

ADMINISTRATOR'S REPORT

January 12, 2006

TO: Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell 1/11/2006*

RE: Board Meeting January 17, 2006 (TUESDAY)

11:00 a.m. Administration/Management Services Committee (Gunter, Rosser)
Haberer Building Conference Room

11:00 a.m. [Public Works Committee](#) (Pendleton, Puckett)
Historic Courthouse Conference Room

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

2:30 p.m. Computer Training – **PLEASE BRING LAPTOPS**

January 24, 7:00 p.m. Joint Committee (Gunter, Rosser)

APPROVAL OF MINUTES

1. [Regular meeting – January 3, 2006](#)

APPEARANCES

2. [AUDITED FINANCIAL REPORT FOR FY2005](#)

Jason Hartman, John Aldridge and Norman Yoder of Brown, Edwards & Company LLP requests the opportunity to make a presentation to the Board relating to the FY2005 audited Financial Report.

Recommendation: Accept the Fiscal Year 2005 audit report following the presentation and any questions.

ADMINISTRATOR'S ITEMS

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Resident Engineer will be present to discuss highway matters with the Board.

Mike Daly, Director – Youth, Adult and Community Services

4. [NACO PRESCRIPTION DRUG DISCOUNT CARD](#) (5 minutes)

Campbell County has an opportunity to participate in a prescription drug discount program offered through NACo (National Association of Counties). They have contracted with Caremark to offer this benefit to uninsured and underinsured residents of member counties. The discount drug cards can be used by anyone. It is anticipated that this program will fill a gap for residents in the county who do not currently have access to discount drug prescription cards. The program will be marketed primarily through the Department of Social Services and Youth, Adult and Community Services.

Recommendation: Staff recommends the Board approve participation in the NACo Prescription Drug Card program and that Campbell County enter into the “Managed Pharmacy Benefit Services Agreement”.

Paul Harvey, Director – Community Development

5. [LAND DISTURBING PLAN REVIEW FEES](#) (10 minutes)

Staff became aware that Campbell County’s fees for land disturbing plan review and permitting are significantly lower than those in neighboring localities. The revenue generated by these fees is also lower than the cost of providing the service. Increasing the plan review and permit fees would help offset the cost of administering the program. Staff will discuss revisions to the fees.

Recommendation: Staff recommends revising the fee schedule during the next regular code update. Site plan review fees are recommended to increase to \$300 plus \$10 per acre for commercial properties, with commercial land disturbing permit fees increasing to \$50 per acre. The existing permit fee of \$10 for residential permits has not been considered for change. This matter was reviewed by the Community and Economic Development Committee in November.

Alan Lane, Director – Management Services

6. [FINANCE/BUDGET MANAGER POSITION](#) (5 minutes)

Staff presents to the Board a recommendation to reclassify a position within the current Pay and Classification Plan of Finance/Budget Manager that will replace the existing Budget/Financial Analyst position. This would allow the Director to focus on other high importance matters as directed by the County Administrator. The job description for the Finance/Budget Manager position and the [proposed organization chart](#) for Management Services are both attached here.

Recommendation: The Administration/Management Services Committee and staff recommend Board approval to re-grade the position of Finance/Budget Manager to replace the existing Budget/Financial Analyst. Additionally, staff requests Board approval of the attached transfer of appropriation in the amount of \$2,121 to fund this for the remainder of FY2006.

Tammy Shelton, Co-Director – Information Technology

7. [INFORMATION TECHNOLOGY UPDATE](#) (10 minutes)

The Information Technology Department would like to take this opportunity to address the Board as to projects completed during the past year.

Recommendation: Staff requires no formal action.

Clifton Tweedy, Deputy County Administrator

8. [BID CCADM 016-FY06; ANIMAL SHELTER RENOVATIONS](#) (5 minutes)

Sealed bids were solicited for renovations and improvements at the Animal Shelter. The project will include upgrading the dog runs, interior painting and lighting improvements. This is work required by the State after inspecting the Animal Shelter. Three bidders responded to the request for sealed bids and it was determined that Robertson Construction was the lowest bidder for the amount of \$37,973. Sufficient funding is available in the FY-08 and FY-09 Capital Improvement plan. In order to make these required renovations \$45,000 will need to be moved forward to award the contract and provide for a contingency.

Recommendation: Move \$45,000 forward from FY-08 to FY-06 to construct the required renovations to the Animal Shelter and provide for a contingency. Also follow the recommendation of Central Purchasing to accept the low bid of Robertson Construction for Animal Shelter improvements in the amount of

\$37,973.00.

9. [LANDFILL MONITORING VEHICLE](#) (5 minutes)

The number of environmental monitoring inspections we do at the Landfill has increased significantly in the past few years. These include gas extraction points, gas monitoring wells and surface water inspections. Currently a pick-up truck is used to drive to the monitoring points daily but in order to do a better job it is recommended that a small 4 wheel drive utility type vehicle be purchased. The cost is \$7,500 and would come from the Landfill Equipment Contingency line item in the CIP. This item was not specifically approved by the Board of Supervisors during the budget process and requires additional Board action.

Recommendation: The Public Works Committee and staff recommend the Board authorize purchase of a Kawasaki Mule for Landfill monitoring.

R. David Laurell, County Administrator

10. [FY 2006 ANNUAL PRIORITIES AND INITIATIVES](#) (10 minutes)

Please find attached a draft of the Priorities and Initiatives that were distributed at the Board's regular January 3rd meeting. These priorities cover the period beginning July 1, 2006 and will be used to develop the FY 2007 budget as the County's budgetary priorities. Please provide any final input before being recommended for adoption at this meeting.

Recommendation: Staff is recommending the Board adopt the proposed FY2006 Priorities and Initiatives with any amendments or modifications that you see appropriate following review and final consideration.

11. *FINANCE AND BUDGET CONSENT AGENDA*

a) [APPROPRIATIONS](#) - Attached are several appropriations for the Board's approval. Also attached is a [spreadsheet](#) for one of the appropriations.

b) [DESTRUCTION OF PAID TAX TICKETS](#) - Section 58.1-3129 of the Code of Virginia indicates the treasurer may, with the consent of the governing body, destroy all paid tax tickets at any time after five years from the end of the fiscal year during which

taxes represented by such tickets were paid. Robin Jefferson, Treasurer, has submitted a request to destroy the paid Real Estate and Personal Property tax tickets for the years 1990 through 1997 that are being stored in the building across from Rustburg High School.

c) [DETERMINATION FOR RFP – NETWORK INTEGRATION SERVICES](#) - The Information Technology Department has submitted a requisition for the services of a network integrator to work with the IT Department to support County Technology platforms, infrastructure and applications. Services will include server, application, network support and maintenance. Central Purchasing is requesting approval to use the competitive negotiation process rather than sealed bidding for acquiring the services of a qualified firm to provide network integration services. To acquire these services by competitive sealed bidding and rely exclusively on price would not be practicable or fiscally advantageous to the County. Funding for this service is budgeted.

d) [TIMBROOK LEASE RENEWAL](#) - Since 1992 Campbell County has leased a space of 4,000 sq. ft. in the Southwood Village Shopping Center on Timberlake Road for the Timbrook Library. We have been renewing this lease in three year increments with each year reflecting a 3% increase. The present lease expires February 2006. The proposed three year lease we are recommending includes a clause stating that the tenant may terminate the lease by providing a six months written notice. The library's goal is to have a new library in progress within this time frame.

Recommendation: Approve items a – d.

a) Approve the appropriations,

b) Staff recommends the Board adopt a motion to give the Treasurer permission to destroy the paid Real Estate and Personal Property tax tickets for the years 1990 through and including 1997 in accordance with the Virginia Public Records Act;

c) Determine that competitive sealed bidding is not practicable or fiscally advantageous and authorize Central Purchasing to use the competitive negotiation process for procurement of network integration services;

d) Approve the lease renewal as presented until facilities can be constructed on county property.

APPOINTMENTS

12. [APPOINTMENTS](#)

An updated appointment list is attached for your convenience.

MATTERS FROM THE BOARD

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

INFORMATION ITEMS

14. COUNTY ATTORNEY REPORT ON PUBLIC NUISANCES

[Attachment #14](#)

15. COUNTY ATTORNEY REPORT ON TAXES COLLECTED

[Attachment #15](#)

16. COUNTY ATTORNEY REPORT ON ZONING VIOLATIONS

[Attachment #16](#)

17. FY2007 COUNTY SCHOOLS FUNDING

[Attachment #17](#)

18. GOVERNOR'S DECLARATION OF DROUGHT EMERGENCY FOR COUNTY

[Attachment #18](#)

19. SCHOOLS REPORT ON NEW RESIDENTIAL SUBDIVISIONS

[Attachment #19](#)

20. VACO'S THANK YOU LETTER FOR SUPPORT OF 2007 CONFERENCE

[Attachment #20](#)

21. VDOT'S ACKNOWLEDGEMENT OF "WATCH FOR CHILDREN" SIGNS ON SHERBROOKE DRIVE

[Attachment #21](#)

AGENCY MINUTES AND REPORTS

22. [Public Safety minutes](#), January 3, 2006

23. [EMSAC minutes](#), January 3, 2006

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