V I R G I N I A:

At a recessed meeting of the Washington County Board of Supervisors held Thursday, April 25, 1996, at 7:00 p.m., at the County Administration Building in Abingdon, Virginia, the following were present:

PRESENT:

Joe W. Derting, Chairman
Bobby D. Ingle, Vice Chairman
Kenneth G. Mathews
James T. Osborne
Maurice H. Parris
Jackson Barker
Dulcie M. Mumpower

Mark K. Reeter, County Administrator
Joseph B. Lyle, County Attorney
Mark W. Seamon, Accounting/Purchasing Manager
Cecile Rosenbaum, Personnel Services Manager/Legal Assistant

ABSENT:

Sandra M. Hatfield, CPS, Administrative Assistant

****

1. Call to Order

The recessed meeting was called to order by Mr. Joe W. Derting, Chairman of the Board who welcomed everyone in attendance.

2 Invocation and Pledge of Allegiance - Joe W. Derting

Mr. Derting gave the Invocation and led in the pledge of allegiance.

The following action was taken on approval of the agenda:

On motion of Mr. Ingle, second by Mr. Parris, it was resolved to add Item 5.a, discuss means of accountability for agencies who receive County funding to the Agenda.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

On motion of Mr. Osborne, second by Mr. Parris, it was resolved to add Item 5.b, request for contribution to assist student chosen to participate in Spirit of America Honor Band to the Agenda.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

On motion of Mrs. Mumpower, second by _____, it was resolved to add Item 5.c, high school graduation commencement recognition to the Agenda.

The vote on the motion to approve the Agenda was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

On motion of Mr. Osborne, second by Mrs. Mumpower, it was resolved to adopt the agenda as modified.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

3 **Presentation of FY 1996-97 Recommended Budget**

The following summary analysis of the FY 1996-97 recommended budget was presented by County Administrator, Mark K. Reeter:

General Statement of Revenues and Expenditures

The County Administrator=s Recommended General Operating Budget for Fiscal Year 1996-97 projects Total County Revenues at $63,308,665 and Total County Expenditures at $63,308,653.

Statement of Expenditures by Fund

Budgetary Fund	FY 1996-97 Recom=ed Budget	FY 1995-96 Amended Budget	Dollar Change FY96 to FY 97	Percent Change
General Fund	$11,959,204	$12,023,678	-64,474	-0.5%
Federal Assets Revenue Sharing Fund	-0-	16,080	-16,080	-100.0%
Law Library Fund	7,500	8,501	-1,001	-11.8%

Road Improvement Fund	165,000	155,000	+10,000	+6.5%
Capital Improvement Fund	1,051,000	2,662,811	-1,611,811	-60.6%
Special Grant Projects Fund	-0-	1,674,043	-1,674,043	-100.0%
E-911 Services Fund	251,573	252,745	-1,172	-0.5%
County Library Fund	700,498	760,421	-59,923	-7.9%
Virginia Public Assistance	3,499,682	3,431,420	+68,262	+2.0%
General School Fund	39,998,029	39,327,019	+671,010	+1.7%
School Textbook Fund	684,309	450,627	+233,682	+51.9%
School Construction Fund	2,765,893	3,938,441	-1,172,548	-29.8%
School Cafeteria Fund	2,225,965	2,131,023	+94,942	+4.5%
TOTALS	**$63,308,653**	**$66,831,809**	**-$3,523,156**	**-5.3%**

Statement of Proposed General Fund Expenditures by Budgetary Department

General Fund Budgetary Department	FY 1996-97 Recom=ed Budget	FY 1995-96 Amended Budget	Dollar Change FY96 to FY 97	Percent Change
Board of Supervisors	$103,835	$107,525	-$3,690	-3.4%
BoS Committees	25,250	$25,350	-100	-0.4%
County Administration	122,013	115,930	+6,083	+5.2%
Legal Services	110,193	105,198	+4,995	+4.7%
Personnel Services	34,847	25,345	+9,502	+37.5%
County Audit	25,000	24,000	+1,000	+4.2%
Accounting	104,803	100,555	+4,248	+4.2%
Commissioner of Revenue	276,452	277,889	-1,437	-0.5%
Com. of Revenue-CSB Office	28,892	-0-	+28,892	- - -
Assessor	117,000	200,000	-83,000	-41.5%
Treasurer	300,046	288,599	+11,447	+4.0%
Treasurer-CSB Office	28,892	-0-	+28,892	- - -
Data Processing	197,132	199,616	-2,484	-1.2%
Purchasing	32,045	28,069	+3,976	+14.2%
Resource Management	-0-	44,475	-44,475	-100.0%
Electoral Board & Officials	38,285	41,548	-3,263	-7.9%

General Registrar	75,267	69,701	+5,566	+8.0%
Circuit Court	36,184	38,910	-2,726	-7.0%
General District Court	7,725	9,625	-1,900	-19.7%
Special Magistrates	3,775	3,172	+603	+19.0%
Juvenile & Domestic Relations	18,210	14,570	+3,640	+25.0%
Clerk of Circuit Court	118,089	155,110	-37,021	-23.9%
Victim & Witness Assistance	39,121	-0-	+39,121	- - -
Commonwealth Attorney	243,891	228,836	+15,055	+6.6%
General Fund Budgetary Department	**FY 1996-97** Recom=ed Budget	**FY 1995-96** Amended Budget	**Dollar Change** FY96 to FY 97	**Percent Change**
WCSO-Sheriff Office	$2,039,847	$2,382,913	-$343,066	-14.4%
WCSO-COPS Fast Grant	26,610	25,417	+1,193	+4.7%
WCSO-Law Enforcement Grants	175,219	-0-	+175,219	- - -
WCSO-Central Dispatch	151,351	156,910	-5,559	-3.5%
WCSO-Litter Control	26,610	-0-	+26,610	- - -
WCSO-DARE Program	62,839	60,000	+2,839	+4.7%
Volunteer Fire Departments	549,557	566,548	-16,991	-3.0%
EMS Departments	319,840	338,755	-18,915	-5.6%
WCSO-Jail Operations	274,500	704,336	-429,836	-61.0%
WCSO-Jail Improvements	300,000	-0-	+300,000	- - -
Highlands Juv. Detention Ctr.	80,954	85,293	-4,339	-5.1%
DJCS Barrier Grant 94-A8349J	-0-	38,333	-38,333	-100.0%
Office on Youth	47,700	52,718	-5,018	-9.5%
Intensive Supervision Program	-0-	110,192	-110,192	-100.0%
Building Inspection	62,762	61,850	+912	+1.5%
Animal Control	122,681	113,629	+9,052	+8.0%
Medical Examiner	2,000	3,000	-1,000	-33.3%
Emergency Services	83,564	87,628	-4,064	-4.6%
Roads, Highways & Rail	3,200	4,700	-1,500	-31.9%
Solid Waste	2,231,181	2,234,953	-3,772	-0.2%
Recycling & Special Projects	78,802	81,922	-3,102	-3.8%

General Services	555,474	(505,900)	+49,574	+9.8%
Sewer & Water Subsidies	214,775	215,950	-1,175	-0.5%
County Health Department	351,600	310,000	+41,600	+13.4%
Co. Health Dept. Supplement	44,818	43,316	+1,502	+3.5%
General Fund Budgetary Department	**FY 1996-97** Recom=ed Budget	**FY 1995-96** Amended Budget	**Dollar Change** FY96 to FY 97	**Percent Change**
Bristol Reg. Speech & Hearing	$16,500	$16,500	$-0-	-0-
Highland Community Services	183,323	181,233	+2,090	+1.2%
SLH Program Local Share	16,000	16,000	-0-	-0-
District III Gov=tal Cooperative	12,832	11,665	+1,167	+10.0%
Senior Services	98,500	93,713	+4,787	+5.1%
Community Action Agency	114,760	133,662	-18,902	-14.1%
Other Contributions	23,500	20,000	+3,500	+17.5%
Community Colleges	49,180	47,670	+1,510	+3.2%
Recreation Department	76,126	72,433	+3,693	+5.1%
County Parks & Pools	41,400	38,760	+2,640	+6.8%
Community Centers	55,500	46,555	+8,945	+19.2%
Recreation Programs-Towns	50,000	77,500	-27,500	-35.5%
Athletic Group Activities	41,002	36,735	+4,267	+11.6%
Cultural Enrichment	153,800	179,500	-25,700	-14.3%
Planning & Zoning	74,136	71,408	+2,728	+3.8%
Mt. Rogers PDC	26,249	25,151	+1,098	+4.4%
Community and Economic Development	71,934	58,330	+13,604	+23.3%
Economic Development Activities	259,415	234,415	+25,000	+10.7%
Virginia Highlands Airport	188,350	184,399	+3,951	+2.1%
Soil & Water Conservation	11,350	10,350	+1,000	+9.7%
County Extension Program	77,516	80,927	-3,411	-4.2%
Operational Contingency Funds	250,000	98,486	+153,514	+153.8%
Uncommitted Contingency Funds	175,000	-0-	+175,000	- - -
TOTALS	**$11,959,204**	**$12,023,678**	**-64,474**	**-0.5%**

Analysis of County Administrator=s Recommended Budget

(1) School Board Funding: The Washington County School Board is requesting a total County (local-dollar) appropriation of $13,131,208 for FY 1996-97. In FY 1995-96, the Board of Supervisors appropriated a total of $12,230,259 to the School Board. The County Administrator=s Recommended Budget for FY 1996-97 proposes a total local-dollar School Board appropriation of $13,002,756. This total recommended appropriation provides an additional $772,497 in new County funds to the School Board, a 6.3% increase over FY 1995-96 appropriations. The difference between the School Board=s requested appropriation and the County Administrator=s recommended appropriation is $128,452. The School Board=s budget proposes to carry-over $78,000 of County funds originally appropriated in FY 1994-95 and unexpended in FY 1995-96.

For FY 1996-97, the increased School Board appropriations would be made within two (2) Funds: the General School Fund and School Textbook Fund. A total recommended County appropriation of $12,881,098 to the General School Fund is proposed for FY 1996-97; the School Board requested $13,009,550. The recommended $12,881,098 represents a $740,572 or 6.1% increase from the County=s FY 1995-96 General School Fund appropriation of $12,140,526. In the School Textbook Fund, a total County appropriation of $121,658 for FY 1996-97 is proposed. This amount matches the requested appropriation from the School Board, and represents a $31,925 or 35.5% increase over the County FY 1995-96 appropriation of $89,773.

(2) Salary Increases: The proposed FY 1996-97 budget contains a general 3% across-the-board salary/wage increase for all County-funded positions. Several County-funded positions within certain Constitutional Offices and other agencies have been adjusted so as to equalize their compensation with those of similar State Compensation Board-funded positions (making them ›Comp Board-equivalent= positions).

(3) New Personnel: A total of six (6) new permanent, full-time 100% County-funded positions were proposed by various departments, agencies and Offices for FY 1996-97 (not including Social Services and School Board). Five (5) of these new positions have been funded as part of the recommended budget. One (1) new full-time position each has been proposed for the Offices of Treasurer and Commissioner of Revenue (for satellite office operations at the Community Services Building); one (1) additional Custodial Technician for the Department of General Services (to be assigned to the Community Services Building); one (1) Litter Control Officer for the Sheriff=s Office; and one (1) Reference Librarian for the Washington County Library. One (1) Clerk/Typist position for the Commonwealth Attorney=s Office was requested but not funded in the recommended budget.

A total of five (5) permanent, part-time 100% County-funded positions were proposed for FY 1996-97; four (4) of these positions are already filled on a temporary, part-time basis through June 30 of this year (in the Departments of Animal Control, Building Inspection, County Administration, and General Services). These are proposed for ›conversion= from temporary, part-time to permanent, part-time and made part of the minimum staffing requirements of these departments beginning in FY 1996-97. A fifth permanent, part-time position in the Department of Data Processing is being recommended. All five of these part-time positions are included in the recommended budget.

(4) New Budgetary Departments: As part of reorganization and ›housecleaning= of the budget for FY 1996-97, ten (10) new budgetary departments have been created and incorporated into the budget document. New budgetary departments now appear for the following: *Board of Supervisors Committees*; *Commissioner of Revenue-CSB Office*;

Treasurer-CSB Office; *Witness/Victim Coordinator* (Commonwealth Attorney); *Litter Control Officer - Sheriff Office*; *Jail Improvements - Sheriff Office*; *Department of General Services*; *County Parks and Pools*; *Community Centers*; and *Town Recreation Programs*. Of these, four (4) represent new expenditures not previously funded by the County; the remaining six (6) were created by reorganizing previously funded budgetary line-items. The most major change as a result of this reorganization involves the Department of General Services, which is a consolidation of the former Department of Resource Management with the Building and Grounds Department. In addition, the recommended budget for General Services consolidates a number of previously scattered expenditure line-items for such things as insurance, vehicle fuel and maintenance and building repairs and improvements.

(5) Emergency Response Organizations: Recommended operational funding for volunteer fire departments and emergency medical and rescue departments for FY 1996-97 has been stabilized at FY 1995-96 levels.

(6) Senior Services: Recommended funding for senior citizen organizations has been increased by about $4,700 from FY 1995-96 levels.

(7) Recreation: The recommended FY 1996-97 budget for recreation-related funding has been reorganized. The County Recreation Manager, in consultation with the County Recreation Advisory Committee and the Accounting/Purchasing Manager have proposed changes to the budgetary line-items for recreational funding, creating two (2) new budgetary departments: *County Parks and Pools*, and *Town Recreation Programs*. These new departments consolidate certain line-items previously appearing under *Athletic Group Contributions* into these new budgetary departments. It is recommended that funding of *Backer Park Restoration* and the *Damascus Rock School Association* be routed through the Town of Damascus for administration beginning in FY 1996-97. All recommended contributions to *Athletic Groups* follow the County Recreation Advisory Committee recommendations for FY 1996-97.

(8) Community Centers: Recommended funding for the County=s five (5) community centers and associations has been increased by about $9,000 from FY 1995-96 levels.

(9) Economic Development: Recommended funding for economic development has been increased above FY 1995-96 appropriations for both the *Department of Community and Economic Development* and the *Economic Development Activities* budgetary department.

(10) Capital Improvements: Recommended funding for capital improvements has decreased considerably from FY 1995-96 to FY 1996-97, due principally to the completion of the Washington County Community Services Building project (acquisition and renovation costs borne in FY 1995-96). A total of $200,000 for new water projects and $300,000 for new sewer projects is provided.

Changes to Budget Presentation

Considerable work has gone into making a number of changes to the presentation of the budget document for the coming fiscal year, particularly on the expenditures side. These are summarized as follows:

(1) Personnel Line-Items: Throughout most of the budgetary departments, expenditure line-items for County personnel have been broken out into ›titled‹ positions within each individual department, agency or Office. Previous budget documents tended to reflect a consolidation of personnel compensation expenditures into one or two separate line-items (generally with the compensation of the head of the department, agency or Office budgeted separately and all other personnel consolidated together in a second line-item). This fiscal year‹s budget separates personnel compensation by formal positions titles, and includes codes to indicate (1) the number of employees holding that position; (2) the origin of the funds used to pay for those positions; and (3) whether the positions are permanent, full-time or permanent, part-time. The line-item description also indicates whether a particular position is being proposed for the first time in the budget.

Examples:

030000 PUBLIC SAFETY
031200 WCSO - SHERIFF OFFICE
031200-1120 COMP.- SHERIFF (1) CB - *A(1)@ indicates one employee holds this position; ACB@ indicates 100% of the funding for the position is derived from the State Compensation Board-@*CB@
031200-1130 COMP.-DEPUTIES (42) CB - *A(42)@ indicates that 42 Deputy Sheriffs will be paid from this line-item, all of whom derive their compensation from the State Compensation Board -@*CB@

Examples *(continued)*:

012410 TREASURER
012410-1131 COMP.-DEPUTIES (1 2) CO - *A(1 2)@ indicates that one full salary and 50% of another position‹s salary is being paid out of this line-item, 100% of which is derived from the County (local funds)-@CO@*

012315 COM OF REVENUE-CSB OFFICE
012315-1130 COMP.-DEPUTY (1) CO NEW - *A(1)@ indicates that one employee will be paid from this line item, 100% out of County (local only) funds, and that the position is being proposed for the first time in FY 1996-97-@NEW@*

012110 COUNTY ADMINISTRATION
012110-1200 COMP.-ADMIN AIDE (1) PPT CO - *A(1)@ indicates that one employee will be paid from this line-item, that the position is permanent, part-time - APPT@, and that funds for the position are 100% County (local)*

This method of separating personnel line-items by title is more descriptive of the type and number of positions within the various departments, agencies and Offices and clearly indicates the present and proposed staffing requirements of each. Some positions are ›shared-cost‹ positions, being partially paid from County (local) funds and partially from non-County or intergovernmental revenues. These are coded (for example) by the use of ACO/CB@ - i.e, a position partially funded by the County (CO) and partially funded by the State Compensation Board (CB). The coding does not reflect the percentage of funding from each source.

(2) Part-time and Overtime Line-Items: In previous budget documents, one line-item has usually appeared containing funds for the compensation of any part-time personnel employed by a particular department, agency or Office, as well as for any overtime compensation for full-time personnel. The proposed budget document separates this line-time into two (2) separate line-items specifically for the compensation of temporary, part-time employees and for payment of overtime. This separation is being proposed to provide for a more accurate accounting of funds used for temporary, part-time employees distinct from any paid overtime compensation.

(3) Renamed and Consolidated Line-Items: Various line-items have been renamed and consolidated where appropriate and useful across all budgetary departments. This was undertaken for the purpose of making the budget easier to use from an accounting standpoint and easier to understand also.

(4) Elimination of Unused Line-Items: Some budgetary ›housecleaning= has been undertaken in the proposed budget for FY 1996-97 to eliminate a number of historic but unfunded line-items across all budgetary departments. This was performed only for line-items which had no funding for since FY 1992-93; line-items which have had funding since FY 1992-93 have been left presented in the budget for historic purposes.

Statement Concerning County Millage Rates for Fiscal Year 1996-97

The Amillage rate@ is the amount of money the County could anticipate collecting for each additional one cent ($0.01) of various tax levies. For Fiscal Year 1996-97, the County millage rates are as follows:

From General Property Taxes:

Real Estate Tax (presently $0.68 per $100 of assessed value)
$127,000
Mobile Homes Tax (presently $0.68 per $100 of assessed value)
$1,475
Public Service Corporation Tax (presently $0.68 per $100 of assessed value) +$7,850
$136,325

Personal Property Tax (presently $1.55)
$19,800
Machinery and Tools Tax (presently $1.55)
+ $12,000
$31,800

Statement Concerning Current, Proposed and Recommended County Tax Rates for Fiscal Year 1996-97

The following table depicts the current, proposed and recommend tax rates for the County for FY 1996-97. The Aproposed@ rate would be that required if the County were to fund all budget requests made to the Board of Supervisors at the amounts requested. The Arecommended@ rate is that which would be required to fund the County Administrator=s Recommended Operating

Budget proposal.

General Property Taxes:	Current Rate	Proposed Rate	Recommended Rate
Real Estate Tax	$0.68	$0.75	$0.68
Mobile Home Tax	$0.68	$0.75	$0.68
Public Service Corporation Tax	$0.68	$0.75	$0.68
Personal Property Tax	$1.55	$1.55	$1.55
Machinery and Tools Tax	$1.55	$1.55	$1.55

During the budget presentation, at 7:35 p.m., Mr. Ingle left the meeting room, and returned at 7:45 p.m.

4 **Board Consideration of District Appointee to Commonwealth Transportation Board**

Discussion ensued relative to Commissioner Joe Bert Rhea=s appointment to the Commonwealth Transportation Board expiring _____.

Board Members requested Mr. Rhea indicate his interest in the Board recommending his reappointment.

5 **Reception for Assistant County Administrator**

There was consensus agreement to schedule a reception for the Assistant County Administrator on Wednesday, May 29, 1995, 5:30 to 7:00 p.m. at the William King Regional Arts Center.

5.a **discuss means of accountability for agencies who receive County funding**

Discussion ensued concerning developing a policy requiring agencies who are funded by the County to be accountable to the County for the money they receive.

On motion of Mr. Ingle, second by Mr. Osborne, it was resolved to establish a committee to review accountability of agencies that the Board of Supervisors provides money to, and further it was resolved to appoint Mark Reeter, Maurice Parris, Mark Seamon and Fred Parker to serve on the committee.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**

Mr. Barker Aye

5.b request for contribution to assist student chosen to participate in Spirit of America Honor Band

On motion of Mr. Osborne, second by Mr. Parris, it was resolved to approve a contribution of $500.00 to Patrick Henry High School specifically for the expenses of Olivia Scalf while touring Europe as a member of the 1996 Spirit of America National Honor Band.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

5.c high school graduation commencement recognition

On motion of Mr. (Osborne) (Ingle), second by Mrs. Mumpower, it was resolved to recognize the top two students at the four high schools with medallions at the graduation ceremonies.

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

6 ***Recess to Tuesday, April 30, 1996 , 7:00 p.m.*** for the purpose of meeting with Departments and Agencies concerning their FY 1996-97 Budget Requests

On motion of Mr. Barker, second by Mr. Parris, it was resolved to recess to Tuesday, April 30, 1996 , 7:00 p.m. for the purpose of meeting with Departments and Agencies concerning their FY 1996-97 Budget Requests

The vote on the motion was as follows: (7-0)

Mr. Derting	**Aye**	**Mr. Ingle**	**Aye**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Aye**	**Mrs. Mumpower**	**Aye**	**Mr. Parris**	**Aye**
Mr. Barker	**Aye**				

*

_____

Joe W. Derting, Chairman