

ADMINISTRATOR'S REPORT

DATE: May 14, 2007

TO: Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell* 5/15/2007

RE: May 21, 2007 Board of Supervisor's Meeting

11:00 a. m. [Public Works Meeting](#), Haberer Building Conference Room (Pendleton/Puckett)

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

3:30 p. m. Group Picture

4:00 p. m. Work Session with Planning Commission in the Historic Courthouse Conference Room

June 5, 2007 2:00 – 4:00 p. m. – Employee Social & Recognition Service

Approval of Minutes

1. **Approval of Minutes** - [April 17, 2007](#) – Public Hearing on Bio-solids

Public Hearing

Clifton M. Tweedy, Deputy County Administrator

2. [Disposition of Real Property - Livestock Road Property](#) (10 minutes)

The Board has agreed to work with the property owner of the former Tanglewood Mobile Home Park to relocate the intersection of Calohan and Livestock Roads eastward, thus, improving congestion in the area before additional development occurs.

In order to accomplish this, a public hearing (advertisement copy included) must be held to gain citizen comment before a piece of County property can be declared surplus and therefore be transferred. Campbell County owns a strip of property that is leased to Campbell County Utility Services Authority to accommodate overflow drainage from the Tanglewood Water Tank. The developer needs this property to construct a storm water detention facility for the road and his development. In return he will be donating a portion of his property for Right of Way for the new Livestock Road. This new road will align with Greenhouse Road. Bill Gillespie will be present to give an update of the project and answer any questions.

RECOMMENDATION: After hearing public comment, declare the strip of property surplus as appropriate, and authorize staff to complete the transfer of this property by signing any documents

or deeds necessary.

APPEARANCES

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

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

- a.) Request to add [Pleasant Valley Road](#) to the secondary system of state highways (sketches attached)
- b.) Revenue Sharing – [Holiday Lane](#)
- c.) [Speed Reduction Request & Children at Play Signs](#) - [Dearing Ford Road](#) - [Camp Hydaway Road & Lone Jack Road](#)
- d.) [Request by Supervisor Carter](#) to consider a speed reduction on the 2 mile section of highway from Johnson Mountain Road (Route 626) north to Colonial Highway (Route 24.)

RECOMMENDATION: Approve items a – d

a.) Adopt resolution to add Pleasant Valley Road to the secondary system of state highways.

b.) Approve request for Revenue Sharing Funds, 50/50 match, in the amount of \$60,000.00 for Holiday Lane.

c.) Request the Virginia Department of Transportation to conduct a speed study on Dearing Ford Road, between Merritt Drive and Lynch Mill Road, and consider erecting Children at Play signs at this location.

Request the Virginia Department of Transportation to conduct a speed study on Camp Hydaway Road and Lone Jack Road.

d.) Request the Virginia Department of Transportation to consider a speed reduction from Johnson Mountain Road to Colonial Highway.

ADMINISTRATOR'S ITEMS

Mike Daly, Director of Youth, Adult and Community Services

4. [Older Americans' Month Proclamation](#) (5 minutes)

A request has been received from the Central Virginia Area Agency on Aging to proclaim May as Older Americans' Month. In recognition of "Older Americans' Month", localities around the country will be introducing proclamations (included) and hosting events designating May as Older Americans Month.

RECOMMENDATION: Staff and the Human Services Committee recommend the Board adopt a proclamation declaring May as "Older Americans' Month" in Campbell County.

5. [Retired Senior Volunteer Program](#) (3 minutes)

Annually the Retired Senior Volunteer Program in Campbell County provides invaluable services to our citizens. At the annual RSVP banquet held on April 18th RSVP staff and volunteers presented the County with a report in the form of a “volunteer hours value check” in the amount of \$910,784 representing the value of the volunteer hours provided under this program over the past year.

Mike Daly, Director of Youth, Adult and Community Services would like to take a few minutes at the Board meeting to present the check to the Board Chairman and recognize the efforts of the many volunteers and staff that make this program possible.

RECOMMENDATION: No action is required

Karen Danos, General Registrar

6. [Additional Voting Machine Purchase](#) (10 minutes)

The Help America Vote Act of 2000 mandated all localities that used punch card or mechanical lever voting equipment in November 2000 replace that equipment and have electronic voting equipment in place by January 1, 2006. In February 2004, the Electoral Board requested a Capital Improvement in the amount of \$329,960 to replace the lever machines. The Unilect voting machines were purchased with full reimbursement having been made to Campbell County by the State Board of Elections. The County is anticipating a large voter turnout for the 2008 Presidential Election. In order to accommodate our voters and run our election smoothly and effectively, we recommend purchasing the required additional voting machines and peripherals at a cost of \$14,583.00 which will not be reimbursed by the State Board of Elections. Although there is sufficient funding remaining in the CIP for this purpose, the cost will be borne by the County from Reserve for Future Improvements since no reimbursement is forthcoming.

RECOMMENDATION: The Campbell County Electoral Board and Registrar request authorization for local funding to purchase the additional voting machines and peripherals necessary to effectively conduct the county’s elections.

Paul E. Harvey, Community Development Director

7. [County-Initiated Rezoning Review](#) (5 Minutes)

The Board of Supervisors approved changes in zoning for business and industrial properties in August 2005, and to residential properties in March 2007. Now that the new zoning classifications have been in effect for a period of time, members of the Planning Commission and Board of Supervisors may be aware of properties that they would recommend zoning differently if given the opportunity.

RECOMMENDATION: Staff requests that Board members advise us by May 31, 2007 of any

properties in their district which might warrant a County-initiated rezoning, and provide authorization to proceed with the rezoning process for all requests received by that date.

Mary H. Pascale, Co-Director of Recreation Programing

8. [Concord/Rustburg Park - Name](#) (5 minutes)

In 2006 the Board of Supervisors appointed a committee to begin the process of assessing the needs of the communities that would be served by the Concord/Rustburg Park. After meeting for several months and assessing the needs of the community, they have determined that one need is to give the park a name. Staff and the committee have agreed upon the name **Long Mountain Park** and would like to submit it for approval.

RECOMMENDATION: Staff recommends that the Board approve the name of Long Mountain Park as the official name of the property that is located at the intersection of Bear Creek and Route 24.

Clifton M. Tweedy, Deputy County Administrator

9. [Social Services Building Elevator](#) (10 minutes)

Staff was notified this week by the elevator service contractor the jack for the elevator in the Social Services Building is leaking and must be replaced. The Social Services Building is a two story structure with an elevator built in 1989-1990. There have been several repair issues and updates done in the past.

Staff is in the process of getting three different elevator companies to evaluate the options and costs to repair or replace the existing elevator. With the high traffic volume that needs to access the second floor it is critical the elevator be put back in service as soon as possible. A very preliminary estimate to repair the elevator is \$50,000, which is recommended to come from the CIP funds for tennis court improvements for FY 2008.

Prices and options will be presented to the Board on the 21st and staff would like the authority to award the contract to the lowest priced contractor with the best solution to repair or replace the elevator. This will be considered an emergency purchase and we will bring back the award for confirmation at the first meeting in June.

RECOMMENDATION: Authorize staff to award a contract to the lowest bidder for the best solution to repair or replace the elevator in the Social Service building. Also authorize the funds be transferred from the Recreation - Tennis Court line item in the FY 2008 CIP.

10. [Fuel Adjustment Factor for Waste Hauling Services Contract](#) (5 minutes)

In May of 2005 the Board awarded BSW, Inc. a two year contract, beginning on July 1st, with the

option to renew for up to five additional one year terms for Waste Hauling Services. The price was fixed for the first two years; however, the Contractor now has concerns about the cost of fuel and the possibility of supply interruption. After discussing the options, he agreed to renew for an additional year if a fuel adjustment factor is added to the contract.

Since we are planning to become part of a regional landfill authority, now is not the best time to re-bid the Waste Hauling Services contract. The County would be in a better position to receive competitive bids after we have some history with the hauling costs associated with the operation of the authority. We will also need to make other adjustments in our solid waste operations to accommodate the temporary closing of the Campbell County Landfill main disposal area.

Attached is a [proposed formula](#) negotiated with the hauler and reviewed with the Public Works Committee.

RECOMMENDATION: Authorize the renewal of the Waste Hauling Services Contract with BSW, Inc with a 4% inflation factor and a fuel factor calculated quarterly.

Richard M. Verilla, Social Services Director

11. [High Density Storage](#) (5 minutes)

The Code of Virginia requires local departments of social services to maintain closed case records for specified periods before purging. Currently Campbell DSS has approximately 23,000 case records in high density storage - 12 sections of rolling file shelves 7 feet high and 15 feet long - which are located on the second floor of the Social Services Building.

Capacity has been reached and DSS requires two additional sections. In order to add a double section of shelves the floor must be reinforced. In fact, the weight of existing file sections exceeds safe floor capacity. Reinforcing the floor will allow for 8 additional sections (4 front and back sections) which will increase file space 33% and should suffice DSS needs for the next 7-10 years. The cost of the floor reinforcement will be approximate \$12,000 and an additional double section will be approximately \$7,000. The FY 07-08 DSS proposed budget includes \$19,000 for this project. Approximately 70% will be federal/state funds and the county would provide the required 30% matching funds.

RECOMMENDATION: Staff recommends that the Board approve proceeding with the Social Services Building floor reinforcement and purchase of an additional double section of high density file storage.

R. David Laurrell, County Administrator

12. [Budget Adoption](#) - (30 minutes)

At the budget workshop held April 5th staff presented a balanced budget recommending a 2 cents effective increase in the real estate rate for FY 2008. As a result of the reassessments the roll back real estate rate to generate the same revenues as FY 2007 is 42 cents. The proposed budget included a real

estate tax rate of 44 cents. The Board expressed a desire to consider reducing the overall budget to allow for a tax rate of 42 or 43 cents and asked staff to bring back a list of potential items that could be addressed to reduce the effective tax rate below 44 cents.

After discussion of the proposed reductions and other items at the Board's budget work session on April 16th, the Board voted to advertise the budget as presented for public comment before making any final adjustments. Public hearings for the budget and the reassessment rate were conducted on May 7th with no one speaking in favor of or against the proposed budget, one in favor of the 44 cent tax rate and two against the 44 cent tax rate. Others in attendance commented on their individual assessed values.

Based on input from the Board following the April 16th work session, staff has compiled several options for the Board to consider. When considering these reductions, the Board should take into account the effect reductions in the current year may have on future budgets including pressure on general fund revenues, the ability to incorporate the Board's goals and priorities in future years, and the future revenue increases that will be necessary to fund previously approved projects and initiatives.

Attachments - [PPTRA Resolution](#); [Tax Resolution](#); and, [Public Safety letter](#).

RECOMMENDATION: Staff recommends the Board review the information above and take action on the following items:

- 1) Establish a tax rate at 44 cents, 43 cents or 42 cents;
- 2) Adjust expenditures as deemed appropriate;
- 3) Approve carryovers for the following based on action taken on #2 –
 - a. Salary Study Implementation - \$187,000
 - b. Potential Payroll Outsourcing Implementation - \$25,000
 - c. School Operations Fund encumbrances and carryovers not to exceed the amount of the unspent appropriated year-end FY2007 local funds
- 4) Adopt the attached Tax Resolution based on action taken on #1;
- 5) Adopt the attached PPTRA Resolution.

13. [Town of Altavista Funding Request](#) (5 minutes)

On March 14th the County received a funding request from the Town of Altavista to pay for electrical and heating services at the Staunton River Memorial Library branch. During the regular budget process the Board requested this item come back as a regular agenda item since the request was not incorporated into the budget due to the date received. Attached is [the original analysis](#) of branch library expenses as well as the March 14th letter from the Town Manager requesting the County annually provide approximately \$8,000 for electrical expenses and \$3,600 for heating expenses in support of the Staunton River Memorial Library branch.

RECOMMENDATION: Advise staff on whether the Board wants to include this funding in the FY 2008 budget and if so, authorize a supplemental appropriation of \$11,600 for this purpose from the Undesignated General Fund Balance following the opening of the FY 2008 financial statements.

14. [Town of Brookneal Funding Request](#) (5 minutes)

On March 19th the County received a funding request from the Town of Brookneal to pay for restroom upgrades at the Town recreation park. During the regular budget process the Board requested this item come back as a regular agenda item since the request was not incorporated into the budget due to the date received. Please find attached a [March 15th letter](#) from Brookneal Mayor Phyllis Campbell requesting \$3,000 in support of renovations and improvements to the restroom facilities at the Town's recreation park.

RECOMMENDATION: Advise staff on whether the Board wants to include this funding in the FY 2008 budget and if so, authorize a supplemental appropriation of \$3,000 for this purpose from the Undesignated General Fund Balance following the opening of the FY 2008 financial statements.

15. [Permission to Advertise – 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. The bulk of the proposed amendments to the County Code for the regular spring update are mandated changes by the state. The remaining discretionary changes are those that the Board has already approved for advertising or are minor amendments clarifying certain aspects of the Code. A summary of all changes is attached to this memorandum. Please note the items highlighted in yellow particularly since those are the main discretionary changes.

Complete Chapters are listed below & included electronic only:

[Code Update Chapter 1](#)

[Code Update Chapter 8](#)

[Code Update Chapter 3](#)

[Code Update Chapter 9](#)

[Code Update Chapter 4](#)

[Code Update Chapter 9 Discretionary](#)

[Code Update Chapter 4 Discretionary](#)

[Code Update Chapter 12](#)

[Code Update Chapter 5](#)

[Code Update Chapter 14](#)

[Code Update Chapter 6](#)

[Code Update Chapter 15](#)

[Code Update Chapter 7](#)

Paper copies are available in the County Administrator's office.

Additionally, during the regular General Assembly session changes in the code affecting the storage of bio-solids were made and the Governor incorporated an emergency enactment clause putting the regulations into effect prior to July 1st. In short the legislation allows localities to require special use permits for the storage of sewage sludge not on the site where application is permitted. Specific language has not been included in the drafts due to the late date of the emergency clause signing. However, staff is requesting the Board's authorization to include language drafted after the date of this printing to incorporate into the bio-solids use regulations of the County requiring a special use permit for off site bio-solids storage for the July 2nd public hearing.

A few minutes is scheduled at the meeting to briefly review the information above and answer any questions the Board may have.

RECOMMENDATION: Staff recommends the advertisement of a public hearing to update the Campbell County Code for the July 2, 2007 Board of Supervisors meeting; to include regulations requiring a special use permit for off site bio-solids storage.

16. [Award of Financial Reporting Achievement](#) (5 minutes)

Campbell County has been awarded the [Award of Financial Reporting Achievement](#) (attached) from the Government Finance Officers Association of the United States for their fiscal year ending audited statements of June 30, 2006 marking the third year in a row this has been awarded to the County.

RECOMMENDATION: Staff wishes to present to the Board the certificates of achievement presented by the Government Finance Officers Association of the United States and Canada to Campbell County for the *Award of Financial Reporting Achievement* for its financial statements and reports issued as of June 30, 2006.

CONSENT AGENDA

17. Following are Consent Agendas for your approval:

a.) [Appropriations](#) - Attached are appropriations for your review.

b.) [Determination for RFP; Voluntary Long Term Disability Insurance](#) - Staff has explored various avenues of employee funded long term disability insurance coverage for full time employees and permanent part time employees to be used in conjunction with the VRS early retirement option for disability. In order to complete the study and make recommendations for possible future action it is necessary for our insurance consultant, Akridge Insurance, to obtain pricing and coverage information from various insurance carriers in the market who provide this coverage. An RFP is the best way to go about obtaining the needed information from the insurance market.

c.) [LPDA Contract – Concord/Rustburg Park](#) – Staff would like approval to contract with Land Planning & Design Associates, Inc from Charlottesville, Va for the Master planning of the Concord/Rustburg park in the amount of \$95,615.00 in accordance with the original RFP.

d.) [Request for Water Line Extension-RBD](#) – A [request from CCUSA](#) for a water line extension off Wards Road at RBF Lane has been received.

RECOMMENDATIONS: Approve items a - d

a.) Approve the appropriations;

b.) Determine that competitive sealed bidding is not practicable or fiscally advantageous and authorize Central Purchasing to use the competitive negotiation process to select a firm to provide voluntary long term disability insurance to County employees at employee expense;

c.) Approve the contract at 95,615.00 for mastering planning services with the additional \$615.00 coming from development funds;

d.) Approve the water line extension as requested.

APPOINTMENTS

18. An [updated appointment list](#) for the Board of Zoning Appeals, Social Services Board, Library Board of Trustees and Blue Ridge Jail Authority is attached for your convenience.

MATTERS FROM THE BOARD

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

*Please take specific note of information items #41, #42, #43, #44 and #45.

CLOSED MEETING

20. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Meeting](#) in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to discuss matters related to possible business expansion.

WORK SESSION WITH PLANNING COMMISSION

21. The Board will meet with the Planning Commission in the Historic Courthouse Conference Room at 4:00 p. m.

a.) [Agenda](#)

b.) [Local Impact of HB 3202 Transportation Funding and Land Use Legislation](#)

c.) [Route 29 Sewer Master Plan - Phase I](#)

AGENCY MINUTES AND REPORTS

22. [Board of Zoning Appeals Minutes](#) February 27, 2007

23. [Campbell County Board of Fire Prevention Code Appeals Organization](#) April 03, 2007

24. [Campbell County Board of Fire Prevention Code Appeals](#) April 03, 2007

25.	Community Economic Development Minutes	March 05, 2007
26.	EMSAC Minutes	May 07, 2007
27.	EMSAC Proposed EMS Plan	May 07, 2007
28.	EMSAC Stats	April 04, 2007
29.	EMSAC Weekend EMS Call Stats	April 01 – May 06, 2007
30.	Planning Commission Minutes	January 22, 2007
31.	Planning Commission Minutes	February 26, 2007
32.	Public Safety Minutes	May 07, 2007
33.	R. E. Lee Soil and Water Conservation Minutes	March 22, 2007
34.	Report on Building Inspections	February 2007
35.	Report on Building Inspections	March 2007
36.	Report on Building Permits	March 2007
37.	Report on Building Permits	April 2007
38.	Rescue Squad Commission Minutes	April 11, 2007
39.	Revenue/Expenditure Summary	April 2007
40.	Treasurer's Report	FY 2007

INFORMATION ITEMS

41.	Concord Estates – E&S Regulations	May 14, 2007
42.	Historic Court House Status	May 02, 2007
43.	Invitation to Employee Social and Recognition Service	June 05, 2007
44.	Brookneal's Financial Support of Brookneal/Campbell County Airport	May 07, 2007
45.	VDOT Revised Campbell County SSYP for FY08-13	May 09, 2007
46.	Virginia's Brownfields Land Renewal Program	May 09, 2007
47.	VRS – Hazardous Duty Employee Benefit Changes	May 01, 2007