

# COUNTY OF ALBEMARLE



## MEMORANDUM

**TO:** Members of the Board of Supervisors

**FROM:** Ella W. Jordan, CMC, Clerk

**DATE:** December 22, 2015

**RE:** Agenda for Annual (Organizational) Meeting of January 6, 2016

---

**Agenda Item No. 6.** The Code of Virginia, in Section 15.2-1538, states that "The governing body of every locality in this Commonwealth shall appoint a qualified person, who shall not be a member of the governing body, to record the official actions of such governing body." Ella W. Jordan expresses a desire to be reappointed as Clerk, and Travis O. Morris desires to be reappointed as Senior Deputy Clerk. These positions are reappointed annually.

---

### **Agenda Item No. 7. Board 2016 Calendar:**

- a. Section 15.2-1416 of the Code states that "The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any ... day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of such resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having general circulation in the county or municipality at least seven days prior to the first such meeting at such other day, place or time...."

Should the Board wish to continue with the schedule adopted last year for its regular meetings, the Board needs to adopt a motion to set the meeting times, dates and places for Calendar Year 2016 as follows: first Wednesday of the month - 1:00 p.m., and the second Wednesday of the month - 6:00 p.m., with said meetings to be held in the County Office Building on McIntire Road. Since April 13, 2016 is a County holiday, it is recommended that the Board set April 14, 2016 as its regular night meeting. Should the Board wish to cancel a meeting during the summer to accommodate summer schedules and vacations, it is suggested that you cancel August 10, 2016. It is also recommended that the meeting dates for January 2017 be January 4 – 1:00 p.m., and January 11 – 6:00 p.m.

---

- b. At its meeting on September 2, 2015, the Board approved the FY17 budget calendar. The Board needs to set the time for the following budget-related events: to receive the County Executive's recommended budget and to hold budget work sessions. The dates of those meetings are highlighted on the attached.
- 

- c. Section 33.10.2 of the Zoning Ordinance states that the Board of Supervisors shall consider zoning text amendment petitions by property owners at specified intervals of three months. The dates requested for these hearings for 2016 are September 14 and December 14, 2016 and March 8, and June 14, 2017. A motion is required to set these dates which are then advertised in the newspaper.
-

***Agenda Item No. 8. Adoption of Rules of Procedures/Policies:***

- a.** A copy of the Board's adopted Rules of Procedure are included with this agenda item for your review.
- b.** Section E, Item 4, sets out the Board's policy for Proclamations and Recognitions. Board member's expressed a desire to review this process. Staff supports readopting the policy as currently written.