

ADMINISTRATOR'S REPORT

October 22, 2007

TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 10/30/2007
RE: November 5, 2007 Board of Supervisor's Meeting

5:00 p.m. [Public Safety Committee Meeting](#) (Gunter / Puckett)
[Appendix B](#)

5:30 p.m. [CED Meeting \(Boyer / Carter\)](#)

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

November 13th, 11:30 a.m. – 2:00 p.m. Employee Picnic (Courthouse Square)

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES
[October 1, 2007 - Regular Meeting](#)
[October 15, 2007 – Regular Meeting](#)
[October 18, 2007 – Virginia's Region 2000 Local Government Council Annual Meeting](#)

APPEARANCES

Mike Davidson, Economic Development Director

2. [John William Yates Resolution Presentation](#) (5 minutes)

The Board of Supervisors adopted at the October 15, 2007 meeting a resolution in honor and memory of John William Yates and his 20 years of dedicated service to Campbell County as a member of the Campbell County Industrial Development Authority. Mr. Yates' family is scheduled to be present to receive the resolution.

RECOMMENDATION: Staff requests Supervisor Gunter read the resolution adopted by the Board and present to Mr. Yates' family at the November 5, 2007, Board of Supervisors meeting.

ADMINISTRATOR'S ITEMS

Paul E. Harvey, Community Development Director

3. [Zoning; Minimum Parking Requirements](#) (5 minutes)

The Planning Commission previously recommended, and the Board of Supervisors adopted, an amendment to the Zoning Ordinance regarding legal residence in a dwelling. Not more than two (2) unrelated persons in addition to the family are now allowed in a single-family residential zoning district. In all other zoning districts, not more than four (4) unrelated persons in addition to the family are allowed. The Board approved the code change but requested staff to present options for future consideration regarding the parking space requirements.

After review of the information, the Planning Commission made the following observations: 1) the current minimum parking requirements are equal to or exceed those of Lynchburg, Amherst County and Bedford County; 2) the current ordinance does not hinder the owner/developer from constructing additional parking if they wish to do so; 3) changing the ordinance will not benefit existing developments since new requirements are not retroactive; and 4) illegal parking on private property should be addressed by the property owner.

RECOMMENDATION: The Planning Commission, by vote of 6-0, recommended no change in the minimum parking requirements. No action is required by the Board.

Alan Lane, Director of Management Services

4. [Budget Time Table FY09](#) (5 minutes)

Attached is a proposed time table for the FY 2009 budget cycle for the Board's review and input.

RECOMMENDATION: Staff requests input from the Board concerning the proposed Budget Time Table and recommends Board approval, with any changes noted.

Mary Pascale, Director of Operation, Recreation Department

5. [Playground Equipment](#) (5 minutes)

In April 2007 the Recreation Department submitted a grant proposal to the Central Virginia Disability Services Board (CVDSB) requesting funding for a handicapped playground unit for Timbrook Park. In order to be considered for Rehabilitative Services Incentive Funds (RSIF) it was essential that the selected playground structure not only meet ADA standards, but exceed them. Out of the three companies offering cost proposals, only the Fibrex Group, Suffolk, Virginia, exceeded the minimum ADA standards as required by the grant.

As this is a reimbursement grant, the County will be awarded funding upon proof of purchase in accordance with the RSIF grant contract. The Recreation Department with Board approval committed to a 10% match, or, \$1,072.90. However, the final cost of the equipment to exceed ADA standards plus

significant shipping costs involved in the delivery of this heavy equipment exceeded our estimates in the amount of \$3,442.00.

RECOMMENDATION: Accept the quotation of the Fibrex Group, Suffolk, Virginia, for the purchase of ADA compliant playground equipment for a total cost of \$14,171.00 and charge the additional local cost needed of \$3,442.00 to 4-302-094700-0018 Timbrook Park in the CIP.

Clifton M. Tweedy, Deputy County Administrator

6. [LANDFILL CONSULTING SERVICES](#) (5 minutes)

The County recently sent out a Request for Proposals (RFP) for Landfill Consulting Services. A firm is needed to provide environmental services until the Regional Authority takes over operation next July and after that time to review closure designs, test data and remediation systems to insure cost effective environmental operation of Phase II.

RECOMMENDATION: Approve the Committee's recommendation of SCS Engineering as the top ranked firm to provide Landfill Consulting Services. Also, authorize staff to negotiate and execute a contract for consulting services as needed for the Campbell County landfill facility.

7. [School Administration/Library HVAC Authorization for Transfer of Appropriation](#) (5 minutes)

The HVAC system for the School Administration / Library is to be renovated due to the age and condition of the system. This system has been a problem system for the past few years. Dewberry did the design work and bids were received for the project. There is not sufficient funding in the HVAC Improvements line item to cover this project due to the extent of the needed renovation of the duct work and control systems and equipment replacement.

RECOMMENDATION: Staff requests the Board approve the bid by CCI for \$209,937.00 with a \$10,000.00 contingency. Total amount requested for the project is \$219,937.00. Due to insufficient funding, we also request a transfer of appropriation from excess funding for the Yellow Branch Sewer Line into the HVAC line to cover the cost of this project.

Kristin B. Wright, Staff Attorney

8. [Permission to Advertise – Code Update](#) (10 minutes)

Semi-annually the Board of Supervisors updates the County Code with mandated changes that

result from action of the General Assembly and discretionary changes that are initiated by either the Board or staff during the year. The amended text for all chapters is available electronically with a paper copy available in the County Administrator's Office. The summary of all changes is attached to this memorandum.

Complete chapters are listed below & included electronic only:

[Chapter 2](#)

[Chapter 10](#)

[Chapter 16](#)

[Chapter 4](#)

[Chapter 13](#)

[Chapter 17](#)

[Chapter 7](#)

[Chapter 14](#)

[Chapter 18](#)

[Chapter 9](#)

[Chapter 15](#)

[Chapter 21](#)

[Chapter 22](#)

RECOMMENDATION: Staff recommends the advertisement of a public hearing to update the Campbell County Code for the November 26, 2007 Planning Commission Meeting and the December 3, 2007 Board of Supervisors meeting.

R. David Laurrell, County Administrator

9. [CANCELLATION OF DECEMBER 17, 2007 MEETING](#) (3 minutes)

The Board has traditionally canceled the second meeting in December. Staff is not aware of any pressing issues at this time. A reminder of other events scheduled for December 17th is included in the memorandum, which includes a swearing in ceremony for new Board members followed by a reception.

RECOMMENDATION: Please advise staff if the Board would like to cancel the December 17, 2007 regular meeting.

10. [Appointment of Acting Zoning Administrator and Subdivision Agent](#) (5 minutes)

The County Code establishes the position of Zoning Administrator and provides that the individual shall be appointed by the Board of Supervisors. The Code also provides for the appointment of a Subdivision Agent to act on behalf of the Planning Commission and Board of Supervisors in subdivision matters.

The position of Zoning Administrator is vacant as of October 30, 2007. In order to continue our administrative and enforcement responsibilities under the Code, it is necessary to appoint an Acting Zoning Administrator/Subdivision Agent until a permanent replacement is secured.

RECOMMENDATION: Staff recommends the appointment of Tonya W. Massie as Acting Zoning Administrator and Acting Subdivision Agent, and additionally authorizes Paul E. Harvey to act on her behalf during absences.

11. CONSENT AGENDA

The following items are included under the Consent Agenda for your approval:

- a.) Appropriations – [Appropriations](#) are attached for your review. Backup document for [appropriation #20071105-02](#) is attached.
- b.) County Attorney Fees – An invoice in the amount of \$11,812.31 has been received from the County [Attorney](#) for services.

RECOMMENDATION: Approve items a & b.

- a.) **Approve the appropriations.**
- b.) **Approve the County Attorney invoice.**

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

- 13. [Administration/Management Services Minutes](#) October 1, 2007
- 14. [Brookneal/Campbell Co. Airport Authority Minutes](#) September 26, 2007
- 15. [Brookneal/Campbell Co. Airport Authority Financial Statement](#) September 2007
- 16. [Campbell County Economic Development Commission Minutes](#) June 21, 2007
- 17. [Library Minutes](#) August 20, 2007
- 18. [Library Minutes](#) September 17, 2007
- 19. [Public Works Minutes](#) September 17, 2007
- 20. [R. E. Lee Soil & Water Conservation District Minutes](#) September 27, 2007
- 21. [Rescue Commission Minutes](#) September 12, 2007
- 22. [School Board Minutes](#) September 17, 2007
- 23. [School Board Minutes](#) October 1, 2007

INFORMATION ITEMS

- | | | |
|-----|---|------------------|
| 24. | <u>Appropriations and Transfers</u> | October 2007 |
| 25. | <u>Assessments of Mandates on Local Government</u> | October 2007 |
| 26. | <u>County Surplus Vehicle Auction</u> | October 15, 2007 |
| 27. | <u>DePaul Family Services Thank You Letter</u> | October 16, 2007 |
| 28. | <u>Drought Disaster Designation</u> | October 19, 2007 |
| 29. | <u>Leesville Lake Association Committee Reports</u> | October 11, 2007 |
| 30. | <u>Local Environmental Review – Highway Projects</u> | October 10, 2007 |
| 31. | <u>Letter of Appreciation from the Rescue Squad Commission</u> | October 14, 2007 |
| 32. | <u>Region 2000 Partnership Report</u> | October 11, 2007 |
| 33. | <u>Report on Delinquent Taxes</u> | October 2007 |
| 34. | <u>Report on Public Nuisances</u> | October 2007 |
| 35. | <u>Report on Taxes Collected</u> | October 2007 |
| 36. | <u>Report on Zoning Violations</u> | October 2007 |
| 37. | <u>School Board – Change in Meeting Dates</u> (11/19 and 12/17) | October 05, 2007 |