



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	January 21, 2014	Packet Page
Afternoon Session 1:00 PM		
1. Call To Order		6
2. Adoption Of Agenda		7
3. Closed Session §2.2-3711-A7 Consultation with Legal Counsel Re Advise on Legal Technicalities Pertaining to Public Hearing PH 14-01 Scheduled for January 21, 2014.		8
4. Citizen's Comment Period		9
5. VDOT Update		10
6. Clarke County Public Schools Update		11
- Provide explanation of School Board's decision to seek a private firm for the superintendent search process in lieu of using the Superintendent Search Assistance Program provided by the Virginia School Boards Association		
7. Fire and Emergency Services (EMS) Workgroup Final Report		13
8. Set Public Hearing -- 2013 Comprehensive Plan [PH 14-02] and 2013 Transportation Component Plan [PH 14-03] for February 18, 2014 at 6:30 pm		14
9. Approval of Minutes		
- December 17, 2013 Regular Meeting		17
10. Consent Agenda: Conservation Easement Barbara Schirmacher Easement Donation; Linda Thomas Building Envelope Amendment		37
11. Board of Supervisors Personnel` Committee Items		46
A. Expiration of Term for appointments expiring through March 2013. Action: Approve Committee recommendation:		47
- Alain Borel – Board of Zoning Appeals: notify the Circuit Court of the Board's recommendation to re-appoint Mr. Borel to serve another five-year term expiring 2/15/2019		
- Kathy Smart – Berryville Area Development Authority to serve an another three-year term expiring 3/31/2017.		
B. Procurement Personnel Policy Revision and Update by David Ash. Action: Approve Committee recommendation to contract with Springsted to perform personnel policy preparation in conjunction with the pay and classification study		56
C. 2014 Conflict of Interest Status Update. Action: Information Only.		47
D. Notification of Department Head Resignation. Action: Information Only.		47
12. Board of Supervisors Annual Organizational Meeting & Work Session		58

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 Page 1 of 4



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A. Call To Order. Action: Information Only		58
B. Organizational Meeting: Action: Information Only		58
1. Election of 2014 Chair		
2. Election of 2014 Vice Chair		
3. Set Date, Place and Time of Regular Meetings		
4. Adoption of Rules of Procedure [<i>Revision 10 Proposed</i>]		
Annual Code of Virginia Distribution: Action: Information Only		
1. 2.2-3100 State and Local Government Conflict of Interests Act		
2. 2.2-3700 The Virginia Freedom of Information Act		
3. 42.1-76 Virginia Public Records Act		
C. Adoption of Agenda. Action: Information Only		58
D. Review of FY2013 Audit Robinson Farmer Cox Associates by Matthew A. McLearn, CPA, CFE. Action: Information Only		58
E. ERP Update by Tom Judge. Action: Information Only		61
F. White Post Dairy Update. Action: Information Only		58
G. Identify CCPS Discussion Issues. Action: See Item 6 – School Board Update		6
13. Board of Supervisors Finance Committee Items		66
1. FY 14 Supplemental Appropriation. Please find the attached grant award of \$50,000 from the Commonwealth's Asset Forfeiture Fund to the Clarke County Drug Enforcement Fund. The following action is recommended: "Be it resolved that \$50,000 in revenue from the Commonwealth be recognized in the General Government Capital Projects Fund, and that budgeted expenditures and appropriations of the same amount be made to the General Government Capital Projects fund, all for the purpose of purchasing 10 Motorola portable radios."		68
2. Sheriff FY 15 Budget. Sheriff Roper proposed salary adjustments for his office as part of his FY 15 budget request. Please see attached backup documentation. No action was taken by the Committee.		66
3. Request of Blue Ridge Volunteer Fire Company for used Sheriff's vehicle. Attached is a request from the Blue Ridge Volunteer Fire Company for a used Sheriff's vehicle. The vehicle is valued at \$2,500. Action: The Finance Committee recommends approval of this request.		73
4. Fiscal Policy Amendment. In "Expenditure Polices" Section C "Expenditure Accountability" add a new section 9 "Donations" to read "The County may accept donations of cash, materials, and labor from individuals or groups for purposes it deems to be in the best interest of the County. Because the scope and components of projects are frequently modified subsequent to donation acceptance, a general statement of purpose is encouraged to permit efficient management of		66



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	the project. If a donation is formally accepted with a documented restriction, the Board of Supervisors shall respect that restriction, or request a modification from the donor. However, if the donation is not expressly restricted, the donated funds may be utilized for such purposes as are determined by the Board of Supervisors."	
5.	FY 15 Budget Calendar. Please find a proposal attached.	74
6.	Request to Clarke County Humane Foundation for continuation of Animal Shelter subsidy. Please find attached the past agreement for the Clarke County Humane Foundation to provide a subsidy. A request has to extend the current agreement has been forwarded to the Clarke County Humane Foundation.	75
7.	Historic Driving Brochure. Updating of the County's Historic Driving Brochure was discussed last spring. A number of questions were raised concerning popularity of the brochure, existing stock of brochures, volume and type of changes, and whether a "phone app" or website solution might be preferable. Brandon Stidham and Maral Kalbian updated the Committee on this project and recommended printing additional brochures and creating an electronic version accessible from the County website. The Committee recommends the following: "Be it resolved that \$6,900 be transferred from the professional services contingency to the Historic Preservation Commission/or the purpose developing and printing an Historic Driving Brochure. "	81
8.	Personnel Policy Update. The Personnel Committee recommended contracting with Springsted, the consultant now updating the Pay and Classification Plan, to also update the County's Personnel Policy. The Finance Committee in tum recommends the following: "Be it resolved that \$8,500 be transferred from the professional services contingency to the County Administrator budget for the purpose of updating the County's Personnel Policy."	67
9.	Acceptance of December Bills and Claims. Action: The Finance Committee recommends acceptance.	84
10.	Standing Reports. Action: Information Only.	
	FY2014 General Fund Balance	113
	Reconciliation of Appropriations	114
	General Government Expenditure Summary	115
	Conservation Easement Authority	129
	General Government Capital Projects	130
14.	Joint Administrative Services Board Update	131
15.	Government Projects Update	139
16.	Miscellaneous	140
17.	Summary Of Required Action	141
18.	Board Member Committee Status Reports	142



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Evening Session 6:30 pm

19. Citizen's Comment Period	143
20. PH 14-01 SUP-13-02/SP-13-08, Gina Schaecher (Happy Tails Development LLC)	144
21. Adjournment	196

Reports in January Packet:

1. Building Department December 2013 and 2013 Year-end Report	198
2. Commissioner of the Revenue December 2013	239