

March 17, 2008 Board of Supervisors Meeting

ADMINISTRATOR'S REPORT

DATE: March 10, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 3/11/08

RE: March 17, 2008 Board of Supervisors Meeting

11:00 a. m. [Public Works Committee](#) (Puckett / Rosser)

1:00 p. m. Call to Order, Invocation by Supervisor Puckett

APPEARANCES

Don Austin, Residency Administrator

1. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Residency Administrator will be present to receive any highway matters from the Board.

- a.) [Resolution for Braxton Park Circle](#) – resolution from VDOT to accept Braxton Park Circle, Sections 1 & 2 (Rt. 1593) into the secondary road system.
- b.) Update on state funding for six-year transportation improvement plan.

ADMINISTRATOR'S ITEMS

Terry Gaddy, Sheriff

2. [Jason Saunders Memorial Garden](#) (10 minutes)

Deputy Jason Saunders was killed in the line of duty April 3, 2007. Sheriff's staff is requesting approval to build a memorial garden adjacent to the Sheriff's Office as a lasting memorial to Deputy Saunders. Funds for the memorial have been collected by fundraisers and donations and the [finalized plans](#) have been submitted to the Public Works Committee for review and recommendation.

RECOMMENDATION: The Sheriff's Office is seeking approval from the board to build the memorial on County owned property adjacent to the Sheriff's Office. No county funds will be utilized for the construction or maintenance of this memorial. The Public Works Committee will have a recommendation at the meeting.

Shameka Wright, Human Resources Generalist

3. [County Employee Handbook Updates](#) (5 minutes)

The County Employee Handbook has not been revised for several years. Due to code sections being changed and/or repealed over the past several years several sections of the handbook have become outdated. Please find attached a revised handbook that incorporates updates including the Harassment Policy revisions approved by the Board on September 17, 2007; the Drug and Alcohol Policy, which was updated to reflect random testing of certain positions; and relocation of the following sections for ease in reading - Complaints & Grievances – now in Chapter 10, Annual leave earned schedule – now in Appendix, Workers' Compensation Panel of Physicians – now in Appendix. There were also a few editorial changes that were made to enhance reader friendliness. [An electronic version is attached](#) for your convenience. Staff is requesting that the Board adopt the updated County Employee Handbook to reflect the changes incorporated over the past several years.

RECOMMENDATION: The Administration/Management Services Committee and staff recommend approval of the updates in order to maintain current Code sections and to ensure that all policies remain current.

R. David Laurrell, County Administrator

4. [FY 2009 – FY 2013 Capital Improvement Plan](#) (CIP) (10 minutes)

The draft FY 2009 – FY 2013 Capital Improvement Plan was presented and briefly discussed at the regular March 3 Board meeting. Please find attached two documents: (1) [Administrator's recommended CIP](#); (2) [Draft debt service schedule](#) that were presented on March 3rd. There have been no significant changes subsequent to the March 3rd presentation and discussion.

RECOMMENDATION: Staff recommends the Board deliberate on the attached CIP and Debt

Service Schedule, make any appropriate adjustments and adopt a preliminary CIP and Debt Service Schedule to be used in the development of the FY2009 operating budget

5.Consent Agenda

a.)[ABSTRACT OF PRIMARY VOTES](#) - The Registrar has provided an [Abstract of Votes](#) from the February 12, 2008 Democratic Presidential Primary Election and the February 12, 2008 Republican Presidential Primary Election. Section 24.2-675 of the Code of Virginia requires the Electoral Board to forward a certified copy of each abstract of votes to the clerk of the board of supervisors to be recorded in its minute book.

b.)[Request for Supplemental and Transfers OF APPROPRIATION](#) –

A list of appropriations is included for your review.

RECOMMENDATION: Approve items a & b.

a.)Staff recommends the Board adopt a motion to record the Abstract of Votes from the February 12, 2008 Democratic Presidential Primary Election and the February 12, 2008 Republican Presidential Primary Election in the minutes of the March 17, 2008 regular meeting.

b.)Approve the appropriations.

6.[APPOINTMENTS](#) – a list of appointments is attached for your consideration.

MATTERS FROM THE BOARD

7.A few minutes will be scheduled at each meeting to discuss matters from the Board.

NOTE:Please note information item #17 below, which is an invitation to the April 17th Local Government Council dinner meeting at the Bedford Welcome Center.Dr. Robert Holsworth, professor of political science at VCU, will be the keynote speaker.He will be discussing the prognosis for the political future on the Virginia and National scene.Please let Cathy know if you will be attending this annual meeting so she can make the appropriate reservations.

CLOSED MEETING

8.Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to [discuss possible extension of municipal water](#)

[services to a prospective business or industry](#) and a [prospective new business](#) coming to Campbell County.

JOINT WORK SESSION

9. [Agenda for the 4:00 p.m. Joint Work Session](#) - Board of Supervisors, Planning Commission and Campbell County Utilities and Service Authority

AGENCY MINUTES AND REPORTS

10. [Administration/Management Services Minutes](#) March 3, 2008

11. [Community & Economic Development Commission Minutes](#) November 05, 2007

12. [Fire Commission Minutes](#) February 20, 2008

13. [Library Board Minutes](#) January 22, 2008

14. [Robert E Lee Soil & Water Conservation District Minutes](#) January 24, 2008

INFORMATION ITEMS

15. [Attendance Records](#) 2007

16. [Jet Broadband – R. David Laurell’s Response](#) March 10, 2008

17. [Local Government Council Annual Dinner Invitation](#) April 17, 2008

18. [Leesville Lake Newsletter](#) February 2008

19. [Revised Transportation Forecast](#) February 28, 2008

20. [Sewage Based Fertilizer Safety Doubted](#) (EarthLink Article) March 07, 2008

21. [Thank You for Lee Estate Gift](#) February 28, 2008

22. [Thank you from NAACP](#) February 2008

23. [VA Economic Development Partnership Visit Summary](#) March 06, 2008

24. [VDOT – Notice of Willingness Waivers](#) February 14, 2008