

ADMINISTRATOR REPORT
January 30, 2020

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: February 4, 2020 Board of Supervisors Meeting

5:00 PM - Work Session on FY21 Budget Revenues

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Watts
Moment of Silence

1. APPROVAL OF MINUTES

[REGULAR MEETING – DECEMBER 3, 2019](#)

[REGULAR MEETING – JANUARY 7, 2020](#)

2. APPEARANCES

- a. BONNIE SVRCEK, LYNCHBURG CITY MANAGER, ANDREW LAGALA – Mrs. Svrcek and Mr. LaGala will offer a [presentation](#) to the Board regarding the creation of a regional airport authority.

Attachment: [Letter from Bonnie Svrcek](#)

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

- a. [BUDGET PUBLIC FORUM](#)

At the Public Forum on Fiscal Year 2021 Budget Planning, residents are invited to share recommendations on budget planning priorities for the upcoming year.

Mary H. Pascale, Director of Recreation

- b. [TIMBROOK PARK DEVELOPMENT PLAN/PLAYGROUND](#)

Timbrook Park is Campbell County’s most visible park. Several improvements have been made to the park recently, including sod and seed for the football field, fencing between the parking lot and ball fields, and indoor bathroom facilities. Because of donors, youth association assistance, volunteer labor, and staff, the cost of the recent improvements came in well under budget.

The current playground equipment is approximately 10 years old and in need of replacement. Staff had originally requested to delay the playground equipment replacement until future CIP funds were available, but because of those cost saving measures, there is enough funding available

to purchase the playground equipment and additional fencing to separate the new playground from the parking lot.

RECOMMENDATION: Staff of the Parks and Recreation Department respectfully requests approval to proceed with the removal of old playground equipment and the purchase and installation of the new playground equipment, as well as the installation of additional fencing around the playground to separate the new playground from the parking lot.

Clifton M. Tweedy, Deputy County Administrator

c. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$14,910.08 from the county attorney for services provided from December 19, 2019 through January 21, 2020.

Services

General Representation:	\$4,290.00
Real Estate Tax Collection:	\$4,212.00
Personal Property Tax Collection:	\$2,379.00
Miscellaneous Matters:	\$1,989.00
Real Estate Closing Services:	\$275.00

Expenses Paid

General Representation:	\$15.08
Real Estate Tax Collection:	\$1,682.40
Personal Property Tax Collection:	\$52.65
Miscellaneous Matters:	\$14.95

c. **USDA SHERIFF'S DEPARTMENT GRANT – SUPPORT RESOLUTION**

Staff from USDA Rural Development and the Sheriff's Department have been working together on an application for a \$50,000 grant. These grant funds would be applied toward the acquisition costs of department vehicles. The USDA application process requires a resolution of the Board of

Supervisors endorsing the grant application. A copy of the [resolution](#) is attached for your consideration.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$14,910.08;**
- c. Approve the attached resolution.**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING

- a. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal pertaining to possible or pending litigation related to the Region 2000 Services Authority.
- b. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- c. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

7:00 P.M.

8. PUBLIC HEARINGS

Kristin Wright, Staff Attorney

- a. [PUBLIC HEARING – DISPOSAL OF 8 FORMER DELINQUENT TAX PROPERTIES AS SURPLUS](#)

The county presently owns eight parcels of land that were acquired through delinquent tax sales. The Board, at its January 7 meeting, gave permission to advertise a public hearing to declare these properties surplus prior to auctioning them in order to return the properties to private ownership and the tax rolls. Prior to any sale or conveyance of County-owned parcels, Virginia Code section 15.2-1800 requires a public hearing in order to declare the property surplus. The property in question is eight parcels scattered throughout the county as listed on the newspaper advertisement, [attached](#).

RECOMMENDATION: Staff recommends that a public hearing under 15.2-1800 take place, and after receiving input from citizens, that the Board declare the eight parcels surplus, and further, make a determination as to how to dispose of such surplus property.

***RECESS TO MULTI-USE ROOM FOR WORK SESSION REGARDING PUBLIC SAFETY RADIO SYSTEM.**

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9. AGENCY MINUTES AND REPORTS

- a. Social Services [December 18, 2019](#)
- b. Robert E. Lee Soil & Water Conservation District [December 12, 2019](#)

10. INFORMATIONAL ITEMS

- a. Expenditure Revenue Summary [December 2019](#)
- b. Treasurer's Report [December 2019](#)
- c. Unassigned Cash Fund Balance [December 2019](#)
- d. Approved School Board Meeting Dates [January 2020](#)
- e. Board Committee Assignments 2020-2021 [January 2020](#)
- f. Library News [January 2020](#)

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 1/21/20

Tuesday, February 4th –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, February 11th –

- 5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)
- 6:00 PM – FAC

Monday, February 17th –

- 6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, February 18th –

- 6:00 PM – Mandatory Conflict of Interest Training
- 7:00 PM – Board work session with School Board

Tuesday, March 3rd –

6:00 PM – Regular Administrative Business Meeting
7:00 PM – Public Hearings

Tuesday, March 17th –

6:00 PM – Board work session – topic TBD

Tuesday, April 7th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, April 14th –

6:00 PM – Budget work session

Thursday, April 16th –

6:00 PM – Budget work session (if needed)

Tuesday, April 21st –

6:00 PM – Board work session – topic TBD

Tuesday, May 5th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings (Budget)

Tuesday, May 12th –

6:00 PM – Final Budget Presentation

Tuesday, May 19th –

6:00 PM – Board work session – topic TBD

Tuesday, June 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, June 9th –

5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)

6:00 PM – FAC

Monday, June 15th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, June 16th –

6:00 PM – Board work session – topic TBD

Tuesday, July 21st –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 18th –

6:00 PM – Board work session – topic TBD