

BOARD OF SUPERVISORS MEETING

January 17, 2006

The regular meeting of the Campbell County Board of Supervisors was held on the 17th day of January 2006 in the Board of Supervisors meeting room of the Walter J. Haberer Building, Rustburg, Virginia. The members present were:

Eddie Gunter, Jr., Chairman, Presiding	Concord Election District
Rick Boyer	Sunburst Election District
Calvin P. Carter	Altavista Election District
Charles W. Falwell	Timberlake Election District
Hugh T. Pendleton, Jr.	Rustburg Election District
J. D. Puckett	Brookneal Election District
Hugh W. Rosser	Seneca Election District

R. David Laurell, County Administrator
Clifton M. Tweedy, Deputy County Administrator

The meeting was called to order at 1:00 p.m., and Supervisor Pendleton gave the invocation.

// APPROVAL OF MINUTES

On motion of Supervisor Carter, it was resolved the Board of Supervisors dispenses with the reading and approves the minutes of the January 3, 2006 regular meeting as presented.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// FISCAL YEAR 2005 AUDIT REPORT

Norman Yoder of Brown, Edwards & Company started work on the audit last June and completed the process in October 2005. Mr. Yoder directed the Board to the summary at the back of the Comprehensive Annual Report. The most important note was that the audit indicated an unqualified and clean opinion on the statements, and there were no compliance findings related to federal and other programs. There were a few findings that were reportable conditions and those were discussed with the Administration/Management Services Committee. The Board received a couple of letters from Brown, Edwards that described their responsibilities as auditors, management's responsibilities for the financial statements and major adjustments to beginning fund balances.

Chairman Gunter indicated he and Supervisor Rosser met with all three of the auditors in a called Administration/Management Services Committee meeting prior to this meeting and discussed in depth the details of the Fiscal Year 2005 audit.

Administrator Laurell commented that because this was the first year with a new auditor, a lot of time was required by staff and the auditors to make that transition. There were a number of items the auditors have asked the County to consider implementing in the future. The cost benefit of those items would need to be considered. Because of the changes in the way Brown, Edwards interprets the regulations versus the way the previous auditor did, there were some significant accounting changes. For instance, taxes for December 2005 were actually booked on last year's audit as a receivable, but they were also booked as a liability as well, so the net result drove our numbers up considerably in some areas. It may have looked like we had some large increases, but it was more to do with the way Brown, Edwards implemented the regulations. There were a number of auditor recommendations that staff would be able to implement fairly easily and others, requiring more resources, would be discussed with the Administration/Management Services Committee.

One of the outcomes of the audit was a recommendation to establish an Enterprise Fund for the landfill. The landfill was currently an operating fund in the General Fund. By doing this it would make it easier to track both operating expenditures and subsidies from the General Fund. It would also be helpful when the County moves toward a regional approach to landfill operation.

Chairman Gunter thanked Alan Lane and Wendy Goggins for all of the work they put in to make the transition to a new auditor. He added that in the past we operated more on a cash basis, but with the GASB 34 and other regulations, we were moving more toward an accrual method of accounting. Mr. Yoder agreed that governmental accounting was moving toward the accrual method.

Supervisor Rosser stated the auditors did an outstanding job and he encouraged the Board to review the audit carefully. There were a number of changes that he felt we should make as soon as possible. He offered the following motion:

On motion of Supervisor Rosser, it was resolved the Board of Supervisors accepts the Fiscal Year 2005 audit report by Brown, Edwards & Company.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

Don Austin, Resident Engineer, Virginia Department of Transportation (VDOT), advised that a contract has been awarded for the Concord sidewalk project that includes a portion of the Rustburg sidewalk project from Rustburg Elementary School to Rustburg Middle School. He along with County staff were still identifying supplemental funding for the remaining portion of the Rustburg sidewalk project from Long Mountain Grocery to Rustburg High School.

// NACO PRESCRIPTION DRUG DISCOUNT CARD

The National Association of Counties (NACo) has contracted with Caremark to provide a prescription drug discount program to uninsured and underinsured residents. The discount drug cards could be used by anyone with no restrictions. There was no cost to participating counties or to the citizens using the card. Citizens were not required to fill out forms, and the County did not have to maintain any records. The cards were accepted at more than 5,700 pharmacies nationwide, and the overall savings was estimated at approximately twenty (20) percent. The program would be marketed primarily through the Department of Social Services and the Department of Youth, Adult and Community Services.

On motion of Supervisor Falwell, it was resolved the Board of Supervisors approves participation in the National Association of Counties Prescription Drug Card Program and authorizes the County Administrator to execute the Managed Pharmacy Benefit Services Agreement with the National Association of Counties.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// LAND DISTURBING PLAN REVIEW FEES

Last fall staff became aware that Campbell County's fees for land disturbing plan reviews and permitting were significantly lower than those in neighboring localities. As an example, the new Wal-Mart project on Dearing Ford Road disturbed 33 acres and Campbell County charged \$416 for plan review and the permit. Lynchburg would have charged \$6,900 and Bedford County would have charged \$5,580.

Staff recommended revising the fee schedule during the next regular code update for commercial projects only. Site plan review fees were recommended to increase to \$300 plus \$10 per acre and increase commercial land disturbing permit fees to \$50 per acre. Campbell County currently charges \$100 plus \$10 per acre for site plan review and \$50 for a land disturbing permit.

Supervisor Rosser indicated he could not support staff's recommendation. He believed the County should keep fees low to encourage development.

Supervisor Carter and Supervisor Boyer both serve on the Community and Economic Development Committee and supported the fee changes. The following motion was offered:

On motion of Supervisor Carter, it was resolved the Board of Supervisors authorizes the County Attorney to advertise during the next regular code update increasing the site plan review fees to \$300 plus \$10 per acre and increasing the land disturbing permit fees to \$50 per acre for commercial projects only.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett
Nay: Rosser

// REGRADE FINANCE/BUDGET MANAGER POSITION

The Administration/Management Services Committee and staff recommended the Board reclassify the position of Finance/Budget Manager that would replace the existing Budget/Financial Analyst position in order to allow the Director of Management Services time to focus on other high importance matters. Some of the Director's existing daily hands-on duties in the finance/accounting/budget area would be transferred to this position. A proposed job description and organizational chart were provided to the Board. The position would be a Grade 24 and would take the place of the existing Budget/Financial Analyst position, but would incorporate more responsibility and authority than the existing position. With this change all personnel within the areas of accounting, payroll, accounts payable and budget would answer directly to the Finance/Budget Manager.

Supervisor Rosser indicated he could not remember the Administration/Management Services Committee making this recommendation. He would support the reclassification of this position, but he had concerns that the number of employees was increasing faster than the population rate.

On motion of Supervisor Puckett, it was resolved the Board of Supervisors approves regrading the position of Finance/Budget Manager to a Grade 24 to replace the existing Budget/Financial Analyst, and approves a transfer of appropriation in the General Fund, Non-Departmental Expenses, deleting \$2,121 from Comp & Fringe Benefits Increases; and appropriates to Management Services, \$1,800 to COMP – Finance/Budget Manager, \$138 to Employer Cost – FICA, \$180 to Employer Cost-VRS and \$3 to Workers Comp, to fund the position of Finance/Budget Manager for the balance of Fiscal Year 2006.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// INFORMATION TECHNOLOGY DEPARTMENT UPDATE

Tammy Shelton, Director of Application Services, and Anne Blair, Director of Network Infrastructure Services, reviewed the projects successfully completed by the Information Technology (IT) Department over the past year. These projects included:

- implementation of the combined Personal Property/Vehicle License tax tickets
- utilizing the Forms Printing Solution to create payroll checks and zoning notification forms
- assisted in the selection process of an IT consultant to complete the strategic study and plan for the next five years
- worked on implementing the phases of the strategic plan, part of which includes relocating the majority of the networking equipment to the Public Safety Building
- installed new servers to replace outdated hardware
- established an Information Technology Leadership Team which currently meets monthly
- installed a multi-function device for the blocking of spam
- enhanced County's employee web page to display announcements in addition to providing access to outlook e-mail, files in County Information folder, etc.

One of the projects to be completed this month would be the audio improvements to the Board Room. That work would be completed the week of January 30th.

Administrator Laurrell commented this was the first time the County had named two people as co-directors of a department. He congratulated Mrs. Shelton and Mrs. Blair for making this leadership team successful.

// CCADM 016-FY06, ANIMAL SHELTER RENOVATIONS

Sealed bids were solicited for renovations and improvements at the Animal Shelter. The project would include upgrading the dog runs, interior painting and lighting improvements. Three bidders responded with the lowest bid submitted by Robertson Construction in the amount of \$37,973.

The renovations to the Animal Shelter were originally scheduled for Fiscal Year 2008 and 2009, but due to the results of the State's inspection, the improvements would need to be made earlier. In order to fund the required renovations, \$45,000 was recommended to be moved forward from the Fiscal Year 2008 Capital Improvement Plan to award the contract and provide for a contingency.

Supervisor Puckett indicated this was discussed by the Public Safety Committee and the Public Works Committee, and the work needs to be done in order to satisfy safety requirements.

On motion of Supervisor Puckett, it was resolved the Board of Supervisors moves \$45,000 forward from the Fiscal Year 2008 Capital Improvement Plan to Fiscal Year 2006 for renovations and improvements of the Animal Shelter and provide for a contingency, and accepts the recommendation of Central Purchasing and awards CCADM 016-FY06, Animal Shelter Renovations, to Robertson Construction, Lynchburg, Virginia, in the amount of \$37,973.00.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// LANDFILL MONITORING VEHICLE

The Public Works Committee and staff recommended the Board authorize purchase of a Kawasaki Mule for landfill monitoring and various other tasks at the cost of \$7,500. This small four-wheel drive utility type vehicle would make it easier to access the numerous test points than the pick-up truck currently being used. Funding is available in the Landfill Equipment Contingency line item.

Supervisor Pendleton commented this type of vehicle would do the least damage to landfill surfaces and offered the following motion:

On motion of Supervisor Pendleton, it was resolved the Board of Supervisors authorizes the purchase of a Kawasaki Mule in the amount of \$7,500 for landfill monitoring.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// FISCAL YEAR 2006 ANNUAL PRIORITIES AND INITIATIVES

Administrator Laurrell presented a draft of the Fiscal Year 2006 Priorities and Initiatives to the Board at the January 3rd meeting. These priorities cover the period beginning July 1, 2006 and would be used to develop the Fiscal Year 2007 budget. He asked the Board for any input before adoption at this meeting.

Supervisor Rosser indicated he would like to work toward a 3% salary increase rather than a 4% salary increase as proposed in the priorities. He also suggested a change in the priority to "work with Community Development and implement major revisions in the subdivision and zoning ordinances . . ." He suggested substituting the word "improvements" for "major revisions." Some of the other Board members commented the County was already in the

middle of the zoning revisions, and it would be considered “major revisions.” Last year the business and commercial properties were rezoned. In 2006 the residential properties would be rezoned, and in 2007 the agricultural properties would be done.

Supervisor Boyer provided his comments in writing to the Board. He was concerned about the County’s outstanding debt and the burden on the taxpaying citizens. In addition, he believed that in the near future the federal government would be passing along massive amounts of its debt obligations to the states and localities. He recommended slowing down future capital projects after the courthouse project and the Concord Elementary School project. Supervisor Boyer asked the Board to reconsider the space study and the proposed 30-year building plan as well as the County’s commitment to the parks. He was in favor of a 3% salary increase for employees rather than 4%. Supervisor Boyer also recommended deleting the future priority to re-evaluate the need to adopt a property maintenance code, and deleting the priority to continue to study the feasibility of offering a long-term disability insurance program for employees due to the expected high costs. A new priority 2 initiative for Recreation was to increase the number of fine art and music offerings for children. Supervisor Boyer wondered if the Schools were already providing these classes, and if not, whether the County could charge a fee to offset the costs. He also questioned why tennis court lighting was in Recreation’s budget rather than the Schools. Referring to a future priority under Youth, Adult and Community Services to evaluate options for increasing accessibility of transportation for area seniors, he questioned whether we were creating a solution in search of a need. In conclusion, Supervisor Boyer was supportive of the changes to the County’s retirement benefits to be proposed by the Administration/Management Services Committee in the near future.

Consuela Barbour representing Evington and the Ridge Road area advised that citizens were continuing to call her about the lack of water and having to haul water. She urged the Board to keep the initiative to work with CCUSA and Public Works to master plan an extension to the Leesville water line to serve the Village of Evington as adequate water was vital for the quality of life for those citizens. She added the fire department would also be appreciative of the water line so that they would be able to wash their trucks and turnout gear.

Hearing no further comments, Supervisor Pendleton offered a motion to adopt the priorities and initiatives as presented.

On motion of Supervisor Pendleton, it was resolved the Board of Supervisors adopts the following:

**PRIORITY INITIATIVES AND ONGOING RESPONSIBILITIES - FY 2007
ADOPTED 1/17/2006**

ADMINISTRATION – 2007

PRIORITY 1 INITIATIVES – Administration -

- Work toward implementation of a 4% salary increase for County, school and state supported local employees. (MOE)(01/07)(Laurrell/Board).
- Work with Public Safety on implementation of the communications system and upgrade the emergency radio system in accordance with adopted Capital Improvement Plan. (INFRA)(06/08)(Cheatham).
- Work with Community Development and implement major revisions in the subdivision and zoning ordinances over the three year schedule adopted by the Board. (QOL)(07/07)(Yates/Harvey).
- Work with Public Works Director and finalize master plan and construction for Phase I of the County building facilities improvements. This includes renovations and additions to the Courthouse, construction of a new Commissioner of the Revenue/Treasurer Building, new agricultural building, long term storage facilities in the existing agricultural building, and renovations to the Haberer Building. (INFRA)(12/09)(Tweedy).
- Work with school administration to determine a final recommendation to the Board of Supervisors to renovate/new build Concord Elementary School. Provide alternative funding means if new build option is recommended. (INFRA)(12/06)(Laurrell/Nolley).
- Work with Public Safety Director to implement fee for service ambulance service – countywide plan and career day time EMS to reduce response times. (OD)(12/06)(Cheatham).

- Work with the Recreation Director to continue Phase I park development on the schedule adopted by the Board of Supervisors. (QOL)(12/09)(Reynolds).
- Finalize plans and training materials for Front Line Supervisor training initiative. (OD)(06/07)(Laurrell/Verilla).

PRIORITY 2 INITIATIVES – Administration –

- Work with Public Works and CCUSA to plan and fund a public water main to the Concord Community system from Rustburg and on to Appomattox. (INFRA)(01/07)(Damron/Tweedy/Laurrell).
- Work with YACS Director to develop a citizen survey concerning satisfaction with local services and the quality of life in Campbell County. (MEAS)(12/07)(Daly/Laurrell).
- Implement Front Line Supervisor training for all supervisors in Campbell County. (OD)(12/07)(McCune/Laurrell).

FUTURE INITIATIVES – Administration –

- Complete installation of the visual improvements to Board of Supervisors meeting room based on funding provided by the Board. (TECH)(03/10)(Moore/Blair).
- Work with Economic Development, Public Works and CCUSA to master plan sewer service along the U.S. 29 Corridor. This will include build out of the gravity system along the current forced main from the Airport to Yellowbranch, extension of service to the Seneca Commerce Park, and alternatives for providing service south of Yellowbranch to Altavista. (INFRA)(06/10)(Davidson/Damron/Laurrell/Tweedy)
- Work with CCUSA and Public Works to master plan an extension to the Leesville water line to serve the Village of Evington. This would include overall costs, aid to construction, grant availability and local funding requirements. (INFRA)(06/09)(Damron/Tweedy/Laurrell)

CIRCUIT COURT CLERK'S OFFICE – 2007

PRIORITY 1 INITIATIVES-Clerk's Office-

- Develop, implement and maintain a Website for Clerk's Office. (TECH)(6/06)(Bosiger/IS)
- Provide Internet access to land records. (7/06)(Hughes/Supreme Court)
- Replace (1) copy machine with County funds. (TECH)(11/06)(Hughes)

PRIORITY 2 INITIATIVES - Clerk's Office-

FUTURE INITIATIVES - Clerk's Office-

- Resource Dependent - Develop and implement conversion projects to increase database of public records available on the Internet.

COMMUNITY DEVELOPMENT – 2007

PRIORITY 1 INITIATIVES -

- Plan for the phased rezoning of the County and adoption of revised Zoning and Subdivision Ordinances in accordance with the schedule and direction provided by the Board of Supervisors. (QOL)(07/07)(Yates/Harvey).
- Analyze the existing office space for the Community Development Department and implement plans to use that space more efficiently. (OD) (01/07)(Harvey/Public Works/Staff)

PRIORITY 2 INITIATIVES –

- Review and update the Campbell County Comprehensive Plan. (QOL)(06/08)(Harvey/Yates)

FUTURE INITIATIVES -

- Re-evaluate the need to adopt a property maintenance code. (QOL)(06/09)(Harvey/Heddings).
- Evaluate staff responsibilities, workload and training. Re-assign duties and/or add positions as needed with Board approval. (OD)(01/09)(Harvey)

ECONOMIC DEVELOPMENT – 2007

PRIORITY 1 INITIATIVES – Economic Development -

- Construct Phase II of the Seneca Commerce Park in conjunction with the recreation development to include construction of median break and crossover on Route 29, industrial road extension, and waterline to access the portion of property designated for recreational uses. (INFRA)(10/06)(Davidson/Tweedy/ Reynolds/ Banton)
- Review and update the Comprehensive Economic Development Strategy and produce a current document and updated goals. (QOL)(06/07)(Davidson/ Banton/ CCEDC)
- Development and implementation of a one page marketing brochure for the Seneca Commerce Park. (INFRA)(06/06)(Davidson/Banton).
- Master plan the remainder of Phase II of Dearing Ford Business & Manufacturing Center, to include planning the location of internal access road, and constructing the first portion of an access road off Dearing Ford Road into the park. (Infra)(06/07)(Davidson/Banton/Tweedy)

PRIORITY 2 INITIATIVES – Economic Development -

- Promote Campbell County’s agriculture sector by establishing stakeholder groups, meeting to identify goals, and work with Planning Commission during agricultural zoning ordinance updates. (QOL)(06/07)(Davidson/Reiter/Banton/CCEDC).
- Print and distribute a Campbell County Tourism Brochure. (QOL)(06/07)(Davidson/Banton)
- Evaluate timbering Seneca Commerce Park, if decision is to timber property, develop and release a RFP for the project; plan development of pad sites for lots. (INFRA)(06/07)(Davidson/Banton/Tweedy)

FUTURE INITIATIVES -

- Evaluate the IDA’s Brookneal 501 Corridor Wireless Broadband Internet system’s effectiveness and the potential to expand Wireless Broadband into the rural underserved areas of Campbell County (Technology)(05/06) (Davidson/ Blair).
- Design, seek grant funding, and implement a Business Development Center/Incubator. (QOL)(05/07)(Davidson/Tweedy/Banton).
- Explore alternatives for providing sewer to the Rt. 29 corridor. (INFRA)(06/07)(Davidson/Tweedy).
- Develop material to assist small business start ups to navigate the county registration, licensing, and permitting processes. (QOL)(06/07)(Davidson/Banton)

INFORMATION TECHNOLOGY – 2007

PRIORITY 1 INITIATIVES – Information Technology –

- Re-evaluate/purchase new mainframe computer hardware. (TECH)(6/07)(Shelton/Blair).
- Re-evaluate third-party applications software (BAI) and determine need to purchase new or not. (TECH)(6/07)(Shelton/Blair).
- Research implementing necessity of remote access services for Animal Shelter, CCUSA, towns and Blue Ridge Regional Jail. (TECH)(12/06)(Blair/Crews).
- Implement Public Safety/Sheriff Wireless access. (TECH)(6/07)(Blair/Crews).
- Ensure implementation of new IT Plan. *Phases 1-6.* (TECH)(6/07)(Blair/Shelton).
- Research/design/implement automatic transfer/supplemental appropriation program. (TECH)(12/06)(BAI/Shelton/Lane/Goggins).
- Complete initial Website static redesign including establishment and training of Departmental Content Authors. (TECH)(06/07)(Blair/Programmer Analyst-Web/Shelton).
- Look at alternatives for consumer-based Internet access to public info by researching services for other localities provide and polling citizens/businesses on their desire and develop a plan to include which ones, how and when these will be implemented. (COMM)(06/06)(Blair/Integration Specialist/County Departments).
- Implement procedure for transmitting Personal Property file name and address data to mail service vendor for routine updating to match US Postal Service database. (TECH)(09/06)(Massie/Jefferson/Shelton/BAI/Best Mailing/Lane). This had stated to “Implement Phase Two standardized relational database for tax/addressing purposes”. *A trigger will not be put in place on the current BAI Personal Property system. Processes are being put in place to ensure addresses are correct in the Commissioners data by utilizing Best Mailing and updating addresses.*
- Develop Change Management Process, which standardizes vender documentation on system changes as outlined in the Information Technology plan. (TECH)(12/06)(Blair/Shelton/Consultant).

- Research scope of a Common System Development Methodology including Process for Project Initiation, Requirements & Analysis, Execution and Transition Support needed to ensure consistency in Information Technology processes. (TECH)(12/06)(Shelton/Blair/Consultant).
- Follow through with completion of changes required by BAI for the Personal Property tax tickets/decal payment process. Changes to the system to allow On-demand license fees and storing of yearly license fees. (QOL)(12/06)(Massie/Jefferson/Tweedy/Shelton/BAI).
- Research the alternatives of providing network and Internet access to Main Library and its branches and implement network and Internet access to Main Library and its branches through the County's network unless a better alternative is identified. (TECH)(06/07)(Blair/Crews/Owen/Consultant).
- Research Reassessment Ticket design and print tickets for 2007 reassessment. (TECH)(11/06)(Lawler/Phillips/Massie/Lane/Shelton).

PRIORITY 2 INITIATIVES – Information Technology –

- Oversee development of new forms to be designed for the Forms Printing Solution. AP checks and others to be determined. (TECH)(12/07)(Shelton/Programmer Analyst-Distributed Systems/Lane).
- Implementing remote access services for Animal Shelter, CCUSA, towns and Blue Ridge Regional Jail as determined by research. (TECH)(06/08)(Blair/Crews).
- Research need for Interactive Forms. (TECH)(06/08)(Programmer Analyst-Distributed Systems/Programmer Analyst-Web).
- Research need for secure electronic signatures. (TECH)(06/08)(Programmer/Analyst Distributed Systems/Programmer Analyst-Web).
- Research need for Contact Management Software as requested by Economic Development. Determine need to provide on a Departmental basis or to all network users. (TECH)(06/08)(Programmer Analyst-Distributed Systems/Integration Specialist).
- Research/design Disaster Recovery Plan. (TECH)(12/07)(Blair/Shelton).
- Implement BAI.NET features relating to tax inquiry and payments. (TECH)(12/07)(Shelton/Programmer Analyst-Distributed Systems/Blair/Integration Specialist). *This item may or may not be necessary depending on the priority to re-evaluate third-party applications software.*
- Ensure implementation of new IT Plan. *Phases 7-8.* (TECH)(12/07)(Blair/Shelton).

FUTURE INITIATIVES – Information Technology –

- Re-evaluate selected software standards. (OD).
- Re-evaluate/purchase new network/server hardware. (TECH)(Blair/Shelton).
- Ensure installation of Generator at Historic Jail. (TECH)(Blair).
- Research/purchase/implement CASS software for Personal Property and Real Estate mailings in order to reduce mailing costs. (TECH)(Shelton/Programmer Analyst-Distributed Systems/Jefferson).
- Monitor staffing needs to insure adequate number, training, and future requirements. (TECH)(Continuing)(Shelton/Blair).
- Review hosting services for Manatron Reassessment data to determine moving to internal hosting. (TECH)(Shelton/Blair).
- Establish common platform for electronic imaging and reproduction. (TECH)(Blair/Consultant).
- Complete installation of the visual improvements to Board of Supervisors meeting room based on funding provided by the Board. (TECH)(03/10)(Moore/Blair).
- Implement secure electronic signatures as determined by research. (TECH)(Programmer Analyst-Distributed Systems/Programmer Analyst-Web).
- Implement Interactive Forms. (TECH)(Programmer Analyst-Distributed Systems/Programmer Analyst-Web).
- Research need for Voice Over IP Technology. (TECH)(Blair/Network Engineer).
- Research need to purchase third-party Time Tracking System. (TECH)(Shelton/Lane).

LIBRARY – FY 2007

PRIORITY 1 INITIATIVES – Library -

- Add additional lighting in the Young Adult area and other dark areas in the adult section of the Main Library. (INFRA)(2/06)(Guthrie/Owen).

- Acquire wireless or ISDN Internet access for Timbrook, and DSL Internet access for Staunton River Memorial Library and Patrick Henry Memorial Library. Based upon the Virtual IT Study, the Rustburg Library will either go with the county or obtain DSL access. (TECH)(2007)(Owen/Shelton/Blair).
- Replace the remaining computers, servers, and printers received from the Bill and Melinda Gates Foundation Grant of \$44,774 to meet grant specifications. (OD)(2007)(Owen/IS).
- Complete the formation of the Board of Directors for the Campbell County Public Library Foundation. (OD)(12/06)(Tuck/Owen).
- Fill a vacant part time administrative clerk position at Timbrook for hours included in the initial budget request. (OD)(7/06)(Owen/HR).

PRIORITY 2 INITIATIVES – Library -

- Replace the 1998 Ford Econoline van used for transporting materials between branches. (OD)(12/07)(Owen/Roakes/Eby).
- Engage a professional fundraising consultant to conduct a community readiness assessment for the Timbrook Library/Recreation Facility capital campaign. (OD)(06/07)(Tuck/Harding/Owen).
- Engage an architectural firm to design plans for a Library/Recreation facility in the Timbrook area as funds become available. (INFRA)(12/06)(Tweedy/Owen/Reynolds).

FUTURE INITIATIVES – Library -

- Convert an existing part-time position into a full time position at Staunton River Memorial Library to support additional children’s programs and activities, based on a demonstrated need. (OD)(2008)(Owen/HR).
- Complete construction of the Library/Recreation building in the Timbrook Park as community funding allows. (INFRA)(Tweedy).
- Increase staff and hours of operation for new Timbrook library based on demonstrated need. (OD)(Owen/HR/Library Board of Trustees).
- Explore options for repairing damaged brickwork on outside of Main Library in Rustburg. (INFRA)(2008)(Tweedy/Owen).

MANAGEMENT SERVICES – 2007

PRIORITY 1 INITIATIVES – Management Services –

- After completion of Phase II of Management Information Survey and follow up, investigate new financial reports to benefit the Board and staff. (TECH)(2Q07)(Goggins/Lane).
- Continue to study the feasibility of offering a long-term disability insurance program to our employees and make a recommendation to the Board accordingly. (MOE)(3Q06)(Lane/McCune)
- Implement procedure for transmitting personal property file name and address data to mail service vendor for routine updating to match US Postal Service database. This is to replace trigger. (QOL) (Sept 2006) (Massie/Jefferson/Shelton/Lane/BAI/Best Mailing)
- Work with the schools to research options for long term health care including Health Savings Accounts and high deductible plans. Provide a recommendation for discussion with the Board of Supervisors and School Board. Implement decision made by Board. (OD)(01/01/2007)(Lane/McCune).
- Conduct salary study and make recommendations to the Board as to salary increases for those positions impacted by the results of the study. Resulting salary increases to be effective January 1, 2007. (OD)(3Q06)(McCune/Lane)
- Research Reassessment Ticket design and print tickets for 2007 reassessment. (TECH)(November 2006) (Lawler/Phillips/Massie/Lane/Shelton).
- Review FY 2005 CAFR and auditor recommendations and develop a recommendation to the Board on implementation. This report should include status of existing work on auditor recommendations, identifying cost/benefit for remaining recommendations, go or no go recommendation, and prioritizing and timeline for implementation of the “go” items. (12/06)(Lane/Goggins).

PRIORITY 1 INITIATIVES – Commissioner of the Revenue –

- Have BAI modify the personal property program code to permit on –demand processing of current year and prior year supplemental assessments with and without a vehicle license fee (VL).(TECH)(Sept 2006) (Massie/Jefferson/Tweedy/Lane/Shelton/BAI)
- Work with legislative representatives to introduce and enact desired legislation to create a separate taxable class of aircraft having a registered empty gross weight equal to or greater than 20,000 pounds which are not owned and operated by scheduled air carriers operating under certificates of public convenience and necessity issued by the State Corporation Commission or the Civil Aeronautics Board. (QOL)(July 2006)(Massie/BOS/Local Legislators)
- Develop and implement enabling ordinance for distribution of personal property tax relief money using a fixed percentage method of distribution. (QOL)(April 2006)(Massie/BOS/Shreve)
- Determine real estate tax billing process and ordinance requirements for assessing the Wards Crossing special tax district for tax year 2006 and succeeding years. (TECH)(June 2006)(Massie/Laurrell/Lane/Lawler/Shelton/Shreve)

PRIORITY 1 INITIATIVES – General Registrar’s Office –

- Fine tune support initiatives, required maintenance and training associated with implementation of electronic voting equipment. (2Q07)(Registrar/Danos/Phelps).
- Maintain ongoing electronic voting equipment life-cycle cost. (2Q07)(Registrar/Danos).
- Consider upgrading purchased computer software. (2Q07)(Registrar/Danos/Lane/Laurrell).
- Continue process of obtaining certification for General Registrar Phase II. (2Q07)(Registrar/Danos).
- Meet the Help America Vote Act (HAVA) mandated handicapped accessibility requirements for polling places including the possible relocation of polling places. (Nov06)(Registrar/Danos/Lane/Laurrell).

PRIORITY 1 INITIATIVES – Treasurer’s Office –

- Re-position Deputy workstations to create a customer friendly environment. (July 2006)(Jefferson/St.Clair/Clif Tweedy)
- Re-assign balancing duties for better internal controls.(Aug 2006) (Jefferson/St.Clair)
- Simplify tax statements to provide a more user reader-friendly version. (Aug 2006)(Jefferson/Staff)

PRIORITY 2 INITIATIVES – Management Services –

- Redo survey of Board of Supervisors, County Administrator and department heads as to their needs for management information not available to them. Prioritize the requests resulting from their responses and implement those with the highest priorities. (TECH)(Lane/Goggins)(2Q08).
- Investigate direct online enrollment of employees for benefits programs eliminating considerable amount of paperwork and reducing storage requirements. (TECH)(McCune/Lane)(2Q08).
- Investigate electronic record keeping (on microfiche or scanned DVD’s) for employee files where employee is no longer employed by the County. This will reduce the amount of paperwork and storage requirements. (TECH)(McCune/Lane/Blair)(2Q08).

PRIORITY 2 INITIATIVES – Commissioner of the Revenue –

- Develop and implement web page for Commissioner’s office. (QOL)(June 2008)(COR office/Massie/IT).
- Develop a comprehensive ordinance regarding solicitation in Campbell County.(QOL)(June 2008)(Massie/BOS/Shreve)

PRIORITY 2 INITIATIVES – General Registrar’s Office –

- Research and evaluate support initiatives, required maintenance and training associated with implementation of electronic voting equipment. (2Q08)(Registrar/Danos/Phelps).
- Evaluate ongoing electronic voting equipment life-cycle cost. (3Q08)(Registrar/Danos).
- Study the possibility of upgrading electronic voting equipment software. (3Q08)(Registrar/Danos/Lane/Laurrell).
- Continue process of obtaining certification for General Registrar Phase III. (2Q08)(Registrar/Danos).

FUTURE INITIATIVES – Management Services -

- Provide training opportunities for all users in core competencies (OD).
- Conduct salary study and make recommendations to the Board as to salary increases for those positions impacted by the results of the study. Resulting salary increases to be effective January 1, 2009.(OD)(3Q08)(McCune/Lane)

FUTURE INITIATIVES – General Registrar’s Office –

- Continue process of obtaining certification for General Registrar Phase IV. (2Q09)(Registrar/Danos).

PUBLIC SAFETY – 2007

PRIORITY 1 INITIATIVES – Public Safety -

- Conduct a top to bottom review of the Public Safety Department to clarify mission, staffing levels, and organizational structure to meet future County needs. (OD) (06/07) (D. Laurell/A. Cheatham/BOS)
- Develop and implement Radio Study Recommendations over the next two (2) fiscal years, utilizing CIP Funding. This is to include upgrade of microwave systems and installation of new repeater sites. The process of obtaining and installing in-car repeaters should continue. (INFRA)(06/08)(A. Cheatham/T. Fairchild).
- Acquire reverse 911 capabilities to allow the rapid recall of key County staff during emergency operations. (TECH)(12/06)(T. Fairchild/ C. Anthony).
- Complete plans and construct an alternate PSAP/EOC at the Brookneal Volunteer Rescue Squad building. (INFRA)(12/06)(A. Cheatham/T. Fairchild/C. Anthony).
- Continue to develop and write standard operating guidance for Fire and Rescue services. (OD)(06/07)(A. Cheatham/R. Lawson).
- Continue to work on reducing our day-time response time to emergency calls. Fully implement a fee for service structure county wide and develop an EMS program that provides career support to the volunteer system but insures volunteer activities remain the mainstay of our system. (OD)(06/07)(Cheatham/Lawson/EMS Program Manager).
- Develop and implement a program for needs based CIP for Fire and Rescue vehicle purchase. Consider the need for aerial fire fighting apparatus. (INFRA)(06/07)(A. Cheatham/R. Lawson/EMS Program Manager).

PRIORITY 2 INITIATIVES – Public Safety -

- Purchase and install public access automatic defibrillators in all County buildings. (INFRA) (06/08) (R. Lawson).
- Explore the development of central purchasing and storage of regularly used Fire & EMS supplies. (OD)(06/08)(R. Lawson/EMS Program Manager).
- Determine the need to increase communications officer staffing levels to meet call volume using State wireless 911 funds. (OD) (12/07) (A. Cheatham/T. Fairchild).

FUTURE INITIATIVES – Public Safety -

- Develop and implement a plan for the upgrade of the Animal Shelter in order to meet State regulator requirements. (INFRA)(06/09)(J. David/A. Cheatham).

PUBLIC WORKS – 2007

PRIORITY 1 – INITIATIVES – Public Works –

- Work with VDOT, H&P and the contractor to complete the construction of the new streets and parking lot repaving across from Courthouse Lane (INFRA)(10/06) (Tweedy).
- Work with the CCUSA and Appomattox to begin the design work for the Rustburg to Concord Waterline. (INFRA)(06/07)(Damron/Tweedy).
- Bid out and complete replacement of the HVAC units at the School Administration/Library Building. (INFRA)(5/07)(Tweedy/Alston)
- Work with Community Development, the Regional Commission, VDOT and others to complete the design and construct the sidewalk projects in Rustburg and Concord. (INFRA)(12/07) (Tweedy/Harvey). (NOTE: Date modified since entire project will take 2-3 years to do as multiple projects as divided by VDOT. First phase is currently underway.)

- Work with the supervisor in the area to co-construct and operate a transfer site in the Leesville area by purchasing property for the site or pursue Campbell County only ownership and operation if Bedford County is not interested. (QOL)(12/06)(Tweedy/Carter)
- Complete construction of relocated sewer line from under the Recreation Building and between lawyer's offices. (INFRA)(11/06)(Damron/Tweedy).
- Work with the CCUSA and the Schools to begin the design work for a sewage treatment facility for Concord Elementary School. (INFRA)(06/07) (Damron/Tweedy).
- Complete upgrades to the Falling River Transfer Site to include fencing, paving, signage and landscaping. INFRA)(12/06)(Tweedy/Pribble).
- Begin implementation of the regional solid waste plan as approved by the Board of Supervisors. (INFRA)(10/06) (Tweedy).
- Work with the owners of Willow Lake to secure permits and remove some of the silt from the upper lake with Landfill forces. INFRA) (12/06) (Tweedy/Pribble).
- Work with Aubrey Cheatham to renovate the upstairs of the rescue squad building in Brookneal for an alternative PSAP. (INFRA)(12/06) (Tweedy).

PRIORITY 2 – INITIATIVES – Public Works -

- Begin planning for grading of recreation fields at the Rustburg/Concord Area Park. (INFRA)(3/07)(Tweedy/Reynolds).
- Begin preliminary design work for HVAC improvements to the County buildings next in line for improvements. Bring projects forward as systems fail or need major repair. (INFRA)(3/07)(Tweedy).
- Plan and construct new transfer sites after land is purchased for the Leesville area. (INFRA)(12/07)(Tweedy/Pribble).

FUTURE INITIATIVES – Public Works -

(Individual projects will be brought forward as resources allow).

- Continue implementation of completed space study based on the following Board priorities replace Recreation Building, expand Health Department and Social Services Buildings, Addition to Sheriff's Office and Public Safety, replace Agricultural Services/Maintenance building, and add parking lots as required. (INFRA)
- Work with VDOT to identify funding mechanisms for construction of Board approved priorities, which include Route 24 between Calohan Road and Gough Road, and completion of 3-laning in Rustburg. (INFRA)
- Work with CCUSA and Department of Economic Development on Airport Water and Sewer projects. (INFRA)
- Work with CCUSA to complete design and waterline construction from Rustburg to Concord. (INFRA)
- Reinstate recycling when it can be done effectively and efficiently. Look at viable alternatives to residential and commercial recycling programs that produce valid, cost-effective results. (QOL)
- Evaluate the need for additional emergency generation and include funding in CIP (INFRA)
- Work with Sheriff's Office to investigate the options for and establish a firing range and impound lot on property adjacent to the Landfill if warranted. Funding will be included in CIP for Board consideration. (INFRA)
- Plan and construct recreational fields with Landfill staff and equipment on a yearly basis. This involves the fields after completion of the first cycle. (INFRA)
- Work with the Schools to study the options for a single County owned and operated maintenance shop for all County vehicles. (INFRA)

RECREATION – 2007

PRIORITY 1 INITIATIVES – Recreation -

- Begin an open public forum, to be held once every two years, to address recreation issues. (COMM)(12/05)(Reynolds/Harding).
- Develop system to accept credit or debit cards, on-line registration and payment of fees with the implementation of the RecWare program updating as needed. (1/07)(Pascale/A. Blair).
- Master plan and obtain Special Use permits for Rustburg/Concord Property and Altavista Property. (QOL)(12/05)(Reynolds/Public Works)

- Form a new Special Events Committee by approaching qualified, dedicated citizens from each of the County districts. Invite the appropriate community leaders, County staff, business owners, and representatives from civic organizations to be included on this team. This group would advise and assist with Tractor Festival, Art Shows, Fairs, Concerts, etc.(2Q05) (Harding, Worth, Rec. staff).

PRIORITY 2 INITIATIVES – Recreation -

- RFP the design work for Rustburg/Concord, Altavista, County-Wide, and remaining portions of William Campbell Community parks. (QOL)(Reynolds)
- Increase awareness of programs and advocacy for senior issues. (1Q05) (Becton)
- Plan for construction activities involved in Phase I for Countywide, Altavista and Rustburg/Concord Parks as determined by completed master planning and in accordance with Board adopted schedule to complete first cycle construction. (INFRA)(06/08)
- Increase number of fine art and music offerings for local children. (1Q06) (Harding, Worth)

FUTURE INITIATIVES – Recreation -

- Finalize acquisition of the Altavista Armory. (Reynolds/Laurrell)
- Look at benefits and cost efforts for all volunteers working with seniors and youth to obtain criminal background checks along with payroll employees. (OD)
- Repair and resurface tennis courts at Rustburg, Brookneal, Brookville, Altavista, Concord, and William Campbell, with the high schools courts occurring first. (INFRA)
- Repair and relight tennis court at Rustburg. No new tennis facilities will be lighted, only maintenance of facilities lighted as of July of 2004. (INFRA)
- Inspect and repair ball field lighting at Rustburg Middle, Concord Elementary and Yellow Branch Elementary. (INFRA)
- Look at options for swimming pool and program, skateboarding and golf course as part of recommendations for Central Park using public/private partnerships, which requires no local government funding. (CWP)(QOL)
 - Investigate adding after school programs for youth specifically Middle School aged youth; work with YACS. (QOL)
- Senior transportation - with volunteers for shopping and recreational activities. All costs for this program would be on a fee or donation basis. (QOL)
- Continue 2nd round development of parks (fields, playground equip. shelters, pavilion) on a rotational basis as funding becomes available in the CIP scheduled to being in 2010. (INFRA)
- Develop options for a multi-purpose center at central park location. (QOL)
- Look at options for indoor/outdoor cultural arts centers that are supported by user fees and donations. (QOL)
 - Campbell County does not have a residential database where we can send information through the postal system. Work with Information Systems or GIS to create a Campbell County physical address database to avoid mailing Chronicles to those outside the county. (TEC)
 - Research Senior transportation and meals as to how they relate to recreation activities (Becton)
 - Approach local youth groups, Countywide, to participate in Project Destini. (Becton)
 - Research the development of Friends of the Parks groups to aid in fundraising and public awareness of park and recreation development. (Harding, staff, Advisory Council)
 - Research the development of a Recreation Foundation in the County to provide additional financial support for recreational education and special projects. This would also help to cover capitol and operational expenses for all facilities and programs. Work with public, private and non-profit organizations in the County on this goal.

SCHOOLS

PRIORITY 1 INITIATIVES – Schools –

- Renovations and new construction at Yellow Branch Elementary School.
 - * Continue construction - 2005 - 2006
 - * Occupy building - Fall 2006
- Fund 2006-2007 increase in VRS employer contribution at 5% plus increase; Projected increase in cost of \$2,400,000

- Fund 2006-2007 employer contribution for group life insurance at projected cost of 1.22% of employee gross salaries; projected increase cost of \$518,000
- Continue to maintain the textbook trust fund. There are no major textbook adoptions scheduled for 2006-2007.
- Provide funds for county share of competitive salary increases.
- Maintain self-funded hospitalization insurance program. Cost to the employer is not known at this time.

PRIORITY 2 INITIATIVES – Schools -

- Begin construction of the "wireless" fiber optic system for both the schools and the county's use.
- Determine whether the Concord Elementary School will be renovated or replaced. Study completed by spring, 2006.
- Renovation or construction of Concord Elementary School; estimated cost of \$15,600,000 for renovations/additions or \$17,400,000 for new facility.
 - * Working drawings begin - March, 2007
 - * VPSA loan authorization - November, 2008
 - * Bid project - November, 2008
 - * Start construction - Spring, 2009
 - * Occupy building - Fall, 2010

FUTURE INITIATIVES – Schools -

- Study the feasibility of building a new facility for the servicing of school buses and county fleet vehicles. The current bus garage was last improved in the 1960s and is extremely out of date. Placement of the garage at the landfill would place it much closer to the county's most heavily populated area.

SHERIFF – 2007

PRIORITY 1 INITIATIVES- Sheriff –

- Work with the Board of Supervisors to remain competitive in salary with Lynchburg and other adjoining jurisdictions in order to retain and recruit the best qualified Deputies possible (Sheriff Gaddy, Laurrell)
- Maintain the new Narcotics Division of Investigations to attack the drug problem within the county (Capt. Guthrie)
- Fully implement the patrol rifle program for all personnel (Capt. Schmitt)
- Investigate building firing range/training center and secure impound lot for thirty vehicles, on County property adjoining the landfill. (25% complete) (Major Hutcherson, Capt. Schmitt, and Cliff Tweedy)

PRIORITY 2 INITIATIVES –Sheriff –

- Implement a recruitment brochure and TV commercial (Lt. Cindy Caldwell)
- Identify funding sources and investigate wireless local area network for the Sheriff's Office and laptop computers for all of the patrol vehicles. (25% complete) (Sheriff Gaddy, Major Hutcherson and IS)

YOUTH, ADULT AND COMMUNITY SERVICES – 2007

PRIORITY 1 INITIATIVES – Y.A.C.S -

- Develop and facilitate programs to meet priority needs of youth as identified in the *Youth Needs and Services Planning process* and Comprehensive Youth Plan. (QOL)(12/06)(Daly)
- Increase Community Awareness of and involvement in County Volunteer Programs. (COMM)(01/07)(Daly)
- Develop a Comprehensive Plan to address unmet needs of seniors. (QOL)(9/06)(Daly)
- Increase integration of community volunteers into existing youth and senior programs. (OD)(06/07)(Daly/Blair)
- Evaluate cost benefit of providing Outreach Detention services locally. (OD)(9/06)(Daly/Holt-CSU)
- Evaluate benefits and impact of entering in to a regional VJCCCA plan. (OD)(9/06)(Daly/Holt-CSU)

PRIORITY 1 INITIATIVES – Social Services -

- Improve the quality of care provided to elderly and disabled recipients of companion services and attract better quality companion providers by increasing hourly pay rate and funds available for services. (estimated cost \$60,000) (QOL) (07/06) (Verilla/Rosser-Jones)

PRIORITY 2 INITIATIVES – Y.A.C.S –

- Investigate feasibility and cost benefit of employing a full time grant writer. (OD)(9/06)(Daly)
- Investigate feasibility of implementing a Court Restitution program for county youth. (OD)(12/06)(Daly)

FUTURE INITIATIVES – Y.A.C.S –

- Research best options for implementing or expanding Family Group Conferencing services.
- Evaluate options for increasing accessibility of transportation for area seniors.

ONGOING RESPONSIBILITIES

PRIORITY INITIATIVES AND ONGOING RESPONSIBILITIES - FY 2007

ONGOING RESPONSIBILITIES – Administration –

- Each year establish annual goals and objectives to identify and prioritize direction for staff and budget development purposes. Modify long-term goals and objectives based on cost/benefit analysis. (Board/Laurrell/Managers).
- Continue with development/revision of the long range CIP. (Board/Laurrell/Lane).
- Develop a balanced budget that is built on meeting the established goals of the County in an efficient and effective manner while maintaining fiscal responsibility. (Board/Laurrell/Budget Committee).
- July of each year identify legislative issues for submission to the General Assembly and the Virginia Association of Counties. (Board/Laurrell/Moore).
- Review organizational processes to ensure minimum duplication of effort and reduction of operating costs. (Laurrell/Managers).
- Based on Board adopted initiatives, work with Performance Improvement Teams to develop Performance Improvement Objectives, and track progress. (Laurrell/Managers).
- Every spring have a recognition dinner with the various Boards, Commissions and Committees of the Board of Supervisors to extend thanks and share ideas. (Moore).
- Review and update approved project timetables, costs and status with project managers. (Laurrell).
- In mid-November of each year have a meeting of the Chairman, Vice-Chairman and County Administrator with area legislators to discuss issues of importance to the County. (Moore).
- Each year have joint meetings with the Town of Brookneal and Altavista, and the City of Lynchburg. (Moore/Laurrell).
- Strengthen inter-governmental and regional cooperation through participation in regional activities. (Chairman/Laurrell).
- Provide a four point training program to all employees that include personal development; professional development – technical skills; professional development – management skills; and leadership skills. (McCune/Bashore/StClair).
- Continue improvement work on restructuring and revising departmental operations on a rotating basis as part of a continual process. (Laurrell/Department Directors).
- Continue to look at better ways to communicate with the Board and make decisions that help the Board best interface with the Public. (Laurrell/Moore).
- Continue to work with all of our employees to be citizen friendly and helpful. (Laurrell/McCune/Department Directors).
- Management and Board positions represent a diverse population. Encourage better public service and more diverse opinions. (Laurrell/Board).

ONGOING RESPONSIBILITIES-Clerk's Office-

- Assist the public via telephone, mail or in person. (Staff)
- Assess, collect and receipt statutory fees and costs. (Staff)
- Administration of courtroom duties when court is in session. (Staff)
- Process and maintain criminal, law, chancery, adoption and appealed case files. (Roman/Younger/Roakes/Peters)

- Record deeds, plats and other land records. (Mays)
- Index land records, judgments, financing statements, marriage licenses, wills, and other documents as necessary; digitally scan corresponding documents for retrieval in public access system. (Monroe)
- Establish and manage individual criminal receivable accounts. (Roakes)
- Probate wills; qualify and/or appoint fiduciary to administer estate. (Bosiger/Roman/Roakes)
- File Accountings and Inventories; compare values to Probate Tax Return, determine if estate has been undervalued for tax purposes, and when necessary, collect additional tax and ensure that additional bond is posted. (Bosiger)
- Daily balance and prepare collections for intact deposit. (Bosiger)
- Train and supervise employees; provide back-up support when and where necessary. (Bosiger)
- Meet daily, weekly, monthly and yearly financial accounting and reporting requirements. (Hughes)
- Invest and disburse trust funds and other liability accounts. (Hughes)
- Prepare monthly payroll and budget reports. (Hughes)
- Determine office needs and prepare annual state and local budget requests. (Hughes)
- Balance checking account; track outstanding checks and prepare Trust Fund, Unclaimed Property and Unclaimed Restitution Reports. (Hughes)
- Disburse cash bonds upon final case disposition. (Hughes)
- Disburse restitution upon receipt. (Hughes)
- Create, update and maintain jury selection process; schedule grand jury and venire jury attendance and prepare report for payment of service. (Hughes)
- Identify need and apply for grants to supplement state and local budgets. (Hughes)
- Conduct recruitment, selection and hiring process for new employees, maintain position descriptions, and perform employee evaluations. (Hughes)
- Manage records in accordance with Virginia Public Records Act and submit records for destruction pursuant to and in accordance with Records Retention and Disposition Schedule. (Hughes)

ONGOING RESPONSIBILITIES – Community Development -

- Work with Board to update the annual primary road plan and present the Board’s adopted priorities at the annual VDOT planning meeting. (Harvey).
- Code Enforcement/Compliance and insure building contractors are licensed: Building, Zoning, and E&S. (Harvey/Yates/Heddings/Stokes/Gough).
- Issue Permits/Certificates of Occupancy (including temporary COs): Building, Zoning, and Erosion and Sedimentation Control. (Building, Zoning, Community Development).
- Inspections: Building, Zoning, Fire Code, Property Maintenance and E&S. (Building, Zoning, Community Development).
- Review Plans; Building, E&S, Site Plans and Subdivision Plats. (Community Development, Building, Zoning).
- Provide information to public, contractors, real estate agents, surveyors, and government agencies on property issues, flood zones, zoning issues, (Building, Zoning, and Community Development).
- Provide staff support for meetings: Board of Supervisors, Planning Commission, Board of Zoning Appeals, and Building Code Board of Appeals. (Building, Zoning, Community Development).
- Provide Notary services to public. (Yates, Massie).
- Name Streets, maintain Master Street Addressing Guide and Master Street list, and assign addresses. (Woods, Yates, Reynolds).
- Provide addressing information to public and utility providers. (Reynolds, Woods).
- Maintain GIS system. (Woods, Reynolds).
- Organize, manage and co-ordinate the Project Evaluation Committee meetings for those projects that meet the criteria for review. (Yates).

ONGOING RESPONSIBILITIES - Economic Development -

- Set time each year and convene a one-day planning retreat at a location within Campbell County for the Board of Supervisors to concentrate on long-term strategic planning. (Moore/ Davidson/Banton).
- Market Campbell County’s industrial sites and facilities. (Davidson/Banton/Board).

- Work with potential clients and state agencies on business expansion or location issues. (Davidson/Banton).
- Identify and apply for grants and funds to assist Campbell County with business expansion and economic development. (Davidson/Banton).
- Provide information to public, contractors, real estate agents, and government agencies on economic development issues.(Davidson/Banton)
- Provide staff support for meetings for: Board of Supervisors, Economic Development Commission, CVCC Brookneal Center, Region 2000 Economic Development Council Marketing Committee, and Young Professionals of Central Virginia. (Davidson/Banton)
- Manage existing business visitation program. (Davidson/Banton).
- Monitor Economic Development Web site; update and enhance on a weekly basis. (Banton)
- Manage administrative requirements of grant reporting from sources such as Tobacco Commission, EDA and DBA. (Banton/Davidson)
- Act as fiscal agent for the 501 Coalition and provide staff support to include updating the Coalition Web Site. (Davidson/Banton).
- Provide comprehensive administrative staff support for the Campbell County Industrial Development Authority and the Brookneal Campbell County Airport Authority. (Davidson/Banton)
- Provide oversight for Campbell County's Tourism efforts and provide staff support for a tourism alliance. (Davidson/Banton)

ONGOING RESPONSIBILITIES – Information Technology -

- Provide proactive oversight and integration of all information technology systems and software used for government services within Campbell County. (Shelton/Blair).
- Provide recommendations and input on current state-of-the-art information technology systems and software for non-governmental services within Campbell County. This is primarily related to assisting Economic Development and Community Development in meeting the needs of individual and business consumers of IT services in order to maintain a competitive community edge. (Shelton).
- Maintain Internet, Intranet and AS/400 service to meet minimum down time standards, including scheduling upgrades/backups to maximize user availability. (Blair/Shelton).
- Maintain County Website including Employee Site. (Integration Specialist/Programmer Analyst-Web/County Departments).
- Maintain Third-Party Software to meet minimum down time standard, including scheduling upgrades and backups to maximize availability for users. (Shelton/Blair).
- Provide Application support (custom & third-party) for AS/400 users. (Shelton).
- Provide Programming and Systems support for areas not provided by third-party software. (Shelton/Blair).
- Maintain system security to prevent intrusion by viruses and unauthorized users. (Blair/Shelton).
- Provide hardware (Desktop, Server, Routing, and Switching) and software support to all County workstations to maximize utilization and minimize work disruption. (Blair).
- Provide support for Landfill, Library and Emergency Services networks. (Blair).
- Continue AS/400 training for IS staff. (Shelton).
- Continue development and refinement of Campbell County Information Technology (CCIT) Plan, including personnel and organizational requirements. (Blair/Shelton).
- Identify key weaknesses in training and support areas related to IS and take action to eliminate those identified. (Shelton/Blair).
- Continue to analyze and refine methods of doing business for the County (process engineering) and the associated policies and procedures. (Shelton/Blair).
- Maintain and replace Countywide PC hardware and software. (Blair).
- Coordinate with the IS staff to focus on the Board's priorities and plan for future needs. (Shelton/Blair).
- Oversee continued development of new forms to be designed for the Forms Printing Solution. (Shelton/Programmer Analyst-Distributed Systems).
- Prepare an annual Capital Improvement Plan Budget and Operating Budget. (Shelton/Blair).
- Primary responsibility for IS Department administrative duties and systems. Attend Director's meetings within the County and lead Performance Improvement Team for Health and Wellness. Attend BAI Financial User Group meetings as time permits. (Shelton).

- Join Technology Groups in the area and attend meetings as time permits (BRITE-Blue Ridge IT Executive, VALGITE-Virginia Local Government IT Executives, and R2TECH-Region 2000 Technology Council). (Shelton/Blair).
- Annual BAI Jobs/Modifications. (Shelton).
- Annual In-house Jobs/Modifications. (Shelton).

ONGOING RESPONSIBILITIES – Library –

- Promote community involvement and volunteerism in the Library by presentations to civic organizations, schools. The community may receive information through our updated web site, quarterly newsletter, annual report and marketing tools. (Tuck/Barton/Reynolds/Trent).
- Serve in an advisory capacity for fundraising events appropriate for the Friends and maintain a relational database of Friends of the Library groups for each branch library. (Tuck).
- Upgrade and maintain the library computer LAN network to provide Internet access to all Campbell County citizens. Replace outdated computer hardware and software on a rotating basis for staff and public use. (Akers/Blair/Outside Technical Support).
- Maintain partnerships with other Campbell County departments to provide coordinated joint programs on a variety of topics for all age groups. (Tuck/Barton/Trent).
- Provide library personnel with opportunities to upgrade skill levels depending upon their individual job requirements. (HR/Library of Virginia).
- Continue to seek and write grants to supplement the Library and Literacy budgets. (Tuck/Owen/Barton/Trent/Cothran).
- Provide instruction for adult Campbell County citizens who read at or below 6th grade level through the Literacy Volunteers program. Teach conversational English as a second language. (Cothran).
- Stimulate a love of books and reading in children through the Pre-School Story Time and the Summer Reading Program. (Trent/Branches).
- Collect statistics and prepare annual statistical reports and financial statements for the Library of Virginia. (Owen/Geho/Phillips/Branch Mgrs.)
- Approach major donors, businesses, and community organizations to help fund a new library facility in the Timbrook area. Coordinate fundraising efforts with the Recreation Department to avoid duplication of contacts and increase creative manpower. (Tuck)(Harding).
- Maintain an up-to-date Campbell County Public Library website, which will be linked to the Campbell County website, and an electronic quarterly newsletter. (Barton).
- Prepare and maintain annual Operating Budget and Capital Improvement Budget. (Geho/Owen/Library Board of Trustees).
- Serve in an advisory capacity for fundraising events appropriate for the Friends groups. (Tuck).
- Create an Annual Report at the close of each fiscal year. (Barton).

ONGOING RESPONSIBILITIES - Management Services -

- Process payroll each month by the deadline (Bruhnsen/Vance).
- Process Accounts Payable invoices to meet weekly check signing deadlines (Elliott).
- Reconcile bank statements within five days of receipt (Vance).
- Perform the monthly closing within five days of month end (Goggins/Vance).
- Prepare financial statements for distribution prior to Board Book deadline (Lane/Goggins/Vance).
- Process Central Store sales and maintain inventory at prescribed levels (Ingram).
- Process all Purchase Orders promptly while adhering to State and County requirements and procedures (Roakes/Carr).
- Maintain telephone service at prescribed operating level (Ingram).
- Maintain an efficient IFB & RFP process. (Roakes/Lane).
- Maintain County Insurance Policies in force (Roakes/Lane).
- Maintain County Inventory Control (Carr/Roakes).
- Continue to analyze and refine methods of doing business for the County (process engineering) and the associated policies and procedures (Lane).
- Cross train Finance and Purchasing staff (Lane/Goggins/Roakes).

- In the spring and fall of each year continue to hold an employee appreciation event to extend our thanks for their hard work and dedication (McCune/Employee Committee).
- Monitor staffing needs to insure adequate number, training, and future requirements. This includes encouraging staff to attend BAI training courses to better understand and utilize BAI software applications (Lane/ Vance/Roakes/McCune/Goggins).
- Review, process, and refer to County Administrator requests for transfers and requests for supplemental appropriations received from department heads, Constitutional officers and agency heads (Vance).
- Administer employee benefits program approved by County Administrator and Board of Supervisors (McCune/Lane).
- Maintain assessment values for real property (Lawler/Phillips).
- Valuation of all new building permits (Lawler/Phillips).
- Identify and recommend improvements and upgrades in valuation software for real property (Lawler/Phillips).
- Maintain written documentation to support systems and operations between Reassessment and the Real Estate office (Lawler/Phillips).
- Work with GIS to integrate software and systems for real property (Lawler/Phillips).
- Coordinate interviewing and hiring processes for new employees (McCune/Morgan).
- Conduct exit interviews for employees leaving County employment status (McCune).
- Assist in the compilation and maintenance of accurate and up-to-date job descriptions (McCune/Department Heads/Morgan).
- Provide Payroll department with new employee information and salary changes for existing personnel (McCune).
- Maintain personnel records (McCune/Morgan).
- Annually provide employees with the costs of their total benefits paid on their behalf by the County (**McCune**).

ONGOING RESPONSIBILITIES – Commissioner of the Revenue –

- Each year, develop a budget for the Commissioner’s office, business license department and real estate office that meets the established goals of the respective offices and the County in an efficient and effective manner (Massie).
- As may be necessary, work with the County Administrator to identify legislative issues relating to taxation for submission to the General Assembly and the Virginia Association of Counties (Massie/Laurrell).
- Work with the County Administrator and Board of Supervisors to implement local tax policy and annual revenue projections (Massie/Laurrell/Board).
- Assess personal property and maintain County’s personal property database (All COR staff).
- Process annual real estate tax relief applications for the elderly and the disabled and maintain the tax relief database (Franklin/Massie).
- Process annual land use applications and maintain the County’s land use database (Cartwright/Coates/Massie).
- Process annual business license applications and maintain the business license database (Coleman/Massie).
- Process state income tax returns filed locally. (Doss/Franklin/Cartwright/Coates).
- Assess “new construction” real estate. Work toward “real time” posting of new construction values through the permitting process (Massie/Lawler).
- Assist public in matters regarding personal property tax, business license and real estate tax (All COR staff).

ONGOING RESPONSIBILITIES – General Registrar’s Office –

- Provide all registration transaction services, process absentee ballots, and participate in canvass of election required by the Constitution and the Code of Virginia. (Registrar/Danos/Phelps).
- Manage preparations for elections, including materials, machines, ballots, polling places and election officials. (Registrar/Danos/Phelps).
- Year-round management and maintenance of candidate files. (Registrar/Danos/Phelps).
- Each year determine financing needs for an effective voter registration program and election services; submits a budget request for both the Electoral Board and Registrar which will support the program; justifies the request to the governing body; and attends budget meetings. (Registrar/Danos).

- Annually develop a public information program to promote registration and voting, and to publicize changes in registration and election laws. Work with newspapers, radio, television and civic groups. Change materials and methods to meet the needs of changing election cycles, town elections, primaries, special or general elections. (Registrar/Danos/Phelps).
- Attend annual General Registrar and Electoral Board Training. (Registrar/Danos/Phelps).
- Attend annual meeting of Voter Registrar's Association of Virginia (VRAV). (Registrar/Danos/Phelps).

ONGOING RESPONSIBILITIES – Treasurer's Office –

- Issue tax bills for Real Estate, personal property, BPOL, license fees, public service corporations (Jefferson/B. Tweedy/St.Clair).
- Process collections and deposits of state and local funds (Jefferson/B. Tweedy/St.Clair).
- Invest local funds (Jefferson/B. Tweedy/St.Clair).
- Disburse local funds (Jefferson/B. Tweedy/St.Clair).
- Preparation of unclaimed property reporting to the Commonwealth (Jefferson/B. Tweedy/St.Clair).
- Issue dog tags (Jefferson/B. Tweedy/St.Clair).

ONGOING RESPONSIBILITIES - Public Safety -

- Facilitate the Recruitment and Retention initiative. (Cheatham/Lawson/Fairchild/Guthrie).
 - Coordination of County Wide training for Volunteer Emergency Service providers.
 - Perform as the focal point for new applicants.
 - Perform background checks of new applicants.
 - Conduct a Public Education program on the proper use of the EMS & Fire System.
- Facilitate Fire and EMS CIP vehicle purchase. (Cheatham/Lawson).
- Perform Emergency Management function. (Cheatham/Anthony).
 - Coordinate Local Emergency Planning Committee (LEPC).
 - Perform as the repository for the SARA title III reporting.
 - Maintaining the County Emergency Operations Plan (EOP).
 - Exercising the EOP.
 - Public Education for disaster preparedness.
- Continue to refine the Animal Shelter Operations to ensure effective service to the citizens. (David).
- Continue the administration of the insurance for the volunteer emergency service providers (updating policy, filing of claims, and development of RFP). (Guthrie/Lawson).
- Management of the budgets for all related Emergency Services. (Cheatham/Lawson/Fairchild/Anthony/Guthrie).
- Develop budgets for Public Safety, Animal Control, Animal Shelter, 911 (Dispatch), 8 Fire Departments, 6 Rescue Squads, Fire General and Rescue General. (Cheatham/Lawson/Fairchild/David).
- Enforcement of the State Fire Prevention Code (SFPC) and all related functions of the Fire Marshal duties. (Cheatham/Lawson).
- Updating Public Safety Strategic Plan and facilitate the execution of the plan. (Cheatham/Lawson/Fairchild/David).
- Plan and execute Volunteer Appreciation Day. (Lawson/Cheatham/Fairchild/Guthrie).
- Providing a focal point for the Fire Commission, Rescue Commission and the Public Safety Committee. (Cheatham/Lawson).
- Coordinating and maintaining the effective operations of the Central Dispatch function (911 center). (Fairchild/Simpson/Evans/Bush).
- Facilitation of the maintenance of the County Wide Radio System. (Fairchild).
- Continue to define the Performance Improvement process within Public Safety and support of the countywide process. Cheatham/Lawson/Fairchild/David).
- Continue administration of the Countywide Identification System, which requires issue of ID badges to all County Employees and Volunteers. (Newman).

ONGOING RESPONSIBILITIES – Public Works -

- Work to advance the strategic and long term planning efforts the have been on going for the past 7 years to all levels within Public Works. (Guthrie/Pribble/Tweedy).
- Meet regularly and provide assistance as needed to Community Development and CCUSA to plan, design and construct water and sewer projects that improve the infrastructure of Campbell County. (Tweedy).
- Meet regularly with Recreation to assist in coordinating, planning, and construction of proposed park and recreation facilities. (Tweedy/Guthrie).
- Work with Community Development to keep the current Erosion & Sediment Control Program up to State standards and plan for implementation of future Stormwater Control regulations. (Stokes/Tweedy).
- Continue to improve the skills of the Landfill and Maintenance department and recognize their accomplishments. (Guthrie/Pribble/Tweedy).
- Insure the efficient operation of the Landfill and plan for long-term space and operational needs. (Tweedy).
- Insure the County's grounds and buildings are properly maintained in an efficient manner by continuing to promote preventive maintenance. (Guthrie /Tweedy).
- Spend all funds under Public Works control efficiently to accomplish the goals of the County. (Guthrie /Pribble/Tweedy).
- Continue to take steps necessary to improve security for all County facilities through coordination with effected agencies and managing installation of desired security measures. (Guthrie /Tweedy).
- Provide equipment, staff and facility upgrades to operate Maintenance efficiently, particularly considering the planned expansion of grounds maintenance responsibilities as usage of the planned park facilities increases. (Guthrie /Pribble/Tweedy).
- Plan, budget and implement improvements for proper maintenance of the existing County Buildings to include HVAC upgrades, window and roof replacement and parking lot repaving. (Guthrie /Tweedy).
- Monitor, modify, plan and complete special projects with County staff as approved by the Board in support of their goals. (Guthrie /Pribble/Tweedy).
- Take the lead in establishing and improving the County's environmental awareness through development of a sound Environmental Policy. (Tweedy).
- Continue the implementation of the approved staffing plan for Public Works/Maintenance. (Tweedy).

ONGOING RESPONSIBILITIES – Recreation -

- Maintain the County Recreation website. (Harding/Worth)
- Continue operating the Recreation Department serving citizens of Campbell County in the quality of life needs, through the department's four divisions: (Reynolds).
 - *Senior Programs:* Recreation Centers, Trip, Bingo, Volleyball, XYZ, Goodtimers (Becton)
 - *Athletics:* Open facilities, leagues, classes, clinics, etc. (Pascale/Snell)
 - *Cultural Arts:* Art, dance, crafts classes, etc., special events, Easter egg hunt, storytelling, special events, public relations and ticket sales. (QOL) (Harding/Worth/Clark)
 - *Parks:* Purchase, planning, development. (Reynolds)
- Continue to evaluate, analyze and refine methods to provide services to county citizens. (Staff)
- Identify training weakness of staff and take action to develop program of training to achieve maximum growth potential for all staff. (QOL) (Reynolds/Human Resources)
- Implement all current recreation improvement that is not associated with park facilities. (Reynolds)
- Publish and distribute two (2) Chronicles (County Newsletter) during the year. (Harding/Worth)
- Maintain and print the Guide to Campbell County (Harding)
- Meet regularly with Public Works staff to assist in coordinating, planning, and construction of proposed park and recreation facilities. (Tweedy/Reynolds/Pascale)
- Continue planning, construction and development of area Parks in accordance with established timetable. (QOL)(9/07)(Reynolds/Public Works)

- Continue to work with region 2000 & other surrounding localities on regional greenways/blueways plan that includes biking/hiking/greenways trails as assigned. (Rec staff)
- Maintain the new RecWare scheduling program. Update as needed. (TECH/Pascale)
- Reorganize the registration process to coincide with the implementation of the RecWare program. Continue to analyze and update process as needed. (1Q06) (Pascale/Reynolds)
- Continue to aggressively market the department through local media as spelled out in the marketing plan. (Harding)

ONGOING RESPONSIBILITIES – Sheriff –

- Provide professional law enforcement services to all citizens of Campbell County (All Sheriff’s Office Members)
- Promote strong community policing programs within the county (Sheriff Gaddy, Major Hutcherson, Administrative Division)
- Provide the best quality training opportunities for all Deputies of the Campbell County Sheriff’s Office (Sheriff Gaddy, Major Hutcherson, Division Captains)
- Continue to pursue grant programs for funding equipment and programs for enhanced law enforcement and patrol throughout the county (Sheriff Gaddy, Major Hutcherson, Division Captains, and Lt. Cindy Caldwell)
- Continue providing Project Lifesaver program to residents of Campbell County with Alzheimer’s or Autism at no cost to the patient, fund additional transmitters as the need grows and provide batteries and bracelets. (Sheriff Gaddy, Major Hutcherson, and Lt. Tony Caldwell)
- Maintain compliance with Federal National Incident Management System guidelines for all Sheriff’s Office personnel. (Sheriff Gaddy, Major Hutcherson and Captain Jordan)

ONGOING RESPONSIBILITIES – Y.A.C.S -

- Provide input and oversight of budgets for all affiliated programs under both direct and indirect supervision. (Daly)
- Support volunteer efforts which are beneficial to the County. (Daly)
- Maintain professional affiliations that will positively impact regional collaboration. (Daly)
- Facilitate the Measurement Performance Improvement Team. (Daly)
- Evaluate effectiveness and efficiency of current volunteer programs. (Daly/Blair)
- Maximize Grant Revenue for the department and identify funding sources for the County. (Daly/Irby)
- Ensure the provision of quality services with CSA (Daly/Moseley)
- Identify means to measure organizational processes and program successes and communicate those successes to the Board, work force and the community. (MEAS)(Daly/Laurrell).
- Market the Department to ensure that Campbell County Citizens are aware of current programs and services. (Daly)
- Continue to explore local, regional and state efforts to control and reduce costs in the Comprehensive Services Act program. (Daly)
- Assist the Campbell County Historic Society in their efforts to establish a Historic Museum in the courtroom area of the Historic Courthouse. (Daly)
- Facilitate Virginia 2007 Community Program Committee. (Daly)
- Provide ongoing assessment of youth needs and resources. (Daly)

The vote was: Aye: Carter, Falwell, Gunter, Pendleton, Puckett
 Nay: Boyer, Rosser

Administrator Laurrell advised that there was one late request from the Sheriff’s Department that would be discussed at the next Public Safety Committee meeting. The Sheriff believes that the addition of a new shopping center would require additional personnel. This was not included in the priorities and initiatives. The Sheriff was asked to present his analysis and request at the next Public Safety Committee meeting in March.

// FINANCE AND BUDGET CONSENT AGENDA

On motion of Supervisor Carter, it was resolved the Board of Supervisors approves the following under the Finance and Budget Consent Agenda:

- a) Appropriations -
 - (1) General Fund, Non-Departmental, deleting \$147,763 from COMP – Salary Increases & Related Fringes, and appropriating \$147,763 to the various departmental expenditure line items in the General Fund for Compensation, FICA, VRS and Workers Compensation, to fund approved salary increases of 1% COLA and a 2% merit pool increase based on the performance appraisal process;
 - (2) E-911 Fund, deleting \$1,555 from Comp – Dispatchers and appropriating \$630 to Comp – Director Split, \$502 to Comp – Program Manager and \$423 to Comp – Administrative Aide, approved salary increases transferred from expected vacancy savings in the Dispatchers compensation line;
 - (3) General Fund, Maintenance, appropriating \$617.50 from Maintenance/Repair Parks & Grounds; and raises estimated revenue, Miscellaneous Restitution Payments, by \$617.50, court ordered restitution for damage to Long Island Park;
 - (4) Miscellaneous Donations Fund, appropriating \$1,250 to Brookville High School, \$1,250 to Rustburg High School, \$1,250 to William Campbell Middle/High and \$1,250 to Altavista High School; and raises estimated revenue, Gifts & Donations AHS by \$1,250, Gifts & Donations BHS by \$1,250, Gifts & Donations RHS by \$1,250 and Gifts & Donations WCMS/WCHS by \$1,250, four scholarships donated by Genworth Financial; and
 - (5) General Fund, Litter Control, deleting \$83.22 from COMP – P/T Help; and raises the Undesignated General Fund Balance by \$83.22, to balance Litter Budget with actual funds received from the State.

- b) Authorizes the Treasurer to destroy paid real estate and personal property tax tickets for the years 1990 through 1997 stored in the building across from Rustburg High School, as required by Section 58.1-3129 of the Code of Virginia;

- c) Determines that competitive sealed bidding is not practicable or fiscally advantageous and authorizes Central Purchasing to use the competitive negotiation process to acquire the services of a qualified firm to provide network integration services; and

- d) Approves the renewal of a Fifth Amendment of Lease beginning March 1, 2006 and ending February 28, 2009 with Southwood Partners for the Timbrook Library until facilities could be constructed on county property at the rate of \$2,626.18 per month for the first year, \$2,704.97 per month for the second year and \$2,786.12 for the third year.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// APPOINTMENTS

Campbell County Utilities and Service Authority

On motion of Supervisor Rosser, it was resolved the Board of Supervisors appoints Carter S. Elliott, Jr., P. O. Box 710, Rustburg, Virginia 24588, to a three-year term until December 31, 2008 on the Campbell County Utilities and Service Authority from the Seneca Election District.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett, Rosser
Nay: None

// MATTERS FROM THE BOARD

Request to Refund Aid to Construction Fee to Leesville Road Baptist Church

Supervisor Boyer presented a request to the Board to refund the aid to construction fee paid by Leesville Road Baptist Church to connect to the Leesville Road water line. The fees

were waived for two other churches last year, and Leesville Road Baptist Church was a non-profit charitable organization. He offered the following motion:

On motion of Supervisor Boyer, it was resolved the Board of Supervisors refunds the aid to construction fee of \$2,000 for Leesville Road Baptist Church paid to connect to the Leesville Road water line, and this refund would only be applicable to the Leesville Road water line project.

There was a discussion that the other two churches were small and had indicated a hardship. To waive the fee for any non-profit charitable organization that might connect to a water line anywhere in the County might set the wrong precedent. Supervisor Rosser added the Campbell County Utilities and Water Authority (CCUSA) would prefer the Board not approve any more refunds, as funds were already limited for construction projects. Calvin Massie, Commissioner of the Revenue, indicated he was the one that submitted the request to Supervisor Boyer, and he saw it as an equitable issue. In answer to a question by Chairman Gunter, Leesville Road Baptist Church has about 125 members. Mt. Moriah Baptist Church only has about 25 members. The Board did not have any legally defined criteria for deciding who would receive a waiver or refund. Administrator Laurrell added that CCUSA provides a number of options to those who cannot pay all of the fees at one time.

The vote was: Aye: Boyer, Carter, Gunter
Nay: Falwell, Pendleton, Puckett, Rosser

The motion failed. It was the consensus that no further requests to waive or refund aid to construction fees would be entertained by the Board. If any organization or citizen could not pay all of the fees at one time, CCUSA offers a number of payment options to make it more affordable.

REPORTS ISSUED TO BOARD MEMBERS

Administrator Laurrell provided a salary report to Supervisor Rosser and a Youth Services Report to Supervisor Boyer. Supervisor Boyer has also requested an employee benefits report. He would be glad to provide any of these reports to other Board members if requested.

EVINGTON TRANSFER SITE

Consuela Barbour reported problems at the Evington Transfer Site with bulk items and overflowing trash. She suggested the County provide a container for bulk items so they would not end up on private property. Supervisor Carter responded that similar problems occur at every transfer site. When the County employed a deputy to monitor the sites, twenty-two (22) tickets were issued, but the Judge dismissed all of them. Supervisor Pendleton pointed out that each citizen is allowed to take two (2) tons of trash to the Landfill for free each year and maybe this was the message the County needed to make known to the public.

// Supervisor Rosser left the meeting at 2:45 p.m.

// COMPUTER TRAINING

At the end of the meeting the Board received new laptop computers and received hands-on training from the IT staff. Before Supervisor Rosser left the meeting, he advised staff that he would like a laptop for future use.

// ADJOURNMENT

On motion of Supervisor Puckett, the meeting was adjourned at 3:35 p.m.

The vote was: Aye: Boyer, Carter, Falwell, Gunter, Pendleton, Puckett
Nay: None
Absent: Rosser

EDDIE GUNTER, JR., CHAIRMAN

Approved: _____