

ADMINISTRATOR'S REPORT

DATE: January 10, 2007

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 1/10/2007

RE: Board Meeting January 16, 2007

11:00 a. m. [Public Works Meeting](#) (Pendleton / Puckett)

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

3:00 p. m. [Joint Work Session](#) (Board / Planning Commission) – Historic Court House Conf. Room

5:00 p. m. [Combined Annual Secondary Road Hearing](#) (Board / VDOT) – Public Hearing

Shameka Wright – Human Resources Coordinator

1. **INTRODUCTION OF NEW EMPLOYEES**

Shameka Wright would like to introduce the following new staff members:

Jesse Ratcliffe – Recreation

Jill Guiliano – Social Services

Frank Poindexter – Public Works

Nathan McMurray – Public Safety

Timothy Farrar – Public Safety

PUBLIC HEARINGS

R. David Laurrell – County Administrator

2. **REASSESSMENT PROCESS FOR 2007 AND PUBLIC HEARING FOR APPLICATIONS TO THE BOARD OF EQUALIZATION** (15 minutes)

Campbell County is mandated to reassess all taxable real estate property every four years to current market value. Our last reassessment was conducted in calendar year 2003 requiring a new reassessment in calendar year 2007. As part of the reassessment process a [public hearing has been advertised](#) as required by law to establish the dates for the Board of Equalization. The [draft ordinance](#) provides that applications for equalization of real estate assessments shall be submitted to the Board of Equalization not earlier than April 2, 2007 and not later than April 30, 2007, and that final disposition of all applications for the general

reassessment effective January 1, 2007 shall be completed by the Board of Equalization not later than June 30, 2007.

Additionally, the Board needs to recommend three members for the Board of Equalization to the Circuit Court for appointment. The three individuals who served on the Board in 2003 are willing to serve again for the 2007 process. The Board may consider recommending other candidates as well.

RECOMMENDATION: Following public comment, staff recommends the Board adopt the attached ordinance to establish the period to accept applications to the Board of Equalization and to limit the term of the Board of Equalization, as deemed appropriate.

Additionally, staff requests the Board recommend three individuals to serve on the 2007 Board of Equalization, which may include those members who served in 2003 or alternate individual's names if the Board desires.

APPEARANCES

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Resident Engineer will be present to receive any highway matter from the Board.

Norman Yoder, Brown, Edwards & Company

4. AUDITED FINANCIAL REPORT FOR FY2006 (15 minutes)

Norman Yoder of Brown, Edwards & Company LLP requests the opportunity to make a presentation to the Board relating to the FY2006 audited Financial Report. On August 21, 2006 staff provided preliminary financial information for the General Fund to the Board. The completed annual audited Financial Report for FY2006 for Campbell County along with the Management Letter of comments and suggestions has been distributed to the Board for your review. The Administration/Management Services Committee met with Brown Edwards on December 4, 2006 to review this information. **The Board is asked to bring their printed copies to the January 16, 2007 Board meeting for the presentation by Brown, Edwards & Company, LLP to the entire Board.**

RECOMMENDATION: Staff recommends the Board adopt a motion accepting the FY 2006 audited Financial Report.

ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

5. [IDA Bank Qualified Industrial Revenue Bonds](#) (10 minutes)

Campbell County may annually issue \$10 million in Bank Qualified Industrial Revenue Bonds to governmental entities or 501 type tax-exempt status corporations. These funds are available on a January-December calendar year basis.

Mr. Mike Davidson was notified by an attorney for Centra Health that Centra Health is interested in using \$7.5 million of the \$10 million in Campbell County Bank Qualified Industrial Revenue Bonds for Calendar Year 2007. The Industrial Development Authority held a public hearing, as required, on December 21, 2006, and approved Centra Health's request to use these funds ([Resolution attached](#)).

Because Campbell County must authorize the issuance of these funds, the Board of Supervisors must, in addition to the IDA, approve the request before funds can be granted and distributed. Staff has contacted CCUSA, Campbell County School System, and Public Safety, and they have no planned need for Campbell County's 2007 Bank Qualified Industrial Revenue Bonds.

RECOMMENDATION: Staff recommends the Board of Supervisors authorize the allocation of \$7.5 million of the \$10 million that Campbell County may issue in Bank Qualified Industrial Revenue Bonds for Calendar Year 2007 to Centra Health and adopt a resolution prepared by Edmunds and Williams, Bond Counsel for Centra Health.

Alan Lane, Director of Management Services

6. [PAYROLL TIME RECORDING AND PAYROLL PROCESSING](#) (10 minutes)

Staff has researched purchasing a payroll time recording and labor management system to replace the one we have that was programmed internally several years ago. The existing system has significant limitations that need to be addressed, and the staff programmers who did the work several years ago are no longer employed by the County. During the research process for a purchased time recording and labor management system staff also conducted a cost/benefit analysis to consider contracting the entire payroll process to an outside payroll service provider. The Administration/Management Services discussed this at their last meeting and requested additional information, but was generally supportive of moving in this direction.

RECOMMENDATION: Staff recommends the purchase of a payroll time recording and management system along with the contracting out of our payroll processing to an outside payroll service provider with a one-time implementation cost of \$25,000 to be budgeted in FY2008 with an implementation date in the fall of next year to replace our existing payroll process.

Clifton M. Tweedy, Deputy County Administrator

7. [PHASE I MASTER PLAN DESIGN CONTRACT](#) (5 minutes)

Phase I on the Master Plan includes construction and renovation work for the Courthouse, a new

Commissioner/Treasurer Building, and a new Maintenance/Agricultural Services Building. Also, work to renovate the existing Agricultural Services Building for storage and Haberer Building interior upgrades are planned. Award of bids is scheduled for February, 2008 with construction to begin shortly thereafter. Project completion is planned for December, 2009. In order to prepare the bidding documents a contract for Architectural/Engineering services must be obtained to allow the design work to start next month, (transfer of appropriation included). This will allow final documents to be ready for bidding this fall.

Staff researched Supervisor Rosser's question about the suitability of a separate building for J&D Court versus renovating the existing courthouse. The last specific Board action in the spring of 2005 was to proceed with the Phase I master plan, which includes the renovation of the facility and other County campus projects. The vote on that motion was 7-0-0. The Board also voted in January of 2006 to move forward with Phase I as part of the annual Priorities and Initiatives process and included proposed funding in the Capital Improvement Plan for FY 2009 in February and May. Additional information/time/dates, etc. are available for further discussion at the meeting if desired.

RECOMMENDATION: Approve Dewberry as the top ranked firm and authorize staff to finalize a contract for design services for Phase I of the Master Plan. Also authorize signature of the contract when finalized so design work can begin and approve the transfer of appropriation.

Richard M. Verilla, Director Social Services

8. [**SOCIAL SERVICES ANNUAL REPORT**](#) (5 minutes)

Section 63.2-336 Code of Virginia states that annually a report be submitted from the local department of social services to the governing body, (report included separately).

RECOMMENDATION: Campbell County Social Services Board request the Board of Supervisors accept the 2005-06 Annual Report.

R. David Laurrell, County Administrator

9. [**AGENDA PROCESS**](#) (10 minutes)

At the Board's regular meeting on January 2nd Supervisor Rosser asked the Board to re-look at its current practice of placing items on the agenda and providing for public comment. Staff was asked to place this back on the agenda for discussion at the January 16th meeting.

RECOMMENDATION: Following discussion of this issue please advise staff if you would like to alter or revise the Board's current practice in this area so we can appropriately advise the public when they have requests along these lines.

10. [**UPDATE ON LAND APPLICATION OF SEWAGE SLUDGE**](#) (10 minutes)

At the Board's regular meeting on January 2nd several citizens spoke regarding the permit modification by Nutri-Blend for the land application of sewage sludge in the County. At that meeting the Board requested staff to update the Board on activities related to this situation. Included are actions/activities, along with [backup](#), that have occurred or that are planned to occur in the next several months.

RECOMMENDATION: Following update to the Board staff requests the Board to provide any modifications or amendments to the proposed schedule or information.

11. [FY 2007 PRIORITIES AND INITIATIVES](#) (10 minutes)

Included is a draft of the Priorities and Initiatives that were distributed and discussed at the Board's regular January 2nd meeting. These priorities cover the period beginning July 1, 2007 and will be used to develop the FY 2008 budget as the County's budgetary priorities. Please provide any final input before being recommended for adoption at this meeting.

RECOMMENDATION: Staff is recommending the Board adopt the proposed FY2007 Priorities and Initiatives with any amendments or modifications that you see appropriate following review and final consideration.

12. [MONACAN PARKWAY RESOLUTION](#) (5 minutes)

The Amherst Board of Supervisors and Delegate Shannon Valentine are requesting the Campbell County Board of Supervisors support of their request to the Commonwealth Transportation Board to name the Madison Heights By-Pass the Monacan Parkway in recognition of the Monacan Indian Tribe. Please see the adopted resolution by the Amherst County Board of Supervisors (included).

RECOMMENDATION: Staff recommends the Board of Supervisors adopt a parallel resolution supporting Amherst County's request.

FINANCE AND BUDGET CONSENT AGENDA

13. Following are Finance and Budget Consent Agendas for your approval:

- a.) [Recordation of Abstract of Votes](#) - The Registrar has provided a [certified Abstract of Votes](#) from the November 7, 2006 General Election in accordance with Section 24.2-675 of the Code of Virginia.
- b.) Attached are several [appropriations](#) for your approval.
- c.) [Microsoft Content Management Server Software](#) - In accordance with the Strategic Information Technology Plan, software will be used to enhance the County's Web Site and also provide the capability to offer access to additional services online. The specific software that will be used is Microsoft SharePoint Server 2007 and will provide web content

management and content authoring by departments to the County's Web Site. The 2007 edition of Microsoft SharePoint Server is available on the Virginia State Contract from PC Mall, Torrance, California, for a total cost of \$29,546.67.

RECOMMENDATIONS: Approve items a, b, and c

- a.) **Staff recommends the Board adopt a motion to record the Abstract of Votes from the November 7, 2006 General Election in the minutes of the January 16, 2007 meeting.**
- b.) **Approve the appropriations**
- c.) **Approve the purchase of Microsoft SharePoint Server 2007Edition software from PC Mall, the State Contract vendor, for a total cost of \$29,546.67.**

MATTERS FROM THE BOARD

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

CLOSED SESSION

- 15. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with [Section 2.2-3711 \(A\)\(3\)](#) of the Code of Virginia to discuss matters related to the acquisition or disposal of real property for public purposes related to access to the Campbell County Landfill and in accordance with [Section 2.2-3711 \(A\)\(1\)](#) of the Code of Virginia to discuss matters related to personnel and filling the vacancy of Staff Attorney

AGENCY MINUTES AND REPORTS

- 16. [Emergency Medical Services Committee Minutes](#) January 02, 2007
- 17. [Social Services Board Minutes](#) November 15, 2006

INFORMATION ITEMS

- 18. [Biosolids – Attorney General Opinion](#) March 29, 2002
- 19. [Biosolids – County Attorney Opinion](#) January 8, 2007
- 20. [General Assembly JLARC Review](#) December 20, 2006
- 21. [Notice of Willingness – Route 501](#) January 5, 2007
- 22. [Route 501 Highway Improvement Project](#) January 5, 2007

- 23. [Route 501 Highway Improvement Map](#) January 5, 2007
- 24. [Schools Subdivisions Report 2006](#) January 3, 2007