

## ADMINISTRATOR'S REPORT

DATE: April 10, 2007

TO: Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell* 4/16 BOS

RE: April 16, 2007 Board of Supervisors Meeting

11:00 p. m. [Human Services Committee](#) (Carter/Falwell)

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

3:00 p. m. [Budget Workshop](#)

April 17, 2007 [Biosolids Ordinances Public Hearings](#) at Rustburg High School Auditorium – 7:00 p. m.

April 19, 2007 Local Government Council Annual Dinner at the Spring House Restaurant – 6:45 p. m.

April 26, 2007 Campbell County Annual Dinner at Spring House Restaurant – 6:30 p.m.

### Approval of Minutes

1. **Approval of Minutes**
  - [March 19, 2007](#) – Regular Meeting
  - [March 29, 2007](#) – VACo Regional Meeting
  - [April 02, 2007](#) – Regular Meeting
  - [April 05, 2007](#) – Budget Work Session

### APPEARANCES

Shameka Wright, Human Resources Manager

#### 2. **INTRODUCTION OF NEW EMPLOYEES**

Shameka Wright would like to introduce the following new employees:

Karen Coates – Youth, Adult and Community Services  
Lindsey Stansbury – Youth, Adult and Community Services  
Lisa King – Circuit Court Clerk's Office.  
Anthony Adkins – Recreation Department

Don Austin, Residency Administrator

#### 3. **VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS**

Mr. Austin will be present to receive any highway matters from the Board.

Stan Goldsmith

4. **ALTAVISTA ON TRACK** (10 minutes)

Stan Goldsmith with Altavista On-Track has requested time on the Board's agenda to request funding for the A.O.T. for fiscal year 2008 and beyond. ([Budget attached.](#))

**RECOMMENDATION: Staff requests the Board provide direction on whether to include this funding in the upcoming budget at the budget workshop at 3 PM.**

5. **LEESVILLE LAKE ASSOCIATION** (10 minutes)

Stan Goldsmith with the Leesville Lake Association has requested time on the Board's agenda to request additional funding for the Association for the current fiscal year as well as ongoing funding for fiscal year 2008 and beyond.

**RECOMMENDATION: Staff requests the Board provide direction on whether to include these funding requests in the current and upcoming budgets at the budget workshop at 3 PM.**

**ADMINISTRATOR'S ITEMS**

Mike Davidson, Economic Development Director

6. **WARDS CROSSING WEST PHASE II** (5 MINUTES)

On November 20, 2006, during closed session the Board approved, by consensus, providing incentives for Phase II of Wards Crossing West. Campbell County and Wards Crossing West, LLC are committed to constructing a road from Phase I of Wards Crossing West out to Leesville Road.

The developer would like to begin construction on Phase II of Wards Crossing West. The original Performance Agreement required the road to be substantially under way before the County issued permits for Phase II. The developer is willing to amend the original performance agreement to include an extra 100,000 square feet of retail space, award the construction contract for the road, and manage the construction project in exchange for additional incentives in the amount of \$534,617.44 as authorized by the Board.

Included in the total incentive amount is \$306,000 in the FY 2009 CIP that may present a timing

issue. Most likely we will not need the final \$306,000 to pay any contractor invoices until after July 1, 2008. However, if the weather holds up, and the project is able to avoid delays, we may have to come back and request an adjustment to the CIP timeline to meet our payment requirements.

**RECOMMENDATION: Staff recommends the Board concur with the previously approved incentives for Phase II of Wards Crossing West in an amount of \$534,617.44 and adopt the attached supplemental appropriation. We will amend the Performance Agreement with Wards Crossing West LLC to incorporate the additional 100,000 square feet of retail space and the other appropriate changes.**

Paul E. Harvey, Community Development Director

7. [\*\*Baptist Assoc. Permit Fee Waiver Request\*\*](#) (5 minutes)

The Appomattox Baptist Association requests the waiver of building permit fees for projects associated with their Impact-Virginia project July 22-28, 2007. The [request letter from the Association](#) is included for reference.

**RECOMMENDATION: Advise staff whether or not building permit fees will be waived for projects associated with this request. If approved, staff requests that the Appomattox Baptist Association provide a list of addresses where grant-funded work is to take place so that we know when and where to waive permit fees.**

Alan Lane, Management Services Director

8. [\*\*Retirement Coverage for Public Safety Staff\*\*](#) (10 minutes)

Political subdivisions participating in the Virginia Retirement System may elect to provide benefits equivalent to those of the State Police Officers Retirement System (SPORS) for those of the subdivision's employees who are employed in law enforcement positions comparably hazardous to that of a State Police Officer. Full-time salaried firefighters and full-time salaried emergency medical technicians are eligible to be covered under the special benefits at the option of the political subdivision.

Participation requires an actuarial study be completed by the Virginia State Retirement System, which the Board authorized completion of at their February 5, 2007 meeting and a resolution (included) by the Board of Supervisors to provide the benefits. The VRS Board of Trustees must then approve the adopted resolution prior to coverage for Campbell County Public Safety employees to begin. The actuarial study determined that the annual cost to the County for these enhanced retirement benefits for the eight members of staff currently eligible is \$11,000/yr.

**RECOMMENDATION: Staff recommends the Board adopt the attached draft resolution to provide SPORS retirement benefits to eligible positions in the Department of Public Safety effective**

**July 1, 2007.**

Linda P. Owen, Library Director

9. **EDP Transfer of APPROPRIATIONS** (10 minutes)

EDP funds in the amount of \$19,500 were budgeted for the Library in FY06-07. A portion of this budgeted amount was to pay for equipment needed to connect the library system with the county's IT network. By working together the Library and IT staffs have found a way to reduce the amount of equipment needed to make the Library system compatible with the county. The Library is requesting \$8,545.01 of the funds remaining in the EDP line be used to cover the balance of the costs for a recent Philanthropic Planning Study. (Transfer of Appropriations included.)

**RECOMMENDATION: Library staff recommends the Board of Supervisors vote to transfer \$8,545.01 from the EDP fund to the Professional Services fund to pay the remaining balance for the recent study.**

Clifton M. Tweedy, Deputy County Administrator

10. **Development at the Intersection of Calohan Road and Livestock Road** (5 minutes)

Traffic has been a problem at the intersection of Calohan Road and Livestock Road for a number of years. VDOT recently added a turn lane at the intersection which has improved the situation; however, the number of vehicles using this road continues to increase due to development in the area. Mr. Bill Gillespie has been negotiating on behalf of the County with Mr. Bill Rogers, the owner and developer, for the past several months to relocate the intersection southeasterly to improve traffic in the area. Attached is a [copy of the agreement](#) negotiated with Mr. Rogers; the contract specifically describes the responsibilities of both Mr. Rogers and the County. Total cost is estimated at \$353,826 with funding to come from currently budgeted Capital Improvement Funds – Landfill – Closure and Post Closure Care Costs, until all or the significant portion of the costs are reimbursed by the Regional Services Authority.

**RECOMMENDATION: Approve the contract between Mr. Bill Rogers and Campbell County to construct a new section of Livestock Road to improve traffic in the area and authorize staff to execute the agreement.**

11. **Pump and Haul Permit Request, Leesville Road Estates** (5 minutes)

J and H Development is developing the 224 unit Leesville Road Estates residential subdivision on Leesville Road. At the March 27, 2007 Authority Board meeting, the developer requested a pump and haul permit to allow the County to issue certificates of occupancy. The CCUSA Board voted unanimously to approve a pump and haul permit for a period not to exceed 90 days with stipulations that the contractor make satisfactory progress toward completing the sewer project. Discussions with Steve Simpson of the

Virginia Department of Health indicate that the Authority's stipulations can be included in the permit issued by VDH.

**RECOMMENDATION: CCUSA recommends the County approve the pump and haul permit that will include the Authority's stipulations for a period not to exceed 90 days.**

12. [Regional Water Study Phase II Grant](#) (5 minutes)

Virginia has required all localities prepare a water source study as a planning tool for water demand in the State for the next 50 years. We have been working for the past year through Virginia's Region 2000 Local Government Council to determine what information currently exists and what needs to be in the final report. These efforts have been funded in part by a State grant and the Board received a report on the Phase I efforts in November. Another grant from DEQ is available this year and if the Local Government Council is successful with the application this money would be used to help offset some of the local costs the County has already obligated for Phase II of this project. The Board approved funding for Phase II of the study and the amount of \$71,346 has been included in the CIP budget recommendation for FY 2008.

Gary Christie, Executive Director, Virginia's Region 2000 Local Government Council, will be present to request adoption of the attached resolution to provide partial grant funding for Phase II of the required Regional Water Planning Study.

**RECOMMENDATION: After reviewing the attached documents and listening to the presentation, adopt the attached resolution for grant funding to offset local costs for completion of Phase II of the Regional Water Planning Study.**

R. David Laurrell, County Administrator

13. [PERMISSION TO ADVERTISE – COUNTY CODE AMENDMENTS - Chapters 21 and 22](#)

(5 minutes)

The public hearing for the Spring Code Updates has been scheduled for the May 21, 2007 Planning Commission meeting (moved due to the Memorial Day Holiday) and the July 2, 2007 Board of Supervisors meeting. A summary of the proposed amendments to Chapters 21 and 22 of the Campbell County Code will be reviewed at the meeting. The amendments are primarily clarifying in nature, with the exception of the change in definition of Family as previously discussed by the Board.

**RECOMMENDATION: Staff recommends the Board authorize staff to advertise the proposed amendments to Chapters 21 and 22 as presented for the May 21, 2007 Planning Commission meeting and the July 2, 2007 Board of Supervisors meeting.**

## CONSENT AGENDA

14. Following are Consent Agendas for your approval:
- a.) **DETERMINATION FOR RFP – AERIAL PLATFORM FIRE APPARATUS** - The constant growth of the central hub of the county, Rustburg, as well as outlying localities has prompted a need for one or two Aerial devices to be acquired for adequate elevated fire protection. Central Purchasing is requesting approval to use the competitive negotiation process rather than sealed bidding for the procurement of an aerial platform firefighting vehicle. The purchase of the vehicle based on price alone would not be in the best interest of the County. Other factors such as safety features, service/maintenance history and convenience, and references also need to be considered.
  - b.) **APPROPRIATIONS** – attached are several appropriations for your review.
  - c.) **Mobile Radios\Fire & EMS** - Quotations were solicited for the purchase of 28 mobile radios, batteries, antenna, and other related accessories for use by the Fire and Rescue departments.
  - d.) **System Migration/Library** – As part of the County’s Strategic Information Technology Plan research was completed in FY06 with funding budgeted for FY07 determining that from a business process and service perspective, the Library should have network access provided by the County while Internet access would continue to be provided by Campbell County Schools due to the existing e-rate funding agreement.
  - e.) **Cisco Switches/Information Technology** - Six (6) Cisco Ethernet Switches are required as part of the System Migration project for the Library. Initial pricing for these switches was provided by Sycom Technologies in their proposal for the system migration project. It was determined it would be more cost effective for the County to buy the switches from another source and furnish them to the awarded contractor for installation.
  - f.) **Carpet Installation / Social Services Building** - Funding for the removal of existing carpet and installation of carpet tiles and VCT tile on the first and second floor of the Social Services Building was budgeted in the 2007 CIP.
  - g.) **CCADM 013-FY04; Telecommunications Engineering Services for Zoning/Subdivision Departments** - A request for proposal was issued for the services of a consulting engineering firm to provide a technical review of all applications for placement of new telecommunications towers within the County.

### **RECOMMENDATION:**

- a.) **Staff recommends the Board authorize Central Purchasing to use the competitive negotiation process for the procurement of an aerial platform firefighting vehicle;**

b.) **Approve the appropriations;**

c.) **Accept the low bid of Continental Wireless, Garland, Texas, for the purchase of mobile radios and related accessories for a total cost of \$21,803.97;**

d.) **Approve the purchase of system migration services for the Library network from Sycom**

**Technologies, Richmond, Virginia, for a total cost of \$42,500.00;.**

e.) **Approve the purchase of six Cisco Switches from the State Contract vendor, DISYS, for a total cost of \$10,917.00;**

f.) **Approve the purchase of carpeting for the Social Services Building from the Virginia State Contract vendor, The Floor Show, Lynchburg, Virginia, for a total cost of \$34,620.00;**

g.) **Based on the recommendation of the Evaluation Committee, approve CityScape Consultants as the top ranked firm and authorize staff to negotiate and execute a final contract for telecommunications consulting services.**

### **MATTERS FROM THE BOARD**

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

Note: Please note the request from Rockbridge County in Item #21.

Note: Please note the information in Item #23 regarding VDOT information on devolution of the statewide transportation department and assumption of road construction and maintenance by the various localities.

Note: The Board has been invited to a biosolids application workshop sponsored by Virginia Tech – Item #24.

### **CLOSED MEETING**

16. 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 related to current litigation with the Campbell County landfill and litigation related to the code of Campbell County.

## **AGENCY MINUTES AND REPORTS**

- |     |  |                   |
|-----|--|-------------------|
| 17. | <a href="#">Administration/Management Services Minutes</a> | April 2, 2007     |
| 18. | <a href="#">Fire Commission Minutes</a>                    | March 21, 2007    |
| 19. | <a href="#">Human Services Committee Minutes</a>           | February 20, 2007 |
| 20. | <a href="#">Joint Committee Minutes</a>                    | March 27, 2007    |

## **INFORMATION ITEMS**

- |     |  |                |
|-----|--|----------------|
| 21. | <a href="#">Rockbridge County Resolution</a>                     | March 29, 2007 |
| 22. | <a href="#">VA Water Permit</a>                                  | April 2, 2007  |
| 23. | <a href="#">VDOT - Devolution Guidebook</a>                      | April 6, 2007  |
| 24. | <a href="#">VA Tech Workshop – Land application of Biosolids</a> | May 30, 2007   |

## **BUDGET WORK SESSION**

R. David Laurrell, County Administrator

### 25. **BUDGET WORKSHOP**

The Board held a budget workshop on Thursday, April 5<sup>th</sup>. At that workshop the budget committee presented a balanced budget that recommended a 2 cent effective increase in the real estate rate for FY 2008 to cover additional costs for new capital projects. The Board indicated a desire to consider reducing the overall budget to allow for a tax rate of 42 or 43 cents. The Board asked staff to bring back a list of potential items that could be addressed in the budget to reduce the effective tax rate below 44 cents. Alternatives for the Board to consider are attached.