

ADMINISTRATOR'S REPORT

March 30, 2006

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell 3/30/2006*

RE: Board Meeting, Monday, April 3, 2006

5:00 p.m. [Administration/Management Services Committee](#) (Pendleton, Rosser)

7:00 p.m. Call to Order, Invocation by Supervisor Carter

April 6, 7:00 p.m. Budget Workshop (Historic Courthouse)

APPROVAL OF MINUTES

1. [APPROVAL OF MINUTES](#) - March 6, 2006 regular meeting

PUBLIC HEARINGS

J. Michael Davidson – Director, Economic Development

2. [AIRPORT DEVELOPMENT AREA SPECIAL SERVICE DISTRICT](#)

Campbell County signed a Cooperative Agreement with the City of Lynchburg and Compson Development in November 2005. Part of the Cooperative Agreement included the establishment of a Special Service District to help address anticipated future development in the area expected to require substantial additional service demands and traffic effects for the County. This District will set a real estate tax rate equal to that of the City of Lynchburg with exclusions included for senior citizens. A [copy of the Public Notice](#) and a [copy of the proposed Ordinance](#) are attached. Also included is a [copy of the Petition](#) for a Special Service District signed by 83% of the affected property owners and a [boundary map](#) of the parcels affected.

Recommendation: Staff recommends the Board of Supervisors adopt the Ordinance to create the Airport Development Area Special Service District.

Paul Harvey – Director, Community Development

3. [REQUEST BY RUSSELL E. NIXON – SPECIAL USE PERMIT – OPERATE AN AUTOMOBILE SALE, REPAIRING AND REBUILDING FACILITY](#)

for property owned by Thomas E. & Tonda R. Wade to obtain a special use permit to operate an automobile sale, repairing and rebuilding facility known as Wade and Son Garage. Property is located at 5726 Wards Road, Rustburg, VA in the Seneca Election District.

Recommendation: The Planning Commission, by vote of 6-0, with 1 abstention, recommends approval with the following conditions; 1) a maximum of ten vehicles may be for sale or under repair at any given time at this business; 2) the business must obtain VDOT approval for a commercial entrance from Browns Mill Rd and not Wards Road, and 3) the natural tree and vegetative buffer along the property lines must be maintained.

APPEARANCES

B. Leigh Drewry – Treasurer, Friends of Timbrook Library

4. [FRIENDS OF TIMBROOK LIBRARY](#) (10 minutes)

The Friends would like to report to the Board of Supervisors the progress they have made in the past year.

Recommendation: Staff recommends the Board of Supervisors recognize the support the Friends of the Timbrook Library have given and will continue to give to the building of the new library and recreation facility.

Stan Goldsmith – President, Leesville Lake Association

5. [LEESVILLE LAKE DEMONSTRATION PROJECT](#) (20 minutes)

The Board participated with funding for a debris removal project on Leesville Lake that the Leesville Association managed. The demonstration project is now complete and Stan Goldsmith, President of the Leesville Lake Association, would like to take a few minutes to brief the Board on the results, lessons learned, and outline recommendations and plans for continued removal.

Recommendation: No action is required.

Hugh Rosser – Board Member

6. [PRESENT RESOLUTION TO FRANK A. WRIGHT](#) (5 minutes)

The Board requested staff to draft a resolution to honor Frank A. Wright for his service to the County on the Industrial Development Authority and the Economic Development Commission. A resolution was adopted at the March 20th meeting. Mr. Wright will be present at the April 3rd meeting to accept the resolution.

Recommendation: Staff recommends Supervisor Rosser present the resolution to Frank A. Wright and thank him for his service to the County on the Industrial Development Authority and the Economic Development Commission.

Dr. George Nolley, Superintendent of Schools

7. PRESENTATION OF SCHOOLS FISCAL YEAR 2007 BUDGET REQUEST

Dr. Nolley will distribute and provide an overview of the Fiscal Year 2007 Budget request for Campbell County Schools. Time is scheduled for general questions at this meeting. Specific review of the entire County budget is scheduled for the April 6th workshop at 7:00 p.m.

Recommendation: No action is required. Accept the budget request for further review at the April 6th budget workshop.

ADMINISTRATOR'S ITEMS

Alan Lane, Director of Management Services

8. PRESENTATION OF THE COUNTY FISCAL YEAR 2007 BUDGET BOOKS

The budget books for FY 2007 will be distributed at the Board Meeting. A brief review of the budget books will be covered at that time. In depth review of the budget will be done at the scheduled budget workshop on April 6th at 7:00 PM in the Historic Courthouse Conference Room.

Recommendation: No action required at this time. Please review budget books prior to the budget workshop on April 6th.

Aubrey Cheatham – Director, Public Safety

9. [PERMISSION TO ADVERTISE - Region 2000 All Hazards Mitigation Plan/Flood](#)

Mitigation Plan (10 Minutes)

The Region 2000 Multi-Jurisdiction Hazard Mitigation Plan was developed in 2004 and 2005 to satisfy local planning requirements of the Federal Emergency Management Agency (FEMA) Disaster Mitigation Act of 2000 (DMA2K). The DMA2K legislation (Public Law 106-390) brought increased emphasis on pre-disaster planning and funding to reinforce the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, DMA2K established a pre-disaster hazard mitigation program and new requirements for the national Hazard Mitigation Grant Program (HMGP). States and local governments are now required to adopt FEMA-approved hazard mitigation plans in order to qualify for pre and post disaster federal hazard mitigation funding, such as HMGP. In order to meet the requirements of DMA2K and Flood Mitigation Assistance (FMA) and be eligible for future disaster funding, each local jurisdiction must conduct a public hearing and adopt the Plan. The Plan, which was developed on a multi-jurisdictional basis, has been approved by the Federal Emergency Management Agency (FEMA) contingent on the adoption of the Plan by each of our 11 local governments in the Region. A [copy of the Region 2000 All Hazards Mitigation Plan Executive Summary](#) is attached.

Recommendation: Staff requests permission to advertise a public hearing for the adoption of the Region 2000 All Hazards Mitigation Plan/Flood Mitigation Plan.

Karen Danos – Registrar

10. PERMISSION TO ADVERTISE – POLLING PLACE CHANGES/ACCESSIBILITY (10 minutes)

In working with the Help America Vote Act (HAVA) of 2002 legislation, the State Board of Elections (SBE) has set a goal of bringing 95% of all Virginia's polling places into compliance with applicable physical accessibility standards. On behalf of the Electoral Board, the Registrar requested at the February 20 meeting to re-locate five (5) polling places to meet the handicapped accessibility standards. The re-examination concluded with recommending moving three polling places in conjunction with the November 7, 2006 General Election: 202 - Bedford Springs (Sunburst) from Lakewood Baptist Church to Moose Lodge 1727; 501 - Spring Hill (Seneca) from Lyn-Dan Heights Ruritan Club to Hyland Heights Baptist Church; and 603 - Concord (Concord) from Concord Elementary School to Calvary Baptist Church. Additionally a recommendation to relocate the Central Absentee Precinct within the County complex is being recommended.

Recommendation: The Electoral Board recommends relocating the polling places because of the cost effectiveness and to defray accessibility lawsuits. The Board is requesting the relocation of the three (3) polling places suggested above and relocating the CAP and the use of the CAP in ALL ELECTIONS. Staff recommends the Board authorize advertisement to conduct a public hearing on the subject at the May 1, 2006 Board of Supervisors Meeting and to direct the County Attorney to prepare the

Department of Justice (DOJ) submission as soon as possible thereafter.

Clifton Tweedy – Deputy County Administrator/Director, Public Works

11. [SOCIAL SERVICES BID AWARD](#) (5 minutes)

The HVAC project scheduled for this year is the replacement of the original system in the Social Services Building. The project has been designed and bids received. Four bids were received as shown on the attached spreadsheet. Wiley & Wilson has reviewed the bids and recommends award to the low bidder, Moore's Electrical & Mechanical Construction, Inc. in the amount of \$110,045.27. There are not sufficient funds in the HVAC line item of the CIP for this project therefore a transfer of appropriation is also submitted. The transfer will delay the replacement of the roof on the Historic Jail, which appears to be holding up, with the remainder coming from funds budgeted for a sewer line replacement within the complex that will not cost as much as budgeted.

Recommendation: Award the Social Services HVAC upgrade project to Moore's Electrical & Mechanical Construction, Inc. in the amount of \$110,045.27 and approve the attached transfer to provide funding for the project and a contingency.

R. David Laurell – County Administrator

12. [PANHANDLING](#) (5 minutes)

At the Board's regular February 21st meeting staff was asked to look into what, if any, impact Lynchburg's recent amendments to its Panhandling ordinance might have on Campbell County. Additionally, staff was asked to report back on any ordinance revisions the County may need to enact to address the same issue. . During the regular code update of 2005 the Campbell County Board of Supervisors adopted Section 16-4 that addresses trespassing in general and road right-of-ways specifically. Under that section it is illegal in Campbell County to remain on the premises after being asked to leave. Section 16-4 of the County Code is authorized in part by Virginia Code Section 15.2-1218, which authorizes Counties to prevent trespassing by persons upon the public highways.

Recommendation: Staff recommends the Board take no further action regarding code changes related to panhandling on public or private property not owned by the panhandler. If the current ordinance turns out to be insufficient to address problems that arise staff will advise the Board on other options.

13. *FINANCE AND BUDGET-CONSENT AGENDA*

a) [APPROPRIATIONS](#) - Several appropriations are attached for your approval,

b) [COUNTY ATTORNEY INVOICES](#) – Several invoices in the amount of \$6,232.50 have been received for legal services rendered,

c) [CONSULTING SERVICES FOR WORKSHOPS AND NETWORK INFRASTRUCTURE PROJECTS](#) - There are a number of items included in the Strategic Information Technology Plan which specify the need for a consultant in addition to internal Staff resources. These items incorporate network infrastructure related tasks and knowledge workshops. Roanoke County issued an RFP for Network support services that included a cooperative purchasing clause which specified the procurement was being conducted on behalf of other public bodies. This contract was awarded to Virtual IT and under the terms of their RFP and as allowed in the Virginia Procurement Code, Campbell County may use this contract for purchasing support services from Virtual IT. Virtual IT submitted a total “not to exceed” cost of \$26,275 for implementing the network infrastructure tasks, and a total cost of \$22,955 for development and execution of Knowledge Workshops. Sufficient funds for these projects are budgeted.

d) [PUBLIC SAFETY REGIONAL EMERGENCY EXERCISE](#) - Public Safety and Campbell County’s Local Emergency Planning Committee applied for and received a \$15,000.00 hazardous materials emergency preparedness planning sub-grant to conduct a regional exercise on April 29, 2006. The regional exercise will involve a hazardous materials incident and involve at least Campbell County, Lynchburg, Bedford, and Amherst emergency responders. Additionally, Campbell County and Lynchburg plan on exercising their Emergency Operations Center staff as well. Howlett and Associates (Williamsburg Virginia) has proposed the development, delivery, and evaluation of the exercise for \$15,000.00.

e) [SENECA COMMERCE PARK – PHASE II](#) - Campbell County completed Phase I of the Seneca Commerce Park December 1, 2006. We advertised for Phase II bids on January 29, 2006, and we held a Pre-Bid Conference on February 14, 2006. Campbell County received two bids on March 7, 2006. Two companies submitted bids for the Seneca Commerce Park – Phase II project. Wiley & Wilson, construction engineers, reviewed the submitted bids. On March 13, 2006, Campbell County received Wiley & Wilson’s letter recommending the construction contract to be awarded to Haymes Brothers as the apparent low bidder.

Recommendation: Staff recommends the Board approve items a - e

a) Appropriations as submitted;

b) County Attorney invoices in the amount of \$9,129.46;

c) Purchase of network infrastructure upgrades for a total cost not to exceed \$26,275.00, and the development and execution of Knowledge Workshops for a total cost

not to exceed \$22,955.00 from Virtual IT, Inc., Roanoke, Virginia, for a total cost of \$49,230.00. These items are part of the Board approved Information Technology Strategic Plan.

d) Award Howlett and Associates of Williamsburg, Virginia the contract to develop, deliver, and evaluate a regional hazardous materials incident exercise for \$15,000.00. And, further recommends the Board adopt the attached supplemental appropriation from state revenues to fund this project.

e) Award the Seneca Commerce Park – Phase II construction contract to the apparent low bidder, Haymes Brothers, Inc., in the amount of \$653,965.75 and approve \$39,235.00 (6%) in contingency funding.

MATTERS FROM THE BOARD

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

CLOSED MEETING

15. 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 discuss legal matters and in accordance with [Section 2.2-3711 \(A\)\(5\)](#) of the Code of Virginia to discuss a prospective business or industry located in Campbell County.

INFORMATION ITEMS

16. MEETING SUMMARY OF LYNCHBURG AIR DEVELOPMENT PARTNERSHIP
[Attachment #16](#)

17. ALCOHOL SAFETY ACTION PROGRAM – ANNUAL REPORT
(Included separately)
[Attachment #17](#)

18. CHANGE IN SCHOOL BOARD MEETING DATES
[Attachment #18](#)

19. COUNTY ATTORNEY REPORT ON DELINQUENT TAXES
[Attachment #19](#)

20. COUNTY ATTORNEY REPORT ON PUBLIC NUISANCES
[Attachment #20](#)

21. COUNTY ATTORNEY REPORT ON TAXES COLLECTED

[Attachment #21](#)

22. COUNTY ATTORNEY REPORT ON ZONING

[Attachment #22](#)

23. PROGRESS ON HUMANE SOCIETY

[Attachment #23](#)

24. VIRGINIA BUSINESS MAGAZINE ARTICLE ON SANFACON

[Attachment #24](#) & [Article](#)

25. STAFF APPROVED APPROPRIATIONS

[Attachment #25](#)

AGENCY MINUTES & REPORTS

26. [Building Inspections Report](#), February 2006

27. [CCUSA](#), January 24, 2006

28. [CCUSA](#), February 12, 2006

29. [Library Board](#), February 21, 2006

30. [Public Safety](#), March 6, 2006

31. [Recreation Advisory](#), March 14, 2006

32. [Recreation Financial Statement](#), February 2006

33. [Recreation Program Report](#), February 2006

34. [School Board](#), March 9, 2006

35. [Social Services](#), February 15, 2006

36. [Soil Conservation](#), February 23, 2006