



FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA FOR WORK SESSION MEETING

Circuit Courtroom, Fluvanna Courts Building

February 13 2013, 7:00 pm

(Agency Presentations and Budget Revenues/Expenditures)

TAB AGENDA ITEMS

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 - COUNTY ADMINISTRATOR'S REPORT

3 - PRESENTATIONS (normally not to exceed 10 minutes each)

Registrar and Electoral Board – Joyce Pace, Fluvanna County Registrar

Social Services – Mrs. Susan Muir, Director of Social Services

Revenues and Expenditures – Mrs. Barbara Horlacher, Director of Finance

4 - UNFINISHED BUSINESS

None

5 - NEW BUSINESS

6 - CLOSED MEETING

Personnel Matters and Legal Matters

7 – ADJOURN

County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

REGISTRAR UPDATE

Voting Process and Equipment
and
Personnel Needs

February, 2013

PAST VOTING PROCESS & EQUIPMENT



Shoup Lever Machine

- ▣ Used until 2005.
- ▣ Only required the machine technician to program 12 + machines which were stored at P&R center and in the PW workshop.



Shoup Lever Machines (cont.)

- ▣ In the past the old Shoup Lever Machines were delivered to polling places by Public Works employees on Mondays prior to Election Day.



CURRENT VOTING PROCESS & EQUIPMENT

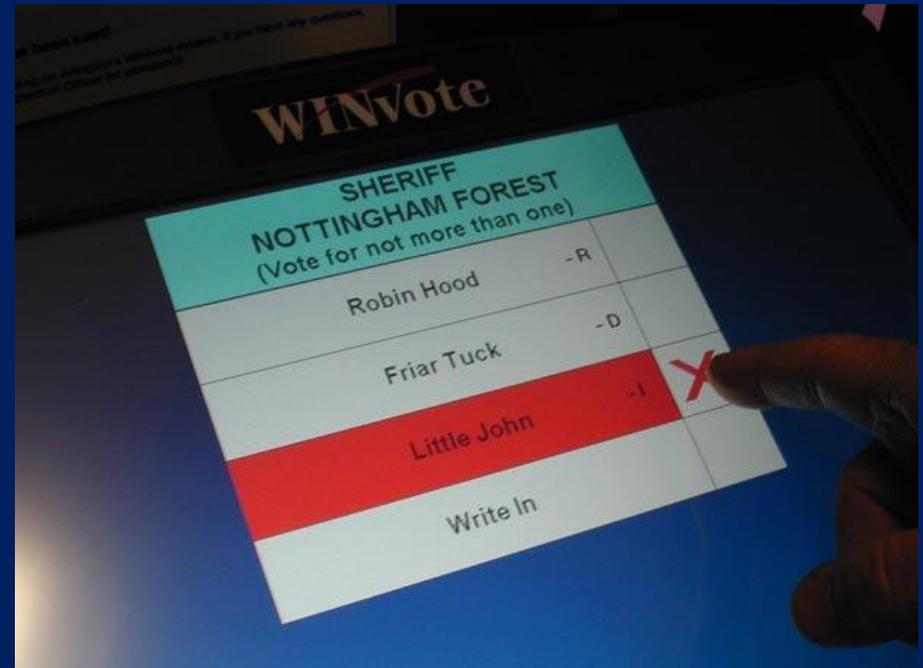
2006 DRE Equipment Used (Direct Voting Electronic)

- ❑ Fluvanna currently owns 34 DRE's.
- ❑ Requires a machine Technician to load the ballots and several helpers to perform the L&A testing (Logic & Accuracy) on each machine.
- ❑ Afterwards each machine is sealed and locked in the designated secure room.



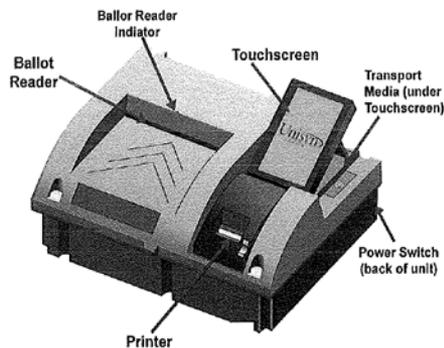
Current WINVote DRE Voting Equipment

- ▣ Legislation will not permit the purchase of new WinVote DRE's.
- ▣ We can not replace our machines once they cease to operate.



Also Use Digital Scanners

- Used in the Central Absentee Precinct (CAP) for November 2012.



The OVO is a full-page dual-sided optical scan system that scans and validates voter ballots and provides a summary of all ballots cast. The OVO runs Logic Tests and Training Elections in addition to General and Primary Elections. The election is loaded from the OVS Election Server over a secure local network. On Election Day, an OVO at each poll location scans and validates voters' ballots, and provides precinct tabulation and reporting.

The OVO unit is also paired with the OVI for early voting to scan and tabulate early voting ballots. OVO units can also be used at election headquarters to read absentee, provisional or recount ballots in smaller jurisdictions.

PROPOSED VOTING PROCESS & EQUIPMENT

Equipment Replacement Proposal

- ▣ Electoral Board recommends:
 - Convert polling sites to paper ballots and scanners
 - Phased plan over 3 years

- ▣ Goal of 3 scanners in 2013 with associated equipment and other cost such as for certification, paper ballots, cases, stands, ballot booths, etc.

- ▣ In 2014, 3 more scanners for a total of 9 scanners.

- ▣ In 2015, 3 more scanners for a total of 12 scanners

Time to Consider Replacing Equipment

- ▣ Why?
- ▣ Legislation was passed in 2007 banning the purchase of direct recording electronic machines.
- ▣ Fluvanna's equipment is nearing the end of its life span.
- ▣ At least 30% of our machines malfunctioned in some manner during the November General Election.
- ▣ Increase in voting population.
- ▣ At present State Election laws advise, at minimum, the use of 1 DRE per 750 registered voters in a precinct. This rule does not hold true in every instance. (500 is being considered in legislation.) (SB 739)
- ▣ Fluvanna does not have enough DRE equipment to meet this recommendation.

Current OVO Digital Scanner

- ▣ 1 Digital Scanner \$6,250.00
- ▣ Warranty 200.00
- ▣ Freight 150.00
- ▣ Machine Case 200.00

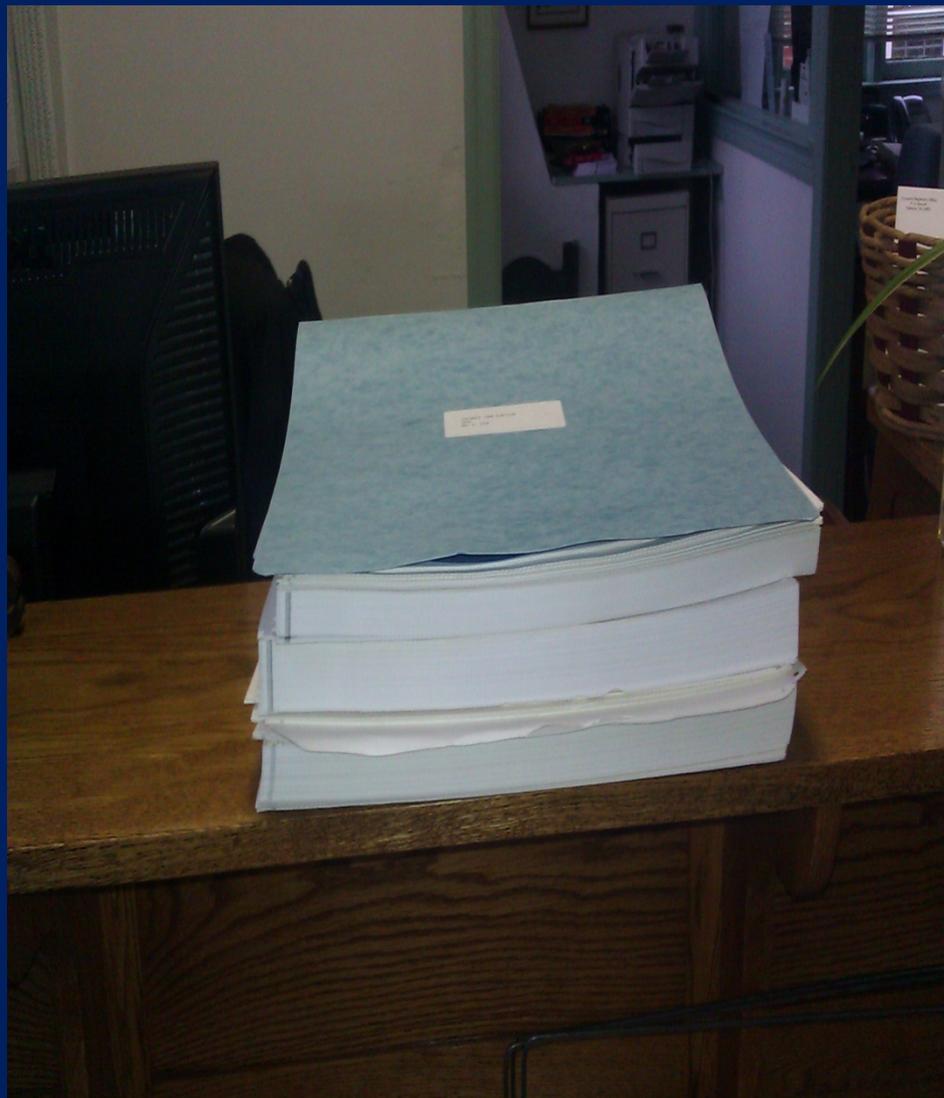
\$6,800.00*

- ▣ *cost is subject to the machine model and/or availability of government subsidy.

POLLBOOKS

Past - Present

POLLBOOKS OF THE PAST



Electronic Pollbook (EPB) used in 2011

- ▣ EPB's replaced the paper pollbooks.
- ▣ Not shown in this picture are the mouse, printer, cables, Ethernet switch, surge protectors.



EPB Replacement Proposal

- ▣ At present Fluvanna has 39 refurbished laptops.
- ▣ In 2012 – 12 laptops were purchased assisted by a Federal subsidy which covered half the cost.
- ▣ The Electoral Board recommends the purchase of 9 laptops in 2013
- ▣ 9 laptops in 2014
- ▣ Begin a replacement program of 5 laptops per year.

ELECTRONIC POLLBOOKS



Cost Estimate for
EPB's:

$$\begin{aligned} \$400.00 \times 9 &= \\ \$3600.00 & \end{aligned}$$

PERSONNEL NEEDS AND CHALLENGES



Increase In Voting Population

REGISTERED VOTERS

<u>Period</u>	<u>Registered</u>
Jan 2000	6,186
Jan 2005	12,704
Jan 2008	15,521
Jan 2010	16,509
Nov 2012	17,453

ABSENTEE BALLOT APPLICATIONS

<u>Period</u>	<u>Requests</u>
Nov 2003	153
Nov 2005	321
Nov 2008	1,649
Nov 2010	600
Nov 2012	1,723

Work load and responsibilities have increased significantly, but staffing & salaries have NOT.

Fluvanna County Registrant Count 2/1/2013

<u>Precinct Name</u>	<u>Total Registered</u>
Palmyra	3,873
Columbia	2,665
Fork Union	3,032
Cunningham	3,747
Rivanna	4,163
Total	17,480

Absentee Voting

Based on November 6, 2012 General Election

943 - In Person Voters

- ▣ In-person Absentee Voting may take 10-20 minutes per voter. (Depending on the needs of each individual and the number of voters awaiting assistance.)

780 – Mailed Ballots

- ▣ The average voter requesting an Absentee ballot via U.S.P.S. may take 20 or more minutes to assist. (Beginning with phone inquiry to receipt of the returned ballot.)

Continue Funding for Temporary Part-time Office Staff

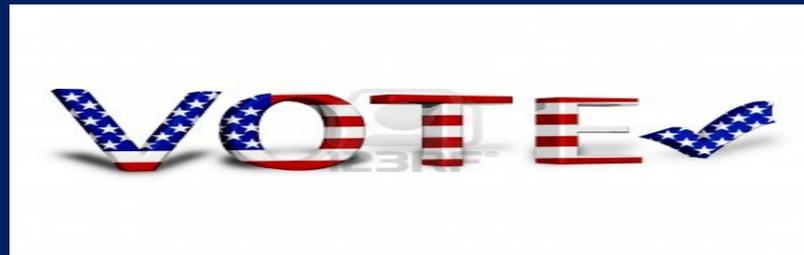
TEMPORARY OFFICE STAFF IS TRAINED TO:

- ▣ Assist voters
- ▣ Direct phone inquiries
- ▣ Process mail
- ▣ Prepare voter ballots materials
- ▣ Register voters
- ▣ Data Entry
- ▣ Transport and set-up training equipment & supplies
- ▣ Assist with election officer's training
- ▣ Operate EPB's & DRE's
- ▣ Prepare precinct election supply boxes

Funding for Temporary Part time Staff

Continue funding
temporary staff
\$11,800.00

THANK YOU FOR
YOUR TIME AND
CONSIDERATION

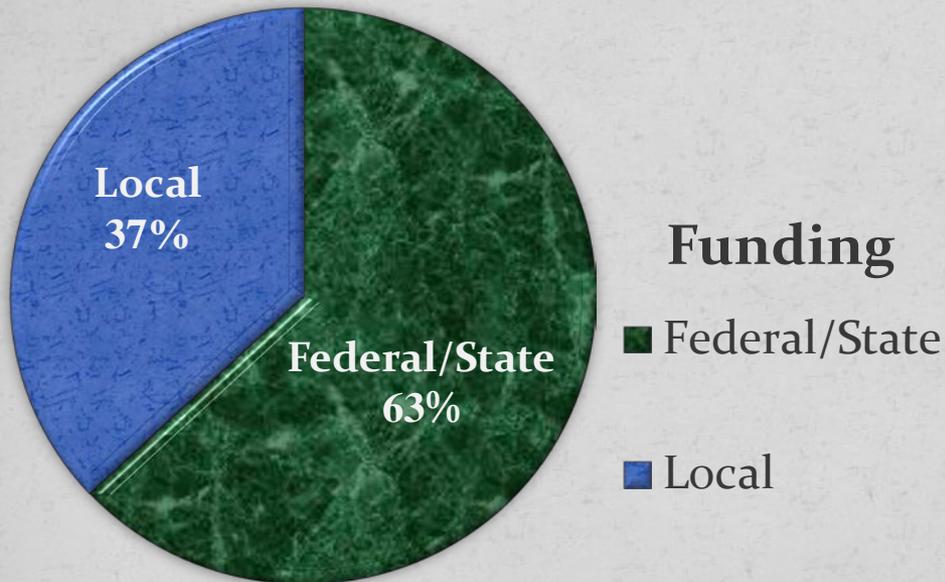


Fluvanna Department of Social Services Overview

Board of Supervisors' Presentation
February 13, 2013

Benefit & Service Payments to Fluvanna Citizens

FY12 Dollars which flow through the County Budget



Fluvanna Citizen Services and Operations FY12

Total = \$2,121,022
Federal/State = \$1,338,539
Local = \$ 782,483

Program Funding

- Adult & Protective Services
- Adoption
- Auxiliary Grants
- Day Care
- Family Preservation
- General Relief
- Foster Care
- VIEW
- Other Grants

Total **\$534,788**

Benefit & Service Payments to Fluvanna Citizens

FY12 Dollars which *did not* flow through the County Budget, however, caseload is managed by FDSS



Funding

- Federal/State
- Local

Program Funding

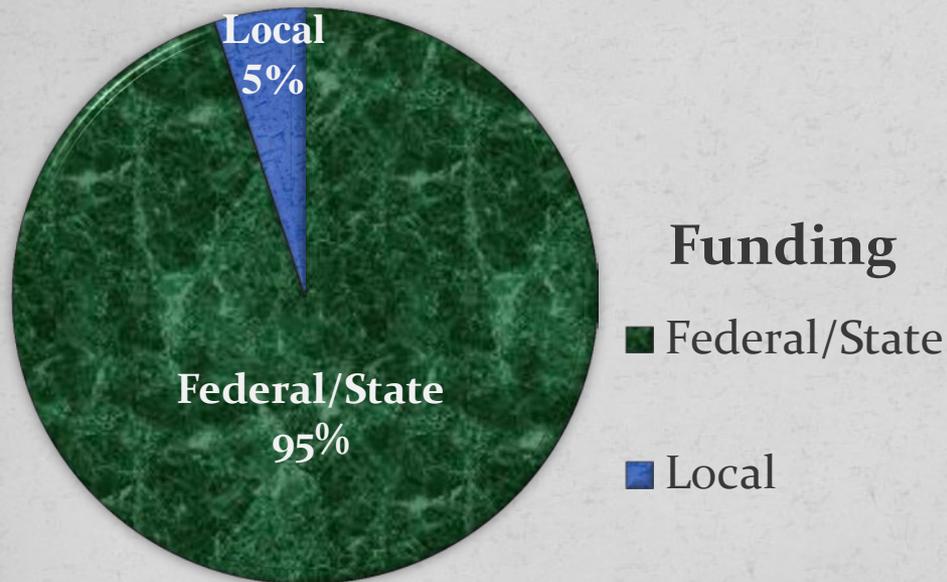
• Energy Assistance	\$ 179,402
• Medicaid/FAMIS	\$11,613,316
• SNAP	\$ 2,794,693
• TANF	\$ <u>171,814</u>
Total	\$ 14,759,225

Fluvanna Citizen Services and Operations FY12

Total = \$14,759,225
Federal/State = \$14,759,225
Local = \$ 0

Benefit & Service Payments to Fluvanna Citizens

FY12 Combined Dollars



Program Funding
Grand Total \$15,294,013

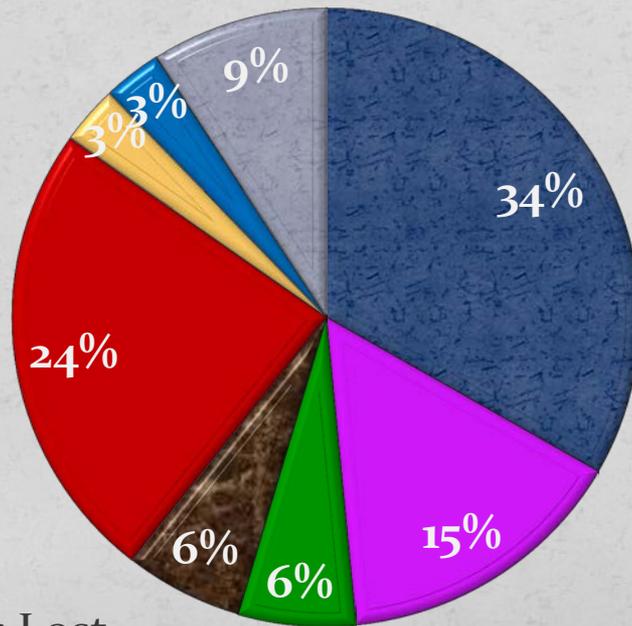
**Fluvanna Citizen Services and Operations
FY12**

Total = \$16,880,247
Federal/State = \$16,097,764
Local = \$ 782,483

Fluvanna Social Services

Total FTEs = 24

Staff Turnover – 4 years 5 months = 137%
Sept. 2008 – Jan. 2013



- 11 - Financial/Stress
- 5 - Retirement due to Health/Stress
- 2 - Work Hours
- 2 - Separation
- 8 - Performance
- 1 - Relocation
- 1 - Retirement
- 3 - Other

Total: 33 FTEs Lost

Thank You!

**For Keeping Fluvanna's
Vulnerable Citizens' Safety and Well-Being
Foremost During Your Budget Deliberations**



FY14 Budget

Revenues and Expenditures



5 Largest Revenues

- **Real Property Tax**
 - \$17,173,817 FY14 tax bills plus \$400,000 in delinquent taxes
- **Commonwealth of VA**
 - \$7,048,424
- **Personal Property Tax**
 - \$4,383,148 FY14 tax bills plus \$300,000 in delinquent taxes
- **Public Service Corporations Tax**
 - \$3,911,158
- **Sales Tax**
 - \$1,197,000



Real Property Tax

#	Category	FY14	Final Date
1	Total Assessed Real Property Value	\$2,927,034,300	Supplements thru Oct.
2	Non-Taxable Real Property Value	-\$319,302,600	
3	Total Taxable Real Property Value	\$2,607,731,700	Supplements thru Oct.
4	Land Use, Conservation Easements, and Open Space Agreements	-\$305,251,600	April
5	Tax Relief for Elderly/Veterans (EST.)	-\$38,000,000	April 1
6	Revised Taxable Real Property Value	\$2,264,480,100	
7	Divided By	100	
8	Times Tax Rate	\$0.79	
9	Taxable Real Property Revenue	\$17,889,393	
10	Collection Rate	96%	
11	FY14 Budget Real Property Tax	\$17,173,817	



Real Estate Tax Rate History

Year	Rate
2001	0.68
2002	0.71
2003*	0.64
2004	0.68
2005*	0.50
2006	0.59
2007*	0.43
2008	0.43
2009	0.48
2010	0.50
2011	0.54
2012	0.57
2013*	0.5981

* Effective Year of Reassessment



Real Estate Tax Rate Comparison

COUNTY/CITY	FY10	FY11	FY12	FY13	FY14 Proposed
Albemarle	0.742	0.742	0.742	0.762	
Buckingham	0.44	0.44	0.44	0.44	
Charlottesville	0.95	0.95	0.95	0.95	
Cumberland	0.59	0.70	0.68	0.68	
Fluvanna	0.50	0.54	0.57	0.5981	0.79
Goochland	0.53	0.53	0.53	0.53	
Greene	0.69	0.69	0.69	0.69	
Louisa	0.62	0.62	0.62	0.65	
Nelson	0.55	0.55	0.55	0.60	



Public Service Corporation Tax

#	Category	Real Estate	Personal Property	Final Date
1	Net Taxable Real Property Value	\$495,083,351	990,155	September
2	Assessment to sales ratio	97%		April 30
3		\$480,230,850		
4	Divided By	100	100	
5	Times Tax Rate	\$0.79	4.15	
6	Net Tax Revenue	\$3,793,823	41,091	
7	Total Public Service Revenue		\$3,834,914	
8	Currently budgeted		\$3,952,250	
9	Shortfall		\$117,336*	

*Can be made up with increased delinquent real estate tax budget



Real Property Penny Calculation

Real Property Value/100	\$22,644,801
Public Utilities Value/100	\$4,950,834
Total Value/100	\$27,595,635
Times \$0.01	\$0.01
Revenue generated by each \$0.01 increase in tax rate*	\$275,956

*Assuming 100% collection rate



Effect on change in tax rate in FY13

	2013 1 st Half Payment (FY13 budget)	Revised 2013 1 st Half Payment (FY13)	Surplus/ (Deficit)
Real Property	\$8,995,337	\$8,586,909	(\$408,429)
Public Service	\$1,596,138	\$1,976,125	\$379,987
Shortfall in FY13			(\$28,442)



Personal Property Tax

#	Category	FY14	Final Date
1	Net Taxable Personal Property Value	\$188,459,699	March 1
2	Divided By	100	
3	Times Tax Rate	\$4.15	
4	Taxable Real Property Revenue	\$7,821,078	
5	PP Tax Relief Act	-\$2,996,570	Never changes
6	Net Tax Revenue	\$4,824,508	
7	Collection Rate	90%	
8	FY14 Budget Personal Property Tax Revenue	\$4,342,057	



Personal Property Tax Rate Comparison

COUNTY/CITY	FY10	FY11	FY12	FY13	FY14 Proposed
Albemarle	4.28	4.28	4.28	4.28	
Buckingham	4.05	4.05	4.05	4.05	
Charlottesville	4.20	4.20	4.20	4.20	
Cumberland	4.40	4.50	4.50	4.50	
Fluvanna	3.85	3.85	4.15	4.15	4.15
Goochland	4.00	4.00	4.00	4.00	
Greene	5.00	5.00	5.00	5.00	
Louisa	1.90	1.90	1.90	1.90	
Nelson	2.95	2.95	2.95	2.95	



Personal Property Nickel Calculation

Personal Property Value/100	\$1,884,597
Times \$0.05	\$0.05
Revenue generated by each \$0.05 increase in tax rate	\$94,230



Delinquent Taxes

Delinquent Taxes	FY10	FY11	FY12	FY13 YTD
Real Estate Actual*	\$526,943	\$556,302	\$540,846	\$ 470,374
Personal Property	\$345,534	\$351,728	\$319,791	\$211,453

*FY14 budget is \$400,000; could be increased to \$517,336 to adjust for shortfall in PSC revenue.



Budgeted Collection Rate History

	PERSONAL PROPERTY		REAL ESTATE	
	Tax Rate	Collection Rate	Tax Rate	Collection Rate
FY07	\$3.70	95%	\$0.54	97%
FY08	\$3.70	97%	\$0.43	98%
FY09	\$3.85	98%	\$0.48	98%
FY10	\$3.85	97%	\$0.50	98%
FY11	\$3.85	95%	\$0.54	97%
FY12	\$4.15	91%	\$0.57	95%
FY13	\$4.15	90%	\$0.5981	96%

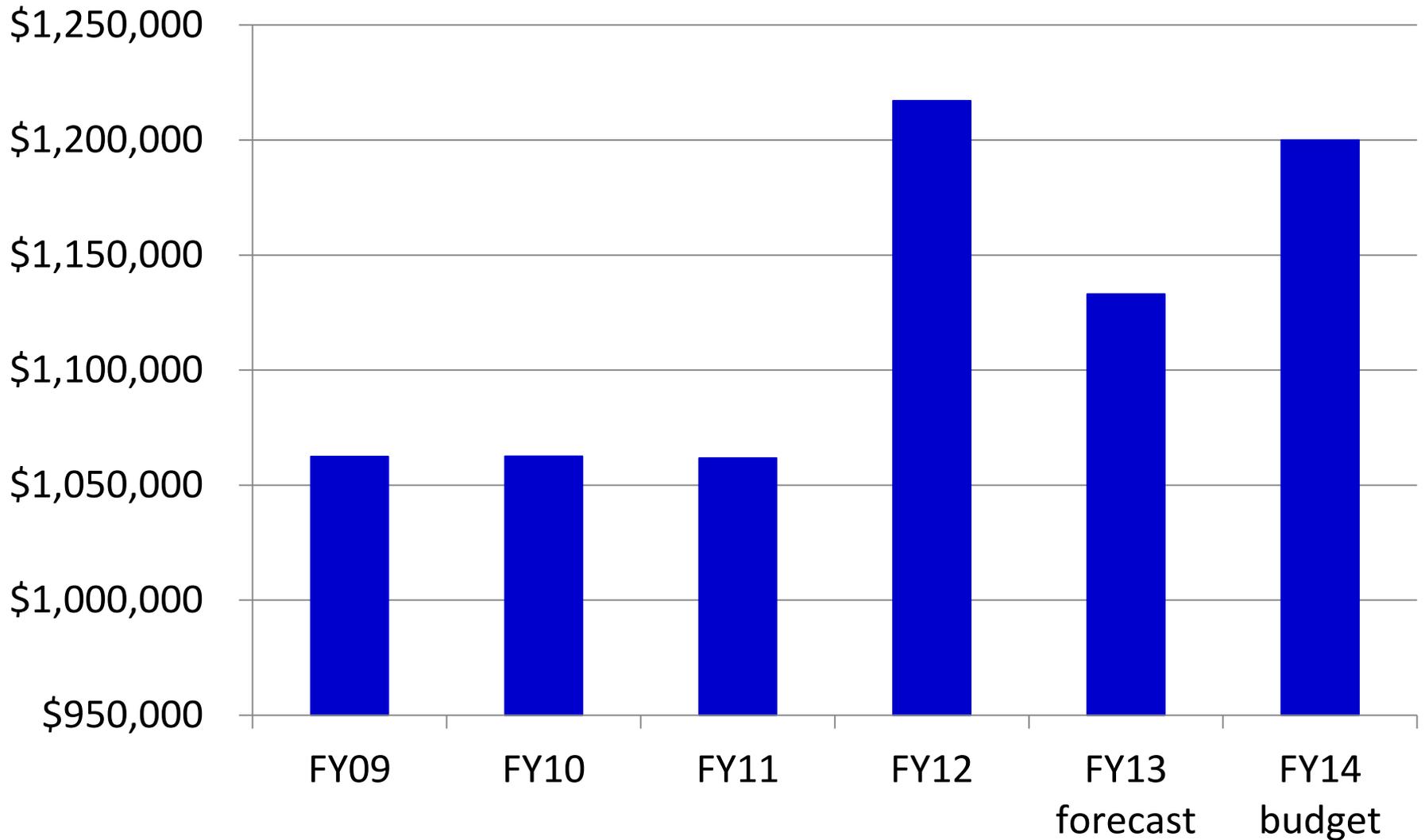


Commonwealth of VA Revenue

- **PPTRA - \$2,996,570**
- **Compensation Board - \$1,667,740**
- **CSA - \$1,413,363**
- **Social Services - \$573,027**

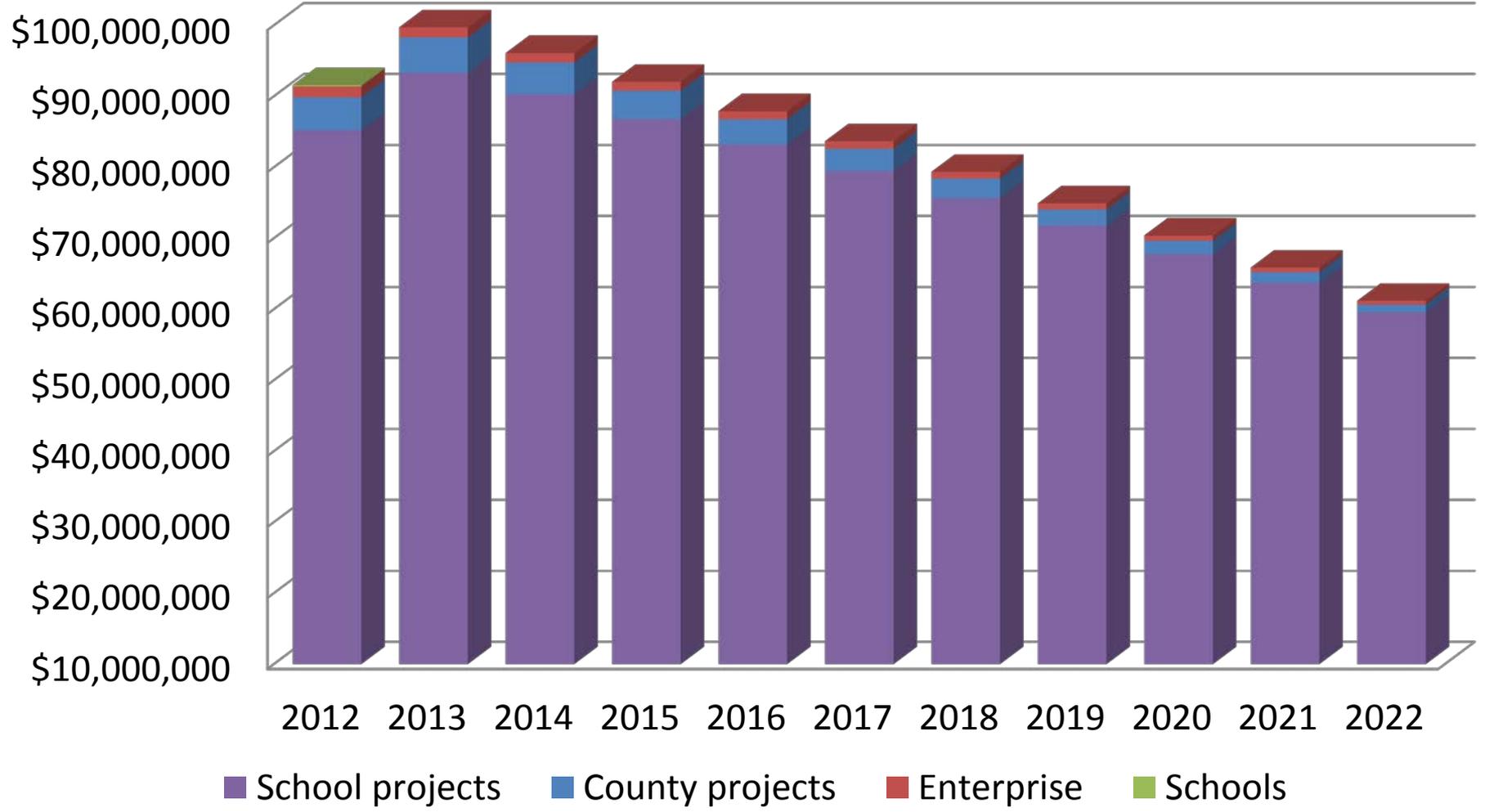


Sales Tax History



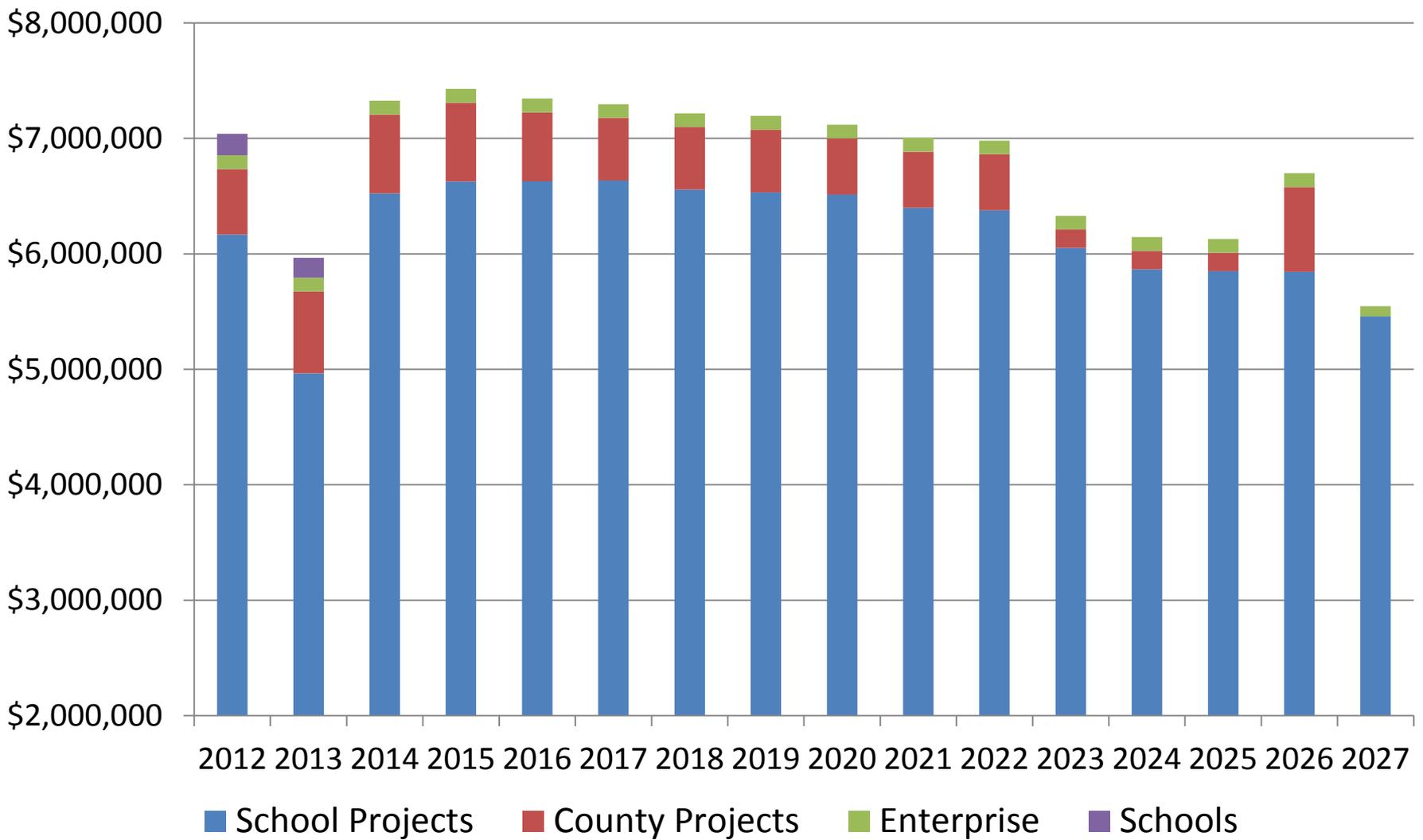


Total Debt





Debt Service





FY14 Debt Service

County Projects	\$703,048
School Projects	\$6,524,095
Total Non-enterprise debt service	\$7,227,143
Tax rate required for debt service only	\$0.26



FY12 Fund Balance Results (in millions)

Revenues	\$38.3
Expenditures	\$37.5
Excess of revenues over expenditures	\$0.8
Transfers out	\$1.4
Change in fund balance	\$-0.6
Starting fund balance	\$20.8
Ending fund balance	\$20.2



Unassigned Fund Balance

FY12 Year End Balance	\$10,349,000
Less Board Action in May 2012 (Schools)	\$400,000
Less Board Action in November 2012 (Schools)	\$300,000
Less FY14 CIP	\$2,338,000
Plus Debt Service Savings	\$2,100,000
Projected Balance 6/30/13	\$9,411,000
Required Balance	\$7,200,000
In excess of balance per policy	\$2,211,000



Fund Balance Projection

