

ADMINISTRATOR'S REPORT

November 28, 2007

TO: Board of Supervisors
FROM: R. David Laurell, County Administrator *R. David Laurell* 11/28/2007
RE: December 3, 2007 Board of Supervisor's Meeting

5:00 p. m. [Administration / Management Services Meeting](#) (Pendleton / Rosser)

7:00 p. m. Call to Order, Invocation by Chairman Puckett

December 13 & 14, 2007 – Planning Session at Timberlake Tavern

December 17, 2007 - 3:00 p. m. – [Swearing In Ceremony and Reception](#)

Approval of Minutes

1. Approval of Minutes - [November 5, 2007 - Regular Meeting](#)

Chairman Puckett, Campbell County Board of Supervisors

2. [RECOGNITION OF BOARD MEMBERS](#) (15 minutes)

At this meeting we would like to recognize both Supervisor Carter and Supervisor Boyer for their service on the Board of Supervisors and to the citizens of Campbell County.

PUBLIC HEARINGS

Kristin B. Wright, Campbell County Staff Attorney

3. [PUBLIC HEARING – Semi-Annual Code Update](#) (10 minutes)

Semi-annually the Board of Supervisors updates the Code of Campbell County with mandated changes that result from action of the General Assembly and discretionary changes that are initiated by either the Board or staff during the year. At the Board's regular meeting on November 5, 2007 staff briefed the Board on the proposed changes and the Board authorized staff to [advertise for a public hearing](#) at the December 3, 2007 meeting.

The amended text for all chapters is available electronically online with a paper copy available in the County Administrator's Office. The summary of all changes was presented to the Board at the November 5 meeting and is also attached to this agenda item. The only change made since is a change to the effective date for the discretionary amendment increasing the courthouse security fee in Chapter 9 to

allow time for the courts to prepare. The increase in fee will now be effective January 1 and the code update was advertised to reflect that change.

During the staff presentation on November 5th the Board directed staff to advertise the changes including a repeal of section 21-23.1 which provided an additional method of family lot subdivision rather than change the time periods to reflect those in the state code. That change is included in the attached summary of amendments.

Complete chapters are listed below & included electronic only:

- | | | |
|---------------------------|----------------------------|----------------------------|
| Chapter 2 | Chapter 10 | Chapter 16 |
| Chapter 4 | Chapter 13 | Chapter 17 |
| Chapter 7 | Chapter 14 | Chapter 18 |
| Chapter 9 | Chapter 15 | Chapter 21 |
| | | Chapter 22 |

RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any further changes the Board believes are appropriate.

4. [PUBLIC HEARING -- AEP Easement Request](#)

Virginia Code Section 15.2-1800 requires a public hearing whenever the County grants a utility easement. Attached is [the public notice](#) that appeared in the Lynchburg News & Advance on November 18, 2007.

Rustburg Village Partners LLC (RVP) owns a vacant lot in the Rustburg Commons Shopping Center. In 1998-1999, a drainage system was constructed but no easement was recorded. Since 1999, the County has acquired the right-of-way that goes from the stoplight into the parking lot. RVP is now attempting to create the necessary easement and will need the County to execute it as a small part of the drainage system is located below the right-of-way. Paul Harvey, Director of Community Development received this request and has prepared the attached [staff report](#) (copies of [deed](#) and [plat](#), also attached.)

RECOMMENDATION: Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Attorney to execute documents granting the easement.

APPEARANCES

Norman Yoder, Brown, Edwards & Company, LLP

5. [Audited Financial Report For FY2007](#) (15 minutes)

Each year representatives from our accounting auditing firm Brown, Edwards & Company, LLP make a presentation to the Board relating to the annual audited Financial Reports for the previous fiscal year. The completed annual audited Financial Report for FY2007 for Campbell County has been distributed to the Board for their review and Board members are asked to bring their printed copies to the December 3, 2007 Board meeting for the presentation.

RECOMMENDATION: Norman Yoder of Brown, Edwards & Company LLP requests the opportunity to make a presentation to the Board relating to the FY2007 Audited Financial Reports.

ADMINISTRATOR'S ITEMS

Clifton M. Tweedy, Deputy County Administrator

6. CAPITAL PROJECTS UPDATES AND APPROVAL (15 minutes)

Staff has been working on a number of major capital projects including Concord Elementary School, the Rustburg to Concord water line, and Phase 1 of the Courthouse complex expansion/renovation. Staff would like to update the Board on these projects and obtain permission to proceed with the bid award for Concord Elementary School and the financing mechanism for all three projects.

Four bids have been received for Concord Elementary School with C. L. Lewis being the low bidder per the [attached spreadsheet](#). Craig Brewer will be present at the Board meeting to review the plans and answer questions.

A presentation on the proposed floor layout and elevations for Phase 1 Courthouse improvements will also be made. A representative from Dewberry will be present to answer any questions the Board may have. The Public Works Committee has been involved in this process from the beginning.

A separate memorandum is attached providing details concerning [financing options](#). Also provided is a [revised debt schedule](#) with funding for the three projects included. Alan Lane will be available to review the information and answer any questions. As mentioned over the past several years the additional debt service on \$34,700,000 will require additional local funding. In order to balance the debt service payments for the next five years an increase of \$650,000 will be required beginning next fiscal year. This represents a 2 cent increase in the real estate tax rate.

RECOMMENDATION:

- 1) Confirm the bid of C. L. Lewis as approved by the Campbell County School Board and authorize staff to proceed with the construction of Concord Elementary School and apply for financing through the VML/VACO Finance Program for Concord Elementary (estimated at \$16,500,000). See total cost summary below.**
- 2) Authorize staff to use fund borrowing to cover cash flow during the period from beginning of construction on all three projects through debt issuance. If appropriate and as needed, staff may come back to the Board in late spring for short term interim financing until permanent bond proceeds are received. This is expected to be June of 2008.**
- 3) Staff is recommending the Board utilize debt financing for the Rustburg to Concord**

Waterline including the 460 west portion (estimated at \$5,400,000 County borrowed funds). The total estimated project cost of \$6,800,000 will be funded with \$800,000 in local funds already appropriated, \$600,000 in Concord Elementary project funds and \$5.4 million in VML/VACo loaned funds. Final bid prices will be presented to the Board in January for acceptance prior to moving forward.

4) Staff is recommending the Board utilize debt financing for Phase I of the Master Plan project (estimated at \$12,800,000) Final prices will be presented to the Board in the spring of 2008 for acceptance prior to moving forward

CONSENT AGENDA

7. Following are Consent Agendas for your approval:

a.) [Brookneal Rescue Squad Building Renovations](#) - CCADM 021- FY08 - Sealed bids were solicited ([spread sheet of bids attached](#)) for renovations to the upstairs of the Brookneal Rescue Squad Building for use as an alternative Public Safety Answering Point. The low bid of \$71,630.00 was submitted by Robertson Construction Company, Lynchburg, Virginia. Sufficient funding for this project is available in Capital Improvements, 4-302-9440-0086, \$40,000.00, Public Works/Facility Upgrade, and 4-302-94300-0055, \$35,000.00, Public Safety/Alternate PSAP/EOC. The Brookneal Rescue Squad will provide an additional \$10,000.00 in funding. Total funding allocated: \$85,000.00

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

c.) [COUNTY ATTORNEY FEES](#) – An invoice in the amount of \$5,731.50 has been received for services of the county attorney.

RECOMMENDATION: Approve items a -c.

a.) **Accept the low bid of Robertson Construction Company for Brookneal Rescue Squad building renovations and approve a total expenditure of up to the originally budgeted \$85,000.00 to allow for contingencies, if needed.**

b.) **Approve the appropriations.**

c.) **Approve the County Attorney invoice in the amount of \$5,731.50.**

MATTERS FROM THE BOARD

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

NOTES:

Please note item #15 below which provides information for the Board's organizational meeting in

January, including previous committee assignments and previous Chair rotations.

Please note item #22 below which is the information Supervisor Rosser requested at the last Board meeting regarding Fund 205 – School Operations. As noted at the meeting the difference between the original appropriation, carryovers and encumbrances and the current appropriation are supplemental appropriations approved by the Board during the current fiscal year totaling \$314,667.05.

CLOSED MEETING

9. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Meeting](#) in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss an existing industry that is considering expanding its Campbell County facility.

AGENCY MINUTES AND REPORTS

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|-----|--|-------------------|
| 10. | Board of Zoning Appeals (BZA) Minutes | October 23, 2007 |
| 11. | Joint Fire Rescue Minutes | November 14, 2007 |
| 12. | Leesville Lake Association Minutes of County Meeting | October 11, 2007 |
| 13. | Library Board Minutes | October 15, 2007 |
| 14. | School Board Minutes | October 15, 2007 |

INFORMATION ITEMS

- | | | |
|-----|--|-------------------|
| 15. | Board Organizational Meeting | January 7, 2008 |
| 16. | Jet Broadband – Spicer Road Extension | November 21, 2007 |
| 17. | Leesville Lake Association Agenda for County Meeting | December 6, 2007 |
| 18. | Report on Delinquent Taxes | November 2007 |
| 19. | Report on Public Nuisances | November 2007 |
| 20. | Report on Taxes Collected | November 2007 |
| 21. | Report on Zoning Violations | November 2007 |
| 22. | School Operations Fund – Undesignated Fund 205 Balance | November 2007 |
| 23. | Thank You from the Sheltered Workshop of Altavista | October 31, 2007 |
| 24. | VA Department of Health – Katherine Nichols | November 20, 2007 |