



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

December 11, 2018

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**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: December 11, 2018
Item No.: 23-a
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Personnel Committee Report

Summary:

The Personnel Committee, Supervisor Jim Wilck, Chair; Supervisors Dr. Pride, Timmons and Townsend met on Wednesday December 5, 2018 to discuss pay adjustments for employees that work for the County Administrator.

As the Board will recall I mentioned during the budget process salaries for some employees were no longer competitive making recruitment and retention very difficult. In response the Board budgeted \$50,000 in the pay raise reserve line to assist in correcting this problem. This problem has only gotten worse over time.

In the 11 years I have been with the County the only pay adjustments these employees have received have been the few COLA adjustments that all other employees have received, which has primarily been the same as the state has provided. Over those same year's employees in the Constitutional and Social Service offices have seen additional pay adjustments (and rightly so) for various reasons. Employees in the Sheriff's office were addressed last fiscal year because of compression and we increased the starting salary for new deputies and courtroom security to be better able to attract good employees. In October the Board approved adjustments for every employee in the Clerk of Circuit Courts Office to include a new hire. These increases were the result of movement of some employees due to the retirement of the Clerk. The salaries of the staff in the Commonwealth Attorney's office were reviewed just after the last election with adjustments made to include the support staff. That only leaves the Treasurer and Commissioner. The employees in both of those offices received increases August 1, 2017 as the result of retirements and the reshuffling of positions and duties, the amounts were not large but it was an increase. Finally, in social services that salary scale was amended in June of this year and pay adjusted for those employees recommended for increases by the Director. These are only the most recent changes. There have been other adjustments prior to the ones mentioned above over the last 11 years.

I researched a web site that provides salary data for many different positions to include municipal employees and provides information by region. I also received information from most of our surrounding Counties (some did not reply). The personnel committee reviewed the data presented which was complex and as can be imagined since it came from many sources was often not consistent. I encountered difficulty in finding comparables for the Visitor Center Manager and the Part-time employees working at the visitor Center, I also needed to speak with the Director of Public Works before making recommendations concerning the remainder of the Public Works employees and the Part-time dump site operators. The committee did a good job of shifting through the information and made the following findings and recommendations.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Southall _____	Wilck _____
	Jones _____	Timmons _____	



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After review of the data the committee found:

- (1) the Animal Control positions were significantly undervalued, seeing as they enforce laws, carry a weapon and have significant interaction with the public to include times with people of dubious intentions.
- (2) The Payroll/HR/CSA/Tax/Insurance/landfill billing is significantly undervalued
- (3) New hire for A/P will be paid significantly less than incumbent'
- (4) The Administrative Associates for building inspection and assistant clerk of BOS are moderately undervalued
- (5) One housekeeper is moderately undervalued and the other is slightly undervalued.
- (6) Review the remainder of the County employees in January.

The final recommendation was not directly tied to a review of salary. The Committee Chair, Supervisor Wilck, stated in his research he found that for most Counties they have a County Administrator and a finance officer/director. That it appears my skill set was somewhat unique and if the Board did not develop a succession plan then when it came time to find a new County Administrator the Board would either be forced to restrict their search to those with a substantial financial background or hire both a County Administrator and a financial officer. After discussion, the committee decided it would be best if the County could develop existing talent and asked if such a person was currently employed. I stated the Payroll/HR employee would soon receive her B.S. in business administration and plans on attaining a Masters. I stated she has some of the background classes needed and the ability to grow into the position. The committee recommends this position be groomed to attain the necessary skill sets and the incumbent be compensated appropriately as she progresses.

The total impact of all the adjustments recommended above, including benefits, will increase annual cost by \$5,320. This leaves \$44,680 from the \$50,000 budgeted for the remainder of the employees. From initial data I have seen this amount appears to be sufficient. Specific recommendations by position are

1. Recommends salary of \$38,000 for the new A/P clerk. Annual total savings including benefits of \$23,478.
2. Recommends increasing Chief Animal Control Officer to \$41,000. Annual total increase including benefits of \$7,539.
3. Recommends increasing Animal Control Officer to \$39,000. Annual total increase including benefits of \$7,893. The new hire is already a certified Animal Control Officer.
4. Recommends increasing Payroll/HR position to \$38,000. Annual total increase of \$5,529 including benefits.
5. Recommends increasing one housekeeper to \$27,245. Annual total increase of \$2,377 including benefits.
6. Recommends increasing second housekeeper to \$30,000. Annual total increase of \$774 including benefits.
7. Recommends increasing Administrative Associate for the Building office to \$32,081. Annual total increase of \$2,343 including benefits.

Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Southall _____
Timmons _____

Townsend _____
Wilck _____



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8. Recommends increasing Administrative Associate- Assist. Clerk to the Board to \$34,456.
Annual total increase of \$2,343 including benefits.

Recommendation:

The Committee recommends approval of the above salary adjustments to better align to the market which will increase the ability of the County to attract and retain quality employees. The committee did not discuss an effective date for the proposed salary adjustments. Because of the hiring of the new employee for the A/P position I am recommending an effective date of December 1, 2018. Most prior salary adjustments have been back dated and not adjusting then will cause a salary imbalance with the hiring of the new employee.

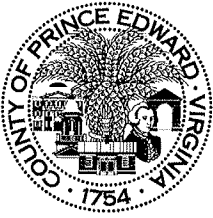
Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Southall _____
Timmons _____

Townsend _____
Wilck _____

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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: December 11, 2018
Item No.: 23-b
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Property Committee Report

Summary: The Property Committee, Supervisor Bob Timmons, Chair; Supervisors Cooper-Jones and Townsend met on November 29th and December 3rd to review progress on the renovations to the Courthouse, STEPS CENTRE and a new building for Social Services and STEPS.

At the November 29th meeting the Committee discussed the status of the three projects. I will discuss them in order of completion. First, the STEPS interior renovation RFP was reviewed, a few minor adjustments were to be made and the RFP was then to be advertised on planning houses and will be in tomorrow's edition of the Farmville Herald with bids due on January 7, 2019. The attached schedule states bids were due on December 21, 2018 but it was decided that extending the due date till after the holidays would increase the chances of receiving the greatest number of bids, Attachment (1).

The floor plan and site plan for the new DSS/STEPS building were reviewed and minor changes recommended by the Committee. Attached are the floor plans, site plan and the architectural rendering of the building. Based on a final survey the site plan maybe modified. The site plan was forwarded to VDOT and they had concerns with the proposed new entrance crossing a turn lane on Industrial Park Road. A meeting with VDOT was held on Thursday, December 6th with the architect attending by phone. After discussions the site plan attached was developed and consensus reached. The schedule shows the RFP for this building will be released on December 14th with bids due on January 11th, Attachments (2-4)

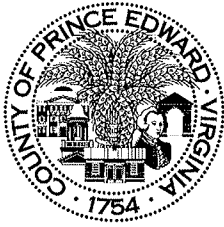
The architect stated the plans for the Courthouse renovations are complete but advised we should not advertise until we are closer to the time that DSS will move out of the Courthouse. It was recommended the bids for the Courthouse be released on April 1, 2019. The Board needs to amend the agreement with the Architectural Firm to take into account the additional work associated with the Interior Renovations of the STEPS CENTRE and the construction of the DSS/STEPS building. Finally, an RFP needs to be issued for the repair of the parking lot at the STEPS CENTRE.

- Attachments:**
- (1) Projects Schedule
 - (2) DSS/STEPS Floor Plan
 - (3) DSS/STEPS Site Plan
 - (4) Architectural Rendering of DSS/STEPS
 - (5) Amendment to the agreement with the Architect

Recommendation: Approve the issuance of an RFP for the construction of the DSS/STEPS building based on the site and floor plans provided. Approve the amendment to the contract for the Architect. Authorize the release an RFP for repairs to the STEPS Parking Lot.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Southall _____	Wilck _____
	Jones _____	Timmons _____	

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**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: December 11, 2018
Item No.: 24
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Closed Session

Summary:

I move that the Prince Edward County Board of Supervisors convene in Closed Session:

- a) For discussion of a public contract related to the Prince Edward County Landfill and discussion of the terms and scope of said contract, where discussion in an open session would adversely affect the bargaining position of the public body, pursuant to the exemptions provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*.

Attachments:

Recommendation:

Motion _____
Second _____

Cooper-Jones _____
Emert _____
Jones _____

Pride _____
Southall _____
Timmons _____

Townsend _____
Wilck _____