

ADMINISTRATOR'S REPORT

August 17, 2006

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 8/16/2006

RE: Board Meeting August 21, 2006

10:30 a.m. [Virginia 2007 Community Program Committee](#) (Carter, Falwell)

11:15 a.m. [Human Services Committee](#) (Carter, Falwell)

1:00 p.m. Call to Order, Invocation by Chairman Gunter

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

[July 31, 2006](#) Regular Meeting

APPEARANCES

Don Austin, Residency Administrator

2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Resident Engineer will be present to discuss highway matters.

ADMINISTRATOR'S ITEMS

G. Michael Damron, Administrator, CCUSA

3. [STATUS OF YELLOW BRANCH SEWER PROJECT](#) (5 min)

Following the Board's approval at the February 2005 meeting, the Authority engaged

Wiley and Wilson Engineers to design the Yellow Branch Sewer to serve the Yellow Branch Elementary School and a defined area north to the Spring Hill Industrial Park. The design was completed in August 2005, the construction contract was awarded to Counts and Dobyns, Inc. in the amount of \$2,096,484, and construction began on September 14, 2005. Despite several obstacles, the project was substantially complete and tested on August 10, 2006. Attached is a [letter to DEQ confirming the test results](#). At this time the project is within budget, but several change orders would be forthcoming. The Yellow Branch Sewer Project was an ambitious undertaking by the Board of Supervisors and the Authority for the future of Campbell County.

Recommendation: No Action is Required.

Paul Harvey, Director, Community Development

4. [REQUEST FOR SPECIAL EXCEPTION – TROUBLESOME CREEK SUBDIVISION](#) (5 min)

Troublesome Creek Subdivision is a proposed 69-lot development off of Colonial highway in the Seneca Election District. The property is zoned A-1 Agricultural and calls for residential lots greater than three acres and the construction of new streets. One proposed street is designated to cross Troublesome Creek and the associated floodplain. The type of crossing will require placement of fill material and box culverts in the 100-year floodplain as designated by FEMA, which requires approval by the Board of Supervisors. Berkley-Howell & Associates provided the attached documentation for the request. The project engineer is requesting the Board grant a special exception pursuant to Sections 11-16 through 11-18 of the County Code regarding floodplain management. The engineer does not believe the construction will raise the flood elevation to any significant degree or cause any harm to adjoining properties. According to Paul Harvey VDOT has reviewed the request and has no objection to the design.

Recommendation: Staff has reviewed the request and based on the assertion of the professional engineer that the road crossing will not impact structures upstream, we have no objection to the request.

5. [PERMISSION TO ADVERTISE TO ACCEPT CASH PROFFERS](#) (10 min)

Campbell County is eligible to accept proffered conditions as part of a rezoning request under two different sections of the Code of Virginia. The General Assembly recognized that localities often struggle to meet financial obligations resulting from population growth and the ability of state government to provide funds is becoming more limited. Consequently, the eligibility requirements for §15.2-2298 changed such that most counties, cities and towns in Virginia now

qualify. There are several projects currently under consideration for Campbell County where developer-funded off-site improvements would be necessary. Developers are sometimes willing to proffer additional resources to mitigate the costs to local taxpayers, and a change in our Zoning Ordinance is needed to accommodate proffers of that type. Mr. Harvey would like to discuss the advantages and challenges of accepting proffers for large projects.

Recommendation: Authorize staff to work with the County Attorney on a proposed amendment to the Zoning Ordinance including advertisement of the necessary public hearings for September/October.

Alan Lane, Director, Management Services

6. [FY 2006 FINANCIAL STATEMENTS – PRELIMINARY](#) (10 min)

Staff would like the opportunity to report to the Board concerning preliminary financial information for year ending June 30, 2006. Attached is a FY 06 Preliminary Report on [Undesignated Cash Balance](#) and the General Fund FY 2006 Closing [Undesignated Fund Balance](#). Revenues to be collected in August are estimates only and are subject to change. The auditors will complete the financial statements in the fall.

Recommendation: No action required. Staff requests the Board accept the preliminary financial information for FY 06 ending June 30, 2006 for review and consideration. Any future auditor adjustments will be reported as they become known.

7. [FY 2006 NON-SCHOOLS CARRYOVER REQUESTS](#) (10 minutes)

A [summary of the County carryover requests](#) is provided, many of which are either grants or previously earmarked funds. This year in addition to the regular encumbrance and carryover requests staff is recommending a General Fund carryover request to the County Capital Improvement Fund (CIP) in the amount of \$2,000,000 to help reduce a projected five-year deficit of \$2.9 million in the CIP. This request is made possible as a result of strong financial management and the growth in local revenue that was included in the FY 2007 adopted budget.

Recommendation: Staff recommends the Board approve the attached encumbrance and carryover requests in the County and School Funds listed above; and, additionally recommends the Board approve the carryover appropriations as noted from the General Fund Undesignated Fund Balance to the County CIP.

8. [CREDIT CARDS ISSUED TO STAFF](#) (5 min)

In October 1996 the Board authorized the County Administrator to obtain credit cards for the use of the Board, County Administrator and Department Heads to be used for travel and training related expenses. There is an increased need for credit card usage and the County Administrator requests authority to authorize the issuance of credit cards as he/she deems necessary for key staff primarily, but not exclusively, in the Sheriff's Office and in Public Safety. The Management Services Department reviews all credit card transactions for appropriateness before the bill is paid. Should any questionable purchases be charged, the credit cards involved will be revoked.

Recommendation: The Administration/Management Services Committee and staff recommend the County Administrator be authorized to obtain credit cards as he/she deems necessary for key staff with a proven need for the credit card in order to perform their work related responsibilities.

Catherine H. Moore, Clerk to Board

9. [MEETINGS WITH CITY AND TOWN COUNCILS](#) (5 min)

Each year the Board traditionally meets with Altavista Town Council, Brookneal Town Council and Lynchburg City Council to discuss current issues and plan for future projects. Staff has tentatively scheduled meetings as set forth on the attached memorandum.

Recommendation: Please advise staff if these dates are acceptable.

Shameka Wright, Human Resources Generalist

10. [COUNTY HANDBOOK REVISION – AUTHORIZED ABSENCES/BEREAVEMENT LEAVE](#) (5 min)

There are a number of departments that work ten (10) hour shifts which poses a need to change the language in Section B: Sick Leave Part 2 – Authorized Absences and in Section F. Bereavement Leave. On the attached memorandum the changes are underlined and deletions are marked.

Recommendation: The Administration/Management Services Committee and staff recommend approval of the changes.

R. David Laurell, County Administrator

11. FINANCE AND BUDGET CONSENT AGENDA

a) [APPROPRIATIONS](#)

b) [2007 CENTRAL VIRGINIA COMMUNITY SERVICES CONTRACT](#) - Each

year we receive a performance contract from Central Virginia Community Services with the Department of Mental Health, Mental Retardation and Substance Abuse Services. The contract requires formal approval each year by the participating localities. The contract is in accordance with budgeted (\$149,246) expenditures. Supervisor Boyer represents the Board of Supervisors on the Community Services Board. A [copy of the contract is available in electronic format](#).

Recommendation: Approve items a & b.

a) Approves the appropriations, and

b) Staff recommends that the Board formally approve the FY2007

Central Virginia Community Services performance contract

with the Department of Mental Health, Mental Retardation and
Substance Abuse Services

APPOINTMENTS

12. [APPOINTMENTS](#)

Please see the updated appointment list and notes to the Board.

MATTERS FROM THE BOARD

13. MATTERS FROM THE BOARD

A few minutes will be scheduled at each meeting to discuss matters from the Board.

CLOSED MEETING

14. CLOSED MEETING

A closed meeting is requested in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss matters related to [personnel regarding the County Administrator's annual evaluation](#), and in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss

matters relating to a [company that has not made a decision or public announcement regarding expanding its Campbell County facility.](#)

AGENCY MINUTES AND REPORTS

15. [Administration/Management Services Committee](#), July 31 2006
16. [Human Services Committee](#), June 19 2006
17. [Public Works Committee](#), July 17 2006
18. [Soil & Water Conservation](#), June 22 2006
19. [Treasurer's Report](#), June 2006

INFORMATION ITEMS

20. [Thank You Letter from Employee Group](#)
21. [List of Delinquent Taxes 2004 and 2005](#)
22. [Multi-Jurisdictional Hazard Plan Approved](#)
23. [Governor to Review Drought Declaration Request](#)
24. [Charlotte County to Revise Comprehensive Plan](#)
25. [Routes 40, 600, 619 Designated Virginia Byways](#)
26. [Soil & Water Conservation Strategic Plan 2006 – 2011](#)

- 27. [Tarkett Wood Returned Incentives Due to Closing Plant](#)
- 28. [Thank You Note from Hunter Jones Family](#)