

ADMINISTRATOR'S REPORT

DATE: January 11, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 1/16/2008

RE: Tuesday, January 22, 2008 Board of Supervisor's Meeting

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

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

4:00 p.m. Secondary Road Hearing

APPEARANCES

Shameka Wright, Human Resources Generalist

1. INTRODUCTION OF NEW EMPLOYEES

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

Mark Mason – Public Safety	Troy Holley – Public Works
Laura Scrivener – Commonwealth's Attorney	Tommy Chandler – Public Works
Tamara Hayden – Commonwealth's Attorney	Christina Verilla – Library
Tami Strout – Library	Marcie Simpson – Library
Nan Carmack – Library Director	

Don Austin, Residency Administrator

2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

a.) Virginia Highway Safety Challenge - Don Austin would like to present an overview of the Virginia Highway Safety Challenge to the Board. This program is a collaborative effort by VDOT, DMV & the State Police to reduce highway fatalities.

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

ADMINISTRATOR'S ITEMS

Nan B. Carmack, Library Director

3 [Timbrook Community Complex](#) (20 minutes)

A Capital Campaign Cabinet has been formed by members of the Timberlake Community due to the results of a recent Philanthropic Planning Study for a new Timbrook Library and Recreation Facility. This group has interpreted the suggestions made by the community which clearly stated that they wanted a building they could be proud of and large enough to provide services and activities beyond the original plans. ([Architectural renderings attached.](#)) In addition to funding required to actually construct the facilities, staff has provided the group with information on the estimates costs to operate and maintain. Recommendations would need to be made and approved by the Board before a final decision to proceed was made.

RECOMMENDATION: The Campaign Cabinet requests your approval of this enlarged concept to be able to move forward with the Capital Campaign and the production of marketing materials that will be sent to you upon their completion. Actual project approval will occur by final action from the Board of Supervisors following completion of the capital campaign and identifying sources agreeable to the Board for maintenance and operations costs.

R. Aubrey Cheatham, Public Safety Deputy

4. [Emergency Operations Plan \(EOP\) Revision](#) (5 Minutes)

Localities are required by the State to revise, update, and formally adopt their Emergency Operations Plan (EOP) every four years. The County received a Local Emergency Planning Grant and used some of the grant funds to complete an EOP revision last calendar year. With the help of an Emergency Management Consultant, the [Campbell County EOP](#) (340 pages attached electronically only) has been updated as required by the Code of the Commonwealth of Virginia. The revised plan is based on current resources and the Virginia Department of Emergency Management has reviewed our revisions and found the document to be compliant with all [State requirements](#) (attached). A full electronic copy is available for review at the Department of Public Safety.

RECOMMENDATION: Staff recommends the Board adopt the County's revised Emergency Operations Plan. A draft resolution is attached.

Paul E. Harvey, Community Development Director

5. [POLICY FOR Coordination between CCUSA, Public Safety and Community DEVELOPMENT](#) (10 Minutes)

The departments of Public Safety and Community Development, along with the Campbell County Utilities and Service Authority, have overlapping review and approval responsibilities for many new construction projects. There are various procedures that are in place to ensure proper review; however, better coordination between agencies is an ongoing effort. Staff recently worked together to clarify and improve existing policies acknowledging that the processes are often complex and that each department is responsible for different areas of code compliance. Staff believes improvement will occur through better communication and dissemination of information throughout the project review process and the proposed policy will benefit both customers and staff by defining the proper sequence of events, points of contact, minimum thresholds, and other specific details that are often encountered. The primary impact of this policy, outside improvements in coordination are new requirements stipulated under the fire code regarding minimum flow, found on page 5-3.

RECOMMENDATION: The Public Safety Committee and staff recommend the Board adopt the policy as presented.

Alan Lane, Director of Management Services

6. [Bond Reimbursement Resolution Revised](#) (5 minutes)

On May 7, 2007 the Board approved a Board Reimbursement Resolution allowing the County to reimburse itself from debt proceeds for expenditures paid directly by the County for the three proposed capital projects: Concord Elementary School additions and renovations, Master Plan Phase I for Courthouse and building complex renovations and additions, and the Rustburg/Concord Waterline. That Board Reimbursement Resolution specifically mentioned debt funding from the VML/VACO Finance Program as that was the funding source that was anticipated at that time assuming the Board ultimately approved any or all of these three capital projects.

The School and Waterline projects have subsequently been approved by the Board and at this time staff is still considering its options as to the most appropriate and cost effective long term financing method for any or all of the three capital projects. Staff has revised the Reimbursement Resolution (attached) that would be effective with any of the short term or long

term financing arrangement alternatives still under consideration. The Board is not bound to undertake any of these projects by issuing this revised Reimbursement Resolution; however design fees have already been paid out for these projects and the Reimbursement Resolution allows the County to receive reimbursement for some of these expended costs and other costs if the projects proceed and are financed by a debt issuance.

RECOMMENDATION: Staff recommends Board approval of the attached revised Reimbursement Resolution authorizing the County to reimburse itself from debt proceeds resulting from expenditures paid out directly by the County for the (1) Concord Elementary School additions and renovations, (2) Rustburg/Concord Waterline and (3) Master Plan Phase I for Courthouse and building complex renovations and additions, if that third capital project is ultimately approved by the Board.

Clifton M. Tweedy, Deputy County Administrator

7. [RESOLUTION / EWING DRIVE](#) (5 minutes)

In fiscal years 2004-05 and 2005-06, Campbell County elected to participate in the Virginia Department of Transportation (VDOT) Revenue Sharing Program, with funds being used for Project – 0747-015-294, M502 (construction of Ewing Drive) within the Seneca Industrial Park. The transportation construction within Seneca Park has been ongoing since fiscal year 2001-02 and was divided into two phases. VDOT has provided the Board with a sketch ([Phase II ROW plat](#)) as a result of Project M501 and M502. The project is now complete and a resolution is needed to take the road into the secondary system of highways.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution requesting VDOT to add the street constructed by Projects M501 and M502 (Ewing Drive) to the secondary system of state highways, pursuant to Section 33.1-229, Code of Virginia.

8. [Sherbrooke Traffic Calming](#) (10 minutes)

In October, 2006 the Board directed staff to work with the Sheriff's Office and VDOT to provide traffic enforcement on Sherbrooke Drive based on citizen complaints of speeding. These enhanced enforcement measures included higher fines for speeding and more frequent radar patrols. At Board meetings in September and November Supervisor Boyer requested speed humps be considered as an additional traffic calming measure. After the November meeting, the

Board directed staff to bring back more information on the process of installing speed humps on Sherbrooke Drive. An outline of tasks and the time required to install speed humps as well as the estimated costs is provided along with a [recently completed speed study done by VDOT](#). The traffic study concludes that average speeds are within reason and that no speed reduction devices should be installed. Three options include continuing under the current enforcement program, instituting further enforcement with a cost of approximately \$800 per quarter, or installation of speed humps at a cost of \$23,000 to \$32,000 dollars. VDOT is recommending either continuing with the current enforcement efforts or instituting further enforcement efforts, but not installing speed humps.

RECOMMENDATION: After discussing the information provided and asking any questions, direct staff on how the Board would like to proceed.

R. David Laurrell, County Administrator

9. [DATES FOR ANNUAL DINNER & RETREAT](#)

Staff has tentatively scheduled the following dates for the Annual Dinner and the Retreat for 2008:

Annual Dinner Restaurant	March 27, 2008 - 6:30 p.m.	Spring House
Retreat	October 10, 2008	Brookneal Community Building

RECOMMENDATION: Please advise staff if these dates would be acceptable.

CONSENT AGENDA

10. The following are included under the Consent Agenda for your approval:

a.) [APPROPRIATIONS](#) – A list of appropriations is included for your approval.

b.) [DEED RECORDS CONVERSION – CLERK’S OFFICE](#) - Sealed bids were solicited for the digital imaging of deed books for conversion to preservation microfilm. This project will be funded by a grant from the Library of Virginia (LVA). The grant stipulates the project be accomplished in strict adherence to specifications and requirements supplied by the LVA. The grant application and contractor have been approved by the LVA review board. An agreement

for request of funds from LVA will be executed by the Circuit Court Clerk. No additional County funds are required or requested.

c.) [Repairs and Refinishing of Historic Courthouse Furnishings](#) - Quotations were solicited for repair and refinishing of selected furnishings in the Historic Courthouse. The scope of work includes repairs and refinishing of pews, horizontal screens and the removal, repair, and refinishing of the judge's podium and witness box. Sufficient funds for this purchase are available in 4-302-09440-0035, General Properties, Public Works, Maintenance/HVAC Improvements.

d.) [Appropriation Request from Sheriff's DEPARTMENT](#) - The existing drug K-9 dog has been in service for 8 years and will be retired this year. The current K-9 dog handler will be assigned other duties within the sheriff's department and an existing deputy will take over the responsibilities as a dog handler which will result in additional training, meal, and lodging expenses. The cost for the new dog and training is \$10,000. Additionally, the Sheriff's Office has no way of securing assault rifles in the department issued SUV's and needs to procure rifle vaults for the vehicles at a cost of approximately \$18,000. All funds are coming from the Forfeited Assets Fund and no local funding is required. [\(Supplemental attached.\)](#)

RECOMMENDATIONS: Approve items a – d.

a.) **Approve the appropriations.**

b.) **Subject to the receipt of LVA grant funding, approve contract award to The DRS Group, Longwood, FL, for the Circuit Court Clerk's Deed Record Conversion project in the amount of \$99,236.00.**

c.) **Accept the low bid of E. J. Dudley, Evington, Virginia, for repair and refinishing of Historic Courthouse furnishings for a total cost of \$16,685.00**

d.) **Approve supplemental appropriation from the Sheriff's forfeited asset funds in the amounts of \$10,000 to purchase a replacement K-9 dog and for handler training and in the amount of \$18,000 to purchase trunk vaults for department SUV's to store firearms.**

APPOINTMENTS

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

MATTERS FROM THE BOARD

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

ADMINISTRATOR'S ITEMS

R. David Laurrell, County Administrator

13. [FY 2009 Priorities and Initiatives](#) (45 minutes)

Please find attached a [draft of the Priorities and Initiatives](#) that was distributed at the Board's regular January 7th meeting. These priorities cover the period beginning July 1, 2008 and will be used to develop the FY 2009 budget as the County's budgetary priorities. Additionally, a [projected staffing chart](#) is attached for the Board's review and consideration to accomplish the ongoing operations of the County and to institute initiatives identified as priorities by the Board. Please provide any input before a recommendation for adoption is made at this meeting, or a subsequent meeting if time does not permit. (A summary of items for discussion will be included separately.)

RECOMMENDATION: Staff is recommending the Board adopt the proposed FY2009 Priorities and Initiatives with any amendments or modifications that you see appropriate following review and final consideration.

4 PM - PUBLIC HEARING

14. [COMBINED ANNUAL SECONDARY ROAD HEARING](#)

Each year the Board of Supervisors and VDOT conduct a joint public hearing on the [proposed Six Year Plan](#) for Secondary Road Improvements for 2008-09 through 2013 -14 and the proposed 2008 - 09 Secondary Road Construction Budget. The public notice is included.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing.

AGENCY MINUTES AND REPORTS

15. [Fire Commission Minutes](#) December 19, 2007
16. [Public Safety Minutes](#) January 8, 2008

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| 17. | School Board Minutes | December 17,
2007 |
| 18. | Summary of Revenue/Expenditures | January 2008 |
| 19. | Treasurer's Report | January 2008 |

INFORMATION ITEMS

- | | | |
|-----|---|-------------------|
| 20. | Committee and Board Assignments | 2008 - 2009 |
| 21. | Committee Schedules | 2008 |
| 22. | Development of Fy09 County Budget Memo | January 7, 2008 |
| 23. | Family Life Worship Center Invitation to Grand Opening | March 21, 2008 |
| 24. | Response to Del. Byron from Transportation Secretary | December 22, 2008 |
| 25. | School Board – Change in Meeting Date | January 8, 2008 |
| 26. | Schools Sub-Division Report | January 8, 2008 |
| 27. | Speed Study of Rt. 656 | January 2, 2008 |
| 28. | VACO 2008 Legislative Priorities | January 9, 2008 |
| 29. | VA Department of Social Services Annual Financial Statement | December 28, 2007 |