

VIRGINIA: AT AN ADJOURNED MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON TUESDAY, MARCH 7, 2017, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA JARRETT-HARRIS, CHAIR, HON. JOHN W. ZUBROD, VICE-CHAIR, HON. FREDERICK A. HARRISON, SR., HON. BERNARD L. JONES, SR., HON. WELTON TYLER, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR/CLERK, LESLIE R. WEDDINGTON, ASSISTANT COUNTY ADMINISTRATOR/DEPUTY CLERK/RECORDER OF MINUTES

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**Re: Call to Order**

Chair Harris called the meeting to order.

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**Re: Approval of Agenda**

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved the agenda as presented.

Ayes: Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Retail Strategies**

Mr. Jeff Reed, Executive Director of Virginia Growth Alliance (VGA), was invited to give the Board an overview of Retail Strategies, LLC. Mr. Jones and Dr. Woolridge serve as Brunswick County's representative on VGA.

Retail Strategies, LLC is a national retail firm that partners with localities to grow retail opportunities. The total fee for services is \$375,000. However, Brunswick County's share of the cost is \$20,000/yr. for a period of 3 years. See document attached for detailed overview of Retail Strategies, LLC's proposal and Investment Schedule for the 10 counties and 1 city that make up the VGA.

This item will be placed on the March 15, 2017, Board of Supervisors meeting for consideration.

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**Re: FY18 Brunswick County Operating Budget**

Dr. Charlette T. Woolridge, County Administrator, presented General Fund anticipated revenues as follows:

Revenue from Local Sources	\$16,562,795
Revenue from the Commonwealth	\$4,013,832
Revenue from the Federal Government	\$1,019
<b>Total Revenue</b>	<b>\$20,681,711</b>

Dr. Woolridge stated that the Finance Committee is offering three options to fund budget requests as follows:

**Option 1: Expenditures Based on Total Departmental Requests**

Total Departmental General Fund Budget Requests*	\$15,089,995
Total Transfers To Other Funds (From General Fund)	7,026,568
Health Insurance Increase	167,000
<b>Total Expenditures</b>	<b>\$22,283,563</b>

\*Represents total budget requests by departments as of February 3, 2017.

Option 1 will result in a deficit in the amount of \$1,601,852. See below:

Total Revenues	\$20,681,711
Total Expenditures	(22,283,563)
<b>General Fund Deficit</b>	<b>(\$1,601,852)</b>

Option 2: Level-Fund Expenditures

Total Departmental General Fund Budget Requests	\$12,983,269
Total Transfers To Other Funds (From General Fund)	6,882,799
Potential Health Insurance Increase	167,000
<b>Total Expenditures</b>	<b>\$20,033,068</b>

Option 2 will result in a surplus of \$648,643. See below:

Total Revenues	\$20,681,711
Total Expenditures	(20,033,068)
<b>General Fund Surplus</b>	<b>\$648,643</b>

Option 3: Finance Committee's Recommendation

Total General Fund Expenditures*	\$13,327,498
Total Transfers To Other Funds (From General Fund)**	7,532,799
Health Insurance Increase	167,000
<b>Total Expenditures</b>	<b>\$21,027,297</b>

\*Includes additional funding for the following departments or agencies. All other departments or agencies will be level funded:

- Building and Grounds – Operating expenses
- Chamber of Commerce – Operating expenses
- Commonwealth Attorney Office – Attorney position
- Electoral Board – Operating expenses
- Equalization Board – Operating expenses
- General District Court - Part-time Deputy Clerk position and operating expenses
- Registrar – Assistant Registrar position (from part-time to full-time)
- Sheriff – 2/3 funding of employee salary study
- Solid Waste Disposal – Operating expenses
- Southside Virginia Community College – County's share of educating students
- Treasurer – State required training/conferences
- VCU Health/Community Memorial Hospital

\*\*The Brunswick County Industrial Development Authority requested an additional \$650,000 for infrastructure planning and development and industrial land acquisition. These funds were moved to the County's General Capital Projects Fund.

Option 3 will result in a deficit of \$345,586. See below:

Total Revenues	\$20,681,711
Total Expenditures	(21,027,297)
<b>General Fund Deficit</b>	<b>(\$345,586)</b>

Other Budget Considerations

Dr. Woolridge presented other budget considerations below. If approved for funding, it will have financial implications on all three options:

- Demolition of Property \$175,000 (Primary School only)
  - Primary School - \$175,000
  - South Brunswick School - \$250,000  
(Note: South Brunswick School will be addressed in FY19, unless grant funding is secured).
  
- Salary Study \$354,000
  - Total estimated results of salary study is \$531,000 for County and Department of Social Services employees. The Finance Committee recommends funding 2/3 of the salaries in FY18, which is in alignment with funding the Sheriff's Office salary study. The remaining third will be included in the FY19 budget.
  
- Convenience Center \$50,000
  - Phase 1
  
- Fire & EMS \$200,000
  - Operating expenses
  
- Emergency Communications System \$200,000
  - It is anticipated that the total cost to implement the emergency communications system is \$1.2 million. Funds will be phased in the budget over a six year period.
  
- Total 'Other Budget Considerations' \$979,000

Note: The results of Brunswick County Public School's salary study is still under review. As a result, the financial implications are unknown at this time.

Finance Committee's Recommendation

The Finance Committee recommends that the Board fund Options 3. Option 3 will result in a deficit of \$1,324,586. However, this figure does not include the School's salary study. See below:

Total General Fund Deficit	(\$345,586)
Other Budget Considerations	(979,000)
<b>Total General Fund Deficit</b>	<b>(\$1,324,586)</b>

Note: The current real estate tax rate increase of \$0.01 = \$210,000. Therefore, \$0.07 is required to balance the budget in the amount of \$1,324,586.

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**FY18 Brunswick County Capital Improvement Project Budget**

Dr. Woolridge presented Capital Improvement Project Budget anticipated revenues as follows:

Total Revenue*	\$27,400
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\*Includes grant funding for Brunswick Byways Visitor Center Project.

Dr. Woolridge presented Capital Improvement Project Budget anticipated expenditures as follows:

Total Capital Projects Expenditures*	\$27,600
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\*Brunswick Byways Visitors Center Project.

The budget implications are as follows:

Total Revenues	\$27,400
Total Expenditures	(27,600)
Capital Improvement Projects Deficit	(\$200)

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## **Board Discussion**

Supervisor Tyler expressed concerns regarding the proposed \$0.07 tax increase necessary to balance the budget based on the Finance Committee's recommendation to fund Option 3, to include 'other budget considerations.' Therefore, he recommended the Finance Committee reconvene and provide the Board with a proposal that consider an increase on real estate and personal property taxes to balance the budget. He further requested that the Finance Committee prioritize the "other budget considerations" and that provided a written and financial report for the emergency communication system update.

Supervisor Harrison recommended the Finance Committee's proposal consider using a combination of Undesignated General Fund Balance as well as an increase on real estate tax and personal property taxes to balance the budget.

The Finance Committee will meet to address the Board's recommendations and provide a report to the Board during the March 15, 2017, Board of Supervisors' meeting.

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### **Re: Adjourn**

Upon a motion by Mr. Harrison, seconded by Mr. Jones, and unanimously carried, the Board adjourned to 6:30 p.m. on Wednesday, March 15, 2017, in the Board Room of the County Government Building located at 228 N. Main Street, Lawrenceville, Virginia.

Ayes: Jones, Tyler, Zubrod, Harris; Nays: None.

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Hon. Barbara Jarrett-Harris, Chair

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Charlette T. Woolridge, Ph.D., Clerk