

ADMINISTRATOR'S REPORT

DATE: December 28, 2011
TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell*
RE: January 3, 2012 Board of Supervisors Meeting

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

UP COMING MEETINGS:

January 17th – 2:30 p.m. – Board Planning Session – Citizen Services Conference Room

4:00 p. m. Call to Order and Pledge of Allegiance by R. David Laurrell
Invocation by Supervisor Puckett

5:30 p.m. Board Photos

ORGANIZATIONAL MEETING

R. David Laurrell, County Administrator

1. [ORGANIZATIONAL MEETING AGENDA](#) (15 minutes)

NOMINATIONS AND ELECTION OF CHAIRMAN – County Administrator

NOMINATIONS AND ELECTION OF VICE-CHAIRMAN – Chairman

DESIGNATION OF TIME AND PLACE OF MEETINGS – Chairman

COMMITTEE ASSIGNMENTS – Chairman

At the organizational meeting the Board will select its Chair, Vice-chair, establish the time and place of meetings and select committee assignments. To assist the Board the following are included:

- the protocol for the organizational meeting
- suggested time and meeting place of meetings, along with a weather cancellation option
- a chart of the current committee assignments with the years of service noted,
- a blank chart to be used for committee selections,
- a list of the meeting schedules to help you make your committee selections, and
- a 2012 Calendar of meetings and holidays.

Traditionally the Board has limited terms of service on Board Committees and outside Boards to two, two-year terms. Due to the reorganization of the committee structure in 2011 those with terms of one year will be reset to zero as if starting new in 2012. The only four year term currently noted is Supervisor Goldsmith on the Community Services Board. “Other” appointments have no term limits.

RECOMMENDATION: Staff recommends the Board conduct its organizational meeting at the January 3, 2012 meeting to select the Chairman and Vice-Chairman (Page 1-1) and the time and place of meetings for 2012 (Page 1-2). Staff also recommends the Board select committee and board assignments for 2012 and 2013 (Page 1-5).

APPROVAL OF MINUTES

2. [December 6, 2011](#) – Regular Meeting
[December 12, 2011](#) - Campbell County Litter & Environmental Commission Dinner
[December 20, 2011](#) - Swearing-In Ceremony

APPEARANCES

Alan Lane, Director of Management Services

3. [AUDITED FINANCIAL REPORT FOR FY2011](#) (15 minutes)

Each year a representative from our accounting-auditing firm makes a presentation to the Board relating to the annual audited Financial Reports for the previous fiscal year. Mr. Matt McLearn of the accounting firm of Robinson, Farmer, Cox Associates (RFC) is scheduled to make the presentation to the Board this year.

The completed annual audited Financial Report for FY2011 for Campbell County was distributed with your Board book for review prior to the meeting. The report is consistent with information previously provided. Staff will review the audit results in more detail with the Administration/Human Services Committee just prior to the Board meeting. Please bring your printed copies with you for reference during the presentation. RFC and staff will answer any questions the Board may have at the meeting.

RECOMMENDATION: Staff recommends the Board accept the FY 2011 audited financial report in the form of a motion.

ADMINISTRATOR'S ITEMS

Anne B. Blair, Director of Information Technology

4. [COUNTY WEB SITE AND NEWSLETTER](#) (10 minutes)

During FY 2012, Information Technology and Recreation Department staff worked together on several Board Priority Initiatives. These initiatives included collaboration efforts on a redesign of the home page for the County Web site, the availability of an email subscription option for citizens and enhancements to the County newsletter. Staff would like to conduct a brief overview and demonstration of the new County Web site home page format and recently added features at this time.

RECOMMENDATION: No formal action is required.

Mary H. Pascale – Director of Operations, Recreation

5. [RESOLUTION FOR BROOKVILLE HIGH SCHOOL FOOTBALL TEAM](#) (5 minutes)

The Board has a program for adoption of resolutions for citizens, school teams and others that have accomplished outstanding achievement. The Brookville High School Football Team won the Virginia State Group III, Division III, Championship title on December 10, 2011; the school's second State Championship Title. Please find [attached a resolution](#) recognizing the team's accomplishments. Supervisor Falwell, along with any other interested Board member, will present the resolution to the team at the team's recognition ceremony at the school in late February. Invitations will be forwarded to the Board when the final ceremony date and time are confirmed.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution for the Brookville High School Football Team to be presented at the team's recognition ceremony.

Clifton M. Tweedy, Deputy County Administrator

6. HIGHWAY MATTERS (5 minutes)

a.) [Status of Outstanding Highway Matters](#)

RECOMMENDATION: This is information only. No action is required.

b.) [Highway Matters Action Items:](#)

Adopt the attached resolution to add Progress Drive, Route 1623 to the Campbell County Secondary Road System for maintenance. Progress Drive is in the Sunburst Election District.

RECOMMENDATION: Adopt the resolution to add Progress Drive (Route 1623) to the Campbell County Secondary Road System for maintenance.

c.) A few minutes will be scheduled each month for Supervisors to voice any questions or concerns regarding highway matters. 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.

7. [LANDFILL TRANSFER SITE IMPROVEMENTS](#) (5 minutes)

At the Livestock Road Landfill Transfer Site citizens are allowed to dispose of white goods, tires, batteries, motor oil and brush. The brush, white goods and tires are taken inside the current landfill gate and placed in appropriate stockpiles. With the Region 2000 Services Authority relocating its main operation to the Campbell facility in March 2012, the current Landfill Transfer

Site needs to be improved to easily manage the various waste products collected and recycled at a point before the scales. White goods, tires and other waste materials currently collected can be handled within the current transfer site area; however, an area to store the brush citizens bring until it can be chipped and reused is needed.

Construction for the improvements includes:

1. A cleared area approximately 140' X 260' with a small gravel turnaround;
2. The side adjacent to the road will need a 6' chain link fence to control access;
3. A woven wire fence will need installing along the rear of the area, and;
4. An existing 100' wide vegetative barrier will remain to shield the area from neighboring property.

Design for this area occurred after the FY 2012 budget was prepared based on the relocation schedule of the Region 2000 Services Authority. A [supplemental appropriation](#) from the Solid Waste Fund Balance of \$20,000 to cover the construction cost is attached. This project has been previously discussed with the Public Works Committee.

RECOMMENDATION: The Public Works Committee and staff recommend the Board approve the project to improve the Landfill Transfer Site and additionally approve the attached supplemental appropriation.

R. David Laurell, County Administrator

8. [ANNUAL PLANNING SESSION](#) (5 minutes)

The Board of Supervisors has scheduled the annual Planning Session for January 17th beginning at 2:30 PM in the conference room of the Citizen Services Building.

Please find attached a copy of the [proposed agenda](#) and an ["I value" exercise](#). Loose copies are included with your Board book to make for easier use. Please bring the agenda with you to the meeting and return the "I value" exercise sheets to the County Administrator's Office by January 13th. I would like to take a few minutes at the Board meeting to review the agenda and the exercise and answer any questions the Board may have.

RECOMMENDATION: Please take a few minutes to fill out the "I value" exercise and return it to the County Administrator's Office by January 13th for compilation. Please bring the agenda with you to the meeting on the 17th.

9. [FY 2013 ANNUAL PRIORITY INITIATIVES](#) (20 minutes)

Please find [attached a draft FY 2013 Priority Initiatives list](#) for the Board's consideration to assist with budget development for the upcoming fiscal year. This process was automated last year and is presented in the same format. New priorities cover periods beginning July 1, 2012 and are generally based on direction from the Board and Committees during the course of the year, as well as the Board Planning Sessions held each year. Any changes or updates to the Priority Initiatives made at the Planning Session on January 17th will be incorporated into the final version.

A few minutes is scheduled at this meeting to review the draft items for FY 2013. In addition to the January 17th Planning Session, time for further discussion, modification and adoption will be scheduled for the February 7th agenda.

While I encourage the Board to review the entire list, the highlighted items are the ones that I believe may be the most relevant to focus on for planning and the upcoming budget process. Complete backup and detail on all Priorities can be found on the County's Information Portal at <https://portal.co.campbell.va.us/Pages/Default.aspx>. Click on the PIPT Tracking System link on the left side of the page. Once the PIPT Tracking System opens you can select any item on the list for more detailed narrative and financial information. Staff is also available to provide any additional information as needed.

RECOMMENDATION: Following review, staff is requesting the Board provide any initial input on the draft FY 2013 Priority Initiatives.

10. CONSENT AGENDA

a. [APPROPRIATIONS](#)

Attached for your consideration is a list of appropriations.

b. [COUNTY ATTORNEY INVOICE](#)

Attached for your review is an invoice from the county attorney for \$2,537.50.

c. [DETERMINATION FOR RFP – PAYROLL SERVICES](#)

Campbell County's current payroll services contract with ADP will expire June 30, 2012. This contract provides for the outsourcing of the County's payroll and a payroll time recording and management system.

In 2007 the Board of Supervisors approved the request to use the competitive negotiation process to procure the outsourcing of these services and your approval is requested to again procure these services by the competitive negotiation process. Sealed bidding of payroll services would be neither practicable nor fiscally advantageous to the County. Factors to consider other than price are the offeror's qualifications and experience to perform the requested services, such as a proven track record providing services to other customers of similar size and structure, responsive customer service, and user friendliness for the ease of all employees.

d. [POSITION CHANGES AT THE SHERIFF'S OFFICE](#)

The Sheriff's Office will be reorganizing to address the recent election of a new Sheriff as well as several areas of responsibility that have changed over the past several years. The overall reorganization will result in reduced local funding support of approximately \$14,000. The reorganization involves changes to three County supported positions that require approval from the Board of Supervisors - the Office Manager III to Administrative Assistant III; Administrative Aide to Information Systems Specialist I; and Investigator to Senior Investigator.

e. [QUOTE 019-FY12; ON-CALL TECHNICAL RADIO SERVICES – TIER TWO](#)

In February 2012 the County’s Tier Two contract for On-Call Technical Radio Services will expire. This contract provides for general maintenance support and on-call system analysis and recommendations, as needed, to perform technical radio services. Additionally, the contract provides for radio repair services for Motorola, MA-COM, Icom and Ericsson brand mobile and portable radios, and includes radio and microwave assistance for four (4) communications tower sites (Concord, Brookneal, Johnson Mountain & Long Mountain), as well as communication system support at the Campbell County E-911 Center.

Recently a Request for Quotation (RFQ) was issued and two (2) responsive quotes were received as follows:

1. Star City Communications, Forest, VA

Radio Technician, Hourly Rate	\$ 50.00
Project Manager, Hourly Rate	\$ 90.00

2. Elecom, Inc., Madison Heights, VA

Radio Technician, Hourly Rate	\$125.00
Project Manager, Hourly Rate	\$175.00

Star City Communications, Forest, VA submitted the lowest total quote as shown above. Sufficient funds for this contract are available in line item 4-302-094300-0075.

f. [REGION 2000 SERVICES AUTHORITY AGREEMENT - SECOND AMENDMENT](#)

The Region 2000 Services Authority will transfer operations in the spring of 2012 to the existing landfill in Campbell County. The original Member Use Agreement provided for the Authority to purchase the entire site. Due to pending litigation involving the closed portion of the Campbell County landfill, the Authority did not want to purchase that portion, even though under the original Member Use Agreement Campbell County agreed to retain responsibility for the environmental issues.

In the last few months DEQ has agreed to split the permit; one permit would be a new permit for the Authority for the portion of the landfill the Authority will use, and the other permit for the closed portion of the landfill would remain in the name of the County. Because of the environmental liability issues, this is greatly preferable to the Authority. This is also consistent with recent action taken by the Board of Supervisors following a public hearing to declare the property surplus. Because of these changes an amendment to the original agreement creating the Authority is needed. The Region 2000 Services Authority has adopted the revision and the amendment has been approved as to form by the County Attorney.

RECOMMENDATIONS:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice for \$2,537.50;**

- c. Determine that competitive sealed bidding is not practicable or fiscally advantageous for the procurement of payroll services and authorize Central Purchasing to use the competitive negotiation process;
- d. Approve the Sheriff's Office reclassification recommendations that require less local funding to include the Office Manager III position Grade 16 to an Administrative Assistant III position Grade 17, the Administrative Aide position Grade 7 to an Information Systems Specialist I position Grade 10, and an existing Investigator position Grade 21 to a Senior Investigator position Grade 22, effective January 1, 2012.
- e. Accept the lowest quote from Star City Communications in the amount of \$50.00/hour for a Radio Technician and \$90.00/hour for a Project Manager for On-Call Technical Radio Services for the Department of Public Safety;
- f. Adopt the resolution authorizing the County Administrator to sign the Second Amendment to the Region 2000 Services Authority Agreement.

APPOINTMENTS

- 11. [Attached](#) is a list of appointments for your consideration.

MATTERS FROM THE BOARD

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

Shentel would like to solicit two or three names of people willing to serve on an Advisory Board that will begin meeting in mid-January. The purpose of the Advisory Board will be to find out what Shentel is doing well, where they need improvement, and what county residents would like to see offered by them. The dinner meetings will begin around five or 5:30 PM for an hour or hour and a half. Shentel welcomes recommendations of Board members, county staff and/or county residents that would be beneficial to serve in this capacity.

CLOSED MEETING - TENTATIVE

- 13. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(3\) of the Code of Virginia](#) to discuss matters related to the acquisition or disposal of real property for public purposes related to a proposed Timbrook library branch.

5:30 – Pictures for the *Guide to Campbell County*

6:00 – Break for Dinner

7:00 P.M.
PUBLIC HEARINGS

The following Public Hearings were advertised ([ad attached](#)) for:

Sandra M. Shackelford, Planner

14. [PUBLIC HEARING – REZONING REQUEST FROM RICHARD AND CATHY WALLEN TO REZONE PROPERTY AT 10315 WARDS ROAD FROM BUSINESS-LIMITED COMMERCIAL TO BUSINESS-GENERAL COMMERCIAL FOR USE AS A GENERAL RETAIL STORE](#)

Rezoning # 12-00482 - Richard and Cathy Wallen of 1168 Smartview Lane, Forest, Virginia are requesting the 0.43 ± acres located at 10315 Wards Road, in the Rustburg Election District, be rezoned from Business-Limited Commercial (B-LC) to Business-General Commercial (B-GC) for use as a general retail store selling new and gently used household items.

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

15. [PUBLIC HEARING – TERRY GADDY, SHERIFF OF CAMPBELL COUNTY, IS REQUESTING A SPECIAL USE PERMIT TO OPERATE AN OUTDOOR SHOOTING RANGE ON PROPERTY LOCATED ADJACENT TO THE REGIONAL LANDFILL](#)

Special Use Permit Request #12-00506 – Campbell County’s Sheriff, Terry Gaddy, is requesting a special use permit for an outdoor shooting range on 77.29± acres of property located north and adjacent to the Regional Landfill, zoned agricultural and in the Rustburg Election District.

Comments: This Special Use Permit is for the Board’s consideration on whether this location is an appropriate site for this use. The project has been preliminarily planned for funding in the County’s Capital Improvement Plan for the past several years. Final project approval is subject to Board appropriation of funds during the annual budget process. Additionally, staff recommends the final site design be reviewed by a nationally recognized shooting range design firm to provide recommendations for site compliance with accepted safety design specifications to ensure that appropriate safety measures have been addressed and nothing has been overlooked.

The Sheriff’s Office would like to operate an outdoor shooting range for use by law enforcement personnel. Dirt berms with evergreens planted on top will surround the shooting range on three sides and serve as a noise buffer. Following the public hearing with the Planning Commission, the Sheriff’s Office amended the original request to support the construction of a 6 foot tall chain link fence around the facility should sufficient funding be provided by the Board of Supervisors, as well as agreeing that there would be no live fire training on Sundays.

Conditions: The Planning Commission may recommend, and the Board of Supervisors may impose any reasonable conditions upon approval of the permit. Staff recommends the following conditions: 1) the applicant develops the site in substantial conformance with the site plan and narrative submitted; and 2) the applicant complies with the hours of operation as described in the narrative dated November 7, 2011.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing public necessity, good zoning practice and general welfare with the conditions that the shooting range will never be available for public use, there will be no live fire training on Sundays, and that a fence will be installed around the facility.

AGENCY MINUTES AND REPORTS

16.	Department of Social Services	November 16, 2011
17.	EMSAC	November 29, 2011
18.	Joint Board	November 29, 2011
19.	Planning Commission	December 5, 2011
20.	Public Safety	December 6, 2011
21.	Public Works/Community Economic Development	November 1, 2011
22.	Robert E. Lee Soil and Water Conservation District	October 27, 2011
23.	School Board	November 14, 2011

INFORMATION ITEMS

24.	Budget Letter to Department Heads - FY13	December 2, 2011
25.	Colonial Downs – Advance Deposit Wagering	December 8, 2011
26.	Comcast – Price Adjustments	November 29, 2011
27.	DCR – Stormwater Management Program	November 30, 2011
28.	Dept. of Social Services – Annual Financial Statement	December 2, 2011
29.	Halifax County – Mutual Aide Agreement	December 6, 2011
30.	Jim Campbell’s Devolution Opinion Article	December 11, 2011
31.	Report – Expenditure/Revenue Summary	December 2011
32.	Report – Treasurer	November 2011
33.	Report – Undesignated Cash Balance	November 2011
34.	Report – Undesignated Fund Balance	November 2011
35.	Transient Occupancy Tax Resolution	December 6, 2011
36.	School Board – January Meeting Date Change	December 20, 2011
37.	Support Letter for Altavista Biomass Conversion	December 20, 2011

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 12/27/2011

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, January 17th –

2:30 PM – Annual Board Planning Session
Citizen Services Building Conference Room

Tuesday, February 7th –

2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (TBD)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings – None are currently scheduled

Tuesday, February 21st – 4 PM – No Board workshop currently scheduled

Tuesday, February 28th –

5 PM – EMSAC – Public Safety Conference Room (TBD)

Tuesday, February 28th – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (TBD)

Tuesday, March 6th –

2:30 PM – Public Safety Committee –
Board Level Multi-Use Room – (TBD)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings – If needed

Tuesday, March 20th – 4 PM – No Board workshop currently scheduled

Tuesday, April 3rd –

2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (TBD)

4 PM – Regular Administrative Business Meeting – Reorganization Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings - If needed

Tuesday, April 17th –

4 PM – Budget Workshop

Tuesday, May 1st –

2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (TBD)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings - If needed

Tuesday, May 15th –

5:30 PM & 7 PM – Budget Public Hearing

Tuesday, May 22nd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (TBD)

Tuesday, May 29th –

5 PM – EMSAC – Public Safety Conference Room (TBD)

Tuesday, June 5th –

2:30 PM – Public Safety Committee –

Board Level Multi-Use Room – (TBD)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings – If needed

Tuesday, June 19th – 4 PM – No Board workshop currently scheduled