

**ADMINISTRATION/MANAGEMENT SERVICES COMMITTEE**  
**Monday, January 4, 2010**

A meeting of the Administration/Management Services Committee was held at 5:00 p.m. on Monday, January 4, 2010 in the Board Conference Room of the Haberer Building, Rustburg, Virginia.

Present at the meeting were:

Supervisor Charles Falwell  
Supervisor Hugh Pendleton  
R. David Laurrell, County Administrator  
Alan Lane, Director of Management Services  
Teresa Julian, Finance and Budget Manager  
Shameka Wright, Human Resources  
Anne Blair, Information Technology

Visitors:

Susan Chapman  
Norman

Administrator Laurrell welcomed everyone and opened the meeting at 5:02 p.m.

The following items were discussed:

1. **Presentation of FT2009 Audited Financial Reports by Norman Yoder of Brown Edwards**

Susan Chapman and Norman Yoder of Brown Edwards presented a summary view of the County's 2009 Audited Financial Reports. Susan began the presentation by stating the County received an unqualified opinion, which is the best that can be received and the overall process went very well this year. She explained the MBNA (pages 3 – 14 of the CAFR) had a great summary of the financial picture and overview focusing on the changes from the current year to the past. She commented on several pages and notes giving Supervisors and staff an opportunity to ask questions and make sure they had a good understanding of each. She noted on the Audit Comment and Management Letters there were no material weaknesses and any comments noted had already been corrected and the Financial Analysis Document gives an overview of over the course of several years where the County has been, how we got there and where we are headed now and shows the County has planned well. Norman will present a brief overview to the full Board at the meeting at 7:00 p.m. and be available to answer any questions they may have.

1. **IT Update**

Anne Blair reported the Network Engineer, position has yet to be filled and the responsibilities of that position have been outsourced until someone with the education and

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experience needed could be found. Anne noted there would be a transfer appropriation coming to the Board for approval to continue outsourcing for the remaining fiscal year and next fiscal year. She noted they also wanted to keep the position open in case someone was found. Supervisor Falwell asked what the responsibilities of a Network Engineer were and Anne answered they would deal with internet connections, routers, switches and the connectivity between buildings.

Anne also noted IT is continuing the tech support needed to complete the move to the new Citizen Services Building.

## **2. Personnel Report**

Shameka Wright presented an updated list on current vacancies and positions filled since the last meeting. She noted many of the positions were on hold to concur with the rolling vacancy hiring freeze implemented by the Board. David noted staff would continue to monitor the vacancy freeze to have the least impact on the most critical areas as possible and the biggest on the least critical.

Shameka explained in January of 2009 the FMLA regulations changed significantly to include a Military Exigency clause that allows for 26 weeks of leave prior to deployment open to National Guard members and in October 2009 it was changed to cover all active duty military personnel.

David noted that with Supervisor's approval the county and schools would work on a plan to phase out the Retiree Health Insurance program. The benefit now allows retired employees hired prior to July 1, 2006 with 10 years of service and those hired after July 1, 2006 with 20 years of service to continue their health insurance benefits until age 65 (remaining on the County's health insurance plan with the county and employee continuing to pay their portions). Staff would like to recommend anyone hired after July 1, 2010 would have to pay the actual cost of continuing health insurance between retirement and age 65. This would show an inclining debt until the 20 years is up, eliminating the GASB 45 liability.

Supervisor Pendleton expressed his concern with possible changes to VRS noting he had attended a couple of seminars on the subject.

## **3. Real Estate Office and Reassessment**

Alan Lane proposed a plan for the County Assessor's position. Since the position has been open for several months and there has been no success in finding the right person, staff is proposing to keep the five (5) staff members presently in the office now, elevating the Assessor II position and outsourcing some of the County Assessor's responsibilities. He noted the current staff is trained and is very capable of handling residential assessments and where help is needed is expertise with commercial properties. With Supervisor's Falwell and Pendleton's support he would like to bring to the full Board the following proposal:

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- Continuing the Real Estate staffing level at five rather than six
- Adjusting the Real Estate Assessor II job description to additionally include running the day to day office activities and supervising all residential properties; the position would be renamed based on the new job description and job responsibilities.
- Outsourcing the commercial side of Real Estate both in terms of building permits that have to be handled each year and the assessing the three-thousand or so commercial parcels throughout the county. To complete the population of all county residential parcels approximately four to five thousand residential properties may also need to be outsourced. A Request for Bids would be sent out with the above requirements along with oversight provided for the reassessment period and assistance on the residential sales comparison ratio.

Alan explained he was confident the real Estate office would be ready to go to a two-year reassessment cycle after this next reassessment is completed. He noted using the software to its full extent now that it has been populated with all the field visits over the past years and the new grant funded technology of an enhanced GIS system called *Pictometry*, will be very valuable tools to go forward with reassessments every two years.

Alan also explained the job posting will remain open and in the event a candidate was found the adjusted position would continue to work with the new County Assessor. In the meantime he and Administrator Laurrell would work with Ms. Burley in deciding what needed to be outsourced and what could be handled by existing staff.

Supervisor Pendleton expressed his concern with the outsourcing some of the remaining residential parcels, noting there could be discrepancies with two different sources reassessing. He also questioned whether or not the County would get fair pricing with buying part of a package. Alan explained staff had already spoken with a company to get an estimated cost prior to suggesting this proposal and Administrator Laurrell told Supervisor Pendleton that three things were asked for; <sup>1</sup> commercial property reassessment, <sup>2</sup> commercial property building inspections, and <sup>3</sup> providing management oversight for the whole process; noting that these would hopefully provide the continuity staff was also concerned with. Supervisor Pendleton suggested trying to segregate Magisterial Districts would help to provide continuity.

Supervisor Pendleton asked that with the questionnaires that were being sent to residencies that still need updating staff ask for resident input. Alan explained staff had already asked other staff that knows little about real estate to review them and suggest revisions for improvement and then approximately 100 would be sent out to residents for suggested revisions.

Supervisors Falwell and Pendleton agreed that staff should move forward with the proposal.

#### **4. Matters from the Floor**

Administrator Laurrell explained to Supervisors and the committee in the Priority Initiatives they would find a lot of projects were moved, pushing back and year or two with all nonessential projects to leave as much money as available in next year's CIP for both the budget shortfall and to generate expenditure savings to move to the Solid Waste Management Fund to help offset cost of the landfill litigation.

Supervisor Pendleton inquired where funds were coming from for the school's proposed plans for the Technical Center renovation and Administrator Laurrell explained the School Administration was trying to identify expenditure savings in the School Board Budget.

Shameka Wright noted the Public Safety Employer's Collective Bargaining Act was tabled for this Congressional session but IPMA feels it will gain momentum next year.

There being no more business to discuss the meeting ended at 6:01 p. m.

The next meeting will be March 1, 2010 at 5:00 p. m. in the Board Conference Room.