



**SPECIAL MEETING OF THE  
PRINCE EDWARD COUNTY BOARD OF SUPERVISORS**

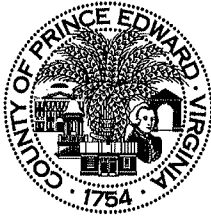
**May 6, 2014  
7:00 p.m.**

7:00 p.m.

PAGE #

1. The Chairman will call the Reconvened Meeting to order.
2. Adoption of FY15 Budget and Setting Calendar Year 2014 Tax Rates 1
3. Resolution - Affirmation Of Declaration Of Local Emergency 11
4. The Board will adjourn until its next regular meeting to be held on Tuesday, May 13, 2014 at 7:00 p.m.





County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** May 6, 2014  
**Item No.:** 2  
**Department:** County Administrator  
**Staff Contact:** W.W. Bartlett  
**Issue:** Adoption of FY15 Budget and Setting Calendar Year 2014 Tax Rates

**Summary:**

Counting today, the Board of Supervisors has met nine times, which includes two joint meetings with the School Board, to discuss the FY15 County Budget. The original budget schedule set by the Board called for the approval of the County Budget on April 29, 2014. This date was set to meet the mandate contained in section 22.1-93 of the Code of Virginia that Counties approve an annual budget for educational purposes by May first of each year. Doing so allows the School Board to make decisions for the coming school year. The failure of the General Assembly to adopt a budget allowed the County to delay the adoption of the budget.

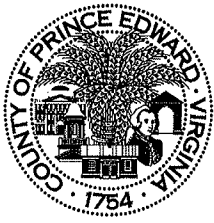
Even though the General Assembly has not passed a budget, the Schools are requesting the School Budget be adopted. The adoption informs the Schools of the amount of the local contribution. While the General Assembly has not passed a budget, there are only small differences between the Senate, House and Governor’s budget numbers, especially for education.

The proposed FY15 County Budget includes the following highlights:

- This is the first year the County Budget reflects the revenues required to fund the County’s portion of the operations necessary to operate the regional jail. This cost is estimated to be \$1,400,000 and is the primary reason for the proposed eight cent increase in the real estate tax rate.
- Level or decreased funding is proposed for the majority of remaining expenditures.
- The proposed budget includes \$8,346,800 of local funds for the Prince Edward County Public Schools. This represents level funding with the FY14 budget.
- \$1,212,000 is budgeted for the opening of a new cell at the Prince Edward County landfill in the Landfill Construction Fund.
- The Sheriff’s department budget includes \$119,000 for the purchase of three vehicles and a communications system for the dispatch office.

There is no proposal to reduce local funding for our schools. The budget challenges the Schools are facing for FY15 are due to the reduction in Federal funding and increases in the VRS and health insurance rates. Federal funds are being reduced by almost \$500,000 while the increase in the VRS rate of 3.11% will cause an expenditure increase of more than \$400,000 and the health insurance premium increase will cost almost \$130,000.

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

The two attachments reflect decisions the Board of Supervisors has made during the last three budget work sessions that have been held. In addition, adjustments are proposed that would negate the use of any of the fund balance in the General Fund to balance the FY15 General Fund Budget. That task was accomplished by increasing the revenue estimates for several revenue line items. Attachment 1 reflects all the revenue adjustments made or recommended since I submitted the original FY15 Budget recommendation. Items marked with an asterisk reflect adjustments that were taken prior to balancing the budget without the use of the fund balance.

Attachment 2 displays all the adjustments made by either the receipt of new information (VRS and Group Life rates) or actions taken by the Board.

Revenues and expenditures are now in balance without the use of the fund balance.

You will notice on the last page of Attachment 2 there are two items that do not include accounting information. These are proposed expenditures for the County's membership in the Virginia Growth Alliance (\$23,386) and the match for a Rescue Squad Assistance Fund Grant to purchase repeaters (\$8,500). The Board has discussed these two items but has not taken any action to fund them. The budget has been balanced with the inclusion of these two expenditures. If the Board decides not to fund either of these items then the funds could be returned to the fund balance or the contingency line could be increased.

Additionally, the Board has discussed providing funding to the Virso Recreation Community but has taken no action.

**Attachments:**

1. Revenue adjustments from the original recommended budget
2. Expenditure adjustments from the original recommended budget
3. Sample Motion to approve the school budget
4. Resolution to approve the FY15 Prince Edward County Budget
5. Ordinance to set the 2014 calendar year tax rates

**Recommendations:**

1. Approval of FY 15 Prince Edward County Public School Budget
2. Adopt Resolution Approving the FY 15 County Budget
3. Adopt the Ordinance to Impose Tax Levies for Calendar Year 2014

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Jones \_\_\_\_\_

McKay \_\_\_\_\_  
Simpson \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_

# REVIEW OF BOARD BUDGET ACTIONS

## REVENUE

Department	Object	Description	Amount
11060	0001	Penalties	\$ 1,015
12020	0001	Consumer utility Tax	\$ 5,000
12020	0002	Communications Sales & Use Tax	\$ 5,000
12050	2015	Motor Vehicle License Tax	\$ 4,000 *
12070	0001	Grantor's Tax on Deeds	\$ 4,000 *
12070	0003	Grantees Recordation Tax (local)	\$ 13,000 *
13030	0008	Building Permits	\$ 3,000
14010	0001	Court Fines & Forfeitures	\$ 10,000
16010	0015	Courthouse Security Fund	\$ 3,000
18990	0013	Cannery Commercial Fees	\$ 3,500
18990	0099	Miscellaneous Revenue	\$ 2,000
22010	0003	Motor Vehicle Carrier Tax	\$ 5,000
22010	0006	Grantor's Recordation Tax (state)	\$ 5,000 *
41050	0100	Fund Balance	\$ (110,392)
ADJUSTMENT TOTAL			\$ (46,877)
County Administrator Recommended FY15 Budget			\$ 21,929,384
<b>ADJUSTED FY15 BUDGET</b>			<b>\$ 21,882,507</b>

# REVIEW OF BOARD BUDGET ACTIONS

## EXPENDITURES

Department	Object	Description	Amount
<b>Board of Supervisors</b>			
11010	3600	Advertising	\$ (5,000)
<b>County Administrator</b>			
12110	2210	VRS	\$ (3,106)
12110	2400	Group Life Insurance	\$ 475
12100	3160	Professional Services	\$ (1,000)
<b>Legal Services</b>			
12210	1100	Salary & Wages	\$ (3,000)
12210	2100	FICA	\$ (229)
<b>Commissioner of Revenue</b>			
12310	2210	VRS	\$ (1,663)
12310	2400	Group Life Insurance	\$ 254
<b>Treasurer</b>			
12410	2210	VRS	\$ (1,644)
12410	2400	Group Life	\$ 252
12410	3320	Maintenance Service Contract	\$ (300)
12410	3600	Advertising	\$ (500)
12410	5510	Travel - Mileage	\$ (500)
12410	6040	ADP Equip	\$ (2,000)
<b>Registrar</b>			
13200	2210	VRS	\$ (462)
	2400	Group Life	\$ 70
<b>Circuit Court</b>			
21100	2210	VRS	\$ (275)
21100	2400	Group Life	\$ 42
21100	5540	Travel - Convention & Education	\$ (2,000)
21100	6030	Non-Capital Equipment	\$ (500)
<b>Clerk of Circuit Court</b>			
21600	2210	VRS	\$ (2,904)
21600	2400	Group Life	\$ 413
21600	3160	Professional Services	\$ (3,200)
21600	5850	Jurors/Witnesses	\$ (1,000)
21600	6014	Other Operating Supplies	\$ (5,000)

# REVIEW OF BOARD BUDGET ACTIONS

## EXPENDITURES

Department	Object	Description	Amount
Commonwealth Attorney			
22100	2210	VRS	\$ (3,931)
22100	2400	Group Life	\$ 601
22100	6001	Office Supplies	\$ (500)
Victim Witness			
22200	2210	VRS	\$ (410)
22200	2400	Group Life	\$ 62
Sheriff			
31200	2210	VRS	\$ (8,660)
31200	2400	Group Life	\$ 1,191
31200	3160	Professional Services	\$ (1,500)
31200	3170	Drug Testing	\$ (500)
31200	3310	Repairs/Maint - Radio	\$ (1,000)
31200	3311	Repairs/Maint - Auto & Equip	\$ (2,000)
31200	3312	Repairs/Maint - Office	\$ (500)
31200	5210	Postal Services	\$ (300)
Sheriff - Courts			
31201	2210	VRS	\$ (2,009)
31201	2400	Group Life	\$ 308
Ambulance & Rescue			
32300	7013	Old Dominion EMS	\$ (2,000)
Emergency Services			
32500	2210	VRS	\$ (62)
32500	2400	Group Life	\$ 10
32500	2800	Line of Duty	\$ (5,000)
Regional Jail & Detention			
33200	3196	Purchase of Service - Jail & Deten	\$ (10,000)
Building Official			
34100	2210	VRS	\$ (262)
34100	2400	Group Life	\$ 40
Animal Control			
35100	2210	VRS	\$ (612)
35100	2400	Group Life	\$ 93

# REVIEW OF BOARD BUDGET ACTIONS

## EXPENDITURES

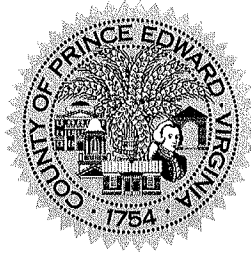
Department	Object	Description	Amount
<b>Biosolids</b>			
	36100	2210 VRS	\$ (391)
	36100	2400 Group Life	\$ 60
<b>Refuse Disposal</b>			
	42300	2210 VRS	\$ (355)
	42300	2400 Group Life	\$ 54
<b>General Properties</b>			
	43200	2210 VRS	\$ (2,163)
	43200	2400 Group Life	\$ 331
<b>Other Welfare/Social Services</b>			
	53501	5610 STEPS, Inc	\$ (2,232)
	53501	5613 Jolly Glee Senior Citizens	\$ (300)
	53501	5645 VA Legal Aid Society	\$ (150)
	53501	5650 Tri-County Learners	\$ (325)
	53501	5652 Heart of VA Free Clinic	\$ 10,000
<b>Contributions to Colleges</b>			
	68100	5640 Payment to Community College	\$ (427)
	68100	5643 Longwood Small Business Dev Cntr	\$ (7,500)
<b>Museums</b>			
	73500	5640 Library	\$ 3,837
<b>Planning</b>			
	81100	2210 VRS	\$ (961)
	81100	2400 Group Life	\$ 148
	81100	3160 Professional Services	\$ (7,000)
<b>Economic Development</b>			
	81500	2210 VRS	\$ (533)
	81500	2400 Group Life	\$ 81
<b>Tourism</b>			
	81600	1300 Part-Time Salaries & Wages	\$ (882)
	81600	2100 FICA	\$ (67)
	81600	2210 VRS	\$ (298)
	81600	2400 Group Life	\$ 46



# REVIEW OF BOARD BUDGET ACTIONS

## EXPENDITURES

<u>Department</u>	<u>Object</u>	<u>Description</u>	<u>Amount</u>
Miscellaneous			
		Virginia Growth Alliance	\$ 23,368
		Repeater Grant	\$ 8,500
		ADJUSTMENT TOTAL	\$ (46,877)
		County Administrator Recommended FY15 Budget	\$ 21,929,384
		<b>ADJUSTED FY15 BUDGET</b>	<b>\$ 21,882,507</b>



### Approval of FY 15 School Budget

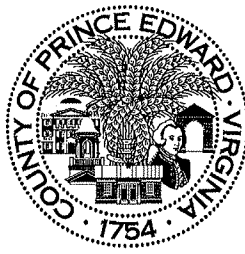
#### SAMPLE MOTION:

*I move that the FY 15 Prince Edward County School Budget be approved as follows:*

*School Fund – The total for the School Fund is **\$24,844,956**, of which **\$8,346,800** is local revenue as a transfer from the County General Fund.*

*School Cafeteria Fund – The total for the School Cafeteria Fund is **\$1,075,034**, of which \$0.00 is local revenue as a transfer from the County General Fund.*

*This provides for an overall FY 15 Prince Edward County School Budget in the amount of **\$25,919,990**.*



*A Resolution to Approve the FY 15 Prince Edward County Budget*

**WHEREAS**, it is the responsibility of the Prince Edward County Board of Supervisors to approve and control the fiscal plan for the County of Prince Edward, Virginia for Fiscal Year 2015 (FY 15); and

**WHEREAS**, on March 25, 2014 the County Administrator submitted to the Board of Supervisors the Proposed FY 15 Budget; and

**WHEREAS**, the Board of Supervisors has conducted a total of eight meetings/work sessions on the FY 15 County Budget; and

**WHEREAS**, the Board of Supervisors has received citizen input on the proposed budget and proposed tax rates at a duly advertised Public Hearing held April 22, 2014; and

**WHEREAS**, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, that the FY 15 Budget for Prince Edward County of \$52,769,051 is hereby approved and effective July 1, 2014.

**Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 6<sup>th</sup> day of May, 2014.*

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Howard F. Simpson, Chairman

ATTEST:

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W.W. Bartlett, County Administrator

Attachment 4

***An Ordinance to Impose Tax Levies For Calendar Year 2014***

**Whereas**, the Board of Supervisors establishes the levies for the County of Prince Edward, Virginia; and

**Whereas**, for calendar year 2014 beginning January 1, 2014 and ending December 31, 2014, the Board of Supervisors has duly advertised and held a public hearing on the subject tax levies;

**Now, Therefore, Be it Resolved**, by the Board of Supervisors of the County of Prince Edward, that the following tax levies be, and they hereby are, imposed for the calendar year 2014:

<b>Levy</b>	<b>Nominal Tax Rate (per \$100 of assessed valuation)</b>	<b>Value Used for Assessment Purposes</b>	<b>Effective Tax Rate (per \$100 of assessed valuation)</b>
Real Estate	\$0.50	Fair Market Value	\$0.50
Mobile Homes	\$0.50	Fair Market Value	\$0.50
Merchant's Capital	\$0.70	100% of Original Cost	\$0.70
Tangible Personal Property – Motor Vehicles	\$4.50	N.A.D.A. Guide, Loan Value	\$4.50
Tangible Personal Property – Business Furniture & Fixtures	\$4.50	20% of Original Cost	\$0.90
Tangible Personal Property – Heavy Equipment	\$4.50	20% of Original Cost	\$0.90
Machinery & Tools	\$4.20	10% of Original Cost	\$0.42
Farm Machinery & Equipment	\$0.00	----	\$0.00

**Certification**

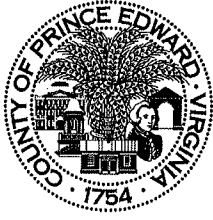
*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 6<sup>th</sup> day of May, 2014.*

\_\_\_\_\_  
Howard F. Simpson, Chairman

ATTEST:

\_\_\_\_\_  
W.W. Bartlett, County Administrator

Attachment 5



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** May 6, 2014  
**Item No.:** 3  
**Department:** County Administrator  
**Staff Contact:** W.W. Bartlett  
**Issue:** Resolution Affirming Declaration of Local Emergency

**Summary:** I will update the Board on the action of the County regarding the private dam on Morris Creek Road at the May 6, 2014 Board meeting. Additionally, Section 44-146.21 of the *Code of Virginia* (citation below) requires that a Declaration of Local Emergency be confirmed by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first.

§ 44-146.21. Declaration of local emergency.

*(a) A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.*

**Attachments:** Draft Resolution of Affirmation  
Declaration of Local Emergency  
Rescinding Declaration of Local Emergency

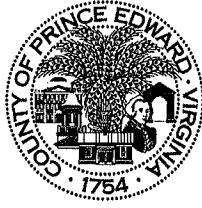
**Recommendations:** Approve the Resolution of Affirmation

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Jones \_\_\_\_\_

McKay \_\_\_\_\_  
Simpson \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



**RESOLUTION  
AFFIRMATION OF DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, at 4:30 p.m. on April 29, 2014, as a result of the rainfall storm event, W.W. Bartlett, County Administrator, as the Director of Emergency Management of the County of Prince Edward, found that the County of Prince Edward, Virginia, faced an emergency conditions caused by the overtopping of a private dam in the that placed in peril the lives and property of citizens of the County which could have threatened and constituted a disaster, and made a Declaration of Local Emergency; and

**WHEREAS**, at 1:30 p.m. on May 1, 2014, W.W. Bartlett, County Administrator, as the Director of Emergency Management of the County of Prince Edward, Virginia, found that the conditions of peril to life and property had abated and therefore the Declaration of Local Emergency was rescinded; and

**WHEREAS**, Section 44-146.21 of the *Code of Virginia* requires that such Declaration of Local Emergency be approved and confirmed by Board of Supervisors, as the governing body of the County of Prince Edward, Virginia;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency, dated April 29, 2014, attached hereto and incorporated herein fully by reference, be, and the same hereby is approved and confirmed; and

**BE IT FURTHER RESOLVED**, and affirmed by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency was rescinded effective 1:30 p.m. on May 1, 2014.

*Certification*

*I do hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a special board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, 6<sup>th</sup> day of May, 2014.*

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**Howard F. Simpson**  
*Chairman, Board of Supervisors*

ATTEST:

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**W.W. Bartlett**  
*County Administrator*



**DECLARATION OF LOCAL EMERGENCY**  
**County of Prince Edward, Virginia**

The County Administrator/Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

1. That due to the rainfall storm event of April 29, 2014/April 30, 2014, Prince Edward County is facing dangerous public safety conditions; and
2. That due to this rainfall event a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency; and
3. Under the authority of Section 44.-146.21 of the *Code of Virginia*, the Director of Emergency Management has declared a Local Emergency;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that an emergency now exists throughout the County of Prince Edward; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Prince Edward County shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Prince Edward County in order to mitigate the effects of said emergency.

Date: 4.29.14

Time: 4:30 PM

W.W. Bartlett

W. W. Bartlett, County Administrator  
Director of Emergency Management  
County of Prince Edward, Virginia

Attest: Brian T. Butler  
Brian T. Butler, Deputy County Attorney



**RESCINDING DECLARATION OF LOCAL EMERGENCY  
County of Prince Edward, Virginia**

The County Administrator/Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

1. That the dangerous public safety conditions and peril to life and property caused by the rainfall storm event of April 29, 2014/April 30, 2014 which necessitated the Declaration of Local Emergency effective 4:30 p.m., April 29, 2014, in Prince Edward County, Virginia, have now abated;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that an emergency no longer exists in the County of Prince Edward and the Declaration of Local Emergency is rescinded, effective immediately.

Date: May 1, 2014

Time: 1:30 p.m.

\_\_\_\_\_  
W.W. Bartlett, County Administrator  
Director of Emergency Management  
County of Prince Edward, Virginia

Attest:   
\_\_\_\_\_  
Brian T. Butler, Deputy County Attorney