

ADMINISTRATOR'S REPORT

June 12, 2008

TO: Campbell County Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell* 6/11/2008

RE: June 16, 2008 Board of Supervisors Meeting

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

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

4:00 p.m. [Work Session w/ Planning Commission](#) (Historic Courthouse Conference Room)

Approval of Minutes

1. APPROVAL OF MINUTES
[May 19, 2008 - Regular Meeting](#)

PUBLIC HEARING

Clifton M. Tweedy, Deputy County Administrator

2. [PUBLIC HEARING – ADD APPOMATTOX COUNTY TO REGIONAL LANDFILL](#)

A public hearing has been [advertised](#) to consider allowing Appomattox County to become a member of the Region 2000 Services Authority formed to provide solid waste services to the member localities. The Member Use Agreement was revised to include some clarifying language concerning the delayed purchase of the Campbell facility due to continuing litigation. The [edit version](#) (electronically) and [final version](#) of the Member Use Agreement are attached. Adoption of the [resolution](#) is required to allow Appomattox to join the Authority. All other Authority members have adopted the attached resolution. Appomattox has paid the additional fees to join the Authority after the fact and those fees have been credited back proportionately to the member localities.

Recommendation: Conduct the public hearing and after receiving comments adopt the resolution to approve the first amendment to the Member Use Agreement.

APPEARANCES

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

[Russell Springs Subdivision Signage](#)

The residents of Russell Springs Subdivision have asked that VDOT install 25 mph speed signs & Watch for Children signs along Russell Springs Drive and Addie Way as a first attempt to slow traffic.

RECOMMENDATION: Staff recommends the Board request VDOT to install traffic signage as requested by residents of Russell Springs Subdivision in an attempt to slow traffic down along Russell Springs Drive and Addie Way, including speed limit signs and Watch for Children signs.

ADMINISTRATOR'S ITEMS

Terry E. Gaddy, Sheriff

4. [Sheriff's Annual Report](#) (15 minutes)

The Sheriff's Office would like to present the 2007 Annual Report to the Board. Please find the report included separately in your Board book.

RECOMMENDATION: Accept the report. No action is required.

Paul E. Harvey, Director of Community Development

5. [UPDATE ON NEW VDOT REGULATIONS](#) (15 minutes)

The General Assembly has mandated additional regulations on localities to enhance the coordination at the local level between land use decisions and road construction and

maintenance. The new regulations being implemented over the next 18 months will have a significant impact on the County and developers. Staff would like to take a few minutes to update the Board on the current status of these programs and the potential impact it will have on the County. Staff will update the Board of Supervisors as more information becomes available.

RECOMMENDATION: Authorize Staff to continue working with the Planning Commission and neighboring localities to ensure our development review processes will comply with the new VDOT requirements.

6. [ACTING ZONING ADMINISTRATOR APPOINTMENT](#) (5 minutes)

The County Code establishes the position of Zoning Administrator and provides that the individual shall be appointed by the Board of Supervisors. The permanent position of Zoning Administrator/Subdivision Agent is vacant at this time pending review of the new VDOT regulations and consideration for alignment of responsibilities in our Community Development Department. Paul Harvey, Community Development Director is presently serving as the Acting Zoning Administrator/Subdivision Agent until a permanent appointment is made. Code Enforcement Officer Carter Tatum has been training in zoning and subdivisions since April 1st and is capably performing duties in those areas. In order to efficiently serve the public and handle the workload when I am away from the office, it is necessary to have another staff person authorized to act on zoning and subdivision matters.

RECOMMENDATION: Authorize R. Carter Tatum to perform the duties as Acting Zoning Administrator/Subdivision Agent in the absence of the Community Development Director.

Mary H. Pascale, Director of Operations, Recreation

7. [Abbott Duncan Recreation Fields Master PLAN](#) (10 minutes)

As part of the overall county park development plan, the Abbott Duncan Recreation Fields were recently slated to be master planned to insure optimal use of the space. Staff would like to present the updated master plan for approval. A [proposed drawing](#) of the park is attached for your review.

RECOMMENDATION: The Recreation Advisory Council and the staff of the Recreation department respectfully request approval of the Abbott Duncan Recreation Fields master plan.

Clifton M. Tweedy, Deputy County Administrator

8. [ALTAVISTA ARMORY COST ESTIMATES](#) (10 min)

The County has operated the Altavista Armory under a shared use arrangement since 1960 for senior groups, athletic practices and group rentals. For more than ten (10) years the County has been responsible for all the maintenance expenses. Since efforts to acquire the property have been unsuccessful, it was the recommendation of the Public Works Committee over the past several years not to make any costly repairs if a major system failed. Attached is a [cost estimate](#) of more than \$1 million for improvements needed at the Altavista Armory to bring the facility up to good working order. Only the HVAC system is currently in need of costly repair. Staff would like to know the Board's position on making repairs to the building, helping groups find other accommodations or other options. Staff is hesitant to recommend expenditure of significant funds on a building the County does not own.

RECOMMENDATION: After hearing the presentation and asking any questions, direct staff on how you would like to proceed.

9. [BROOKNEAL LANDFILL BUSINESS ACCOUNTS](#) (5 min)

For approximately twenty (20) years Campbell County has billed business accounts in the Town of Brookneal for trash disposal. Several years ago we stopped billing the businesses within the Town of Altavista and instead reduced the annual contribution to them. As a result of joining the Region 2000 Services Authority, it will become more difficult to continue this practice. The Public Works Committee has recommended we stop billing accounts in Brookneal and reduce the contribution to the Town by \$5,000 the same way the County agreed to do it with Altavista several years ago. The Town would still have the option of billing for this service which generates approximately \$19,000 per year. A meeting was recently held with staff and the Interim Town Manager for Brookneal, Mike Crews was in attendance when the options were discussed

RECOMMENDATION: The Public Works Committee and staff recommend the Board approve this policy charge and authorize staff to send a letter to Brookneal informing them of this adjustment consistent with what the County is currently doing with Altavista.

10. [LIVESTOCK ROAD CONVENIENCE CENTER HOURS](#) (10 min)

The Board has approved changes and improvements to the Livestock Road Convenience Center (formally known as the Landfill Transfer Site). The improvements were nearly completed, and the site would be ready to open on July 1st. The Board previously approved operation hours of 7:00 am to 7:00 pm seven days per week. After reviewing this further and discussing this with the Public Works Committee, staff is recommending the site be open from 6:30 am to 6:30 pm year round. During the months of April through October we recommend two additional hours each week for the days of Friday, Saturday and Sunday closing at 8:30 pm. Hours could be adjusted in the future as utilization supports.

RECOMMENDATION: After discussing the hours of operation and making any adjustments, approve the hours of operation for the Livestock Road Convenience Center.

R. David Laurell, County Administrator

11. [Fiscal Year 2009 Budget Appropriations RESOLUTION](#) (10 minutes)

The Board adopted the FY 2009 budget at its May 19, 2008 meeting. The Board is now required to adopt the various tax resolutions for filing with the state and appropriate the funds for expenditure. The [Appropriations Resolution](#) and the [revised Budget Synopsis](#) are attached to reflect the proposed budget submitted at that meeting with the change approved for an additional expenditure of \$20,000 for Altavista-On-Track. Please note the adjustments in the revised synopsis account for the estimated reduction in State funding and other revenue changes totaling \$211,408.

The [PPTRA Resolution](#) and [Tax Resolution](#) are also attached. The PPTRA Resolution (Personal Property Tax Relief) provides the estimate of what percentage of total taxable base in being reimbursed by the state under the PPTRA. The Tax Resolution reflects a real estate tax rate of 46 cents per \$100 of assessed value and changes to the personal property tax rates on motor homes and other non-motorized pull behind recreational trailers.

RECOMMENDATION: Staff recommends the Board adopt the Appropriations Resolution for FY2009, the PPTRA Resolution for tax year 2008 (FY2009), and the Tax Resolution for tax year 2008 (FY2009), based on the budget adopted at the regular May 19th meeting.

12. [UPDATE ON BUSINESS AUDITOR POSITION](#)

At the Board's May 19th Board meeting the issue of the Business License Program

(BPOL) was discussed and a number of questions arose concerning the scope of the program, the current job description and classification of the Business Auditor position, and additional compensation for the Commissioner to provide training and oversight of the program. After reviewing the research provided by the Commissioner (attached separately) and obtaining input from the Board, there appears to be a difference in terms of what the Commissioner would like to see happen with this program and where the program currently is. The Commissioner would like the Board to implement a more comprehensive BPOL program to allow the current Business Auditor position to spend a significant amount of time assisting businesses, auditing, verifying BPOL license requirements, and assessing business personal property.

Please review the two options outlined in the memorandum to decide the direction of the BPOL program. Staff has scheduled a Closed Session to discuss the compensation for the Commissioner if the Board would like to proceed with Option B.

RECOMMENDATION:

Staff recommends the Board provide direction on the following:

- 1. Determine whether or not the Board wants to develop a program similar to what is being recommended by the Commissioner. If the Board does, then direct staff to revise the organizational chart for the program, develop revised job descriptions as needed, commit to additional administrative support for FY 2010, authorize advertising for the positions, and enter into a Closed Session to discuss the Commissioner's supplement as noted in Option "B" in the memorandum.**
- 2. If the Board does not want to move in this direction and keep the program substantially the way it is now with revised oversight and support as noted in Option "A" then direct staff to proceed with revision of the organizational chart and job description as noted in the memorandum. No further action or Closed Session would be required by the Board for this issue at this time if this option is selected.**

13. [Update on Energy Saving Strategies](#) (10 minutes)

With rising energy costs and concerns about funding over the next few years the Board has asked staff to implement energy savings strategies. Please refer to the attached memorandum that outlines steps being currently taken to reduce energy costs and more initiatives still in the planning stages or under consideration to further address reductions in energy use.

RECOMMENDATION: Staff is recommending the Board adopt the first fifteen items as

official County policy and support staff in the second six items to continue to develop policy for Board review and approval. Additionally, if the Board has other items you would like for us to be implementing or researching, please let us know.

14. [NACO ANNUAL CONFERENCE](#)

The 2008 Annual Conference of the National Association of Counties will be held July 11-15, 2008 in Jackson County, Missouri. In order to vote, each county must name a voting delegate to pick up the voting materials. Chairman Hugh Pendleton plans to attend the NACo meeting this year and is willing to vote on behalf of the County.

RECOMMENDATION: Staff recommends the Board designate Chairman Hugh T. Pendleton as Voting Delegate to vote at the NACo Annual Conference, July 11-15, 2008.

15. CONSENT AGENDA

a.) [Appropriations](#) – Appropriations are attached.

b.) [CCADM 033-FY08 - CALL RECORDING SYSTEM/PUBLIC SAFETY](#)

The current call recorder equipment used by Public Safety was acquired under a lease agreement in 2002 and will soon expire; because of the increase in technical problems due to the age of the equipment, Public Safety requested Central Purchasing solicit sealed bids for upgrading this system. The bid results are shown on the attached spreadsheet.

c.) [SUPPLEMENTAL APPROPRIATION – LIVESTOCK ROAD](#)

The Board previously approved the relocation and funding of Livestock Road to align with Greenhouse at Calohan Road. Funds for the project were being taken from Landfill Testing and Post Closure with reimbursement to come from the Regional Landfill Authority after it goes into operation in July of 2008. Management Services would like to set up a separate account for this project for accounting purposes. Please see attached a Supplemental Appropriation to move this project to a project account line and record the appropriate revenue.

RECOMMENDATIONS:

a.) **Approve the appropriations.**

b.) **Approve purchase of call recording equipment from Audio Data**

Systems, Inc., Charlotte, North Carolina, for a total cost, including first year's maintenance, of \$12,950.00 with the purchase order being issued July 1, 2008 utilizing funds from the FY09 budget.

c.) Approve the Supplemental Appropriation in the amount of \$395,000; to be reimbursed by the Regional Landfill Authority after going into operation and settling up occurs.

16. APPOINTMENTS

An [updated appointment list](#) is provided for your consideration.

17. MATTERS FROM THE BOARD

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

CLOSED MEETING

18. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into a Closed Session in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss matters related to [personnel involving compensation for the Commissioner of the Revenue](#), if Option "B" was selected in item #12, and in accordance with Section 2.2-3711 (A)(5) to discuss a [prospective business or industry](#) where no previous announcement has been made of the business or industry's interest in locating its facilities in the County.

WORK SESSION

19. WORK SESSION WITH PLANNING COMMISSION

The [agenda for the work session](#) is attached. Also included is a [Priority & Initiatives Request Form](#) that outlines the process and steps to review and update the Comprehensive Plan. The purpose of this work session is to finalize the direction and schedule for the update process.

AGENCY MINUTES AND REPORTS

- 20. [EMSAC Minutes](#) June 2, 2008
- 21. [Fire Commission Minutes](#) May 21, 2008
- 22. [Planning Commission Minutes](#) April 28, 2008
- 23. [Public Safety Minutes](#) June 2, 2008

INFORMATION ITEMS

- 24. [Altavista EMS – Order to Dismiss Case # CL06000559-00](#) May 22, 2008
- 25. [Boxley – Response to Clay Letter](#) May 21, 2008
- 26. [Boxley – Response to Rakes Letter](#) May 21, 2008
- 27. [Comcast – New Call Center Service Hours](#) May 22, 2008
- 28. [Copy of Treasurer’s Report](#) May 2008
- 29. [County Administrator Approved Appropriations & Transfers](#) May 2008
- 30. [Economic Development Industrial Incentives](#) June 16, 2008
- 31. [Leesville Lake Association Newsletter](#) May 2008
- 32. [VA Department of Taxation – Communications Sales & Use Tax](#) May 22, 2008
- 33. [VACo – NIMS Training Sessions Available](#) May 22, 2008
- 34. [VDOT – April 2008 Changes in Primary & Secondary Roads](#) May 22, 2008
- 35. [WSET – Founders College Article](#) June 9, 2008