

## ADMINISTRATOR'S REPORT

September 11, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator **R. David Laurrell** 9/11/2008

RE: September 15, 2008 Board of Supervisors Meeting

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

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

October 10, 2008 [Board of Supervisors Planning Session](#)

1. APPROVAL OF MINUTES - [August 18, 2008](#) - Regular Meeting

### APPEARANCES

Shameka Wright, Human Resource Generalist

#### 2. INTRODUCTION OF NEW EMPLOYEES

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

Teresa Gibson – Commonwealth Attorney's Office

Michele Roakes – Commissioner of Revenue

Bonnie Woosley – Commissioner of Revenue

Meghan Fimian – Social Services

Leslie Ramirez – Social Services

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

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

Mark Roberts, Holiday Lake 4-H Center

4. [Holiday Lake 4-H Educational Center](#) - (15 minutes)

The Holiday Lake 4-H Center is a regional 4-H camp that provides services to approximately 300 Campbell County youth annually. The Center is currently in the process of establishing an endowment fund for maintenance activities at the facility and would like to request the Campbell County Board of Supervisors provide a one-time contribution of \$10,000. Please find enclosed separately a packet from Preston Willson, President of the Center, regarding activities at the camp and the request they are making.

**RECOMMENDATION: Following the request from the Holiday Lake 4-H Educational Center please advise staff if the Board would like to include this one-time endowment request in the upcoming budget process for FY 2010, or take other action as appropriate.**

Elizabeth M. Narehood, Extension Agent 4-H Youth, Acting Unit Coordinator

5. [Introduction of Todd Scott, Agriculture Extension Agent](#) (2 minutes)

Elizabeth Narehood would like to introduce to the board the new Campbell County Extension Agent, Agriculture and Natural Resources.

**RECOMMENDATION: Board recognizes the recent hire of Todd Scott, Agriculture Extension Agent for the Virginia Cooperative Extension - Campbell County Office.**

## ADMINISTRATOR'S ITEMS

Anne Blair, Director of Information Technology

6. [Information Technology Update to the Board](#) (10 Minutes)

The Information Technology Department would like to take this opportunity to address the Board as to projects completed during the past year. [An annual report is attached.](#)

**RECOMMENDATION: No formal action is required.**

R. Aubrey Cheatham, Public Safety Director

7. [RADIO EQUIPMENT COMBINERS FOR COMMUNICATIONS SYSTEM UPGRADE](#)

The County's multi-year project to upgrade and enhance our communications system should be completed in the next several months. The last pieces of radio equipment needed to be ordered for project completion are two (one for the Brookneal site and one for the Concord site) combiner-multi couplers which combines the multiple transmit signals, and couples the multiple receive signals; due to Campbell County's channels being extremely close together in the frequency spectrum, the design is very intricate and costly.

Companies well known for their equipment in the communications sector and ones that produce combiners-multi couplers were contacted for a design quote. Attached are the responses received ([RFS Celwave, attachment 1](#) – [TX-RX Systems, attachment 2](#) – [Sinclair Technologies, attachment 3](#).) Sinclair Technologies responded with a designed system that is possible, practical, and much more cost efficient than the others. ([Attachment 4 is a copy of their quote.](#))

Only purchase of the equipment itself is necessary, since the VHF radio vendor will be installing it. Going out with an Request For Proposal or Bid for the equipment will do nothing more than increase the equipment costs, since the industry norm is 10% or more mark-up on all equipment purchases by a reseller or sub-vendor. Therefore, a sole source for the Radio Equipment Combiners for the Communications System Upgrade would be fiscally advantageous and in the best interest of the County.

**RECOMMENDATION: Staff and SSI Services, our consultant, recommend the Board**

**determine Sinclair Technologies as the sole source practicably available for purchase of the combiner-multi couplers and approve purchase not to exceed \$42,848.40. Funds have been budgeted and are available in the communications upgrade CIP.**

Mike Davidson, Economic Development Director

8. [Industrial Incentives Evington Iron Works](#) (5 minutes)

Evington Iron Works is an existing company that has been in business since 2003. Presently Evington Iron Works occupies a 6,000 sq. ft. facility in Evington and employs 8 people. The rezoning process for this expansion has already started, therefore the discussion to award industrial incentives must occur in open session.

Evington Iron Works desires to expand their business by acquiring an existing building and making expansions estimated to be a capital investment of \$190,000. In addition to the building expansion, additional machinery and tools will be acquired totaling \$192,500. This expansion will result in the creation of 5 new jobs with an average hourly wage of \$13.00. Under our existing industrial incentive policy this expansion qualifies for an economic stimulus grant of \$4,700 and an employment assistance grant of \$800, for a total of \$5,500. A performance agreement will be required, and staff recommends the grants be disbursed in two payments, with the first payment being disbursed upon completion of the building portion of the project and the final payment being disbursed upon completion of the terms of the performance agreement. The return on investment to the county is 2.3 years.

**RECOMMENDATION: Staff recommends the Board of Supervisors approve the award of \$5,500 in industrial incentives to Evington Iron Works and approve the attached supplemental appropriation.**

9. [Industrial Incentives Graham Packaging](#) (5 minutes)

On July 21, 2008 the Board of Supervisors authorized by consensus in closed session industrial incentives to Graham Packaging for its expansion project, for an amount not to exceed \$180,000.

Graham will invest an additional \$12.07 million in a combination of building expansion, new and used equipment being moved to this facility, and improvements to the existing building infrastructure – such as electrical upgrades, etc. – to accommodate the new equipment. The installation

cost of the equipment and the upgrades to the new building will be capitalized in the new equipment costs so that it is taxed at machinery & tools rates. Graham will guarantee the creation of 10 new full-time jobs, with the potential creation of more jobs.

The Town of Altavista will be providing incentives, and we have received a \$50,000 Tobacco Region Opportunity Fund grant from the Virginia Tobacco Indemnification and Community Revitalization Commission for this project. We will require a performance agreement and pay the incentives in four payments. The return on investment for the county is 2.2 years.

**RECOMMENDATION: Staff recommends the Board of Supervisors approve in open session the award of industrial incentive funding to Graham Packaging, for an amount of \$180,000.**

## 10. CONSENT AGENDA

### a.) [APPROPRIATIONS](#)

### b.) [Determination for RFP; ON-CALL REPAIR SERVICES, SCHOOLS AND COUNTY](#)

Contracts for on-call repair services for Electrical, Utility and Hot Water & Steam Boiler will expire soon. These contracts are used by both the Schools and County maintenance departments on an as-needed basis or emergency repair basis. In the past, these services have been secured using the competitive negotiation process and needs the Board's approval.

### c.) [Health Insurance Fund](#)

The original FY2009 budget for the self-insured Health Insurance Fund was based on the assumption that the premium contributions for both employer and employees would remain the same as for the previous year. It was later determined that the strength of the fund reserves

along with the recent reduction in the claims cost experience would justify a small percentage reduction in the premium contributions needed for FY2009.

d.) [INFORMATION TECHNOLOGY SERVER VIRTUALIZATION PROJECT](#)

Campbell County's Information Technology Department included funding in the CIP for annual individual server maintenance and replacement. Since the budgeting process was completed, staff has researched and recommends using a portion of the funds budgeted to provide a more efficient use of server hardware and software using virtualization technology. Virtualization will provide for running multiple virtual server operating systems on a single physical computer, lower cost of ownership, and less cooling needs. Total cost for implementation, configuration and training will not exceed \$12,033.00. Sufficient funds were budgeted in the County CIP for server maintenance and replacement in line item – 4-302-094110-0065.

Information Technology has determined that only one source, Virtual IT, Inc., is practicably available for the procurement of the implementation, configuration and training associated with the server virtualization project. The decision to move forward with using implementation, configuration and training on the virtualization technology by Virtual IT, Inc. was presented to and supported by the Administration/Management Services Committee.

## **RECOMMENDATIONS:**

- a.) **Approve the Appropriations**
  
- b.) **Determine that competitive sealed bidding is not practicable or fiscally advantageous and authorize Central Purchasing to use the competitive negotiation process to select a firm or firms to provide on-call repair services for Electrical, Utility and Hot Water & Steam Boiler.**
  
- c.) **Staff requests Board approval of the attached Request for Supplemental De-appropriation**

**for the joint Health Insurance Fund for FY2009. There is no impact on the Health Insurance Fund balance.**

**d.) The Administration and Management Services Committee and staff recommend the Board determine Virtual IT, Inc. as the sole source practicably available for implementation,**

### **APPOINTMENTS**

#### 11. APPOINTMENTS

- a.) An [updated list of appointments](#) is attached for your consideration.
- b.) [Appointment of Zoning Administrator](#)

The County Code establishes the position of Zoning Administrator and provides that the individual shall be appointed by the Board of Supervisors.

**Recommendation: Staff recommends the Board authorize the appointment of R. Carter Tatum as Zoning Administrator.**

### **MATTERS FROM THE BOARD**

#### 12. MATTERS FROM THE BOARD

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

### **CLOSED MEETING**

#### 13. CLOSED MEETING

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.

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***NOTICE***

***The October 6, 2008 Board of Supervisors Meeting will be held at Rustburg High School beginning at 7:00 p.m.***

**AGENCY MINUTES AND REPORTS**

- |     |   |                    |
|-----|---|--------------------|
| 14. | <a href="#">Administration/Management Services</a>          | September 02, 2008 |
| 15. | <a href="#">Brookneal Campbell County Airport Authority</a> | July 23, 2008      |
| 16. | <a href="#">Community and Economic Development</a>          | July 7, 2008       |
| 17. | <a href="#">Public Works</a>                                | July 21, 2008      |
| 18. | <a href="#">School Board - Regular and Special Session</a>  | July 21, 2008      |

**INFORMATION ITEMS**

- |     |  |                 |
|-----|--|-----------------|
| 19. | <a href="#">Audit Letter on State Funds by Constitutional Officers</a> | August 21, 2008 |
|-----|--|-----------------|

20. [Boxley – Letter from C. L. Lewis and Company, Inc.](#) August 26, 2008
21. [Boxley – Letter of Concern from Virginia F. West](#) August 30, 2008
22. [Letter from Mayor Campbell of Brookneal](#) August 21, 2008
23. [Report on Delinquent Taxes](#) August 2008
24. [Report on Taxes Collected](#) August 2008
25. [School Board Meeting Dates](#) September 2008
26. [Transmittal of State Funding Reduction Election](#) August 21, 2008