

Natt A. Hall, Jr.
462 Horseshoe Mountain Rd.
Roseland, VA 22967
434-361-1780

July 1, 2014 – June 30, 2018

J. Alphonso Taylor
288 Village Rd.
Shipman, VA 22971
434-263-5894 (H)
434-263-6195 (W)

July 1, 2014 – June 30, 2018

Authority: **Established pursuant to the Code of Virginia §15.2-4903 et seq.**

Membership: Consists of seven (7) County Resident members

Term: 4 years, July – June (Staggered) with **no term limits.**

Summary of Duties: To administer the provisions of Virginia State Code §15.2-4905

Meetings: Meets on the 1st Thursday of each month. Members are compensated \$75 per meeting plus mileage.

NELSON COUNTY LIBRARY ADVISORY COMMITTEE

NAME, ADDRESS & PHONE

TERM :4 Years, July-June

Ellen Bouton – **North District**
395 Goodwin Creek Trail
Afton, Va. 22920
(540) 456-6746

July 1, 2014 – June 30, 2018

Jane Strauss- **Central District**
112 River View Lane
Faber, VA 22938
(434) 263-8294
msjane@ntelos.net

July 1, 2015 - June 30, 2019

Gloria Ashley- **East District**
48 Henry's Hill LN
Lovingsston, VA 22949
H (434) 263-5035
W (434) 263-4086
Gashley3@verizon.net

July 1, 2014 – June 30, 2018
(Appointed 3-10-15)

Jean B. Holliday- **South District**
24 Kingswood Ln
Arrington, VA 22922
(434) 263-5266

June 30, 2013 – July 1, 2017

Audrey D. Evans – **West District**
1184 Dickie Rd.
Roseland, VA 22967
(434) 277-5814
bossmare1955@gmail.com

July 1, 2012 - June 30, 2016
(Appointed 2-12-13)

Membership: 5 Members by Election District.

Term(s) of Office: Regular Terms are 4 years July – June, with no term limits. Membership is voluntary.

Summary of Duties: To serve in an advisory capacity to the Jefferson Madison Regional Library Nelson member of the Board, the JMRL Librarian, and the Nelson Librarian.

Meetings: Monthly on the 3rd Monday from 4-6 PM at the Nelson Memorial Library. Members serve on a voluntary basis.

NELSON COUNTY SERVICE AUTHORITY

NAME, ADDRESS & PHONE

TERM 4 Years, No Limits

Thomas D. Harvey- North District
10921 Rockfish Valley Hwy
Afton, VA 22920
W (540) 456-6379
C (434) 906-4443
harveyasc@gmail.com

July 1, 2014 – June 30, 2018
(appointed 8/12/14)

Russell B. Otis - **Central District**
286 Riverfield Farm LN
Faber, VA 22938
H: (434) 263-5527
W: (434) 325-8531
rotiswpoa@cs.com

July 1, 2014 - June 30, 2018

Robert McSwain- **East District**
3254 Dutch Creek Lane,
Shipman, VA 22971-2018
W: 434-263-6714
losthorsehoe2@gmail.com

July 1, 2014 -June 30, 2018

Edward L. Rothgeb- **South District**
P.O. Box 98
Shipman, VA 22971
H: (434) 263-5272

July 1, 2012 - June 30, 2016

David S. Hight – **West District**
P.O. Box 5
Roseland, VA 22967
H: (434) 277-5351

July 1, 2012 - June 30, 2016

Authority : Established by the Code of Virginia §15.2-5113 and Nelson County Code Chapter 12 - Utilities

Membership: 5 Members appointed by Election District.

Term: 4 Years, July 1 – June 30. No term limits

Summary of Duties: To serve as the governing Board of the Nelson County Service Authority.

Meetings: Regular meetings are held monthly on the third Thursday of each month at 2pm. Members are compensated \$75 per meeting plus mileage paid at the existing State mileage rate per BOS Resolution dated April 12, 2005.

NELSON COUNTY SOCIAL SERVICES BOARD

<u>NAME, ADDRESS & PHONE</u>	<u>TERM (July – June) 4 Years, 2 Term Limit</u>
Joan Giles – West District 719 Cow Hollow Road Roseland, VA 22967 (434) 277-9266 Jgiles1242@gmail.com	July 1, 2014 – June 30, 2018 (Reg. Term 2)
Pauline Page – East District 134 Miles LN Faber, VA 22938 434-263-8223 nomondays@aol.com	July 1, 2014 – June 30, 2018 (Reg. Term 2)
Constance Brennan 524 Buck Creek Lane Faber, VA 22938 H (434) 263-4690 connie@cstone.net	January 2014 – December 31, 2016
Diane Harvey - North District 10921 Rockfish Valley Hwy Afton, VA 22920 W (540) 456-6379 harveyasc@gmail.com	July 1, 2014 – June 30, 2017 (Unexp. T)
Joseph B. Williamson – South District 115 Phoenix Rd. Arrington, VA 22922 (434) 263-8874 jwilliamson@nelson.k12.va.us	July 1, 2015 – June 30, 2019 (Reg. Term 2)
Clifford Savell – Central District 14 Crystal Lane Faber, VA 22938 434-361-0165 funex@falafeldog.com	July 1, 2012 – June 30, 2016 (Reg. Term 1)

Authority: Established by the Code of Virginia §63.2-300 et seq.

Membership: 5 Members appointed by Election District.

Term: 4 Years, July 1 – June 30. **2 term limit**

Summary of Duties: To provide, either directly or through the purchase of services subject to the supervision of the Commissioner and in accordance with regulations adopted by the Board, any or all child welfare services herein described when such services are not available through other agencies serving residents in the locality such as: Protecting the welfare of all children including handicapped, homeless, dependent, or neglected children; preventing or remedying, or

assisting in the solution of problems that may result in the neglect, abuse, exploitation or delinquency of children; preventing the unnecessary separation of children from their families by identifying family problems, assisting families in resolving these problems and preventing the break up of the family where preventing the removal of a child is desirable and possible;

NELSON COUNTY SOCIAL SERVICES BOARD

Summary of Duties Cont'd:

Restoring to their families children who have been removed by providing services to the families and children; placing children in suitable adoptive homes in cases where restoration to the biological family is not possible or appropriate; and assuring adequate care of children away from their homes in cases where they cannot be returned home or placed for adoption.

The local board is also authorized and, as may be provided by regulations of the Board, shall provide rehabilitation and other services to help individuals attain or retain self-care or self-support and such services as are likely to prevent or reduce dependency and, in the case of dependent children, to maintain and strengthen family life.

Meetings: Regular meetings are held monthly on the third Tuesday of each month at 1:00 PM at the Dept. of Social Services building in Lovington. Members are compensated \$75 per meeting plus mileage paid at the existing State mileage rate.

Term of Office: 3 years; No Term Limits July 1 – June 30

Summary of Duties:

The Virginia Workforce Council establishes the vision and goals for the statewide workforce investment system. The Council's vision and goals will be directed towards ensuring that Virginia remains prepared to meet the employment challenges of the twenty-first century. Local boards are a part of a statewide system, and are expected to carry out strategies and policies that build on state investments. The WIBs set policy for the local workforce investment area and are the strategic leaders in addressing workforce development issues in their local areas, including but not limited to the Workforce Investment Act (WIA).

Meetings:

Meetings are held at least quarterly at the Best Western Hotel in Ruckersville, Virginia at 3pm – meeting schedule is posted at <http://www.tjped.com/about-the-partnership/pwn/meeting-schedule/> . Members serve on a volunteer basis without pay.

PIEDMONT WORKFORCE NETWORK BOARD

2 members: 1 Business and 1 Government

Government Representative:

Term:

Allen M. Hale
Nelson County Board of Supervisors
1610 Wilson Hill Rd
Arrington, VA 22922
larrya5819@aol.com

January 1, 2016 – December 31, 2016

W (434) 263-4201
H (434) 263-4976
Fax: (434) 263-8632

Business Representative:

James S. Turpin
Democracy Vineyard
37 Proffit LN
Lovingson, VA 22949
H (434) 964-6124
turkop@att.net

July 1, 2013 – June 30, 2016 (T1)

Established: by the Workforce Investment Act, December 31, 2000 and Policy 99-2 of the Virginia Employment Commission.

Authority: Code of Virginia, Section 9-329.1(H), P.L. 105-220, Workforce Investment Act, Section 117 20 CFR Parts 661.300 through 661.340; Part 667.200, Federal Register, Volume 64, No. 37/February 25, 1999; U.S. Department of Labor, Planning Guidance and Instructions for Submission of the Strategic Five-Year Plan for Title I of the Workforce Investment Act and the Wagner-Peyser Act; Notice. Executive Order Number 10(98), Office of the Governor: The Virginia Strategy: Prosperity Into the New Century

Composition: In accordance with Policy 99-2 of the Virginia Employment Commission and based upon the respective populations of each County and City in Area VI as approved by the Piedmont Workforce Council.

Term of Office: 3 years; No Term Limits July 1 – June 30

Summary of Duties:

The Virginia Workforce Council establishes the vision and goals for the statewide workforce investment system. The Council's vision and goals will be directed towards ensuring that Virginia remains prepared to meet the employment challenges of the twenty-first century. Local boards are a part of a statewide system, and are expected to carry out strategies and policies that build on state investments. The WIBs set policy for the local workforce investment area and are the strategic leaders in addressing workforce development issues in their local areas, including but not limited to the Workforce Investment Act (WIA).

Meetings:

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NELSON COUNTY PLANNING COMMISSION

NAME, ADDRESS & PHONE

TERM EXPIRATION

Phillipa Proulx – **North District**
950 Avon Road
Afton, VA 22920
(540) 456-6849
proulx@cfw.com

June 30, 2018

Linda C. Russell- **Central District**
1236 Stoney Creek W.
Nellysford, VA 22958
(434) 361-2137
lcr1236@verizon.net

June 30, 2018

Robert C. Goad, III- **East District**
326 Spring Hill Lane
Lovingsston, VA 22949
(434) 987-0013 (H)
(434) 946-5161 (W)
robgoad@gmail.com

June 30, 2018

Mary Kathryn Allen- **South District**
1115 Gladstone Road
Gladstone, VA 24553
(434) 933-8214 (H)
(434) 942-7695 (W)
mkallen@vaems.org

June 30, 2016

Michael E. Harman – **West District**
2828 Embly's Gap Road
Roseland, VA 22967
(434) 277-5016
koms@lynchburg.net

June 30, 2016

Larry D. Saunders – **BOS Member**
1610 Wilson Hill Rd
Arrington, VA 22922
W (434) 263-4201
H (434) 263-4976
Fax: (434) 263-8632
larrya5819@aol.com

January 2015

Authority: Established by the Code of Virginia §15.2-2200 et seq. and County Code Article II, Sec.9-26

Membership: 6 members: 5 Appointments by Election District, with 1 appointed Board of Supervisors member.

Term: 4 Years, July 1 – June 30, **No Term Limits**

Summary of Duties: As Established by the Code of Virginia §15.1-427.1 et seq., the Board members serve in order to promote the orderly development of the County and to plan community centers with adequate highway, utility, health, educational and recreational facilities, and to provide for the needs of agriculture, industry and business in future growth. This includes interpretation and development of the County Zoning and Subdivision Ordinance with review of citizen applications for re-zoning requests, conditional use permits, and subdivision requests with subsequent recommendations to the Board of Supervisors for action on such applications.

Meetings: Regular meetings are held the fourth Wednesday of each month with the exception of November. Members are compensated \$75 per meeting plus mileage paid at the existing State mileage rate.

REGION TEN COMMUNITY SERVICES BOARD

NAME, ADDRESS & PHONE

TERM :3 Years , July-June

Patricia Hughes
23 Camping Ridge
Nellysford, VA 22958
(434) 981-5532
Tricia047@gmail.com

July 1, 2013 – June 30, 2016 (T1)

Dwight McCall, Ph.D., L.P.C.
1676 Ennis Mountain Road
Afton, Virginia 22920
(434) 760-0557
Dmccall0092@gmail.com

July 1, 2015 – June 20, 2018 (T1)
(Appointed 10/13/15)

Established by the Code of Virginia §37.2-500 et seq.

Membership: 2 local members, with 9-15 total members as apportioned on the basis of population not less than 1 member per subdivision. Members serve on a voluntary basis. 14 members (4 City appointees, 4 Albemarle County appointees, 1 each from Fluvanna and Greene Counties, 2 each from Louisa and Nelson Counties)

Term: 3 years with a 3 consecutive term limit.

Summary of Duties: To Act as a direct agent of the Region Ten member localities in the establishment and operation of community mental health, mental retardation, and substance abuse programs as provided for in the Code of Virginia §37.2-500 et seq. as amended. Reviews and evaluates public mental health, mental retardation and substance abuse services and facilities available to serve the community and such private services and facilities as receive funds through the Board. Submits governing bodies of regions the programs of community mental health, mental retardation and substance abuse services and facilities. Within amounts appropriated, executes programs and services and enters into contracts for rendition of services and facilities. Makes rules and regulations concerning rendition or operation of services and facilities under its directions or supervision.

Meetings: Second Monday of every month at 6PM. **Place:** Region Ten, 502 Old Lynchburg Road Charlottesville VA. 22903

Contact: Region Ten Community Services Board at 434-972-1800