

ADMINISTRATOR'S REPORT

August 14, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 8/13/2008

RE: August 18, 2008 Campbell County Board of Supervisors Meeting

11:00 p.m. [Human Services Committee](#) (Falwell / Puckett)

1:00 p. m. Call to Order, Invocation by Chairman Pendleton

Approval of Minutes

1. APPROVAL OF MINUTES

[July 21, 2008 Regular Meeting](#)

PUBLIC HEARING

Kristin B. Wright, Staff Attorney

2. [PUBLIC HEARING – CHAPTER 11 CODE UPDATE](#)

A public hearing has been advertised to consider amendments to Chapter 11. Most of the proposed amendments are mandated changes by the State for compliance with the FEMA regulations. Others are discretionary changes requested by staff to reflect administration of this ordinance by the Environmental Manager within the Community Development Department or are minor amendments clarifying certain sections. This chapter must be amended prior to August 28, 2008 in order to remain in compliance with FEMA's National Flood Insurance Program. FEMA has made it known that they will review only a finalized ordinance and may still require changes for compliance at some future time. A

[copy of Chapter 11](#) is attached.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update Chapter 11 for the amendments advertised and based on any public comment adopt the amendments, with any further changes the Board believes are appropriate.

NOTE: Please see item #42 regarding information on review of floodplains for inclusion in the FEMA floodplain maps as requested by Supervisor Falwell. The cost for performing these studies range from \$8,000 to \$36,000 depending upon nature and extent. Additionally, please note that inclusion of property in a floodplain map is for National Flood Insurance participation purposes and does not affect the County's erosion and sedimentation control program or stormwater management. It could be used to develop plans on where more stringent stormwater management programs should exist, but in itself the primary purpose is to identify properties that are required to have flood insurance and used to develop ordinances that restrict development in those areas.

APPEARANCES

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Residency Administrator will be present to receive any highway matters from the Board.

Shameka Wright, Human Resources Generalist

4. INTRODUCTION OF NEW EMPLOYEES

Ms. Wright would like to introduce the following new employees:

Michael Blum – Information Technology

Joshua Radcliffe – Public Safety

Meaghan Fimian – Social Services

Matthew Crouch – Public Safety

Dawn Jamerson – Information Technology

ADMINISTRATOR'S ITEMS

Aubrey Cheatham, Director of Public Safety

5. [PUBLIC SAFETY ANNUAL REPORT](#)

Mr. Cheatham will present [Public Safety's Fiscal Year 2008 Annual Report](#).

RECOMMENDATION: Staff requires no formal action.

Mike Daly, Director of Youth Adult and Community Services

6. [CENTRAL VA COMMUNITY SERVICES – LOAN TO ACQUIRE ALTAVISTA GROUP HOME](#) (5 min)

In 2006 the Board adopted a resolution to approve Central Virginia Community Services (CVCS) participating in the VML/VACo Commercial Paper Finance Program to refinance several of its existing loans. The original loan amount was \$1,665,000, and the current balance is \$1,365,000. The CVCS Board has adopted a resolution to add \$290,000 to the existing loan to acquire and improve the Altavista Group Home. Each member jurisdiction would need to adopt a similar resolution (included) to meet the requirements of the program.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution authorizing CVCS to restate the existing loan and add \$290,000 to acquire and improve the Altavista Group Home.

7. [VA DEPT OF HISTORIC RESOURCES COST SHARE PROGRAM](#) (10 min)

The County was contacted in February of this year by the VDHR (Virginia Department of Historic Resources) to inquire about our interest in participating in a state survey and planning cost share grant program. The VDHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. The cost share grant program would allow us to do a more comprehensive survey at a nominal cost. The current estimate for a survey is between \$25,000 and \$35,000 with the local share between \$12,500 and \$17,500. The State provides the staff and resources to complete the project and the County would have a minimal investment of staff time as the project moves forward. Grant applications are made available in April with a submission deadline of early June. This is a competitive grant process and there is no guarantee that we would be awarded a grant

RECOMMENDATION: The Human Services Committee and staff recommend that we include participation in the VDHR cost share grant program in our departmental priorities and initiatives for FY '10' and if funded convene a local group to assist with identification of potential properties.

J. Michael Davidson, Director of Economic Development

8. [ECONOMIC DEVELOPMENT UPDATE](#)

Mr. Davidson will present an update on the economic development activities and progress within Campbell County.

RECOMMENDATION: Staff requires no formal action.

Sherry Harding, Director of Recreation/Programming

9. [PRESENTATION OF COUNTY PICTORIAL](#) (5 min)

In 2007, Recreation staff members were approached by Administration to compile photographs of County properties and projects, with the goal of recording the various stages of County development. Throughout FY08, staff worked with a professional photographer in capturing images of County buildings, schools, park properties, leadership staff, and elected officials to create the first Campbell County Pictorial. It is with pleasure that the Recreation staff present to the Board of Supervisors this first edition of the Campbell County Pictorial. Anthony Adams and Beth Worth will present each Board member a copy.

RECOMMENDATION: No formal action is required.

Major Steve Hutcherson for Sheriff Terry Gaddy, Campbell County Sheriff's Office

10. [Regional Information Sharing System \(RISS\) GRANT](#) (5 min)

DCJS is offering grant funding for the formation of a Regional Information Sharing System network. Staff has met with DCJS, Lynchburg Police Department, Amherst Sheriff's Office, Bedford City Police Department, and the Bedford County Sheriff's Office and hopes to apply for the grant funding that would allow us to form a RISS network with no local funding or cash match. This network would allow us access to all of the surrounding jurisdictions incident reports and give us search capabilities for the incident reports that we do not currently have. This would be a great resource for the investigation of crimes. There will be maintenance fees associated with this network once we have it in operation. There are currently five RISS networks in operation in Virginia and several more planned to come on line over the coming months.

RECOMMENDATION: Staff is recommending the Board authorize an application for the RISS grant with the other regional jurisdictions. Acceptance of the grant will be subject to future approval by the Board subject to determination of what the ongoing maintenance costs and other fees to the County will be.

Alan Lane, Director of Management Services

11. [FY 2008 Financial Statements - Preliminary](#) (10 minutes)

Staff would like the opportunity to report to the Board on the preliminary financial information for year ending FY 2008 - June 30, 2008. Summary departmental figures for County budget, County and School encumbrances, and County carryover requests for FY 2008 are included in the attached reports ([FY 08 General Fund Undesignated Fund Balance Transaction Summary](#); [Preliminary Expenditure Reversions](#); [Projected Undesignated Cash Balance – Projected General Fund](#).) School carryovers are estimated and are listed as “Potential” in that the Schools have not yet made their carryover needs known to us. The Schools are currently reviewing their preliminary year ending financial numbers. The actual carryover requests requiring Board action can be found below in item #12. Any significant future auditor adjustments will be reported to the Board as they become known. As noted on the attached report, the Undesignated General Fund Balance is expected to increase approximately \$127,000 over the opening balance for FY 2008 if recommended carryovers and encumbrances are approved by the Board.

RECOMMENDATION: Staff requests the Board accept the preliminary financial information for FY 2008 – ending June 30, 2008. No formal action is required.

12. [Carryover Requests FY 2008 to FY 2009](#) (10 minutes)

As a result of strong financial management, staff recommends approval of the requests for encumbrances and carryovers on the attached list for the County. A summary of the [County carryover](#)

[requests](#) is followed by the detail by fund and line item. The vast majority of these carryover requests are grants and previously earmarked items such as debt service stabilization. Carryover requests for the County CIP Fund include the remaining expenditures for the County Courthouse/Office Complex construction and the Rustburg/Concord /460 Waterline construction. The most significant [School encumbrances requests](#) include the Concord Elementary School construction project in the School CIP Fund and Technology in the Operations budget. The Schools have not yet determined their carryover needs and that request will be made later, based on final reconciliation of the schools budget. As noted in item #11 that amount is estimated to be approximately \$800,000, which represents less than 1% of the total school operating budget. Individual expenditure line information for County funds is enclosed for County carryovers. The County and school encumbrance detail list is available for anyone who would like a copy.

RECOMMENDATION: Staff recommends the Board approve the above encumbrance and carryover requests in the County Funds along with encumbrances for the Schools.

13. [INFORMATION TECHNOLOGY/MANAGEMENT SERVICES PHONE SYSTEM UPGRADE – SOle SOURCE DETERMINATION](#)

Campbell County's telephone system will be twelve years old in 2009, and replacement and/or significant upgrades are needed. Support for the existing system will cease shortly due to the end of useful life for our existing system. The vendor for our current system is Embarq, and an upgrade was determined to be the most cost efficient option that would meet the technology needs of the County. The total costs of the upgrade will not exceed \$125,000, and sufficient funds were budgeted in the County CIP for this project. The estimates for a new system ranged from several hundred thousand dollars up to \$850,000. Both the Information Technology Leadership Team and the Administration/Management Services Committee supported the recommendation.

RECOMMENDATION: The Administration and Management Services Committee and staff recommend the Board determine Embarq as the sole source practicably available for purchase of the phone system upgrade and approve purchase not to exceed \$125,000.00.

14. [Reaffirm Payments to VRS for Employees Pre-Tax BASIS](#) (5 min)

Due to new IRS requirements, the Virginia Retirement System (VRS) is required to conduct a full audit of its “pick-up” plans. A “pick-up” plan allows the VRS member contribution (5%) to be treated on a pre-tax basis. While this has been the practice in Campbell County for many years, adoption of a new resolution is required to meet the IRS requirements. The [letter from VRS](#) and a [proposed resolution](#) are attached. This resolution reaffirms something that the County already does for IRS audit purposes.

RECOMMENDATION: Staff recommends the Board adopt the attached Resolution to formally reaffirm Campbell County’s authorization of their pick-up plan that enables Campbell County’s VRS member contribution for employees to be treated on a pre-tax basis.

Clifton M. Tweedy, Deputy County Administrator

15. [REGIONAL LANDFILL MAINTENANCE AGREEMENT](#)

As part of consolidating solid waste disposal activities under the Regional Authority certain maintenance task were planned to be managed by the Regional Authority. However, until the current litigation is settled, the Authority cannot purchase our facility, but they have agreed to maintain it under a simple agreement until the purchase can be completed. Campbell County agreed to reimburse the Authority for these expenses on an hourly basis. Funds for these costs were budgeted in the current year budget. [Attached is an agreement](#) defining the duties of the County that we will pay for, the responsibilities of the Authority that the Authority will pay for, and responsibilities of the Authority the County will pay for. (See the agreement for the related seven task list attachments). The Authority Board has already approved the agreement and the County Attorney has approved it to form.

RECOMMENDATION: After hearing the presentation approve the attached maintenance agreement for the Campbell County Landfill by the Regional Authority until the transfer of the facility is completed.

R. David Laurell, County Administrator

16. [County Administrator Annual Evaluation and Work Plan](#)

(10 min)

Annually, in accordance with the County Administrator’s Employment Agreement, the Board of Supervisors conducts a performance appraisal based on the prior year’s activities and establishes goals

for the coming year. The attached memorandum outlines the objectives of the appraisal and work plan process and a suggested timeline. After discussing this with the Board Chairman I would like to suggest the same process that we used last year and take a few minutes to review that process with the Board.

RECOMMENDATION: The Chairman and the County Administrator recommend we utilize the process outlined above with any modifications the Board would like to see included. No formal action is required unless another method is preferable to the Board as a whole.

17. [Accounting for Reduction in State Aid to Campbell County](#)

(10 min)

In the spring of 2008 the State announced its intentions to balance its own budget in part by reducing funding to localities for both FY 2009 and FY 2010. At that time the State provided three options for localities to account for the absorption of this reduction in State funding – reduce revenues for state aid, make a payment to the state, or a combination of the methods. Staff previously recommended to the Board that if the funding alternatives allowed, Campbell County would prefer to take the majority of the reduction (\$375,000) in the two areas of the revenue for the Commissioner of the Revenue's Office and the Treasurer's Office as these two offices received the lowest reimbursement percentages from the State. Staff is proposing the remaining amounts come from the Registrar's Office, the Railroad Rolling Stock Taxes received from the State, and as a pass along reduction of \$90,000 to the Blue Ridge Regional Jail Authority (BRRJA). The Authority's portion of the County reduction will be assumed in the Authority budget and not in the County budget. While there is considerable debate among the various localities over which method will produce the most positive effect if funding is ever reinstated, we believe that the method we are recommending has the highest potential to positively impact the County in the future. A supplemental appropriation and a [Board Resolution](#) are attached for your consideration.

RECOMMENDATION: Staff recommends for accounting purposes to identify the reduction as Local Aid to the State for FY2009; and, approve the attached supplemental appropriation for \$375,000 for FY 2009 that does not impact the General Fund balance. Additionally, staff recommends approval of the attached resolution to be forwarded to the Virginia Department of Planning and Budget.

18. CONSENT AGENDA

a) APPROPRIATIONSb) COUNTY ATTORNEY INVOICES

An invoice in the amount of \$9,640.50 for services rendered has been received.

c) CONTRACT AWARD – FIRE & EMS ASSESSMENT SERVICES

As approved by the Board in May 2008, a Request for Proposals (RFP) was issued to acquire professional needs assessment services. Nine responses were received to the RFP. All six committee members ranked the TriData Division of System Planning Corporation as the top firm.

d) PUBLIC SAFETY FY 2009 COMPRESSOR CIP FUNDS

The Public Safety CIP budget contains \$37,000 for fire department breathing air compressor replacement. The compressor at Concord VFD is currently broken and needs repair or replacement. Staff believes rebuilding the compressor block and overhauling the existing equipment is more cost effective than purchasing a new compressor. Written quotes have been obtained for the repair work and the lowest estimate is \$16,544.14. Staff recommended part of the funds be used to place a Cascade system at Brookneal VFD that would provide ready access to breathing air rather than having the department travel to Gladys Fire Department to get air. Written quotes have been obtained and the lowest estimate for the purchase of a Cascade system is \$13,440.08. Staff would like to use the balance of this fiscal year's compressor CIP funds to invest in a mobile Cascade system for the rehabilitation vehicle to insure breathing air is available at larger incidents.

RECOMMENDATIONS:

a) **Approve the appropriations;**

b) **Approve the County Attorney invoices;**

c) **Staff recommends the Board give approval to the TriData Division of System Planning Corporation as the top ranked firm and authorize staff to negotiate and execute a final contract for public safety service needs assessment services. Funds are available in the FY 2009 CIP to conduct the assessment.**

d) **Staff recommends the Board authorize the repair of the Concord VFD compressor and the purchase of a Cascade system for Brookneal VFD using FY 09 CIP funds budgeted for compressor replacement, and that any remaining balance be used for the purchase of a mobile Cascade system for the rehabilitation vehicle.**

APPOINTMENTS

19. APPOINTMENTS

An [updated list of appointments](#) is attached for your consideration. Also attached is a [letter from Robert Kennedy](#) who is resigning from the Industrial Development Authority representing the Sunburst Election District.

NOTE: On several occasions the Board has discussed the possibility of having Planning Commission member terms parallel in some fashion with Board terms so the incoming Board member picks the Planning Commission member and not the outgoing Board member. At the present time there is no consistency with Planning Commission term end dates and Board of Supervisor term end dates. There are four Planning Commission members whose terms expire at the end of 2008, one more at the end of 2009, and the remaining two at the end of 2011. If the Board would like to adjust the terms of the Planning Commission members, now would be the time to begin that process. One suggestion is that Planning Commission member terms expire 12 months following the beginning of the Board member term. This way the Board member would be able to appoint their representative to the Planning Commission after a period of review and time to find someone to serve. Expiration of terms can be set by the Board as you see fit, so the one year delay could be moved up or back in the Code as the board sees fit. Regular terms would still be for four years to coincide with the Board of Supervisors, however initial terms would need to be for a shorter period to get all of the appointments in sync with Board terms. To make this shift in terms a change in the County Code during the regular fall update would be required. Under this proposal, effective January 1, 2009, the regular four year terms for the Altavista, Concord, Seneca and Sunburst Districts would begin. Effective January 1, 2011, the regular four year terms for the Brookneal, Rustburg and Timberlake Districts would begin. Please let us know if you would like us to begin the process of aligning Planning Commission terms with Board terms, look at alternative term dates, or leave the current terms as they are.

MATTERS FROM THE BOARD

20. MATTERS FROM THE BOARD

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

CLOSED MEETING

21. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into a [closed meeting 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, and in accordance with [Section 2.2-3711 \(A\) \(7\) of the Code of Virginia](#) to discuss legal matters related to a number of public nuisances.

AGENCY MINUTES AND REPORTS

- | | | |
|-----|--|----------------|
| 22. | Brookneal-Campbell County Airport Authority | June 25, 2008 |
| 23. | Economic Development Commission | April 17, 2008 |
| 24. | Social Services Board | June 18, 2008 |
| 25. | Campbell County Utilities & Services Authority | March 25, 2008 |
| 26. | Campbell County Utilities & Services Authority | April 29, 2008 |
| 27. | Campbell County Utilities & Services Authority | June 24, 2008 |
| 28. | Campbell County Utilities & Services Authority –
Construction Report | June 19, 2008 |

29. [Industrial Development Authority](#) May 22, 2008
30. [Library Board](#) June 16, 2008
31. [Planning Commission](#) June 23, 2008
32. [Public Works Committee](#) May 19, 2008
33. [Soil and Water Conservation District](#) June 26, 2008
34. [School Board](#) June 16, 2008

INFORMATION ITEMS

35. [Appropriations and Transfers – County Administrator](#)

[Authorized](#) August 2008
36. [Boxley – Danny & Kathryn Cunningham letter](#) July 14, 2008
37. [Boxley – Hope Brendle letter](#) July 24, 2008
38. [Boxley – Ellie Powell letter](#) July 25, 2008
39. [Boxley – Roy L. Griggs letter](#) July 2008
40. [Boxley – Letter to Roy L. Griggs re visit](#) July 22, 2008
41. [Boxley – 2nd letter from Roy L. Griggs](#) August 6, 2008
42. [FEMA Floodplain Studies Information](#) July 31, 2008
43. [Leesville Lake Newsletter](#) August 2008

44. [Report on Delinquent Taxes](#) July 2008
45. [Report on Taxes Collected](#) July 2008
46. [Report on Public Nuisances](#) July 2008