

BOARD OF SUPERVISORS MEETING

January 22, 2008

The regular meeting of the Campbell County Board of Supervisors was held on the 22nd day of January 2008 in the Board of Supervisors meeting room of the Walter J. Haberer Building, Rustburg, Virginia. The members present were:

Hugh T. Pendleton, Jr., Chairman, Presiding	Rustburg Election District
Charles W. Falwell	Timberlake Election District
Stanley I. Goldsmith	Altavista Election District
Eddie Gunter, Jr.	Concord Election District
J. D. Puckett	Brookneal Election District
Hugh W. Rosser	Seneca Election District
Steven M. Shockley	Sunburst Election District

R. David Laurrell, County Administrator
Clifton M. Tweedy, Deputy County Administrator
David W. Shreve, County Attorney

The meeting was called to order at 1:00 p.m. Before Supervisor Falwell gave the invocation, a moment of silence was observed in memory of Judy Long, a 26-year employee of Campbell County, who died on Monday, January 21st.

// INTRODUCTION OF NEW EMPLOYEES

Shameka Wright, Human Resources Generalist, introduced the following new employees:

Mark Mason – Public Safety
Laura Scrivener – Commonwealth’s Attorney
Tamara Hayden – Commonwealth’s Attorney
Tami Strout – Library
Nan Carmack – Library Director
Christina Verilla – Library
Marcie Simpson – Library
Troy Holley – Public Works
Tommy Chandler – Public Works

// VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

Highway Safety Challenge

Don Austin, Residency Administrator, and Trooper Travis Barr, introduced a new initiative called Highway Safety Challenge to reduce the number of fatalities on Virginia’s highways. This is a partnership between VDOT, the Virginia State Police and DMV to promote highway safety. What can we do? Buckle up, avoid distractions, share the road with cyclists, motorcyclists, pedestrians and large trucks, never drink and drive, and obey posted speed limits. There were over 1,000 fatalities in Virginia last year with nine (9) of those in Campbell County.

Ewing Drive (Route 747)

Construction of Ewing Drive within Seneca Commerce Park has been completed. A resolution was presented to add the road to the secondary system.

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

WHEREAS, in Fiscal Year 2001-02 and Fiscal Year 2003-04 the County of Campbell elected to participate in the Virginia Department of Transportation Revenue Sharing Program, with funds being used for Project 0747-015-294, M501 (UPC 71864) for a total of \$215,331.14 county match and \$215,331.14 state match, and

WHEREAS, in Fiscal Year 2004-05 and Fiscal Year 2005-06 the County of Campbell elected to participate in the Virginia Department of Transportation Revenue Sharing Program, with funds being used for Project 0747-015-294, M502 (UPC 72614) for a total of \$353,334.76 county match and \$353,334.76 state match, and

WHEREAS, the Virginia Department of Transportation has provided this Board with a sketch depicting the adjustments required in the secondary system of state highways as a result of Project 0747-015-294, M501 and Project 0747-015-294, M502, which sketch is hereby incorporated herein by reference,

NOW, THEREFORE BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the street described on the attached additions form AM-4.3 and identified on the attached sketch to the secondary system of state highways, pursuant to Section 33.1-229, Code of Virginia:

Guaranteed
Right-of-Way Width: 60 feet & Variable

Plat Recorded	Date: 07/19/2006	Plat Cabinet B Slide 391	Page: 2818
	Date: 08/21/2007	Plat Cabinet C Slide 19	Page: 184

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described above, and any necessary easements for cuts, fills and drainage, and

BE IT FINALLY RESOLVED, this Board orders that a certified copy of this resolution be forwarded to the Residency Administrator for the Virginia Department of Transportation.

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: None

In Campbell County by resolution of the governing body adopted January 22, 2008 the following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

Report of Changes in the Secondary System of State Highways
Project/Subdivision 0747-015-294, M501, 502 Seneca Comm Park, Phase I & II UPC's 71864 & 72614

Type Change to the Secondary System of State Highways: Addition

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: VDOT Project
Pursuant to Code of Virginia Statute: §33.1-229
Street Name and/or Route Number
► Ewing Drive, State Route Number 747
Old Route Number: 0
• From: Route 29 East for 0.69 mile
To: Cul-de-sac, a distance of: 0.69 miles.
Recordation Reference: PC B Slide 391, P 2818; PC C Slide 19, P 184
Right of Way width (feet) = 60 feet

Sherbrooke Traffic Calming

At the Board's November 19, 2007 meeting staff was requested to review VDOT's policy and procedures for traffic calming measures on behalf of the residents of Sherbrooke Drive and estimate the costs to implement speed humps. It was noted the Sheriff's Department has continued increased patrol of Sherbrooke Drive and between January and October 2007, 16

speeding and 4 enhanced speeding citations were issued. To continue additional patrol would cost approximately \$800 for a three-month period.

VDOT completed a speed study as one of the first required steps. The study was conducted at two different locations along Sherbrooke Drive with the average speeds being 29.60 mph and 32.76 mph. The posted speed along Sherbrooke Drive is 25 mph. The traffic study showed the average speeds did exceed the posted speed, but not by a significant amount. After reviewing the data from the study, the VDOT Traffic Engineer did not feel speeding was a significant problem on the street and would not recommend additional traffic calming measures. A documented speed problem would be required before VDOT would approve speed humps. The cost to the County to implement speed humps was estimated at \$23,000 - \$32,000.

Supervisor Shockley commented the results of the speed study showed that no further measures should be done. To recommend further expenditures would not be warranted. Mr. Austin suggested the speed study be repeated in six months to determine what impact the current development on Greenview Drive would have on Sherbrooke Drive.

Other VDOT Matters

- The speed study was completed on Crews Shop Road, and the road did not qualify for a speed reduction. Speed concerns have been relayed to the Sheriff's Department and Virginia State Police.
- Supervisor Shockley questioned the way some of the streets were resurfaced in the Wildwood community. Mr. Austin explained that we may see more of the patchwork type of resurfacing as the result of limited funds.
- Supervisor Goldsmith indicated some residents on Route 811 have expressed concern about the increase in tractor trailer traffic. Some trucks also become stuck under the underpass. Mr. Austin advised VDOT has a no-through truck policy, but it was a policy that was difficult to enforce. You have to provide convenient alternative routes. There should be signs announcing the low clearance of the underpass, and he would double check that they were in place.
- There was a question if Leesville Road was wide enough to have outside white lines. Mr. Austin would see if there was enough pavement width.
- Supervisor Puckett indicated he has not heard the results of the speed study on Epson's Road (Route 633). Mr. Austin said that should be available soon.

// TIMBROOK LIBRARY COMMUNITY COMPLEX

Rev. Larry Davies, member of the Capital Campaign Cabinet, presented a revised concept for the new Timbrook Library and Recreation Facility. The Capital Campaign Cabinet was formed following the positive results of the recent Philanthropic Planning Study. This group has interpreted the suggestions made by the community which clearly stated they wanted a building they could be proud of and large enough to provide services and activities beyond the original plans.

The broader concept for the Timbrook Community Complex has been designed to become the heart of the community with a spacious library and a number of multi-purpose rooms that could be used for Library and Recreation programs along with being available for community use. The plans include a coffee shop and gathering area along with a gymnasium with multiple uses to give the community the opportunity for more recreational and athletic programs for all ages.

The projected cost of the facility was \$6.8 million with an estimated \$400,000 in annual operating costs. Mr. Davies believed the group could raise the necessary funds to construct the building as well as the funds to establish an endowment to cover the additional operating costs over and above the amount the County has committed. Leasing the coffee shop space and/or

increasing recreation and library fees could also be a source of revenue for the building.

The group was not asking the Board to approve the project, but only to approve moving forward with the capital campaign. Actual project approval would occur following completion of the capital campaign.

Supervisor Shockley was excited about the project and believed it would benefit not just the Timberlake and Sunburst Districts, but the entire County. Supervisor Falwell agreed pointing out the building could be used for a multitude of uses.

Supervisor Rosser commented it was an ambitious goal, but he had watched Altavista and Brookneal undertake similar goals to build its libraries.

Supervisor Puckett admitted to some confusion as the use for this land was originally intended for recreation and continues to change. In answer to his question if any funds had been raised, Mr. Davies indicated the official campaign would not start until March or April of 2008 and ending in the fall. Supervisor Puckett commented this was an expensive project, and a lot to ask of the taxpayers in light of the current economy. He added that any increase in fees would have to be approved by the Board of Supervisors.

Supervisor Falwell reiterated that the group was not asking for approval of the project, but only permission to start fundraising to see if the citizens of the community were really serious about the project. Supervisor Shockley added that the project could be scaled back if the fundraising efforts were not successful. But so far many citizens had expressed their overwhelming support for the project. Supervisor Falwell offered the following motion:

On motion of Supervisor Falwell, it was resolved the Board of Supervisors authorizes the Capital Campaign Cabinet to move forward with the fundraising campaign for a new Timbrook Library and Recreation Facility with Board of Supervisors approval of the actual project to occur following completion of the capital campaign.

Supervisor Puckett offered a substitute motion:

On motion of Supervisor Puckett, it was resolved the Board of Supervisors requests a work session with the Library Board of Trustees to discuss the concept and scope for the new Timbrook Library and Recreation Facility before moving forward with the capital campaign.

Before a vote was taken, Supervisor Rosser requested an opinion from the County Attorney if the original motion was in order and not a commitment on future Boards. Mr. Shreve responded the motion was in order. This was a private initiative and would not obligate the Board. The Board would not be endorsing the concept, but only allowing the group to start a fundraising campaign.

The vote on the substitute motion was:

The vote was: Aye: Puckett, Rosser
Nay: Falwell, Goldsmith, Gunter, Pendleton, Shockley
Absent: None

The substitute motion failed. The vote on the original motion was:

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Shockley
Nay: Puckett, Rosser
Absent: None

Administrator Laurell reminded the Board that at its April 2, 2007 meeting the Board supported a non-binding moral obligation of \$50,000 per year over twenty (20) years to pay the debt service for a loan of approximately \$700,000 for the new facility to be paid in lieu of the projected annual rental fee currently being paid on the leased property, but stipulating that if the capital campaign was not successful in raising \$2.1 million the Board may reconsider its non-binding moral obligation.

Supervisor Rosser left the meeting room at 1:55 p.m.

// EMERGENCY OPERATIONS PLAN REVISION

Localities are required by the Commonwealth of Virginia to revise, update and formally adopt its Emergency Operations Plan (EOP) every four years. Using funds from a Local Emergency Planning Grant and an Emergency Management Consultant, the Campbell County EOP has been updated. The EOP covers all of Campbell County including the Towns of Altavista and Brookneal.

The content of the document remained fundamentally intact with just a few revisions. The most significant change was a new format that matched the one used in both the National Response Plan and the State Plan. This would allow better coordination with the State and Federal plan if a local emergency situation exceeded local resources. The Incident Annex on Terrorism and Weapons of Mass Destruction has been revised and expanded, a support Annex for Animal Care and Control and a Regional Health Emergency (i.e. Pandemic flu) has been added. A resolution was presented to adopt the revised EOP.

On motion of Supervisor Gunter, it was resolved the Board of Supervisors adopts the following resolution

WHEREAS the Board of Supervisors of Campbell County, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS the County of Campbell has a responsibility to provide for the safety and well being of its citizens and visitors and

WHEREAS the County of Campbell has established and appointed a Director and Coordinator of Emergency Services

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of Campbell, Virginia that this Emergency Operations Plan as revised November 28, 2007 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Shockley
Nay: None
Absent: Rosser

// POLICY FOR COORDINATION BETWEEN CCUSA, PUBLIC SAFETY AND COMMUNITY DEVELOPMENT

Supervisor Rosser returned to the meeting room at 2:05 p.m.

Paul Harvey, Director of Community Development, presented a proposed policy for the Board's consideration to ensure proper review of construction projects. These processes were often complex and each department was responsible for different areas of code compliance. The proposed policy was organized in three sections – extension of public water, public water line design and approval and development review.

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

**Policy for Coordination and Dissemination of Information
Community Development, Public Safety and
Campbell County Utilities and Service Authority
January 2008**

This document is intended to clarify development review and inspection procedures involving coordination between Campbell County Utilities and Service Authority (CCUSA), Campbell County Department of Public Safety and Campbell County Department of Community Development.

Extension of Public Water:

1. Applicant meets with CCUSA
2. Applicant provides letter to CCUSA indicating their desire to extend the system and understanding that the system will be designed and built to CCUSA standards and turned over to CCUSA for operation after acceptance.
3. CCUSA provides cover letter to Director of Community Development
 - *Cover letter identifies the general nature and feasibility of the request and includes a copy of the letter from the Applicant as an attachment.
4. Community Development Director prepares Board agenda item and discusses with applicant (notifies applicant to be present)
 - *Board agenda item identifies Comprehensive Plan and zoning issues
5. Board of Supervisors decides whether to authorize additional planning for the extension.
6. Community Development Director informs CCUSA and Planning Commission of the Board decision.
7. Final (technical) approval of the extension is granted by the Board of Supervisors at a later meeting, either through the rezoning process or separately.

Notes:

Extensions of water and/or sewer mains in existing areas that would not, by the act of construction of said mains, reasonably allow other large uninhabited parcels access, can be addressed through the Board's consent agenda without a staff presentation. Extensions of main lines for new development that could open up large tracts of land to water and/or sewer access would go through the complete procedure above.

The Planning Commission should not recommend, nor should the Board take final action on a rezoning or special use permit request where the extension of the public utility has not been authorized. The applicant may wish to delay his application for public hearing items until the utility extension issues have been decided. Proceeding at a faster pace is at the risk of the applicant and fees will not be refunded if the applicant decides to withdraw a public hearing request for rezoning or special use permit.

Although the Board of Supervisors may grant the applicant approval to proceed, this in and of itself does not grant construction approval nor imply that the Authority will approve the final design and construction.

Public Water Line Design and Approval:

1. Water Pressure –CCUSA wants a minimum of forty-five (45) pounds per square inch (p.s.i.) at the water meter as a general rule, but can accept a forty (40) p.s.i. minimum consistent with the building code. Private booster pumps may be needed.
2. Fire Flow - (for all future building construction in Campbell County) the Statewide Fire Prevention Code (SFPC), Section 508.3, requires the use of an approved method for determining fire flow requirements. Appendix B of the SFPC lists a suggested method and will be used to determine minimum fire flows on all future construction where a connection to CCUSA's water system is possible. The minimum flow required will never be below 750 gpm unless in rare instances a reduction of fire flow requirements for isolated buildings or buildings in rural areas or small communities where full fire flows are impractical (as authorized in Appendix B, Section B103.1 of the SFPC) is granted upon recommendation of the Fire Marshal, Public Safety Director, Community Development Director, Code Official, and Zoning Administrator. Before such reduction is recommended, the local Fire Chief responsible for the area in question will be notified and asked to comment on the proposed reduction. When a water line is added to CCUSA's water system, the minimum flow will never drop below 75% of flow required in Appendix B of the SFPC in the length of the line. A flow test will be required for all connections. The Fire Marshal will be notified of the test and be provided a copy of test documentation prior to final approval.

3. Hydrant Placement - The Fire Marshal must dictate where the hydrants need to go and the spacing for each development. CCUSA prefers them at lot lines and high points in the main. CCUSA may designate hydrant locations in addition to those required by the Fire Marshal.
4. CCUSA and Fire Marshal need two signature blocks each on the plans. The first signature indicates preliminary review and the second indicates approval of the final plans for construction. During the process of getting plans approved, the Engineer will need to distribute at least 3 sets of approved plans to CCUSA; plans must show hydraulic pressures. All parties responsible for reviewing plans will be given two weeks to do so upon receipt. CCUSA will review plans first to insure the hydraulics, line placement etc are even close to requirements. Once CCUSA receives a revised plan (if necessary) they will send it on to the Fire Marshal. The Fire Marshal will review and make comment, then send it back to CCUSA who will send it to the Engineer for final revisions.
5. CCUSA sends Community Development copies of the letter to the Health Department from the Engineer certifying the pressure and flow and a copy of the subsequent approval letter.

Development Review (General):

The Zoning Administrator provides the Fire Marshal and Campbell County Utilities and Service Authority with site plans for all projects requiring Project Evaluation Committee (PEC) review. The current thresholds for review are:

- Commercial or industrial construction greater than 5,000 square feet
- Multi-family developments of greater than 30 units and/or that require new road construction
- New Planned Unit Developments (PUD)
- New Shopping Centers
- New Industrial Parks
- Subdivisions greater than 30 lots and/or any that require new road construction
- New Manufactured Home Parks*
- New Telecommunications Towers and Antennae*
- Changes to plans previously reviewed by the PEC*

*The Zoning Administrator may waive the requirement for the PEC to meet on these projects, and additions to existing projects, when there are no significant issues to discuss. He or she will consult with the other review staff in making that judgment.

The Zoning Administrator is the primary contact for the developer during the site plan/plat approval process. Reviewing agencies provide comments at the PEC meeting and/or through letters to the developer with copy to the Zoning Administrator so he/she is aware of any issues that may affect plan approval. Building permits cannot be issued until there are approved plats/site plans, and approved sources of water and sewer (either a Health Department permit or receipt from CCUSA).

The Building Official reviews building plans and provides a copy to the Fire Marshal if he/she has questions concerning plan compliance with the SFPC. Comments should be provided to the Building Official. Direct contact with the builder/developer should be through the Building Official during the construction phase. Building Inspections will also invite the Fire Marshal to inspections of fire suppression systems and any other inspections he/she deems appropriate. Once the building receives a certificate of occupancy, jurisdiction passes from the Building Official to the Fire Marshal.

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
 Nay: None
 Absent: None

// **REVISED BOND REIMBURSEMENT RESOLUTION**

On May 7, 2007 the Board approved a Bond Reimbursement Resolution to allow the County to reimburse itself from debt proceeds for expenditures paid directly by the County for three proposed capital projects as follows: Concord Elementary School additions and

renovations, Master Plan Phase 1 for Courthouse and building complex renovations and additions, and the Rustburg/Concord waterline. The resolution specifically mentioned debt funding from the VML/VACo Finance Program as that was the funding source that was anticipated at that time assuming the Board ultimately approved any or all of the three capital projects.

The Board has subsequently approved the Concord Elementary School project and the Rustburg/Concord waterline. At this time staff was still considering its options as to the most appropriate and cost effective long-term financing method for any or all of the three capital projects. Staff recommended the Board approve a revised reimbursement resolution that would be effective with any of the short term or long term financing arrangement alternatives still under consideration. The Board was not bound to undertake any of the projects by adopting the revised resolution. The resolution only allows the County to receive reimbursement for some of the expended costs if the projects proceed and were financed by a debt issuance.

Supervisor Goldsmith offered a motion to adopt the Bond Reimbursement Resolution as presented.

Supervisor Rosser offered a substitute motion to adopt the Bond Reimbursement Resolution changing the amount listed in paragraph 2 from \$35,000,000 to \$31,700,000 as the amount to be financed through a debt issuance.

In the discussion that followed, Supervisor Rosser explained that originally \$4.3 million was budgeted in the Capital Improvement Plan to pay for the Rustburg/Concord waterline. In light of the expanded water line project that has now been approved and the increase in the costs, staff has now suggested these funds be borrowed and the \$4.3 million remain in the Capital Improvement Plan to offset a future shortfall. Supervisor Rosser was opposed to financing all of the costs of the waterline as a way to lower some of the County's indebtedness.

The vote on the substitute motion was:

The vote was: Aye: Puckett, Rosser
Nay: Falwell, Goldsmith, Gunter, Pendleton, Shockley
Absent: None

The substitute motion failed. A vote was taken on the original motion:

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

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF CAMPBELL COUNTY, VIRGINIA**

WHEREAS, the Board of Supervisors of Campbell County, Virginia (the "County"), has determined that there is a need to finance certain costs and expenditures associated with the design, construction, renovation, equipping and improving, as applicable, of various public facilities, additions and capital improvements in the County, including but not limited to (1) renovations and additions to Concord Elementary School and the extension of water lines and service thereto, (2) renovations and additions to the County Courthouse, and (3) the construction and equipping of certain new administrative and other governmental facilities in the County, in each case together with related costs and expenses (collectively, the "Project");

WHEREAS, plans for the Project are moving forward, and the County has or expects to advance its own funds, and has or may enter into certain commitments for expenditures related to the Project, prior to securing financing for the Project;

WHEREAS, the County expects to receive reimbursement for such expenditures, and to finance the other costs of the Project, through the proceeds of a tax-exempt financing transaction undertaken in a manner to be determined later.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF CAMPBELL COUNTY, VIRGINIA:**

1. The County intends to utilize the proceeds of a tax-exempt financing, obtained by the County and/or in cooperation with a local industrial or economic development authority (the "Bonds"), in order to pay for the costs of the Project. It is determined to be necessary for the

County to finance the costs of the Project, and the County approves of the submission of an application for financing.

2. As of the date hereof, the estimated cost of the Project to be financed through the issuance of the Bonds is approximately \$35,000,000, plus costs of issuance and related expenditures. Notwithstanding the foregoing, the Bonds will be issued only after the Board of Supervisors of the County (the "Board"), has approved, pursuant to a subsequent resolution adopted by the Board, certain parameters or specific details with respect to the principal amount, maturity date, interest rate or rates and other final terms and conditions of the Bonds, and forms of the financing documents to be prepared in connection with the issuance and sale of the Bonds.

3. To the extent applicable and necessary, in adopting this resolution the Board intends to evidence its "official intent" to reimburse Project expenditures with proceeds from the issuance of the Bonds within the meaning of Treasury Regulations Section 1.150-2 promulgated by the Internal Revenue Service pursuant to the Internal Revenue Code of 1986, as amended (the "Code"), to the extent such expenditures are reimbursable under the Code.

4. The County Administrator, the Chairman of the Board, the County Director of Finance, and such officers, employees and agents of the County as they may designate, are authorized and directed to take such further actions and to execute and deliver any and all instruments, certificates and other documents required to carry out the purposes of this Resolution, and all prior acts by such representatives that are in conformity with the purposes and intent of this Resolution are hereby approved and ratified.

5. This Resolution shall take effect immediately.

CERTIFICATE

The undersigned Clerk of the Board of Supervisors of Campbell County, Virginia hereby certifies that the foregoing is a true, correct and complete copy of a resolution duly adopted by a majority of the members of the Board of Supervisors of Campbell County, Virginia present and voting during the meeting duly called and held on January 22, 2008, and that such resolution has not been repealed, revoked, rescinded or amended, but is in full force and effect on the date hereof. A summary of the members present or absent at such meeting, and the recorded vote with respect to the foregoing resolution, is set forth below:

MEMBER NAME	VOTING				
	PRESENT	ABSENT	YES	NO	ABSTAINING
Stanley I. Goldsmith	Yes	_____	Yes	_____	_____
J.D. Puckett	Yes	_____	_____	No	_____
Eddie Gunter, Jr.	Yes	_____	Yes	_____	_____
Hugh T. Pendleton, Jr.	Yes	_____	Yes	_____	_____
Hugh W. Rosser	Yes	_____	_____	No	_____
Steven M. Shockley	Yes	_____	Yes	_____	_____
Charles W. Falwell	Yes	_____	Yes	_____	_____

WITNESS my hand and the seal of the County this _____ day of January, 2008.

Clerk, Board of Supervisors of Campbell County, Virginia

// DATES FOR ANNUAL DINNER AND RETREAT

The Board confirmed the date for the Annual Dinner on March 27, 2008 at 6:30 p.m. at the Spring House Restaurant and for the Retreat on October 10, 2008 at the Brookneal Community Building.

// CONSENT AGENDA

On motion of Supervisor Gunter, it was resolved the Board of Supervisors approves the following under the Consent Agenda:

a) Appropriations –

1. General Fund, Red House Fire Department, deleting \$2,300 from Annual Contribution and appropriating the same to Accounting Services – Auditing, to appropriate monies in the correct line item;
2. General Fund, Registrar, deleting \$500 from Ballots & Elections Supplies and \$200 from Office Supplies, and appropriating the total amount of \$700 to Comp – Election Officials, to mandatory dual primary training of election officials;
3. General Fund, Non-Departmental, deleting \$3,000 from Budget Set Aside, and appropriating the same to County Staff Training, to transfer funds for training services for the Board’s December retreat;
4. General Fund, Library Administration, deleting \$2,500 from COMP – Library Director, and appropriating the same to Employee Tuition Assistance, funds for the new Library Director to complete college degree;
5. Capital Improvement Fund, Economic Development Projects, appropriating \$60,000.00 to Seneca Commercial Center (Winston); and raises estimated revenue, Seneca Commerce Park (Winston) by \$60,000.00, reimbursement from Tobacco Indemnification and Community Revitalization Commission for completion of Seneca Commerce Park Virtual Building;
6. Capital Improvement Fund, Public Works Projects, appropriating \$5,400,000.00 to Rustburg to Concord Waterline; and raises estimated revenue, Rustburg/Concord Waterline Loaned Funds, by \$5,400,000.00, to appropriate the funds for completion of the Rustburg/Concord Waterline approved at January 7, 2008 meeting;
7. General Fund, Violence Against Women Grant, appropriating \$28,968.68 to COMP – P/T Help, \$2,451.44 to Employer Cost – FICA and \$624.88 to Workers Comp; and raises estimated revenue, VSTOP Violence Against Women Grant by \$32,045, continuation of grant to fund part-time investigator for domestic violence calls;
8. School Operating Fund, Classroom Instruction, appropriating \$9,776.50 to Payment to Joint Operations; and raises estimated revenue, Medicaid Reimbursement by \$9,776.50, Medicaid reimbursement;
9. School Operating Fund, Technology, appropriating \$698.41 to Purchase Computer Hardware; and raises estimated revenue, Recovered Costs, by \$698.41, E-rate reimbursement from Metrocall;
10. School Operating Fund, Classroom Instruction, appropriating \$1,430 to Payment to Joint Operations; and raises estimated revenue, Medicaid Reimbursement, by \$1,430, Medicaid reimbursement;
11. School Construction Fund, Concord Elementary School, appropriating \$13,740,732 to Contractor’s Expense, \$108,990 to Contractual Services Other, \$600,000 to Utilities Water System, \$880,000 to Utilities Sewage System, \$40,000 to Utilities Propane System, \$40,000 to Utilities Electrical System, \$350,000 to Furniture & Fixtures, and \$250,000 to Contingency; and raises estimated revenue, Bond proceeds by \$16,009,722, to renovate Concord Elementary School;
12. General Fund, Economic Development, deleting \$80,000 from Industrial Incentives – Quick Release Sports; and raises the Undesignated General Fund Balance by \$80,000, to adjust the fund balance for industrial incentives that will not be disbursed to Quick Release Sports;
13. General Fund, VSTOP Violence Against Women Grant, deleting \$9.60 from Comp – PT Time, \$236.60 from Employer Cost – FICA and \$58.96 from Workers Comp; and raises Undesignated Fund Balance, by \$305.16, to de-appropriate funds not expended at end of FY 2007 grant period;

b) Bid Award – Deed Records Conversion – Clerk’s Office

Subject to the receipt of Library of Virginia grant funds, approves contract award to The DRS Group, Longwood, Florida, for the Circuit Court Clerk’s Deed Record Conversion project in the amount of \$99,236.00 for digital imaging of deed books for conversion to preservation microfilm;

c) Bid Award – Repairs and Refinishing of Historic Courthouse Furnishings

Accepts the low bid of E. J. Dudley, Evington, Virginia, for repair and refinishing of Historic Courthouse furnishings for a total cost of \$16,685.00 to include pews, horizontal screens and removal, repair and refinishing of Judge’s podium and witness box; and

c) Supplemental Appropriation – Sheriff’s Department

Approves supplemental appropriation in the Sheriff’s Forfeited Assets Fund, Expenditures, appropriating \$28,000 to Police Equipment/Supplies; and lowers Undesignated Fund Balance, Sheriff Forfeited Assets, by \$28,000, to purchase a narcotics canine to replace retired canine, eight weeks of training & meal expenses for deputy (\$10,000), and purchase trunk vaults to secure assault weapons in Sheriff’s Office SUV’s (\$18,000).

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: None

// APPOINTMENTS

Board of Road Viewers

On motion of Supervisor Puckett, it was resolved the Board of Supervisors reappoints Franklin Greene, II, Don R. Marsh, W. Earl Calohan, Jr., Cecil Berkley and Edward S. Frazier to the Board of Road Viewers for a one-year term until April 30, 2009.

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: None

Library Board of Trustees

On motion of Supervisor Gunter, it was resolved the Board of Supervisors reappoints Betsy Keaton, P O Box 491, Concord, Virginia 24538 to a four-year term until January 1, 2012 on the Library Board of Trustees for the Concord Election District.

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: None

// FY 2009 PRIORITIES AND INITIATIVES

Administrator Laurrell reviewed the FY 2009 Priorities and Initiatives.

Supervisor Rosser commented that he did not believe the County needed a project manager, but believed the County Administrator and Director of Economic Development were capable and better informed to look after projects. Administrator Laurrell was concerned that critical items would fall through the cracks. He added that projects were increasingly complex and required a lot more time.

Supervisor Rosser requested that two Board members be involved with the salary study. Administrator Laurrell advised that the process and results would be discussed by the Administration/Management Services Committee.

On motion of Supervisor Puckett, it was resolved the Board of Supervisors adopts the FY 2009 Priorities and Initiatives, as follows:

**PRIORITY 1, PRIORITY 2 and FUTURE INITIATIVES - FY 2009
ADMINISTRATION – FY 2009**

PRIORITY 1 INITIATIVES – Administration -

- Work toward implementation of a salary increase for County, school and state supported local employees based on the consumer price index for 2007 – estimated currently at 3%. (MOE)(07/08)(Laurrell/Board).
- 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 Citizen Services Building (Treasurer/Commissioner/Community Development/Real Estate), new agricultural building, long term storage facilities in the existing agricultural building, and renovations to the Haberer Building. (INFRA)(12/09)(Tweedy).
- Work with Public Works and CCUSA to design, bid and construct a public water main to the Concord Community system from Rustburg and on to Appomattox if they commit funding for their part. (INFRA)(08/09)(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)(07/08)(Daly/Laurrell).
- IMPLEMENT FRONT LINE SUPERVISOR TRAINING FOR ALL SUPERVISORS IN CAMPBELL COUNTY. FIRST TRAINING SESSION IN THE SPRING OF 2008 AND THE SECOND SESSION TO BE COMPLETED IN THE FALL OF 2008. (OD)(12/08)(SWRIGHT/LAURRELL). THIS ITEM WAS BROKEN DOWN INTO TWO SESSIONS BASED ON FUNDING CONSTRAINTS; ONE SESSION TO BE HELD IN THE SPRING OF 2008 AND THE SECOND IN THE FALL OF 2008.
- Work with Public Works on Phase II of the sewer study master plan to be completed in FY-09 will Master Plan sewer service for the remainder of the county in non-rural areas and include extension of service to the Seneca Commerce Park, and alternatives for providing service south of Yellow Branch to Altavista. (INFRA)(06/09)(Tweedy/Damron/Davidson/Laurrell) This item was separated from Phase I and the date modified.

PRIORITY 2 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 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)(07/09)(Damron/Tweedy/Laurrell).
- Assist Community Development with planning for the phased rezoning of the County and adoption of revised Zoning and Subdivision Ordinances in accordance with the revised schedule and direction provided by the Board of Supervisors. (QOL)(06/10)(Harvey/Zoning Administrator). Modified as to completion date and scope. This initiative may be deleted by the Board if no additional, significant changes are deemed necessary. Otherwise it should be undertaken after the Comprehensive Plan is revised in order to ensure consistency.

FUTURE INITIATIVES – Administration –

- Work with schools to 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. (INFRA)(12/10)(Laurrell/Nolley/Tweedy).
- Work with the schools to initiate a new 20-year school construction plan following completion of improvements at Concord Elementary School. (QOL)(07/10)(Nolley/Laurrell/Harvey).

COMMUNITY DEVELOPMENT – FY 2009

PRIORITY 1 INITIATIVES – Community Development -

- Review and update the Campbell County Comprehensive Plan. (QOL)(06/09)(Harvey/Zoning Administrator)
- Evaluate Community Development staff responsibilities, workload and training. Re-assign duties and/or add positions as needed with Board approval. Priority consideration should be given to county wide planning. (OD)(01/09)(Harvey).
- Review, finalize and implement the updated FEMA floodplain mapping program; including, updating County ordinances as needed. (TECH)(12/08)(Stokes/Woods/Harvey)
- Perform preliminary work in conjunction with the U.S. Census Bureau in preparation for the 2010 census. (QOL)(06/09)(Woods)

PRIORITY 2 INITIATIVES – Community Development -

- Initiate and oversee a comprehensive review of development activities within the County by County departments and outside interests to determine gaps or inconsistencies in development concepts among the groups. Review plans to see if they are consistent with the Comprehensive Plan and consistent with Board policy and direction. (QOL)(12/09)(Harvey) Modified as to completion date. This initiative should be undertaken after the Comprehensive Plan is revised in order to ensure consistency.
- Plan for the phased rezoning of the County and adoption of revised Zoning and Subdivision Ordinances in accordance with the revised schedule and direction provided by the Board of Supervisors. (QOL)(06/10)(Harvey/Zoning Administrator). Modified as to completion date and scope. This initiative may be deleted by the Board if no additional, significant changes are deemed necessary. Otherwise it should be undertaken after the Comprehensive Plan is revised in order to ensure consistency.
- Plan and coordinate the Community Development Department's move to the new Citizen Services Building to ensure minimal disruption of services. (INFRA) (08/09)(Harvey/Tweedy/Blair)
- Monitor potential changes in stormwater and related environmental regulations at the state level. Plan for implementation as required. (QOL) (06/10) (Stokes/Tweedy/Harvey).

FUTURE INITIATIVES – Community Development -

- Re-evaluate the need to adopt a property maintenance code. (QOL)(06/10)(Harvey/Heddings).
- Work with the schools to initiate a new 20-year school construction plan following the completion of improvements at Concord Elementary School. (QOL)(07/10)(Nolley/Laurrell/Harvey).
- Work with Robert E. Lee Soil and Water Conservation District and Public Safety to identify dam failure inundation zones and incorporate those areas into our GIS system. Consider whether or not some type of zoning overlay should occur in those areas or special demarcation of future plats or subdivision recordation. (QOL)(06/11)(Woods/Harvey/Zoning Administrator). Modified as to scope and completion date. This work has been completed for Smith Mountain/Leesville Lake; work on the remaining lakes is dependent on the RELSWC obtaining state funding for the engineering work. County staff can go no further until they provide the necessary data.
- Help the Information Technology Department research and recommend a third-party application software to replace the in-house written Building Inspection and Zoning software program. A solution which integrates with the County's existing assessment and geographical information system data is preferred. (TECH)(06/11)(Blair/Integration Specialist/Harvey/Heddings/Lawler/Woods).
- Finalize work with U.S. Census Bureau for 2010 census and redistrict County voting districts based on updated information. This includes notification of changes in district and precinct assignments to voters. (QOL)(12/10)(Woods/Danos/Harvey). **Need to check on coordination with Registrar.**

ECONOMIC DEVELOPMENT – FY 2009

PRIORITY 1 INITIATIVES – Economic Development -

- Promote Campbell County's agriculture sector, by applying for and managing if approved, a second round beef Initiative Grant and include Bedford County as a participant and work with Planning Commission during agricultural zoning ordinance updates. (QOL)(07/09)(Davidson/Schwarz) Deleted verbiage as to forming stakeholder groups. This may be inserted back into the plan once a new Cooperative Extension Agent is in place and has had time to evaluate their role and support of this project.

- Hire project manager responsible for marketing industrial properties, working with existing businesses, and managing special projects. (OD)(03/08)(Davidson) Moved date back 6 months.
- Obtain from Draper Aden complete construction documents for the site work, grading plan, and the erosion control plan for the Seneca Commerce Park Virtual Building site. (INFRA)(12/08)(Davidson/Schwarz)
- Work with Information Technology to complete a Broadband assessment to include the research obtained during the evaluation of the Brookneal 501 Corridor Wireless Internet Broadband Internet system. The assessment will provide the breadth and depth of broadband service in the County, the providers involved and the prices and service packages available. (TECH)(06/09)(Davidson/Blair/Schwarz)

PRIORITY 2 INITIATIVES – Economic Development -

- Finalize design plans for providing on site sewer to the Seneca Commerce Park. Base design outcome on the Rt. 29 sewer study master plan. Include public works and recreation in the planning process to insure those organization's needs are considered in the planning process. Work with CCUSA to insure the design plans are consistent with their systems. (INFRA)(12/09)(Davidson/Schwarz/Pascale/Tweedy/Damron) Added design in front of plans; added on site in front of sewer; including Recreational needs in the plan; and changed completion date to 12/09.
- Seek grant funding opportunities to assist with the design and construction of the first phase of the virtual building project at Seneca Commerce Park. The first phase consists of approximately 35,000 square feet of the proposed 120,000 square foot building. (QOL)(12/09)(Davidson/Schwarz) Deleted business development center/incubator and inserted Phase I of the Seneca Commerce Park Virtual Building. This accomplishes the same objective and utilizes the plans already done for the design and construction of a building in Seneca Commerce Park. Also changed completion date to 12/09
- Work with the new in-house county construction crew to clear and grade the Seneca Commerce Park Virtual Building site to rough grade specifications. (INFRA)(12/09)(Davidson/Schwarz/Pribble)
- Work with Information Technology to develop a strategy to implement the recommendations of the Broadband assessment, county wide to include a community awareness component. (TECH)(03/10)(Davidson/Blair/Schwarz)

FUTURE INITIATIVES – Economic Development -

- Work with in-house County Construction Team to plan for the grading of pad sites in the existing county owned industrial parks. (INFRA)(12/10)(Davidson/Schwarz/Pribble)
- Work with CCUSA to implement the sewer design plans in the Seneca Commerce Park. The funding will be provided through the county and CCUSA will administer the project. (INFRA)(12/10)(Davidson/Schwarz/Pascale/Tweedy/Damron)
- Work with IDA to evaluate the ability of finishing the design and constructing the first phase of the Seneca Commerce Park Virtual Building for lease or sale. (INFRA)(12/10)(Davidson/Schwarz/IDA)
- Work with the Regional Airport Authority to establish the management team structure and identify the partners for the future Joint Airport Industrial Park. (OD/QOL)(12/10)(Davidson/Schwarz/Regional Airport Authority)
- Work with Airport Authority Management Team to master plan the Joint Airport Industrial Park. (INFRA)(12/11)(Davidson/Schwarz/Airport management Team)

INFORMATION TECHNOLOGY – FY 2009

PRIORITY 1 INITIATIVES – Information Technology –

- Review hosting services for Manatron Reassessment data to determine moving to internal hosting. Implement if this has a sound cost/benefit. (TECH)(01/09)(Integration Specialist /Baker/Blair/Lawler/Phillips). Added “Implement if this has a sound cost/benefit”.
- Establish common platform for electronic imaging and reproduction. (TECH)(10/08)(Blair/Smith/Consultant).
- Research to determine the need and develop a plan for implementation and purchase of CASS software for Personal Property and Real Estate mailings in order to reduce mailing costs. (TECH)(11/08)(Integration Specialist/Jefferson).
- Implement Interactive Forms. (TECH)(06/09)(Smith/Baker).

- Research and develop plan for the purchase of an Uninterruptible Power Supply Solution at the County's Public Safety Building to resolve existing voltage surges that occur to computer equipment. (TECH)(06/09)(Blair/Cheatham).
- Research need and benefits of purchasing enhanced Spam and Spyware hardware and software solutions. (TECH)(06/09)(Network Engineer/Crews/Integration Specialist/Smith). Changed date from 06/08 to 06/09
- Provide technical oversight with regard to technology infrastructure to include fiber, cabling and projectors which will be installed as part of the Phase I Master Plan project. (TECH)(06/09)(Network Engineer/Blair/IT Contractor).
- Work with Economic Development to complete a Broadband assessment to include the research obtained during the evaluation of the Brookneal 501 Corridor Wireless Internet Broadband Internet system. The assessment will provide the breadth and depth of broadband service in the County, the providers involved and the prices and service packages available. (TECH)(06/09)(Davidson/Blair/Schwarz).
- Develop implementation strategy for a Network Area Storage system based on benefits and needs identified during research. (06/09)(Integration Specialist/Crews/Smith).
- Work with Management Services and Treasurer to make a recommendation to the Board concerning accepting debit card payments for payments and credit card payments for all payments except taxes. (TECH)(07/08)(Lane/Jefferson/Blair).
- Implement Contact Management Software as determined by research. (TECH)(09/08)(Smith/Baker/Dean).
- Implement online employment application system so that candidates seeking employment can apply through the website. (TECH)(01/09)(SWright/Baker/Integration Specialist).
- Implement phone system upgrade to include Voice Over IP Technology. (TECH)(01/09)(Blair/Ingram/Lane/Embarq).
- Develop implementation strategy based on research for providing broadband access solutions to enhance County Services including Building Inspections, Public Safety and Sheriff's Department. (TECH)(01/09)(Blair/Network Engineer/Integration Specialist).
- Provide access to County Network for school resource officers at each County middle and high school. (TECH)(07/08)(Integration Specialist/Network Engineer/Contractor/Hutcherson/Lawhorn) Sheriff's Office desires to have this priority completed prior to July 2008; therefore, if adequate funding is located this priority will be completed prior to July 1, 2008.
- Based on available funding, purchase and install equipment and related software used for in-car video program in designated Sheriff's Department vehicles and computers. (TECH)(12/08)(Hutcherson/Jordan/Contractor) Sheriff's Office has purchased one camera and is currently pursuing the purchase of additional ones via grant funding. This priority is anticipated to be completed prior to July 1, 2008.
- Provide secure wireless access using from at least four parking spaces located in close proximity to the Sheriff's Department Building using existing wireless access points, cellular air cards or additional access points that can be purchased using grant funds. The wireless access will provide Sheriff's Department employees with the capability to complete reports using Mobile Data Terminals. (TECH)(12/08)(Hutcherson/Network Engineer).

PRIORITY 2 INITIATIVES – Information Technology –

- Research need and benefits of establishing a learning lab that would be used to provide ongoing training to users. (TECH)(12/09)(Crews/Integration Specialist/Smith/Dean). Changed name from Byrd to Integration Specialist
- Complete installation of the visual improvements to Board of Supervisors meeting room based on funding provided by the Board. (TECH)(03/10)(Moore/Blair).
- Research an imaging and restoration process for each department or specialty workstation. Implement if this has a sound cost/benefit result. (TECH)(06/10)(Smith/Dean). Changed wording of priority to separate research from implementation, changed date from 12/10 to 06/10 and added Dean
- Purchase and have Uninterruptible Power Supply Solution installed at the County's Public Safety Building to resolve existing voltage surges that occur to computer equipment. (TECH)(06/10)(Blair/Cheatham).
- Purchase and implement Network Area Storage system based on implementation strategy. (TECH)(06/10)(Crews/Smith).
- Purchase and implement enhanced Spam and Spyware hardware and software solutions based on research. (TECH)(06/10)(Network Engineer/Crews/Integration Specialist/Smith/Dean).

- Provide broadband access to enhance County Services including Building Inspections, Public Safety and Sheriff's Department based on implementation strategy. (TECH)(06/10)(Network Engineer/Blair/Dean).
- Assist Public Safety in exploring options for additional resources needed by Public Safety staff to facilitate upgraded communications system maintenance, radio maintenance and programming services for volunteer responders and the Sheriff's office, and the maintenance of all IT equipment in the E911 center. (OD)(07/09) (A. Cheatham/A. Blair/T. Gaddy).
- Provide technology support assistance to departments that will be moving into new facilities once the Phase I Master Plan project is completed. This assistance includes ensuring network equipment is in place/operational and moving computer equipment (INFRA)(12/09)(Blair/Network Engineer/Dean).
- Work with Economic Development to develop a strategy to implement the recommendations of the Broadband assessment, county wide to include a community awareness component. (TECH)(03/10)(Davidson/Blair/Schwarz).
- If approved implement new electronic budget module. (TECH)(01/10)(Goggins/Vance/Smith/IT Integration Specialist)
- If considered favorable implement new electronic purchasing module from BAI. (TECH)(06/10)(Purchasing Agent/Blair/Lane/Goggins)
- Implement mobile data terminals, (laptop computers) for all of the patrol vehicles if grant funding becomes available. This will allow field units to stay in their assigned areas and complete IBR's in a timely fashion. (TECH)(25% complete)(Gaddy/Hutcherson/IT) **Grant funding and acquisition will be led by Sheriff's Office with coordination to be developed by 12/08 with IT on network interoperability and maintenance requirements.**
- Research the capability of accessing the County School's surveillance camera from designated Sheriff's Department computers. Implement if sound cost/benefit relationship exists. (TECH)(07/09)(Hutcherson/Integration Specialist/School Administration IT Staff/Network Engineer)

FUTURE INITIATIVES – Information Technology –

- Research need and benefits of establishing an application and network test environment. (TECH)(06/11)(Crews/Network Engineer/Smith/Baker/Integration Specialist). Changed date from 06/10 to 06/11.
- Research need/scope of information technology audit (including information security) to identify federal/state compliance requirements and guide future application development/integration. (TECH)(06/12)(Integration Specialist/Baker/Smith/Network Engineer). Changed 12/09 to 06/12.
- Hire web programmer position that will be responsible for assistance with implementing and maintaining web applications to include e-government services. (OD)(12/10)(Blair/Smith/Baker).
- Research and recommend third party application software to replace the in-house written Building Inspection and Zoning software program. A solution which integrates with the County's existing assessment and geographical information system data is preferred. Included in this is integrating GIS and reassessment field data in updating directly to PROVAL and mobile data updates. (TECH)(06/11)(Blair/Integration Specialist/Harvey/Heddings/Lawler/Woods).
- Research need and benefits for bringing the library web site maintenance and development within IT or as part of the County web site. (TECH)(06/11)(Baker/Integration Specialist/Smith).
- Research need for secure electronic signatures. (TECH)(06/11)(Smith/Baker).
- Based on research, develop an implementation strategy for the establishment of a learning lab that would be used to provide ongoing training to users. (TECH)(06/11)(Crews/Integration Specialist/Smith/Dean).
- Develop an exercise to test IT disaster recovery plan. (TECH)(06/11)(Blair/Network Engineer/Smith/Dean).
- Research and recommend a third party application available for RMS/CAD Systems. (TECH)(06/11)(Sheriff's Department Staff/Public Safety Department Staff/Integration Specialist/Smith)
- Research need and benefit to outsourcing tax ticket printing process. (TECH)(06/11)(Integration Specialist, Smith, Jefferson, Massie)
- Re-evaluate third-party applications software (BAI) and determine need to purchase new or not. (TECH)(12/11)(Blair/Smith/Consultant/Departments).

- Re-evaluate/purchase new server software to include operating system, e-mail system, extranet and web site. (TECH)(12/11)(Crews/Smith/Baker/Integration Specialist).
- Re-evaluate/purchase new mainframe computer hardware. (TECH)(06/12)(Blair/Smith/Consultant).
- Work with Management Services to investigate the cost/benefit of purchasing of hand-held electronic devices to be used by real estate appraisers in the field to enter and update data. (TECH)(06/11)(Lawler/IT Integration Specialist/IT Network Engineer)
- Research the need, benefits and cost of providing access to the Computer Aided Dispatch (CAD) System and Virginia Criminal Information Network (VCIN) from mobile data terminals. (TECH)(07/10)(Hutcherson/Integration Specialist)
- Research the need and possibility of using the County's Voice over IP system as a backup to the radio systems used by the Sheriff's Office. (TECH)(07/10)(Hutcherson/Integration Specialist)
- Research need, benefits and cost of a voice activated system for use in Sheriff's Department vehicles. (TECH)(07/11)(Hutcherson/Integration Specialist)
- Research need, benefits and cost of a GPS tracking system for the Sheriff's Office that would integrate with the County's existing mapping software application. (TECH)(06/12)(Hutcherson/Integration Specialist/Woods)

LIBRARY – FY 2009

PRIORITY 1 INITIATIVES – Library -

- Replace the 1998 Ford Econoline van used for transporting materials between branches. (OD)(12/07)(Library Director/Roakes/Eby).
- Recruit individuals to serve on the Board of Directors for the Campbell County Public Library Foundation as qualified and interested individuals are suggested. (OD)(12/07)(Tuck/Library Director). We currently have 12 Board members but will need to fill vacancies as they occur. This will become an Ongoing Priority.
- 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)(09/08)(Library Director/HR).
- Engage an architectural firm to design plans for a Timbrook Library/Recreation Center contingent on pledged funding through the capital campaign and with the Board's approval of interim financing. (INFRA)(12/08)(Library Director/Harding /Tweedy). Replace "Owen" with "Library Director" and added phrase pertaining to financing.
- Replace and/or upgrade memory of Library server to enable Library.Solution 3.3.5 circulation software upgrade. TLC no longer supports Library.Solution 3.2, our current version of circulation software. Cost of the software upgrade is included in Library maintenance contract. (IT)(Blair/Barton/Library Director)(07/08). Checked with IT and should be completed prior to July 1, 2008.

PRIORITY 2 INITIATIVES – Library -

- Bid, award and begin construction of the Timbrook Community Complex. (INFRA)(03/10)(Tweedy). Revised and changed date.

FUTURE INITIATIVES – Library -

- Increase staff and hours of operation for new Timbrook library based on demonstrated need. (OD)(Library Director/HR/Library Board of Trustees). Replace "Owen" with "Library Director".
- Work with Public Works to replace carpet in the Rustburg Library. (INFRA)(12/10)(Tweedy/Library Director). Moved date back one year.
- Employ additional custodial and maintenance staff to maintain and operate the new Timbrook Community Complex. (OD)(0/11)(HR/Carmack/Tweedy).

MANAGEMENT SERVICES – FY 2009

PRIORITY 1 INITIATIVES – Management Services –

- IMPLEMENT FRONT LINE SUPERVISOR TRAINING FOR ALL SUPERVISORS IN CAMPBELL COUNTY. FIRST TRAINING SESSION IN THE SPRING OF 2008 AND THE SECOND SESSION TO BE COMPLETED IN THE FALL OF 2008.

(OD)(12/08)(SWRIGHT/LAURRELL). THIS ITEM WAS BROKEN DOWN INTO TWO SESSIONS BASED ON FUNDING CONSTRAINTS; ONE SESSION TO BE HELD IN THE SPRING OF 2008 AND THE SECOND IN THE FALL OF 2008.

- Work with Schools and VML/VACO Finance Program Pool to line up financing for additions and renovations to Concord Elementary and for Phase I of Master Plan for County complex. Monies to be received in May 2008. (OD)(11/07)(Lane/Lewis Bryant).
- Continue process of developing real estate data needed for computer modeling of the reassessment process. Complete review of second 8,900 parcels by “knocking on doors.” (TECH)(06/09)(Lawler/Lane).
- Subject to final review and Board approval, implement outsourcing of payroll and purchased payroll time recording and labor management system. RFP to be done spring of calendar year 2007 with full implementation in the spring of calendar year 2008. Implementation cost to be included in FY08 budget request. (OD)(06/08)(Goggins/Blair/SWright/Lane/Outside Vendor). Changed implementation date from fall of calendar year 2007 to spring of calendar year 2008 for Time & attendance. Payroll Processing will be implemented in Jan 2008.
- 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 July 1, 2009. (OD)(06/09)(SWright/Lane). Changed effective date from January 1, 2009 to July 1, 2009. Include Social Services in process if requested and approved by Board of Supervisors.
- Research and make recommendations related to utilizing BAI electronic purchasing requisitions module. (TECH)(06/09)(Roakes/Blair/Lane/Goggins). Checked and does not need to be on IT.
- Implement invoice scanning and e-invoicing in Accounts Payable and post them on our intranet so that all departments can view this information. Reduce paper shuffling, paper records storage, and reduce inquiries from departments to Accounts Payable. (TECH)(06/09)(Goggins/Vance/Elliott/Smith). Checked and does not need to be on IT.
- Research an electronic budget module which would allow departments to enter their own cost and justification into the BAI system for the budget submission process. Make recommendation based on results of research. In-putted data for budget submission would be reviewed by Management Services staff. (TECH)(06/09)(Goggins/Vance/Smith/IT Integration Specialist). Checked and does not need to be on IT.
- Add a new Human Resources Administrative Aide position to administer day to day employee benefits questions and transactions, orientations, exit interviews, retirements, salary changes in the payroll system, and other transactions in support of the HR Manager. (OD)(07/08)(SWright/Lane)
- Investigate additional HR related contracted services available from ADP and other possible vendors and make recommendation if sound cost/benefit relationship exists. (TECH)(06/09)(SWright/Lane).
- Work with Treasurer and IT to make a recommendation to the Board concerning accepting debit card payments for all payments and credit card payments for all payments except taxes. (TECH)(07/08)(Lane/Jefferson/Blair)
- Implement phone system upgrade to include Voice Over IP Technology.(TECH)(01/09)(Blair/Ingram/Lane/Embarq)
- Implement online employment application system so that candidates seeking employment can apply through the website. (TECH)(01/09)(SWright/Baker)
- Research the benefits and resources needed in order to report general ledger and interim financial statements on a monthly accrual basis rather than on an annual accrual basis. Make recommendations as to whether or not to proceed and include costs in FY10 budget submission for Board approval if determined to proceed. (OD)(06/09)(Goggins/Vance/Lane).
- Revise County pay scale schedule as needed to remain in conformity with minimum wage law legislation changes. (OD)(03/09)(Lane/SWright).
- Research and stay abreast of pending legislation Bill SJR393 relating to “Homestead Exemption” as it relates to proposed changes in assessment valuation for owner occupied residences. Update Board as additional information becomes known. As appropriate make recommendations as to implementation if required including possible staff addition in the Real Estate Office. (MEAS)(01/09)(Lawler, Lane).

PRIORITY 1 INITIATIVES – General Registrar’s Office –

- Assistant Registrar to complete two additional courses needed for certification process. (OD)(06/09)(Danos/Marshall).
- Registrar to take first group of 5 classes needed for National Certification. (Danos)(07/08)

PRIORITY 1 INITIATIVES – Treasurer’s Office –

- Work with Management Services and IT to make a recommendation to the Board concerning accepting debit card payments for all payments and credit card payments for all payments except taxes. (TECH)(07/08)(Lane/Jefferson/Blair)

PRIORITY 2 INITIATIVES – Management Services –

- Continue process of developing real estate data needed for computer modeling of the reassessment process. Complete review of final 8,900 parcels by “knocking on doors.” (TECH)(06/10)(Lawler/Lane).
- If staff position is approved and budgeted hire one new Finance/Accounting Specialist to assist with new monthly accrual accounting processes and other duties as assigned. (OD)(07/10)(Goggins)
- If approved implement new electronic budget module. (TECH)(01/10)(Goggins/Vance/Smith/IT Integration Specialist)
- Transition to new building across the street Commissioner of the Revenue, Treasurer and Real Estate offices. (INFRA)(12/09)(Massie/Jefferson/Lawler/Lane/TMoore)
- Conduct a free Health & Wellness Fair to reach 175 – 200 County employees; full and part time, retirees, and family members of employees and Rustburg School Administration, Health Department, and Extension Service employees. The Fair would be located in the Historic Courthouse offering some specific free tests along with interactive experiences and information on nutrition and physical fitness. (H&W)(07/09)(SWright)
- If considered favorable implement new electronic purchasing module from BAI. (TECH)(06/10)(Purchasing Agent/Blair/Lane/Goggins)

PRIORITY 2 INITIATIVES – Commissioner of the Revenue –

- Transition to new building across the street Commissioner of the Revenue, Treasurer and Real Estate offices. (INFRA)(12/09)(Massie/Jefferson/Lawler/Lane/TMoore)

PRIORITY 2 INITIATIVES – General Registrar’s Office –

- Convert paper poll books to electronic poll books as required by the State Board of Elections. Request funding for FY08 CIP. (TECH)(11/09)(Danos/Blair). Extended completion date for additional study and consideration needed. This remains as a Priority 2. Need to check with IT for coordination.
- Retain outside contractor help or enlist IT staff with technology background to conduct/assist with Logistics & Accuracy (L&A) testing and voting machine Certification process. (TECH)(06/10)(Danos/IT Integration Specialist) Need to check with IT for coordination.
- Assistant Registrar to complete final two additional courses needed for certification process. (OD)(06/10)(Danos/Marshall).
- Registrar to take the second group of 5 classes needed for National Certification. (Danos)(07/09)

PRIORITY 2 INITIATIVES – Treasurer’s Office –

- Transition to new building across the street Commissioner of the Revenue, Treasurer and Real Estate offices. (INFRA)(12/09)(Massie/Jefferson/Lawler/Lane/TMoore)

FUTURE INITIATIVES – Management Services -

- Provide training opportunities for all users in core competencies. (OD)(Lane/SWright).
- Conduct salary study every two years and make recommendations to the Board as to salary increase for those positions impacted by the results of the study. Resulting salary increases to be effective July 1st every two years. (OD)(SWright/Lane). Changed date from January 1 to July 1.
- Conduct real estate general reassessment process for required four-year cycle. (MEAS)(03/11)(Lawler, Lane)
- Contract with an outside vendor to conduct a utilities audit of energy and telecommunications to search for possible cost savings and possible credits resulting from previous billings invoiced to the County. (INFRA)(06/11)(Lane/TMoore)
- Work with Building Inspections and IT concerning data entered by building inspectors to be exported directly into Proval saving considerable duplication of effort and time in the Real Estate Office. (TECH)(06/11)(Lawler/ Harvey/IT Integration Specialist).

- Investigate the cost/benefit of purchasing of hand-held electronic devices to be used by real estate appraisers in the field to enter and update data. (TECH)(06/11)(Lawler/IT Integration Specialist/IT Network Engineer)
- Explore feasibility of implementing a program similar to the State's training program for certifying employees in certain disciplines and make recommendation. (TECH)(06/11)(SWright)
- If approved by the Board add a new Human Resources Administrative Assistant position to coordinate organizational development and employee training efforts and other assigned duties in support of HR Manager. (OD)(07/10)(SWright/Lane)

FUTURE INITIATIVES – General Registrar's Office –

- Registrar to take remaining 2 classes needed for National Certification. (Danos)(07/10)
- Finalize work with U.S. Census Bureau for 2010 census and redistrict County voting districts based on updated information. This includes notification of changes in district and precinct assignments to voters. (QOL)(12/10)(Woods/Danos/Harvey). **Need to check on coordination with Community Development.**

PUBLIC SAFETY – FY 2009

PRIORITY 1 INITIATIVES – Public Safety -

- Develop and implement a program for needs based CIP for Fire and Rescue vehicle purchase beginning in FY 11 following a study of fire and EMS staffing, geographical location, facilities, equipment, and apparatus. (OD)(06/09)(Cheatham/Lawson/Stroud). Changed date to 6/09. Added language following study. PIO shows RFP for consulting services and a study should go out by the end of this fiscal year: FY 08 portion will be complete.
- Continue to monitor National Incident Management System (NIMS) requirements as they are mandated. Complete a plan to insure compliance with Federal FY 08 and Federal FY 09 requirements. (OD)(06/09)(Lawson/Stroud/Briggs). FY 08; federal FY 07 portion completed or to be completed in Feb 08. Added language regarding Federal fiscal years.
- After conducting an analysis to demonstrate need, upgrade the part time Fire Marshal inspections position to full time as community growth continues to demand a need for inspections and plans review services. Potential upgrade was recommended by the Public Safety Committee at their November 2006 meeting. (OD)(07/08)(Lawson/Cheatham). Added language related to conducting analysis to demonstrate need.
- Explore the development of central purchasing and storage of regularly used EMS supplies. (OD)(06/09)(Stroud).
- Work with Public Works to complete planned HVAC improvements at the Animal Care and Control Facility. (INFRA)(06/09)(David/Tweedy).
- Initiate a line item budget process in conjunction with Fire and EMS agencies to justify \$35,000 yearly contributions and identify areas of verifiable need. (OD)(12/08)(Cheatham/Lawson/Stroud). Date amended to reflect input from Fire and EMS agencies. EMS working toward FY 2009 implementation with Fire working toward FY 2010 implementation.
- Campbell County Public Safety / EMS Division will plan, organize, host and participate in a mass casualty exercise where the County's EMS/Rescue resources will be tested and evaluated every two to three years. In addition the Campbell County Sheriff's Office, Public Safety / Communications division, the Campbell County Rescue Squads as well as regional EMS resources will be requested to attend. (OD)(06/09)(J. Stroud).
- Purchase three Panasonic Toughbook notebook/tablet computers to use for mobile EMS reporting. Each Campbell County career EMS crew will be assigned a computer to use to enter their reports at the patient's bedside, in an ambulance and/or at the emergency room. (TECH)(06/09)(J. Stroud)

PRIORITY 2 INITIATIVES – Public Safety -

- Attempt to obtain Homeland Security grant funding for the purchase and installation of WEB EOC software to better manage and document emergency management incidents. (TECH)(06/10)(Cheatham/Briggs). Changed date from 6/09 to 6/10 awaiting state interoperability grant fund use decision.
- Explore the need for the addition of a Recruitment/Retention and Training position to Public Safety Staff to bolster recruitment, retention, and training efforts for the 14 volunteer fire/EMS agencies and career staff. (OD)(07/09)(Cheatham).

- Explore options for additional resources needed by Public Safety staff to facilitate upgraded communications system maintenance, radio maintenance and programming services for volunteer responders and the Sheriff's office, and the maintenance of all IT equipment in the E911 center. (OD) (07/09) (A. Cheatham/A. Blair/T. Gaddy)
- Complete an in-house space needs study for the Public Safety Department and Sheriff's Office in preparation for facility upgrades during Phase II of the County's Master Plan (currently scheduled for 2013). Explore the positives and negatives as well as the cost benefits of collocating in the same facility or making improvements to existing facilities. (INFRA)(01/10)(A. Cheatham/T. Gaddy)
- Complete purchasing and installing public access automatic defibrillators in designated County locations. This will include the purchase and placement of three (3) public access defibrillators. One each would be placed at the following locations: Campbell County Library / Brookneal (Patrick Henry) Branch, Campbell County Library / Timbrook Branch and the Campbell County Library / Altavista Branch. (INFRA)(06/09)(J. Stroud)

FUTURE INITIATIVES – Public Safety -

- Evaluate the need to upgrade the part-time animal shelter custodian to a full time animal control officer as county population continues to grow and the demand for service increases. (OD)(07/11)(David/Cheatham). Modified date from 7/09 to 7/11.
- Budget CIP funds for the design and construction of a new animal care and control facility. (INFRA)(06/11)(David/Cheatham/Tweedy).
- Work with Public Works to budget CIP funds for the design and construction of a new Public Safety Building in accordance with the Board's adopted building improvement plan. (INFRA)(06/11)(Tweedy/Cheatham).
- If warranted add a Recruitment/Retention and Training position to Public Safety Staff to bolster recruitment, retention, and training efforts for the 14 volunteer fire/EMS agencies and career staff. (OD)(07/10)(Cheatham). Changed date to match staffing projections outline.
- Explore the feasibility and costs associated with establishing stand alone radio communications capability at the Brookneal Alternate PSAP operating location. (TECH)(06/11)(Fairchild/Cheatham).
- Explore the feasibility and costs associated with hardening our radio system by upgrading current use of Public Microwave links to Licensed Microwave links from EOC to Long Mountain and Long Mountain to Johnson Mountain. (TECH)(06/11)(Fairchild/Cheatham).
- Explore the need, feasibility, and costs associated with adding a paging system to our Computer Automated Dispatch system to automatically notify staff and others concerning certain types of emergency situations. (TECH)(06/11)(Fairchild).

PUBLIC WORKS – FY 2009

PRIORITY 1 – INITIATIVES – Public Works –

- 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).
- Phase II of the sewer study master plan to be completed in FY- 09 will Master Plan sewer service for the remainder of the county in non-rural areas and include extension of service to the Seneca Commerce Park, and alternatives for providing service south of Yellow Branch to Altavista. (INFRA)(06/09)(Tweedy/Damron/Davidson/Laurrell) This item was separated from Phase I and the date modified.
- Work with CCUSA to design, bid and construct a public water main to the Concord Community system from Rustburg and on to Appomattox if they commit funding for their part. (INFRA)(08/09)(Damron/Tweedy/Laurrell).
- Add gates at all the remaining transfer sites to control traffic similar to the Altavista Transfer Site in FY 2009. (INFRA)(7/09)(Tweedy/Pribble/Amiss). This item was separated from the first phase and the date modified.
- Prepare specifications, bid and install new gas pump and recorder system. (INFRA)(12/08)(Tweedy/Guthrie).
- Complete construction of the sewage treatment plant at Concord Elementary and coordinate construction with the Schools. (INFRA)(12/09)(Tweedy).
- Assist Recreation with developing overall plans for park projects as approved by the Board for all park facilities with required resources to construct and maintain them. This will

include a written description of all construction costs, a required maintenance schedule and other resources needed to support each individual project. (INFRA)(12/08)(Pascale/Tweedy). Second sentence added and moved forward one year.

- Work with Sheriff's Office to finalize design and begin preliminary site preparation for the proposed firing range. (INFRA)(7/08)(Tweedy/T Moore/Pribble/Hutcherson/Schmitt). Reworded for clarity.
- Implement a more visible recycling program by installing four containers currently owned by the County at the expanded Landfill Transfer Site and evaluate the effectiveness and costs. (INFRA)(7/08)(Tweedy/Pribble).
- Work with Economic Development, Recreation and other departments to identify, budget, plan and complete various projects with the in-house construction group. (INFRA)(10/08)(Tweedy/Pribble/Various Departments)
- Design, bid and construct HVAC improvements at the Animal Shelter as planned in the CIP. (INFRA)(6/09)(Tweedy/T Moore/Guthrie).
- Evaluate building conditions then design, bid and construct improvements to the Haberer Building with funds currently included in the CIP. (INFRA)(12/09)(Tweedy/T Moore/Guthrie).
- Preplan with all affected departments for the move into new facilities as part of the Phase I Master Plan construction, including existing buildings. (INFRA)(6/09)(Tweedy/T Moore/Guthrie).
- Evaluate, identify costs and plan for a basic Computer Aided Drafting and Design system for Maintenance, Community Development and other departments use. (INFRA)(6/09)(Tweedy/T Moore).
- Assist the library staff in engaging an architectural firm to design plans for a Timbrook Library/Recreation Center contingent on pledged funding through the capital campaign and with the Boards approval of interim financing. (INFRA)(12/08)(Tweedy/T Moore).

PRIORITY 2 – INITIATIVES – Public Works -

- Work with Sheriff's Office to construct a firing range, training center and impound lot on property adjacent to the Landfill if funding is approved by Board. Funding will be included in CIP for Board consideration. (INFRA)(12/11)(Tweedy/Hutcherson /Schmitt)
- Work with CCUSA 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)(07/09)(Damron/Tweedy/Laurrell).
- Work with Economic Development and Recreation to finalize design plans for providing on site sewer to the Seneca Commerce Park. Base design outcome on the Rt. 29 sewer study master plan. Include public works and recreation in the planning process to insure those organization's needs are considered in the planning process. Work with CCUSA to insure the design plans are consistent with their systems. (INFRA)(12/09)(Davidson/Schwarz/Pascale/Tweedy/Damron). Modified to coordinate with Public Works from Economic Development.
- Assist the various departments who will be moving into new areas when the facilities constructed as part of the Phase I Master Plan project are ready to be occupied. This will include planning, coordinating, managing and physically moving the various offices. (INFRA)(12/09)(Tweedy/T Moore/Guthrie).
- Install a Computer Assisted Drawing and Design system for maintaining and updating facility drawings. (INFRA)(12/09)(Tweedy/T Moore/Guthrie).
- Monitor potential changes in stormwater and related environmental regulations at the state level. Plan for implementation as required. (QOL)(06/10)(Stokes, Tweedy, Harvey).
- Design, Bid and construct modifications to the arches and ramp at School Administration/Library Building. (INFRA)(6/09)(Tweedy/T Moore).
- Design, Bid and construct modifications to the HVAC system County Office Building. (INFRA)(6/09)(Tweedy/T Moore).
- Work with Economic Development and the in-house construction crew to clear and grade the Seneca Park Virtual Building site to construction specifications. (INFRA)(12/09)(Davidson/Tweedy/T Moore).
- Assist with the bidding, award and beginning of construction of the Timbrook Community Complex. (INFRA)(03/10)(Tweedy/T Moore).

FUTURE INITIATIVES – Public Works -

- 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 as noted in the 5-year HVAC upgrade plan. (INFRA)(3/08)(Tweedy).
- Continue implementation of completed space study based on the following Board priorities replace Recreation Building, expand Health Department and Social Services Buildings, Sheriff's Office and Public Safety, and add parking lots as required. (INFRA)
- Work with CCUSA and Department of Economic Development on Airport Water and Sewer projects. (INFRA)
- Expand 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) Changed reinstate to expand as the first word in the issue.
- Evaluate the need for additional emergency generation and include funding in CIP (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 schools to 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. (INFRA)(12/10)(Laurrell/Nolley/Tweedy).
- Replace carpet in the Rustburg Library. (INFRA)(12/10)(Tweedy/Library Director). Move date back one year.
- Work with Public Safety to budget CIP funds for the design and construction of a new animal care and control facility. (INFRA)(06/11)(David/Cheatham/Tweedy).
- Work with Economic Development and CCUSA to implement the sewer design plans in the Seneca Commerce Park. The funding will be provided through the county and CCUSA will administer the project. (INFRA)(12/10)(Davidson/Schwarz/Pascale/Tweedy/Damron)
- Contract with an outside vendor to conduct a utilities audit of energy and telecommunications to search for possible cost savings and possible credits resulting from previous billings invoiced to the County. (INFRA)(06/11)(Lane/T Moore)
- Prioritize, plan and complete major exterior upgrades to the Historic Courthouse. (INFRA)
- Work with Recreation to prepare an analysis to look at the merits and downsides of merging the parks/grounds employees and necessary maintenance equipment into the Recreation Department; develop an overall personnel and equipment plan to meet maintenance and special events needs. (INFRA)(07/10)(Pascale/Harding/Ratcliffe/Moore/Guthrie)
- Work with Recreation to update overall plans for park projects as approved by the Board for all park facilities with required resources to construct and maintain them. This will include a written description of all construction costs, a required maintenance schedule and other resources needed to support each individual project. (INFRA)(12/10)(Pascale/Tweedy).
- Work with the Library staff, Contingent upon the Board approval and financing, to supervise and complete construction of the Timbrook Community Complex in the Timbrook Park as community funding allows. (INFRA)(05/11)(Tweedy).

RECREATION – FY 2009

PRIORITY 1 INITIATIVES – RECREATION

- Re-evaluate the ability to accept credit or debit cards, on-line registrations and payment of fees with the Rec Ware company serving as a third party web and fee management host. (TECH)(01/09)(Pascale) Vacancies in IT staffing prompted a review and restructuring of this priority; using an off-site host emerged as a viable and cost effective option. The date has been adjusted to allow time for evaluation.
- Master plan and obtain the Special Use permit for Rustburg/Concord Property. (QOL)(06/08)(Pascale) Adjusted to show each park individually.
- Work with Public Works to develop overall plans for park projects as approved by the Board for all park facilities with required resources to construct and maintain them. This will include a written description of all construction costs, a required maintenance schedule and other resources needed to support each individual project. (INFRA)(12/08)(Pascale/Tweedy). Second sentence added and moved date forward one year.
- Apply for recreational access grants to develop a roadway into the Countywide Park. Clarified a specific element of park development on which to focus. (INFRA)(10/08)(Pascale/Harding)
- Apply for recreational access grants to develop a roadway into the English Park. Clarified a specific element of park development on which to focus. (INFRA)(10/08)(Pascale/Harding)

- Begin initial phase of development for the Long Mountain Park (Concord-Rustburg area) as indicated in the approved master plan; utilize County based construction crew. Clarified language in this priority. (INFRA)(10/08)(Pascale)
- Increase number of fee based fine art, music and drama offerings for local children based on identified need. Plan and offer at least two new fine art programs for adults based on public request. (QOL)(09/08)(Worth\Adams)
- Investigate the development of a senior softball league at Timbrook Park and/or William Campbell Community Park; poll senior recreation participants; submit a feasibility report and action plan to the Directors of Operations and Programming. (QOL)(06/08)(Ratcliffe/Becton)
- Expand the Summer Concert Series to include four concerts during the summer season. (QOL)(8/08)(Worth/Adams)
- Repair and resurface tennis courts at Rustburg High School. (QOL)(06/09)(Pascale).

PRIORITY 2 INITIATIVES – Recreation

- Develop a teen advisory council, gather input from this group on youth recreational needs; create a report to submit to Director of Programming. (COMM)(01/10)(Worth/Adams) Added clarification to better define this objective.
- Research benefits and costs of criminal background checks for all Recreation volunteers. (OD)(10/10)(Pascale/Harding/Ratcliffe) Narrowed the objective and clarified language.
- Assist Economic Development and Public Works in finalizing design plans for providing on site sewer to the Seneca Commerce Park. Base design outcome on the Rt. 29 sewer study master plan. Include public works and recreation in the planning process to insure those organization's needs are considered in the planning process. Work with CCUSA to insure the design plans are consistent with their systems. (INFRA)(12/09)(Davidson/Schwarz/Pascale/Tweedy/Damron) Added design in front of plans; added on site in front of sewer; including Recreational needs in the plan; and changed completion date to 12/09.
- Offer two special needs art/craft classes for those with differing physical or developmental abilities. (QOL)(5/10)(Worth/Adams)
- Expand fee based senior programming by offering one new senior fitness program in the Timbrook area; offer one cultural senior program a quarter during evening hours (dinner theater, movie, dancing, etc.) to appeal to the baby boomer generation. (QOL)(06/10)(Becton)
- Expand Spine Tingling Tales into a children's carnival; include games, characters, prizes, and family-oriented activities. Local funding under \$1,000. (QOL)(10/09)(Worth/Adams)
- Create a transportation plan for senior center trips which spells out safety protocols, establishes reasonable distance limits and clarifies scheduling procedures. (QOL)(8/08)(Becton/Harding/Pascale/Senior Center Staff)
- Analyze costs and efficiency levels of various van sizes in conjunction with overall recreation and county departmental needs (senior trips, youth trips, inter-departmental use). (QOL)(8/08)(Harding/Pascale/Staff)
- Develop plan for construction of Phase II development at Timbrook Park. (QOL)(06/09)(Pascale/Reynolds)
- Research need and benefits of implementing online citizen communication tools. Implement if this has a sound cost/benefit result. (COMM)(5/09)(Worth/Baker)
- Investigate developing three tennis courts at the Abbott Duncan Recreation Fields to replace the three lost at Concord Elementary due to school expansion. An alternative is to investigate repairing, resurfacing or replacing the tennis courts at Fray Educational School. (QOL)(06/10)(Pascale).

FUTURE INITIATIVES – Recreation

- Repair and relight tennis court at Rustburg. No new tennis facilities will be lighted, maintenance will be provided for facilities lighted as of July of 2004. (INFRA)(6/08)(Pascale). Funding for lighting maintenance at the athletic facilities needs to be budgeted yearly, however, a schedule for yearly inspection is not recommended by the lighting specialists. Staff will regularly assess when maintenance is needed.
- Repair ball field lighting, yearly, at Rustburg Middle, Concord Elementary and Yellow Branch Elementary. (INFRA)(06/08)(Pascale) Funding for the lighting at athletic facilities needs to be budgeted yearly; a schedule for yearly inspection is not recommended by the lighting specialists. Staff will regularly assess when maintenance is needed.

- Investigate funding and development opportunities for a swimming pool/swimming program, a skateboarding area and a golf course at the Central Park; Investigate compatible public/private partnerships to offset County costs. (QOL) (06/10)(Pascale/Ratcliffe) Clarified language.
- Develop options for a multi-purpose center at central park location. (QOL)(07/15)(Pascale/Harding)
- MODIFIED Approach local youth groups, Countywide, to participate in Project Destini. Create a list of groups to approach, develop a general recruitment presentation, schedule presentations on a master calendar to share with YACS. (COMM)(10/09)(Becton)
- Research the development of Friends of Recreation groups to aid in fundraising and public awareness of park and recreation development. (OD)(05/10)(Worth/Ratcliffe)
- Develop a construction plan for Phase II development at Community Park at William Campbell, Countywide Park, English Park, and Concord/Rustburg Park. (QOL)(07/16)(Pascale/CWP) Moved Timbrook Park to P2 in anticipation of the 2010 phase II funding from the Board.
- Create a long term special events plan to correspond with park development; analyze access/parking needs, water capacity, and electrical needs for larger scale events at each park site. (QOL) (7/12) (Harding/Pascale/Worth)
- Offer one centrally located computer course designed for seniors; incorporate basic computer terminology, basic emailing, and rudimentary computer skills. (QOL)(10/11)(Becton/B. Adams – IT)
- Create a plan to offer County businesses the opportunity to sponsor landscaping around the County Gateway signs within the VDOT Comprehensive Roadside Management Program. Also, look at needs for replacing or upgrading existing signage due to age. (OD)(07/11)(Harding/Davidson) Checked and does not need to appear on ED.
- Develop a walking map of the Rustburg area for the employees and citizens who may want a structured exercise program. (OD)(09/11) (Pascale/Ratcliffe/Harding)
- Prepare an analysis to look at the merits and downsides of merging the parks/grounds employees and necessary maintenance equipment into the Recreation Department; develop an overall personnel and equipment plan to meet maintenance and special events needs. (INFRA)(07/10)(Pascale/Harding/Ratcliffe/Moore/Guthrie)
- Work with Public Works to update overall plans for park projects as approved by the Board for all park facilities with required resources to construct and maintain them. This will include a written description of all construction costs, a required maintenance schedule and other resources needed to support each individual project. (INFRA)(12/10)(Pascale/Tweedy).
- Complete a study of a Blueways trail from the Leesville Dam to Brookneal and make recommendations for funding and implementation. Include possible canoe landings at Leesville Dam, mid-way between Leesville and Altavista, at the Altavista Park, at Long Island, and at Brookneal. (QOL)(12/10)(Pascale)
- Work in cooperation with ED and CCUSA to implement the sewer design plans in the Central Park behind the Seneca Commerce Park. The funding will be provided through the county and CCUSA will administer the project. (INFRA)(12/10)(Davidson/Schwartz/Pascale/Tweedy/Damron)

SCHOOLS – FY 2009

PRIORITY 1 INITIATIVES – Schools –

- Continue self-funded hospitalization insurance program to provide such coverage at a reasonable cost for the employer and employees.
- Provide funds for county share of competitive salary increases.
- Complete renovations and additions to Concord Elementary School. Scheduled completion date – 9/2009.

PRIORITY 2 INITIATIVES – Schools -

- Continue to work toward competitive pay scales for school employees.

FUTURE INITIATIVES – Schools -

- Work with schools to 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. (INFRA)(12/10)(Laurrell/Nolley/Tweedy).

- Initiate a new 20-year school construction plan following the completion of improvements at Concord Elementary School. (QOL)(07/10)(Nolley/Laurrell/Harvey).

SHERIFF – FY 2009

PRIORITY 1 INITIATIVES- Sheriff –

- Work with the Board of Supervisors to remain competitive in salary and benefits with Lynchburg and other adjoining jurisdictions in order to retain and recruit the best qualified Deputies possible. Approve and fund the increased retirement multiplier from 1.70% to 1.85%. This increase was passed by legislation for the Virginia State Police in July of 07. This is to remain competitive with adjoining jurisdictions and the Virginia State Police. (Gaddy/Laurrell)
- Maintain the new Narcotics Division of Investigations to attack the drug problem within the county (Guthrie)
- Work with Public Works to finalize design and begin preliminary site preparation for the proposed firing range. (INFRA)(7/08)(Tweedy/T Moore/Pribble/Hutcherson/Schmitt). Reworded for clarity.
- Work with the Board of Supervisors to increase the department by five county funded positions to keep up with increased number of calls for service due to growth in the county. One of the positions would supplement the Narcotics Division and the other four would increase the four shifts in the Field Division by one position. (OD)(12/07)(Gaddy/Laurrell) Two positions were approved and have been hired in July 2007.
- Install wireless local area network for the Sheriff's Office. (06/08)(TECH)(Gaddy/Hutcherson/Blair) Checked with IT and this should be completed by July 1, 2008.
- Provide access to County Network for school resource officers at each County middle and high school. (TECH)(07/08)(Integration Specialist/Network Engineer/Contractor/Hutcherson/Lawhorn) Sheriff's Office desires to have this priority completed prior to July 2008; therefore, if adequate funding is located this priority will be completed prior to July 1, 2008.
- Based on available funding, purchase and install equipment and related software used for in-car video program in designated Sheriff's Department vehicles and computers. (TECH)(12/08)(Hutcherson/Jordan/Contractor) Sheriff's Office has purchased one camera and is currently pursuing the purchase of additional ones via grant funding. This priority is anticipated to be completed prior to July 1, 2008.
- Provide secure wireless access using from at least four parking spaces located in close proximity to the Sheriff's Department Building using existing wireless access points, cellular air cards or additional access points that can be purchased using grant funds. The wireless access will provide Sheriff's Department employees with the capability to complete reports using Mobile Data Terminals. (TECH)(12/08)(Hutcherson/Network Engineer)

PRIORITY 2 INITIATIVES –Sheriff –

- Implement a recruitment brochure and TV commercial (COMM)(Caldwell)
- Work with Public Works to construct a firing range, training center and impound lot on property adjacent to the Landfill when funding is approved by Board. Funding has been included in CIP. (INFRA)(06/11)(Tweedy/Hutcherson/Schmitt)
- Implement mobile data terminals, (laptop computers) for all of the patrol vehicles if grant funding becomes available. This will allow field units to stay in their assigned areas and complete IBR's in a timely fashion. (TECH)(25% complete)(Gaddy/Hutcherson/IT) **Grant funding and acquisition will be led by Sheriff's Office with coordination to be developed by 12/08 with IT on network interoperability and maintenance requirements.**
- Explore a Wide Area Network in conjunction with Information Technology broadband initiative to enhance in car data usage with Mobile Data Terminals. (01/09)(Hutcherson/Blair/IT) This priority is coordinated with IT on implementation strategy for all County services related to access to broadband in the field.
- Research the capability of accessing the County School's surveillance camera from designated Sheriff's Department computers. Implement if sound cost/benefit relationship exists. (TECH)(07/09)(Hutcherson/Integration Specialist/School Administration IT Staff/Network Engineer)

FUTURE INITIATIVES – Sheriff -

- Beginning in FY 2013, increase the annual number of vehicles purchased from 15 to 17 based on revised staffing schedules. (INFRA)(07/12)(Jordan)
- Complete an in-house space needs study for the Public Safety Department and Sheriff's Office in preparation for facility upgrades during Phase II of the County's Master Plan (currently scheduled for 2013). Explore the positives and negatives as well as the cost benefits of collocating in the same facility or making improvements to existing facilities. (INFRA)(01/10)(A. Cheatham/T. Gaddy)
- Research the need, benefits and cost of providing access to the Computer Aided Dispatch (CAD) System and Virginia Criminal Information Network (VCIN) from mobile data terminals. (TECH)(07/10)(Hutcherson/Integration Specialist)
- Research the need and possibility of using the County's Voice over IP system as a backup to the radio systems used by the Sheriff's Office. (TECH)(07/10)(Hutcherson/Integration Specialist)
- Research need, benefits and cost of a voice activated system for use in Sheriff's Department vehicles. (TECH)(07/11)(Hutcherson/Integration Specialist)
- Research need, benefits and cost of a GPS tracking system for the Sheriff's Office that would integrate with the County's existing mapping software application. (TECH)(06/12)(Hutcherson/Integration Specialist/Woods)

YOUTH, ADULT AND COMMUNITY SERVICES – FY 2009

PRIORITY 1 INITIATIVES – Y.A.C.S -

- Research and apply for prevention grants dealing with areas such as child abuse prevention, substance abuse prevention, violence prevention and parental involvement. (QOL)(04/08)(Daly) Successful in obtaining a Child Abuse Prevention grant in 2007. This expands the scope to include other prevention efforts and involves collaboration with other agencies such as Social Services, CSB, J&D Court and the Court Service Unit.
- Develop a citizen survey concerning satisfaction with local services and the quality of life in Campbell County. (MEAS)(07/08)(Daly/Laurrell)
- Investigate feasibility of establishing a part time coordinator position for Project Destini contingent on grant funding. (OD)(1/09)(Daly) Moved from Priority II.
- Evaluate need and identify resources to increase accessibility of early childhood education and quality day care programs and services in Campbell County. (OD)(12/08)(Daly) Changes intent to allow for researching grant options.
- Establish a work group to identify improvements which will enhance efficiency, availability and cost effectiveness of community based services in our local CSA "System of Care". (OD)(9/08)(Daly)
- Organize a committee to develop guidelines, rates and report requirements for In Home services funded through CSA. (OD)(11/08)(Daly/Coates)
- Develop a concept paper for a local task force to implement a youth risk behavior survey and present to the schools for possible collaboration. (OD)(11/08)(Daly/Laurrell/Erb/Nolley)
- Begin planning process for convening a local Virginia Sesquicentennial Committee. (QOL)(7/08)(Daly)

PRIORITY 1 INITIATIVES – Social Services -

- Develop a plan for overstaffing the foster care staff by 1 Full Time Equivalent (FTE) to offset the frequent and consistent turnover in the foster care unit. This unit has experienced 11 vacancies since April 2003. (OD)(10/08)
- Develop a plan for overstaffing the child protective services staff by 1 Full Time Equivalent (FTE) to offset the frequent and consistent turnover in the child protective services unit. This unit has experienced 7 vacancies since January 2002. (OD)(10/08)
- Initiate and complete planning process for expansion of overflow staff to County Office Building in conjunction with Public Works. (INFRA)(06/09)

PRIORITY 1 INITIATIVES – Virginia Cooperative Extension

PRIORITY 2 INITIATIVES – Y.A.C.S –

- Research best options for implementing or expanding Family Group Conferencing. (OD)(04/09)(Coates/Daly)
- Investigate on demand transportation options through DRPT (Department of Rails and Public Transportation) and research availability of grant funding. (QOL)(09/08)(Daly)

- Investigate feasibility and cost benefit of establishing a Utilization Management staff position locally or regionally to monitor CSA funded services. (OD)(1/10)(Daly)

PRIORITY 2 INITIATIVES – Social Services

- Relocate selected staff to County Office Building. (INFRA)(12/09)

FUTURE INITIATIVES – Y.A.C.S –

- Explore grant sources to expand parenting education classes in the County.
- Expand Youth Voluntarism in the County.

FUTURE INITIATIVES – Virginia Cooperative Extension

- Re-establish a Family Consumer Science position with the local Virginia Cooperative Extension office for the purpose of expanding educational and prevention services in Campbell County in the areas of financial planning and early intervention – local cost approximately \$15,000. (OD)(Maguire/Daly).

STAFFING PROJECTIONS
2008 – 2009

FISCAL YEAR	DESCRIPTION	#	FUNDING
2008 (Not Funded)	ED - Project Manager	1	General Fund
	IT - Network Engineer (PA) 1		General Fund
	SS - Social Services – (2)	NI	Gen Fnd/Fed – 85/15
	Sub-total	2	
2009	CD - E&S/Bio-solids	.75	General Fund/Fees – 50/50
	LIB - Staunton River	.5	General Fund
	<i>MS - Human Res – General* 1</i>		<i>General Fund (Cost Savings)</i>
	PS - Fire Inspections/Invest	.5	General Fund
	PS - EMS Responders (PA)	1	Billing for Services
	PW – Landfill - Regional	(-10)	Landfill Enterprise Fund - GF
	PW – Projects (PA)	2	Landfill Enterprise Fund - GF
	PW – LF Transfer Site (PA)	2 FTE	General Fund
	REC - Event/Trip Coord	1	Fees
	SO - Law Enforcement Dep	1	General Fund
	SS - Social Services – (2)	NI	Gen Fnd/Fed – 50/50
	YACS - CSA - Util Manag	1	Gen Fnd/CSA – 70/30
	YACS - Project Destiny	.5	Grant
	Sub-total	.25	

Note #1: Highlighted items are those the Board has taken action on or do not affect local funding. Social Services is included as a notation of staffing needs, but is not included for local funding in that at this time the Social Services Board has not requested to be a part of the County's Pay and Classification System, which may occur in the future.

*Note #2: *The Management Services – Human Resources position italicized is a reallocation of existing funds that were saved as a result of outsourcing payroll, eliminating a payroll clerk position during FY 2008, and eliminating outside consulting services for health insurance support services. There are no additional costs associated with this position to the County. The move from a payroll clerk, outside consultant and outsourcing of payroll services to the human resources position is a net reduction in expenditure for the County.*

Note #3: The remaining 5.75 positions remain discretionary for the Board's consideration. These include one Information Technology position previously approved but not funded; an Economic Development Project Manager not funded last year; and 3.75 positions requested for FY 2009. Of these 3.75 positions, 1.5 of them (the Fire Marshal and CSA Utilization Manager) would require further analysis and approval by the Board before filling the position. 1/22/2008 – Utilization Manager is recommended to be stricken for reconsideration in FY 2010.

ONGOING RESPONSIBILITIES - FY 2009

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. (Wright/Consultants).
- 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/Wright/Department Directors).
- Management and Board positions represent a diverse population. Encourage better public service and more diverse opinions. (Laurrell/Board).
- NEW - In spring and fall of each year, and as needed, update the County Code to include newly passed ordinances and changes necessitated by state law changes and recodification. (K. Wright/Eubank/Laurrell/Shreve)

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/King)
- Record deeds, plats and other land records. (Davies)
- 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/Zoning Administrator/Heddings/Stokes/Gough).
- Issue Permits/Certificates of Occupancy (including temporary COs): Building, Zoning, and Environmental Management. (Building, Zoning, Community Development).
- Inspections: Building, Zoning, Fire Code, Property Maintenance (tenant complaint), Biosolids 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, Environmental Management, 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. (Gough, Administrative Aide, Zoning Administrator).
- Name Streets, maintain Master Street Addressing Guide and Master Street list, and assign addresses. (Woods, Tuck, Zoning Administrator).
- Provide addressing information to public and utility providers. (Tuck, Woods).
- Maintain GIS system. (Woods, Tuck).
- Assist the Public Safety Department with their mapping system needs, including routine and emergency operations. (Woods)
- Organize, manage and co-ordinate the Project Evaluation Committee meetings for those projects that meet the criteria for review. (Zoning Administrator).

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/Schwarz)
- MODIFIED - Develop, maintain, and market Campbell County's industrial sites and facilities. (Davidson/Schwarz/Board) Added develop, and maintain to task list.
- Work with potential clients and state agencies on business expansion or location issues. (Davidson/Schwarz)
- Identify and apply for grants and funds to assist Campbell County with business expansion and economic development. (Davidson/Schwarz)
- Provide information to public, contractors, real estate agents, and government agencies on economic development issues.(Davidson/Schwarz)
- MODIFIED - Provide staff support for meetings for: Board of Supervisors, Board CED Committee, Economic Development Commission, CVCC Brookneal Center, and Region 2000 Economic Development Council Marketing Committee. (Davidson/Schwarz) Added Board CED Committee.
- Manage existing business visitation program. (Davidson/Schwarz)
- MODIFIED - Monitor County and State Economic Development Web sites; update and enhance on a weekly basis or as needed. (Schwarz/Davidson) Added the requirement to manage and update the state Economic Development web site data base on a more frequent basis as mandated by the VEDP.
- Manage administrative requirements of grant reporting from sources such as Tobacco Commission, EDA and DBA. (Schwarz/Davidson)
- Act as fiscal agent for the 501 Coalition and provide staff support to include updating the Coalition Web Site. (Davidson/Schwarz)
- Provide comprehensive administrative staff support for the Campbell County Industrial Development Authority and the Brookneal Campbell County Airport Authority. (Davidson/Schwarz)
- Provide oversight for Campbell County's Tourism efforts and provide staff support for a tourism alliance. (Davidson/Schwarz)
- NEW - Work with regional partners, county school systems, and organizations to promote the Program and Strategies on Workforce Training as listed in the Campbell County Comprehensive Economic Development Strategy 2007 Update.
- NEW - Work with the Virginia Economic Development Association as a member of their Board of Directors to guide organizational economic development policy issues, legislative

issues affecting economic development, provide educational opportunities for members, and strengthen the economic development stakeholder network in Virginia. (Davidson)

- NEW - In cooperation with the Virginia Department of Business Assistance's annual Business Appreciation Week, plan for and organize county events including a mailing to businesses county-wide and a Business Appreciation luncheon for all major county employers. (Schwarz/Davidson)

ONGOING RESPONSIBILITIES – Information Technology -

- Provide proactive oversight and integration of all information technology systems and software used for government services within Campbell County. (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. (Blair).
- Maintain Internet, Intranet and AS/400 service to meet minimum down time standards, including scheduling upgrades/backups to maximize user availability. (Network Engineer/Crews/Smith/Berry).
- MODIFIED – Maintain the County Website. (Baker/Smith/County Departments). Deleted “including Employee Site” and changed from Byrd to Smith. Extranet site was separated out and included below as a new item.
- Maintain Third-Party Software to meet minimum down time standard, including scheduling upgrades and backups to maximize availability for users. (Smith).
- Provide Application support (custom & third-party) for AS/400 users. (Smith/Contractor).
- Provide Programming and Systems support for areas not provided by third-party software. (Contractor).
- Maintain system security to prevent intrusion by viruses and unauthorized users. (Blair/Network Engineer/Crews).
- Provide hardware (Desktop, Server, Routing, and Switching) and software support to all County workstations to maximize utilization and minimize work disruption. (Dean/Blair).
- MODIFIED - Provide support for Library and Emergency Services networks. (Dean/Crews/Network Engineer). Removed Landfill as these services will be provided by the Regional Authority beginning July 1, 2008.
- Continue AS/400 training for IT staff. (Smith/Blair/Adams).
- Continue development and refinement of Campbell County Information Technology (CCIT) Plan, including personnel and organizational requirements. (Blair).
- Identify key weaknesses in training and support areas related to IT and take action to eliminate those identified. (Blair/Smith/Dean/Adams/Berry).
- Continue to analyze and refine methods of doing business for the County (process engineering) and the associated policies and procedures. (Blair).
- Maintain and replace Countywide PC hardware and software. (Dean/Berry/Smith).
- Maintain and replace Network Server hardware and software. (Crews/Integration Specialist/Smith)
- Coordinate with the IT staff to focus on the Board's priorities and plan for future needs. (Blair).
- Oversee continued development of new forms to be designed for the Forms Printing Solution. (Smith/Blair).
- Prepare an annual Capital Improvement Plan Budget and Operating Budget. (Blair/Adams).
- 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) and ensure BAI User Group meetings are attended. (Blair).
- NEW - Maintain the County employee extranet. (Baker/Programmer Analyst/Departments)
- NEW – Maintain Keyless Entry System to including adding new facilities as approved by the Board. (Blair/Programmer Analyst)

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/Phillips).

- 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. (Phillips).
- 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. (Barton/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/Phillips/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/Library Director/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/Wheeler).
- 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. (Library Director/Geho/Phillips/Branch Mgrs).
- MODIFIED - Recruit individuals to serve on the Board of Directors for the Campbell County Public Library Foundation as vacancies occur. (Tuck/Library Director). Rewritten to make ongoing.
- 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/Phillips).
- Prepare and maintain annual Operating Budget and Capital Improvement Budget. (Geho/Library Director/Library Board of Trustees).
- MODIFIED - Develop a fundraising program designed for the Foundation that will include annual giving, planned giving, and memoriam gifts. Serve in an advisory capacity for fundraising events appropriate for Friends groups. (Tuck/Phillips). Rewritten to include Foundation events as well as Friends events.
- Create an Annual Report at the close of each fiscal year. (Library Director/Barton/Trent/Phillips).

ONGOING RESPONSIBILITIES - Management Services -

- Process payroll each month by the deadline (Clay/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 (Vance).
- Prepare financial statements and general ledger reports 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/Moody).
- 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 (Moody/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 (Wright/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/Wright/Goggins/Clay).
- 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 (Wright/Lane).
- Maintain assessment values for real property (Lawler/Phillips/Appraisers).
- Valuation of all new building permits (Lawler/Phillips/Appraisers).
- 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 (Wright/Morgan).
- Conduct exit interviews for employees leaving County employment status (Wright).
- Assist in the compilation and maintenance of accurate and up-to-date job descriptions (Wright/Department Heads/Morgan).
- Input new employee information and salary and deduction changes for existing employees into payroll file. (Clay/Wright).
- Maintain personnel records (Wright/Morgan).
- Annually provide employees with the costs of their total benefits paid on their behalf by the County (Wright).

ONGOING RESPONSIBILITIES – Commissioner of the Revenue –

- Each year, develop a budget for the Commissioner’s office and business license department that meets the established goals of the respective offices and the County in an efficient and effective manner (Massie).
- 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 (Coats/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 (Johnson/Massie/Oien).
- Process state income tax returns filed locally. (Sazynski/Oien/Cartwright/Coates/Rountrey).
- 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/Marshall).
- Manage preparations for elections, including materials, machines, ballots, polling places and election officials. (Registrar/Danos/Marshall).
- Year-round management and maintenance of candidate files. (Registrar/Danos/Marshall).
- 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/ Marshall).
- 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/Marshall).
- Attend annual General Registrar and Electoral Board Training. (Registrar/Danos/Marshall).
- Attend annual meeting of Voter Registrar’s Association of Virginia (VRAV). (Registrar/Danos/Marshall).
- NEW – Continue to develop and maintain log/inventory of voting equipment with serial numbers, purchase date, record of repair and/or replacement including battery life and cost of upkeep. To be maintained in Registrar’s Office.(Danos/Marshall)
- NEW – Continue to update Election Official master database. (Danos/Marshall)
- NEW – Recruit and train additional election officials over and above current levels. (Danos)

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/ /Stroud/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/Stroud).
- Continue to work on reducing our response time to emergency medical service calls. Manage the fee for service and career EMS programs that provide career support to the volunteer system and insure volunteer activities remain the mainstay of our system. (Cheatham/Stroud).
- Perform Emergency Management function. (Cheatham/Briggs).
 - 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). (Stroud/Happel).
- Management of the budgets for all related Emergency Services. (Cheatham/Lawson/Fairchild/Stroud/David/Briggs).
- 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/Stroud).
- 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/Stroud).
- Plan and execute Volunteer Appreciation Day. (Guthrie/Happel/Briggs).
- Providing a focal point for the Fire Commission, Rescue Commission and the Public Safety Committee. (Cheatham/Lawson/Stroud).
- Coordinating and maintaining the effective operations of the Central Dispatch function (911 Center). (Fairchild/Simpson/Evans/Bush/Foisy).
- Facilitation of the maintenance of the County Wide Radio System. (Fairchild/Evans).
- Continue to define the Performance Improvement process within Public Safety and support of the countywide process. (Cheatham/Lawson/Fairchild/David/Stroud).
- 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 8 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. (T Moore/Tweedy).

- 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 Maintenance department and recognize their accomplishments. (Guthrie/Tweedy).
- Insure the efficient operation of the Regional Landfill and plan for long-term solid waste management. (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/T Moore/Tweedy).
- Monitor, modify, plan and complete special projects with County staff as approved by the Board in support of their goals. (Guthrie /Pribble/T Moore/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).
- NEW - Work with VDOT to continue to identify funding mechanisms for construction of Board approved road priorities. (T Moore) Moved from Future Priorities to Ongoing and deleted specific project references.

ONGOING RESPONSIBILITIES – Recreation

- Maintain the County Recreation website. (Ratcliffe/Worth)
- Continue serving citizens of Campbell County through the department's four divisions: (Harding/Pascale)
 - *Senior Programs:* Recreation senior centers, trips, Bingo, volleyball, out-reach groups, and Baby-Boomer activities (Becton/Harding)
 - *Athletics:* Leagues, classes, clinics, etc. (Ratcliffe/Snell)
 - *Facilities:* Scheduling of schools and county facilities for recreation and community use. (Pascale)
 - *Cultural Arts:* Art, dance, craft classes, festivals, drama, concerts, specials events, public relations and ticket sales. (Worth/Adams/Clark/Harding)
 - *Parks:* Purchase, planning, and development. (Pascale)
- Continue to evaluate, analyze and refine methods to provide services to county citizens. (Staff)
- Identify weakness in the department and provide training opportunities to achieve maximum potential. (Pascale/Harding)
- Publish and distribute two (2) Chronicles (County Newsletter) each year. (Worth/Adams/Harding)
- Maintain and print the Guide to Campbell County (Worth/Adams/Harding)
- Offer public forums for citizen input (once every two years). (Harding/Pascale)
- Meet regularly with Public Works staff to coordinate and plan the construction of proposed parks and recreation facilities. (Tweedy/Pascale)
- Continue planning, construction and development of area parks in accordance with the established timetable. (Pascale/Public Works)
- Continue to work with Region 2000 & other surrounding localities on regional greenways/blueways plans that include biking/hiking/greenways trails as assigned. (Pascale/Harding)
- Maintain the new RecWare scheduling program. Update as needed. (IT/Pascale)
- Reorganize the registration process to coincide with the implementation of the RecWare program. Continue to analyze and update process as needed. (Pascale/Harding)

- Continue to aggressively market the department through local media as spelled out in the marketing plan. (Harding/Worth)
- NEW - Update park development funding schedule each year to remain current with the development. (QOL)(Pascale).
- NEW - Offer a Summer Concert Series with three events in Courthouse Square; work with the Special Events Committee to plan these events. (QOL)(Worth)
- NEW - Repair and resurface tennis courts based upon maintenance schedule. High School courts at Brookville, William Campbell, Rustburg then Altavista will occur first. Followed by Brookneal park courts, and new courts at Abbott Duncan or Fray and Long Mountain Park and Central Park as approved by the Board. (INFRA)(Pascale).
- DELETE - Implement all current recreation improvement that is not associated with park facilities. (Pascale) We do not know what this means.

ONGOING RESPONSIBILITES – 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 (Gaddy/Hutcherson/Administrative Division)
- Provide the best quality training opportunities for all Deputies of the Campbell County Sheriff’s Office (Gaddy/Hutcherson/Division Captains)
- Continue to pursue grant programs for funding equipment and programs for enhanced law enforcement and patrol throughout the county (Gaddy/Hutcherson/Division Captains/C. 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. (Gaddy/Hutcherson/Elder)
- Maintain compliance with Federal National Incident Management System guidelines for all Sheriff’s Office personnel. (Gaddy/Hutcherson/Jordan)
- Purchase new vehicles each year to replace vehicles with 100,000 miles. This will maintain the safety of our fleet and minimize maintenance costs as well as decrease the down time for our deputies as a result of having their vehicle in the shop for maintenance/repair work. (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)
- 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/Coates)
- 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)
- Provide ongoing assessment of youth needs and resources. (Daly)
- Develop and facilitate programs to meet priority needs of youth as identified in the *Youth Needs and Services Planning process* and Comprehensive Youth Plan. (Daly)
- Increase Community Awareness of and involvement in County Volunteer Programs. (Daly/Blair)
- Increase integration of community volunteers into existing youth and senior programs. (Daly/Blair)
- NEW - Serve as liaison to the Campbell County Historic Society. (Daly)
- NEW - Assist with interpreting and researching ADA compliance issues.(Daly)

The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Rosser, Shockley
 Nay: None

Absent: None

// RECESS TO SECONDARY ROAD HEARING

The Board recessed at 3:50 p.m. until 4:00 p.m. for the Combined Annual Secondary Road Hearing in the Board of Supervisors Meeting Room with the Virginia Department of Transportation.

HUGH T. PENDLETON, JR., CHAIRMAN

Approved: _____