

October 20, 2015

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, October 20, 2015.

Board Members Present

Barbara Byrd; J. Michael Hobert; Bev McKay; John Staelin; David Weiss

Board Members Absent

None

Staff Present

David Ash; Barbara Bosserman; Brandon Stidham; Lora B. Walburn

Others Present

Terry Catlett; Val Van Meter and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:04 p.m.

2) Adoption of Agenda

- Add Closed Session pursuant to §2.2-3711-A6 Discussion of the investment of public funds where competition or bargaining is involved.

Supervisor McKay moved to adopt the agenda as modified. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye

David S. Weiss

- Aye

3) Citizens Comment Period

No citizens attending the afternoon session addressed the Board.

4) VDOT

Ed Carter, Assistant Residency Administrator, provided the following report via email for distribution at the meeting.

Maintenance:

- Performed pipe cleaning operations along Rt. 601 and will be conducting pipe repairs along Rt. 601 in November;
- Completed equipment inspection and dry runs for upcoming winter season;
- Conducted grading operations on non-hard surfaced routes;
- Completed slope mowing on Rt. 340 between Rt. 255 and Boyce and Rt. 7 east and west;
- Will begin mowing on remainder of primaries;
- Removed hazardous trees at various locations;
- Will overlay new bridge on Rt. 651 and start ditching operations in White Post area.

Board Issues:

- All Good Music Festival: Met with stake holders to review traffic plan for All Good Music Festival event.
- Pipe on Business Rt. 7 is scheduled to begin replacement construction on November 2nd.
- Allen Road – Awaiting environmental clearance.
- Rt. 340/522 & Lake Frederick signal warrants – Traffic Engineering completed warrants study and found activation of signal is still not warranted at this time.
- Route 7 and Crum's Church Road: Planning to meet with VSP to examine speeding concerns on Rt. 7 and truck concerns on Crum's Church Rd.

Supervisor Byrd:

- All Good Music Festival Update:
 - A follow up meeting with VDOT Roper, Carter, Ash, Byrd re All Good Music Festival. Kudos to both sheriff's, state police, VDOT in both counties – well run traffic maintenance program. Did draw experience from larger festivals. It was noted that attendance was lower than originally planned. VDOT complimentary of Sheriff and State Police on handling standard technology glitches.

5) Discussion of Chet Hobert Park Softball Field Lighting with Supervisor J. Michael Hobert

Supervisor Hobert briefed the Board on the field lighting project. Highlights include:

- Over an approximate two-year period, a group associated with the Parks has been raising funds for softball field lighting at the Park.
- The group raised approximately \$40,000 with a portion of those funds spend in an evaluation of the cost to put in the lighting. This study indicated project costs of approximately \$100,000.
- Currently, the group has approximately \$27,000, as well as commitments for in-kind contributions in potentially tens of thousands of dollars. However, in-kind contributions present some special problems for the County in that it must ensure that any type of in-kind contribution of services is actually provided by someone who is insured and the job is done according to specifications.
- The group has discussed the project with Supervisors Staelin and Hobert.
- The Clarke County Parks and Recreation Advisory Board has indicated that it would recommend \$25,000 of money that has already been appropriated for Park projects for use in the ballfield lighting project.
- The funds and in-kind contributions are fairly close to what is anticipated to be the total project cost; but in order for the Board to tie-it down to make a decision, an additional engineering study is needed to match in-kind contributions with requirements.
- The engineering study will require an expenditure of funds and the Board is being asked to promote this study and recommend to the Clarke County Parks and Recreation Advisory Board.

Supervisor Hobert moved that the County Administrator be directed to proceed with attaining the approval of the Clarke County Parks and Recreation Advisory Board and the identification of the sources of funding from the appropriated funds for an engineering study required to create a bid package for lighting the ballfield as discussed in plans for the Park. The engineering study should be designed to maximize the value of citizen in-kind donations that have been offered while still

meeting the needs of the Park. The County Administrator, Lisa Cooke and Mike Legge should lead the eventual bidding effort working as closely as possible with citizen volunteers supporting the project.

Supervisor Byrd expressed support for the project.

Vice Chairman McKay asked if the County could secure a short-term rider on its insurance policy to cover in-kind contributions of services.

David Ash advised that the County is covered by insurance and it was a question whether the County had an insurable interest in someone else's activities. He said that while the County does have access to programs that would allow those individuals to secure coverage for things such as programs and concerts he was uncertain about construction activities. He noted that the County's insurance protects the County but does not protect the individual.

Supervisor Staelin commented that that the County needs to ensure that in-kind donors are licensed contractors that are bonded and insured.

Supervisor Hobert stated that the County must ensure that the in-kind donor specifically commits to perform what is necessary.

Chairman Weiss added that the County must ensure that the Park site plan is appropriate to zoning ordinance.

David Ash remarked that the design must be submitted to the Planning Commission for site plan review and approval.

Brandon Stidham, Director of Planning, stated that the proposed project added new lights that would require a site plan amendment. He offered to present the plan to a Planning Commission subcommittee for preliminary review.

The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

Supervisor Staelin stated that the Parks Department, to better understand the process and determine fees, should contact the Planning Department.

6) Approval of Minutes

Change Page 282 to read: State Tourism ~~will~~ may provide funding for this property.

Supervisor Staelin moved to approve the minutes for September 15, 2015 Regular Meeting as modified. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

7) Consent Agenda

Conservation Easement Authority: Easement Donations - Jay Taylor, Linda Armbrust, Ken Bell; Easement DUR Purchase - George Greenhalgh

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Conservation Easement Authority, Alison Teetor

DATE: October 13, 2015

SUBJECT: Item for Consent Agenda

The Clarke County Easement Authority has approved the following actions. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions, subject to the property owners and lenders signing the Deed prior to the Chair.

Easement Donation

Jay Taylor has applied to the easement authority for approval of an easement donation. The property (TM# 28-((A))-45) is vacant and located on the east side of the railroad on Rock Gate Lane approximately $\frac{3}{4}$ mile south of White Post off White Post Road. The property is 22.6 acres, wooded, with 2 DURs.

The property meets 3 of the 4 of the criteria. The parcel score is over 35 (64.6), points were given for retiring 2 DUR's, being next to an existing easement, and being in the same ownership for more than 50 years. The applicant would like to retire both of the remaining DUR's, it is adjacent to an existing easement, and it is not more than 40 acres. The parcel will be sold to an adjacent property owner following the easement recordation.

Easement Donation

Linda Armbrust has applied to the easement authority for approval of an easement donation. The parcel (TM# 21-((A))-4) consists of 10 acres located on the north side of Pyletown Road (Route 620) at 1886 Pyletown Road approximately 1.8 miles west of the intersection of Pyletown Road and Route 340.

The property has one (1) unused Dwelling Unit Right (DUR), and one (1) Exception/Exemption. The applicant would like to retire the remaining DUR. In reviewing the parcel, at three of 4 criteria have been met. The Property Resource Score is 76.98, one DUR is being extinguished, it is next to an existing easement, it is less than 40 acres in size.

The parcel is open pasture with the existing residence and associated out buildings. It is within the groundwater recharge area and the Prospect Hill Spring drainage. The parcel has frontage on Pyletown Road, a State scenic byway for 600'. The parcel is within the Chapel Rural Historic District and the house, built in 1886, is a contributing structure.

Easement Donation

At the November 2011 meeting the Authority reviewed an application for easement donation submitted by Ken Bell. Mr. Bell owns 4 parcels consisting of a total of 51.72 acres, located at the end of Greenstone Lane (Carefree Acres). Members gave preliminary approval for the donation. A site visit was conducted November 21st. In 2014 Mr. Bell has acquired the 4th parcel consisting of 5.86 acres with an existing house.

Tax Map# Acres Score #DURs # Houses

38-((A))-44	14.5	42.18	1	1
38-((A))-45	25.0	47.01	2	0
38-((A))-47	6.36	37.27	0	1
38-((A))-48	5.86	32.45	0	1

There is a small pond and intermittent stream on the property. The applicant would like to place all 4 parcels in easement. Parcels 44 & 45 meet 2 of the 4 criteria by scoring over 35 and retiring a DUR. Parcel 47 has a score over 35 and would meet if the adjoin parcel was in easement. Parcel 48 does not currently meet the criteria, but Mr. Bell may tear the existing house down and then retire the resulting DUR and it would be next to an existing easement.

Easement DUR Purchase

George Greenhalgh has applied to the easement authority for approval of a DUR purchase. The properties (TM#'s 22-((A))-123 & 22-((A))-123A) are located on the

north side of Ellerslie Road at the intersection with Clay Hill Road. There are 2 parcels, 94 acres with 4 DURs, and 41 acres with 3 DURs, for a total of 135 acres and 7 remaining DURs. The applicant would like to retire 5 of the remaining 7 DUR's leaving 1 DUR per parcel. The parcels are as follows:

County Tax Map# Acres DUR's Property Score

22-((A))-123 94 4 81.93

22-((A))-123A 41 3 74.63

Total 135 acres 7 DUR's

The applicant has requested consideration for retiring 5 DURs leaving a total of 1 DUR on each of the parcels.

Both parcels meet all 4 criteria. The property resource scores are over 35, they are each giving up at least 1 DUR, they are over 40 acres, and adjacent to existing easements. The parcels are vacant but within the Greenway Historic District. Additional points were given for retiring DURs, being adjacent to existing easements, being a family farm. The Authority approved a DUR purchase price of \$40,000/DUR retired for a total of \$200,000. VDACS will pay 50% of the purchase price.

**Supervisor Hobert moved to approve the item on the Consent Agenda as presented.
The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Abstain
David S. Weiss	-	Aye

8) Personnel Committee Items

A. Expiration of Term for appointments expiring through December 2015

10-13-2015 Summary: The Personnel Committee directed the County Administrator to seek written confirmation of the reappointment / appointment of the Clarke County Fire and Rescue Association representatives on the Fire & EMS Commission. Vacancies on other boards were discussed but no recommendations were made.

10-20-2015 Summary: David Ash informed the Board that he had asked Frank Davis, Director of Fire and EMS, to secure written confirmation from the Clarke County Fire and Rescue Association of its recommendations for appointment to the Fire and EMS Commission.

B. Status of the Revised Personnel Policy

10-13-2015 Summary: This item was added to the agenda and discussed; however, no documents were available at the time of the meeting.

10-20-2015 Summary: Board discussion included:

- Most recent draft was distributed with the packet on October 16.
- Verified the nature of exceptions provided in state law.
- Suggested changes were incorporated.
- Constitutional offices will be notified that separate provisions will be necessary for agencies that operate differently.
- Currently attempting to establish leave policies for general government, constitutional offices and social services.
- Constitutional Offices, while independent, are working toward a common goal.
- Board members are asked to provide additional comments or questions to David Ash.

9) Board of Supervisors Work Session Items

A. Review Real Estate Reassessment with Steve Wampler

- (a) Discussion of Reassessment
- (b) Board of Equalization

10-13-2015 Summary: Steve Wampler provided material and updated the Board on the completion of the reassessment scheduled for implementation on January 1, 2016.

10-20-2015 Action: Board discussion included:

- The Board expressed concern for changes in lot size at its October 13 Work Session. The Reassessment contractor made a change in value based on a change in home site size, which has not been satisfactorily explained.
- Commissioner of the Revenue Donna Peake was asked to contact Stephen Wampler and request clarification.
- Supervisor Hobert spoke with Donna Peake regarding posting of reassessment information on VAMA.net and she was unsure if Clarke's listing

was available by subscription. By consensus, the Board directed the County Administrator to follow up on posting reassessment data on VAMA.net.

- Citizens with concerns should be directed to the assessor and/or the Board of Equalization.
- Supervisor Staelin commented that persons in easement are seeing the fair market value not the adjusted amount.
- Board of Equalization appointments were discussed at the Work Session but no action was taken.

B. Legislative Priorities 2016

10-13-2015 Summary: The Board reviewed and discussed legislative priorities and suggested changes as set forth in the revised packet information. Additional items and/or revisions may follow.

10-20-2015 Action: Following brief discussion, the Board agreed to include its ethics rules as written and to leave the document in draft form pending discussion and review with local legislators.

Supervisor Staelin moved to accept the draft as presented and to update as more information is received. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

2016 Legislative Priorities and Positions for Clarke County Draft 10/20/2015

Issue: Education

Clarke County supports full funding of Virginia's Standards of Quality as recommended by the Board of Education. The Commonwealth should shoulder its share of the true cost of K-12 public education without reducing other parts of the budget affecting local government or shifting costs from the Commonwealth to localities.

In addition to meeting its obligations to fund fully instructional staff, Clarke County believes the Commonwealth should meet its obligation to fund fully the support side of K-12. Full restoration

should be make of the cuts made in since 2009 in areas related to support staff funding including the elimination of the funding cap on support positions, reinstatement of the Cost of Competing funds for support staff, etc.

Clarke County supports legislation to adjust the calculation of the local Composite Index to base its Real Estate value calculations on use-value instead of true value in localities that have adopted use-value taxation.

Issue: Wireless and Broadband Access

Widespread deployment of broadband should be a top priority for the Commonwealth to ensure economic advantages, educational opportunities, the expansion of telemedicine and other modern initiatives. It is clear that Verizon Wireless, AT&T and the other internet, broadband and cellular providers will not provide wireless communication broadband service to rural areas unless they are given incentives or a mandate to do so. Clarke County asks that the Commonwealth take steps to encourage or require rural access to modern broadband and cellular technology to rural areas just as was done years ago when electrical and telephone service became important technologies.

Issue: State Tax Reform, Cost and Revenue Shifting and State Year-end Surplus Funds

Clarke County calls upon the Commonwealth to restructure state income, sales and use taxes to address anachronistic tax policies. Tax reform is required to help buttress the Commonwealth's General Fund that finances most core government functions and must be stabilized to meet current and foreseeable core service demands. Failure to address this need has resulted in the unfair gradual shifting of costs and the outright reduction in aid to localities to balance the state budget. With each passing year Clarke County has been required to raise real estate taxes in order to incrementally subsidize a variety of traditionally state funded (or state shared) costs (Compensation Board, Registrar, Cooperative Extension, Line of Duty, Social Services and the court system for example). This cost shifting places a tremendous burden on a regressive real estate tax system. Cost shifting must stop and the tax system must be reformed to reduce the burden on the real estate tax. Action must be taken to restore "Aid to Localities".

At a minimum tax reform should meet the following criteria:

- Reduction of local dependence on the real estate tax.

- Address fairness in taxing structures and “level the playing field” to eliminate unequal treatment; for example, ensuring the collection of sales tax from internet sales thereby promoting uniformity and fairness in the tax treatment of businesses selling goods in the Commonwealth.
- Offset any change that reduces or eliminates an existing local funding source by a new or expanded source. Clarke County opposes repeal of the machinery and tools tax or the BPOL tax unless such offset is guaranteed.
- Ensure equal taxing authority to towns, cities and counties.
- Protection of the commonwealth’s general fund and preservation for core government functions such as public education, health and human services, public safety, natural resources and environmental services. Transportation maintenance and improvements should be paid by user fees.

Issue: Funding for
State Mandated
Positions and Jails

Clarke County urges the Commonwealth to meet its full funding obligations for Constitutional Officers and their state mandated positions. In addition, Clarke requests that the FY2015 state budget be amended to fund local and regional jails based on actual costs as determined by the Annual Jail Cost Report, published by the Compensation Board.

Issue: Water
Quality

Clarke County supports cost effective measures aimed at reducing loadings of pollutants in state waters from both point and non-point sources but urges the Commonwealth to consider the impacts of such measures will have on both local governments and agriculture. Further, Clarke believes reliable forms of financial and technical assistance will be required to help localities and agriculture meet the Commonwealth’s goals with regard to water quality.

Issue: Land
Conservation

Clarke County supports the Purchase of Development Rights program, the Tax Credit program for the donation of easements, the transferability of tax credits.

Issue: Local
Ordinance
Violations

Clarke County requests the repeal of budget language enacted by the 2012 General Assembly that required the deposit of local ordinance violation collections from General District Courts,

Juvenile and Domestic Relations Courts, Combined District Courts and the Magistrate System to the State Treasury. This legislative action removed a source of local revenue for many localities. For other jurisdictions, it is added state bureaucracy that is unnecessary but results in localities and law enforcement spending extra time checking to make sure the funds that are destined for the locality are properly returned from Richmond and credited.

Issue: Ethics Rules

Clarke welcomes a review of the Commonwealth's Ethics Rules but believes that the rules that affect local jurisdictions and their Boards, Commissions, Authorities and Committees are strong enough today. Clarke cautions that any increase to the ethics rules affecting localities could prove detrimental to getting people to serve in local government positions. On the State level, Clarke supports the idea of recording the votes of individual members of the General Assembly at all subcommittee meetings.

C. Shenandoah Farms Sanitary District with Doug Stanley, Warren County Administrator, and Bob Childress, Warren Assistant County Administrator

10-13-2015 Summary: Warren County Administrator, Doug Stanley, and Assistant County Administrator, Bob Childress, provided the Board with information on the implementation and management of sanitary districts in Warren County. Hard copy of the PowerPoint presentation is included in this packet.

10-20-2015 Summary:

David Ash Update:

- The Circuit Court Judge approved the institution of a sanitary district following a hearing that by his description was unusual.
- The Judge ruled that there was sufficient testimony to determine that a sanitary district would benefit those persons living in the Clarke County section of Shenandoah Farms.
- The court order names the Board of Supervisors as the authority to assess, collect and use fees to maintain and improve roads in the sanitary district.
- The court order is effective upon signature of the judge, which is anticipated next week at the earliest.

- At the court hearing, questions were raised on the validity of the petition to create a sanitary district on the Clarke County side of Shenandoah Farms.
- The majority of those speaking at the court hearing were opposed. Members of the Property Owners Association Board spoke in support.
- Opponents to the creation of the sanitary district have 30 days to appeal the court's decision.
- Shenandoah Farms is privately owned and has nine separate recreation facilities four of which are located in Clarke County. Residents of Shenandoah Farms may use all facilities.
- Road maintenance fees for the road network in Clarke were established at approximately \$15 to \$50 per year; and while the Property Owners of Shenandoah Farm on the Clarke side bill \$1,200 per year, it collects approximately \$450 or less.
- Some Shenandoah Farms residents on the Clarke County side living on VDOT maintained roadways object to subsidizing road maintenance in other areas.

Following the update, Supervisors asked questions and made suggestions; then, by consensus, the Board tasked Vice Chairman McKay and County Administrator David Ash with investigating the steps necessary to implement and administer the new sanitary district. It was also suggested that they develop a list of issues that need to be addressed in the new sanitary district.

10) Board of Supervisors Finance Items

1. FY 15 Appropriations Adjustments.

10-13-2015 Summary: The Finance Committee recommends approval of the attached adjustments to the FY 15 budget.

10-20-2015 Action: Supervisor Staelin moved to approve. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

FY 15 Year-end Budget Adjustments (REVISED)

<u>Account</u>	<u>Expend</u>	<u>Revenue</u>	<u>LTF Action</u>	<u>Primary Reason</u>
County Administration	9,500		Transfer from Professional Contingency	Springsted Study
Information Technology	550		Transfer from Professional Contingency	IBM Maintenance renewal
General District Court	1,650		1,650 From Designation for Government Savings	Surplus phone lines (now removed)
Commonwealth's Atty	2,500		Transfer from Personnel Contingency	Mid-year salary increase/800 Smith trial
Volunteer Fire Companies	2,420	2,420	Recognize additional revenue	Fire Programs Grant
Blue Ridge VFD	175		Transfer surplus from Boyce VFD	LODA Estimate Variance
Juvenile Detention Center	223		223 From Designation for Government Savings	Contribution variance from estimate
Building Inspections	12,050		Transfer from Personnel Contingency	Personnel costs
Sanitation (FCSA)	2,450		Transfer from Professional Contingency	Contribution variance from estimate
CCSA Sewer Fund	105,336		105,336 Supplemental Appropriation	Availability fees less than estimate
Planning Administration	22,350		Transfer from Economic Development	Zoning Admin now FT Planning
NSVRC	1		1 From Designation for Government Savings	Contribution variance from estimate
Board of Septic Appeals	830	653	177 Recognize additional revenue; transfer from professional services	Advertising
Joint Admin Services	722	(2,133)	2,855 From Designation for Government Savings	Salary Increase
Social Services	4,030	4,030	Recognize additional revenue	Overall revenue changes
School Food Service	200	200	Recognize additional revenue	Overall revenue changes
General Government Debt	90,765		90,765 Increase expenditure, transfer in from Capital	PrePay debt w/ Bond Proceeds
General Government Capital		90,765	(90,765) Recognize revenue, transfer out from Capital	PrePay debt w/ Bond Proceeds
Comprehensive Services	82,470	30,194	52,276 From Designation for CSA Shortfall/Revenue	
TOTALS	338,222	126,129	162,518	

2. FY 15 Capital Projects Carryover.

10-13-2015 Summary: The Finance Committee recommends carryover of the capital projects funds as attached.

10-20-2015 Action: **Supervisor Hobert moved to accept. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

10/07/15

Government Capital Projects
EOY 2015

Description	FY 14 Carryover	FY 15 Original Budget/Revenue Estimate	FY15 Supplemental Budget	Inter-project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to-Date Expenditure/Revenue	Available Balance	Notes
General Government Capital Expenditure yellow designates local pits green designates grant funded projects									
Sheriff's Equipment (fingerprinting, etc.)	13,468	4,000		-13,468	4,001		2,670	1,331	
HVAC Systems	18,773				18,773			18,773	
Auto Replacement		30,000			30,000		7,431	22,569	
Communications Equipment/Computers, MDT's, Laptops, C	180,188	11,500		13,468	185,156		185,156	-	com 4
Pool Repair				1,530	1,530		1,530		(0) Moved funds from Old Park C/O Modifications
Fencing - Ballfield & Pool	14,456	10,000			24,456			24,456	
Old Park Office Modifications	13,583	90,000		-1,530	102,053		13,833	88,220	
Additional Parking	10,000				10,000			10,000	
Sheriff's Vehicles	4,943	74,000			78,943		77,285	1,678	
Motorola Portable Radios	50,000				50,000		50,000	0	com 1
Public Safety Voice Logging Data Recorder		66,830			66,830		50,200	16,630	This project is done-matching rev shown below
Communications	-				-		2,000	(2,000)	com 2 - Move funds to cover
Emergency Medical Dispatch-Total Response System			57,454		57,454		46,133	11,321	com 5
Sheriff's Mobile Radio System/Microwave System		70,000			70,000			70,000	com 3
Park Expansion	10,000				10,000			10,000	
Economic Development	176,434				176,434		60,000	116,434	
Technology Improvements	56,018	137,500			193,518		156,210	35,308	
C-Spout Run Project	73,689				73,689		16,167	55,492	
Spout Run Cleanup (EPA Grant p't)	316,620				316,620		28,833	287,787	
Real Property Assessment		200,000			200,000		172,530	27,470	
Asphalt/Sidewalk		50,000			50,000			50,000	
Sheriff's Building Renovation	152,506	150,000	97,420		399,926		274,946	124,980	
Roofing	136,633				136,633			136,633	
Plan Updates	4,552				4,552		4,552	-	
General District Court Repairs	74,681				74,681		1,708	72,973	
General Renovations & Repairs		85,000			85,000		73,971	11,029	85K Painting
Carpeting (includes Gen Dist Courthouse Seating)	4,933				4,933			4,933	tile at rec ctr, courthouse area, etc.
Landscaping	15,375				15,375			15,375	
Parks Westside Sitework/Parking	87,024				87,024		30,200	56,824	
Recreation Center Additions/Wall Crack	58,720				58,720		53,905	-	This project is done per M. Legge - Zero'd out
Systems Integration	357,714				357,714		128,190	229,524	
Voting Equipment		62,000			62,000			62,000	
Total Expenditure	1,808,310	1,040,830	154,874	0	3,004,014	-	1,441,458	1,559,739	
Revenue			1,195,704						
Total Response System Grant (Emergency Med Dispatch)			45,963		45,963		36,907	9,056	
E-911 PSAP Grant - Public Safety Voice Data Recorder		66,830			66,830		50,200	16,630	This project is done
Federal Armor Grant (Bulletproof Vests)		1,500			1,500			1,500	Is there \$ budgeted from BVP grant?
National Fish & Wildlife Foundation (C-Spout Run P't)	75,789			58,765	134,554		79,042	55,492	
Spout Run Cleanup (EPA Grant)	316,620				316,620		28,463	288,157	
Communications Equipment Grant (Vol. Fire Cos.)	80,094				80,094		80,094	0	com 4 This project is done
Total Revenue	472,483	68,330	45,963	58,765	645,541		274,705	370,836	
Capital Projects Fund Balance			114,293						
Economic Development	177,514				177,514		60,000	117,514	Brenda Bennett: Transfer to general fund
Total Revenue and Fund Balance	649,997	68,330	45,963	58,765	823,055			488,350	
Total Expenditures less Revenue and Fund Balance	1,158,313				2,180,958			1,071,389	
Brenda Bennett: this figure includes accrued rev of \$8,765.31 that didn't get booked in FY14 so need to add back. Exp was booked in postyr 14 Local Funds at EOY 1,188,903									

General Fund Projects
EOY 2015

Description	FY 14 Carryover	FY 15 Original Budget/ Revenue Estimate	FY15 Supplemental Budget	Inter-Project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
School Capital:									
Expenditure									
School Furniture Replacement	20,860	28,979	30,336		80,165		22,433	57,732	Use for adult furniture for old BPS
Uniform Replacements and Band Instruments			10,000		10,000		10,000	-	
Athletic Equipment and Uniforms	10,410				10,410			10,410	
Buses	-	178,200			178,200		153,610	24,590	
Passenger Vehicle	9,839	16,000	5,000		30,839		25,446	5,393	
Truck & Tractor	-	25,000			25,000			25,000	
School Food	21,426		20,000		41,426		10,259	31,167	
Modular Classroom Removal	7,680				7,680			7,680	
Elementary Electrical Upgrades	24,798				24,798		2,529	22,269	
Painting	14,817	20,000	10,000		44,817		4,950	39,867	
Heating, Ventilation, & AC Replacements	43,880	37,000	142,067		222,947		135,145	87,802	possibly need the boiler at boyce
Track and Asphalt Renovation		30,000			30,000			30,000	
Pay and Classification Study	17,500		-		17,500		17,500	-	
Cooley Upper - Landscape			5,000		5,000		1,762	3,238	
Playground Match PTO - Cooley	14,080				14,080		14,080	-	
Playground Match PTO - Boyce	15,000				15,000			15,000	
School Signage	5,531		5,000		10,531		1,420	9,111	
ADA Accommodations		25,000			25,000			25,000	
Roof Replacements	33,200	134,000			167,200			167,200	
School Security System Grant			84,123		84,123		83,168	955	
Radon Testing/Remediation			17,450		17,450		7,450	10,000	
Flooring	46,585				46,585		3,445	43,140	
Security Improvements	134,529	20,000			154,529		23,201	131,328	Use for 1.Boyce, 2.Cooley 4/5, 3.JWMS
Paving/Sidewalk Repair & Improvement	30,803	10,000			40,803			40,803	
Fencing Replacements	35,000	28,000			63,000		39,325	23,675	Use for HS football stadium
Strategic Space Planning			20,000		20,000		15,902	4,098	
ERP System	299,814				299,814		127,975	171,839	
STEM Equipment			17,600		17,600		17,224	376	Dr Bishop wants to leave this open
Subtotal General Projects	785,742	552,179	366,576	-	1,704,497	-	716,824	987,673	
Technology Improvements	31,890	146,000		(27,889)	149,801		87,959	61,841	
Instructional Tech - Facilities	264,934	154,000		27,889	446,823		272,088	174,725	This is the State Technology Bond acct
Subtotal Technology	296,824	300,000	-	-	596,824	-	360,057	236,567	
Renovation of Former High School	1,098,204	-		(291,856)	806,348		596,306	210,042	
Renovation/Design of Berryville Primary School			50,000		50,000		1,007	48,993	
Subtotal Building Construction	1,098,204	-	50,000	(291,856)	856,348	-	597,313	259,035	
Total Expenditure	2,180,570	852,179	416,576	(291,856)	3,157,469	-	1,674,194	1,483,275	
Revenue									
Instructional Technology State	295,619	154,000			449,619		274,894	174,725	
School Security System Grant			67,223		67,223		67,223	-	
Subtotal Technology	295,619	154,000	67,223		516,842	-	342,117	174,725	
Capital Projects Fund Balance									
Subtotal Fund Balance (Construction)	-	-	-	-	-	-	-	-	
Total Revenue and Fund Balance	295,620	154,000	67,223		516,842	-	342,117	174,725	
Total Expenditures less Revenue and Fund Balance								1,308,550	
Local funds								1,308,550	

Brenda Bennett:
this amt is accrued exp. not captured in FY14 carryforward to FY15. So carryforward was overstated. Posted a budget adjustment in MUNIS to correct revised budget balance in MUNIS.

3. FY 15 Conservation Easement Fund Carryover.

10-13-2015 Summary: No carryover for this fund is recommended because the actual expenditure and revenue came very close to the FY 15 appropriation, and the original FY 16 budget provides for stewardship and donation expenditures.

10-20-2015 Action: Per Tom Judge, no action is necessary.

4. FY 15 General Fund Balance & Designations (draft).

10-13-2015 Summary: The fund balance designations should be decided in November after final adjustments are made during the audit. The attached gives a reasonable estimate for use in considering over the next month what designations should be made.

10-20-2015 Action: Tom Judge reviewed. No action taken.

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End FY 13 / FY 14	15,574,543	13,636,042
Expenditure FY 14 /15	(28,099,645)	(27,220,139)
Revenue FY 14 / 15	26,161,144	27,096,669
General Fund Balance Year End FY 14 /15	13,636,042	13,512,572

Designations

Liquidity Designation @ 12% of FY 15/16 Budgeted Operating Revenue	(\$3,188,575)	(\$3,278,655)
Stabilization Designation @ 3% of FY 15/16 Budgeted Operating Revenue	(797,144)	(819,664)
Continuing Local GF Appropriations for Capital Projects	(3,043,265)	(2,497,453)
School Capital/Debt	(1,250,000)	(1,250,000)
Government Construction/Debt	(600,578)	(600,578)
Property Acquisition	(265,000)	(265,000)
Conservation Easements from Government Savings	(153,462)	(153,462)
Community Facilities	(\$156,000)	(\$156,000)
Comprehensive Services Act Shortfall	(250,000)	(93,000)
Parks Master Plan	(100,000)	-
School Operating Carryover	(7,933)	(1,102,936)
Government Carryover Requests from Government Savings	(440,889)	(868,523)
Energy Efficiency	(50,000)	(50,000)
Data and Communications Technology	(200,000)	(128,000)
Recycling and Convenience Center	(444,183)	(444,183)
Regional Jail Capital Needs	(100,000)	(100,000)
Vehicle Replacements	(100,000)	(9,000)
Voting Equipment Upgrades	(50,000)	(2,000)
Landfill costs	(50,000)	(50,000)
Pay and Classification Plan Implementation	(40,000)	
Leave Liability	(75,000)	(75,000)
FY 15 / 16 Original Budget Surplus (Deficit)	(1,329,062)	(503,716)
TOTAL Designations	(12,691,091)	(12,447,170)
 FY 15 16 Expenditure Supplemental	 (1,014,973)	 (90,346)
FY 15 16 Revenue Supplemental	520,022	85,965
 Undesignated	 450,000	 1,061,021
Presently under consideration		124,617
Net:		936,404

*Considerations:**Parks Lighting/Master Plan**Economic Development**Convenience Center**Comprehensive Services Act Shortfall**CCSA Shortfall*

5. Acceptance of Bills and Claims

10-20-2015 Summary: Acceptance of this report is recommended.

10-20-2015 Action: **Supervisor Hobert moved to accept the September Bills and Claims. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

6. Standing Reports

Reconciliation of Appropriations, Expenditure Summary

11) Joint Administrative Services Update

Highlights of Board review of the Joint Administrative Services Board minutes include:

- W2 and 1099 training in December.
- First payroll in Munis next week.
- Sharon Keeler and Liz Collins are setting up revenue collection system. There are issues requiring resolution.
- The Joint Administrative Services Board meets next week.
- Implementation of the business license module is still under review.
- Animal license there is no interest in tracking type, number, vaccine record, etc.
- Development of a central property file is under discussion.
- Need to address simultaneous use of multi-revenue systems by the Treasurer required during Munis implementation.
- Tom Judge's goal is to have all departments input budget information directly into Munis. Department heads should be able to monitor changes to departmental budgets during the budget process.

12) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- Sheriff's Office Renovation: Concrete work still outstanding.
- Chet Hobert Park lighting project will be added to the project list.

13) Miscellaneous Items

No miscellaneous items were added.

14) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes as modified.	Lora B. Walburn
2.	Follow up with Clarke County Fire and Rescue Association on confirmation of appointment recommendation.	Frank Davis
3.	Update draft 2016 Legislative Priorities for review at the November 17, 2015 Regular Meeting.	Lora B. Walburn
4.	Research next steps for development of Shenandoah Farms Sanitary District.	David Ash, Bev McKay
5.	Follow up on VAMA net with Wampler and Mike Legge.	David Ash
6.	Follow up with Wampler on clarification of lot size.	Donna Peake
7.	Proceed with attaining the approval of the Clarke County Parks and Recreation Advisory Board and the identification of the sources of funding from the appropriated funds for an engineering study required to create a bid package for lighting the ballfield as discussed in plans for the Park.	David Ash

15) Board Member Committee Status Reports

Supervisor J. Michael Hobert:

- Parks and Recreation: Meet tomorrow
- Conservation Easement Authority: Easement donations are picking up. No closings on purchases this year.

Vice Chairman Bev McKay:

- NSVRC: Retreat held at the inland port to discuss direction of commission, project types, subject areas, and projects to develop to serve member communities. Reaffirmed interest in subject areas including water efforts, focus on publicizing impact of the regional commission
- Technical Committee:
 - Dramatic progress.
 - Lining up opportunities and employers, hope to place students by first of the year.
 - Corey Childs is the committee chair.

Chairman David Weiss:

- Fire and EMS Commission: Working on committees to implement action steps indicated in Strategic Plan.
- CCPS Strategic: A review meeting is scheduled.
- Industrial Development Authority: Met with Len Capelli and David Juday.

Planning Director Brandon Stidham:

- BADA: The Berryville Area Development Plan draft is on the County's website with hard copies available for sale in the Town and County Planning Offices. A public input meeting is scheduled for Wednesday, October 28.

Supervisor Barbara Byrd

- Social Services:
 - Overrun with drug and foster care issues.
 - Angie Jones, Director – Social Services, offered to provide an update to the Board in Closed Session. Chairman Weiss requested that the presentation be made in open session and asked Supervisor Byrd to check with the Social Services Board on its preference for presentation date.
- Regional Jail: Funding is needed for a new security system.
- Humane Foundation Fall Fling for Furry Friends was held this past weekend.
- Berryville Town Council: Discussed Barns of Rose Hill signage and snow emergency routes.
- Library: Discussed new computer tables and chairs, as well as the upswing in users.
- Equine Alliance: Len Capelli made an excellent presentation at its last meeting.

Supervisor John Staelin

- CCSA: met this morning. The new tower is full but is not yet in use – still working on electronics
- Planning Commission:
 - Did not meet this month.
 - Brandon Stidham added that subcommittees are looking at specific projects.
- Economic Development Advisory Committee: Discussed website development.

16) Closed Session

At 3:10 pm, **Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A6 Discussion of the investment of public funds where competition or bargaining is involved. The motion carried as follows:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

At 3:37 pm, the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Byrd moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

Supervisor Byrd further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

No action was taken on matters discussed in Closed Session.

17) Adjournment

At 3:38 pm, being no further business, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, November 17, 2015 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: October 20, 2015

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by: Lora B. Walburn, Deputy Clerk, Board of Supervisors