

County of Dinwiddie Board of Supervisors

MINUTES

Special Meeting – May 7, 2019, 4:02 PM

Board Training Room, Dinwiddie Government Center
14010 Boydton Plank Road, Dinwiddie, Virginia

Supervisors Present:

William D. Chavis, *Chair*
Daniel D. Lee, *Vice Chair*
Harrison A. Moody
Dr. Mark E. Moore
Brenda Ebron-Bonner

Election District 3
Election District 4
Election District 1
Election District 2
Election District 5

Administration Present:

W. Kevin Massengill, *County Administrator*
Anne Howerton, *Deputy County Administrator,*
Finance and General Services
Dennis Hale, *Chief, Fire and EMS*
Tyler Southall, *County Attorney*

1. ROLL CALL

2. REPORT

A. COUNTY EMERGENCY OPERATION PLAN

Dennis Hale, Chief, Fire and EMS presented the updated Emergency Operation Plan to the Board. He asked them to review it and submit any questions or suggested changes to him before Regular Meeting on May 21st where it will be on the agenda as an action item for approval.

3. ACTION ITEMS:

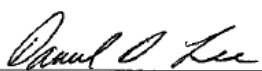
A. FISCAL YEARS 2020-2029 CAPITAL IMPROVEMENTS PLAN BUDGET

Before discussion began, Dr. Moore and Mr. Lee read the following statements.

DISCLOSURE OF INTEREST PURSUANT TO SECTION 2.2-3112 OF THE CODE OF VIRGINIA, 1950, AS AMENDED

At the May 7, 2019 Special Meeting of the Dinwiddie County Board of Supervisors, I, Daniel D. Lee, will participate in discussion and vote on the budget and the capital improvements plan. The budget and CIP will determine how much money is appropriated to the Dinwiddie County School Board. My wife is employed by the Dinwiddie County School Board, but the budget and CIP will affect all school board employees in the County, and I am able to participate in the transaction fairly, objectively, and in the public interest.

I am employed by the Appomattox River Soil and Water Conservation District, which has an address of 13915 Boydton Plank Road, Farm Credit Mall, Dinwiddie, VA 23841. Due to my employment with the Appomattox River Soil and Water Conservation District, I will not participate in any discussion or vote pertaining to the Appomattox River Soil and Water Conservation Board.



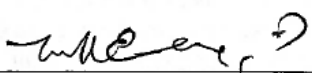
Daniel D. Lee
District 4 Supervisor

5-7-2019

Date

DISCLOSURE OF INTEREST PURSUANT TO SECTION 2.2-3112 OF THE CODE OF VIRGINIA, 1950, AS AMENDED

At the May 7, 2019 Special Meeting of the Dinwiddie County Board of Supervisors, I, Mark E. Moore, will participate in discussion and vote on the budget and the capital improvements plan. The budget and CIP will determine how much money is appropriated to the Dinwiddie County School Board. My wife is employed by the Dinwiddie County School Board, but the budget and CIP will affect all school board employees in the County, and I am able to participate in the transaction fairly, objectively, and in the public interest.



Mark E. Moore
District 2 Supervisor

05/07/2019

Date

Mr. Massengill presented the following for Board approval.

MEMORANDUM

TO: Board of Supervisors
FROM: Anne Howerton, Deputy County Administrator
DATE: May 7, 2019
SUBJECT: Adoption of FY 2020 – 2029 Capital Improvements Plan

Background

For FY 2019 County Administration, along with the County’s financial advisor Davenport, recommended that the Capital Improvements Plan (CIP) be increased from a five-year plan to a ten-year plan to better capture the financial impacts of upcoming projects. A ten year CIP allows the County to better prepare for those financial impacts. (However, pursuant to Virginia Code Section 15.2-2239, the County’s five-year Capital Improvements Program only includes fiscal years 2020 through 2024 for voluntary cash proffers purposes.) In addition the scope of the CIP has been expanded to include vehicles and other items that have a useful life of more than one year that have typically be paid from the General Fund.

Proposed expenditures for the FY 2020 CIP focus on regional broadband initiative; Fire and EMS equipment, apparatus and new radio system; school buses and a school roof; law enforcement and building inspection vehicles; Courthouse renovations; and DCWA/ARWA/SCWWA improvements for a total value of \$13,256,119.

After FY 2020, the planned expenditures consist mainly of replacement computer software (ERP system); scheduled fire & rescue apparatus and equipment; school buses; recreation facility improvements; airport, water and sewer infrastructure improvements; and HVAC replacements in various County buildings. Other major school renovations and construction projects have been recognized in the plan as potential projects but have not yet been assigned to a specific year in the CIP at this time.

Please see attached CIP by fiscal year for a listing of individual projects and funding sources.

Previous Board Actions

The CIP was discussed by the Board of Supervisors at budget work sessions over the past several months, and a public hearing for the FY 2020-2029 CIP was held on April 30, 2019.

The CIP was also discussed with the Dinwiddie County Planning Commission at their workshop and was approved for presentation to the Board of Supervisors at the Planning Commission’s April 10, 2019 meeting.

Funding

Funds to support the proposed FY 2020-2029 CIP expenditures are expected to come from the unassigned General Fund balance; the Capital Projects Fund balance; various grants; and debt financing.

Recommendation

We recommend approval of the attached resolution.

**RESOLUTION
ADOPTION OF FISCAL YEARS 2020-2029
CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, in consideration of information received from the departments and agencies of the County, and direction from the Board of Supervisors, the County Administrator has developed a proposed Fiscal Years 2020-2029 Capital Improvements Program (“CIP”); and

WHEREAS, the CIP serves as a long-range planning document subject each year to review and approval of funding by the Board of Supervisors and is planned to be funded by future revenue and/or future debt; and

WHEREAS, such review has been completed for the Fiscal Years 2020-2029 CIP and funding for the Fiscal Year 2020 CIP is included in the Fiscal Year 2020 County budget; and

WHEREAS, as required by Virginia Code Section 15.2-2303.2(B), Dinwiddie County reports that it received \$0 in FY 2018 from cash proffers and plans to spend \$0 of money received from cash proffers in FY 2020; and

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the proposed Fiscal Years 2020-2029 Capital Improvements Program is hereby adopted.

COUNTY OF DINWIDDIE CAPITAL IMPROVEMENTS PLAN																
FY 2020-2029																
FY 2020																
Funding Sources																
Requestor	Projects by Fiscal Year	Funding Sources				Total Project Cost	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Gen Fund Transfer	CIP Proj Bal	Grant Funds	Alternative Funding											
Admin	Broadband Project	500,000				500,000	500,000									
Admin	ERP Replacement					600,000		600,000								
Admin	Generator at Dinwiddie Middle School for Internet Redundancy					125,000		125,000								
Admin	Government Complex Phone System Replacement					150,000			150,000							
Admin	Government Complex Cisco Switch Replacement					1,000,000						500,000	500,000			
Admin	Cooperative Extension Office - New Location					TBD										
Airport	DIAA Executive Hangars	47,800				286,800	47,800	47,800	47,800	47,800	47,800	47,800				
Airport	DIAA Hangar Renovations & Runway Extension					143,000								47,000	48,000	48,000
Courthouse	Courthouse Renovations	250,000				250,000	250,000									
Bldg Inspect	4x4 Vehicle Replacement	27,700				27,700	27,700									
Public Safety	McKenney VFD Paving & Concrete	72,680				362,480	72,680	74,980	214,820							
Public Safety	Next Generation 911 System - VITA grant	51,650		30,000		81,650	81,650									
Public Safety	Ambulance Replacement - possible grant	161,500		138,500		1,505,000	300,000	290,000		295,000		305,000		315,000		
Public Safety	Ladder Truck Replacement - possible grant	320,092		820,000		1,140,092	1,140,092									
Public Safety	Radio System Replacement				10,000,000	10,000,000	10,000,000									
Public Safety	EMS Captain Vehicle Replacement	67,000				67,000	67,000									
Public Safety	Brush 2 Replacement					140,000		140,000								
Public Safety	Namozine VFD Paving & Concrete					545,120		545,120								
Public Safety	CAD, RMS, MDT Upgrade					500,000		500,000								
Public Safety	Dinwiddie & McKenney VFD Mechanical Systems Upgrades					500,000		500,000								
Public Safety	Engine 1 Replacement					700,000			700,000							
Public Safety	Airport Area Fire Station					4,691,560			4,691,560							
Public Safety	Animal Control Cremation System					98,800				98,800						
Public Safety	Tanker Replacement 1, 4					1,000,000				450,000			550,000			
Public Safety	Live Fire Training Facility					868,608				868,608						
Public Safety	Mobile Command Unit					500,000					500,000					
Public Works	HVAC Animal Shelter					10,000				10,000						
Public Works	HVAC Pamplin Building					312,000		12,000		300,000						
Public Works	HVAC Sheriff Training Center					10,000		10,000								
Public Works	HVAC Eastside Enhancement Center					150,000		150,000								
Public Works	HVAC Tower Sites					40,000		10,000	10,000	10,000	10,000					
Public Works	Skid Steer					45,000		45,000								
Public Works	Back Hoe					85,000		85,000								
Public Works	HVAC Courthouse Boiler Replacement					86,400		86,400								
Public Works	Roll Off Truck					190,000		90,000	100,000							
Public Works	Roof Replacement - Pamplin Building					200,000				200,000						
Public Works	Front Load Truck - Recycling					110,000					110,000					
Public Works	Heavy Vehicle Maintenance Facility					800,000										800,000
Recreation	Eastside Soccer Field Fencing & Bleachers					72,987	*									
Recreation	Eastside Soccer Field Lighting					225,000	*									
Recreation	Eastside Playground Expansion					132,000	*									
Recreation	Sports Complex Walking Trail					66,000	*									
Recreation	Eastside Outdoor Basketball Court/Fencing/Bleachers					66,080	*									
Recreation	Sports Complex Baseball Field Outfield Bleachers					225,000	*									
Recreation	McKenney Gym - Sitework & HVAC					141,010	*									
Recreation	Eastside Splashpad					308,000	*									
Recreation	Sports Complex - Phase II					750,000	*									
Schools	School Bus Replacement	253,380				3,821,012	253,380	608,951	521,958	627,144	268,812	274,188	282,414	484,810	499,355	
Schools	Southside Elementary School Renovation/Replacement					26,789,391	*									
Schools	Sunnyside Elementary School Renovations/Addition					16,083,226	*									
Schools	Dinwiddie Middle School Renovations/Additions					41,610,154	*									
Schools	Dinwiddie Elementary School Site Improvement/New Entry					1,187,927	*									
Schools	Midway Elementary School Renovations/Addition					5,631,065	*									
Schools	HSHSEC Annex Roof Replacement					100,000		100,000								
Schools	HSHSEC Cafeteria Demolition					100,000		100,000								
Schools	Dinwiddie Middle School Roof Recoat	210,000				210,000	210,000									
Schools	Dinwiddie Elementary School EPDM Roof Replacement					100,000		100,000								
Schools	HSHSEC Chiller Replacement					148,500			148,500							
Schools	Sutherland Elementary Playground Replacement					200,000									200,000	
Schools	Sutherland Elementary TPO Roof Replacement					250,000									250,000	
Schools	Dinwiddie High School EPDM Roof Replacement					750,000									750,000	
Sheriff	Law Enforcement Vehicles	185,000				1,625,000	185,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
Water/Sewer	DCWA ARWA Proposed Plant Improvements	109,252				1,035,894	109,252	89,817	93,571	95,213	97,940	108,909	109,552	110,144	110,748	110,748
Water/Sewer	DCWA SCWWA Proposed Plant Improvements	11,565				1,146,725	11,565	102,375	24,836	163,205	146,310	146,310	138,031	138,031	138,031	138,031
Water/Sewer	Waste Water Capacity					4,500,000										4,500,000
Total		2,267,619	0	988,500	10,000,000	135,096,181	13,256,119	2,570,343	3,000,265	7,228,242	2,883,270	1,257,207	1,514,997	2,009,985	2,491,134	5,596,779

Upon motion of Mr. Moody, seconded by Dr. Moore, the resolution was approved as presented.

AYES: Mr. Lee, Mr. Moody, Dr. Moore, Ms. Ebron-Bonner, Mr. Chavis
 NAYS: None

B. FISCAL YEAR 2020 BUDGET

Mr. Massengill presented the following for Board approval.

MEMORANDUM

TO: Board of Supervisors
FROM: Anne Howerton, Deputy County Administrator
DATE: May 7, 2019
SUBJECT: Adoption of FY 2020 County Budget

Background

Per Code of Virginia section 15.2-2503, a locality’s governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The calendar year 2019 tax rates were set by the Board of Supervisors on April 16, 2019, and the FY 2020 budget is being presented for Board approval today.

Over the past several months, county administration has been working with staff, Constitutional Officers, outside agencies and the Board of Supervisors to develop the FY 2020 County budget. Every effort was made to keep FY 2020 expenditures to a minimum level and still provide the quality services expected by the citizens.

Previous Board Actions

Tax rate and budget work sessions were held in February, March and April, and a public hearing for the FY 2020 budget was held on April 30, 2020.

Recommendation

We recommend approval of the attached resolution.

**RESOLUTION
ADOPTION OF FISCAL YEAR 2020 BUDGET
AND APPROPRIATION OF FUNDS**

WHEREAS, the County Administrator has prepared a Proposed Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (FY 2020); and

WHEREAS, a public hearing on the FY 2020 budget was advertised and public hearing held on April 30, 2019 by the Board of Supervisors; and

WHEREAS, it is now necessary to adopt said budget and appropriate funds to carry out the activities proposed therein for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and;

WHEREAS, the tax rates on real estate, tangible personal property, and machinery and tools were set on April 16, 2019 to provide certain revenue in support of those appropriations.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that:

1. The budget for Dinwiddie County in the sum of \$122,420,281 for FY 2020 is hereby approved as proposed on this date and hereby appropriated in the FY 2020 General and Other Funds for the offices and activities in the amounts as shown below:

Fund	Revenues	Expenditures
General	\$ 48,830,827	\$ 51,098,446
Meals Tax	\$ 850,000	\$ 975,000
Social Services	\$ 2,820,980	\$ 2,820,980
School Operations	\$ 46,246,619	\$ 46,246,619
School Textbooks	\$ 434,477	\$ 822,462
School Nutrition	\$ 1,718,100	\$ 1,842,789
Children’s Services	\$ 2,270,363	\$ 2,270,363
Community Development	\$ 56,550	\$ 623,936
Community Service	\$ 0	\$ 10,670
Law Library	\$ 3,475	\$ 15,204
Fire & EMS Grants	\$ 134,600	\$ 302,698
Forfeited Asset Sharing	\$ 0	\$ 11,292
School Capital	\$ 613,380	\$ 1,200,000
School Grants	\$ 2,781,538	\$ 2,960,040
County Grants	\$ 63,700	\$ 182,102
County Capital	\$ 13,256,119	\$ 13,878,792
County Debt	\$ 3,645,512	\$ 3,198,762
School Debt	\$ 3,819,704	\$ 3,677,964
Total	\$127,545,944	\$132,138,119
Fund Balance	\$ 22,080,959	\$ 17,488,784
Less: Inter-fund Transfers	-\$ 27,206,622	-\$ 27,206,622
Total Resources & Requirements	\$122,420,281	\$122,420,281

**RESOLUTION
ADOPTION OF FISCAL YEAR 2020 BUDGET
AND APPROPRIATION OF FUNDS**

2. The County Administrator is authorized to transfer funds and personnel from time to time within and between the offices and activities delineated in this Resolution as he may deem in the best interests of the County in order to carry out the work of the County as approved by the Board of Supervisors during the coming fiscal year.
3. The County Administrator is authorized to administer the County's Personnel Policy and Pay Plan.
4. GRANT FUNDS That upon receiving notice of grant or program opportunities offered by various federal, state, local and other outside organizations the County Administrator or his designee is hereby designated as the agent to execute the necessary grant or program application and other documentation unless the terms of the grant or program require specific actions by the Board; to give such assurances as may be required by the Agreement, subject to approval as to form by the county attorney, and to provide such additional information as may be required by the awarding organization. In addition, funding awarded and any interest earned on the funds awarded shall be and is hereby appropriated to the applicable functional area.
5. DONATIONS That additional funds received for various County programs, including contributions and donations, be and are hereby appropriated for the purpose established by each program.
6. INSURANCE That funds received through insurance claims for damages incurred to County property as a result of unusual or infrequent events be and are hereby appropriated under this program to the appropriate functional area.
7. That upon receipt of written notification from the State Compensation Board of additional funds for the Constitutional Officers (Commonwealth's Attorney, Sheriff, Clerk of Circuit Court, Treasurer, and Commissioner of the Revenue) be and are hereby appropriated in the General Fund to be expended in accordance with guidelines as established by the state government.

William D. Chavis
Chair, Board of Supervisors of Dinwiddie County

ATTEST:

W. Kevin Massengill
Clerk to the Board
Adopted by the Board of Supervisors of Dinwiddie County, Virginia, this 7th day of May, 2019

Upon motion of Dr. Moore, seconded by Ms. Ebron-Bonner, the resolution was approved as presented.

AYES: Mr. Lee, Mr. Moody, Dr. Moore, Ms. Ebron-Bonner, Mr. Chavis
NAYS: None.

4. ADJOURNMENT

Upon motion of Mr. Moody, seconded by Ms. Ebron-Bonner, the meeting was adjourned at 4:22 PM.

AYES: Mr. Lee, Mr. Moody, Dr. Moore, Ms. Ebron-Bonner, Mr. Chavis
NAYS: None.

William D. Chavis
Chair

ATTEST: _____
W. Kevin Massengill
County Administrator
Clerk to the Board

/sbw