

ADMINISTRATOR'S REPORT

DATE: August 14, 2007
TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 8/14/2007
RE: August 20, 2007 Board of Supervisors Meeting

11:00 a. m. [Human Services Committee](#) - Board Conference Room (Carter & Falwell)
1:00 p. m. Call to Order, Invocation by Supervisor Boyer
4:00 p. m. [Planning Commission Workshop](#) for Crossroads Colonnades Shopping Center in the Historic Court House Conference Room - Board Members are invited to attend

August 23, 2007 6:30 p. m. – Joint Dinner with Towns of Altavista & Brookneal at Napolis, Main Street, Altavista

Approval of Minutes

1. Approval of Minutes [August 6, 2007 – Regular Meeting](#)

APPEARANCES

Shameka Wright, Human Resources Manager

2. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce the following new employees:

Public Safety – Leslie Watts, William Hall, Angela Russell, Michelle Palmer
Social Services – Raylene Stroud, Tanya Newcomb

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Resident Administrator will be present to receive any highway matters from the

Board.

Several resolutions and a request for a speed study are presented for the Board's consideration.

- a.) [Popular Ridge Subdivision](#) – Resolution is attached to add completed roads to the Campbell County Secondary Road System.
- b.) [Spencer Road](#) (Route 610) – Concord Election District – [Resolution](#) is attached for the Board's consideration of a [request for installation](#) of Watch for Children signs.
- c.) [Mt. Olivet Road](#) (Route 752) – Concord Election District - [Resolution](#) is attached for the Board's consideration of [a request for installation](#) of Watch for Children signs.
- d.) [Dearing Ford Road](#) (Route 712) from 0.25 mile east of Route 733 to Route 831 – Altavista Election District - [Resolution](#) is attached for the Board's consideration of a [request for installation](#) of Watch for Children signs.
- e.) [Flying W Road](#) (Route 792) – A telephone request from Anne Johnson of 661 Flying W Road (Route 792) to review the speed limit on the state maintained portion of Flying W Road. Flying W Road dead ends off of Sugar Hill Road (Route 600) and is located in the Brookneal Election District. ([Map attached.](#))

RECOMMENDATIONS: Staff recommends approval of items a – e.

- a.) **Adopt the attached resolution and approve the addition of Holland Court (Rt.1642) and Barringer Drive (Rt. 1643) into the Campbell County Secondary Road System.**
- b.) **Adopt the resolution as presented to install Watch for Children signs on Spencer Road (Route 610) and forward a copy to Appomattox County to request a similar resolution.**
- c.) **Adopt the resolution as presented to install Watch for Children signs on Mt. Olivet Road (Route 752).**
- d.) **Adopt the resolution as presented to install Watch for Children signs on Dearing Ford Road (712) from 0.25 mile east of Route 733 to Route 831.**
- e.) **Request the Virginia Department of Transportation to conduct a review of the speed limit on Flying W Road (Route 792).**

ADMINISTRATOR'S ITEMS

Aubrey Cheatham, Public Safety Director

4. [National Weather Service \(NWS\) Storm Ready Certification](#) (15 Minutes)

The Hazard Mitigation Plan, adopted by the Board of Supervisors in 2006, indicates winter storms, inland flooding as a result of hurricanes, droughts, and hurricane or tornado generated winds are the most likely hazards Campbell County faces on a day to day basis. One action recommended in the plan to address the weather hazards in our community is attainment of National Weather Service Storm Ready certification. Campbell County has met all the requirements and has been designated a Storm Ready community.

Dave Wert and Phil Hysell of the National Weather Service Blacksburg and Mike Cocker, Regional Coordinator, Virginia Department of Emergency Management will be at the meeting to make a presentation to the Board and the community.

RECOMMENDATION: None.

5. [Purchase of Aerial Apparatus for use of County Fire Departments](#) (15 minutes)

At the April 16, 2007 meeting, the Board authorized Central Purchasing to use the competitive negotiation process for the procurement of an aerial platform firefighting vehicle. Once an aerial apparatus has been chosen, modifications will need to be made to the vehicle bay doors and exterior tarmac at Lyn-Dan Heights Volunteer Fire Company to station the vehicle at an estimated cost of \$50,000. The total cost for the truck and modifications should not exceed \$800,000.

A total of \$770,000 was included for this purchase with \$170,000 budgeted for FY2008 and \$30,000 from a carryover request from Public Safety. In order to purchase the truck in FY 2008, staff is recommending the County enter into a lease/purchase arrangement through the Virginia Municipal League/Virginia Association of Counties Commercial Paper Finance Program for \$600,000. A copy of the [required Board resolution](#) authorizing approval of this debt financing is attached which will allow funding to be moved up to FY2008 for the remaining \$200,000/yr currently included in the CIP for the three years of FY2009, FY2010, and FY2011. The [required supplemental appropriation request](#) is also attached.

RECOMMENDATION: Based on the recommendation of the Evaluation Committee, staff recommends the Board approve Keplinger Repair Services as the top ranked firm and authorize staff to execute a final contract for the Smeal Demonstrator Aerial Apparatus for a total cost of \$ 730,289. Staff also recommends the Board authorize staff to execute a final contract with C. W. Williams for its new Rosenbauer Aerial Apparatus for a total cost of

\$722,763 in the event contract negotiations with Keplinger Repair Services fail. Additionally, staff requests the Board pre-approve improvements to Lyn-Dan Heights Volunteer Fire Company in the amount of \$50,000 and allow \$19,711 to be set aside for contingences and unanticipated costs as the project proceeds, for a total project cost not to exceed \$800,000, which is the budgeted amount over the four year period in the CIP. Staff further recommends Board approval of the attached Board of Supervisors Resolution authorizing debt financing in the amount of \$600,000 through the Virginia Municipal League/Virginia Association of Counties Commercial Paper Finance Program under a lease purchase arrangement. Staff also recommends approval of the attached supplemental appropriation request in the FY2008 CIP budget in the amount of \$600,000, and requests authorization to appropriate interest earned on deposited funds in the amount of approximately \$30,000 at the end of FY 2008 to pay for interest expense over the course of the loan.

6. [Public Safety Annual Report](#) (10 Minutes)

The Public Safety Department reports annually to the Board of Supervisors on public safety related programs within Campbell County. The type of information included in the report includes a discussion of progress being made in the areas of animal control, E911, public safety services, fire service, and EMS service. A [copy of the report](#) is attached for your review.

RECOMMENDATION: Staff requires no formal action.

Michael Daly, Department of Youth, Adult and Community Services

7. [Transportation Project](#) (5 minutes)

Central Virginia Area Agency on Aging (CVAAA) approached Campbell County last year about partnering to develop a public transportation system for Campbell County. This was to be achieved utilizing a combination of federal, state and local dollars. While transportation is commonly identified as a need in the County there was some question as to whether there was a demand for a “public transportation system”. In order to better assess demand, a [survey](#) was developed and distributed through the County newsletter (The Chronicle). Through this survey, and an article which appeared in the News and Advance, we received 75 responses. Based on the responses, there was no compelling evidence that there is sufficient demand in the County as a whole, or in any specific area of the County, to justify establishing a public transportation system.

RECOMMENDATION: The Human Services Committee and Staff recommend that we

not pursue a public transportation system for Campbell County at this time.

8. [Hat Creek Presbyterian Church Resolution](#) (5 minutes)

This year Virginia is commemorating the 400th anniversary of the founding of Jamestown. Campbell County is participating in the Virginia 2007 Community program which is part of a statewide effort for localities to highlight local history. The Campbell County Virginia 2007 Community Program Committee recommended a calendar of events and activities for the year. One of the activities scheduled was the adoption of a [resolution honoring Hat Creek Presbyterian Church](#) as the oldest established Church in Campbell County.

RECOMMENDATION: Staff recommends that we adopt a resolution honoring Hat Creek Presbyterian Church as the oldest established Church in Campbell County.

Mike Davidson, Economic Development Director

9. [Value-Added Beef Initiative](#) (5 minutes)

On October 16, 2006, the Board of Supervisors approved the Value-Added Beef Initiative Expansion Project to assist farmers to enhance agricultural production in non-tobacco activities funded by the Virginia Tobacco Indemnification and Community Revitalization Commission. The first round of this project is near completion and has been very successful. The group desires to apply for a second round of funding to assist farmers who did not apply for or were not served by the first grant.

Eligible producers will be able to qualify for an amount not to exceed \$3,000.00 to assist with one-half of the cost of an improvement project. Campbell County would continue to serve as the Administrator of the grant and be eligible for up to 2% of the funds as reimbursement for our administrative costs.

RECOMMENDATION: Staff recommends the Board of Supervisors authorizes Campbell County's participation in a second round grant application for this project, include Bedford County as a partner, and authorize the County Administrator to sign a letter of support and all necessary documents for the project.

Terry E. Gaddy, Sheriff

10. [Edward Byrne Memorial Justice Assistance \(JAG\) Grant](#) (5 minutes)

The Sheriff's Office would like to present the [Edward Byrne Memorial Justice Assistance \(JAG\) Grant](#). Campbell County has been allocated \$11,866 in funds to purchase equipment. This grant requires no local match but does require the application to be reviewed by the local governing body.

RECOMMENDATION: Approve the application for the Edward Byrne Memorial Justice Assistance Grant as requested.

11. [Sheriff's Annual Report](#) (15 minutes)

Sheriff Terry E. Gaddy would like to present the 2006 Sheriff's Department Annual report, providing information about activities of the Sheriff's Office for the year. (Paper copies included.)

RECOMMENDATION: None

Alan Lane, Director of Management Services

12. [FY07 Financial Statements - Preliminary](#) (10 minutes)

Staff would like the opportunity to report to the Board concerning preliminary financial information for year ending FY07; as of June 30, 2007. Summary departmental figures for County budget, County and School encumbrances, and County carryover requests for FY07 to be appropriated in FY2008 are included in the attached reports ([Undesignated Cash Balance – General Fund-Projected](#), [Fiscal Year 2007 General Fund Undesignated Fund Balance Transactions Summary](#) and [FY07 General Fund Analysis – Preliminary](#)).

RECOMMENDATION: Staff requests the Board accept the preliminary financial information for FY07 ending June 30, 2007 for review and consideration. Any significant future auditor adjustments will be reported to the Board as they become known.

13. [Carryover Requests FY2007 to FY2008](#) (10 minutes)

Requests for encumbrances and carryovers for the County are included for the Board's review. Many of the carryover requests are either grants or previously earmarked. Attached is

[individual line information](#) for County carryovers.

RECOMMENDATION: Staff recommends the Board approve the encumbrance and carryover requests in the County Funds. Individual expenditure line information for County funds is enclosed for County carryovers.

Clifton M. Tweedy, Deputy County Administrator

14. [Maintenance Staffing](#) (10 minutes)

With the recent resignation of one of the two Program Managers in Maintenance, Public Works staff has reevaluated the Maintenance organizational chart to see if adjustments should be considered. If you compare the attached [2005 organizational chart](#) and [2007 organizational chart](#), you can see the building maintenance area will need additional personnel over the next two years; therefore, staff and the Public Works committee would like to propose replacing the current Program Manager position with two Maintenance Worker I/II's and change the remaining Program Manager to Program Manager II due to the additional responsibilities. By eliminating one of the Program Managers and utilizing existing part-time funds there is no net new funding required.

RECOMMENDATION: Approve the revised organizational chart deleting the Program Manager I position for Buildings/HVAC and replacing it with two Maintenance Worker I/II positions. Approve the re-grading of the remaining Program Manager from a I to a II due to additional responsibilities.

Kristin B. Wright, Staff Attorney

15. [PERMISSION TO ADVERTISE – No Wake Zone, Leesville Lake](#) (10 minutes)

The County received a request from the Runaway Bay Homeowner's Association (RBHOA) for the establishment of a no-wake zone within Leesville Lake near the Runaway Bay community and the placement, at the expense of the RBHOA, of no-wake buoys in the larger coves in their community. The Virginia Code at 29.1-744(D) and (E) sets forth the procedure for the establishment of the zone and the placement of the buoys. Attached is [the proposed ordinance](#) adding a zone in Leesville Lake and the [request and application from RBHOA](#).

RECOMMENDATION: Staff recommends the Board authorize the advertisement of a public hearing for October 1, 2007 to update the County Code to add a no-wake zone to

Leesville Lake.

16. [Request for Ordinance of Vacation – Frank Carpenter](#) [Subdivision, Leesville Lake](#)
(5 minutes)

The Board at its June 4, 2007 meeting conducted a public hearing on a request by John & Mary Davis to vacate an unopened access road and parking lot areas between Lot 30 and Lot 31 of the Frank Carpenter Subdivision abutting Leesville Lake. This particular section of Mt. Airy Road was not state maintained and was intended originally to provide public access to the lake, but was never developed. Following the public hearing, the County Attorney requested the Board hold this matter over to allow staff to look into the ownership of the property. After having examined all the evidence related to the history of this subdivision in general and Lot 30 and the area in question in particular, the County Attorney has found that the County has made no formal acceptance or express assertion of dominion over the road and therefore the area has never been properly dedicated to the County. Without such a dedication, the County has no authority to vacate the land in favor of the Davises or anyone else.

RECOMMENDATION: No action is necessary.

R. David Laurell, County Administrator

17. [Board Planning RETREAT](#) (10 minutes)

The Board of Supervisors typically holds an annual planning meeting in September or October of each year. These meetings are focused on issues facing the County and help shape the development of the Priorities and Initiatives considered for adoption by the Board in January.

Due to the situation that there are two vacancies on the Board of Supervisors that will be filled during the November General Election, and now one other contested race, staff believes it would be in the best interest of the Board and the County to delay the annual planning meeting until after the November election. This way all of the Board-members-elect would be able to attend the retreat and be included in the Priority and Initiatives process before taking office in January when they would be expected to vote on them.

RECOMMENDATION: Staff requests the Board's concurrence to move the annual planning meeting to the evening of December 13th from 4 PM to 9 PM and during the day on December 14th from 9 AM to 4 PM to be held at Timberlake Tavern for members of the Board of Supervisors who will be sitting on the Board effective January 1, 2008. The meeting would be facilitated by Tyler St. Clair.

18. [Proposed 2008 Legislative Agenda](#)

Each year staff presents the Board with a proposed list of legislative items for consideration. The adopted legislative priorities are forwarded to the Virginia Association of Counties for inclusion in the Association's annual statewide legislative priority list. Copies are sent to our area legislators and a meeting is scheduled with them in late November/early December to include the Board Chair, Vice-Chair, County Administrator and Deputy County Administrator to discuss the Board's priorities.

Staff has scheduled a few minutes at the August 20th Board of Supervisors meeting to discuss the current status of the items on the attached proposed 2008 Campbell County legislative agenda as well as obtain Board input on other items not identified.

RECOMMENDATION: Following the discussion, staff is recommending the Board adopt a list of proposed legislative items to be forwarded to VACo and area legislators.

CONSENT AGENDA

19. Following are Consent Agendas for your approval:

a.) [CCADM 029-FY07; Actuarial Services; RFP](#) - A request for proposal was issued for the services of an actuarial benefits consulting firm.

b.) [Appropriations](#) – Appropriations are attached for your approval.

c.) [2008 Central Virginia Community Services contract](#) – The FY2008 Central Virginia Community Services performance contract requires formal approval each year by the participating localities.

d.) [Information Technology Consultancy Services](#) - There are a number of items included in the Information Technology Department's FY08 Priority and Initiatives that need an external consultant in addition to internal Staff resources.

RECOMMENDATIONS: Staff recommends approval of items a – d.

a.) **Based on the recommendation of the Evaluation Committee, approve Wachovia Retirement Services as the top ranked firm and authorize staff to negotiate and execute a final contract for actuarial services.**

b.) **Approve the appropriations as listed.**

c.) Staff recommends that the Board formally approve the FY2008 Central Virginia Community Services performance contract with the Department of Mental Health, Mental Retardation and Substance Abuse Services.

d.) Approve the use of the Roanoke County contract with Virtual IT, SyCom Technology and Globus for Information Technology Consultancy Services throughout FY08 as stated.

APPOINTMENTS

20. [Appointments](#) - an updated appointment listing is provided for the board.

MATTERS FROM THE BOARD

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

CLOSED MEETING

22. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session](#) 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.

AGENCY MINUTES AND REPORTS

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|-----|---|----------------|
| 23. | Administration/Management Services Committee Minutes | August 6, 2007 |
| 24. | Campbell County Economic Development Commission
Please note change from bi-monthly to quarterly meetings | June 21, 2007 |
| 25. | Revenue and Expenditure Summary | July 2007 |
| 26. | School Board Minutes | June 25, 2007 |

INFORMATION ITEMS

27. [Appropriations and Transfers](#)

July 2007

28. [Timberlake Community Complex](#)

July 31, 2007

WORK SESSION

Paul E. Harvey, Community Development Director

29. [Work Session on Rezoning-Special Use Permit Crossroads Colonnade](#)

Members of the Board of Supervisors are invited to attend.

The Planning Commission completed a public hearing for the referenced project on July 23, 2007; however, a vote on the recommendation to the Board of Supervisors has not yet been made. The Commission requested a work session to review issues in more detail. **The work session is scheduled for Monday, August 20, 2007 at 4:00 pm in the Historic Courthouse.**

RECOMMENDATION: Review the information and discuss at the work session. The Planning Commission's next regularly scheduled meeting is Monday, August 27th at 7:00 pm. Consideration of the recommendation to the Board of Supervisors will be included on the agenda. If a recommendation is made, the Board will hold a public hearing on September 4th.