

ADMINISTRATOR REPORT
January 29, 2019

TO: Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: February 5, 2019 Board of Supervisors Meeting

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

1. **APPROVAL OF MINUTES**

- a. [Regular Meeting – December 4, 2018](#)
- b. [Regular Meeting – January 3, 2019](#)

2. **APPEARANCES**

- a. None

3. **ADMINISTRATOR'S ITEMS**

- a. [Mike Davidson, Director of Economic Development](#)

WARDS ROAD COMMERCIAL DEVELOPMENT INCENTIVES

On November 8, 2018, the Board of Supervisors approved by consensus in closed session offering local incentive funding for the Wards Road Commercial Project. These incentives were recommended based on the existing Small Business Infrastructure component of the County's Incentive Policy.

Mr. Pravin Patel owns numerous commercial properties in Campbell County along Wards Road including Burleys Market. Mr. Patel wants to develop a small shopping center on Wards Road to provide office/retail space for businesses as well as a restaurant. The project will entail a retail strip shopping center development with an estimated total of \$1.3 million in capital investment. New jobs will be created but are not a consideration of the infrastructure grant, just capital investment. Based upon these project parameters and Campbell County's existing incentive policy, the project qualifies for \$13,780 in industrial incentives. These funds will be paid directly to CCUSA on behalf of this project. A Performance Agreement will be required with claw back requirements in case they do not meet their targeted investments. The Return-On-Investment to Campbell County is 2 years.

A supplemental appropriation is attached and included under the Consent Agenda.

RECOMMENDATION: Staff recommends the Board of Supervisors approve in open session the incentives for the Wards Road Commercial Project in the amount of \$13,780.00,

approve the attached appropriation of funds, and authorize the County Administrator to sign all documents necessary to complete the transaction.

b. Frank J. Rogers, County Administrator

BROADBAND AUTHORITY SCHEDULE

The Board of Supervisors at its November 8, 2018 meeting held a public hearing to consider the establishment of a Broadband Authority. Following positive comments and consensus by the Board members, the Board adopted the Articles of Incorporation to name the members of the Board of Supervisors as the initial members of a broadband authority. The Articles of Incorporation were filed with the State Corporation Commission and the effective date of the certificate of incorporation was December 26, 2018.

Staff would propose the Broadband Authority meet on a quarterly basis at 5 p.m. before the regular meeting beginning March 5th. For 2019, the next meetings would be on June 4th, September 3rd and December 3rd.

RECOMMENDATION: Staff recommends the Board approve the meeting schedule for the Broadband Authority.

c. Frank J. Rogers, County Administrator

RECYCLING REQUEST FOR PROPOSALS

At the October 2, 2018 meeting, the Board of Supervisors authorized staff to issue a request for proposals (RFP) to solicit options for recycling services in the County. Currently limited recycling options are provided as cost effectively as possible.

Three proposals were received in response to the County's RFP (which ran for 62 days). All three respondents were interviewed by a panel that consisted of Nina Rezai, Assistant Director of Public Works, Anita Dragan, Purchasing Supervisor and the County Administrator. One respondent offered a dramatically different proposal than that which was submitted in writing. The other two respondents submitted proposals that would require additional funding from the County that has not been budgeted. Specifically, these costs would include: monthly costs to rent recycling containers; costs to haul the containers when full; and costs to a third party recycling processor to receive the materials. While processing costs may be offset by some rebates based upon varying market conditions, equipment rental and hauling costs would remain. In addition, respondents noted during their interviews that the current market for recyclables was challenged by recent global developments. As a result, the recycling market is currently experiencing significant changes and revenues from the sale of recyclables has dropped, while costs to process have increased.

RECOMMENDATION: In light of the proposals offered and anticipated costs associated with some of the recommended strategies, staff recommends that the Board cancel this RFP without awarding a contract. Staff may return to the Board with revised RFP standards as we reconsider available strategies and/or may make budgetary recommendations to include funding for this initiative.

d. Clifton M. Tweedy, Deputy County Administrator

HIGHWAY MATTERS

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

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

4. CONSENT AGENDA

a. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

b. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$12,969.67 from the County Attorney for services provided from December 21, 2018 through January 22, 2019.

Services

General Representation:	\$4,384.50
Real Estate Tax Collection:	\$3,311.50
Personal Property Tax Collection:	\$ 573.50
Miscellaneous Matters:	\$ 185.00

Expenses Paid

Real Estate Tax Collection:	\$4,843.88
General Representation:	\$.00
Personal Property Tax Collection:	\$ 15.08
Miscellaneous Matters:	\$.00

c. PUBLIC SAFETY – PURCHASE TOUGHBOOK COMPUTERS

In 2010 Public Safety implemented ePCR (electronic Patient Care Reporting) for patient care records and reports. ImageTrend is the current software program being used by the County. Electronic reporting has improved processes and increased billing collection rates. The current Toughbooks were purchased in early 2015 with the majority beginning to have issues. These computers will also be required to work with our new CAD system. Public Safety would like to use a cooperative contract through NIPA and the City of Tucson for Mobile Computing Solutions. Public Safety received a 50/50 grant match and would receive reimbursement once the transaction was completed. The quoted purchase amount of \$49,269.12 less the 50/50 grant of \$9,622.98 leaves the total purchase amount of \$39,647.14 which was available.

RECOMMENDATIONS:

Staff recommends the Board:

- **Approve the appropriations as presented;**
- **Approve the County Attorney invoice of \$12,969.67;**
- **Staff recommends the Board of Supervisors approve the Cooperative Purchase agreement with the NIPA to purchase the new Panasonic ToughBooks for Public Safety.**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss matters from the Board.

7. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with:

Section 2.2-3711 (A)(8) of the Code of Virginia to discuss Pending Legal Matters
Section 2.2-3711 (A)(7) of the Code of Virginia to discuss Public Nuisances
Section 2.2-3711 (A)(5) of the Code of Virginia to discuss Business Incentives
Section 2.2-3711 (A)(3) of the Code of Virginia to discuss Possible Negotiation
Section 2.2-3711 (A)(1) of the Code of Virginia to discuss Matters Concerning an Employee's Compensation

8. PUBLIC HEARINGS

- a. Paul Harvey, Director of Community Development

The following Public Hearing was advertised for: [REZONING REQUEST – ENGLISH TAVERN ROAD](#) (*ad attached*)

PL-18-140 Request by Justin Fournier, agent for Gordon Cudd, to rezone property located on English Tavern Road at Jasper Circle and Rugby Lane from Agricultural to Residential – Multi Family in order to construct apartments and a townhouse development. The property is located in an area designated as medium to high density residential per the current Comprehensive Plan. [Staff report attached](#).

This request is to rezone 15.83± acres from Agricultural to Residential – Multi-Family in order to construct apartments and a townhouse development with a total of 48 units and a 151-unit townhouse development. The property currently consists of 17 lots with several existing dwellings and manufactured homes. The existing dwellings and manufactured homes would be removed for

the proposed development. The development would be served by public water and public sewer. The Project Evaluation Committee met on October 30, 2018 to review the request, and a summary of comments from that meeting are included in the packet. VDOT has requested a traffic study showing the impact of the proposed development, including a turn lane analysis for both right and left turn lanes and trip generation. Since the PEC meeting, the site plan has been updated to show the secondary access as full public access and the trip generation was updated. No proffers were submitted with the request, and the request was generally consistent with the Comprehensive Plan.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.

- b. Frank Rogers, County Administrator

BUDGET PUBLIC FORUM

At the Public Forum on Fiscal Year 2020 Budget Planning, residents are invited to share recommendations on budget planning priorities for the upcoming year.

9. AGENCY MINUTES AND REPORTS

- a. Community Dev. – Planning Commission Minutes November 26, 2018
- b. Social Services Budget Meeting January 15, 2019
- c. Social Services Meeting December 19, 2018
- d. Library Board Meeting November 19, 2018
- e. School Board Meeting November 02, 2018
- f. Social Services Annual Report Fiscal Year 2018
- g. IDA Minutes Oct. 25, 2018
- h. IDA Special Call Minutes Nov. 12, 2018

10. INFORMATIONAL ITEMS

- a. Invitation – Sheriff’s Awards Ceremony February 2019
- b. Consideration of Reopening Hodges Transfer Site October 8, 2018
- c. Timbrook Area Transfer Site Option January 15, 2019
- d. IDA New Building Lease January 18, 2019
- e. Library Newsletter January 2019
- f. School Board Meeting Dates 2019 January 16, 2019
- g. Treasurer’s Report December 2018
- h. Revenue/Expenditure Summary December 2018
- i. Unassigned Cash/Fund Balances December 2018

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 01/24/18

Tuesday, February 5th –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings, Budget Public Forum

Tuesday, February 12th –

5 PM – EMSAC – Public Safety Conference Room (Good, Moore)

6 PM – FAC

Monday, February 18th –

6:30 PM – Joint Committee Meeting – Campbell Co Technical Center – (Good, Gunter)

Tuesday, February 19th –

6 PM – Joint Work Session with School Board (Multi-Use Room)

Tuesday, March 5th –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, March 19th –

6 PM – Board work session – topic TBD

Thursday, March 21st –

6 PM - Farm Bureau Dinner (Spring House Restaurant)

Tuesday, April 2nd –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, April 9th –

6 PM - Budget work session (Multi-Use Room)

Thursday, April 11th –

6 PM - Budget work session (Multi-Use Room) **IF NEEDED**

Tuesday, April 16th –

6 PM - Board work session – topic TBD

Tuesday, May 7th –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, May 14th –

6 PM - Final Budget Presentation & Adoption

Tuesday, May 14th –

5 PM – EMSAC – Public Safety Conference Room (Good, Moore)

6 PM – FAC

Monday, May 20th –

6:30 PM – Joint Committee Meeting – Campbell Co Technical Center – (Good, Gunter)

Tuesday, May 21st –

6 PM – Board work session – topic TBD

Tuesday, June 4th –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, June 18th –

6 PM – Board work session – topic TBD

Tuesday, July 16th –

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, December 17th – 11 a.m. Swearing-in Ceremony (Circuit Court)