

ADMINISTRATOR'S REPORT

DATE: September 10, 2007
TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 9/12/2007
RE: September 17, 2007 Board of Supervisor's Meeting

11:00 a. m. [Public Works Meeting](#) (Pendleton / Puckett)
1:00 p. m. Call to Order, Invocation by Supervisor Carter

APPROVAL OF MINUTES

1. Approval of Minutes - [August 20, 2007 - Regular Meeting](#)
[August 23, 2007 – Joint Dinner Meeting](#)

APPEARANCES

Gary Christie

2. [Update on Region 2000 Activities](#) (10 minutes)

Gary Christie, Executive Director of Region 2000 Local Government Council, has requested time on the Board's agenda to present Supervisor Gunter with a [Resolution of Appreciation](#) for his service as Chairman of the Local Government Council and update the Board on Region 2000 activities.

RECOMMENDATION: No action required.

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Residency Administrator will be present to receive any highway matters from the Board. A Road Viewer's resolution and a request for a speed study are presented for the Board's consideration.

- a.) [ROAD VIEWERS REPORT](#) - The Board of Viewers reviewed requests from the January 2007 Road Hearing on July 24, 2007. They are recommending the acceptance of Thistle Road and Rustic Lane when the necessary fifty (50) feet of right of way is obtained, required utility adjustments are completed and funding is available. (Resolution attached.)
- b.) [Speed Review and Watch for Children Sign](#) - Mr. Roger Bell, who resides at 235 Howard's Manor Drive, is concerned about the speeding on the road(s) where children are playing and residents are walking and about the lack of adequate site distance in places due to shrubs and parked cars. He is requesting VDOT conduct a speed review on Greenhouse Rd (RT 738) and on [Howard's Manor Drive](#) and consider Watch for Children signage on the roads.
- c.) Please see item #9 below for discussion and action while Mr. Austin is in attendance.

RECOMMENDATIONS:

- a.) **Staff recommends the Board adopt the attached resolution to accept the Board of Viewers Report.**
- b.) **Staff recommends VDOT to conduct a traffic study on the aforementioned roads to address the speeding, Watch for Children signage, and the lack of adequate visual distance due to parked cars and shrubbery on the sides of the road.**
- c.) **Adopt the staff recommendation under item #9 below to include addition of a third lane at Calohan Road and US 29 to be added to the County six-year plan.**

Jim Jarvis

4. [Virginia Department of Forestry Update on Campbell County](#)
(15 minutes)

Jim Jarvis, Area Forester, of the Virginia Department of Forestry has requested time on the Board's agenda to report on the current state of the forests of the Commonwealth and Campbell County.

RECOMMENDATION: No action required.

ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

5. [Comprehensive Economic Development Strategy Update 2007](#)
(5 minutes)

The Campbell County Economic Development Commission and Comprehensive Economic Development Strategy Committee began updating the CEDS 2003 document in June 2006. The document was completed in August 2007 and reflects changes in Campbell County's demographics and economics. ([Updated document attached](#))

RECOMMENDATION: Staff recommends the Board of Supervisors accept the Comprehensive Economic Development Strategy Update 2007.

6. [Economic Development Update](#) (10 minutes)

The Economic Development Department reports annually to the Board of Supervisors on economic development progress within Campbell County.

RECOMMENDATION: Staff requires no formal action.

Paul E. Harvey, Community Development Director

7. [Department Organizational Chart](#) (5 Minutes)

The organizational chart for the Community Development Department was last updated in 2005. Department staff met on several occasions to discuss current and anticipated future workload and how best to organize resources to meet demand. The result is a recommendation to change the organizational structure in the area of code enforcement. The [current](#) and [proposed](#) organizational charts are included for comparison and if approved, the changes would become effective October 1, 2007. The Community and Economic Development Committee reviewed the proposed changes on September 4th and supported the request.

RECOMMENDATION: Approve the revised organizational chart for Community Development.

Clifton M. Tweedy, Deputy County Administrator

8. [HVAC Repairs](#) (5 minutes)

Several years ago the compressor and related equipment in the Haberer Building were replaced with the exception of a very large squirrel cage fan installed in 1970. This fresh air fan needs replacing before the unit deteriorates further and causes serious damage to the cooling loop and duct work; Moore's, our on-call contractor, has quoted a cost of \$12,998.30 ([see attached](#)) which requires Board approval since the repair amount exceeds \$10,000.

Also due to three unexpected repairs in the Library/School Administration Building and the new Courthouse the HVAC maintenance line item will be overdrawn; therefore a supplemental appropriation of \$25,000 (included) to fund these repairs is requested.

RECOMMENDATION: Approve the quote from Moore's in the amount of \$12,998.30 and also approve the attached supplemental appropriation of \$25,000.

9. [Proposed Traffic Improvements at the Intersection of Calohan Road Route 685 and Wards Road/Route 29](#) (10 minutes)

In November 2006, the Board approved a contract for Mr. Bill Gillespie of MRG Consulting to negotiate with Mr. Bill Rogers, the developer of a commercial development adjacent to Calohan and Livestock Roads, to reduce traffic congestion in that area. At their April 16, 2007 meeting (copy of Minutes included) the Board approved a contract with Mr. Rogers to relocate a portion of Livestock Road in order to improve the traffic flow.

Mr. Gillespie has been meeting with Mr. Rogers, the adjacent property owners and VDOT to finalize the details for this project and achieve the objective of relocating Livestock Road while also meeting the needs of all the parties to ensure future plans for their respective properties are not harmed. He has also met with representatives on the Virginia Department of Transportation and has an agreement with them as to the present and future access to the properties adjacent to Calohan Road. (Summary of agreements & sketch are included.) As part of the project, VDOT construction of a third lane for turning is proposed at an estimate of \$237,690.62 and Don Austin, Resident Engineer with VDOT, is requesting this project be added to the County's six year plan ([see attached estimate](#)).

Mr. Gillespie will provide a brief report on the culmination of these activities and be

prepared to answer any questions.

RECOMMENDATION: Authorize staff to execute any agreements necessary to complete the relocation of the road and associated development and also approve the following:

- 1. Acquisition of the Burrell property for the needed right of way.**
- 2. Add construction of the third lane of Calohan Road into the six year plan**
- 3. Staff to advertise for a public hearing to discontinue or vacate a portion of the current Livestock Road and turn it over to Mr. Foster for his use.**
- 4. Installing a guard rail to block through access along the existing Livestock Road if it remains a non-maintained public right of way.**

Richard M. Verilla, Director of Social Services

10. [FY 2006-07 Campbell County Department of Social Services Annual Report](#) (10 minutes)

Section 63.2-236 Code of Virginia directs local departments of social services to submit an annual report to the governing body. Attached separately is the FY 2006-07 Campbell County Department of Social Services Annual Report. The report describes each service provided by the Department, numbers of citizens served and expenditures per program.

RECOMMENDATION: Staff recommends the Board accept the FY 2006-07 Social Services Annual Report.

Kristin B. Wright, Staff Attorney

11. [Policy for Evaluation of Tax Exemption Request](#) – (10 minutes)

At the June 4, 2007 meeting, the Board held a public hearing on two requests for tax exemption from real estate taxes for their property. The requests were tabled to determine if a formula by which such requests could be evaluated simply and consistently. Since January 1, 2003, the General Assembly has permitted a local governing body to grant property tax exemption by local classification or designation pursuant to Virginia Code section 58.1-3651, a copy of which is attached. Staff checked with other localities and it seems clear that all non-profit organizations that meet the statutory criteria are entitled to have their petitions heard.

RECOMMENDATION: Staff recommends the Board establish a policy for consideration of requests for tax exemption of real or personal property under 58.1-3651 as follows:

1. **All petitions must be received and complete by June 30 of each year to be considered at a single, yearly September Board meeting. All petitions received after June 30 will be considered the following year.**
2. **Staff will assist any petitioner in compiling the information necessary for a complete petition, which will include the following:**
 - a. **Evidence of the organization's IRS tax-exempt status.**
 - b. **Affidavit that the property proposed to be exempted is being used for a religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purpose, and that the organization does not unlawfully discriminate on the basis of religious conviction, race, color, sex, or national origin.**
 - c. **Information sufficient for the Board to consider each of the eight factors outlined in section 58.1-3651.**
 - d. **Evidence that the petitioner's services provide direct financial benefit to the County by reducing costs for services that the County uses or provides funding for OR that the petitioner is a nationally recognized charitable organization in good standing.**
 - e. **Agreement to pay the costs of advertising and holding the statutorily-required public hearing.**

R. David Laurrell, County Administrator

12. [Chapter 7, Section 8 of County Handbook – Sexual Harassment](#)
(5 minutes)

The County Handbook includes a section on sexual harassment policy which has been sufficient for a number of years. With the Federal government broadening the definition of harassment over the past few years, staff feels that the sexual harassment policy should be broadened to a Workplace Harassment policy. The recommended updated policy is included.

RECOMMENDATION: Staff and the Administration/Management Services Committee recommend approval of the changes.

CONSENT AGENDA

13. Following are Consent Agendas for your approval:

- a.) [APPROPRIATIONS](#) – A list of appropriations are attached for your consideration.
- b.) [service fees for delinquent Taxes](#) - An invoice in the amount of \$400.00 for delinquent tax services is attached for your approval.
- c.) [Payroll Services/Timekeeping; RFP](#) - CCADM 026-FY07 - A request for proposal was issued for the outsourcing of the County’s payroll and a time recording and management system along with the administration of the County’s flexible spending accounts.
- d.) [Purchasing Dept Credit Card Program Credit Limit](#) – Staff is recommending, with the support of the Administration/Management Services Committee, the purchasing card limit be increased to \$20,000.

RECOMMENDATIONS: Approve items a – d.

- a.) **Approve the appropriations.**
- b.) **Approve the invoice.**
- c.) **Based on the recommendation of the Evaluation Committee and with the concurrence of the Administration/Management Services Committee, approve ADP as the top ranked firm and authorize staff to negotiate and execute a final contract for payroll services.**
- d.) **Staff recommends the Board approve an increase to \$20,000 for the credit limit for the County Purchasing Department credit card program.**

APPOINTMENTS

14. A [list of appointments](#) is attached for your consideration.

MATTERS FROM THE BOARD

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

CLOSED MEETING

16. 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. Please bring with you any written comments you would like to see included in the annual evaluation on the forms included separately.

AGENCY MINUTES AND REPORTS

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|-----|--|-------------------|
| 17. | CCUSA Minutes | June 26, 2007 |
| 18. | CCUSA Minutes | July 24, 2007 |
| 19. | Community & Economic Development Minutes | July 2, 2007 |
| 20. | EMS Advisory Committee Minutes | September 4, 2007 |
| 21. | Public Safety Minutes | September 4, 2007 |

INFORMATION ITEMS

- | | | |
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| 22. | Appomattox Request to Join Regional Solid Waste Authority | August 27, 2007 |
| 23. | Comcast Channel Changes | August 8, 2007 |
| 24. | Invitation to Attend Training of School Staff –
Working With Students and Families of Deployed Soldiers | September 10,
2007 |
| 25. | Jet Broadband Complaint | September 11, 2007 |
| 26. | Jet Broadband Internet Access - Complaint | September 11, 2007 |
| 27. | Lee Cobb – Change in Employment Status | August 28, 2007 |
| 28. | Permission Granted for Water Tower at Concord Elementary | August 24, 2007 |