

ADMINISTRATOR'S REPORT

March 16, 2006

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell 3/17/2006*

RE: Board Meeting March 20, 2006

11:00 a.m. [Public Works Committee](#) (Pendleton, Puckett)

1:00 p.m. Call to Order, Invocation by Supervisor Boyer

2:30 p.m. Employee Recognition Reception

March 28 7:00 p.m. Joint Committee (Gunter, Rosser)

March 30 6:30 p.m. Annual Dinner – Spring House

APPROVAL OF MINUTES

1. Approval of Minutes – [February 21, 2006 regular meeting](#).

APPEARANCES

2. [2:30 PM – RECOGNITION OF EMPLOYEES](#) (30 minutes)

It is this time each year that we like to recognize our employees for their faithfulness in service. Employees with 10, 15, 20 and 25 years or more with retirement will be recognized. The recognition of employees has been scheduled for 2:30 p.m. in the Board of Supervisors Meeting Room. Following the presentation of certificates, refreshments will be served. The Board will then reconvene the meeting to consider any remaining items on the agenda.

ADMINISTRATOR'S ITEMS

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS (5 minutes)

The Resident Engineer will be present to discuss any highway matters from the Board.

Two resolutions are attached for your consideration:

[Maple Lane](#) – To add this road into the secondary road system.

[Pin Oak Lane](#) – To transfer leftover funds from the Seneca Park project. The Holiday Forest Property Owners Association has already paid their one-half share of \$11,215.00.

Recommendation: Adopt the resolution and approve appropriating the homeowner funds in order to transfer the funds to VDOT.

Mike Daly, Director of Youth, Adult & Community Services

4. [COMPREHENSIVE SERVICES ACT BUDGET](#) (5 minutes)

We are currently projecting we will exceed the funds we have budgeted for the Comprehensive Services Act (CSA) Program before the end of the fiscal year. The current budget is \$2,400,000. We are estimating that our cost for the year will be \$3,250,000. This will result in a deficit of \$850,000. We are requesting supplemental funding sufficient to meet the budget. We will be requesting funds from the State at our match rate of 68.93% and would need to make up the difference with local funds. In past years we were able to cover our increased local portion using RMDI (formerly known as Rev Max) funding, however, following a federal review, the program has been suspended and those funds will not be available to us.

Recommendation: Staff is recommending the Board approve the attached supplemental request. Both the Human Services Committee and the Administrative/Management Services Committee have reviewed and discussed this request.

J. Michael Davidson, Director of Economic Development

5. [WARDS CROSSING WEST UPDATE](#) (5 minutes)

Mr. Davidson would like to review the timeline of necessary actions to complete the Wards Crossing West project. This timeline complies with previous commitments made by the Board of Supervisors. All actions and commitments for the project are on track with one minor exception - receipt of a copy of the rezoning application (submitted to the City of Lynchburg by Greenview Properties, LLC) to provide a commercial entrance on Leesville Road. The next major county initiative is to create the special tax district. We intend to hold a public hearing for the special tax district on April 4, 2006.

Recommendation: No action required.

Paul Harvey, Director of Community Development

6. [TRANSPORTATION FORUM/LOCAL GOVT. COUNCIL](#) (5 minutes)

The Local Government Council, with the support of Campbell County and other local jurisdictions, recently received a transportation planning grant from the Virginia Department of Transportation. The grant is intended to enhance the relationship between transportation planning and land use planning throughout the region. It is also intended to produce transportation plan elements for each locality that can then be adopted as part of their comprehensive plans. The planning grant required no cash contribution; however each locality pledged to support the effort with an in-kind match of staff resources. The Board of Supervisors passed a resolution of support on March 7, 2005, a copy of which is attached.

The Local Government Council and the transportation consultant (Parsons) will host a regional forum for elected and appointed officials in May. The session will include presentations from nationally recognized experts in the fields of transportation and land use planning, as well as participation and input from those attending. It is expected to last approximately one-half day with lunch provided. All members of the Board of Supervisors, Planning Commission, Industrial Development Authority, and Economic Development Commission will be invited participants from Campbell County. The Local Government Council will send out the invitations in early April.

Recommendation: Staff recommends that Board members attend if they are able to do so, and that they encourage the other invited officials to attend so that Campbell County is adequately represented at the forum.

7. [TRANSPORTATION CORRIDOR OVERLAY DISTRICT](#) (10 Minutes)

The Campbell County Board of Supervisors and Planning Commission recently held public hearings on a proposed Transportation Corridor Overlay District. Additional development along the Route 29 corridor is expected to accelerate with the extension of public sewer service to Yellow Branch. There is a general concern that additional development will have an adverse impact on traffic flow through the corridor, which is the major north-south travel route through the region. The proposed ordinance encourages the use of shared entrances, shared parking lots and other access management techniques designed to mitigate some of the adverse impacts on traffic flow that are associated with development.

Recommendation: At their meeting on February 27, 2006, the Planning Commission discussed the ordinance and voted 7-0 to recommend adoption as presented. An excerpt from the minutes of the Planning Commission meeting is attached for reference, as is the proposed ordinance.

Clifton M. Tweedy, Deputy County Administrator

8. [LANDFILL DUMP TRUCK](#) (5 minutes)

The Landfill has been in need of a new dump truck for the past 10 months. The current one had a major mechanical failure that was too expensive to repair. It was purchased through VDOT surplus approximately 10 years ago. Since the old one failed, we have been working with VDOT to locate another good surplus dump truck we could buy. We have just recently located two on a first come first serve basis. The price ranged from \$12,000 to \$14,000. Since the Board has not approved the purchase of a replacement dump truck, we were unable to authorize the purchase. The next time they have trucks available is anticipated to be early this fall. In order to be ready for the next round of VDOT surplus, we are requesting permission to purchase one for use in the various duties at the Landfill. The Public Works Committee has been supportive of this purchase. There is currently \$4,400 available in the Equipment Contingency line item of the CIP. Additional funds are available in Landfill Construction if the price exceeds the funds available in the equipment line item.

Recommendation: Authorize staff to purchase a surplus VDOT dump truck in the amount not to exceed \$15,000 with funds from the Landfill Equipment Contingency line item and Landfill Construction line item if necessary.

9. [RUNAWAY BAY ROAD WORK](#) (5 minutes)

As part of the development of Runaway Bay a number of roads were constructed to be maintained by VDOT when they were completed. Not all the roads have been accepted by VDOT because of work not completed by the developer; therefore the homeowners association is still responsible for their maintenance. The developer has been unwilling to respond and complete the work. Mr. Tweedy would like to discuss using the proceeds from the cash bonds being held by the County to complete the work and the two options available.

Recommendation: After reviewing the options direct County staff on how to complete the work so the roads will be maintained by VDOT.

10. [ADOPTION OF CAPITAL IMPROVEMENT PLAN](#) (10 minutes)

A draft of the FY 2007 – FY 2011 Capital Improvement Plan was presented at the March 6th meeting. Time has been scheduled to discuss any specific issues the Board may have. Please find the following two documents attached: 1) [Administrator's recommended CIP](#); 2) [Draft debt service schedule](#).

Recommendation: Staff recommends the Board deliberate on the attached CIP and debt service schedule, make any appropriate adjustments and adopt a preliminary CIP and debt service schedule to be used in development of the FY 2007 operating budget.

11. [RESOLUTION TO HONOR FRANK A. WRIGHT](#) (3 minutes)

The Board requested staff to draft a resolution to honor Frank A. Wright for his service to the County on the Industrial Development Authority and the Economic Development Commission. We have tentatively scheduled Mr. Wright to attend the April 3rd meeting to accept the resolution.

Recommendation: Staff recommends the Board adopt the attached resolution to recognize Frank A. Wright and schedule presentation of the resolution at a time convenient for Mr. Wright.

12. [RECOGNITION OF BROOKVILLE TIMBERLAKE LIONS CLUB 50TH ANNIVERSARY](#) (3 minutes)

The Brookville Timberlake Lions Club was chartered in 1956 to serve the community. On April 8, 2006 the Brookville Timberlake Lions Club will celebrate its 50th anniversary. A resolution is attached to honor the Lions Club for its support to many projects in its community including Jaws of Life, White Cane Drive to assist those with sight and hearing needs, at risk children, educational scholarships and youth athletics.

Recommendation: Staff recommends the Board adopt the attached resolution to recognize the Brookville Timberlake Lions Club on the eve of its 50th anniversary for its good works to the community. Supervisor Falwell will present the resolution to the Lions Club in April.

13. [REVISED SUMMER MEETING SCHEDULE](#) (5 minutes)

Several Board members and staff have inquired about the possibility of revising the summer meeting schedule due to July 4th falling on the day after a scheduled Board meeting and the change in the NACo conference to the first week in August, which conflicts with another scheduled Board meeting. After speaking with the Chairman staff has developed a proposed summer meeting schedule for the Board's review and comment.

Monday, July 3rd – Cancel (Public Hearings/EMSAC/Public Safety and CED)
Monday, July 17th – Regular Day Meeting (Public Works and Rescheduled CED)
Monday, July 31st – Proposed Evening Meeting in place of 1st meeting in August (Public Hearings and Administration/Management Services Committee)
Monday, August 7th – Cancel
Monday, August 21st – Resume regular schedule

*EMSAC and Public Safety Committee cancelled for July due to summer break for Fire and Rescue Commissions.

Recommendation: Staff recommends the Board adopt the changes to the summer meeting schedule as outlined above and authorize staff to advertise those changes to the public.

14. [RESOLUTION TO DESIGNATE VICTIMS RIGHTS WEEK](#) (3 minutes)

The week of April 23 to 29, 2006 has been named as National Crime Victims' Rights Week to offer all of us the opportunity to promote strength in unity in helping victims and survivors of crime and recognizing their rights as victims. A resolution is attached to designate the week of April 23 to 29, 2006 as Campbell County Crime Victims' Rights Week to honor crime victims and those that serve them during this week. The Board is invited to attend a ceremony on April 18, 2006 at 8:30 a.m. in the Campbell County Circuit Court in honor of Crime Victims Week. A breakfast reception will follow.

Recommendation: Staff recommends the Board adopt the attached resolution to designate the week of April 23 to 29, 2006 as Campbell County Crime Victims' Rights Week.

15. *FINANCE AND BUDGET CONSENT AGENDA*

a) [ALTAVISTA TRANSFER SITE](#)

One of the Board's Goals and Initiatives was to experiment with gating transfer sites. Altavista Transfer Site will begin gated operations on April 1, 2006. The hours of operation will be from 6:30 AM to 9:00 PM every day. Supervisor Carter, Early Pribble and I met with the attendant to discuss the new operations. He agreed to open and close the site each day at the above times and do a more thorough job picking up paper around the site. Site appearance is becoming more important with the commercial development in the area. He is requesting an additional \$80 per month for the new duties.

b) [APPROPRIATIONS](#) - Several are attached for approval.

c) [DETERMINATION FOR RFP FOR BANKING SERVICES](#)

The County's current bank services contract with Wachovia expires July 1, 2006. This contract provides for checking account services, direct deposit for County payrolls, and other related banking services for the Treasurer and the Schools' Cafeteria Fund. The Board's approval is requested to procure these services by the competitive negotiation process. Sealed bidding of banking services would be neither practicable nor fiscally advantageous to the County. Factors to consider other than price are the offeror's experience with similar government accounts, experienced staff, responsive customer service, and accessible deposit locations for the Treasurer and school cafeterias.

d) [ENGLISH PARK \(VLCF GRANT\)](#)

As the English Park property is located directly on the Staunton River; the department discovered it was possible to receive \$75,000 (1/2 the purchase price of the park property) from a VLCF grant offered in September 2005. In December we learned we were awarded the grant. In January staff attended a meeting in Richmond where we were briefed on regulations required by VLCF. A copy of the criteria has been forward to the County Attorney. The Recreation Advisory Committee and the Human Service Committee have pre-approved the criteria awaiting approval from the County's Attorney.

e) [REQUEST FOR QUOTATION AO25-FY06; PAVING/FALLING RIVER TRANSFER SITE](#)

Requests for Quotation were solicited for paving an entrance and turn-around area for the Falling River Transfer Site. Two firms submitted price quotes for the paving: Lawhorne Brothers, Inc. \$11,200.00, Lynchburg, VA; and Marvin V. Templeton \$12,975.00, Lynchburg, VA. Sufficient funding is available in 4-302-94400-0032, Capital Improvements, Public Works, Transfer Site Improvements.

f) [WILLIAM CAMPBELL AREA PARK NAME](#)

The William Campbell Area Park is the next to be named. The park committee has asked William Campbell students and adults in Brookneal, Gladys, and Naruna area for suggestions naming the park. The William Campbell Park committee reviewed the names submitted and after combining several suggestions agreed on "Community Park – Brookneal, Gladys, Naruna". The Recreation Advisory Council and the Human Service Committee have both approved the name. A [picture](#) is also attached for your review.

Recommendation: Staff recommends approval of items a – f.

- a) **Authorize the additional funds to pay for the extra duties for the attendant at the Altavista Transfer Site (\$240) and include funds for next year (\$960) in the budget.**

- b) **Approval of the appropriations.**
- c) **Determine that competitive sealed bidding is not practicable or fiscally advantageous for the procurement of banking services and authorize Central Purchasing to use the competitive negotiation process.**
- d) **Approve the County Administrator signing the Altavista park grant contract pending approval from the County's attorney.**
- e) **Accept the low bid from Lawhorne Brothers, Lynchburg, Virginia, for paving at the Falling River Transfer Site in the total amount of \$11,200.00.**
- f) **Approve the name for the William Campbell Area Park as submitted by the park committee. Copy enclosed of the proposed sign.**

APPOINTMENTS

16. **APPOINTMENTS**

An updated appointment list is attached for your convenience.

MATTERS FROM THE BOARD

17. **MATTERS FROM THE BOARD**

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

CLOSED MEETING

18. **CLOSED MEETING**

A closed meeting has been requested to in accordance with Sections 2.2-3711 (A)(3), (A)(7) and (A)(30) of the Code of Virginia to discuss matters related to the acquisition of real property, legal, and contracts for public purposes.

INFORMATION ITEMS

19. **Revenue Summary**

[Attachment #19](#)

- 20. Braxton Park Letter from CCUSA
[Attachment #20](#)
- 21. Letter of Commendation for Holley Yates
[Attachment #21](#)
- 22. Long Meadow, Inc. thank you to Building Inspectors
[Attachment #22](#)
- 23. Letter regarding revenue from housing federal inmates
[Attachment #23](#)
- 24. Treasurer's Report – February 2006
[Attachment #24](#)
- 25. Undesignated Cash Balance – February 2006
[Attachment #25](#)
- 26. Undesignated Fund Balance – February 2006
[Attachment #26](#)

AGENCY MINUTES AND REPORTS

- 27. [EMSAC](#) March 6, 2006
- 28. [School Board](#) February 23, 2006

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