

ADMINISTRATOR'S REPORT

June 15, 2006

TO: Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell 6/14/2006*

RE: Board Meeting June 19, 2006

11:00 a.m. [Human Services Committee](#) (Carter, Falwell)

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

Next Regular Meeting: July 17, 2006

APPEARANCES

Shameka S. Wright, Human Resources Generalist

1. INTRODUCTION OF NEW EMPLOYEES (5 minutes)

Shameka Wright would like to introduce several new employees:

Steven Dean	-	Information Technology
Elizabeth Prince	-	Real Estate
Crystal Swift	-	Treasurer's Office
Kimberly Sheaffer	-	Library

Don Austin, Residency Administrator, Virginia Department of Transportation

2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS (15 minutes)

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

ADMINISTRATOR'S ITEMS

Mike Davidson, Director of Economic Development (Jamie Banton – presenting)

3. [BANKER STEEL MORAL OBLIGATION AGREEMENT](#) (10 minutes)

Since 2005 staff and the Campbell County IDA have been working with Banker Steel Company on a project to open a new facility at the former Hirschfeld building located on Rangoon Road next to Lynchburg Regional Airport. After long negotiations, the IDA closed on the property on May 24, 2006 for a purchase price of \$1.6 million. First National Bank of Altavista approved the loan to the IDA with the understanding the Board of Supervisors is willing to provide a non-binding moral obligation of 20% of the outstanding loan amount. A copy of the [Moral Obligation Agreement](#) is attached. The lease agreement between the IDA and Banker Steel Company was executed on April 26th.

Recommendation: Staff recommends the Board of Supervisors approve the Moral Obligation Agreement and authorize the County Administrator to sign the Agreement between Campbell County and the Campbell County Industrial Development Authority to provide a moral, but non-binding, obligation an amount equal to twenty (20) percent of the outstanding principal of the note on the IDA property (former Hirschfeld Building) in the event the IDA cannot provide sufficient funds when such principal and interest are due.

Paul Harvey, Director of Community Development

4. [ZONING ORDINANCE REVISIONS](#) (15 minutes)

The County Attorney's Office has completed the drafts of the changes to the Campbell County Code pertaining to residential zoning districts, and these are attached for the Board's review and comment. Staff requests permission to advertise the code changes for the Planning Commission's August 28th meeting and the Board of Supervisors October 2nd meeting. Public notice letters and advertisements would begin the first week of August if the schedule is approved.

Recommendation: Review and comment on the proposed code changes and grant permission to advertise for the August/October public hearing cycle.

Clifton M. Tweedy, Director of Public Works

5. [ON CALL HVAC SERVICES](#) (5 minutes)

We have utilized on-call HVAC services from Mechanical Maintenance for a number of years, but have experienced numerous problems with their service over the past year. Due to these problems, staff recommends termination of its contract at the end of June 2006 and requests the Board's permission to obtain a new HVAC contractor through the Request for Proposal process. The Schools are satisfied with their service and wish to continue their side of the contract. This has been discussed with members of the Public Works Committee.

Recommendation: Authorize staff to terminate the contract with Mechanical maintenance at the end of June 2006. Approve the determination that the RFP process is the best for procuring this service and allow an RFP to be sent out as soon as it is finalized.

R. David Laurell, County Administrator

6. [FISCAL YEAR 2007 BUDGET APPROPRIATIONS RESOLUTION](#) (15 minutes)

Historically the Board of Supervisors adopts the appropriations resolution during the second meeting in June of each year. Because the appropriations resolution is based partly on funding authorized by the General Assembly for state and state supported agencies; and to date the General Assembly has failed to take action on the State's FY 2007 budget; at this point the County has no ability to appropriate fully the adopted budget. Should the General Assembly not provide stopgap funding until a full budget can be agreed upon, it may be necessary to fund essential public safety and health and human services expenditures by diverting funding from all other non-essential services. Please refer to the memorandum for a more complete discussion of the impact on local government. A copy of the [Fiscal Year 2007 Appropriations Resolution](#) and [budget synopsis](#) are attached.

Recommendation: Adopt the attached Fiscal Year 2007 Appropriations Resolution subject to General Assembly budget adoption prior to July 1 in a form that is substantially consistent with the revenues projected in the original budget. If the General Assembly adopts a full budget prior to July 1, but the budget is inconsistent with the adopted budget of the County, the attached resolution will become effective and an adjusting resolution will be acted on at the July 17th meeting.

Please refer to the memorandum for the additional recommendations 2) and 3) in the event the General Assembly does not adopt a full budget by July 1st.

7. [VML/VACO INSURANCE PROPOSALS](#) (10 minutes)

Proposals for the County's liability, property and Workers Comp insurance were requested from Virginia Association of Counties Group Self-Insurance (VACo) and Virginia Municipal Liability Pool (VMLP). The County has had its insurance coverage with VACo for the past three years and prior to that with VML. The current policy will expire on June 30th. Both VML and VACo are associations established by State Code to provide insurance coverage for pool members. These groups are determined to be "intergovernmental" contractors; therefore, it is not necessary for local governments to solicit bids for insurance if it decides to participate in the pools. Please review the attached quotes received from both VACo and VML based on FY 06 payrolls, schedules and inventory of property and vehicles. Actual premiums for FY 07 may vary, depending on additions or deletions to our property inventory.

Recommendation: The Administration/Management Services Committee and staff recommend the Board accept VML's proposal for Property, Liability and Workers Compensation Insurance as staff believes the VML proposal provides the best cost/benefit to the County. Additionally, staff requests that the Board adopt the required resolution to execute the Application for Membership and Member Agreement in order for the County to become a member in the Virginia Municipal Liability Pool. The [resolution required for VML membership](#) is attached separately.

8. [PROPOSED 2007 LEGISLATIVE AGENDA](#) (10 minutes)

Annually in June of each year staff presents the Board with a proposed list of legislative items for consideration. Following adoption the legislative priorities adopted by the Board are forwarded to the Virginia Association of Counties for inclusion in the Association's annual statewide legislative priority list. Additionally, copies are sent to area legislators and a meeting is held in November of each year with the Board Chair, Vice-Chair, County Administrator, and area legislators to discuss the items adopted by the Board.

Recommendation: Following the discussion, staff is recommending that the Board adopt a list of proposed legislative items to be forwarded to VACo and area legislators.

9. [RESPONSES TO AUDITOR COMMENTS LETTER](#) (10 minutes)

Our auditing firm of Brown Edwards & Co presented to the Administration/Management Services Committee their comments as to the audited financial statements for FY 2005 and their suggestions in order to improve internal operating procedures and financial controls. Staff has reviewed the *Comments Letter on Internal Controls* and is responding to suggested changes that we feel are appropriate and have reasonable cost/benefit to the County without requiring a substantial increase in the size of the Accounting staff. The auditor *Comments Letter* along with our responses is enclosed and was reviewed by the Administration/Management Services Committee and recommended for approval.

Recommendation: The Administration/Management Services Committee and staff recommend the Board accept the *Comments Letter on Internal Controls* from Brown Edwards & Co and approve the recommended County responses listed herein as to suggested changes to our internal financial controls and operating procedures.

10. *FINANCE AND BUDGET CONSENT AGENDA*

a) [APPROPRIATIONS](#) - A number of appropriations are attached for your approval;

b) [COUNTY ATTORNEY CONTRACT](#) - Contract from David Shreve for representation for Fiscal Year 2007. There are no changes to the contract.

c) [Bid CCADM 039-FY06, Haberer Building Renovations](#)

Nine quotes were solicited with three responses received for renovations to the Treasurer's Office counter space, replacement of both sets of main entrance doors to the Haberer Building and replacement of the doors into the Treasurer's and Commissioner of Revenue's offices. Sufficient funding is available.

d) [INFORMATION TECHNOLOGY CONSULTANCY SERVICES](#)

The Strategic Information Technology Plan specifies the need for a consultant in a number of areas. Roanoke County issued an RFP for Information Technology Consultancy services that included a cooperative purchasing clause. This contract was awarded to Virtual IT and under the terms of the RFP, Campbell County may use this contract for purchasing support services as well. These services would be used on "as needed" basis throughout FY 07 for items related to continued implementation of the County's Information Technology Strategic Plan which is a Board Priority 1 initiative. As the total cost for an individual project or cumulative cost for several smaller projects may exceed \$10,000, staff is requesting authorization to proceed with use of the contract on a continuing basis throughout the year without requesting Board approval for each project.

e) [CCADM 020-FY06, NETWORK INTEGRATION SERVICES](#)

Two companies responded to the RFP requesting the services of a network integrator to work with the IT Department to support County technology platforms, infrastructure and applications. The evaluation committee determined that a contract with Advanced Logic Industries would best meet the needs of the County and be more cost effective. The initial contract term would be one year with an option to renew for three additional years. Estimated cost per year is expected to be approximately \$9,000 with no increase for the term of the contract.

f) [SOLE SOURCE DETERMINATION – REVERSE 911 SYSTEM](#)

One of Public Safety's priority 1 initiatives is to acquire reverse 911 capabilities to allow the rapid recall of key County staff during emergency operations and to provide selected (or all) citizens with timely information concerning evacuation or shelter in place information. GeoComm Inc. currently provides our E911 mapping equipment that allows us to locate a caller's location whether they call from a land line telephone or a cellular phone and has an Emergency Notification System Software program that seamlessly integrates with our current mapping product. The use of their project would save the County on the purchase of required licenses, maintenance contracts and training. Central Purchasing has determined that only one source, GeoComm, Inc. is practicably available for the procurement of a suitable emergency notification system that seamlessly integrates with

our current mapping system, minimizes the required training of personnel in the system's use and provides a single point of contact for all E911 mapping related problems. The use of the competitive negotiation or bidding process could result in major changes to our current effective maintenance and trouble reporting process and likely lengthen the duration of any E911 mapping and emergency notification system service interruption.

g) [SPEED MONITOR TRAILER – SHERIFF'S DEPARTMENT](#)

Quotes were solicited for the purchase of a speed monitor/message trailer and accessories for the Sheriff's Department. The trailer has a LED message display for monitoring posted speed limits and can be used as a message board for traffic information and warnings.

Recommendation: Approve items a through g.

a) approve the appropriations as submitted,

b) approve the County Attorney contract,

c) Central Purchasing recommends accepting the low bid of Robertson Construction for Haberer Building renovations, and approve a total expenditure of up to \$30,000 to allow for contingencies, if needed;

d) Approve the use of the Roanoke County contract with Virtual IT for Information Technology Consultancy services throughout FY07 as stated above.

e) Based on the recommendation of the Evaluation Committee, approve Advanced Logic Industries, Inc., Lynchburg, Virginia as the top ranked firm and authorize staff to negotiate and execute a final contract for network integration services for an initial one-year period with the option of three one-year renewals, subject to funding not to exceed \$9,000 per year;

f) Determine GeoComm Inc. as the sole source practicably available for the procurement of a suitable emergency notification system and approve the purchase of the system at a cost of \$8,650. Funds are available from the FY05 Homeland Security Grant to make the purchase and the Public Safety Committee has approved the acquisition of an emergency notification system.

g) Accept the low bid of K & K Systems, Inc., Tupelo, Mississippi, for the purchase of a Speed Monitor/Message Trailer in the total amount of \$13,672.00.

APPOINTMENTS

11. [APPOINTMENTS](#)

An updated appointment list is provided for the Board.

MATTERS FROM THE BOARD

12. MATTERS FROM THE BOARD

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

AGENCY MINUTES AND REPORTS

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|-----|---|----------------|
| 13. | Administration/Management Services | June 5, 2006 |
| 14. | Human Services Committee | April 17, 2006 |
| 15. | Public Works Committee | May 15, 2006 |
| 16. | Virginia 2007 Community Program Committee | April 17, 2006 |

INFORMATION ITEMS

17. [Letter from Health Department – Biosolids – Gilliam Tract](#)
18. [Letter from Delegate Byron to Schools on 2007 State Funding](#)
19. [Thank you letter from Avoca Museum](#)
20. [Thank you letter from Legal Aid Society](#)