

ACTIONS

Board of Supervisors Meeting of August 1, 2012

August 2, 2012

<u>AGENDA ITEM/ACTION</u>	<u>ASSIGNMENT</u>
<p>1. Call to Order.</p> <ul style="list-style-type: none"> Meeting was called to order at 9:12 a.m. by the Chair, Ms. Mallek. All BOS members were present. Also present were Tom Foley, Larry Davis, Ella Jordan and Travis Morris. 	
<p>4. Adoption of Final Agenda.</p> <ul style="list-style-type: none"> ADDED discussion on automatic 10% override contingences on large capital projects. ADDED discussion on disturbed property fees. ADDED discussion on the Black Cat Road bridge. ADDED discussion on Health Insurance Premiums. REQUESTED clarification from staff on declaration of disaster for the Agriculture side. By vote of 6:0, ADOPTED the final agenda. 	
<p>5. Brief Announcements by Board Members. <u>Rodney Thomas</u></p> <ul style="list-style-type: none"> Announced that he met with the Rio Heights Homeowners Association on July 31, 2012 in regards to the Lochlyn Hills Subdivision. 	
<p>6. Recognitions:</p> <p>a. GFOA <i>Certificate of Achievement for Excellence in Financial Reporting</i> for FY11.</p> <ul style="list-style-type: none"> Bernard Ray, member of the Government Financial Office Association, presented Certificate of Achievement to Betty Burrell, Director of Finance. <p>b. Proclamation recognizing September 3-7, 2012 as Payroll Week in Albemarle County.</p> <ul style="list-style-type: none"> Chair read and presented proclamation to Betty Burrell, Director of Finance. <p>c. Proclamation recognizing August 26, 2012 as Women's Equality Day.</p> <ul style="list-style-type: none"> Chair read and presented proclamation to Kobby Hoffman. 	<p>(Attachment 1)</p> <p>(Attachment 2)</p>
<p>7. From the Public: Matters Not Listed for Public Hearing on the Agenda.</p> <ul style="list-style-type: none"> <u>The following persons spoke in favor of the County, providing interim funding for The Crossings:</u> <ul style="list-style-type: none"> Nancy Carpenter Karen Waters Raymond Brock Rev. Kathy Talley Kaki Dimock <u>Charles Battig</u> made presentation on climate change. <u>Gary Grant</u> submitted nine questions in regard to the June 29, 2012 thunderstorm. <u>Edward Brooks</u> spoke on the inaccuracy of data on the proposed closing of Yancey Elementary School. 	

	<ul style="list-style-type: none"> John Martin discussed the service the community is receiving from RWSA. 	
8.2	FY 2013 Budget Amendment and Appropriations. <ul style="list-style-type: none"> PULLED to discussed at end of the agenda. 	
8.3	Resolution Congratulating City of Charlottesville on 250 th Anniversary. <ul style="list-style-type: none"> ADOPTED resolution. 	(Attachment 3)
8.4	FY 13/14 Operating and Capital Budget Calendar. <ul style="list-style-type: none"> APPROVED FY 13/14 Operating and Capital Budget Calendar. 	<u>Clerk:</u> Set out operating Calendar. (Attachment 4)
8.5	Proposed Changes to Financial Policies. <ul style="list-style-type: none"> APPROVED, proposed changes to Financial Policies. 	(Attachment 5)
8.6	Resolution authorizing the County Executive to approve transfers of unencumbered funds in FY 13. <ul style="list-style-type: none"> ADOPTED resolution. 	<u>Clerk:</u> Forward copy of signed resolution to County Attorney's office, OMB, Finance and appropriate individuals. (Attachment 6)
9.	<u>Pb. Hrg: SP-2012-00015. Verizon Wireless Colthurst-Ingleridge LLC., Tier III Personal Wireless Service Facility (Signs #20&21).</u> <ul style="list-style-type: none"> By a vote of 6:0, APPROVED SP-2012-00015, subject to one condition. By a vote of 6:0, APPROVED the special exceptions for the modifications for SP-2012 - 00015 Verizon Wireless Colthurst-Ingleridge LLC., Tier III PWSF with the conditions outlined in the staff report, as amended, for Sections 5.1.40(c)(3)(i),(c)(4), (c)(5), (d)(5), and (d)(6) under the special exception criteria of Section 31.8. The recommendation would allow the height increase to 139 feet, additional antenna arrays and associated ground equipment and modifications provided in the staff report. 	<u>Clerk:</u> Set out condition of approval. (Attachment 7)
10	<u>Pb. Hrg: SP-2012-00016, NTELOS WIRELESS – CV825 Cedar Hill- Tier III Personal Wireless Service Facility (Signs #91&94).</u> <ul style="list-style-type: none"> By a vote of 6:0, APPROVED the modification of Sections 5.1.40(d)(6) for the reasons outlined in the staff report and mentioned in the presentation. By a vote of 6:0, APPROVED the special exception to allow the disturbance of critical slopes, Section 4.2.3.2, for reasons outlined in the staff report and mentioned in the presentation. By a vote of 6:0, APPROVED SP-2012-00016 subject to one condition. 	<u>Clerk:</u> Set out condition of approval. (Attachment 7)
11.	Board-to-Board, <i>Monthly Communications Report from School Board</i> , School Board Vice Chair. <ul style="list-style-type: none"> RECEIVED. 	
12.	After Action Report on July 29, 2012 Thunderstorm: <ol style="list-style-type: none"> F. Scott Reed, Dominion Power. Larry Jackson, Appalachian Power. Kirby Felts, Emergency Management Coordinator. <ul style="list-style-type: none"> RECEIVED reports. 	
13.	Discussion: The Crossings. <ul style="list-style-type: none"> By a vote of 6:0, DIRECTED staff to develop 	<u>Ron White:</u> Proceed as directed.

	<p>an agreement with Virginia Supportive Housing in which the County would agree to contribute interim funding, beginning in September, for rent subsidies for nine units located at the Crossings at a cost not to exceed the \$646.00 market rate rent for each unit for up to 12 months or when federal funding becomes available, whichever comes first. Staff is to bring an appropriation to the Board for approval at the September 5th meeting.</p>
<p>14. From the Board: Committee Reports and Matters Not Listed on the Agenda.</p> <ul style="list-style-type: none"> • Consent Agenda Item 8.2, by a vote of 6:0, APPROVED appropriations #2013020, #2013022, #2013025, #2013026, #2013027, #2013028, #2013029 and #2013030, with the exception of #2013024, for staff to provide more information and bring back at a later date. • DISCUSSED employee health insurance premiums. • DISCUSSED 10% override on large capital improvement projects. • DISCUSSED disturbed property fees. • CONSENSUS that Chair send letter to VDoT regarding the replacement of the Black Cat Road bridge. <p><u>Christopher Dumler:</u></p> <ul style="list-style-type: none"> • Announced that the stream buffer study that TJPDC conducted was complete, and that he has sent a copy of it around to Board members. <p><u>Ann Mallek:</u></p> <ul style="list-style-type: none"> • Asked if Board members had any issues that they would like for her to bring up at the VACo Environment and Agriculture Committee meeting on August 17, 2012. 	<p><u>Clerk:</u> Forward copy of signed appropriation forms to OMB, Finance and appropriate individuals.</p> <p><u>David Benish:</u> Draft letter.</p>
<p>15. From the County Executive: Report on Matters Not Listed on the Agenda.</p> <ul style="list-style-type: none"> • There were none. 	
<p>16. Closed Meeting. Personnel and Legal Matters.</p> <ul style="list-style-type: none"> • At 2:04 p.m., the Board went into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia under subsection (1) to consider appointments to boards, committees, and commissions. 	
<p>17. Certified Closed Meeting.</p> <ul style="list-style-type: none"> • At 2:10 p.m., the Board reconvened into open meeting and certified closed meeting. 	
<p>18. Boards and Commissions: Appointments.</p> <ul style="list-style-type: none"> • REAPPOINTED Ms. Barbara Franko, Mr. Randall Switz and Dr. Martin Schulman to the Route 250 West Task Force with said terms to expire September 5, 2015. • APPOINTED Mr. Peter Skoro to the Places 29 Community Advisory Council to fill the unexpired term of Mr. Brian Johnson, to expire January 31, 2013. • APPOINTED Mr. Wendell Wood to the Places 29 Community Advisory Council to fill the 	<p><u>Clerk:</u> Prepare appointment/reappointment letters, update Boards and Commissions book, webpage, and notify appropriate persons.</p>

unexpired term of Mr. Joel Spring, to expire January 31, 2013.	
19. Adjourn. <ul style="list-style-type: none"> • At 2:12 p.m., the Board adjourned until September 5, 2012, Lane Auditorium. 	

ewj/tom

- Attachment 1 – Proclamation recognizing Payroll Week
- Attachment 2 – Proclamation recognizing Women’s Equality Day
- Attachment 3 – Resolution Congratulating City of Charlottesville
- Attachment 4 – FY 13/14 Budget Calendar
- Attachment 5 – Adopted Changes to County’s Financial Management Policies
- Attachment 6 – Resolution authorizing County Executive to approve transfers of unencumbered funds FY13
- Attachment 7 – Conditions of Approval for Planning items

PROCLAMATION

PAYROLL WEEK

- WHEREAS,** the American Payroll Association and its 23,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 156 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and
- WHEREAS,** payroll professionals in Albemarle County, Virginia play a key role in maintaining the economic health of Albemarle County, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and
- WHEREAS,** payroll departments collectively spend more than \$15 billion annually complying with myriad federal and state wage and tax laws; and
- WHEREAS,** payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and
- WHEREAS,** payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and
- WHEREAS,** payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and
- WHEREAS,** payroll and human resource professionals in Albemarle County, Virginia, worked tirelessly to migrate to the new Human Resources/Payroll information system over the past year; and
- WHEREAS,** all employees working for Albemarle Local Government and Public Schools will be migrating to mandatory direct deposit effective January 1, 2013; and
- WHEREAS,** the week in which Labor Day falls has been proclaimed **National Payroll Week**;
- NOW THEREFORE, BE IT RESOLVED, THAT,** I, Ann H. Mallek, Chair, on behalf of the Albemarle County Board of Supervisors, do hereby recognize the important and dedicated work being done by our payroll professionals by proclaiming

September 3-7, 2012 as Payroll Week in Albemarle County, Virginia.

Signed and sealed this 1st day of August, 2012

PROCLAMATION

WHEREAS, this is the **92nd Anniversary** of the Nineteenth Amendment to the U.S. Constitution giving women the right to vote in 1920; and

WHEREAS, in 1848, 164 years ago in Seneca Falls, the need was recognized and proclaimed, but after great effort there is still no reliable protection in the U.S. Constitution for women against sex discrimination in general; and

WHEREAS, in many other ways the tasks of providing equal opportunities to women and men, and the tasks of removing burdens which fall unjustly on women as compared with men remain uncompleted.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Albemarle County, Virginia, does hereby proclaim

August 26, 2012,
as
WOMEN'S EQUALITY DAY

in remembrance of all those women and men who have worked to develop a more equitable community, which acknowledges both the real similarities and the important differences between women and men, with liberty and justice for all; and

Signed and sealed this 1st day of August 2012.

**PROCLAMATION
RECOGNIZING THE 250TH ANNIVERSARY OF THE CITY OF CHARLOTTESVILLE**

WHEREAS, the City of Charlottesville, named for Queen Charlotte, the queen consort of King George III of the United Kingdom, was formed by charter in 1762 along a trade route called Three Notched Road which led from Richmond to the Great Valley, and

WHEREAS, the City of Charlottesville, located in the center of the Commonwealth of Virginia, is marking its 250th anniversary with a year of celebrations and special events to mark its rich history, culture, and pride of its residents; and

WHEREAS, throughout its long and rich history, the City of Charlottesville has seen advances in education, industry, as well as preservation, illustrating the important role the City and its citizens have played in the economic and historic nature of this region; and

WHEREAS, the City of Charlottesville's rich history has withstood tumultuous times during the American Revolution, segregation and integration of schools, and annexation; and was influential in the lives of three founding fathers; and

WHEREAS, the City of Charlottesville is home to a world class academia – the University of Virginia; and

WHEREAS, the City of Charlottesville is known as a place with big city attractions within medium-sized boundaries, helping to place our region at the top of many "best of" lists including the #1 city to live in the country; and

WHEREAS, the City of Charlottesville has contributed greatly to the history and culture of Central Virginia, and its residents should take pride in the accomplishments of the City, and look forward to its future; and

WHEREAS, the City of Charlottesville has been a valued and important partner to Albemarle County in insuring the vitality and success of our shared regional community;

NOW, THEREFORE, BE IT RESOLVED, that we, the Albemarle County Board of Supervisors, do hereby honor and congratulate the City of Charlottesville on the momentous occasion of its 250th Anniversary, and urge all citizens of the County of Albemarle and the City of Charlottesville to join in this celebration.

FY 13/14 BUDGET CALENDAR

August 2012

- 3 Department/Agency/School CIP Project Justification & Cost Data due to OMB

September 2012

- 11 Operating budget manual and instructions available for County departments

October 2012

- 9-22 CIP Technical Review Team (TRT) meetings
- 10 Department Budget Presentations to Board of Supervisors (BOS)
- 10 BOS/School Board Compensation meeting with BOS and School Board
- 12 Department/office FY 13/14 budget requests due to OMB

November 2012

- 5 CIP Oversight Committee meeting
- 7 BOS Work Session – Five-Year Financial Plan – General Government
- 8 BOS Work Session – Five-Year Financial Plan – School Division
- 9 Community agency applications due to OMB
- 12 CIP Oversight Committee meeting
- 19 CIP Oversight Committee meeting

December 2012

- 5 BOS Work Session – Five-Year Financial Plan
- 12 BOS Work Session – Approve the Five-Year Financial Plan
- 13 Joint CIP meeting with BOS and School Board

January 2013

- 25 General fund and special revenue funds balanced

February 2013

- 22 Budget document distributed
- 27 Public Hearing on County Executive’s Recommended Budget

March 2013

- 4 BOS Work Session – General Government
- 7 BOS Work Session – CIP
- 11 BOS Work Session – School Division
- 13 BOS Work Session (if needed)
- 27 Public Hearing on Board’s Proposed Budget
- 27 Public Hearing on the 2013 calendar year tax rate

April 2013

- 3 BOS sets the 2013 calendar year tax rate
- 3 BOS adopts the FY 13/14 budget and FY13-22 CIP Amendment

Adopted Changes to Albemarle County's Financial Management Policies

CAPITAL BUDGET POLICIES

The County will begin to inventory capital facilities and estimate remaining useful life and replacement costs. Upon completion of any capital project, remaining appropriated funds in that project will be returned to the unassigned capital project fund. Any transfer of remaining funds from one project to another must be approved by the Board of Supervisors.

DEBT POLICIES

The County intends to maintain a 10 year payout ratio at or above 60% at the end of each adopted five-year CIP for tax-supported debt and lease payments. When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.

FUND BALANCE OR RESERVE POLICIES

The County does not intend, as a common practice, to use General Fund equity (unassigned fund balance) to finance current operations. If circumstances require the use of the unassigned fund balance that causes the balance to fall to a point below the 10% target level, the County will develop a plan during the annual budget adoption process to replenish the unrestricted fund balance to the 10% target level over a period of not more than three (3) years.

At the close of each fiscal year, the unassigned General Fund fund balance, plus the committed fund balance available for fiscal cash liquidity purposes, should be equal to no less than 10% of the County's total operating revenues, which includes the General Fund plus the School Fund (Amended October 4, 2000).

Funds in excess of the required unassigned fund balance may be considered to supplement "pay as you go" capital expenditures or as additions to the fund balance.

RESOLUTION TO AUTHORIZE THE COUNTY EXECUTIVE TO APPROVE TRANSFERS OF FY 13 UNENCUMBERED FUNDS FROM ONE CLASSIFICATION OF EXPENDITURE TO ANOTHER WITHIN THE SAME FUND

WHEREAS, the Board of Supervisors currently must approve appropriation requests for budget transfers within the same fund to meet unanticipated needs or costs, even if such transfer does not result in an increase to the overall County budget; and

WHEREAS, the Board of Supervisors finds that the efficiency of government would be improved by delegating to the County Executive the authority to administratively approve budget transfers of any unencumbered funds from one classification of expenditure to another within the same fund; and

WHEREAS, any such transfers approved by the County Executive will be reported to the Board of Supervisors quarterly as part of the quarterly finance report.

NOW, THEREFORE, BE IT RESOLVED that the Albemarle County Board of Supervisors hereby authorizes the County Executive to administratively approve FY 13 budget transfers of unencumbered funds of up to \$50,000.00 per fund in the fiscal year from one classification, department, or project to another within the same general governmental fund. For purposes of this Resolution general governmental funds shall include the following: (1) General Fund; (2) General Government Debt Service Fund; (3) Stormwater Debt Service Fund; (4) General Government Capital Improvement Fund; and (5) Stormwater Management Fund.

CONDITION OF APPROVAL ON PLANNING ITEM

SP-2012-00015. Verizon Wireless Colthurst-Inglerridge LLC., Tier III Personal Wireless Service Facility (Signs #20&21).

1. Development and use shall be in general accord with what is described in the applicant's request and site plans, entitled "Colthurst LTE 4G Upgrade:", with a final zoning drawing submittal date of 6/25/12 (hereafter "Conceptual Plan"), as determined by the Director of Planning and Zoning Planning Administrator.

Minor modifications to the plan which do not conflict the elements above may be made to ensure compliance with the Zoning Ordinance.

SP-2012-00016, NTELOS WIRELESS – CV825 Cedar Hill- Tier III Personal Wireless Service Facility (Signs #91&94).

1. Development and use shall be in general accord with the conceptual plan titled "Cedar Hill (UVA Foundation Property) CV825" prepared by Brian Crutchfield and dated 6-25-12 (hereafter "Conceptual Plan"), as determined by the Director of Planning and the Zoning Administrator. To be in general accord with the Conceptual Plan, development and use shall reflect the following major elements within the development essential to the design of the development, as shown on the Conceptual Plan:
 - a. Height
 - b. Mounting type
 - c. Antenna type
 - d. Number of antenna
 - e. Distance above reference tree
 - f. Color
 - g. Location of ground equipment

Minor modifications to the plan which do not conflict with the elements above may be made to ensure compliance with the Zoning Ordinance.