

ADMINISTRATOR'S REPORT

DATE: May 14, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 5/14/2008

RE: May 19, 2008 Board of Supervisors Meeting

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

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

Approval of Minutes

1. [April 07, 2008 – Regular Meeting](#)
[April 10, 2008 – Budget Work Session](#)
[April 17, 2008 – Virginia's Region 2000 Local Government Council Annual Meeting](#)
[April 21, 2008 – Regular Meeting](#)
[May 05, 2008 – Regular Meeting](#)

APPEARANCES

Hugh Pendleton, Chairman

2. [RECOGNITION OF JUDGE J. SAMUEL JOHNSTON](#) (5 minutes)

Circuit Court Judge J. Samuel Johnston, Jr. will be retiring effective June 1, 2008. Judge Johnston was a graduate of the University Of Virginia School Of Law and thirty years ago became the

youngest General District Court Judge in Virginia. Four years later, he became the youngest Circuit Court Judge in the State.

RECOMMENDATION: We would like to take a few moments to recognize Judge Johnston for his more than 30 years of service and thank him for the contributions he has made to Campbell County. We would also like to present him with a gift as a small token of our appreciation.

Shameka Wright, Human Resource Generalist

3. Shameka Wright would like to present the following new employees:

Carter Tatum – Community Development

Thomas Brown – Public Works

Cari Ingram – Public Safety

Tilson Carwile – Public Works

Lorie Beneke – Commonwealth Attorney's Office

Josh Crews – Commonwealth Attorney's Office

RECOMMENDATION: No action is required.

Karen Danos, Registrar

4. [Introduction of New Electoral Board MEMBERS](#) (3 minutes)

Chuck W. Falwell, Jr. and Christopher Millson-Martula have been appointed to the Electoral Board and Karen Danos would like to introduce them to the Board of Supervisors.

RECOMMENDATION: No action is required.

Don Austin, Residency Administrator

5. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

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

- a.) [Proposed Abandonment of Route 773](#) - Located in the Altavista Election District, Route 773 was added to the state maintained road system in December of 1946. In December 2007, Campbell County received a letter from VDOT's Assistant Residency Administrator, Robert Brown, referencing a request by Mr. Jeremy Funderburk of Evington Iron Works to abandon Route 773 as a state maintained road. VDOT has reviewed the request and determined that Route 773 can be abandoned as a public road pursuant to Section 33.1 – 151 of the Code of Virginia, as amended.
- b.) [NAMING OF OTTER RIVER BRIDGES](#) - At the April 21st meeting Supervisor Goldsmith asked staff to draft a resolution requesting the Commonwealth Transportation Board and VDOT consider naming the bridges over Otter River in memory of Deputy Jason Saunders who was killed in the line of duty on April 3, 2007. A similar resolution will be considered by the Altavista Town Council at its meeting on May 13th.
- c.) [REALIGNMENT OF STATE ROAD 664](#) – Resolution to adopt into the secondary system of state highways the realignment of Rt. 664 in the Concord District. ([Map attached](#) electronically).
- d.) **RURAL RUSTIC ROAD DESIGNATION** – Section 33.1-70.1 of the *Code of Virginia*, permits the improvement and hard surfacing of certain unpaved roads deemed to qualify for designation as a **Rural Rustic Road**. The Rural Rustic Road program is for unpaved roads currently in the state system of secondary highways and maintained by VDOT. (Maps attached electronically). The following resolutions are attached for your consideration:

[Beth Lane, Rt. 786](#) (Brookneal) ([map](#))

[Kent Road, Rt. 808](#) (Altavista) ([map](#))

[Little Lane, Rt. 825](#) (Altavista) ([map](#))

[Ruckers Road, Rt. 775](#) (Concord) ([map](#))

RECOMMENDATION: Adopt items a-d.

- a.) **Staff recommends the Board approve and adopt the attached resolution to abandon**

State Route 773.

- b.) Staff recommends the Board adopt the attached resolution as presented to request the renaming of the Otter River bridges.**
- c.) Adopt the resolution to accept realignment of SR 664.**
- d.) Adopt the resolutions for Beth Lane, Kent Road, Little Lane, and Ruckers Road.**

ADMINISTRATOR'S ITEMS**R. David Laurrell, County Administrator****6. [Budget Adoption FY2009 Budget](#) (30 minutes)**

The Board held a budget public hearing on the night of May 5th relating to the proposed FY2008 - 2009 budget (ad included). The budget advertised includes a real estate tax rate increase of 3 cents per \$100 of assessed value to help pay for increased costs for state mandated programs, reductions in state funding to localities, and increased debt service for three large capital projects consisting of renovations and additions to Concord Elementary School, Rustburg to Concord water line, and improvements to the Courthouse and County building complex. A [budget synopsis reflecting the advertised budgeted](#) is provided here; no changes to the budget have been made since it was advertised.

At the April 21st Board meeting staff provided a list of possible areas for reduction to make up for the shortfall in state funding expected in FY 2009. This list included 14 non-personnel related expenditures and six personnel related expenditures. In addition to the original list three other items are provided for the Board's information at the bottom of the [attached document](#).

RECOMMENDATION: Staff recommends the Board:

- 1) Make any adjustments in expenditures as deemed appropriate;**
- 2) Make any adjustments in revenue as deemed appropriate;**
- 3) Adopt a budget along with corresponding tax rates;**
- 4) Authorize the reclassification of the County Assessor and Purchasing Agent positions as recommended in the budget message – page 5. (Total cost \$4,800 annually. This is based on routine comparative analysis.)**

Paul E. Harvey, Director of Community Development

7. [Erosion and Sediment Control Violation – STONE RIDGE Property Development – PERMISSION TO call bond.](#) (5 minutes)

The Stone Ridge entrance road project is in violation of the Erosion and Sediment Control ordinance, and is currently under a Stop Work Order. The owner/developer, Stone Ridge Property Development, has failed to comply with four Notice of Violation orders to correct deficiencies on site since July 26, 2007. Photographs of the site are included and current as of this date. The site is located off of Johnson Creek Road and was originally intended to be the entrance to a new subdivision.

RECOMMENDATION: Receive the updated report from staff. If the developer has failed to comply, authorize a draw against the cash surety and allow staff to engage a licensed contractor in accordance with procurement regulations. The contractor will perform the work needed to bring the site into compliance with the ordinance.

8. [Request for Water Line Extension and On-Site Sewage Treatment System – Johnson Mountain – Stone Ridge Property](#) (15 Minutes)

Campbell County Utilities and Service Authority forwarded the [attached request](#) for a water line extension and approval of an on-site sewage treatment system. The proposed infrastructure is intended to serve a residential development of approximately 400 single-family houses on Johnson Mountain in the Altavista Election District (and partially in Bedford County), which would require a future rezoning. The Board of Supervisors, under Chapter 18 of the Campbell County Code of 1988, has the authority to authorize CCUSA to proceed or not to proceed with the proposed extension of the water line. The Board also has authority to approve or deny the on-site sewage treatment system. CCUSA has indicated that the extension of the water line and construction of the other infrastructure is feasible provided all of their technical and financial requirements are met. The Board's policy is to consider requests for public utility extensions prior to moving forward with other necessary permits and rezoning actions.

RECOMMENDATION: Staff believes the request is not consistent with the land use and

utilities policies of the Comprehensive Plan, and that Johnson Creek Road is not able to safely serve the increased traffic resulting from medium-density development. Staff recommends the Board take action on this request as deemed appropriate.

Alan Lane, Director of Management Services

9. [Award of Courthouse - County Complex Bid and Funding for Capital Projects](#) (20 minutes)

Bids were solicited and received on the third of three capital improvement projects and staff is prepared to recommend [award to the low bidder, Jamerson Construction for the Phase I Master Plan Construction project](#). This project includes renovations and additions to the County Courthouse, construction of a new Citizen Service building, new Maintenance building and minor renovations to existing complex buildings including the Agricultural building. Staff is also requesting approval to enter into a [finance agreement to issue bonds](#) to pay for two capital projects already approved and appropriated consisting of renovations and additions to Concord Elementary School and the Rustburg/Concord Waterline project. If approved by the Board, the finance agreement would also include the third project for the renovations and additions to the county complex buildings included in the bid award request.

Clif Tweedy will brief the Board on the bids received for the Phase I project and then Alan Lane will update the Board on the resolution on bond financing.

As information, staff has attached a [Debt Service Schedule](#) that shows long term debt costs for existing VPSA Bonds and Literary Loans for school construction projects along with the estimated additional capital funding costs being proposed utilizing the VML/VACO Finance Program for the three new capital projects.

The finance agreement requires a [Board resolution](#) (attached) as well as a similar resolution from the School Board. The [loan agreement](#) (attached) as well as several other related documents requires the signature of the County Administrator as authorized by the Board.

Additionally attached are two supplemental appropriations:

1. [Public Works Projects, Capital Improvement Fund – Rustburg/Concord Waterline](#)

2. [Public Works Projects, Capital Improvement Fund – Phase 1 – Construction](#) (contingent upon Board approval of the Phase I Master Plan Construction project.)

RECOMMENDATION: Staff requests that the Board consider Mr. Tweedy's presentation concerning the award of the bid for the Phase I Master Plan Construction project. Secondly, staff requests that the Board consider Mr. Lane's presentation concerning the recommended funding process including the recommended finance agreement for capital projects approved by the Board. If both are considered favorably then staff recommends the following:

- 1) Staff recommends the Board approve the low bid, contingency, inclusion of a minimum of Additive Bid Items Nos. 1 & 4, and remaining miscellaneous items, totaling \$12,800,000.00; and, in order to prevent project delays, to authorize the County Administrator to approve change orders not to exceed the approved project budget.
- 2) Staff requests permission to enter into a finance agreement to issue bonds not to exceed \$34,275,000, including bond issuance costs, utilizing the VML/VACO Finance Program for bonds to be sold in mid June 2008 to pay for the two capital projects already approved, Concord Elementary School and the Rustburg/Concord Waterline, and for the proposed Phase I Master Plan for the county office complex. (The application amount would be reduced to \$21,475,000 if the courthouse project is not approved.)
- 3) Staff recommends the Board approve the Board resolution attached that authorizes the County Administrator to sign all required related documents relating to funding for the approved capital projects.
- 4) Staff recommends approval of the attached two requests for supplemental appropriation. (One is contingent upon Board approval of the Phase I Master Plan Construction project.)

10. [VRS Retirement Coverage for Public Safety STAFF](#) (5 minutes)

The General Assembly passed legislation effective July 1, 2007, allowing Political Subdivisions of the Virginia Retirement System to elect to provide for its law enforcement, fire and emergency medical technician employees a retirement allowance equal to the amount of creditable service multiplied by 1.85 percent of average final compensation. Currently the multiplier is 1.70% annually. The Public Safety Committee supported providing the higher multiplier of 1.85%. The resolution required by VRS is attached to the staff report on page 10-2.

RECOMMENDATION: Staff recommends the Board consider the request to increase the VRS retirement benefit for law enforcement officers and covered emergency medical technician employees; and, if the Board approved inclusion of this additional cost in the adopted FY2009 budget (Item #6 above), approve the enclosed resolution to increase the multiplier to 1.85% effective July 1, 2008.

Kristin B. Wright, County Staff Attorney

11. [Permission to Advertise – Code Update](#) (15 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 amended text for all chapters is available electronically with a paper copy available in the County Administrator's Office or on request. The summary of all changes is included in the attached memorandum. The bulk of the proposed changes are mandatory, state code citations, or editorial amendments. Kristin Wright will review the proposed changes at the meeting.

Complete Chapters are listed below & included electronic only:

Chapter 1	Chapter 5	Chapter 9	Chapter 13	Chapter 20
Chapter 3	Chapter 6	Chapter 10	Chapter 14	Chapter 21
Chapter 4	Chapter 8	Chapter 12	Chapter 15	Chapter 22

RECOMMENDATION: Staff recommends the advertisement of a public hearing to solicit public comment to update the Campbell County Code for the July 7, 2008 Board of Supervisors meeting.

R. David Laurrell, County Administrator

12. [Change of Dates for Christmas Holiday](#) (5 minutes)

Each year in January the Board authorizes dates for holiday observance for the coming year.

When possible we consider having holiday dates consistent with state closings as a matter of convenience for the public. This year Christmas falls on a Thursday and the Christmas and Christmas Eve holidays would normally be Wednesday and Thursday. The state has changed its schedule from Wednesday and Thursday to Thursday and Friday.

RECOMMENDATION: Staff and the Administration/Management Services Committee recommend that the Board change the dates for the Christmas holiday closings from Wednesday, December 24th and Thursday, December 25th to Thursday, December 25th and Friday, December 26th.

13. CONSENT AGENDA (5 minutes)

Following are consent agenda items for the Board's review.

- a.) APPROPRIATIONS – Appropriations are attached for your consideration.
- b.) Historic Courthouse Roof Replacement - Various efforts to fix the small roof leaks in several areas of the Historic Courthouse have been made with limited success. Several roofing contractors were contacted to determine how to seal the leaks and they all said the only sure way to prevent leaking is to replace the roof. The Public Works Committee recently discussed the option of replacing the roof instead of the HVAC upgrades currently scheduled for this year; the amount of the roof repair is similar to the amount budgeted for the HVAC upgrade which is now estimated to be much higher and will be budgeted in futures years. Specifications were prepared and five companies submitted bids for the replacement per the attached spreadsheet. Staff recommends award of the bid to Melvin T. Morgan, the low bidder at \$47,852. Also a contingency of \$7,500 is requested for any unexpected change orders. Funds are available in the CIP for this project
- c.) Transfer of Appropriation for Preventive Maintenance Line – Currently our Preventive Maintenance line is depleted (-\$14,644.31) due to a number of unexpected HVAC repairs. There are other invoices now pending for the Courthouse, Social Services and Rustburg Library in the amount of \$4,000.00 in which we have not been billed. Staff recommends the transfer of \$28,000.00 to cover these unforeseen expenditures and to continue funding for the remainder of FY-08. Funds were originally budgeted in Ballfield Maintenance for additional ballfields to come on line this past year that have not been developed. Also, we had a dry summer and fall and did not need as many cuts as anticipated during FY 2008. There was a significant reduction in funds requested in this line item for FY-09 to reflect these changes for next year.
- d.) VOLUNTEER FIRE & EMS EMERGENCY SERVICES INSURANCE - The Campbell County

Emergency Services' property, liability casualty, accident, and health insurance coverage will expire July 1, 2008. This policy provides coverage for all rescue squad and fire department volunteers and equipment. The Board approved the use of the competitive negotiation process to obtain insurance quotes at their 3 March 2008 meeting; Chesterfield Insurers Inc., our current insurance provider, was the only respondent. The Insurance Review Committee was comprised of staff and volunteer personnel.

RECOMMENDATION: Approve items a – d.

- a.) **Approve the appropriations.**
 - b.) **Award the bid for replacement of the Historic Courthouse Roof to Melvin T. Morgan for \$47,852. Also approve a contingency of \$7,500 for any unexpected change orders and authorize the County Administrator to sign the required documents.**
 - c.) **Staff recommends approval of transfer of appropriation in the amount of \$28,000 to fund HVAC repairs in the Preventive Maintenance line for the remainder of FY-08.**
 - d.) **Staff and the Insurance Review Committee recommend the Board authorize staff to negotiate and execute a final contract for Volunteer Fire and EMS property, liability, casualty, accident and health insurance with Chesterfield Insurers.**
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 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 at the Seneca Commerce Park, in the area of the Campbell County Landfill, and o Livestock Road ([item 1](#), [item 2](#) and [item 3](#)) and with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss matters [related to personnel](#) in the Commissioner of Revenue's Office.

AGENCY MINUTES AND REPORTS

- 17. [Administration/Management Services Minutes](#) May 5, 2008
- 18. [Campbell County Economic Development Commission Minutes](#) March 3, 2008
- 19. [Library Board Minutes](#) March 17, 2008

INFORMATION ITEMS

- 20. [Appropriations and Transfers](#) by County Administrator May 19, 2008
- 21. [Boxley – Concerns](#) - Cunningham May 9, 2008
- 22. [Boxley – Letters of Concern](#) – Clay and Rakes May 6, 2008
- 23. [Serving the Aging Citizen](#) May 5, 2008
- 24. [Storm Water Concerns in Russell Springs Subdivision](#) May 12, 2008

