

ADMINISTRATOR REPORT
October 1, 2020

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: October 6, 2020 Board of Supervisors Meeting

5:00 PM - Broadband Authority

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

1. APPROVAL OF MINUTES

[WORK SESSION – AUGUST 18, 2020](#)

[JOINT MEETING WITH SCHOOL BOARD – SEPTEMBER 15, 2020](#)

2. APPEARANCES

a. UPDATE ON WIRELESS BROADBAND PROJECT

Mr. Warren Kane, CEO of B2X Online, Inc., will provide an update to the Board regarding the ongoing wireless broadband project.

At the Board's direction the County has entered into a partnership with B2X Online to extend wireless broadband service to unserved areas of the County. This project will enhance distance learning and telework opportunities for residents in the project areas. Mr. Kane will appear before the Board monthly to provide an update on the project status.

RECOMMENDATION: Staff recommends the Board receive the presentation and ask any questions they may have.

3. ADMINISTRATOR'S ITEMS

Clifton M. Tweedy, Deputy County Administrator

a. [RUSTBURG MIDDLE SCHOOL PPEA COMPREHENSIVE AGREEMENT AUTHORIZATION](#)

As outlined in the attached memorandum, the Board of Supervisors and School Board have taken a number of steps over the past 28 months to plan for the construction of a new school to replace Rustburg Middle School. The next step is the authorization of the [Comprehensive Agreement](#) with Blair Construction in keeping with the PPEA RFP process. This agreement is very similar to a normal construction contract with some additional details that clarify the process. It also contains 15 exhibits that add clarification to the agreement.

Staff has worked with Tim Clarke, owner of Blair Construction, to finalize the Comprehensive Agreement, with the two most important details being the cost and schedule of the project. A Construction Cost Limit agreement of \$41,340,000 has been reached and the new school is scheduled to be ready for the 2022-2023 school year, with final site work being completed in the fall of 2022. Authorizing the Comprehensive Agreement will allow this project to continue to move forward on the aggressive schedule previously adopted by the Board. This Agreement formalizes the commitment of both the County and the Blair Construction team to finalize the design and start construction early next year.

RECOMMENDATION: Following any questions from the Board, authorize County Staff to execute all documents related to the Comprehensive Agreement between Campbell County and Blair Construction, Inc. for the design and construction of the new Rustburg Middle School.

Frank J. Rogers, County Administrator

b. [CARRYOVER REQUESTS FY2020 TO FY2021 & ENCUMBRANCES](#)

At the end of each budget year, Departments and agencies submit requests to carryover funds into the next budget year. These requests reflect funds that were previously budgeted in Fiscal Year 2020 but for a variety of reasons were unspent prior to June 30th. This year's carryover requests from the General Fund totaled \$284,809. Of that, staff is recommending that \$245, 997 be approved.

In the Capital Improvement Plan (CIP), carryover requests total \$2,801,065. Staff is recommending that \$2,417,620 be carried over. It is important to note that the Capital Improvement Plan is a five year plan and funds within each year of the plan are oftentimes budgeted in anticipation of accruing over the five year period to fully fund projects and needs.

Requested carryovers in the Solid Waste Fund total \$144,620. Staff recommends the whole amount be carried forward. Staff also recommends that the full request of \$999,360 for revenue sharing roads be carried over as these are funds dedicated to specific road projects.

In addition to the requested carryovers, departments have also encumbered funds that have as of yet not been expended. The School Operations Fund encumbrances are primarily in the areas of textbooks, technology purchases and support, telecommunications, equipment repair and replacement, contracted services - maintenance & grounds, purchased services, materials & supplies and various grants including the School Construction Grant.

Attachment: [FY20 Carryover Requests](#)

RECOMMENDATION: Staff recommends that the Board approve the above carryover and encumbrance requests in the County Funds along with encumbrances for the Schools. Individual expenditure line information for County funds is attached for County carryovers.

c. [FYE2020 PRELIMINARY FINANCIAL STATEMENTS](#)

Attached is preliminary financial information for the Board to review for the fiscal year that ended on June 30, 2020. This financial information has not yet been audited and is subject to change. FYE 2020 revenues remaining to be collected in August and September are estimates only. As in

past years, there are a number of recommendations for the Board's consideration. The attached analysis provides additional information related to staff's recommendations.

Attachments

- [FYE General Fund Analysis – Preliminary Year Ending](#)
- [Summary Table 2015 to 2020](#)

RECOMMENDATION: Staff requests the Board accept the Preliminary Financial information for FYE 2020 that ended June 30, 2020 for review and consideration. Any significant future audit adjustments will be reported to the Board, as they become known.

Staff recommends the Board take the following action:

- 1. Accept the Preliminary Financial General Fund Analysis as attached;**
- 2. Assign reverted General Fund dollars of \$1,000,000.000 to Future School Maintenance to set aside for the maintenance of school buildings in the division;**
- 3. Assign reverted General Fund dollars of \$240,663 to Future Economic Development Incentives for the future funding of incentives to businesses; and**
- 4. Assign reverted General Fund dollars of \$561,547 to Future Debt Service Payments to set aside additional monies for future incurred debt.**

d. [CARES ACT FUNDING](#)

On June 2nd of this year, the County received \$4,788,505 in CARES Act funding to offset local impacts of the COVID-19 Pandemic. On August 12, 2020 the County received its second half allocation of CARES Act funds again in the amount of \$4,788,505. Pursuant to guidance received for use of the funds, \$191,592.55 is earmarked for the Town of Brookneal and \$594,320.78 is earmarked for the Town of Altavista. This leaves \$8,791,096.67 available to the County.

Upon receipt of the second allocation, staff has continued to evaluate the impact of the COVID-19 pandemic. Guidance received for use of the funds includes a provision "...that funding can be used to meet payroll expenses for public safety, public health, health care, human services and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." The guidance goes on to further clarify that: "...as a matter of administrative convenience in light of the emergency nature of this program, ...a local government...may presume that payroll cost for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency..."

Based upon this guidance, staff is recommending the Board utilize the balance of available CARES Act funding to offset payroll expenses for public safety employees that have been incurred since the onset of the pandemic. The duties of staff in these positions has significantly changed in light of the precautions taken as a result of the pandemic. The attached chart reflects utilization of CARES Act funds in accordance with this strategy.

Attachments:

- [CARES Act Guidance – September 2, 2020](#)
- [CARES Act Funding Summary](#)

RECOMMENDATION: Staff recommends the Board authorize the County Administrator and staff make the necessary budget adjustments to utilize CARES Act funding for public safety payroll expenses.

e. [PROPERTY ACQUISITIONS](#)

Over the past several months, the Board of Supervisors has authorized staff to negotiate the purchase of various parcels with the intent of putting those parcels to use for future public facility needs. To date, various contracts of purchase have been negotiated with the Board's consent. In order to finalize the land transaction, a formal, public vote of the Board is required to authorize the County Administrator to finalize the purchase contracts for each parcel and to institutionalize the Board's direction and affirmation of the purchase and terms.

RECOMMENDATION: Staff recommends the Board of Supervisors make and approve a motion as follows: "Pursuant to direction given in closed session, I move that we now openly authorize and ratify the contracts on Campbell County Parcel Nos. 34A-13-D-24, 34A-A-21, 34A-13-E-28, 34A-13-E-29, 34A-13-E-30, 34A-13-E-31, and 34A-13-E-32 and both direct and authorize the County Administrator to sign any and all documents (subject to review as to form by the County Attorney) necessary to close the purchase of these parcels."

Kristin B. Wright, Staff Attorney

f. [PERMISSION TO ADVERTISE – NEW CEMETERY](#)

Virginia Code Section 57-26 requires that no cemetery, other than those in churchyards or for the private burial of family members only, can be established in the county, "unless authorized by appropriate ordinance subject to any zoning ordinance duly adopted by the governing body of such county." We have received the first request since the year 2000 for a new cemetery.

The cemetery being proposed would serve Grace Baptist Church on Gladys Road in Altavista, but would not be adjacent to the church and therefore would not qualify for the churchyard exception. There is an existing church cemetery adjoining the building, but it does not have much more room and Jeannette Briggs, a church member, has donated other property for additional cemetery space. This property is located near 852 Wyatt Miles Road in Gladys, and will consist of 5 acres out of a 146.3-acre parcel with a tax map number of 87-A-19. Section 57-26 also requires the consent of the owners of all residences within 250 feet of the proposed cemetery, and those consents have been received and are [attached](#). Passing an ordinance to establish a cemetery requires a public hearing under 15.2-1427, and such a hearing is proposed for the November 5 board meeting.

RECOMMENDATION: Staff recommends the discussion of the matter, and if the Board sees fit, advertisement of a public hearing to be held at the November 5, 2020 Board of Supervisors meeting.

Clifton M. Tweedy, Deputy County Administrator

g. [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 \$15,543.95 from the county attorney for services provided from August 19, 2020 through September 22, 2020.

Services

General Representation:	\$7,390.50
Real Estate Tax Collection:	\$1,579.50
Personal Property Tax Collection:	\$780.00
Miscellaneous Matters:	\$741.00

Expenses Paid

Real Estate Tax Collection:	\$5,038.00
Personal Property Tax Collection:	\$14.95

c. **RESCHEDULE NOVEMBER MEETING**

The Board's November regular meeting falls on Tuesday, November 3rd, which is Election Day. Because Election Day is not a holiday, it does not automatically move to the Thursday as prescribed by the Board.

At the September 1st Board meeting, Mr. Ed Foster suggested that the Board consider rescheduling the November regular meeting to Thursday, November 5th. After polling the Board members, changing the meeting date was suitable. The meeting would still begin at 6 p.m. with public hearings scheduled for 7:00 p.m.

d. **CHARLOTTE COUNTY – REQUEST TO WAIVE PERMIT FEE**

Mr. Daniel Witt, Charlotte County Administrator, has informed County staff that Charlotte County will be installing a new public safety P25 Communication System, which involves modifications and improvements to five cellular towers. One of the towers is located on Sugar Hill Road in Campbell County.

Mr. Witt has asked that the Campbell County Board of Supervisors consider approval of his [request](#) to waive the permit fees for the modifications and upgrades at the tower site located in Campbell County.

e. **PAY AND CLASSIFICATION PLAN – REFORMATTING**

For decades Campbell County has used a “grade and step” pay plan/scale (Plan) to place and compensate staff members for their respective levels of service. Over time a variety of compensation adjustments have been made that make the administration of the existing grade/step model cumbersome and difficult for employees to understand. It can also create constraints related to compensation negotiations for new hires that do not fit neatly into an existing grade/scale. This has been further complicated by recent strategies to provide different across the board raises for employees vs. employees of public safety and flat across the board raises versus percentage increases. In short, it is time to restructure the pay and classification plan to accurately reflect the organization and to better facilitate administration and understanding of the plan.

The change requires no funding adjustments or changes to salaries. It merely creates a cleaner and simpler tool that can be applied to and easily read by all segments of the employee pool. Positions in similarly-rated “grades” would be merged into one of six bands, representing our current grade and step plan/scale and salary ranges.

Attachments:

- [Current Pay Plan](#)
- [Proposed Pay Bands Plan](#)

RECOMMENDATIONS: Staff recommends the Board:

- Approve the appropriations as presented;**
- Approve the County Attorney invoice of \$15,543.95;**
- Reschedule the November regular meeting date from November 3 to November 5, 2020;**
- Waive the permit fee for Charlotte County;**
- Authorize the pay plan format conversion as discussed to shift the current pay plan and scale to a more easily-read and maintained format, based on current position and salary values. Staff likewise seeks approval to update any required documents/policies essential to communicating this change.**

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

- 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.

- b. 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 regarding the Region 2000 Services Authority.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearings were advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – 2985 MARYSVILLE ROAD](#)

#PL-20-133 - This request is from William Calloway, Sr. for a special use permit to operate an automobile graveyard on property zoned Agricultural. The property is located at 2985 Marysville Road, Altavista, VA, and in the Brookneal Election District. As per the Comprehensive plan the property is located in an area designated as rural. [Staff report is attached.](#)

Mr. Calloway currently has a number of inoperable vehicles on the property. To bring the property into compliance, the applicant is requesting a special use permit to allow for the storage of the vehicles on the property. The applicant purchases old vehicles and uses some of the parts. The vehicles remain in storage on the property until he is ready to have them recycled or destroyed. County code requires that automobile graveyards be screened by a barrier at least 8 feet in height, and tall enough that the items stored are not visible from the road. The applicant has shown that there is existing vegetation for screening. Topography will help to screen vehicles placed to the rear of the dwelling from the road. This existing vegetation may need to be supplemented to meet the screening requirement.

RECOMMENDATION: The Planning Commission recommended denial of this request by vote of 6-0.

- b. [REZONING REQUEST – 369 PLEASANT HILL ROAD](#)

#PL-20-151 - This request is to rezone 6.49 +/- acres from Agricultural to Residential – Single Family for use as a single-family subdivision. The property is located at 369 Pleasant Hill Road, Lynchburg, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Residential – Single Family for use as a single-family subdivision. The concept plan shows a proposed four (4) building lots for single-family dwellings, one of which would have an existing single-family dwelling. The proposed lots would have frontage on Pleasant Hill Road and meet the required minimum lot area and lot width. The request is not proffered, so the proposed survey and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

c. [SPECIAL USE PERMIT REQUEST – SUNNYMEADE ROAD](#)

#PL-20-153- This request is from Amanda MacLeod with Lynchburg Landscapes, Inc. for a special use permit to allow the bulk storage and sale of mulch, stone, and gravel on property zoned Agricultural. The property is located on Sunnymead Road, Rustburg, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

Lynchburg Landscapes is moving and expanding their existing business onto this property. The applicant will be constructing and operating a landscape business and nursery on the property, which are permitted uses in the Agricultural zoning district. They also plan to offer bulk storage of mulch, stone, and gravel for the landscape business, which would also be available for sale to the public. The bulk storage and sale of mulch, gravel, rock, sand, soil, and other similar landscaping materials requires a special use permit in the Agricultural zoning district. The storage bins would be toward the back of the property with natural covering maintained to shield the view from surrounding properties.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with the request, by vote of 5-0 citing good zoning practice.

d. [REZONING REQUEST – 21886 TIMBERLAKE ROAD](#)

#PL-20-139 - This request is to rezone 11.44 +/- acres from Business – General Commercial to Residential – Multi Family in order to construct a patio home development. The property is located at 21886 Timberlake Road, Lynchburg, VA, and in the Sunburst Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density commercial and medium to high density residential. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Residential – Multi Family in order to construct a 60-lot patio home development. An existing dwelling and accessory buildings on the property would be demolished for the proposed development. The development would include a clubhouse and pool. The development would be served by public water and public sewer provided by CCUSA. The Project Evaluation Committee met on August 14, 2020 to review the request. A summary of comments from that meeting are included in the packet.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 4-3 citing good zoning practice.

Kristin Wright, Staff Attorney

e. [PUBLIC HEARING – DOMINION EASEMENT REQUEST](#)

Dominion Energy Virginia has requested an underground easement at Seneca Commerce Park beginning at Wards Road approximately 380 feet south of Ewing Drive. The easement will run

east to a power pole approximately 320 feet, and will be 20 feet wide for most of that length, except for the first fifty feet closest to Wards Road, where it will be 30 feet wide. This property is located in the Spring Hill Election District. Public Works Director Clif Tweedy received this request and has conferred with staff and representatives of Dominion.

Virginia Code 15.2-1800 requires a public hearing whenever the County grants a utility easement. Attached is the [public notice](#) that appeared in the Lynchburg News & Advance.

Attachment: [Right of Way Agreement](#)

RECOMMENDATION: Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Administrator to execute documents granting Dominion the easement.

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9. AGENCY MINUTES AND REPORTS

- a. Library Board [July 20, 2020](#)
- b. Planning Commission [July 27, 2020](#)
- c. Robert E. Lee Soil & Water Conservation District [July 23, 2020](#)
- d. Robert E. Lee Soil & Water Conservation District [August 27, 2020](#)
- e. Social Services Board [August 19, 2020](#)

10. INFORMATIONAL ITEMS

- a. Expenditure/Revenue Summary [July 2020](#)
- b. Library News [August 2020](#)
- c. Social Services Annual Report [September 2020](#)

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 8/17/2020

Tuesday, October 6th –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, October 20th –

- 6:00 PM – Board work session – topic TBD

Tuesday, November 3rd –

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

Saturday, November 7th –

- Board Retreat – Campbell Co. Technical Center

Tuesday, November 10th –

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

6:00 PM – FAC

Monday, November 16th –

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

Tuesday, November 17th –

6:00 PM – Board work session – topic TBD

Tuesday, December 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 5th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 19th –

6:00 PM – Board work session – topic TBD

Tuesday, February 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 9th –

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

6:00 PM – FAC

Monday, February 15th –

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

Tuesday, February 16th –

6:00 PM – Board work session – topic TBD