

ADMINISTRATOR'S REPORT

DATE: October 12, 2006
TO: Board of Supervisors
FROM: R. David Laurell, County Administrator *R. David Laurell* 10/12/2006
RE: Board Meeting October 16, 2006

10:30 a.m. [Virginia 2007 Community Program](#) (Carter, Falwell)
11:00 a.m. [Human Services Committee](#) (Carter, Falwell)
1:00 p.m. Call to Order, Invocation by Supervisor Pendleton
October 20, 2006 8:45 a. m. – Board Retreat at Meade Lake
October 31, 2006 11:30 a. m. to 2:30 p. m. – Employee Picnic at the Agriculture Building

APPROVAL OF MINUTES

1. Approval of Minutes [September 28, 2006](#) (Extended Meeting)

APPEARANCES

Shameka Wright, Human Resources Generalist

2. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce five new employees:

Shawn Smith – Information Technology
Jennifer Marshall – Registrar
Rebecca Schwarz – Economic Development
Tammy Bush – Social Services
Barbara Sazynski – Commissioner of Revenue
Jesse Pinchot – Community Development

ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

3. [Value Added Beef Initiative](#) (10 minutes)

A request has been made by the Campbell County Cattleman's Association and the Campbell County

Farm Bureau for the County to assist farmers by participating in the Value-Added Beef Initiative program. A coalition of four counties, Campbell, Appomattox, Buckingham, and Cumberland, has agreed in principle to develop a grant application to the Tobacco Commission to participate in the Value-Added Beef Initiative. This program provides a number of opportunities to beef producers, who meet certain requirements, to enhance either the quality of their herds or improve their facilities to allow them to manage their herds better.

RECOMMENDATION: Staff recommends the Board of Supervisors authorize Campbell County's participation in this project and authorizes the County Administrator to sign a letter of support and all necessary documents for the project.

Terry Gaddy, Campbell County Sheriff

4. [Sheriff's Annual Report](#) (20 minutes)

Sheriff Gaddy will present a power point presentation of his Annual Report. (Report is provided as a separate copy.)

Paul Harvey, Community Development Director

5. [Update Transportation Priority List](#) (5 Minutes)

The Board of Supervisors establishes a priority list of transportation projects for primary highways in the County. This list serves as a recommendation to the Commonwealth Transportation Board (CTB) in their pre-allocation hearings. The CTB is holding a public meeting on November 8th at 5:00 pm at the Kirkley Hotel, Candler's Mountain Road.

RECOMMENDATION: Staff recommends adopting the attached priority list after deleting item 7 (Concord Sidewalk) because it is a completed project, and making any other modifications the Board sees fit.

Alan Lane, Director of Management Services

6. [Encumbrances Process](#) (10 minutes)

Encumbrance expenditure amounts remaining at the end of the fiscal year, with Board approval, are re-appropriated into the following fiscal year so contracts can be completed as intended.

RECOMMENDATION: The Administration/Management Services Committee and staff recommend the Board adopt a policy for entering County and School encumbrances into the purchasing and accounting system be limited to no later than June 30 of the current fiscal year, and, be further limited to purchases for a specific purpose from a specific vendor for purchases that have been approved by the Board of Supervisors or School Board during the budgeting process.

7. [School Budget Carryover Request](#) (10 minutes)

The Campbell County School Division is asking for a budget carryover request in the amount of \$385,321.50 from fiscal year 2006 reverted funds for the School Operations Fund. The request for carryover funds is needed for technology purchases in part to complete several technology projects that were not completed at year's end.

RECOMMENDATION: Staff presents the request on behalf of the Schools for Board of Supervisors approval for the carryover request for the Schools Operating Fund in the amount of \$385,321.50 as outlined in [the attached letter](#).

8. [Transfers of Appropriations Policy](#) (10 minutes)

Management Services staff requests the Board allow changes in our policy to allow individual expenditure line items for the County and Schools to be overdrawn during the year and at the end of the fiscal year as long as the department is not overdrawn in total for non-compensation related expenditures.

RECOMMENDATION: The Administration/Management Services Committee and staff recommend the Board approve changes as outlined above in our policies as to handling overdrawn expenditure lines for the County and Schools so as not to require budget transfers for overdrawn expenditure line items as long as the department is not overdrawn in total for non-compensation related expenditures.

Cliff Tweedy, Deputy County Administrator

9. [Landfill Tour by Board](#) (5 minutes)

The Public Works Committee would like for the Board of Supervisors to tour the Landfill to get a first hand view of activities and projects.

RECOMMENDATION: Schedule a Landfill tour followed by lunch starting at 11:00 prior to the regularly scheduled Board meeting on November 20, 2006. (Public Works Committee to meet at 10 AM)

R. David Laurrell, County Administrator

10. [Cash Proffers Update](#) (10 Minutes)

After delaying the vote on the acceptance of cash proffers in Campbell County for more review, a meeting was held on October 3, 2006 with the Chairman of the Board, Director of Community Development, County Administrator and several building industry representatives who attended the public hearing on October 2, 2006. The biggest concern expressed was the County instituting proffers on residential developments, particularly cash proffers for non-development specific improvements such as schools, recreation facilities, etc. Legal counsel is researching the County's options on limiting the type of cash

proffers accepted under the proposed ordinance. The County Administrator would like to update the Board on this issue and obtain input on what direction the Board would like to proceed.

RECOMMENDATION: Please provide staff with input on whether or not the Board desires to adopt a cash proffer ordinance and if so, what if any limiting language should be included. If the Board desires to adopt an ordinance then a final version would be presented to the Board at their next regularly scheduled meeting for consideration. If no ordinance is desired then no further action is required by the Board.

11. [VACO Annual Meeting](#) (3 minutes)

The 2006 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 14, 2006 from 10:15 a.m. to Noon at The Homestead. The VACo bylaws state that each county shall designate a representative of its Board of Supervisors to vote at the business meeting.

RECOMMENDATION: Staff recommends the Board designate Chairman Eddie Gunter as Voting Delegate and Supervisor Hugh T. Pendleton as Alternate Delegate to vote at the VACo annual meeting on November 14, 2006.

12. **FINANCE AND BUDGET - CONSENT AGENDA**

- a) [APPROPRIATIONS](#) - A number of appropriations are attached for your review.
- b) [Electronic voting machines](#) - Purchase of four Unilect Voting machines.

Recommendation:

- a) **Approve the appropriations.**
- b) **Authorize the purchase of four electronic voting systems and related equipment from Unilect Corporation in the total amount of \$18,150.00.**

Appointments

13. An [updated appointment list](#) is attached for your convenience.

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 \(A\)\(5\)](#) of the Code of Virginia to discuss acquisition or disposal of real property for public purposes related to road realignment and construction issues for two prospective businesses and in accordance with [Section 2.2-3711 \(A\)\(1\)](#) of the Code of Virginia to discuss matters

related to personnel regarding the County Administrator's Annual Evaluation.

AGENCY MINUTES AND REPORTS

- 16. [Fire Commission Minutes](#) September 20, 2006
- 17. [Human Services Committee Minutes](#) August 21, 2006
- 18. [Joint Committee Minutes](#) September 26, 2006
- 19. [Soil and Water Conservation Minutes](#) August 2006
- 20. [Virginia 2007 Community Program Committee Meeting Notes](#) August 21, 2006

INFORMATION ITEMS

- 21. [Appomattox County's Participation in the Rustburg-Concord Waterlines](#) October 3, 2006
- 22. [Christmas Dinner Invitation from Litter and Environmental Association](#) October 5, 2006
- 23. [VACo Secretary-Treasurer Candidacy](#) September 9, 2006
- 24. [VA's Dairy Industry Assistance request from Bedford County](#) September 28, 2006
- 25. [VDOT Citizen's Meeting on SYIP Proposals](#) October 2, 2006