

ADMINISTRATOR REPORT
July 11, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: July 16, 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

[BUDGET ADOPTION & WORK SESSION – MAY 21, 2019](#)

[REGULAR MEETING – JUNE 4, 2019](#)

2. APPEARANCES

a. [RESOLUTION PRESENTATION TO JUDGE J. SAMUEL JOHNSTON, JR.](#)

At the June 4th Board of Supervisors meeting the Board adopted a resolution recognizing Judge Johnston for his service and authorizing staff to work with VDOT on dedicating a portion of Route 501 in his honor.

RECOMMENDATION: Staff recommends Chairman Gunter and Supervisor Watts recognize Judge Johnston and his family and present the attached resolution.

b. SHARON DEVAULT

Mrs. Devault and Mr. Jonathan Slye will provide the Board with an overview of the upcoming Blue Ridge Rock Festival that is scheduled to be held at Devault Vineyards in September 2019.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. [COUNTY EMERGENCY RADIO SYSTEM FUNDING STRATEGIES](#)

At the April 2nd Board meeting, staff provided background information on the County's existing public safety radio system. This information included a summary of the existing technology as well as challenges being faced as the system ages and components become increasingly difficult to repair and/or replace. During the May 21st work session, staff, along with technical experts from Harris, again presented information on the radio system. At the Board's June meeting, staff was authorized to proceed with negotiations with the Regional Radio Board for the purpose of clarifying the viability and cost of that strategy. At the same time, staff was asked to develop a Request for Proposals (RFP) and solicit options for a "county-only" system replacement. The

Board also directed that the County's financial advisors (Davenport and Company) be engaged to identify strategies to fund the radio system replacement.

As noted at the June meeting, replacing the radio system will be a major capital investment. Based upon preliminary estimates, anticipated costs to join the regional system are:

- Approximately \$3.6 million for equipment including but not limited to items such as: dispatcher consoles, tower structural analysis and antennae installations; RF site equipment; radio equipment and services.
- Approximately \$200,000/year for up to seven years as part of the negotiated "buy-in" fee to reflect each member's share of the bonded debt incurred to establish the regional radio system; and
- Approximately \$175,000/year for the annual operations fee. This annual fee is set based upon the annual budget of the Radio Board and Campbell's percentage of radios operating on the system.

It is important to note from the onset that, if the County elects to join the Regional Radio Board, the estimated annual expenses will be approximately \$400,000/year until such time as the debt is retired (in 2027) and approximately \$200,000/year thereafter based on present estimates. Either option will require debt to fund. Our financial advisors have recommended utilizing a line of credit strategy for this project. A representative from Davenport and Company will appear before the Board to discuss their recommendation and answer any questions you may have.

RECOMMENDATION: The Board is asked to receive the presentation, ask any questions you may have and to authorize staff to move forward with obtaining a line of credit for future use.

b. [GLADYS PRECINCT POLLING PLACE RE-LOCATION – REQUEST FOR PUBLIC HEARING](#)

For the past several years, the Community Impact Building in Gladys has been used as a polling location. Due to deterioration of that facility, the Registrar had to relocate voters for the April 2019 special election to the Gladys Volunteer Fire Department facility, located on Route 501.

In order to permanently relocate the precinct from the Community Impact facility to the Gladys Volunteer Fire Department, the Board must first conduct a public hearing on the matter. Staff is requesting permission to advertise the public hearing for the August 6th meeting of the Board of Supervisors.

RECOMMENDATION: Staff recommends the Board authorize the requested public hearing for the purpose of receiving citizen comment on the proposed polling place relocation.

c. [BOUNDARY LINE ADJUSTMENT – REQUEST FOR PUBLIC HEARING](#)

In March of 2018, the Town of Altavista corresponded with the County to ask that the Town staff and County staff work together to identify growth opportunities in areas around the Town. Over time, the discussion turned to the County's Dearing Ford Business and Manufacturing Center. The site represents a total of 50 acres, zoned for Heavy Industrial use. The Center includes 28 acres adjacent to the Wal-Mart, as well as additional 21.75 acres on Dearing Ford Road, off of Route 29.

The Town has expressed an interest in obtaining property for future industrial development. Given the Dearing Ford Center's location immediately adjacent to Town, the property provides a unique opportunity. By locating the Center within the Town, any business that may wish to locate in the Center would be eligible for Town *and* County incentives. The Boundary Line Adjustment proposed here includes only industrial property that is presently undeveloped. No existing residential uses or existing businesses will be effected by the proposed boundary change.

During the staff discussions, the matter of the annual payment of meals tax from the Town of Altavista to the County also came up. Pursuant to the last boundary line adjustment agreement, the Town is obligated to pay fifty percent (50%) of the proceeds of the meals tax revenue on the gross sale of meals in excess of \$2,500,000 per fiscal year collected in the area of the 2006 Boundary Adjustment. The County on the other hand annually appropriates funds in the County's General Fund budget to be paid to the Town of Altavista. Staff is proposing that this annual payment from the Town be discontinued. In its place the Town of Altavista will make a one-time payment to the County in the amount of \$1,000,000. The County will discontinue annually budgeting funds for the Town in the Fiscal Year 2020 budget.

In order to proceed with the boundary line adjustment and property transfer, the Town Council and Board of Supervisors must conduct Public Hearings. Accordingly, staff is requesting permission to advertise a public hearing on both matters to be held at the Board's August 6th meeting.

Attachments:

- [Letter from Mayor Mattox 3-21-18](#)
- [Property Flier for Dearing Ford Business and Manufacturing Center](#)

RECOMMENDATION: Staff recommends the Board authorize the requested public hearings for the purpose of receiving citizen comment on the proposed boundary line adjustment and property transfer.

Clifton M. Tweedy, Deputy County Administrator

d. [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 \$13,016.28 from the county attorney for services provided from May 23, 2019 through June 25, 2019.

Services

General Representation:	\$4,014.50
Real Estate Tax Collection:	\$2,622.00
Personal Property Tax Collection:	\$1,202.50
Miscellaneous Matters:	\$573.50

Expenses Paid

Real Estate Tax Collection:	\$4,491.00
Personal Property Tax Collection:	\$112.78

c. [NETWORK INFRASTRUCTURE EQUIPMENT](#)

Campbell County’s Information Technology Department has an initiative to implement a Disaster Resilience plan during FY20. The goal of this strategy is to provide nearly 100% resilience for the County’s technology infrastructure and services. One of the tasks required to move this plan forward is the acquisition of network infrastructure equipment to provide connectivity between the primary and backup data centers.

Staff issued a Request for Quotation (RFQ) in May 2019 for costs of specific new network infrastructure equipment, with the exception of two network modules, that included the option for new or remanufactured parts cost. In addition to total one-time network equipment costs, responsive responders included the recurring cost of one, three, and five years support expense costs, where applicable, to provide the County an opportunity to consider savings offered with a multi-year purchase.

Six (6) vendors responded to the solicitation and SyCom Technologies headquartered in Richmond, VA submitted the lowest responsive offer at \$25,806 for the network infrastructure equipment, and \$5,957.76 for the three year recurring support costs deemed advantageous to the County. Sufficient funds for the purchase of the network equipment and associated license and support fees are available in the Network Infrastructure Equipment line, 4-302-094100-0066.

d. [WILLIAM CAMPBELL TENNIS COURTS PROJECT](#)

The Recreation Department is responsible for maintaining the tennis courts in the county, which are on a rotational basis for resurfacing and maintenance. The life span of a tennis court is between 15 and 20 years before a total replacement is needed.

The maintenance repairs on the four (4) tennis courts at William Campbell High School include routing and sealing all cracks, filling in holes or rough surfaces, applying paving fabric over the crack repairs, resurfacing the entire court area, applying Latex-ite Color Coat to the new asphalt surface, and painting the new lines on all four (4) courts. New posts, tie downs, and nets will also be needed.

The Purchasing Department of Campbell County sent the solicitation documents to five (5) potential vendors and two (2) responses were received from qualifying vendors. Sufficient funds for this project are budgeted and appropriated in line item 4-302-094700-0025 – Tennis Courts/Ballfield Repair.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;
- b. Approve the County Attorney invoice of \$13,016.28;
- c. Approve the purchase of \$25,806.00 for Network Infrastructure Equipment and the 3-year support costs of \$5,957.76 from SyCom Technologies using VASCUPP VCU Contract # 7365172JC. Funds are available in the FY19 CIP to procure the equipment and support costs. The three year support services in the amount of \$5,957.76 will be a budget transfer from CIP 4-302-094100-0066 to General Fund 4-100-012510-3323;
- d. Accept the lowest, responsive and responsible bid from Boxley Corp, Lynchburg, VA in the lump sum amount of \$98,511.30 for William Campbell High School Tennis Courts maintenance.

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

- a. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(5\) of the Code of Virginia](#) to discuss a prospective existing business or industry expansion.
- b. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – 229 RIVIERA DRIVE APT. 3](#)

PL-19-58 This request is from Mitchell Shorter for a special use permit to use an existing townhouse to rent on a short-term basis as a tourist house on property zoned Residential – Single Family. The property is located on Riviera Drive Concord, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed. [Staff report is attached.](#)

The applicant would like to rent out the existing townhouse on a short-term basis through services such as Airbnb. The applicant has made significant improvements to the townhouse and maintains it inside and out. Parking was also improved in the front and rear of the townhouse. There are house rules to be followed by the guests including instructions for parking at the townhouse, no pets, no smoking, no parties, and noise consideration. The applicant lives close to the property and is readily available to address any problems in a timely manner. The applicant manually approves any guests requesting to visit and checks credentials to ensure the property and neighborhood is a good fit.

RECOMMENDATION: The Planning Commission recommended denial of this request by a vote of 6-0. Attached are notes and pictures that were submitted by an adjoining property owner at the Planning Commission meeting who wanted them submitted into the record.

Kristin B. Wright, Staff Attorney

b. [PUBLIC HEARING – SEMI-ANNUAL CODE](#) UPDATE

The proposed amendments to the County Code for the regular spring update are either mandated changes by the state, discretionary changes that the Board has already approved for advertising, or minor amendments clarifying certain aspects of the Code. 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 June 4 meeting and is also attached to this agenda item as part of the text of the newspaper advertisement.

During the staff presentation on June 4 the Board directed staff to advertise the code as presented. On June 24, 2019, the Planning Commission will consider the proposed changes to Chapters 21 and 22, and the results of their vote will be available by meeting time.

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.



9. **AGENCY MINUTES AND REPORTS**

- | | |
|--|----------------|
| a. Planning Commission | April 22, 2019 |
| b. Social Services Board | May 15, 2019 |
| c. Library Board | May 20, 2019 |
| d. Economic Development Commission | March 21, 2019 |

10. INFORMATIONAL ITEMS

- | | |
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| a. Treasurer's Report | May 2019 |
| b. Revenue/Expenditure Summary | May 2019 |
| c. Unassigned Cash/Fund Balances | May 2019 |
| d. Library News | June 2019 |
| e. New Required Conflict of Interest Training | July 2019 |
| f. Potential Tobacco Grant w/Town of Altavista | July 2019 |
| g. Establishment of Timberlake WID | June 2019 |
| • Recorded Creation of Timberlake WID | |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 06/27/19

Tuesday, July 16th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 6th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 13th –

5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)

6:00 PM – FAC

Monday, August 19th –

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

Tuesday, August 20th –

6:00 PM – Board work session – topic TBD

Tuesday, September 3rd –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, September 17th –

6:00 PM – Board work session – topic TBD

Tuesday, October 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, October 15th –

6:00 PM – Board work session – topic TBD

Thursday, November 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, November 12th –

5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)

6:00 PM – FAC

Monday, November 18th –

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

Tuesday, November 19th –

6:00 PM – Board work session – topic TBD

Tuesday, December 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, December 17th –

11:00 AM – Swearing-in Ceremony (Circuit Court)