

## ADMINISTRATOR'S REPORT

November 24, 2008

TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 11/26/2008  
RE: December 1, 2008

4:00 p. m. [EMSAC Meeting](#) (Pendleton/Shockley) Board Level Conference Room  
5:00 p. m. [Public Safety Meeting](#) (Pendleton/Shockley) Board Level Conference Room  
7:00 p. m. Call to Order, Invocation by Supervisor Falwell

December 15, 2008 Board of Supervisors meeting is canceled subject to any business arising requiring the meeting to be held.

### Approval of Minutes

1. [October 06, 2008](#) - Regular Meeting  
[October 07, 2008](#) - Regular Meeting continued  
[November 17, 2008](#) - Regular Meeting

### PUBLIC HEARING

Paul Harvey, Director of Community Development

2. [Special Use Permit Request #09-00468](#) (Watts – Leesville Road)

This request is from Integrated Wireless Development, agent for Walter and Betty Watts, for a special use permit to install a 199' monopole telecommunications antenna and related equipment on leased property. ([Public Hearing notice attached.](#))

**RECOMMENDATION:** The Planning Commission voted 7-0 to recommend approval with the following conditions 1) the maximum approved height of the tower structure is 199 feet and shall be of monopole design; 2) the applicant shall supply all information and satisfy conditions specified in the CityScope report dated October 10, 2008 (page 3); 3) the

**access road shall connect to Buffalo Mill Road and not Leesville Road; and 4) the access road shall be chained or gated.**

Kristin Wright, County Staff Attorney

3. [PUBLIC HEARING – Semi-Annual Code Update](#) (10 minutes)

Semi-annually the Board of Supervisors updates the Code of Campbell County 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. At the Board's regular meeting on October 20, 2008, staff briefed the Board on the proposed changes and the Board authorized staff to advertise for a public hearing (notice included) at the December 1, 2008 meeting, and included a full copy of the electronic documents.

The amended text for all chapters is available [electronically online](#) with a paper copy available in the County Administrator's Office. The summary of all changes was presented to the Board at the October 20 meeting and is included with the agenda item.

**RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any further changes the Board believes are appropriate.**

### ADMINISTRATOR'S ITEMS

R. Aubrey Cheatham, Public Safety Director

4. [Public Safety Technician, 24 hour staffing](#) (10 minutes)

In October 2008, the Campbell County Emergency Medical Services Advisory Committee (EMSAC) approved the hiring of the final Public Safety Technician authorized by the Board. This final position will allow staffing of the career EMS advanced life support response vehicle 24 hours per day, seven days a week. Eligible Public Safety Technicians will work a 24 hour shift schedule which will require them to be on duty 2,912 hours per year rather than the standard 2,080 hours per year (1.40 as many hours) worked by regular 40 hour per week employees. Included is a recommendation for the accrual of vacation and sick leave for Public Safety personnel working 24-hour shifts. The Campbell County Employee Handbook would need to be updated to reflect this change.

Staff intends to brief the Public Safety Committee at their regular meeting on December 1<sup>st</sup> prior to the Board meeting.

**RECOMMENDATION: Staff recommends that the Campbell County Board of Supervisors authorize the following leave earnings for Public Safety personnel that work 24-hour shifts, as well as the modification of the Campbell County Employee Handbook to reflect this change:**

**Public Safety Technicians assigned to 24-hour shifts**

**Sick Leave (Based on 8hrs X 1.40) 11.2 hours per month**

**Annual Leave (Based on current Campbell County annual leave amounts X 1.40)**

**1st Year of Service - Earned at the rate of 11.2 hrs per month**

**2nd Year of Service - Earned at the rate of 12.25 hrs per month**

**3rd Year of Service - Earned at the rate of 12.95 hrs per month**

**4th Year of Service - Earned at the rate of 14 hrs per month**

**5th Year of Service - Earned at the rate of 15.05 hrs per month**

**6th Year of Service - Earned at the rate of 15.75 hrs per month**

**Every Year Thereafter - Earned at the rate of 16.80 hrs per month**

**Staff further recommends that the Campbell County Employee Handbook be modified to allow these employees to maintain (carry over) up to 336 hours of annual leave each year. This is based off the amount of time that it would take a 40 hour per week employee to earn 240 hours of annual leave, which is the maximum that can be carried over each calendar year and is based on a 1.40 multiplying factor.**

**5. CONSENT AGENDA**

a.) [Appropriations](#) – Appropriations are attached for your review.

b.) [County Attorney Invoice](#) – An invoice for services rendered in the amount of \$11,225.38 is attached.

c.) [CCADM 010-FY09 - PORTABLE RADIOS](#) - Sealed bids were solicited for the purchase of thirty (30) portable radios and three (3) mobile radios for the Public Safety Department. [Nine \(9\) responsive bids were received.](#) The low bidder is B R Communications, Inc. from Harrisonburg,

Virginia with a cost of \$15,502.74. This cost includes an extended warranty of three years for a total warranty period of five years.

d.) [CCADM 005-FY09 - TECHNOLOGY CONSULTANCY SERVICES](#) - The Campbell County Department of Information Technology previously received Board approval to utilize a technology consultancy services contract administered by Roanoke County, Virginia. Under the terms of their Request for Proposal (RFP), and as allowed by Virginia Procurement Code, Campbell County may use this contract for purchasing support services from the vendors awarded this contract. The existing contract is set to expire in January 2009; therefore, Campbell County issued a RFP for a new consultancy services contract with comparable specification requirements to include a cooperative purchasing clause specifying that procurement was being conducted on behalf of other public bodies.

**RECOMMENDATIONS:**

**a.) Approve the appropriations.**

**b.) Approve the County Attorney invoice.**

**c.) It is recommended that the low bid from B R Communications, Inc. of \$15,502.74 be accepted for the purchase of thirty (30) portable radios and three (3) mobile radios.**

**d.) Staff recommends the Board give approval of CAS Severn; SyCom Technologies; Virtual IT, Inc.; and Yorel Integrated Solutions, Inc. as the top ranked firms and authorize staff to negotiate and execute a final contract for technology consultancy services with each vendor per the RFP document (please see attached copy of RFP document page discussing the Selection Process).**

**MATTERS FROM THE BOARD**

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

**CLOSED MEETING**

7. 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 a number of public nuisances.

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**AGENCY MINUTES AND REPORTS**

- |     |  |                  |
|-----|--|------------------|
| 8.  | <a href="#"><u>Library</u></a>             | October 20, 2008 |
| 9.  | <a href="#"><u>Planning Commission</u></a> | October 27, 2008 |
| 10. | <a href="#"><u>School Board</u></a>        | October 20, 2008 |
| 11. | <a href="#"><u>Social Services</u></a>     | October 15, 2008 |

**INFORMATION ITEMS**

- |     |   |                   |
|-----|---|-------------------|
| 12. | <a href="#"><u>Public Safety / Babcock &amp; Wilcox Joint Operations</u></a>                  | November 13, 2008 |
| 13. | <a href="#"><u>Copy of Treasurer's Report</u></a>   | November 2008     |
| 14. | <a href="#"><u>Expenditure / Revenue Summary</u></a>  | October 2008      |
| 15. | <a href="#"><u>Invitation to Judge Johnston's Portrait Unveiling</u></a>                      | December 23, 2008 |
| 16. | <a href="#"><u>Jet Broadband Franchise Agreement</u></a>                                      | November 14, 2008 |
| 17. | <a href="#"><u>FY 2010 Budget Priorities Request</u></a>                                      | November 13, 2008 |
| 18. | <a href="#"><u>Report on Delinquent Taxes</u></a>   | November 2008     |
| 19. | <a href="#"><u>Report on Taxes Collected</u></a>  | November 2008     |
| 20. | <a href="#"><u>Report on Public Nuisances</u></a>   | November 2008     |
| 21. | <a href="#"><u>VDOT – Notice of Willingness -<br/>Village Highway Improvement Project</u></a> | November 20, 2008 |