

## **ADMINISTRATOR'S REPORT**

DATE: June 27, 2011  
TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell 6/29/2011*  
RE: July 5, 2011 Board of Supervisors Meeting

2:30 p. m. Administration / Human Services/ Management Services Committee – [Agenda](#)  
(Gunter / Rosser) Board Multi-Use Room

4:00 p. m. Call to Order, Invocation by Supervisor Gunter

6:00 p.m. Dinner Break

7:00 p.m. Public Hearings

### Upcoming Meetings and Events:

Tuesday, August 2<sup>nd</sup> – 2:30 p.m. - Public Works/Community & Economic Development Committee

Tuesday, August 2<sup>nd</sup> – 4:00 p.m. - Board of Supervisors Meeting

## **ADMINISTRATOR'S ITEMS**

Clifton M. Tweedy, Deputy County Administrator

### 1. HIGHWAY MATTERS (10 MINUTES)

a.) Status of Outstanding Highway Matters – Please see [attached summary](#) of the status of outstanding highway matters.

**RECOMMENDATION: This is information only. Any action items follow in section b.**

b.) Highway Matters Action Items -

[RESOLUTION OF ADOPTION FOR SIX-YEAR PLAN](#) (3 minutes)

The Board of Supervisors and the Virginia Department of Transportation (VDOT) conducted a joint public hearing on the proposed [Six Year Plan for Secondary Road Improvements](#) on June 7, 2011. Randy L. Hamilton, VDOT Director of Programming and Investment Management, is recommending approval of the Six-Year Plan for Secondary Roads (2012 through 2017) and the Construction Priority List (2012) for Campbell County. Mr. Hamilton and staff will be available at the meeting to answer any questions the Board may have.

**RECOMMENDATION: Adopt the attached resolution for the Six-Year Plan.**

c.) A few minutes will be scheduled each month for Supervisors to voice any questions or concerns regarding highway matter. Requests will be forwarded to VDOT as appropriate.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

Anne B. Blair, Director of Information Technology

2. [INFORMATION TECHNOLOGY UPDATE TO THE BOARD](#) (10 Minutes)

Anne Blair would like to present the Information Technology Department's annual report (included) to the Board of Supervisors. The content of this year's report focuses on work completed in the integration, web, network and help desk areas along with upcoming priority initiatives.

**RECOMMENDATION: No formal action is required.**

Kristin B. Wright, Staff Attorney

3. [PROPOSED 2012 LEGISLATIVE AGENDA](#) (15 Minutes)

Each year staff presents the Board with a proposed list of legislative items for consideration. The adopted legislative priorities are forwarded to the Virginia Association of Counties for inclusion in the Association's annual statewide legislative priority list. Copies are sent to our area legislators and a meeting is scheduled with them in late November/early December to include the Board Chair, Vice-Chair, County Administrator and Deputy County Administrator to discuss the Board's priorities.

Please find attached the [proposed 2012 Campbell County legislative agenda](#). The list includes one new item related to the Line of Duty Act. All other positions are carried forward from last year in that no action was taken by the General Assembly on those issues. Staff would like to obtain Board input on these items and obtain suggestions for other items not identified.

**RECOMMENDATION: Following discussion by the Board and amendment of the proposed legislative agenda as appropriate, staff recommends adoption of a list of legislative items to be forwarded to VACo and area legislators.**

Alan Lane, Director of Management Services

4. [ACCOUNTING STANDARDS AND PROPOSED IRS REGULATION CHANGES](#) (10 minutes)

There are changes in the accounting standards required by the Auditor of Public Accounts that staff would like to discuss with the Board as well as possible new onerous IRS federal mandates related to possible future withholding of payments to vendors.

A new audit standard by the Auditor of Public Accounts requires localities to report *tax relief for the elderly and handicapped* as an expenditure. This will require the County to increase the appropriation for Real Estate Tax revenue and appropriate a new expenditure line for the same amount. We have reported this in the past as a reduction in Real Estate Tax revenue received. Rather than handling this in the future during the budget submission and creating some confusion as to comparisons to the previous fiscal year budget, staff suggests handling this late each fiscal year as a supplemental appropriation, with no impact on the General Fund Undesignated Fund Balance. [A supplemental appropriation for \\$230,000 is attached](#) here for Board approval for FY2011.

Additionally, articles published by the [Government Financial Officers Association](#) and the [GFOA Newsletter](#) pertaining to a new IRS mandate are attached. This requirement mandates that local governments with expenditures in excess of \$100 million annually withhold 3% of each payment made to vendors and forward on the funds withheld to the federal government. While the county and schools individually do not spend in excess of \$100 million annually, this would be very burdensome and expensive to implement if the minimum thresholds were lowered.

**RECOMMENDATION: Staff requests approval of the attached supplemental appropriation for \$230,000 for Tax Relief for the Elderly. No further action is required at this time.**

Clifton M. Tweedy, Deputy County Administrator

5. [RECYCLING REPORT](#) (10 minutes)

As part of the County's on-going efforts to evaluate the value of County initiatives, staff is reviewing the current recycling program. Included is a report providing information necessary for making any adjustments the Board may find desirable to our recycling efforts. Staff has gathered information concerning the types and quantities of materials recycled and the current costs associated with these efforts. Staff will answer any questions the Board may have regarding the County's recycling initiatives.

**RECOMMENDATION: No action is required at this time. If the Board would like additional information or would like staff to evaluate the current recycling program further please let us know.**

6. CONSENT AGENDA

a.) [APPROPRIATIONS](#)

Attached is a list of appropriations for your review.

b.) [COUNTY ATTORNEY CONTRACT](#)

[Attached for your review is a contract](#), which covers the services of the County Attorney for the fiscal year, ending June 30, 2012. There have been no changes to the contract from last year; however, [a cover letter from David Shreve](#) indicating this may be the last year that he is able to maintain his current rates is attached. The last adjustment to his contract was in FY 2008.

c.) [COUNTY ATTORNEY INVOICE](#)

Attached for your review is an invoice for \$7,678.33 from the County Attorney for services rendered during June 2011.

d.) [AMBULANCE BILLING & COLLECTION SERVICES](#)

In 2006, through the RFP process, the County entered into a contract with Med3000 for billing services to be handled by the Campbell County Department of Public Safety on behalf of the County career EMS Division and the volunteer rescue squads. That Original contract, with all the extensions will expire on July 16, 2011.

Recently an RFP was issued to procure the services of a qualified firm to continue to provide Ambulance Billing & Collection Services. Having read and reviewed the twelve (12) proposals received, the evaluation committee narrowed them down to five (5) who were short-listed and brought in for interviews/presentations. All five (5) firms were well qualified to provide the services, and it was determined that a contract with EMS Management & Consultants would best meet the needs of the County and be the most cost effective.

The initial term of the contract shall be for two (2) years with an option to renew for three (3) additional one (1) year terms. Estimated cost will be 4.5% of net collections provided. In addition, EMS Management & Consultants has agreed to add the Geo-Coding Module ([please see attached for more information on the Geo-Coding Module](#)) to our current EMS Charts software at no cost to Campbell County.

e.) [REVISED LINE OF DUTY ACT RESOLUTION](#)

At the June 7, 2011 Board meeting, a resolution to opt-out of the Virginia Retirement System (VRS) Line of Duty coverage was approved. Shortly after that meeting, staff received an updated version of the resolution and was informed VRS would not accept the prior version. Included is the updated resolution from VRS. Staff is not aware of any outstanding claims that would affect the County based on the amended resolution. If something comes in later our LODA insurer, VACoRP, has agreed to pay any claims.

**RECOMMENDATIONS:**

- a.) **Approve the appropriations as submitted.**
- b.) **Authorize the County Administrator to execute the County Attorney contract for the period July 1, 2011 to June 30, 2012.**
- c.) **Approve the County Attorney invoice for \$7,678.33.**
- d.) **Based on the recommendation of the Evaluation Committee, approve EMS Management & Consultants as the top ranked firm and authorize staff to negotiate and execute a final contract for ambulance billing services for a two-year period.**
- e.) **Staff recommends the Board adopt the updated resolution.**

## MATTERS FROM THE BOARD

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

NOTE: Please note in the Treasurer's Report, information item #29, there is a negative balance showing for the remaining VML/VACo Loan Pool Funds as of May 31<sup>st</sup> for various completed projects. As noted during the budget discussion the VML/VACo Loan Pool Funds have been closed out and currently carry a zero balance. The Treasurer's Report was completed prior to posting the entry for interest received over the life of the projects in June. As of June 30<sup>th</sup> all VML/VACo accounts will have a zero balance and reflect all transfers, supplemental and debt stabilization appropriations approved by the Board, as well as interest earned that posted in June.

6:00 – 7:00 p.m. – Break for Dinner – Continue administrative items until after evening public hearings if needed.

**7:00 P.M.**

### PUBLIC HEARINGS

Kristin B. Wright, Staff Attorney

8. [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 June 7, 2011 staff briefed the Board on the proposed changes and the Board authorized staff to advertise for a public hearing at the July 5, 2011 meeting.

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 is attached to this agenda item as part of the text of the newspaper advertisement, which also included advertisement of the changes to Chapters 21 and 22 for the June 27, 2011 Planning Commission meeting. A more [in depth summary](#) that was presented to the Board at the June 7<sup>th</sup> meeting is also attached. On June 27, 2011, the Planning Commission considered the proposed changes to Chapters 21 and 22, and voted 7-0 in favor of the amendments as advertised.

**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 changes the Board believes are appropriate.

Sandra M. Shackelford, Planner

Public hearings were advertised ([ad attached](#)) for the following:

9. [PUBLIC HEARING – REQUEST BY BOB NELSON TO REZONE 7.22 ±ACRES FROM RESIDENTIAL – MULTI FAMILY TO AGRICULTURAL, CONDITIONAL TO ALLOW THE INSTALLATION OF MANUFACTURED HOUSING](#)

Bob Nelson, owner of Nelson Investment Properties; 189 Meadow Court, Lynchburg, VA 24501 is requesting to rezone 7.22 ± acres from Residential – Multi Family (R-MF) to Agricultural, Conditional (A-1, C) to allow the installation of manufactured housing. The property is located in the Seneca Election District and proffers have been submitted significantly limiting permitted uses on this parcel.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing convenience**

10. [PUBLIC HEARING – REQUEST FROM KERRY AND CHERRIE MURPHY FOR A SPECIAL USE PERMIT TO KEEP UP TO THREE HORSES ON PROPERTY AT 3703 LAWYERS ROAD](#)

Special Use Permit Request #11-01209 - A request from Kerry and Cherrie Murphy for a special use permit to keep up to three horses on 7.7 ± acres at 3703 Lawyers Road in the Seneca Election District.

Staff recommends the following condition: 1) the applicant adheres to the guidelines described in the [narrative dated April 15, 2011.](#)

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 with the conditions recommended by staff citing good zoning practice.**

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**AGENCY MINUTES AND REPORTS**

- |     |   |                |
|-----|---|----------------|
| 11. | <a href="#"><u>Department of Social Services</u></a>                      | May 18, 2011   |
| 12. | <a href="#"><u>Joint Board Meeting</u></a>                                | May 24, 2011   |
| 13. | <a href="#"><u>Library Board</u></a>                                      | May 16, 2011   |
| 14. | <a href="#"><u>Planning Commission Meeting</u></a>                        | May 23, 2011   |
| 15. | <a href="#"><u>Recreation Public Forum</u></a>                            | May 10, 2011   |
| 16. | <a href="#"><u>Robert E. Lee Soil and Water Conservation District</u></a> | April 28, 2011 |
| 17. | <a href="#"><u>Robert E. Lee Soil and Water Conservation District</u></a> | May 26, 2011   |
| 18. | <a href="#"><u>School Board</u></a>                                       | May 9, 2011    |

**INFORMATION ITEMS**

- |     |   |               |
|-----|---|---------------|
| 19. | <a href="#"><u>Brookneal Historic District</u></a>                              | May 17, 2011  |
| 20. | <a href="#"><u>Comcast Change Schedule</u></a>                                  | May 31, 2011  |
| 21. | <a href="#"><u>Commonwealth Transportation Board Resolution on Route 29</u></a> | June 15, 2011 |

22.	<a href="#">Chesapeake Bay Local Advisory Committee – Setting Policy</a>	June 1, 2011
23.	<a href="#">Line Of Duty Act Letter from Rockingham County</a>	June 14, 2011
24.	<a href="#">Lyn Cag Outreach Closure</a>	June 24, 2011
25.	<a href="#">Rail Heritage Region Request</a> (Referred to A/HS Committee)	June 6, 2011
26.	<a href="#">Report – Expenditure / Revenue Summary</a>	May 2011
27.	<a href="#">Report – Delinquent Taxes</a>	May 2011
28.	<a href="#">Report – Delinquent Taxes Collected</a>	May 2011
29.	<a href="#">Report – Treasurer</a>	May 2011
30.	<a href="#">Report – Undesignated Cash Balance</a>	May 2011
31.	<a href="#">Report – Undesignated Fund Balance</a>	May 2011
32.	<a href="#">Shentel – Subdivision Extension Plans</a>	June 2011
33.	<a href="#">VDOT – Legislative Update</a>	June 6, 2011

## 2011 MEETING SCHEDULE

Revised 6/7/2011

MEETING SCHEDULE UPDATE FOR 2011 – Beginning April 1, 2011 the Board’s regular meeting schedule moved to the first Tuesday of the month at 4 PM.

Items marked with an asterisk (\*) are changed from the previously published schedule  
Underlined items are special meetings

### **Tuesday, July 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room (Gunter/Rosser)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings – Campbell County Code Update; Rezoning – Meadow Court;  
Special Use Permit – Lawyers Road

Tuesday, July 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, August 2<sup>nd</sup> –**

- 2:30 PM – Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room (Pendleton/Puckett)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings – Surplus Property - Landfill Permit Separation (Tentative);  
Regional Water Supply Plan and Drought Ordinance

Tuesday, August 16<sup>th</sup> – No Board workshop currently scheduled

Tuesday, August 23<sup>rd</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, August 30<sup>th</sup> –

5 PM – EMSAC – Public Safety Conference Room (Falwell/Goldsmith)

**Tuesday, September 6<sup>th</sup> –**

2:30 PM – Public Safety Committee –

Board Level Multi-Use Room - (Falwell/Goldsmith)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner provided by Extension Leadership Council

7 PM – Public Hearings – If needed

Tuesday, September 20<sup>th</sup> – No Board workshop currently scheduled

**Tuesday, October 4<sup>th</sup> –**

2:30 PM – Administration/Human Services Committee –

Board Level Multi-Use Room – (Gunter/Rosser)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings - If needed

**Tuesday, October 18<sup>th</sup> –**

2:30 PM – Annual Board Planning Session – Proposed –

Board Level Multi-Use Room

**Tuesday, November 1<sup>st</sup> –**

2:30 PM - Public Works/Community and Economic Development Committee –

Board Level Multi-Use Room – (Pendleton/Puckett)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings - If needed

Tuesday, November 15<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, November 22<sup>nd</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, November 29<sup>th</sup> –

5 PM – EMSAC – Public Safety Conference Room (Falwell/Goldsmith)

**Tuesday, December 6<sup>th</sup> –**

2:30 PM – Public Safety Committee –

Board Level Multi-Use Room – (Falwell/Goldsmith)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings – If needed

Tuesday, December 20<sup>th</sup> –

2 PM – Swearing In Ceremony – Circuit Courtroom

4 PM – No Board workshop currently scheduled