Randolph County Commissioners Minutes

January 3, 2005

The Randolph County Board of Commissioners met in regular session at 4:00 p.m. in the Commissioners Meeting Room, County Office Building, 725 McDowell Road, Asheboro, NC. Commissioners Holmes, Kemp, Frye, Davis, and Lanier were present. Rev. Marion Smith, Retired DSS Director, gave the invocation, and everyone recited the Pledge of Allegiance.

Special Recognition

Richard Wells, Public Library Director, announced that Suzanne Tate, Assistant Library Director, recently received the 2004 William H. Roberts Public Library Distinguished Service Award for excellence in public librarianship in North Carolina. In recognition of this award, Chairman Holmes presented Ms. Tate with a framed certificate of appreciation from the Board of Commissioners.

GFOA Certificate for FY 2002-2003

Will Massie, Deputy Finance Officer, announced that Randolph County's comprehensive annual financial report has been awarded a Certificate of Achievement for Excellence in Financial Reporting for the 15th consecutive year by the Government Finance Officers Association (GFOA) of the United States and Canada. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

GFOA Distinguished Budget Award

Mr. Massie also announced that the County has been awarded its first GFOA Distinguished Budget Presentation Award for the FY 2004-2005 budget document. This award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

Additions to Agenda

Chairman Holmes announced that the following items had been added to the agenda: New Business Item N. Award Bids for Light Bars and Equipment at the Sheriff's Dept., New Business Item O. Closed Session, and Budget Amendment Item E. 160A Financing for General Fund Projects.

Consent Agenda

On motion of Davis, seconded by Frye, the Board voted unanimously to approve the Consent Agenda, as follows:

- *approve Minutes of the 12/6/04 Regular and Closed Sessions (2) Meetings and 12/9/04 and 12/21/04 Special Meetings;*
- *appoint Christine Caviness & reappoint Garlene Rich to Adult Care Home Advisory Committee;*
- *reappoint Larry Brown to Randolph County Planning & Zoning Board;*
- *reappoint Mike Fogelman to Liberty Planning Board;*
- *reappoint Darrell Lewis to Asheboro Planning Board;*
- *reappoint Charles Teague to Randolph County Fire Commission.*

Award Bid on Seagrove Library Project

Dean Spinks, Architect, told the Board that the following bids for the Seagrove Public Library were opened on December 14, 2004. All 3 bids were by reputable companies with bid bonds attached.

Contractor	Base Bid	Remarks

Kanoy Builders, Inc.	$728,000	280 days for completion
Brooks General Contractors	$684,753	250 days for completion
M & M Builders, Inc.	$711,000	270 days for completion

Mr. Spinks recommended the low bidder, Brooks General Contractors of Greensboro, with a bid of $684,753.

On motion of Lanier, seconded by Davis, the Board voted unanimously to award the bid for construction of the Seagrove library to Brooks General Contractors for $684,753 and authorized the County Manager to sign the contract.

Randolph County Economic Development Corporation (EDC) Annual Report

Bonnie Renfro, President of the Randolph County EDC, said that the RCEDC is celebrating its 20th year. She reviewed 2004's economic picture for Randolph County and said that 2004 was a great year with more than $70 million in new and expanded industrial investment and added that 582 new jobs were announced by 16 companies. Highlights of the year include Rheem Air Conditioning's selection of Randleman as the location for its North American distribution operation and Technimark's $36.5 million expansion with 79 new jobs. A new organization was formed: Randolph County Development Corporation, which will provide a strategic focus on industrial product development. Also, the EDC website was redesigned to include interactive maps and current news to a comprehensive economic overview. She also mentioned that the current unemployment rate has dropped to 4.2%.

Schools Capital Projects Funding

Dr. Robert McRae asked the Board for advance funding to the Randolph County Board of Education in 2005, which would enable it to begin its first high school project immediately. He said that the Board of Education understands that the Board of Commissioners would be repaid these funds from the final funding source for the project, be it via the sale of general revenue bonds or certificates of participation. The $4,256,090 needed prior to the actual acquisition of funds (COPS or bonds) is for design fees, land purchase, soil borings, testing, environmental studies and realtor fees.

Discussion commenced regarding funding methods (COPS or bonds) and timing/priority of projects (County schools, City schools and RCC). It was agreed that the greatest need is at Trinity High School. Unfortunately, the current funding strategy does not address any solution for this need largely because Archdale/Trinity's supplemental school tax district prohibits the redrawing of school district lines. Also, there is great concern that a bond referendum, tentatively slated for May 2005, may not pass.

Commissioner Frye presented an alternative financing plan based on countywide school project priorities using certificates of participation, as follows:

Priority	Project	Earliest Issue Date*	Max. Amount
A	New NE Randolph County High School	1/1/2006	$28,000,000
B	New Trinity Area High School	11/1/2006	$23,000,000
C	Asheboro City Schools, RCC & others to be determined	1/1/2010	$30,000,000
D	To be determined	7/1/2014	$60,000,000

*These issue dates are based on full utilization of the County's borrowing capacity, without regard to the effect on tax rates.

Advantages of this alternative plan to the currently proposed bond referendum package are 1) all priorities are addressed, including a new Trinity area high school that was not addressed in the bond package, 2) priorities are addressed in proper order of need, 3) debt is spread out in smaller amounts rather than one large bond package, 4) COPS can be issued as needed, insuring that each priority is addressed (rather than losing most projects after a failed bond referendum). Also, there is a statewide public school bond issue now being considered at the state level. These state funds may be available by 2007-2008 and could speed up Priority C projects. The estimated cumulative effect (net addition) that the proposed new debt (debt service only) would have on the tax rate assuming $28 million issued in 1/2006, $23 million in 11/2006 and $30 million in 1/2010 is as follows (2007 revaluation is not factored in): 2006 -- 0¢, 2007 – 4.30¢, 2008 – 5.19¢, 2009 – 5.56¢, 2010 – 5.29¢, 2011 – 6.00¢, 2012 – 6.08¢, 2013 – 5.63¢, 2014 – 5.11¢, 2015 – 4.61¢, 2016 – 1.32¢, 2017 – 0.45¢, 2018 – 0.01¢.

On motion of Lanier, seconded by Frye, the Board voted unanimously to rescind the Board's earlier decision of September 7, 2004, to use general obligation bonds to fund schools capital projects and rather use certificates of participation based on the following alternative financing plan:

Priority	***Project***	***Earliest Issue Date****	***Max. Amount***
A	*New NE Randolph County High School*	*1/1/2006*	*$28,000,000*
B	*New Trinity Area High School*	*11/1/2006*	*$23,000,000*
C	*Asheboro City Schools, RCC & others to be determined*	*1/1/2010*	*$30,000,000*

Note: Action on advance funding for county schools capital project funding was taken later in the meeting where so noted in these minutes.

At 5:40 p.m. the Board recessed for 5 minutes.

Request from Randolph Community College

Jack Lail, RCC Board Chairman, asked the Commissioners to consider increasing their current capital appropriation for the next fiscal year (2005-2006) by $300,000, since it appears that their capital construction projects will be delayed for several years due to the Commissioners' change in priority and funding strategy.

Action on Advance Funding for County Schools' Capital Project

On motion of Frye, seconded by Lanier, the Board unanimously approved advance funding in the amount of up to $4,256,090 to the Randolph County Board of Education for preliminary costs associated with the construction of the new Northeast high school.

Recommendation of Boating Access Points on Randleman Lake

Hal Johnson, County Planning Director, said that he had consulted with staff from the Piedmont Triad Regional Water Authority (PTRWA) and our recreation planning consultants from Woolpert LLP regarding selection of boating access points on the Randleman Lake. The first recommended access point is the Randleman Dam Site, which consists of 155 acres located behind the dam structure and is owned by the PTRWA. The site is centrally located and has good access to Hwy 220. The property is not located in a water critical Area. The dam will provide a large width of water and quick boat access to the two main channels (Deep River and Muddy Creek). There is sufficient land and shoreline to provide for boat ramps, marina and parking. There is also excellent potential for trail/greenway access that would link existing trails in Randleman to the Deep River Heritage Corridor

and a greenway being designed between Asheboro and the N.C. Zoo. Trail access could also be linked to Creekside Park in Archdale. The second access point is situated near the intersection of Commonwealth Road and Walker Mill Road. It consists of 56 acres fronting on Muddy Creek with excellent access to future I-74. The site's flat terrain would provide excellent boat access and adequate parking.

Mr. Johnson said that 130 acres fronting on Cedar Square Rd. and Farlow Farm Rd. had been identified as a potential site for a multi-purpose/special facilities district park but was not recommended as a boating access point due to the following reasons: 1) recent failure of the Recreation Bond Referendum showed lack of support for the County to develop additional athletic fields and related facilities, 2) high cost in property purchase and cleanup, 3) Archdale's Creekside Park could possibly be developed to meet the requirements of a district park in this part of the County.

James Stitt spoke at this time and asked the Board to give consideration to bridge clearance for sailboat use on the lake when making their decision on access points.

Bonnie Renfro advised the Board to check the N.C. Department of Transportation's recent TIP projects plans to make sure that these access points don't infringe on those plans.

On motion of Frye, seconded by Davis, the Board voted unanimously to present the following two access points: Randleman Dam site and the Commonwealth Rd/Walker Mill Rd. site to the PTRWA for their consideration.

Repeal of Old and Adoption of New Emergency Management Ordinance

Aimee Scotton, Associate County Attorney, said that North Carolina state law gives the County broad powers in the event of an emergency. These powers, however, are expressly contingent upon the County's having enacted an ordinance that details those powers and how they will be put into place. Specifically, the ordinance needs to give the County Commissioners the power to officially declare a state of emergency and also needs to spell out the office through which the emergency will be handled. Furthermore, a county's receipt of FEMA funds hinges on the proper declaration of an emergency. She said that she and Neil Allen, Emergency Services Director, had reviewed Randolph County's Emergency Management Ordinance and discovered that it did not specifically cover those items detailed above. She presented a new version of this ordinance, one that specifically empowers the Commissioners to declare a state of emergency and that details what should happen once that state has been declared. She asked that the Board repeal the current Emergency Management Ordinance and enact the more specific new version, as presented.

On motion of Kemp, seconded by Frye, the Board voted unanimously to repeal the old ordinance and adopt the new Emergency Management Ordinance, as follows:

The County of Randolph ordains:

Section 1 ***AUTHORITY***

This ordinance is established pursuant to the following:

A. North Carolina Emergency Management Act of 1977, as amended (North Carolina General Statutes Chapter 166A).
B. The Federal Civil Defense Act of 1950, as amended (Public Law 81-920).
C. The Federal Disaster Relief Act of 1974, as amended (Public Law 93-288).
D. North Carolina General Statutes §§14-288.12 through 14-288.14.

Section 2 ***JURISDICTION***

This Ordinance shall be applicable to all unincorporated areas of Randolph County.

Section 3 ***PURPOSE***

The purpose of this Ordinance is

A. To establish an Emergency Management Agency in Randolph County to ensure the complete and efficient utilization of all of the community's resources to combat disaster from natural causes such as tornadoes, floods, fire, and earthquakes; or from those caused by man such as industrial explosions, aircraft accidents, civil disturbances, and the like; or from enemy attack, sabotage or other hostile action;

B. To set forth the authority and the responsibilities of local government in the prevention of, preparation for, response to and recovery from natural or man-made disasters or hostile military or paramilitary action and to recognize the emergency powers conferred upon local government by the North Carolina General Statutes;

C. To provide for the exchange of mutual aid among neighboring cities and counties; and

D. To recognize the importance of coordinating, to the maximum extent possible, all of the emergency functions in the community with comparable functions in State and Federal government, including their various departments and agencies, and other localities, as well as with private agencies, to ensure the most effective preparation, response and use is made of all available resources for dealing with any disasters that may occur.

Section 4 ***STATE OF EMERGENCY***

A. The Chairman of the Randolph County Board of Commissioners is hereby empowered to determine and proclaim the existence of a state of emergency and to impose authorized restrictions and prohibitions deemed appropriate.

B. If the Chairman of the Randolph County Board of Commissioners is unavailable, then the power vested in him pursuant to Section 4 (A) above shall be conferred upon the Vice Chairman of the Board of Commissioners.

C. If both the Chairman and the Vice Chairman of the Randolph County Board of Commissioners are unavailable, then the power described in Section 5 (A) above shall be held by any one of the remaining members of the Board of Commissioners.

D. In the event that a state of emergency is declared, the authority to coordinate response is hereby expressly vested in the Emergency Management Agency and the Emergency Management Coordinator as described in Section 5 below. All Randolph County offices and employees shall cooperate with the Emergency Management Agency in carrying out the objectives of the Emergency Operations Plan and the proclamation of a state of emergency.

E. The following prohibitions and restrictions may also be included in the proclamation of a state of emergency when deemed necessary:

1. *the prohibition/restriction of movements of people in public places;*
2. *the prohibition/restriction of the operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate;*
3. *a prohibition/restriction on the possession, transportation, sale, purchase and consumption of alcoholic beverages;*
4. *a prohibition/restriction on the possession, transportation, sale, purchase, storage and use of dangerous weapons, substances, and gasoline; and*

5. *a prohibition/restriction on any other activity or condition, the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency.*

Section 5 ***EMERGENCY MANAGEMENT AGENCY***

A. The Randolph County Emergency Services Department is hereby designated as the County's Emergency Management Agency for the purpose of coordinating all emergency management activities in this jurisdiction.

B. The Director of Randolph County Emergency Services is hereby appointed as the Emergency Management Coordinator and will have the direct responsibility for the development, organization, administration, and operation of the Randolph County Emergency Operations Plan, subject to the direction and guidance of the Randolph County Board of Commissioners.

C. In addition to developing the Emergency Operations Plan, as stated in (B) above, the Emergency Management Coordinator is directed to pursue and develop mutual aid agreements with other agencies for reciprocal emergency management aid and assistance consistent with the Randolph County Emergency Operations Plan and with the State emergency management program and plans.

D. Mutual aid agreements may include, but are not limited to, the furnishing or exchange of such supplies, equipment, facilities, personnel and services as may be needed and the reimbursement of costs and expenses for equipment, supplies, personnel, and similar items on such terms and conditions as deemed necessary.

Section 6 ***REPEAL OF PRIOR ORDINANCES***

The "Randolph County Emergency Management Agency Ordinance" enacted September 9, 1980, is hereby repealed.

Section 7 ***EFFECTIVE DATE***

This ordinance shall become effective on January 3, 2005.

Rezoning Public Hearing

At 6:45 p.m. the Board adjourned to a duly advertised public hearing to consider a rezoning request. Hal Johnson, Planning & Zoning Director, presented the following request, and Chairman Holmes opened the public hearing for comments on the request and closed it before taking action on the request.

The County Planning Department, as required by County Ordinance, is requesting that the Board of County Commissioners rezone 1 acre (out of 14.45 acres) located at 1150 Pleasant Ridge Road, Columbia Township, from Highway Commercial/Conditional Use to Residential Agricultural. Tax ID# 8701147489. This proceeding is requested due to continued violation of the Conditional Use Permit and would rezone the property to its previous zoning classification. Roger D. & Christina B. Brown - Property Owners. The Planning Board considered this request at public meeting on December 7, 2004, and recommended unanimously that this request be approved as required by County Ordinance.

Roger Brown, said that he put the fence up as directed but never put a buffer up because no one from the Planning Department ever came out and told him exactly what he needed to do. He said that the only notice that he had ever received in the mail was the notice for this meeting. He said that he had never seen any notices posted on his property. He said that he does not have any junked cars on his property; all his cars are tagged vehicles there to be worked on. Due to his poor health, he has leased the building to someone else. He depends on this business to provide for his family of 4 children, a

disabled wife and father. He said that he is an honest man and has not done anything wrong. He also said that many Randolph County citizens depend on him to repair their vehicles.

David Giles, 572 Tate St., Ramseur, said that he helps Mr. Brown move cars in and out of the garage so that they won't be sitting out at night. He and his family rely on Mr. Brown to repair their cars. If Mr. Brown is forced to shut down he will have to find someone else he trusts to work on his personal and business vehicles. He asked if the notices that were sent to Mr. Brown required signatures of the person who received them. He said that there is a lot of wind on this road and any notices taped to the garage door could have blown off.

Ricky Cox, 2132 Hwy. 22 S. Ramseur, said that Mr. Brown is honest and does a good job on the cars that he has worked on for him. He said that his shop is neat inside. He questioned why cars are allowed to be parked outside at other nearby businesses. He also questioned why Mr. Brown did not receive any notices before this one. He suggested that someone was trying to "railroad" Mr. Brown out of business. He said that one letter Mr. Brown received had a Trinity address.

David Carper, 2692 Willie Wright Rd., said that he has never seen any junked vehicles sitting around Mr. Brown's business—only cars to be worked on. He said that Mr. Brown is a good man, fair and just, and deserves to be treated the same way by the citizens of Randolph County.

Ronnie Deal lives in the trailer beside Mr. Brown's shop. He said that Mr. Brown is allowing him to stay there in return for keeping an eye on the place. He also works for Mr. Brown. He just recently got out of prison and he appreciates Mr. Brown giving him a break.

Scottie Carper, 2691 Willie Wright Rd., said that since he has become disabled due to diabetes, he is no longer able to repair his own vehicles; Mr. Brown now does his repair work. He said that Mr. Brown is honest and aboveboard.

Jimmy Brown, 2969 Bumpas Rd., Staley, said that he is Mr. Brown's 15-year-old son. He works with his father and around the house to help out since his mother is disabled also. He said that his father has complied with everything but the buffer.

Roger Brown spoke again, saying that he paid $80,000 for this property with the intention of putting his home on it. However, the land wouldn't perk. If he is forced to shut down his business, the land will be worthless.

Tim Casey, P. O. Box 667, Ramseur, says that he brings vehicles to Mr. Brown's business at night for Mr. Brown to repair. Since he is a dealer, some of the cars are transported with dealer tags that Mr. Casey removes because he is afraid that someone will steal the dealer tag.

Alan Pugh recommended that the Board give Mr. Brown 90 days to comply with all conditions of the conditional use permit.

On motion of Frye, seconded by Davis, the Board voted unanimously to postpone this decision until the April 4, 2005 Commissioners meeting, where Mr. Johnson will report whether Mr. Brown has complied with all conditions. The Board also specified that there will be no public hearing on the matter at the April 4, 2005 meeting.

Audit Report

Chairman Holmes announced that the audit report has been postponed until the February meeting.

Information Technology Plan, Budget Amendment and Capital Project Ordinance Approval

Annette Crotts, Computer Services Director, reminded the Board that Randolph County initiated an organizational approach to technology planning in January 2003. In February 2004 the Institute of Government assisted us in compiling an Information Technology Needs Assessment. Over 50 needs were identified in this study. Due to the extensive list of needs and the large amount of funds required to implement so many solutions, the County broke down the list into yearly manageable work plans and established a method of governing the technology planning process. The Technology Policy Team (TPT) was created in 2004 and is made up of department heads and key elected officials. The TPT will act as the County's voice in deciding policies, guidelines, standards, and priorities as they relate to technology within the local government's operations. The TPT reviews technology requests and expenditures and then recommends an appropriate action. Therefore, each technology issue brought before the Commissioners shall be accompanied by a recommendation from the TPT. In August 2004 the Commissioners approved a work plan unanimously recommended by the TPT that covered the 2004-2005 fiscal year. The County has been working diligently towards the completion of this work plan. Below is a summation of the progress to date on these work items.

1. Replace PICK's Financial Software – (A/P, G/L, Encumbrances, Payroll, Personnel: Staff is currently reviewing the responses from the 7 vendors who responded, checking references, and analyzing the software proposed. It is estimated that a recommendation will be presented to the Commissioners in the first or second quarter of 2005. The present assumption is that the entire conversion will not be possible prior to June 30, 2005, but will continue into the next fiscal year.
2. Implement a Document Imaging & Records management system: On August 2, 2004, the Commissioners awarded the bid to One Source, Inc. to provide Randolph County with an imaging solution that included document routing and approval. Implementation is currently in progress.
3. Open up VPN options with a 2nd Internet path into our network: The secondary Internet path has been established with Time Warner Cable. Client software has been purchased and is being distributed to the departments that do not have direct access into the County's network. These departments include Register of Deeds, Library, Soil & Water, and a select few employees in remote offices within Social Services and Public Health. Distribution and training for this software was completed in December 2004.
4. Develop procedures and policies as needed: The TPT has already approved a Technology Appropriate Use Policy that will become effective January 2005. Policies currently under development and consideration include Software/Hardware Policy, Technology Disaster Recovery/Business Continuation Policy, and Service Level Agreements between departments. Drafts of these proposed policies are expected to be presented to the TPT in first half of 2005.

Due to the extensive time required to secure funds and to work on these projects, a new approach has developed regarding the timing of the approval process. Instead of including Technology Strategic Planning as part of the budgeting process, the County Manager has indicated that a more appropriate timetable would be to approve work plans each January for the calendar year. This allows the individual departments to understand the technology priorities prior to developing their requested budgets. It also clearly allows the Commissioners to see our financial condition prior to committing funds towards our technology strategy. Due to this change in thinking within the organization, future work plans and funding requests will be presented to the TPT in the fall, and their recommendation will be presented to the Commissioners at the beginning of each calendar year. It is truly the organization's desire that projects be funded prior to investing hours and hours of precious manpower

on projects that may never come to fruition. Ms. Crotts presented the work plan recommendation for the calendar year 2005 as approved by the TPT on November 17, 2004.

On motion of Kemp, seconded by Davis, the Board voted unanimously to approve the 2005 Technology Strategic Work Plan, which follows, and appropriated $547,000 from fund balance via Budget Amendment #21, which follows, and adopted the Technology Capital Project Ordinance, which also follows:

2005 Information Technology Work Plan--While the 2005 work plan includes completing the Financial Project already approved, extensive time will also be spent moving other departments into using the newly installed software associated with document imaging and records management. As departments can secure funding for their desktop equipment, Computer Services will work to help establish connectivity to existing hardware servers or software solutions. In addition, new projects have also been slated for the 2005 calendar year. Below is a brief description of these new projects.

*1. **Secure Funding to replace Phase I of the Tax Applications (Tax Billing, Tax Collections, Vehicle Billing/Collections, & Ambulance Billing/Collections) – estimated cost $500,000--**The Tax Department has numerous software applications in place to assist in the billing and collection process. This entire process has developed into a cost-efficient system, but it lacks the ability to easily share data across operating platforms. Currently it requires three different vendors just to manage property billing/collections, vehicle billing/collections, and ambulance billing/collections. The property billing and collections system is over 25 years old and runs on our PICK system. The vehicle billing/collections and ambulance billing/collections are stand-alone systems that are not easily integrated with PICK data. These three systems collect 47.63 percent of the County's total revenue. Our organization desperately needs to update the system to take advantage of newer technology and efficiency methods that were not available to us 25 years ago. The three vendor solutions need to be seamlessly merged into an organizational billing/collections system that is uniform in technology and usability. PICK runs on a "green screen" technology and does not have the benefits of new technology that deals with graphical user interfaces (GUI) such as "point and click" options. This software has been modified and tweaked extensively during its 25 years in use. It is becoming extremely difficult to find, much less hire, individuals trained in PICK applications to help the County support it. While PICK has served us well, it is time to research other options to integrate property billing/collections with vehicle and ambulance billing/collections processes.*

Tax billing files are crucial to the County's Land Records Management system that is used by Tax, Central Permitting, and associated departments. If a base file structure can be established for the billing and collections processes, the remaining applications such as permitting can be more easily integrated to access property ownership via one file location. It is a logical step to consider Tax billing/collections processes as the first step in empowering our Land Records Management System.

Since Tax is currently working on the next revaluation of real property to be in place in January 2007, this recommendation does not include replacing Real Property Appraisal at this time. It will, however, require funding at a later date, as will Central Permitting. Current estimates are $500,000 for Real Property Appraisal software and possibly $600,000 for a Central Permitting application. Neither of these systems is in the recommendation proposed for 2005. The main research and work will begin immediately upon approval of funding resources, but will be limited to fact gathering and solution planning as part of the Project Management process until clearly defined goals, expectations, and value can be determined for the project. Estimated time frame of research and planning could take as long as 3 years before actually purchasing any Tax or Land Records solutions.

*2. **Implement a Network Fax Server solution--**In the County there are 41+ fax machines in use within departments that are also using our network services. It is estimated that the average fax machine costs the County about $350/year for machine costs (purchase price spread over 3 years) and supplies. That equates to*

approximately $14,350 per year in costs associated with these machines, not including the man-hours spent working on/with the machines. The most important component of a Network Fax Server is the two-way transmission ability. With a network fax sever solution employees can send any document or image on their PC to any other fax machine. The employees can also receive faxes from other locations that will be directed to their PC's instead of centralized fax machines. Employees would benefit from never having to leave their desks to send or receive faxes. While this solution will not eliminate every fax machine, it would greatly reduce the number of machines needed in areas where networked PC's are available for employees to use. Based upon Computer Services' estimates, this product would pay for itself within two years.

*3. **Upgrade Exchange (email/Outlook server)**--All departments that are using the County's data network infrastructure utilize the County's Exchange 2000 Email service. Microsoft released a newer version, Exchange Server 2003, in June 2003. Randolph County has not migrated towards this new release because of limited funds. Exchange Server 2003 will allow each employee using this system to realize faster email access and more intuitive user interfaces. Specifically, Exchange 2003 offers additional security, scalability, availability, increased performance through processing efficiency, improved junk mail control to help minimize spam, automatic logoff after inactivity via web access, additional tools in the management of email and recovery options, and more options for mobile technology interfaces. The bottom line is that we can improve a service that has become crucial to everyday business and improve overall employee efficiency as a result. Failure to migrate to the next level of Exchange will open the County to unnecessary risks and limit future options, especially as we move more into mobile technology.*

*4. **Implement a Reverse 911 type System**--A reverse 911-type system was specified as a need in the County's recently approved Multi-jurisdictional Hazardous Mitigation plan required by FEMA. This type of system will allow the County to notify certain groups or specific geographic area residents of emergency type information by calling their home phone and leaving a pre-recorded message. (Phone numbers will be provided periodically by the local telephone company.) For example, this would be extremely beneficial in a situation where the County needed to call a neighborhood because a child was lost in that immediate vicinity. The recorded message could describe the youngster and what he was wearing. As each home receives the call, additional manpower is added to the search. With quick notification and additional manpower, suddenly the odds have increased that the child will be located. Another instance in which reverse 911 would be very advantageous is a chemical spill on one of our major highways. Depending upon the wind direction and type of chemical, Emergency Services personnel could graphically determine the area in need of evacuation. Those home phones could be called with a recorded message explaining the need to evacuate and what precautions the family should take as they exit their homes. While this system cannot replace actual employees in the search or evacuation process described, it would expedite communications directly to the citizens in those specific areas of the county. $70,000 in grant funds has already been approved by the State in the purchase and setup for such a system in Randolph County. This grant requires immediate action to ensure all invoices can be paid by February 2005.*

Appendix A: *Summary of Strategic Work Plan*

Complete the following projects already underway:

1. *Replace Financial and Personnel Software Applications – currently reviewing bids*
2. *Complete Document Imaging & Records Management – currently in progress*
3. *VPN options with 2nd Internet path – was completed in December 2004*

New projects recommended for 2005:

Priority	***New Dollars Requested***	***Project Name***	***Projected time line for completion***
1	***$500,000***	***Replace Billing/Collection Tax Applications***	***2008***

2	***$22,500***	***Network Fax Server solution***	***2005***
3	***$25,000***	***Upgrade Exchange (Email/Outlook)***	***2005***
4	***$0 (grant funds used)***	***Reverse 911 type System***	***2005***

Total: $547,500

2004-2005 Budget Ordinance General Fund – Amendment #21		
Revenues	***Increase***	***Decrease***
Appropriated Fund Balance	*$547,500*	
Appropriations	***Increase***	***Decrease***
Transfer to Technology Capital Project Fund	*$547,500*	

Technology Capital Project Ordinance

BE IT ORDAINED by the Board of the Randolph County Commissioners that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. *In order to improve the efficiency of county government and to better serve the citizens of Randolph County, the upgrade of its information technology system is hereby authorized as a capital project, with revenues and expenditures projected for the duration of the project.*

Section 2. *The officers of Randolph County are hereby authorized to proceed with the capital project in accordance with all General Statutes of North Carolina and within terms of the contracts approved by the Randolph County Board of Commissioners.*

Section 3. *The following amounts are anticipated to be available to complete this capital project:*

Transfer from General Fund	*$ 547,500*

Section 4. *The following amounts are appropriated for expenditures for the capital project:*

Property Tax Applications	*$ 500,000*
Network Upgrades	*$ 47,500*
TOTAL:	*$ 547,500*

Section 5. *The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of General Statutes of North Carolina.*

Section 6. *Funds may be advanced from the General Fund for the purpose of making payments as due.*

Section 7. *This Capital Project Ordinance shall be entered in the minutes of the Board of the Randolph County Commissioners and after adoption copies of this Ordinance shall be filed with the finance officer, the budget officer, and the clerk to the board.*

Section 8. *This Capital Project Ordinance is adopted on January 3, 2005 and shall continue in effect until the project is completed.*

Amendment of Personnel Ordinance Concerning Fair Labor Standards

Kim Newsom, County Personnel Director, said that effective August 23, 2004, the Fair Labor Standards Act (FLSA) established new rules and regulations pertaining to the administration of exemption tests. Incorporated in the new regulations were technical references to policy requirements pertaining to payroll deductions and employees' rights to question improper or unlawful deductions. The Department of Labor stated that employers must provide policy coverage of these areas. In order to comply with the law, it is necessary for Randolph County to adopt two changes to our Ordinance. "Improper or Unlawful Deductions from Pay," would become a new section in Article III, the Pay Plan as Section 15. This Section identifies the basis for deductions from an employee's pay and provides an

organizational requirement to review employees' request pertaining to deductions and make the appropriate changes. Another revision entitled "Suspension Without Pay," will become Article VIII. Section 1. B. 3. a. This change more fully defines the misconduct that may result in suspension and would be equally applicable to both exempt and non-exempt employees.

On motion of Frye, seconded by Davis, the Board voted unanimously to amend the County Personnel Ordinance, as follows, effective January 1, 2005.

15. Improper or Unlawful Deductions From Pay ***(Will become Article III, new Section 15 on page III-5)***

A. Every effort is made to ensure that compensation and paychecks are properly computed and calculated. It is against our policy for any employee's wages to have improper or unlawful deductions. If you believe that your pay is incorrect or that an improper or unlawful deduction was made to your wages or salary, contact immediately the Personnel Director and/or the Payroll Officer. Our payroll department and/or personnel department will investigate the matter, make corrections as appropriate, and make prompt reimbursement as required.

B. The salaries of employees exempt under the Fair Labor Standards Act, 29 CFR part 541, may be reduced or be subject to deduction for the following conditions ONLY:

1. *For a day or more full days for absence for personal reasons other than sickness or disability and the employee has no leave to cover the absence*
2. *For sickness or disability (including work place injury) if the employee has not qualified for our leave benefit, has not earned sufficient leave to cover the absence, or has exhausted all leave and has no earned leave remaining to cover the absence. If the employee has exhausted all leave benefit that would cover an FMLA absence, the employee's salary may be reduced in hourly increments while on FMLA leave.*
3. *Deductions for penalties imposed for violations of safety rules of* ***major*** *significance, including those relating to the prevention of* ***serious*** *danger in our workplace or to other employees.*
4. *Deductions resulting from suspensions without pay for serious violations of our workplace conduct rules.*
5. *In the initial or final workweek of employment, deductions may be made for the days of the workweek not worked. For example, in the first or last workweek of work, if the employee only works two of the five days, the employee will receive pro-rata amount of his weekly salary. In the final workweek the employee may use applicable accrued leave to cover the portion of the week not worked but only as provided elsewhere in our policies.*

C. Pursuant to Federal Regulations 29 Part 541.710, salaries of exempt salaried employees may be reduced under the following conditions since all county employees are employed under the rules of public accountability:

1. *For absences of less than a day for personal reasons, illness, or injury when accrued leave is not used because:*
   a. *Permission for the absence/leave has not been sought or it has been requested by the employee and was denied.*
   b. *Accrued leave has been exhausted;*
   c. *The employee requests and is approved to use leave without pay.*

2. *Deductions for a "budget-required furlough" implemented by agency management or the governing board/body. During such week, and only in such week, the Part 541 exemption is lost and the employee is entitled to overtime compensation in the week of the furlough if the employee works more than 40 hours.*

D. Deductions from salaries of employees exempt under the Fair Labor Standards Act, 29 CFR Part 541, are NOT permitted by the regulation for the following conditions:

1. On an hourly basis except for unpaid FMLA leave and as provided in the special rules above.
2. When the office, facility, building or department is officially closed due to inclement weather such as snow or ice. Exempt salaried workers cannot be required to use earned leave for such closings unless it is announced that the office, facility, building or department remains open for salaried exempt employees and they are given the option of reporting to work or using leave.
3. For penalties or rules violations such as performance issues, attendance issues, minor safety rules, cash shortage, losses, rules of evidence violations or damages to equipment or property, including insurance deductibles when damage has occurred.

E. Employees can report improper or unlawful deductions from their wages without fear of discrimination or reprisal. Upon receiving notification of an improper or unlawful deduction from pay, the Personnel Director, or designee, in consultation with the Payroll Officer, will investigate the matter and issue a finding before the next pay period entry date. If the investigation confirms the deduction was improper or unlawful, the employee(s) shall be reimbursed the amount of the deduction with the next paycheck.

3. Suspension Without Pay ***(Will become Article VIII. 1. B. 3. a.)***

a. All employees, hourly, salaried, exempt and nonexempt, may be suspended for one or more whole days without pay for violations of the following workplace conduct rules, committed on or off-site. The list is not exhaustive and workplace misconduct that is serious, disruptive, and harmful and, in the view of management, is of a similar level as the examples provided below, will result in disciplinary suspensions without pay for one or more whole days.

(1) Unlawful harassment, including sexual, racial, disability, religious, national origin, or other protected characteristic or harassment for exercising a protected right.
(2) Threatening, enticing, encouraging, or committing workplace violence, including physical assault, physical altercation, physical intimidation, including making another fear physical harm to self or property.
(3) Theft, sabotage, or vandalism of property, including intellectual property, belonging to the employer or other employee.
(4) Violation of the drug and alcohol policy.
(5) Violations of state or federal laws, other than minor traffic violations.
(6) Violations of serious OSHA requirements including failing to take established Personal Precautions and failing to use Personal Protective Equipment when required.
(7) Abuse, neglect, or harassment of a patient or consumer of services.
(8) Violating the rights of a consumer of services or patient receiving services as defined by state or federal law.
(9) Exposing a patient or consumer of services to undue and unnecessary risk of injury or illness.

Citizen Concern

Steve Bain, 2576 W.O.W. Rd., addressed the Board about a problem he and neighbors are having with motorized trespassers (4-wheelers) on their properties. He says that these violators cause a great deal of damage and aggravation. Sheriff's deputies have been called out on many occasions but the violators are never around when the deputies arrive. Mr. Bain asked that the Commissioners suggest that power companies include a flyer in their mailings stating that it is illegal to ride 4-wheelers on power lines and that these power line properties are owned by private land owners. Also, it would be helpful if power companies report to the Sheriff's Department any and all damage to power lines that is caused by 4-wheelers. He also suggested a change in trespassing sign rules whereby signs should be registered and signed in the hope that this would deter trespassers from tearing them down. Mr. Bain

inquired about the creation of a local ordinance that would include penalty fines against motorized trespassers. Mr. Bain suggested that the local media do a story about these violators to increase awareness that riding motorized vehicles across private property without permission is illegal.

County Attorney Alan Pugh said that he would contact the North Carolina Association of County Commissioners to inquire about any options that are available to local governments on the matter.

Closed Session

On motion of Frye, seconded by Kemp, the Board voted unanimously at 8:05 p.m. to go into closed session to consult with the County Attorney to consider and give instructions concerning a judicial action titled "State of North Carolina, on Relation of, County of Randolph vs. Clarence Ray Jernigan individually and d/b/a Heath Amusement; Heath Cigarette and Music Service, Inc. d/b/a Heath Amusement; and James Worth Heath individually and d/b/a Heath Amusement," pursuant to N.C.G.S. 143-318.11(a)(3) and to discuss matters relating to the location of expansion of business in the area, pursuant to NCGS 143-318.11(a)(4).

The Board returned to regular session at 8:55 p.m.

Award Bids on Social Services and Archdale Building Projects

County Manager Frank Willis said that the upcoming installment purchase financing will be completed in January. The approved projects include plans to renovate the Department of Social Services and Archdale Buildings. The results of the informal bidding are as follows:

Department of Social Services. There are two projects at DSS. The first is painting of interior walls in all offices, doors, trim, and hallways. The following bids were received:

Vendor	Total Bid
East Coast Customs	No bid
Roessing Custom Paint ***low bidder**	$31,600
Woodell Paint	$48,460

The second project includes grading, paving, and stripping of the rear employee parking area. The following bids were received:

Vendor	Total Bid
Loflin Paving	No bid *
Thompson-Arthur Paving	No bid *
Waugh Asphalt	$47,564

*The lack of bids reflects the delay in being able to commence the project due to winter.

Archdale Building. This project involves the removal and replacement of the parking lot, which has deteriorated.

Vendor	Total Bid
Asheboro Construction	$ 45,670.00
Concrete Specialists of Greensboro	$ 44,866.61
Goldston Concrete ***** **low bidder**	$ 42,433.95

Other improvements to the two buildings will be constructed by the Maintenance Department. Budget amendments for all projects will be presented to the Commissioners at their February meeting. Mr. Willis stated that Bill McDaniel, County Maintenance Director, has reviewed all bids and has met with

all low bidders to review the projects. Mr. McDaniel recommends awarding contracts to all the low bidders.

On motion of Frye, seconded by Lanier, the Board voted unanimously to award the following bids, as follows: DSS Painting to Roessing Custom Paint for $31,600.00, DSS Paving to Waugh Asphalt for $47,564.00 and Archdale Building Paving to Goldston Concrete for $42,433.95.

Participation in Cost of Waterline Improvements in the Northwest section of County & Budget Amendment

Frank Willis said that several months ago Davidson Water, Inc. (DWI) of Welcome NC requested a meeting with representatives from the City of Trinity, City of Archdale, Randolph County and the Randolph County Economic Development Corp. DWI was considering water main improvements in the northwest section of Randolph County to improve the water pressure in that area. David Townsend, III, Frank Willis, Hal Johnson, Darrell Frye, and Harold Holmes attended the meeting. DWI said they were proposing a 12" water main along NC Hwy 62 from an ending point in Davidson County through the City of Trinity and over to the City of Archdale. They said they would be willing to upsize these proposed improvements from a 12" water main to a 16" water main, which would be greatly benefit the municipalities in Randolph County by increasing the water volume, water flow, and the pressures throughout this northwest section of the county. This upsizing of the water main would also make a better water system available to future industrial sites along NC Hwy 62 and to other sites in that general vicinity. DWI has received prices on the actual cost difference between the 16" water main and the 12" water main. They have indicated they would be responsible for paying all the additional cost to install the waterline if the three governmental entities would participate in the upsizing cost of the pipe only. The total cost difference in this upsizing of the waterline, after sales tax is deducted, would be $153,018. Therefore, if Archdale, Trinity, and Randolph County all agree to participate in this project, each governmental share would be $51,006. The County received a request from the City of Trinity on December 21, 2004, to participate in this project. Trinity's City Council has authorized their City Manager to negotiate with Randolph County and Archdale on these improvements and has indicated a willingness to pay their one-third share. Although the City of Archdale has not yet taken any formal action on this project, they have indicated they are willing to participate.

On motion of Frye, seconded by Davis, the Board voted unanimously to appropriate $51,006 from fund balance, which is our one-third share of waterline improvements for the northwest part of the county, contingent upon the participation of both Trinity and Archdale, and approved Budget Amendment #22, as follows:

2004-2005 Budget Ordinance General Fund – Amendment #22		
Revenues	***Increase***	***Decrease***
Appropriated Fund Balance	*$51,006*	
Appropriations	***Increase***	***Decrease***
Other Economic & Physical Development	*$51,006*	

Approval of Additional Home and Community Care Block Grant Funds & Budget Amendment

Frank Willis said that the Aging Services Planning Committee (ASPC) met on 12/14/04 and approved the distribution of a $14,262 countywide increase in Home and Community Care Block Grant (HCCBG) funds. The ASPC recommends that the funds be spent as follows: CrossRoads Group Respite--$126, Volunteer Center Referral & Support--$3,232, RCSAA Medical Transportation--$1,500, RCSAA General Transportation--$2,704 and RCSAA Adult Day Care Services--$6,700. Mr.

Willis requested that the Board approve amended form DOA-731, which shows the increase and distribution plan for the new funding; a budget amendment is also needed.

On motion of Davis, seconded by Kemp, the Board unanimously approved form DOA-731, as revised, with the increased funding of $14,262, and approved Budget Amendment #23, as follows:

2004-2005 Budget Ordinance General Fund – Amendment #23		
Revenues	***Increase***	***Decrease***
Restricted Intergovernmental	*$14,262*	
Appropriations	***Increase***	***Decrease***
Other Human Services	*$14,262*	

Award Bids on Light Bars and Equipment for Sheriff's Dept.

Frank Willis said that the Sheriff's Dept. received 3 bids for light bars and needed equipment to outfit the new patrol vehicles that are expected to be delivered soon. There are funds in the Sheriff's budget for this purchase. The bids are as follows:

Vendor	Location	Total Bid
Southern Public Safety	Greensboro, NC	$20,492.43 *Low Bidder
Lawmen's Safety Supply	Raleigh, NC	$23,445.28
Arrington Police Distributors	Greensboro, NC	No Bid

On motion of Kemp, seconded by Davis, the Board unanimously awarded the bid for light bars and equipment to Southern Public Safety for $20,493.

Budget Amendment – Economic Development

Frank Willis reminded the Board that in August 2004, the Board had voted to enter into an economic incentives package with Technimark and directed the County Attorney to work with the company in preparing the contract. That contract has now been finalized and a budget amendment is needed to account for the appropriation.

On motion of Frye, seconded by Kemp, the Board unanimously approved Budget Amendment #24, as follows:

2004-2005 Budget Ordinance General Fund – Amendment #24		
Revenues	***Increase***	***Decrease***
Appropriated Fund Balance	*$315,000*	
Appropriations	***Increase***	***Decrease***
Other Economic & Physical Development	*$315,000*	

Budget Amendment – 160A Financing General Fund Projects

Frank Willis said that the upcoming GS 160-A installment purchase financing package will be completed on January 4, 2005. The Board has already adopted a project ordinance establishing the Seagrove Library Project and amended the Randleman Dam Project Fund for the cost of exercising the options for additional water rights. The other 2 projects included in the financing were the renovation of the DSS building ($162,043) and upgrades to the Archdale Building ($60,000). Both of these projects will be accounted for in the General Fund. Accordingly, the budget will need to be amended to

add the cost of these projects to the Maintenance Dept. budget. In additiona, the debt issuance costs associated with is package will be $13,700. These fees will be included under Debt Service.

On motion of Kemp, seconded by Frye, the Board unanimously approved Budget Amendment #25, as follows:

2004-2005 Budget Ordinance General Fund – Amendment #25		
Revenues	***Increase***	***Decrease***
Installment Purchase Debt Issued	*$235,743*	
Appropriations	***Increase***	***Decrease***
Maintenance	*$222,043*	
Debt Service	*$13,700*	

Adjournment

There being no further business, the meeting adjourned at 9:10 p.m.

_____
J. Harold Holmes, Chairman

_____
Darrell L. Frye

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Phil Kemp

_____
Robert B. Davis

_____
Arnold Lanier

_____
Cheryl A. Ivey, Deputy Clerk to the Board