



MINUTES
BEDFORD COUNTY BOARD OF SUPERVISORS
BEDFORD COUNTY ADMINISTRATION BUILDING
SEPTEMBER 11, 2017

5:00 P.M. SPECIAL MEETING

- a. Consideration of a request from the Department of Fiscal Management to revise the recently adopted Personal Property Tax Relief Rate (PPTRA) (*Resolution #R091117-01*)
 - *Staff Presentation by Fiscal Management Director Susan Crawford*

WORK SESSION

- a. Progress Review of Current C.I.P. (*no documentation for this item*)
 - *Staff Presentation by Deputy County Administrator Reid Wodicka*
- b. Review and Discussion of C.I.P. Guiding Principles
 - *Staff Presentation by Deputy County Administrator Reid Wodicka*

5:00 P.M. SPECIAL MEETING

Board of Supervisors: Curry Martin, Chairman, District 2; Bill Thomasson, Vice-Chairman, District 1; Steve Wilkerson, District 3; Tommy Scott, District 5; Andy Dooley, District 6; and Kevin Willis, District 7

Absent: John Sharp, District 4

Staff: County Administrator Carl Boggess, Deputy County Administrator Reid Wodicka, County Attorney Patrick Skelley, Director of Fiscal Management Susan Crawford, and Executive Assistant Brigitte Lockett

Chairman Martin called the work session to order and then turned the meeting over to Fiscal Management Director Susan Crawford.

Ms. Crawford addressed the Board to request approval of a revised resolution setting the Personal Property Tax Relief (PPTRA) Rate. Ms. Crawford explained that, due to issues with the software, the original rate of 44% was recommended based on the projected Personal Property book that staff had to use from the software vendor. When the Commissioner of the Revenue was finally able to run the book the week of August 21, it provided approximately \$325,000 less in relief than projected. After consulting with Fiscal Management, the Commissioner determined that the actual book was correct and that the software vendor had not provided accurate preliminary numbers. Based on the actual book, staff is recommending the PPTRA relief percentage should be 46.5% instead of the 44% originally adopted by the Board.

Supervisor Dooley made a motion to approve Resolution #R091117-01.

WHEREAS, the Virginia General Assembly in 1998 passed the Personal Property Tax Relief Act; the philosophy in passing the Act was to eliminate personal property tax on personal motor vehicles; and

WHEREAS, in 2001 the Virginia General Assembly set the reimbursement rate to localities for personal property taxes for personal vehicles at 70% of the personal property tax amount; and

WHEREAS, the Virginia General Assembly in 2004 drastically revised the philosophy of the Act and capped the contribution of the Commonwealth to localities for reimbursement for personal property taxes; and

WHEREAS, on the 28th day of November 2005, as a requirement of the 2004 amendments to the Act, the County of Bedford passed an ordinance to set the percentage of tax relief that the County anticipates will fully exhaust the PPTRA funds that it will be provided by the Commonwealth (Bedford County Ordinance “Taxation” §17-16 “Personal Property Relief”); and

WHEREAS, pursuant to §17-16 of the County Code, the County shall as part of the annual budget by resolution set the percentage of tax relief at such level that it is anticipated to fully exhaust PPTRA relief funds provided to the County by the Commonwealth; now

BE IT THEREFORE RESOLVED, that the Bedford County Board of Supervisors does hereby rescind the resolution of August 14, 2017 setting the percentage of PPTRA at forty four (44.0%); and

BE IT FURTHER RESOLVED, that pursuant to Bedford County Code Chapter 17 “Taxation”, Section 17-16 “Personal Property Relief Act” the percentage of tax relief anticipated to fully exhaust PPTRA funds provided to the County by the Commonwealth is hereby set at forty six and a half (46.5%). Any amount of PPTRA relief not used within the County’s fiscal year shall be carried forward and used to increase the funds available for personal property tax relief in the following fiscal year.

Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Scott, Mr. Dooley and Mr. Willis

Voting no: None

Absent: Mr. Sharp

Motion passed.

There being no further business for the Special Meeting, the Board then moved on to the Work Session.

Deputy County Administrator Reid Wodicka dressed the Board with a progress review of the current Capital Improvement Plan (CIP), the entirety of which is given below:

Completed Projects:

Administration Building Structural Repairs – Phase 1

- Make structural repairs to the former registrar’s office; reconfigure for Adult Protective Services
- Progress: This project is complete; APS moved in August 2017

Montvale Park Restrooms

- Add permanent restrooms to Montvale Park
- Progress: Building is substantially complete; we had a problem with sufficient water flow for the site; solution has been indentified and project is anticipated to be fully completed in the second week of October.

Animal Shelter – Adoption Room Addition

- Add a room for a potential adopting families to meet their new pets
- Progress: Presently finishing doors, electric, and windows; we anticipate completion by the end of the month

Replace Multi-Purpose Tractor

- Replace one of two maintenance tractors used for everything from snow removal to mowing and minor grading work
- Progress: Complete

Projects Underway:

Health Department Improvements - \$60,000

- Replacement of HVAC Controls in the building
- Progress: Authorized by the Board; design work is underway presently; completion date is end of the calendar year

Falling Creek Center Renovation - \$3,500,000

- Construction authorized at \$3.0 million; some change orders, still within budget
- Renovation of the facility for use by Parks and Recreation and the Cooperative Extension
- Progress: Presently under construction; estimated completion is 10/31/2018

Nursing Home Sewer Pump Station Improvements - \$6,250

- Fence in the station and replace floats
- Progress: Will be phased with the falling creek center improved to following 3 phase power installation; anticipate that will be complete in fall of 2018.

Red Barn Repairs

- Complete repairs to the exterior of the building to stop further decline
- Progress: A&E firm has written specifications for this project; we are in the process of getting quotes for construction

County Administration Improvements – Phase 2 - \$430,000

- Repair structural members in the middle section of the west wings of the second floor; reconfigure to create new office space and meeting rooms
- Progress: A&E firm presently writing structural specification; will bid the project in October; anticipate request to authorize award in November; need to wait until auditors are finished in the space before we begin construction; anticipate construction beginning in December
- Also – Air handlers project approved earlier this summer (\$200,000 of the total budget)

Paved Walking Trail, Moneta Park

- 1,700 linear feet of 8 foot wide walking trail around Moneta Park
- Progress: bids with standard specifications have been received from three firms with the low bid of \$45,000 (the budget amount); will award the project shortly and hope to begin construction this fall

Other Approved Projects Upcoming:

- Bedford Museum – masonry and roof assessment
- Storage Building Improvements – security improvements
- Burks-Scott – security cameras and painting
- IT Service Management Software
- Courthouse Improvements – drainage, dome repair, parking lights, and security improvements
- Public Safety Building – security and helical anchors
- Bedford Central Library – Heat Pump Replacements
- Air Pack Replacements

Reserve Funds:

- Fire and Rescue Future Station Development
- RIT/Ladder Truck Replacement

- Flooring Replacement Reserve
- Voting Equipment Replacement Fund

Throughout his presentation, Dr. Wodicka answered minor clarifying questions from the Board.

Dr. Wodicka then moved to a presentation of proposed “CIP Guiding Principles”, which was created to assist staff and the Board in determining which projects should be included in the CIP going forward:

Project Priorities:

- Enhance Public Safety and Well-Being
- Ensure the Maintenance and Operation of Existing Facilities
- Ensure Basic Public Services are Provided
- Support the Tradition of Local Communities
- Expand the County’s Service Delivery Role with New Facilities, Infrastructure, and Technology
- Support or Match Community Initiatives

Smart Governance:

- The County will maintain sufficient financial capacity to address emerging or unanticipated issues. This will be in the form of both debt capacity and available cash on hand.
- CIP projects will be developed consistent with master plans and strategic plans approved by the Board of Supervisors.
- Prior to investment, changes to operations will be attempted to reduce capital costs.
- The County will support and maintain business support systems that improve organizational efficiency.
- Current and future facilities will be designed and constructed for shared uses and co-located with wrap-around public services throughout the community.

Support of Economic Vitality:

- The County will reduce the barriers to private sector commercial and industrial development in the community through infrastructure and amenity investment.
- Economic development investments will be driven by the County’s targeted sectors.
- The County will attempt to make adaptive reuse of existing structures where possible.
- The County will invest in public resources and community partnerships that complement the needs of industry and the workforce.
- County facilities will support changes in the local and global economy to in order to maintain the community’s competitiveness.

Fiscal Responsibility:

- The County's CIP will be accompanied by a balanced funding plan prior to adoption by the Board of Supervisors.
- The CIP will take into account changes to operating costs associated with project development.
- Debt issuance will only be recommended when the benefits of the project and the life of the investment meets or exceed the maturity date of the loan.
- The County will attempt to align new debt service issuance with retiring notes.
- If the cost of renovation or expansion of a facility exceeds 75% of a new facility, strong consideration should be given to constructing a new facility or consolidating existing facilities. Consideration will include anticipated savings resulting from decreased costs of personnel, operations, energy consumption, and other matters.

Adequate Public Services and Facilities:

- New and renovated facilities will be designed to make security and safety a priority.
- The County will invest in public facilities that support the development of the private sector, as well as our unique and distinct communities within the County.
- Public facilities will be operated near, but within, the design capacity.
- Public facilities will be designed with the long-term capacity needs of the community in mind.
- Public facilities will be designed and positioned to create high quality public services in communities across the County.
- Public facilities will be designed with the flexibility to provide a variety of services.

Planning for Future Projects:

- The County will invest in planning projects that will allow for the identification of future capital improvement needs.
- The County will make every attempt to reduce unplanned capital expenses.
- Planning for capacity expansion will begin when a facility is anticipated to operate for more than 5 years at 95% or more capacity and all practical operational changes have been attempted.
- The County will develop an understanding of the needed investments related to growth through the use of internal expertise complemented by external design, engineering, and planning professionals.
- Project decisions will be based on objective, data-driven analysis.

- Future facilities will be located with easy access to existing major transportation links, utilities and amenities, and industrial and commercial hubs.

Supervisor Dooley requested that staff research whether there are older master plans still in use within County departments.

In response to a question from several Board members, Dr. Wodicka stated that it is staff's intention to share these guiding principles with the Town of Bedford once the final version is approved since some projects may be shared goals with the Town.

Supervisor Scott stated that a year ago he had requested that the process to obtain permits from the Community Development Department be simplified, but he is still getting complaints. He said that when people come in to get a permit, they are given a list of things they have to do first. He said that citizens are complaining that once they complete everything on the list, they are given a new list; this sometimes repeats itself several times before a permit is finally issued and can take many months to complete. County Administrator Carl Boggess responded that Supervisor Scott could have those with complaints call him directly. Dr. Wodicka agreed that the permitting process is burdensome and said that he will work to resolve this with staff.

Supervisor Dooley commented that Bedford is a very large county, and driving to town to pay taxes, etc., is not always easy for our citizens. He asked whether convenience hubs could be located throughout the County, with kiosks that could take tax payments, etc. Chairman Martin replied that many of the things such hubs would handle are things most citizens only have to do once per year. He questioned whether funds that would be spent creating these hubs could be better utilized elsewhere.

Supervisor Wilkerson noted that he will not be able to attend the next meeting on September 25th.

There being no further discussion, Chairman Martin called for a motion to adjourn.

Supervisor Scott made a motion to adjourn at 5:57 pm.

Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Scott, Mr. Dooley and Mr. Willis

Voting no: None

Absent: Mr. Sharp

Motion passed.