

**At a Budget Work Session of the Sussex County Board of Supervisors  
held in the General District Courtroom, Sussex Judicial Center  
Thursday, March 10, 2011 - 5:00 p.m.**

**BOARD MEMBERS PRESENT**

T. Wayne Birdsong  
C. Eric Fly

Charlie E. Caple, Jr.  
Harris L. Parker

**BOARD MEMBERS ABSENT**

Wayne M. Harrell

Rufus E. Tyler, Sr.

**STAFF PRESENT**

George E. Morrison, III, Interim County Administrator  
Henry A. Thompson, Sr., County Attorney  
Jerry L. Whitaker, Director of Finance  
Andre M. Greene, Director of Planning  
Deborah A. Davis, Assistant to County Administrator

**Item 1. Call To Order**

The March 10, 2011 Budget Work Session of the Sussex County Board of Supervisors was called to order by Chairman Parker.

**Item 2. Approval of Agenda**

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR FLY and carried: RESOLVED that the March 10, 2011 agenda of the Board of Supervisors budget work session is hereby approved as presented.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker

Voting nay: none

Absent: Supervisors Harrell, Tyler

**Item 3. Results of RFP Process for the Economic Development Project - Mr. Roland Kooch, Senior Vice President- Davenport & Company, LLC**

The results of the Request For Proposals for the Economic Development Project were distributed to each Board member.

Mr. Roland Kooch addressed the Board and explained that on February 8, 2011, Davenport & Company, as financial advisor to Sussex County, submitted a Request For Proposals for the funding of it financing and acquisition of the 610 acres, expected to be designates as a Mega Site for the economic development purposes. On March 7, 2010,

Davenport & Company received two responses, one from Branch Banking and Trust Company and SunTrust Bank. He also discussed the financial product that could be offered by the Virginia Resources Authority. (A copy of the report is retained in the March 10, 2011).

County Attorney Thompson advised the Board that if they (the Board) does not make a decision by March 25, the County will be obligated to purchase the 610 acres.

#### **Item 4. Budget Adjustments**

George E. Morrison, III, distributed budget adjustment sheets and spoke of the items that the Board has identified line items that had a three (3) year history of monies that were not being used.

After some deliberation, the Board, by general consensus decided the following:

##### Zoning

1251, Computer and Printing - the Director of Planning stated that he left this line item as it was last year, but if the Board wants to cut this line item, they can.

Supervisor Fly recommended that the Board leave the Code Compliance Specialist position as part time for the upcoming budget year.

##### Building Department

Supervisor Fly recommended that the Board not fund the additional \$10,000 for computer, etc. for the Building Department.

The Board directed the Interim County Administrator to ask the Building Official to be present at the next budget work session.

Supervisor Fly requested that the Board consider combining the Treasurer's Office and the Finance Department because he believes that both offices duplicate services and could possibly save the County \$100,000.00.

Supervisor Caple stated that he believes the duties of the Treasurer's Office and Director of Finance Office are different. He also stated that the Board of Supervisors needs a fiscal officer.

Supervisor Birdsong stated that he understands what Supervisor Fly is saying that we maintain two sets of books for the County and he understands what Supervisor Caple has said also. He is open to the idea of saving the County \$100,000.00 and combining the two offices into one.

Onnie L. Woodruff, Treasurer advised that the County does not have two sets of books we have a centralized accounting system. He also stated that he and Mr. Whitaker work with the same accounting system.

Public Safety Officer

- 1203, Workshops and Conferences, reduce by \$500
- 1204, Lodging, reduce by \$500
- 1219, Other Fees/Compensation, check with Public Safety Coordinator
- 1231, Postage, check with Public Safety Coordinator
- 1232, Overnight Mail, fund at zero
- 1234, Telecommunications, leave as is
- 1235, Advertising, check with Public Safety Coordinator
- 1241, Supplies, check with Public Safety Coordinator
- 1248, Civil Defense, leave as is
- 1255, Maintenance Contract, leave as is
- 1256, Communications equipment, leave as is
- 1264, Gasoline/Mileage-Non Training, leave as is
- 1265, Vehicle Maintenance and Repairs, reduce by \$500

Commonwealth's Attorney - no recommended change yet

Victim Witness - no recommended change yet

General Registrar

- 1203, Workshops and conferences, budget \$1,500
- 1204, Lodging, reduce by \$100
- 1207, Mileage – Training only budget \$1,200
- 1253, Equipment Lease Purchase, delete (zero funding)

Cooperative Extension Services - leave budget as is

Sheriff's Department

Courtroom Security

- 1117, Salaries, wages and overtime, recommend \$45,000 increase

Chairman Parker asked Sheriff Bell to bring a letter or analysis to the Board for review

Field Operations

- 1207, Mileage – Training only, budget \$3,000
- 1215, Inmate Pay, eliminate (\$1,000 reduction)
- 1261, Vehicle purchase, reduce by \$25,000
- 1275, Maintenance equipment and repairs, reduce by \$500
- 1295, Insurance Services (non-vehicle) reduce by \$1,000 (for now) (Director of Finance will check on this line item)
- 1297, Information fund, (The Sheriff will check on this)

Jail

- 1111, Salaries and wages, regular, reduce \$3,734.00
- 1117, Salaries and wages overtime, add \$9,000.00
- 1121, Employer FICA Tax, \$689.00 increase

1123, VRS Contribution, reduce \$597.00  
1128, Workers' Compensation, \$2,400.00 increase

Commissioner of the Revenue

1225, Management Consulting Services, reduce by \$33,000

Clerk of Courts - no recommended change yet

Treasurer - no recommended change yet

The Board took a 5 minute intermission.

Board of Supervisor's Discussion of School Board's Budget

Chairman Parker suggested the Interim County Administrator send a letter to the School Superintendent/School Board advising them where the Board of Supervisors stands on current budget status.

Supervisor Fly suggested that the Board provide a half million dollars to the School Board.

Supervisor Birdsong advised that the School Board may want negotiate; perhaps the Board should consider cutting the School Board budget by \$750,000.00.

Supervisor Caple advised that the Board needs to think about cuttings, but the Board of Supervisors don't have figures from the School Board yet.

By general consensus, the Board directed the Interim County Administrator to draft a letter to the Superintendent, as soon as possible, denoting that the Board is anticipating reducing the School Board's funding by \$500,000.00.

Scheduling of Upcoming Meetings

Supervisor Fly requested that a Finance Committee Meeting be scheduled for Wednesday, March 15, 2011 at 4:00 p.m., to discuss the March 25, 2011 deadline as it relates to the purchase of the Mega Site industrial park. By general consensus, the Finance Committee meeting was set to be held in the Law Library of the Sussex Judicial Center.

Also, by general consensus, the Board scheduled the next budget work session for Thursday, March 24, 2011 at 5:00 p.m.

Updated Summary Sheets

Jerry L. Whitaker, Director of Finance, provided updated summary sheets for the budget work book to the Board.

**Item 5. Recess**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR CAPLE and carried:  
RESOLVED that the March 10, 2011 budget work session of the Sussex County Board of Supervisors is hereby recessed, until 4:00 p.m., on March 15, 2011, for a meeting of the Finance Committee.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker

Voting nay: none

Absent: Supervisors Harrell, Tyler