

2013

A YEAR IN REVIEW



SUMMARY OF  
ORANGE COUNTY  
ACTIVITIES FOR 2013

## **INTRODUCTION**

The Year in Review is a summary of some of the activities and achievements of Orange County staff for the calendar year 2013 and also a summary of projects in progress. The review is divided by functional area:

### **BOARD OF SUPERVISORS**

#### **GENERAL ADMINISTRATION**

- √ County Administration
- √ County Attorney
- √ Treasurer
- √ Commissioner of the Revenue
- √ Information Technology
- √ Human Resources
- √ Finance Department
- √ General Registrar

#### **PUBLIC WORKS**

- √ Maintenance of Buildings and Grounds

#### **PARKS & RECREATION AND CULTURAL ENRICHMENT**

- √ Parks and Recreation
- √ Library

#### **PUBLIC SAFETY**

- √ Building Inspection
- √ Fire and EMS
- √ E-911
- √ Sheriff's Office
- √ Animal Shelter

#### **HEALTH AND WELFARE**

- √ Office on Youth

#### **COMMUNITY DEVELOPMENT**

- √ Economic Development
- √ Planning and Zoning
- √ Tourism

#### **AIRPORT**

#### **LANDFILL**



# BOARD OF SUPERVISORS

## BOARD OF SUPERVISORS



**(Joint Retreat of Board of Supervisors, Economic Development Authority, and Planning Commission held July 27-28, 2013)**



# BOARD OF SUPERVISORS

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## ACCOMPLISHMENTS:

- ✓ Held 1 Organizational Meeting, 22 Regular Meetings, 1 Joint Retreat, 6 Worksessions, 3 Budget Meetings, and 4 Special Meetings.
- ✓ Conducted 21 public hearings.
- ✓ Adopted 42 resolutions.
- ✓ Adopted 20 ordinances.
- ✓ Continued work on Fourteen Priorities adopted in 2012.
- ✓ Conducted several Joint Meetings and a Joint Retreat of the Board of Supervisors, Economic Development Authority, and Planning Commission in an effort to expand the County's economic development efforts, specifically related to the Route 3 Visioning Initiative.
- ✓ Participated in Orange County High School Master Planning exercises.
- ✓ Participated in 2013 Virginia Association of Counties (VACo) Conference in Hot Springs, Virginia.
- ✓ Held public hearing for adoption of the Comprehensive Plan.
- ✓ Received an "A" for open government from the Virginia Coalition Study.
- ✓ Received a positive rating review from S&P, increasing the rating to AA for General Obligations and AA- for Lease-Revenue Obligations.

## PROJECTS IN PROGRESS:

- ✓ Continue work on the Route 3 Visioning Initiative.
- ✓ Appoint a new County Administrator.



# GENERAL ADMINISTRATION

COUNTY ADMINISTRATION

COUNTY ATTORNEY

TREASURER

COMMISSIONER OF THE REVENUE

INFORMATION TECHNOLOGY

HUMAN RESOURCES

FINANCE DEPARTMENT

GENERAL REGISTRAR



(Department Head Christmas Breakfast-December 13, 2013)



# COUNTY ADMINISTRATION

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## ACCOMPLISHMENTS:

- ✓ Completed 73 Freedom of Information Act Requests.
- ✓ Issued 55 Press Releases.
- ✓ Launched new County Website – [www.orangecountyva.gov](http://www.orangecountyva.gov).
- ✓ Took an administrative lead on the Route 3 Visioning Initiative:
  - Coordinated May Joint Board of Supervisors, Economic Development Authority, and Planning Commission meeting to discuss Route 3 Strategic Visioning Initiative at Airport.
  - Held two Community Meetings at LOW for HOA's and Local Businesses along the Route 3 corridor as part of the Route 3 Strategic Visioning Initiative.
  - Coordinated Joint Retreat with A. Tyler St. Clair and the Board of Supervisors, Economic Development Authority, and Planning Commission to establish Route 3 Strategic Visioning Initiative.
  - Worked with DIA to craft Route 3 Strategic Visioning Initiative rack card and poster and disseminated to stakeholders.
  - Arranged and prepared for three Landowner Meetings.
  - Coordinated November Joint Board of Supervisors, Economic Development Authority, and Planning Commission meeting to continue discussion regarding Route 3 Initiative.
  - Assisted Economic Development in coordinating the Visioning Bus Tour.
- ✓ Implemented the Communication Plan adopted by the Board of Supervisors in December, 2012:
  - Held two Customer Service Training sessions for Department Heads.
  - Held an "Adapting to Change" Workshop facilitated by Jim Mathis for all Department Heads.
  - Completed County 101 DVD and uploaded to the website.
  - Published first edition of "The OC Update," a quarterly electronic newsletter.
- ✓ Coordinated the 3<sup>rd</sup> annual Orange County Food Drive, collecting over 389 lbs. of food, and the 3<sup>rd</sup> Annual Orange County Toy Drive to benefit the Children's Toy Box.
- ✓ Hired and trained new Administrative Assistant.
- ✓ Completed the Orange County Style Guide and disseminated to Department Heads.

## PROJECTS IN PROGRESS:

- ✓ Continue planning and coordinating of the Route 3 Visioning Initiative Charette.
- ✓ Continue planning and coordinating of the January, 2014, Board Retreat.
- ✓ Orient new Board of Supervisor member and County Administrator.



# COUNTY ATTORNEY

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## **ACCOMPLISHMENTS:**

- ✓ Resolved multiple ongoing airport easements and acquisitions.
- ✓ Assisted with the revision of the County's Comprehensive Plan.
- ✓ Resolved multiple ongoing law suits.
- ✓ Assisted with the revision of sections of the Personnel Policy Manual.

## **PROJECTS IN PROGRESS:**

- ✓ Continue to maintain and improve Law Library.
- ✓ Continue to update online codification of Orange County Code of Ordinances.



# TREASURER

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## ACCOMPLISHMENTS:

- ✓ Attended several training sessions relating to the financial software conversion to MUNIS.
- ✓ Transitioned to daily use of MUNIS by staff (all deposits from county departments and the Schools are in MUNIS).
- ✓ Utilized the Bright financial software for taxes, etc. Staff has balanced two systems every day and Chief Deputy is using the new process for closing the day and each month.
- ✓ Participation of three staff members in on-line MUNIS training for selling/keying records on dog tag sales and the process for producing reminder letters about dog tags to the public.
- ✓ Sold 2014 Dog Tags at Clinic in October at Porterfield Park, in conjunction with the Animal Shelter.
- ✓ Sent Real Estate and Personal Property tax bills to citizens, mortgage companies, and banks for the December 5, 2013, deadline.
- ✓ Chief Deputy passed an on-line Treasurer's Association class entitled "Ethics in the Workplace."
- ✓ Treasurer appointed to the Board of the Treasurer's Association of Virginia; will serve as Chair of the Constitution and By-Laws Committee.

## PROJECTS IN PROGRESS:

- ✓ Continue to work with Business Data, IT staff, Finance Department, and MUNIS in the conversion of real estate and personal property records to MUNIS in time for the June 5, 2014, tax due date, with the goal of mailing the MUNIS-created tax bills in late April.
- ✓ Continue training and implementation of the MUNIS Tyler Cashiering module for front-line cashiers in the Treasurer's Office and in the Building Inspections Office.



# COMMISSIONER OF THE REVENUE

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## ACCOMPLISHMENTS:

- ✓ Began implementation and training for MUNIS and work with Business Data of Virginia on conversion of history records.
- ✓ Prepared and completed 2013 Real Estate tax bills (first and second half) in a timely manner.
- ✓ Discovered, assessed, and processed 2013 Personal Property tax bills, assessed license fees, and responded to taxpayer inquiries either by telephone, e-mail, or written correspondence.
- ✓ Continued to accept Veterans Exemption Applications for Real Estate tax, receiving more applicants than anticipated.
- ✓ Recognized one employee's 15 year anniversary, increasing the Commissioner's Office to an amazing combined 102 years of experience in the office.
- ✓ Updated information for new and improved Orange County website.
- ✓ Contributed to County 101 DVD promoting Orange County and its attributes.
- ✓ Continued to maintain, for citizen convenience, Federal and Virginia Income Tax forms.
- ✓ Assisted taxpayers with new debit card issued in lieu of paper refund checks from the State of Virginia.
- ✓ Made every attempt to assist taxpayers in an efficient, timely, and courteous manner.

## PROJECTS IN PROGRESS:

- ✓ Continue implementation and training to transition to MUNIS for the processing of tax information and payments.
- ✓ Begin process for 2016 Reassessment.
- ✓ Continue to serve County citizens in the most efficient manner possible.



# INFORMATION TECHNOLOGY

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## ACCOMPLISHMENTS:

- ✓ Completed the wireless radio replacement project.
- ✓ Created a YouTube Channel for the Animal Shelter, used by adoption locations and license certifiers to view progress/determine decisions.
- ✓ Installed Parks and Recreation registration software server (RecPro software).
- ✓ Created new training database for Orange County Sheriff's Office.
- ✓ Created a PC imaging/cloning system.
- ✓ Assisted Orange County Libraries with installation of new PC's.
- ✓ Held a two-day training lab for MUNIS software.
- ✓ Improved security cameras for the Treasurer's Office.
- ✓ Installed additional WIFI access for the Sheriff's Office and Office on Youth.
- ✓ Replaced computers at the Fire and Rescue stations.
- ✓ Performed a data recovery for the Animal Shelter after a computer crash.
- ✓ Created an Information Technology Disaster Recovery Plan.
- ✓ Assisted Finance in printing of 1099s.
- ✓ Assisted with setup of AARP tax relief program for the Extension Office.
- ✓ Added UPS units to Emergency Operations Center telephones.
- ✓ Launched new County website.
- ✓ Replaced network equipment for the Orange Historical Society.
- ✓ Installed postage machine on the network for the Treasurer's Office.
- ✓ Installed network connections for the Sedwick Building HVAC system.
- ✓ Assisted with setup of audio for multiple Joint Board of Supervisors, Economic Development Authority, and Planning Commission meetings.
- ✓ Configured group policy login for the E-911 Center.
- ✓ Created Smart911 server.
- ✓ Setup shared document storage for E-911 and added share to folder capability.
- ✓ Updated security on the Exchange email server.
- ✓ Developed a new process for uploading an agenda compatible with the new website without losing functionality.
- ✓ Developed the method to encode and upload Board meetings to the new website.

## PROJECTS IN PROGRESS:

- ✓ Continue work on MUNIS HR/Payroll implementation.
- ✓ Continue work on MUNIS Tax module implementation.
- ✓ Assist with installation of K-9 record tracking software for the Sheriff's Office.
- ✓ Work with the Virginia State Police to replace VCIN units for the Sheriff's Office and Commonwealth Attorney.
- ✓ Replace 16 Toughbooks for the Sheriff's Office.
- ✓ Continue implementation of the VoIP project started December 2, 2013.



# HUMAN RESOURCES

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## ACCOMPLISHMENTS:

- ✓ Conducted several open enrollment sessions for County employees.
- ✓ Processed 29 New Hires and 19 Terminations.
- ✓ Assisted with three training opportunities for County employees.
- ✓ Recognized the following Employees of the Month:
  - January – Gregg Zody – Planning and Zoning Director
  - February – Brandy Smith – PT Gordonsville Library Aide
  - March – Wallace Goodman- PT Landfill Collection Attendant
  - April – Glenda Bradley – Finance Director
  - May – Michael LaCasse – Chief Deputy
  - June – Larry Clement – IT Manager
  - July – Ashley Jacobs – Assistant to the County Administrator
  - August – Timothy Moubray – Parks and Recreation Director
  - September – Stephanie Straub – Procurement/Grant Coordinator
  - October – Josh Fredrick – Senior Planner
  - November – Kenneth Yount – Collections Supervisor
  - December – Tom Joyce – Assistant Fire/EMS Chief
- ✓ Recognized the following Service Awards:
  - 25 Years: Teresa Carroll, Clerk of Circuit Court.
  - 20 Years: Teresa Burruss, OCSO Communication Officer; G.W. Gray, Chief Building Official; James Goodall, Orange Library Aide; Amy Cryst, Wilderness Library Assistant Branch Manager; and Alisha Vines, Office on Youth Director.
  - 15 Years: Joyce Cameron, Commissioner of Revenue Deputy; Teresa Frick, Orange Librarian; Donald Lettner, Firefighter/Medic; Garcia Madison, OCSO SRO Officer; and David Allen Kuser, E-911 Communications Officer.
  - 10 Years: Letitia Douthit, CSA Coordinator; Elizabeth Hamilton, Animal Shelter Director; Lillian Bowman, Montpelier Collection Attendant; Roger Dale Wilson, Firefighter Medic-Lieutenant; Janet Jones, Senior Admin. Assist. in Planning and Zoning; and Helen Scott, Locust Grove Collection Attendant.
  - 5 Years: William Hayes, OCSO Deputy; Stephen LaLuna, OCSO Deputy; Christopher Simon, Firefighter/Medic; Susan Clark, OCSO Communication Officer; Jamee Hearn, OCSO Court Security; Jonathan Bankert, OCSO Investigator; Brad Melson, OCSO Deputy; Bradley Taylor, Firefighter/Medic; Lewis Davis, Custodian; Karen Gibson, Human Resources Manager; Peter Rustan, Firefighter/Medic; Jennifer King, OCSO Communications Officer; Noah Madden, Firefighter/Medic; and Karen Spencer, Gordon Barbour Child Care Teacher.
- ✓ Processed several Personnel Policy changes and disseminated to employees.
- ✓ Instituted self-funded health and dental insurance with Anthem.

## PROJECTS IN PROGRESS:

- ✓ Continue training efforts for the implementation of the MUNIS payroll and human resources module.



# FINANCE DEPARTMENT

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## ACCOMPLISHMENTS:

- ✓ Prepared the Five-Year Forecast and FY14 Annual Budget.
- ✓ Completed the FY14 Capital Improvements Plan using a separate document and a new, more user-friendly, format.
- ✓ Completed the Comprehensive Annual Financial Report (CAFR) for FY12 in coordination with the auditing firm, which was strengthened by implementing the previous year's suggestions, as well as additional accruals and adjustments recommended by the County's new auditing firm.
- ✓ Received the Government Finance Officers Association's Certificate for Excellence in Financial Reporting for the CAFR for the 7th consecutive year.
- ✓ Expanded grant research and management abilities by contracting with eCivis.
- ✓ Completed transition for VRS Modernization and adjusted internal procedures accordingly by switching to ACH for County VRS payments.
- ✓ Implemented Web Upload for submittal of W2s and quarterly reports to the VEC.
- ✓ Successfully implemented I-file for quarterly reporting of state withholding taxes.
- ✓ Assisted Landfill staff with establishing a system to account for the activity of separate landfills and for establishing estimated weights for material codes to use when scales aren't operational.
- ✓ Reestablished the County's account with eVA, which resulted in County solicitations reaching on average 2,209 vendors per solicitation advertisement.
- ✓ Realized \$10,856.35 in GovDeals surplus sales.
- ✓ Requested 11 formal solicitations.
- ✓ Completed part of the MUNIS Software Implementation, including:
  - Redesigned an APA compliant general ledger chart of accounts to enhance reporting capabilities within the County's new financial software.
  - Reviewed, purged, and converted accounts payable vendor records for the County, School System and Department of Social Services from the Bright software to MUNIS.
  - Converted the County's fixed asset records including depreciation schedules from Excel spreadsheets to MUNIS.
  - Established electronic workflow rules for processes within the new software.
  - Converted general ledger budgets and actual balances for FY11, FY12, and FY13 to MUNIS and converted FY14 Adopted Budget to MUNIS.
  - Conducted software training for Finance staff and user departments.
  - Established and tested import procedures for recording ongoing tax, landfill, and building permit general ledger activity in Bright to MUNIS.

## PROJECTS IN PROGRESS:

- ✓ Continue implementation of biweekly payroll and payroll conversion to MUNIS by January, 2014.
- ✓ Continue to assist with conversion of tax billing and collection processes, cashiering, and permitting processes to MUNIS for integration with financial software.



# GENERAL REGISTRAR

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## **ACCOMPLISHMENTS:**

- ✓ Completed purchase of the Optical Scan Voting Systems.
- ✓ Trained Election Officers on the use of the Optical Scanners.
- ✓ Implemented the Optical Scanners during the County-wide June Primary.
- ✓ Hired and trained a part-time employee.
- ✓ Held training classes for Election Officers.
- ✓ Worked with school officials to deliver and secure election equipment.
- ✓ Managed the November General Election.

## **PROJECTS IN PROGRESS:**

- ✓ Continuously monitoring changes in election related laws and judicial rulings.



# PUBLIC WORKS

## MAINTENANCE OF BUILDINGS AND GROUNDS



(Wilderness Branch Library receives a new shingle roof)



# MAINTENANCE OF BUILDINGS AND GROUNDS

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## **ACCOMPLISHMENTS:**

- ✓ Completed installation of new HVAC controls on the 2<sup>nd</sup> floor of the Sedwick Building.
- ✓ Installed a new entrance gate at the Animal Shelter.
- ✓ Completed the installation of a new shingle roof at the Wilderness Branch Library.
- ✓ Completed painting on the front of the Gordon Building.
- ✓ Completed temporary roof repair for the Old Airport Terminal.
- ✓ Removed and installed new compressor for 25 ton HVAC unit for the 1<sup>st</sup> floor of the Sedwick Building (Main Library).
- ✓ Worked with Central Virginia Regional Jail's Inmate Workforce Crew to complete landscaping and maintenance projects throughout Orange County.
- ✓ Completed numerous repairs at the Health Department.

## **PROJECTS IN PROGRESS:**

- ✓ Continue to work with the Orange County Health Department to scrape, prime, caulk, and paint outside windows.
- ✓ Complete the generator repair at the Animal Shelter.
- ✓ Continue to work with contractors to get the historic Courthouse clock restored and in working order.



# PARKS & RECREATION AND CULTURAL ENRICHMENT

## PARKS & RECREATION LIBRARY



(New walking trail at Barbourville Park)



# PARKS & RECREATION

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## ACCOMPLISHMENTS:

- ✓ Awarded Best New Special Event (Pop. 25,001-50,000) for the Inaugural Liberty Ride at the Virginia Recreation and Park Society Conference.
- ✓ Installed walking trail at Barboursville Park.
- ✓ Hosted Pickin' n Grinnin' bluegrass event at Barboursville Park.
- ✓ Hosted Rapidan River Day: A Special Day for our Special Friends with Autism.
- ✓ Held Hershey Track and Field Games.
- ✓ Offered new adult programs, including Tai Chi and Guitar Lessons.
- ✓ Planned and implemented the first Playin' in the Park Independence Day Celebration.
- ✓ Received Best Appearing Civic Entry and Joe Preddy Cup (Best Overall Entry) in the Gordonsville Fireman's Parade.
- ✓ Hosted 2<sup>nd</sup> Annual Liberty Ride in September.
- ✓ Hosted the Wheelin' Sportsmen of Virginia with the Taylor Hunt Club for the 1<sup>st</sup> annual Adaptive Deer Hunt.
- ✓ Participated in the Orange Christmas Parade with the OC Animal Shelter walking adoptable dogs to promote dog park development.
- ✓ Hosted 2<sup>nd</sup> Annual High Rollers Classic wheelchair basketball tournament and food drive.

## PROJECTS IN PROGRESS:

- ✓ Continue research on the proposed dog park to be implemented at Booster Park.
- ✓ Continue trail research and development.
- ✓ Ensure that additional adult/senior programs are added to the Department's list of offered programs.
- ✓ Continue hosting annual events such as the Liberty Ride and Playin' in the Park Independence Day Celebration.



# LIBRARY

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## ACCOMPLISHMENTS:

- ✓ Registered 1,551 new library card accounts.
- ✓ Served approximately 143,995 customers based on door count.
- ✓ Cataloged 10,035 new physical items into the library catalog database and made them available for checkout.
- ✓ Cataloged 2,011 digital items already available online and made them findable through the library catalog.
- ✓ Encouraged literacy for 2,930 participants who attended 188 library youth programs.
- ✓ Encouraged 563 children and 237 teens to read 5,138 hours as part of our Summer Reading Program.
- ✓ Partnered with the Gordonsville Friends of the Library and the Department of Public Works to facilitate their installation of metal benches outside the Gordonsville Library.
- ✓ Attended Orange County Fair and provided citizens with information about the library.
- ✓ Implemented new fiber optic Internet connectivity with Comcast.
- ✓ Installed updated time management software and Microsoft Office 2013 on public access computers.
- ✓ Attended the Edible Fest in Orange and provided the community with information about the library and our holdings in related topics.
- ✓ Partnered with IT to roll out ten new public access computers at the Main Library and Wilderness Branch.
- ✓ Designed new customer finding aids for popular topics. Created color tri-fold brochures on chickens, self-sufficiency, edible gardening, T.V. series, urban fiction, Zinio online magazines, and floral design.
- ✓ Partnered with the Library of Virginia and Tourism to host a Civil War Sesquicentennial Scanning event where the public could bring documents to be scanned, preserved, and shared.
- ✓ Partnered with the Arts Center in Orange and the Gordonsville Friends to organize an author event with Ellen Crosby on November 16, 2013.
- ✓ Partnered with the Wilderness Friends of the Library to host a book group event with author Suzi Weinert.
- ✓ Partnered with the Library of Virginia to provide access to Zinio online digital magazines with unlimited simultaneous access for residents.
- ✓ Replaced library servers to ensure continued access for the public.
- ✓ Partnered with area food banks to run a Food for Fines campaign, which collected 773 food items weighing 680 pounds.

## PROJECTS IN PROGRESS:

- ✓ Work to setup, install software, configure security, and connect seven new public access computers, a new catalog terminal, and a new checkout computer at the Gordonsville Branch to complete replacement of Windows XP stations.
- ✓ Work to upgrade staff computers to Office 2013.



# PUBLIC SAFETY

BUILDING INSPECTION

FIRE AND EMS

E-911

SHERIFF'S OFFICE

ANIMAL SHELTER



(Fire and EMS attends Orange County Street Festival on  
September 7, 2013)



# BUILDING INSPECTION

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## ACCOMPLISHMENTS:

- ✓ Performed 4,153 residential building inspections and 1,007 commercial inspections.
- ✓ Issued 826 total building permits.
- ✓ Mapped coordinates for 17 new roads and 97 new addresses, established 59 address changes, and repaired or replaced 68 street signs.
- ✓ Completed final inspections and issued Occupancy Permit for Wal-Mart Super Center.
- ✓ Completed final inspections and issued Occupancy Permit for Grymes Memorial School addition.
- ✓ Completed final inspections and issued Occupancy Permit for Dialysis Center in Locust Grove.
- ✓ Established new membership on the Local Board of Building Code Appeals and held first semi-annual meeting.
- ✓ Worked with architects and engineers to approve alterations and addition to Central Virginia Regional Jail.
- ✓ Issued Certificates of Occupancy for one apartment building in Round Hill, Dollar General, and the Somerset Golf Course Clubhouse and Restaurant.
- ✓ Hired a new Building Inspector.
- ✓ Inspected the renovation of OCHS Science Labs, major alterations at St. Thomas Church, and renovations at the LOW Holcomb Building.
- ✓ Approved plans for Mine Run Cell Tower.
- ✓ Performed amusement ride and tent inspections for Gordonsville Fireman's Fair and numerous other events.

## PROJECTS IN PROGRESS:

- ✓ Continue inspecting ongoing construction at Round Hill Apartment Complex.
- ✓ Continue performing inspections with School System for updating electrical and heating systems.
- ✓ Continue working with Dogwood Village regarding a change of occupancy from I-1 to I-2.
- ✓ Continue working with LOW on new Clubhouse renovation project.
- ✓ Continue working with contractor for installation of the Mine Run Cell Tower.
- ✓ Continuing performing inspections with Aerojet for completion of new office.
- ✓ Continue working with owners on opening of new Crossroad Restaurant in Gordonsville.
- ✓ Continue working with owners, contractors, and other County departments on upcoming projects.
- ✓ Continue to serve Orange County businesses and residents with all phases of construction.



# FIRE AND EMS

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## ACCOMPLISHMENTS:

- ✓ Resuscitated six people successfully who were in cardiac arrest.
- ✓ Expanded public/civic outreach to meet the Board of Supervisors goal for improved public communication, including presentations to more than 16 different audiences.
- ✓ Worked on a case that resulted in one person being charged with arson, who is currently in jail awaiting trial.
- ✓ Received the award for outstanding EMS agency from the Rappahannock EMS Council.
- ✓ Received the Best Achievement Award from the Virginia Association of Counties (VACo) for the training video program, which was presented at the VACo Conference in November.
- ✓ Continued the partnership with the University of Virginia Trauma Service to provide web based training to Orange County's first responders.
- ✓ Provided several training opportunities to staff and volunteer fire companies, including Basic Incident Safety Officer training, Crew Recourse Management, and HIPPA training.
- ✓ Began a partnership with EMS World magazine to publicize video programs nationally.
- ✓ Provided training to the Orange County Nursing Home to implement their AED program.
- ✓ Coordinated several hazmat incidents and investigated several reports of hazmat spills.
- ✓ Assisted businesses with Knox Box acquisitions.
- ✓ Provided EMS continuing education credits to employees and volunteers.
- ✓ Acquired hazmat supplies and equipment for volunteer fire companies.
- ✓ Evaluated several Fire/EMS software applications.
- ✓ Evaluated an Active Shooter Exercise for Germanna Community College.
- ✓ Calibrated and maintained gas meters throughout the County.
- ✓ Opened the EOC and coordinated the response to several weather events.
- ✓ Obtained a \$7,900 Local Emergency Preparedness Grant.
- ✓ Accepted into a Volunteer Fire Fighter Recruitment and Retention program.
- ✓ Adjusted the employee work schedule to reduce overtime for the Department.
- ✓ Worked with the volunteers to develop fire ground polices that will be used County-wide.
- ✓ Presented emergency preparedness lectures to over 300 Orange County Citizens.
- ✓ Staffed a booth at the Orange Street Festival and provided standby service at several large community events.
- ✓ Recognized several members of the Department for receiving Life Saving Awards.

## PROJECTS IN PROGRESS:

- ✓ Continue to add new EMT instructors as well as Advanced Life Support instructors, and make these instructors available to the volunteer agencies to conduct EMT classes.
- ✓ Continue to add video segments to training library for internal and external users.
- ✓ Institute increased training opportunities for paid staff and volunteers.
- ✓ Promote health and exercise within the department/improve yearly exam results.
- ✓ Continue to promote the crew resource management principals.
- ✓ Continue to implement the Knox Box program.
- ✓ Complete purchase of a new Medic Unit.
- ✓ Continue update of the County's Fire & EMS reporting software.



# E-911

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## ACCOMPLISHMENTS:

- ✓ Maintained VA-OEMS Accreditation status.
- ✓ Experienced a retention rate of 88%.
- ✓ Implemented CodeRED notification system.
- ✓ Completed re-vamp of SOP's.
- ✓ Completed outstanding CAD projects.
- ✓ Completed Space Needs Assessment for E-911 and the EOC.
- ✓ Revamped E-911 center for improved space and to meet ergonomic needs.
- ✓ Launched new field training manual for trainees.
- ✓ Began Quality Assurance (QA) process.
- ✓ Completed and submitted grants for EMD, 3<sup>rd</sup> party QA process, and software to allow for statistical measuring of CAD data for continued quality improvements.
- ✓ Installed IAMRESPONDING in the E911 Center.
- ✓ Met staff training requirements to meet APCO's P33 Minimum Training requirement for Public Safety Telecommunications.
- ✓ Re-created all County 911 map books.
- ✓ Implemented a Quality Assurance program.
- ✓ Received grant funding for EMD Program.
- ✓ Received grant funding for Vesta 4.x NG-911 phone upgrade.
- ✓ Developed and approved yearly evaluations specific to E-911 job functions.
- ✓ Completed Radio and Pager CIP replacement project.
- ✓ Awarded Communications Officers of the Year Awards for the following:
  - Communications Officers of the Year
  - Trainee of the Year
  - Part-Time Employee of the Year

## PROJECTS IN PROGRESS:

- ✓ Continue work on the relocation project for the E-911 Center.
- ✓ Complete installation of the Vesta 4.X NG-911 phone system.
- ✓ Work to prepare radio console replacement as it coincides with end of life of Windows XP.
- ✓ Continue talks with Motorola in discussion for engineering a new radio system.
- ✓ Develop a strategic IT plan to ensure replacement and upgrades of mission critical systems is completed in a systematic fashion.
- ✓ Complete CIP project for replacement generators.
- ✓ Continue deployment of Smart911.
- ✓ Upgrade CAD and install the grant-funded EMD software.
- ✓ Upgrade CAD maps.
- ✓ Continue to work with Planning and Zoning to develop in-house GIS.
- ✓ Continue dispatch education.



# SHERIFF'S OFFICE

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## ACCOMPLISHMENTS:

- ✓ Answered 27,960 calls for service.
- ✓ Issued 2,529 traffic summons.
- ✓ Served 957 criminal warrants and 10,076 civil papers.
- ✓ Answered 74,181 phone calls, made 843 VCIN/NCIC entries, made 522 CAD civil entries, made 1,524 CAD Criminal entries, ran 1,284 criminal histories, and processed 244 hits for stolen property or wanted persons by the OCSO Communications Center.
- ✓ Promoted Deputy Shannon Dickson to Sergeant of Patrol.
- ✓ Made 67 arrests for Driving While under the Influence of alcohol or drugs.
- ✓ Arrested three Orange County Public School employees. One teacher was arrested for possession of child pornography, reproduction of child pornography, and assault on a minor. A bus driver was arrested and charged with four counts of soliciting sex from a minor and a substitute teacher was arrested and charged with six counts of assault and battery of minor children.
- ✓ Conducted a search of a piece of property on Constitution Highway with the Blue Ridge Narcotics and Gang Task Force and busted up a clandestine meth lab. As a result, an individual was charged with manufacturing methamphetamines.
- ✓ Conducted numerous other criminal investigations with a mixture of cleared (solved) cases and unsolved cases. The solved cases resulted in numerous arrests for various crimes.
- ✓ Continued to strengthen the relationship with the Orange County Public Schools. The teamwork between the entities and the other law enforcement agencies that work within Orange County has resulted in a refining of school security procedures for all schools within the County. The OCSO held a multi-agency training event involving an active shooter in the school. The agencies that participated were OCSO, Orange PD, Gordonsville PD, Virginia State Police, Orange County Fire and EMS, Orange County Public Schools, and the Virginia Department of Game and Inland Fisheries.
- ✓ Purchased a new K-9 for the Sheriff's Office and trained Deputy Kyle McGinnis as the handler. This was paid for by forfeited drug funds.

## PROJECTS IN PROGRESS:

- ✓ Continue procurement of 15 laptops for patrol purchases, funded by grant funds.
- ✓ Continue working on a Pay, Benefits, and Retention Study presented to the Board.
- ✓ Hold a fundraiser to purchase a second K-9. Currently have raised \$11,500 plus. The goal is \$15,000.



# ANIMAL SHELTER

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## ACCOMPLISHMENTS:

- ✓ Nominated as Pet Rescue of the Month (Feb.) by the Companion Animal Fund of Virginia.
- ✓ Maintained partner status in the Rescue Waggin' program.
- ✓ Renewed partnership contract with Hill's Science Diet successfully.
- ✓ Installed a stereo and PA system throughout the facility with generous donations.
- ✓ Held a spring rabies and distemper vaccination clinic. 149 rabies vaccines, 125 canine distemper, and 16 feline distemper vaccines were administered.
- ✓ Supplied with free pet waste bags and dispensers for use by volunteers, clients, and at adoption events by Jenny Biche with DCR/Upper York Watershed Pet Waste Program.
- ✓ Replaced outdated Hi-Hose cold water systems in kennels with compact wall units.
- ✓ Passed unannounced state inspection on May 6, 2013.
- ✓ Attended the annual PetSmart Charities training/resource summit in June.
- ✓ Passed inspection by Dave Wintz on behalf of PetSmart Charities, Inc.
- ✓ Raised in excess of \$30,000 towards a fire suppression system.
- ✓ Participated in local fundraising initiatives with local businesses to benefit the Animal Shelter's Emergency Veterinary Fund.
- ✓ Recognized 18 volunteers with the President's Volunteer Service Award (12 Bronze and six Silver).
- ✓ Purchased an iMARC engraving machine and implemented a pet identification tag policy with corresponding fee scale. Purchase funded solely by donations.
- ✓ Received the VACo Achievement Award in the category of "Regional Collaboration" for the Coffeewood Canines initiative on July 30, 2013.
- ✓ Awarded second place for best entry in the Izaak Walton League's Fredericksburg "DogMart."
- ✓ Awarded "Best Civic or Church Group" and the Joe Preddy Award for "Best Overall Entry" when volunteers and staff partnered with Parks and Recreation in the Gordonsville Fire Company parade.
- ✓ Raised in excess of \$35,000 in donations with which to purchase a whole-facility generator, enabling the project to be removed from the CIP.
- ✓ Expanded the Coffeewood Canines program when a seventh handler was trained.
- ✓ Added a shed to the Animal Shelter property in which to house the shelter's aluminum can recycling. The shed was built by Gage Whited as his Eagle Scout project.
- ✓ Obtained free dog handling/enrichment training by professional behaviorist Erika Proctor for OCAS staff/volunteers, OCHS volunteers, and LHS volunteers.
- ✓ Featured as the "Spotlight Shelter" in the November issue of StubbyDog, a nationwide Pit Bull Terrier educational publication.
- ✓ Elizabeth Hamilton passed skills verification and was accepted as a member of the Society of Animal Welfare Administrators.

## PROJECTS IN PROGRESS:

- ✓ Complete installation of the whole-facility generator.
- ✓ Continue securing funding for the installation of a fire sprinkler system (updated quote in 2013).
- ✓ Install software system.



# HEALTH AND WELFARE

## OFFICE ON YOUTH



(Orange County Youth Council serving the public at the Town of Orange Halloween Event)



# OFFICE ON YOUTH

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## ACCOMPLISHMENTS:

- ✓ Held the Arrive Alive Distracted Driving Simulator at OCHS on May 16, 2013.
- ✓ Raised over \$5,000 at the 2013 Jailbreak to send kids to 4-H camps in summer of 2013.
- ✓ Increased attendance at the OCHS After-Prom compared to 2012.
- ✓ Updated the Orange County CSA Manual.
- ✓ Partnered with Chrysalis Counseling to have an in-house substance abuse group for our VJCCCA referrals.
- ✓ Partnered with Parks & Recreation and Tourism to hold the Independence Day Celebration offering activities for the children in attendance.
- ✓ The OOO Director completed the Child Passenger Certification process allowing the OOO to be a location for parents to have their car seat installation inspected and also educated on how to install them properly on their own.
- ✓ Completed onsite Comprehensive Services Audit with initial comments being positive.
- ✓ Solicited interest and re-opened the Locust Grove child care program.
- ✓ Purchased a new van for the OOO/Child care programs.
- ✓ Solicited applications for the 2013-2014 Youth Council and appointed new members.
- ✓ Organized the “Kids Spot” in the 2013 Edible Festival in August.
- ✓ Participated in the Orange Downtown Alliance Trick-or-Treating event.
- ✓ Interviewed for and hired a new Strengthening Families Coordinator for our Virginia Foundation for Healthy Youth Grant.

## PROJECTS IN PROGRESS:

- ✓ Work with OCHS to offer the “Every 15 Minutes” Program and continue various partnerships.
- ✓ Continue to offer more activities for the County’s youth, including teen movie nights, teen bingo nights, and other events.
- ✓ Continue to expand the VJCCCA program in Orange to help serve the needs of our County’s juveniles.
- ✓ Continue to recruit volunteers for various programs.
- ✓ Continue to implement the fundraising plan for Michael’s Gift due to the freeze in funding.
- ✓ Plan and execute an education trip with WorldStrides for the Youth Council in June, 2014, to New York City.



# COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT

PLANNING AND ZONING

TOURISM



*Photo by Orange County Review*

**(Walmart Grand Opening on July 10, 2013)**



# ECONOMIC DEVELOPMENT

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## ACCOMPLISHMENTS:

- ✓ Located “Homestead Building Systems, Inc.” - \$ 4.5 million investment with 40 new jobs.
- ✓ Received and processed 14 prospect RFI’s.
- ✓ Completed 12 business interviews for BRE program.
- ✓ Participated in rebranding of Thomas Jefferson Partnership and launch of Central Virginia Partnership for Economic Development.
- ✓ Completed first e-newsletter for economic development and emailed it to 650 individual emails.
- ✓ Provided tour of available sites and building to VEDP Project Managers.
- ✓ Updated VaScan with available buildings and sites.
- ✓ Added Town of Orange available property report to *thinkorangeva.com*.
- ✓ Updated “Orange County Profile.”
- ✓ Worked with Chamber committee on *Business Appreciation* event.
- ✓ Planned and hosted the 2013 Orange County Business Expo with Tourism.
- ✓ Created marketing materials for 2013 Orange County Business Expo.
- ✓ Participated in Joint Board of Supervisors, Economic Development Authority, and Planning Commission meetings.
- ✓ Held six EDA meetings.
- ✓ Continued clean-up of business database.
- ✓ Made continuous updates to the ED website.
- ✓ Co-Chaired Business Advisory Committee.
- ✓ Worked closely with Walmart staff on the “Walmart Grand Opening.”
- ✓ Coordinated “Bus Tour” for BOS, EDA, Planning Commission, landowners, and staff of various sites for Route 3 Visioning Initiative.
- ✓ Coordinated presentation by Chris Lloyd of McGuire Woods.
- ✓ Participated in two-day event with 14 VEDP Project Managers and UVA Research Park.
- ✓ Met with Draper Aden regarding creation of pad site(s) in Industrial Park.

## PROJECTS IN PROGRESS:

- ✓ Continue work on the Route 3 Strategic Visioning Initiative.
- ✓ Work on plans for a “pad site” in Thomas Lee Industrial Park.
- ✓ Continue to update VaScan.
- ✓ Publish additional e-newsletters.
- ✓ Develop additional marketing materials.
- ✓ Prepare for 2013/14 Business Advisory meetings.
- ✓ Continue processing prospect requests.
- ✓ Work with Timmons Group on a Site Analysis Study on the King site and the EDA-owned York site.



# PLANNING AND ZONING

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## ACCOMPLISHMENTS:

- ✓ Issued 280 Zoning Permits, 87 of which were for new single family dwellings.
- ✓ Conducted over 666 scheduled Erosion and Sediment Control inspections, not including numerous spot checks, pre-construction meetings, and meetings with landowners.
- ✓ Reviewed 39 Site Plans.
- ✓ Maintained quick turnaround times on application processing, review, and permitting.
- ✓ Provided excellent customer service in permit issuance and assisting the public.
- ✓ Completed the final draft for the Comprehensive Plan update. Planning Commission held a public hearing in August and forwarded it to the Board of Supervisors with a positive recommendation.
- ✓ Improved Department forms and applications for greater public ease of use.
- ✓ Drafted an amendment to the E&S ordinance to bring the program into alignment with DCR regulations and state code.
- ✓ Processed three Special Use Permit applications and two Rezoning applications, which were approved by staff, the Planning Commission, and the Board of Supervisors.
- ✓ Completed "Draft" Stormwater Ordinance with Low Impact Development standards to be adopted by the County after State review and approval.
- ✓ Presented staff-authored private road standards to the Planning Commission, which was recommended for approval and scheduled for public hearing by the Board.
- ✓ Presented multiple text amendments, including "accessory apartments" to the Planning Commission, which was recommended for approval and subsequently approved by the Board of Supervisors.
- ✓ Presented development standards, overlay district, and PUD drafts to the Planning Commission in November, 2013.

## PROJECTS IN PROGRESS:

- ✓ Procure and implement an in-house GIS system.
- ✓ Continue making progress with elected/appointed officials towards developing a Route 3 corridor/small area plan.
- ✓ Continue to organize the Department of Planning and Zoning storage and begin implementation of record management system pursuant to Library of Virginia retention schedules.



# TOURISM

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## ACCOMPLISHMENTS:

- ✓ Assisted with the formation of the Tourism Advisory Committee and recommended inaugural members to be appointed by the Board of Supervisors.
- ✓ Completed, printed, and distributed new Orange County Visitors Guide, and incorporated an online version into the Tourism Department's website.
- ✓ Achieved CTA (Certified Tourism Ambassador) certification for 18 of the Orange County Visitors Bureau volunteers and Jayson Woods, Services Coordinator.
- ✓ Received a \$33,000 grant as part of the Rappahannock-Rapidan Regional Commission (RRRC) from the Governor's Agriculture and Forestry Industries Development Fund.
- ✓ Awarded the VACVB Virgo Award for "Best Regional Marketing Initiative" for the Civil War mobile website produced in conjunction with RRRRC.
- ✓ Completed Wal-Mart Historic Signage project for the July 10, 2013, Grand Opening.
- ✓ Contracted with DIA, Inc. to perform graphic design work for the Tourism Department.
- ✓ Participated in the planning, execution, and/or promotion of: 150<sup>th</sup> Anniversary of the Mine Run Campaign, the Gordonsville Bicentennial Celebration, the Fried Chicken Festival, Montpelier Wine Festival, Dolley Madison Garden Club, "Playin' in the Park" Independence Day Celebration, Constitution Day, Holiday Happenings in Orange County, and Orange County Business Expo.
- ✓ Manned a booth with visitor information by staff/volunteers at the following events:
  - Montpelier Wine Festival – May 4 & 5
  - Big Damn Bike Show – June 15
  - Orange County Business Expo – June 18
  - "Playin' in the Park" Independence Day Celebration – July 6
  - Orange County Fair – July 25-27
  - Edible Fest – August 10
  - Somerset Steam & Gas Show – September 13
  - Mine Run Symposium – November 16
- ✓ Hosted multiple volunteer appreciation events.
- ✓ Noted an increase in visitation to [www.visitorangevirginia.com](http://www.visitorangevirginia.com) (up 49.6% from 2012).
- ✓ Received a \$25,000 marketing leverage grant from Virginia Tourism Corporation for a television and online marketing campaign for Orange and Madison counties.
- ✓ Hosted two travel writers in Orange County as part of media visits to Charlottesville.
- ✓ Leigh Lawyer received Virginia Destination Professional (VDP) certification from VACVB and was elected to the Board of VACVB as Membership Chair.

## PROJECTS IN PROGRESS:

- ✓ Continue to research grant funding for welcome signage and tablets to replace outdated electronic kiosks.
- ✓ Continue to work with DIA, Inc. to implement new concepts for consistent advertising and messaging for Orange County Tourism.



# AIRPORT

## AIRPORT



**(OMH Hangar Taxilane Rehabilitation project at the Airport was completed)**



# AIRPORT

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## **ACCOMPLISHMENTS:**

- ✓ Completed OMH Hangar Taxilane Rehabilitation project.
- ✓ Assisted in production of Orange County 101 DVD, providing all voiceover narration.
- ✓ Conducted Airport tours for Boys and Girls Club youth.
- ✓ Provided location and assistance for Chamber of Commerce Business Appreciation Dinner.
- ✓ Provided location and assistance for Central Virginia Partnership for Economic Development meeting.
- ✓ Provided location and assistance for Orange Business Exchange meetings.
- ✓ Provided location and assistance for Joint Board of Supervisors, Economic Development Authority and Planning Commission Retreat.

## **PROJECTS IN PROGRESS:**

- ✓ Continue Land and Easement project.



# LANDFILL

## LANDFILL



**(Cell One of the new Orange County Landfill is completed and in use)**



# LANDFILL

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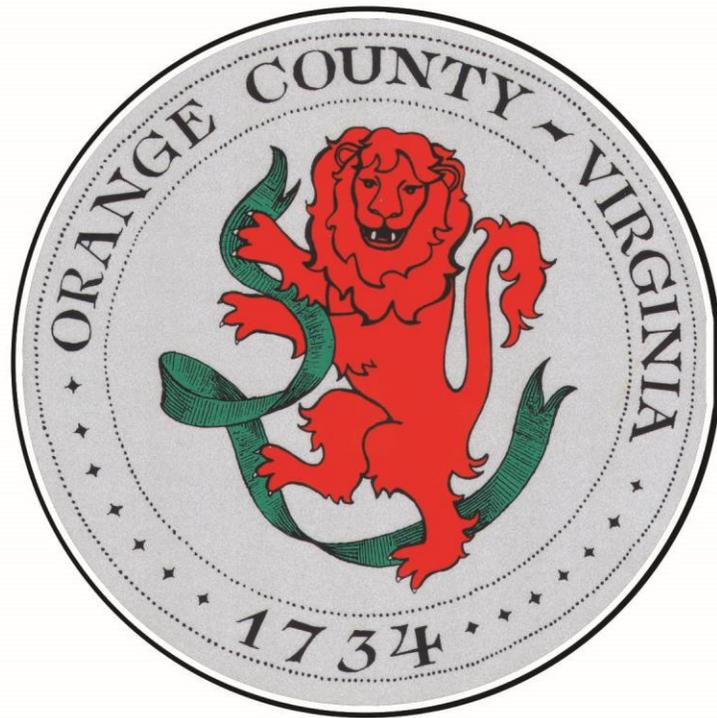
## **ACCOMPLISHMENTS:**

- ✓ Opened and successfully operated new cell.
- ✓ Purchased a new pickup truck.
- ✓ Assisted with disposal of surplus vehicles.
- ✓ Purchased new recycle container for new office paper policy.
- ✓ Purchased a new generator for emergency power at the scale house.
- ✓ Hired a new part-time scale team member and several team members for various collection center sites.
- ✓ Redesigned scale house for more efficiency.
- ✓ Installed new signage at all sites for better describing hours of operation.
- ✓ Installed new Goodwill donation container.
- ✓ Randy Clatterbuck and Susan Pruitt received state certification for weight master.

## **PROJECTS IN PROGRESS:**

- ✓ Repair or dispose of old front end boxes (green boxes).
- ✓ Complete construction of new compactor box.
- ✓ Begin Cell 90 as part of the Closure project.
- ✓ Continue with move of tire trailer and construction of a platform to enable easy and safe access.





For more information on this report and the information contained within please contact the Orange County Administration Office at (540) 672-3313. More information on Orange County may be found on its website: [www.orangecountyva.gov](http://www.orangecountyva.gov).