

March 12, 2024

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 12th day of March, at 5:30 p.m., there were present:

Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Victor “Bill” Jenkins
E. Harrison Jones
Odessa H. Pride
Jerry R. Townsend
Cannon Watson

Also present: Douglas P. Stanley, County Administrator; Cheryl Stimpson, Director of Finance; Crystal Baker, Finance Manager; and Sarah Elam Puckett, Assistant County Administrator.

Chair Cooper-Jones called the reconvened meeting to order.

In Re: FY 2024-2025 Revenue Estimates

Mr. Douglas Stanley, County Administrator, presented a brief overview of the estimated revenue. He said a list of the major revenue categories; he said the chart shows the current FY24 budget, and four different dates that were checked to see revenue collected to that date.. He stated that 96% of the Real Estate taxes have been collected. He reviewed the various categories and how much has been collected. He said year-to-date, we are at 91% collection and have our projections for the next fiscal year.

Mr. Stanley said he has not yet received the state budget estimates, which in turn means he does not have the proposed school budget estimates. He said he has created a working document to get to this point. He then reviewed the budget schedule; the School Superintendent is scheduled to present her proposed budget to the Board on March 26.

He then reviewed budget goals:

- Maintain or improve current levels of service
- Stay competitive with staff salaries, address compression
- Continue financial planning process for capital improvement projects:
 - Elementary School renovation

- Sandy River Water System
 - Animal Shelter
 - Public Safety Radio System Improvements
 - Promote economic development, invest in the Community
 - HIT Park
 - Manor Smartscale Project
- Maintain low real estate taxes

Mr. Stanley reviewed budget drivers:

- Anticipated flat revenue
- A few personnel priorities, salary increases
- State School Shortfall (Composite Index & loss of federal funding)/Salary increases
- Capital Improvement Plan items
- Regional Jail – increased costs

Mr. Stanley discussed increases:

- Overall local revenue project up \$511,857 (\$30,776,379 to \$31,288,236), or 1.7%
- Real Estate stable - \$9,750,000 (Billed \$9,527,717 in TY23)
- PP Stable - \$6,300,000 to \$6,500,000 (Slight estimated increase in values)
- Sales Tax up from \$3,800,000 to \$4,000,000
- Revenue from use of investments up \$300,000 to \$600,000
- A number of other categories up slightly
- Have not included ICA funding, hoping to save for CIP

Discussion then followed on significant funding changes:

- General Personnel Cost:
 - 3.0% COLA (\$312,6130), included in budgets
 - 10% Health insurance increase budgeted
 - Handful of merit increases
 - Hourly rate increased from \$12.00 to \$13.50
- Additional Positions:
 - Tourism (PT to FT Tourism Coordinator position)
 - Building Inspections/Planning (FT Permit Technician (PT to FT funding)
 - Animal Control (Third ACO position from PT to FT funding)
- Prince Edward Sheriff's Office:
 - Overtime increase from \$175,800 to \$200,000
 - Part-time increase from \$140,000 to \$282,068
 - Equipment maintenance from \$95,000 to \$114,750

- Vehicle maintenance from \$75,000 to \$100,000
- Police supplies from \$50,000 to \$70,000
- Vehicle purchase from \$155,000 to \$312,000 (partly funded by grant in FY24)
- Courts
 - Part-time increase from \$70,000 to \$164,970
- Fire & Rescue:
 - Level contributions
 - Emergency Radio System from \$100,000 to \$271,050
- General Properties repairs (\$30,000+)
- Reassessment increase to go to a four-year cycle (\$150,000 to \$200,000)
- Registrar PT salaries (\$31,000 to \$50,550)
- Regional Economic Development initiative (\$25,000 to \$40,000)
- Audit Services (\$100,000 to \$125,000)
- School CIP Funding (\$425,000 to \$450,000)
- Solid Waste
 - Professional Services (\$200,000 to \$275,000)
 - Paving (\$45,000)
 - New scale house (\$26,000)
 - New bins (\$40,000)
- CIP (\$508,708)
- Sandy River
- Engineering (\$200,000)
- Legal (\$17,500)
- Debt Service (\$750,000)
- Contingency Funding (\$125,000; 0.38% which is slightly less than 0.5% Finance Policy Requirement)
- Estimated State Revenue included
- School budget increases (Local operating – used House estimate \$250,000 - \$10,346,371 operating/\$522,279 Debt Service)
- Outside agency increases (County Administrator recommendations included in budget)

Mr. Stanley stated the budget is currently out by \$1,280,867, which is less than this time last year when it was out by \$2,096,853. He said we will look to see what additional state revenue is available, review and re-evaluate local revenue estimates, use some fund balance for one-time capital items, and will recommend to cut or trim some items from the budget based on priorities. He reminded the Board that next year is reassessment year and there may be more options with re-evaluation of the Real Estate tax for consideration.

Mr. Stanley said he did not include the potential incremental increase for the Sandy River project or the Elementary School project; he said that will be determined after FY25 after the sales tax referendum.

Mr. Stanley then reminded the Board of the meeting on Tuesday, March 19, and asked the Board for recommendations following that meeting.

On motion of Supervisor Townsend, seconded by Supervisor Emert, and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

the meeting was recessed at 6:19 p.m., until Tuesday, March 19, 2024 at 2:00 p.m.