

**ADMINISTRATION/MANAGEMENT SERVICES COMMITTEE**  
**Monday, December 3, 2007**

A meeting of the Administration/Management Services Committee was held at 5:00 p.m. on Monday, December 3, 2007 in the Board Conference Room, Haberer Building, Rustburg, Virginia.

Present at the meeting were:

Supervisor Hugh Rosser  
Supervisor Hugh Pendleton  
R. David Laurrell, County Administrator  
Alan Lane, Director of Management Services  
Wendy Goggins, Finance/Budget Analyst  
Anne Blair, Director of Information Technology  
Shameka Wright, Human Resources  
Beverly Eubank, Administrative Aide

Visiting was:

Norman Yoder of Brown, Edwards & Company, LLP

Administrator Laurrell welcomed everyone and opened the meeting at 5:05 p. m.

The following items were discussed:

1. **Budget Update**

Alan Lane, Director of Management Services made everyone aware that the priority and initiatives had been sent to the Department Heads and they were due back to David on Friday, December 7<sup>th</sup>. The next meeting with the Department Heads will be January 10<sup>th</sup>.

David noted that no one knows what will happen with the State budget this year. The Standards of Quality re-benchmarking is supposed to be done and he doesn't know if it will impact the local revenue sources. He will keep the committee posted.

Mr. Rosser asked if the budget would already have figures in place prior to meeting with the Board. David explained that the budget would be discussed with the Board at the December retreat and in January to do the budget priorities. What is decided by the Board after those meetings is what staff will work from.

2. **Audited Financial Statements**

Norman Yoder of Brown Edwards & Company, LLP will be presenting a financial analysis of the County at the Board of Supervisors meeting. He reviewed the analysis and asked for questions from the committee.

Mr. Pendleton asked if we were in line with our undesignated fund balance. Norman replied that this locality was very much in line and referred to one of his graphs that would be shown to the Board later.

Mr. Rosser brought up that, from a business stand point, the county having a big reserve bothers him. He noted that because of good management the county has never had

any problems and he questioned why the auditors tell the Board they should have a 10% reserve. Norman reminded committee members that businesses used short term financing which allow for a small amount of equity and since local government takes longer for the shift of needs to take place, they need a larger equity fund. He suggested that good budgeting was the key to fiscal responsibility. Administrator Laurrell reminded members they should not confuse the new accrual balance of the general fund with the actual cash balance. Alan Lane reiterated that good planning and preparation of the budget allows Campbell County to anticipate needs instead of having to react to them.

**3. Information Technology Update**

Anne Blair, Information Technology Director gave a power point presentation with a summary of what types of activity our web site has been having. She noted the number of times individual departments and certain areas of the web site were looked at and mentioned that many more citizens were using the web site to obtain information.

Anne also showed members the new county home page for the new web site that will be in place in January 2008. Information Technology is trying to make the web site more user friendly for citizens as well as county staff.

**4. Personnel Update**

Shameka Wright updated the committee on current vacancies and positions filled since the last meeting.

Mr. Rosser asked about the interview process and questioned whether or not a Board member should be asked to sit on interview panels when applicants for a director's position are interviewed. He also noted that due to some staffing vacancies in the Community Development area he thought considering cross-training could help to alleviate the back up of paper work in that office.

**5. Update on Financing and Costs for Concord Elementary School, the Rustburg to Concord Water Line and Phase I Courthouse Complex Improvements.**

David Laurrell asked if there were any questions on the financing mechanism that is being recommended for the Concord Elementary, Concord Water Line and Phase I Court House Complex Improvements. He reminded everyone that these projects will change the debt service by approximately \$1.3 million; \$600,000 was added to the budget last year and the same amount will need to be added this year. The recommendation is to fund one half of the water line project and all of the other two through VML VACo's loan program. Alan Lane noted that the loan interest quote is 4.38%, but expects interest rates will be lower before we make our application.

**6. Items from the Floor**

There were no items for discussion from the floor.

There being no more business to discuss the meeting ended at 5:55 p.m.

The next meeting will be February 4, 2008 in the downstairs Board Conference Room.