



# Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

Item

## October 21, 2014

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### Afternoon Session 1:00 PM

1. Call To Order	6
2. Adoption Of Agenda	7
3. Citizen's Comment Period	8
4. VDOT Update	9
5. Clarke County Library Update	10
6. Energy Management Update by Alison Teetor	11
7. Set Public Hearing TA-14-03, Application Filing Deadlines for Special Use Permit, Zoning Map Amendment, Site Plan, and Subdivision Applications	41
8. Approval of Minutes	
– September 16, 2014 Regular Meeting	106
9. Consent Agenda	124
A. Conservation Easement Authority: Donations, DUR Purchase, Boundary Line Adjustment	125
B. National 4H-Week Proclamation	127
10. Board of Supervisors Special Work Session	128
A. Clarke County General Government Pay and Classification Study Update. Action: Information only.	128
B. Personnel Policy Review. Action: Information only.	129
C. National 4H-Week Proclamation. <b>Action: See Item 9 B.</b>	127
11. Board of Supervisors Personnel Committee Items	131
A. Expiration of Term for appointments expiring through December 2014. <b>Action: Approve Personnel Committee recommendations:</b>	132
– <b>Shenandoah Area Agency on Aging, Inc.: Reappoint Robina Rich Bouffault to a four-year term expiring September 30, 2018.</b>	
– <b>Clarke County Industrial Development Authority: Reappoint David Juday to a four-year term expiring October 30, 2018.</b>	
B. Closed Session pursuant to §2.2-3711-A1 specific employees or appointees of the Board. Action: Information only.	131
12. Board of Supervisors Work Session	142
A. CCPS Update. Action: Information only.	146
– Accreditation Status Update by Chuck Bishop	
– Consideration of Committee Appointments to CTE Committee and Strategic Planning Committee	

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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B. Fire and EMS Implementation Items.		177
– Discussion of CC-2014-03 -- Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management. <b>Action: See Item 21.</b>		
– Discussion of Fee for Service. Action: Information only.		
C. Town-County Economic Development and Tourism Memorandum of Understanding Implementation Item – Appoint County Representatives on Joint Committee. Action: Information only.		197
D. Jefferson County Music Festival. Action: Information only.		143
E. Morgan Ford Low-water Bridge. Action: Information only.		144
F. Clarke County General Government Pay and Classification Study and Personnel Policy Review. Action: Information only.		144
13. Board of Supervisors Finance Items		205
1. FY 14 Year-End Transfers and Supplemental Appropriations. Action: <b>The Finance Committee recommends the following appropriation actions:</b>		205
a. <i>Treasurer</i> . Be it resolved that \$4,195 be transferred from the Personnel Contingency to the Treasurer to cover additional health insurance coverage.		
b. <i>Treasurer</i> . Be it resolved that budgeted expenditure and appropriation be increased \$2,067 in the office of the Treasurer, and that estimated revenue be increased in the same amount, all for the purpose of paying credit card fees.		
c. <i>Assessor</i> . Be it resolved that \$172 be transferred from the Commissioner of the Revenue advertising to the Assessor advertising.		
d. <i>Data Processing</i> . Be it resolved that \$5,234 be transferred from the Minor Capital Contingency to Data Processing to cover purchase of additional microcomputers necessitated by the phase out of Microsoft XP.		
e. <i>General District Court</i> . Be it resolved that General District Court budgeted expenditure and appropriations be increased \$1,137 to cover unauthorized increased phone lines added during the year.		
f. <i>Victim Witness</i> . Be it resolved that \$432 be transferred from Personnel Contingency to the Victim Witness program to cover benefit costs, and be it further resolved that \$180 be transferred from Minor Capital Contingency to cover mobile phone costs.		
g. <i>Juvenile Detention</i> . Be it resolved that \$1 be transferred from the Professional Services contingency to Juvenile Detention to cover a minor overage.		
h. <i>Building Inspections</i> . Be it resolved that \$439 be transferred from the Personnel Contingency to cover benefit costs associated with employee turnover.		
i. <i>Maintenance</i> . Be it resolved that the Maintenance budgeted expenditures and appropriations be increased \$36,545 to cover costs associated with: new compressor and pump at 101 Chalmers; utility costs associated with an especially cold winter; and, a large and lengthy water line break at the Swimming Pool, and		



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- that the fund balance designation for government savings be reduced in the same amount.
- j. *Board of Zoning Appeals*. Be it resolved that \$116 be transferred from the Legal Services Contingency to the Board of Zoning Appeals to cover legal costs associated with a property owner challenge concerning the number of DURs associated with a given property.
- k. *Planning Commission*. Be it resolved that \$5,210 be transferred from the contingency for Legal Services to the Planning Commission to cover legal costs associated with a property owner challenge to a decision regarding a kennel.
2. FY 15 Supplemental: Historic Driving Brochure. Please find a memo from the Planning Director *attached*. The Finance Committee recommends the following: "Be it resolved that budgeted expenditure and appropriation of the Historic Preservation Committee be increased \$2,500, and be it further resolved that the contingency for government savings be reduced in the same amount, all for the purpose of funding the Historic Driving Brochure." **Action: Approve Finance Committee recommendation.** 208
3. Social Services FY 15 Supplemental Appropriation Request. Please find an expression of need from the Social Services Director for a new vehicle based on unexpended FY 14 funds of \$60,733. The Finance Committee recommends the following action pending clarification of the precise dollar need: "Be it resolved that the FY 15 Social Services Fund budgeted expenditure and appropriations be increased \$27,000, and the designation for government savings reduced in the same amount, all for the purpose of purchasing a new four wheel drive vehicle." **Action: Approve Finance Committee recommendation.** 209
4. General Government Capital Projects Carryover. Please find this proposal attached. "Be it resolved that budgeted and appropriated expenditure of \$1,808,310 carryover from the FY 14 to FY 15 General Government Capital Projects Fund to be funded with estimated revenue of \$472,483, \$177,514 in ending fund balance, and \$1,158,313 in transfer from the General Fund." 211
5. School Board Capital Projects Carryover. Please find this proposal attached. "Be it resolved that budgeted and appropriated expenditure of \$2,180,570 carryover from the FY 14 to FY 15 School Capital Projects Fund to be funded with estimated revenue of \$295,619, and \$1,884,952 in transfer from the General Fund." 212
6. Conservation Easement Fund Carryover. "Be it resolved that ending balances of local tax funding (\$176,543), Donations (\$92,358), and Commonwealth Stewardship funds (\$55,132) in the Conservation Easement Fund be carried forward as unappropriated balances in that fund for FY 15 for use in funding Conservation Easement purchases for which a local match is required, and related activities of the Conservation Easement Authority". 206



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7. Fund Balance Designations. Please find attached a draft of the Fund Balance Designations. These designations should be considered and established in November, when no possibility of further auditor adjustment exists, but prior to Financial Report production.		213
8. Bills and Claims		224
9. Standing Reports (may be late due to ERP implementation).		
14. Joint Administrative Services Board Update		264
15. Government Projects Update		270
16. Miscellaneous		271
17. Summary Of Required Action		272
18. Board Member Committee Status Reports		273
19. Closed Session		274
<hr/> <b>Evening Session 6:30 pm</b>		
20. Citizen's Comment Period		275
21. PH 14-14: CC-2014-03: Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management		278
22. PH 14-11: TA-14-02, Administrative Land Divisions		298
23. PH 14-12: TA-14-04, Commercial Boarding Kennels and Animal Shelters		303
24. PH 14-13: 2014 Clarke County Economic Development Strategic Plan		307
25. Adjournment		472
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Reports in October Packet:		473
1. Building Department		474
2. Commissioner of the Revenue		479
3. Virginia Cooperative Extension Fall Newsletter		484