

<p style="text-align: center;">ACTIONS Board of Supervisors Meeting of November 19, 2025</p>		
		November 20, 2025
AGENDA ITEM/ACTION	ASSIGNMENT	VIDEO
<p>1. Call to Order.</p> <ul style="list-style-type: none"> The meeting was called to order at 1:00 p.m. by the Chair, Mr. Andrews. All BOS members were present except for Mr. Pruitt. Also present were Jeff Richardson, Lauren Bohdan, Claudette Borgersen, and Travis Morris. 		
<p>4. Adoption of Final Agenda.</p> <ul style="list-style-type: none"> PULLED May 7 and June 4, 2025, minutes. REMOVED consent agenda item #8.4 Resolution to Participate in VDOT Transportation Partnership Opportunity Fund (TPOF) Boulders Road Extension from the agenda. By a vote of 5:0:1 (Pruitt absent), ADOPTED final agenda as amended. 		
<p>5. Brief Announcements by Board Members.</p> <p><u>Ann Mallek:</u></p> <ul style="list-style-type: none"> Announced that this month marks the 11th anniversary of the Earlysville Exchange, founded by Benny Clark and the Chestnut Grove Baptist Church. Commented that later in the meeting she would provide an update regarding the recently held 91st Virginia Association of Counties (VACo) conference. Noted that at the last meeting for the Regional Transit Partnership (RTP) a resolution was presented to Ms. McKeel for her outstanding support and leadership as Chair throughout the entire partnership. <p><u>Bea LaPisto-Kirtley:</u></p> <ul style="list-style-type: none"> Mentioned that she had attended the Albemarle County Police Department's promotion ceremony and life-saving awards event and extended her congratulations to the new Albemarle County Police Department supervisors and officers who were recognized. Commented that on the previous Saturday, she visited the St. John Community Center, where they hosted a Thanksgiving celebration and she had the opportunity to thank Gary Wood, President of Firefly, for his efforts in bringing internet access to the community. Reported that the Economic Development Authority (EDA) continued to monitor local businesses and provide financial support to help them succeed. <p><u>Diantha McKeel:</u></p> <ul style="list-style-type: none"> Reported that Supervisors had participated in the official grand opening of the pedestrian bicycle bridge across Route 29 North the previous week along with the University of Virginia, the City of Charlottesville, Albemarle County, and the Virginia Department of Transportation (VDOT). Announced that the previous night marked the final meeting of the Regional Transit Partnership, which had now been replaced by the new Charlottesville-Albemarle Regional Transit Authority (CARTA) Mentioned that the Chamber of Commerce was 		

[Link to Video](#)

<p>presenting the 2025 Best in Business Awards that evening.</p> <p><u>Jim Andrews:</u></p> <ul style="list-style-type: none"> Announced that the North Garden 5K was scheduled for the following Sunday and served as a fundraiser for both Red Hill School and the North Garden Volunteer Fire Department. 		
<p>6. Proclamations and Recognitions.</p> <p>a. Proclamation Recognizing Restorative Justice Week.</p> <ul style="list-style-type: none"> By a vote of 5:0, ADOPTED proclamation, read and presented to Ashley Cinalli-Mathews. 	(Attachment 1)	
<p>7. Public Comment on: Matters Previously Considered or Currently Pending Before the Board (Other than Scheduled Public Hearings).</p> <ul style="list-style-type: none"> <u>Alicia Lenahan</u>, resident of the Scottsville District, addressed the Board concerning a resolution previously submitted regarding Immigration and Customs Enforcement (ICE) raids. 		
<p>8.2 Purchasing Manual Update.</p> <ul style="list-style-type: none"> ADOPTED resolution to adopt the updated Albemarle County Purchasing Manual with an effective date of November 19, 2025. 	<p><u>Clerk:</u> Forward copy of signed resolution to Finance and Budget and County Attorney's office. (Attachment 2)</p> <p><u>Finance and Budget:</u> Provide Clerk with copy of Updated Purchasing Manual. (Attachment 3)</p>	
<p>8.3 Quarterly Tax Refund Approval Request.</p> <ul style="list-style-type: none"> ADOPTED resolution to approve the refund requests and authorize the Department of Finance and Budget to initiate the refund payments. 	<p><u>Clerk:</u> Forward copy of signed resolution to Finance and Budget and County Attorney's office. (Attachment 4)</p>	
<p>8.4 Resolution to Participate in VDOT Transportation Partnership Opportunity Fund (TPOF) Boulders Road Extension.</p> <ul style="list-style-type: none"> Removed from agenda. 		
<p>8.5 SE-2025-00028 Cornerstone Community Church - Curb Waiver.</p> <ul style="list-style-type: none"> ADOPTED resolution to approve a special exception to waive the curb requirements in the parking area with 11 spaces as highlighted in the applicant's narrative. 	<p><u>Clerk:</u> Forward copy of signed resolution to Community Development and County Attorney's office. (Attachment 5)</p>	
<p>9. Work Session: Five-Year Financial Plan Work Session.</p> <ul style="list-style-type: none"> HELD. 		
<p>Recess.</p> <ul style="list-style-type: none"> At 2:37 p.m., the Board recessed and reconvened at 2:52 p.m. 		
<p>10. Financial Management Policies Update.</p> <ul style="list-style-type: none"> By a vote of 5:0, ADOPTED the revised Financial Management Policies as set forth in Attachment A, with the revision adopting Option B. 	<p><u>Finance and Budget:</u> Provide the Clerk with a copy of the revised Financial Management Policies as adopted. (Attachment 6)</p>	
<p>11. SE-2025-00029 2238 Richmond Road - Access Setback for Clean Earth Fill Activity.</p> <ul style="list-style-type: none"> By a vote of 5:0, ADOPTED the proposed resolution to approve the special exception for the access to the proposed clean earth fill area on parcels 07800-00-00-048A0 and 07800-00-00-04800, provided that placement of any fill on parcels 07800-00-00-04800, and 07800-00-00-04900 must be in general accord with the Water Protection Ordinance (WPO) plan entitled VESMP Plan, 2238 Richmond Road, 	<p><u>Clerk:</u> Forward copy of signed resolution to Community Development and County Attorney's office. (Attachment 7)</p>	

	Albemarle County, Virginia, dated February 10, 2025 and last revised on July 10, 2025 and any duly-issued building permit.	
12.	From the County Executive: Report on Matters Not Listed on the Agenda. <u>Jeff Richardson:</u> <ul style="list-style-type: none"> Presented the November 2025 Progress Albemarle report. 	
13.	From the Board: Committee Reports and Matters Not Listed on the Agenda. <u>Ann Mallek:</u> <ul style="list-style-type: none"> Reported on her attendance at the VACo. Annual Conference. <u>Ned Gallaway:</u> <ul style="list-style-type: none"> Reminded Supervisors that the MPO would be receiving a presentation on Transportation Funding on December 17 at 4 pm. Reported on his attendance at the VACo. Annual Conference. <u>Jim Andrews:</u> <ul style="list-style-type: none"> Reported on the most recent Rivanna Solid Waste Authority (RSWA) meeting. 	
14.	Closed Meeting. <ul style="list-style-type: none"> At 4:00 p.m., the Board went into closed meeting pursuant to section 2.2-3711(A) of the Code of Virginia: under subsection (1) to discuss and consider the annual performance of the County Executive. 	
15.	Certify Closed Meeting. <ul style="list-style-type: none"> At 5:19 p.m., the Board reconvened into an open meeting and certified the closed meeting. 	
16.	Adjourn to December 1, 2025, 10:00 a.m. Room 241. <ul style="list-style-type: none"> The meeting was adjourned at 5:20 p.m. 	

ckb/tom

Attachment 1 – Proclamation Recognizing Restorative Justice Week

Attachment 2 – Resolution to Amend and Re-Adopt the Albemarle County Purchasing Manual

Attachment 3 – Albemarle County Purchasing Manual – **On File in Clerk's Office**

Attachment 4 – Resolution Requesting Tax Refunds

Attachment 5 – Resolution to Approve SE-2025-00028 Cornerstone Community Church – Curb Waiver

Attachment 6 – Revised Financial Management Policies

Attachment 7 – Resolution to Approve SE-2025-00029 2238 Richmond Road – Access Setback for Clean Earth Fill Activity

PROCLAMATION RECOGNIZING RESTORATIVE JUSTICE WEEK

WHEREAS, Restorative Justice Week begins annually every third Sunday of November, falling on November 16 through 22 in 2025, and aims to recognize the power and effect of justice based on the restoration of human connection in lieu of retributive and punitive proceedings; and

WHEREAS, restorative justice is an internationally recognized approach for responding to crime and incidents of harm that provides the opportunity for dialogue between those who have experienced harm, the harm perpetrators, and their community to address the harm and meet the needs of those involved; and

WHEREAS, Central Virginia Community Justice, serving Charlottesville & Albemarle, was established in 2022 to provide space for those involved in harm to lead their own accountability and healing through restorative justice; and

WHEREAS, Central Virginia Community Justice has supported over 200 individuals through the restorative justice process to address situations of harm in our communities and our schools, and Restorative Justice Week serves as an opportunity for residents to reflect on how our community can find growth and healing in restorative approaches to conflict and harm.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Albemarle County Board of Supervisors, do hereby recognize

November 16 through November 22, 2025, as

RESTORATIVE JUSTICE WEEK

to promote the safety and well-being of all County residents in their communities and schools by encouraging the learning and practicing of restorative skills of human connection and healing as a means of attaining justice.

Signed this 19th day of November 2025.

**RESOLUTION TO AMEND AND RE-ADOPT
THE ALBEMARLE COUNTY PURCHASING MANUAL**

WHEREAS, the County of Albemarle Purchasing Manual (“Manual”) delineates not only the requirements of the Virginia Public Procurement Act, but also the methods and procedures that best enable the County to procure the highest quality goods, services and construction at a reasonable cost and in an efficient, fair, and competitive manner; and

WHEREAS, the Manual was last amended on December 11, 2024, effective April 1, 2025; and

WHEREAS, the Virginia General Assembly has enacted the Public-Private Education Facilities and Infrastructure Act of 2002 (the “PPEA”) (Virginia Code § 56-575.1 et seq.); and

WHEREAS, the Board adopted PPEA Guidelines on July 3, 2019; and

WHEREAS, the Virginia General Assembly has enacted the Public-Private Transportation Act of 1995 (the “PPTA”) (Virginia Code § 33.2-1800 et seq.); and

WHEREAS, the Board of Supervisors adopted the PPTA Guidelines on March 20, 2024; and

WHEREAS, the Board finds it is in the best interests of the County to amend the Manual to ensure that the County is able to procure goods, services and construction in a way that is fair, impartial, administratively efficient, in alignment with state law, and accessible to all qualified vendors and integrate the public private partnership guidelines within the Manual;

NOW, THEREFORE, BE IT RESOLVED that the Albemarle County Board of Supervisors hereby amends and re-adopts the Albemarle County Purchasing Manual, as reflected in Attachment B, effective immediately.

On File in Clerk's Office

**RESOLUTION
REQUESTING TAX REFUNDS**

WHEREAS, Virginia Code § 58.1-3981 requires that erroneous tax assessments be corrected and that a refund, with interest as applicable, be paid back to the taxpayer; and

WHEREAS, Tax refunds resulting from erroneous assessment that exceed \$10,000 must be approved by the Board of Supervisors, after being certified by the Chief Financial Officer and the County Attorney.

NOW, THEREFORE, BE IT RESOLVED that a refund in the amount of \$24,295.85 has been reviewed and certified due to a closed business license and this refund shall be remitted to Virginia Veterinary Specialists PC to conform with Virginia Code § 58.1-3981;

BE IT RESOLVED that a refund in the amount of \$24,156.90 has been reviewed and certified due to a tax status change and this refund shall be remitted to Colby's Crew Rescue to conform with Virginia Code § 58.1-3981;

BE IT RESOLVED that a refund in the amount of \$19,323.75 has been reviewed and certified due to an amended business tangible personal property returns and this refund shall be remitted to Southwest Research Institute to conform with Virginia Code § 58.1-3981; and

BE IT RESOLVED that a refund in the amount of \$10,548.06 has been reviewed and certified due to a closed business license and this refund shall be remitted to Greenbrier Innovative Emergency Animal Hospital LLC to conform with Virginia Code § 58.1-3981.

**RESOLUTION TO APPROVE SE-2025-00028
CORNERSTONE COMMUNITY CHURCH - CURB WAIVER**

WHEREAS, Parcel 07800-00-00-058K0 was the subject of a rezoning application approved by the Board of Supervisors on April 17, 2024 (ZMA202300004), which changed the zoning on the property from R-1 Residential to C-1 Commercial; and

WHEREAS, an Initial Site Plan (SDP202400047), a subdivision plat (SUB-2025-00122), and a Final Site Plan (SDP-2025-00022) have been submitted for review to redevelop the site for the Cornerstone Community Church, which plans include a new parking area; and

WHEREAS, upon consideration of the staff report for SE-2025-00028 Cornerstone Community Church - Curb Waiver, and the attachments thereto, including the staff's supporting analysis and application materials, any comments received, and all relevant factors in *Albemarle County Code* §§ 18-4.12.15(g) and 18-4.12.2(c), the Albemarle County Board of Supervisors hereby finds that:

a. The public health, safety, or welfare would be equally or better served by the proposed special exception; and

b. The proposed special exception would not otherwise be contrary to the purpose and intent of the Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Albemarle County Board of Supervisors hereby approves SE-2025-00028, to waive the curb requirements set forth in *Albemarle County Code* § 18-4.12.15(g) on Parcel 07800-00-00-058K0.

FINANCIAL MANAGEMENT POLICIES

STATEMENT OF PURPOSE

The County of Albemarle has a responsibility to its taxpayers to account for public funds, to manage its finances wisely, and to allocate its resources efficiently, effectively, and equitably, in order to provide the services desired by the public. The primary objective of establishing Financial Management Policies is to provide a framework wherein sound financial decisions may be made for the long-term betterment and stability of Albemarle County.

POLICY GOALS

A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. An effective fiscal policy should:

- Insulate the County from fiscal crises;
- Enhance the County's ability to obtain short-term and long-term financial credit by helping to achieve the highest credit rating and bond rating possible;
- Promote long-term financial stability by establishing clear and consistent guidelines;
- Provide the total financial picture of the County rather than concentrating on single issue areas;
- Provide a link between long-range financial planning and current operations; and
- Provide a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

1. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

- A. The County will establish and maintain a high standard of internal controls and accounting practices in conformance with the Uniform Financial Reporting Manual of Virginia and Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board.
- B. An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; and Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia.
- C. The County will maintain an audit committee comprised of the County Executive, or designee, the Superintendent of Schools, or designee, the Chief Financial Officer, two Board of Supervisors members and one School Board member. The committee's responsibility will be to review the financial statements and results of the independent audit and to communicate those results to the Board of Supervisors.
- D. The County will annually seek the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The intent of seeking this is to receive external, independent feedback and demonstrate that the Annual Comprehensive Financial Report document reflects best practices.
- E. The County will provide the Board of Supervisors with quarterly General Fund and School Fund financial reports.

2. BUDGET POLICIES

- A. The annual budget will be prepared consistent with requirements established by the Virginia Code, guidelines established by the GFOA and in accordance with budgeting best practices.
- B. The budget must be structured so that the Board and the public can understand the relationship between revenues, expenditures, and the achievement of service objectives.
- C. The budget will be structurally balanced, where ongoing revenues equal or exceed ongoing expenditures. The goal of the County is to fund all ongoing expenditures with ongoing revenues, not one-time revenues.
- D. The County will develop and annually update a long-range five-year Financial Plan. The Financial Plan will include a review of revenue trends and expenditures from the prior years' projections of revenues and expenditures, as well as future costs and the financing of the Capital Improvement Plan.
- E. When revenue shortfalls are anticipated in a fiscal year, spending during that fiscal year must be reduced sufficiently to offset the projected revenue shortfalls.
- F. The County shares the increase or decrease in available shared revenues among the County Government and Public Schools operating, debt service, and capital budgets.
 - When developing the budget, the County calculates the increase or decrease in General Fund local tax and State non-categorical aid revenues.
 - This amount is adjusted for changes in expenses that reduce available shared revenue: City of Charlottesville revenue sharing, Tax Relief programs, Economic Development Authority tax-related performance agreements, and the designated transfers to the Water Resources Fund and Affordable Housing Investment Fund, and the dedicated tax rate increase for public safety.
 - The remaining amount is allocated 54% to the Public Schools operating budget, 36% to the County Government operating budget, and 10% for the joint County Government and Public Schools debt service and capital budgets.
 - This guideline may be reviewed annually with Board of Supervisors approval.
- G. The budget preparation process is conducted to allow decisions to be made regarding anticipated resource levels and expenditure requirements for the levels and types of services to be provided in the upcoming fiscal year.
- H. The County Government budget is approved and appropriated by the County Board of Supervisors. Each year the County Board of Supervisors' annual resolution of appropriations dictates the level of appropriation authority for all funds. Total expenditures cannot exceed total appropriations of any department within the General Fund. The annual resolution of appropriations will also establish how the budget may be amended.
- I. The Board of Supervisors appropriates Public Schools funding in accordance with Virginia Code § 22.1-115.

- J. The Board of Supervisors will adopt and appropriate the budget in accordance with Virginia Code requirements and the Board of Supervisors' annual budget calendar.
- K. The County will annually seek the GFOA Distinguished Budget Presentation Award. The intent of seeking this is to receive external, independent feedback and demonstrate that the annual budget document reflects best practices.

3. CAPITAL BUDGET AND ASSET POLICIES

- A. The County will approve a Capital Improvement Plan (CIP), which is a five-year forecast for all anticipated capital projects and is considered to be a link between the County's Comprehensive Plan, Strategic Plan, and its financial planning process. The County will approve a one-year capital budget, which is the first year of the CIP. The second through fifth years of the CIP are refined annually to guide future planning.
- B. County Government will collaborate with the Public Schools and Planning Commission regarding the development and coordination of the capital budget and Capital Improvement Plan. The processes and procedures related to this collaboration, whether joint Board meetings, designated committees, or other activities will be determined as part of the annual budget calendar or as otherwise directed by the Board of Supervisors.
- C. The County will coordinate the development of the capital budget with the development of the operating budget so that future operating costs, including annual debt service associated with new capital projects, will be projected and included in operating budget forecasts.
- D. The County believes in funding an appropriate portion of its capital improvements on a cash basis to provide budgetary flexibility, to support those capital expenses not eligible for debt financing, and to reflect useful life considerations. The appropriate level and funding goal of ongoing and one-time cash provided to the capital budget in a fiscal year will be determined in the context of the budget processes.
- E. The County maintains a capital assets inventory and estimates remaining useful life and replacement costs.
- F. The County will maintain a system for maintenance, replacement, and enhancement of the County Government's and Public Schools' physical plant. This system will protect the County's capital investment and minimize future maintenance and replacement costs:
 - The operating budget will provide for minor and preventive maintenance;
 - Within the Capital Improvement Plan, the County will maintain a capital plant and equipment maintenance/replacement schedule, which will provide a five-year estimate of the funds necessary to provide for the structural, site, major mechanical/electrical rehabilitation, or replacement of the County Government's and Public Schools' plant.

4. DEBT POLICIES

- A. The County will not fund current operations from the proceeds of borrowed funds.

- B. The County's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.
- C. Recognizing the importance of long-term financial obligations, including total tax-supported debt, lease, and financing payments, to its overall financial condition, the County will set target debt ratios, which will be calculated annually and published as part of the budget and bond issuance processes
 - Total long-term obligations, as defined above, as a percentage of the estimated market value of taxable property should not exceed 2%; and
 - The ratio of debt service expenditures to General Fund and School Fund revenues, less General Fund transfers to the School Fund, should not exceed 10%.
- D. The County intends to maintain a 10-year payout ratio at or above 60% at the end of each adopted five-year Capital Improvement Plan 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.
- E. The County shall ensure compliance with federal arbitrage rebate requirements by maintaining accurate records of bond proceeds, investment earnings, and expenditures, and by conducting timely rebate calculations and filings. Interest earnings on bond proceeds and payments will be recorded and restricted in the Debt Service funds.
- F. The County will not entertain the use of derivatives as a method of financing debt unless and until such time as the Board of Supervisors adopts a specific derivatives-related policy.

5. FUND BALANCE OR RESERVE POLICIES

- A. The fund balance is built over years from savings to provide the County with working capital to enable it to finance unforeseen emergencies without borrowing. The County will maintain a fund balance for cash liquidity purposes that will provide sufficient cash flow to minimize the possibility of short-term tax anticipation borrowing.
- B. At the close of each fiscal year, the unassigned General Fund's 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, less the General Fund transfer to the School Fund.
- C. 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 unassigned fund balance to the 10% target level as quickly as reasonably possible.

- D. In addition to maintaining the 10% target level as described above, at the close of each fiscal year, a target amount equal to 2% of the County's total operating revenues, which includes the General Fund plus the School Fund, less the General Fund transfer to the School Fund, shall be reserved as an unassigned Budget Stabilization Reserve. The Budget Stabilization Reserve is intended to be among the strategies available in a difficult budget year or unanticipated situation. This reserve may be used from time to time as necessary to meet unanticipated one-time emergencies and unanticipated expenditures required to pay costs necessary to maintain the quality or level of current services or to smooth/offset revenue fluctuations occurring within a fiscal year. The Budget Stabilization Reserve is not meant to be an ongoing source of funding for the operating budget and balances utilized should be replenished as quickly as reasonably possible.
- E. The Board of Supervisors may appropriate funds in excess of the unassigned 10% General Fund's fund balance policy level and the Budget Stabilization Reserve to the Capital Improvement Plan in support of "pay-as-you-go" funding; or for other one-time uses. Appropriations to the Capital Improvement Plan are intended to provide flexibility in meeting debt service and capital requirements and to mitigate tax rate increases related to future capital projects
- F. At the close of each fiscal year before the County's audit is complete, all non-appropriated School Operating Fund's fund balance will be transferred into the General Fund-School Reserve Fund. The Board of Supervisors will maintain in the General Fund-School Reserve Fund an amount not greater than 2% of the current year's Public Schools adopted operating revenues. These funds will be available for Public Schools' purposes subject to appropriation by the Board of Supervisors. The Board of Supervisors will transfer any funds in excess of that 2% to the CIP on an annual basis unless otherwise determined by the Board of Supervisors.
- G. The County will also establish targeted fund balances for other County funds where year-to-year expenses or revenues may be more volatile, such as the Healthcare Fund and the Children's Services Act Fund (CSA), to insulate the General Fund from risk, meet cash flow needs, and to address unexpected expenditure or revenue shortfalls.

6. GRANTS POLICIES

- A. The County will pursue grant funding for projects that align with its core values and strategic goals and administer grants in a manner that ensures regulatory compliance and upholds fiscal responsibility to preserve eligibility for current and future funding opportunities.
- B. Pursuant to the Board of Supervisors' resolution dated May 6, 2009, which delegated authority to the County Executive to act on behalf of the County in approving grant applications and awards, County Departments must obtain approval from the County Executive prior to submitting any grant application or accepting any grant award.
- C. To execute this Board of Supervisors' grant policy, the County will adhere to the procedures and standards articulated in the Grant Handbook that is managed by the Department of Finance and Budget.

- D. The County will attempt to recover all allowable costs – direct and indirect – associated with the administration and implementation of programs and/or projects funded by grants. The County must ensure that grant budgets reflect full cost recovery where permitted.

7. INVESTMENT POLICIES

- A. The County will invest County held funds, such as operating cash, reserves, bond proceeds, and other financial assets, in accordance with the County's Investment Policy, which is approved by the Board of Supervisors. The County will invest in conformance with the Code of Virginia, GFOA best practices, and all other applicable laws and regulations. The County will adhere to the following investment priorities in order of importance: safety, liquidity, and yield.
- B. The Chief Financial Officer will oversee the day-to-day management and will maintain a system of internal controls for investments, which shall be documented in writing and available for review by the County's independent auditor.
- C. Investment performance shall be measured against appropriate benchmarks (e.g., Local Government Investment Pool, Treasury indices). Quarterly reports will be provided to the Board of Supervisors, including holdings, returns, and compliance metrics.
- D. The County will conduct a comprehensive cash flow analysis at least annually. Disbursements, collections, and deposits of all funds will be scheduled to ensure maximum cash availability and investment potential.

8. PROCUREMENT POLICIES

- A. The County will adhere to the procurement policies articulated in the County's Purchasing Manual, which is approved by the Board of Supervisors and informed by the Virginia Public Procurement Act.
- B. Financial services and systems, such as, but not limited to, contractual consolidated banking, independent audit, financial advisors, bond counsel, and actuarial services, will be reviewed regularly and procured in accordance with the Virginia Public Procurement Act.

9. REAL ESTATE ASSESSMENT POLICIES

- A. Re-assessment of real property will be made every year and will be performed in accordance with Generally Accepted Appraisal Practices and guidelines established by the International Association of Assessing Officers (IAAO).
- B. The County will maintain sound appraisal procedures to keep property values current. The County's goal is to achieve a 100% median assessment to sales ratio using valid sales from the calendar year prior to the tax year in question. This percentage varies from the Virginia State ratio study analysis that uses sales within the year after the assessment is determined.

10. REVENUE POLICIES

- A. The County will maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any one year. To the extent possible, the County shall attempt to decrease its dependency on real estate taxes to finance the County's operating budget.
- B. The County will project its annual revenues and generate its five-year forecasts by using an objective, analytical process that is consistent with Government Finance Officers Association (GFOA) best practices.
- C. The County will monitor all taxes to ensure that they are equitably administered and that collections are timely and accurate.
- D. The County will follow a comprehensive policy of collecting tax and related penalty and interest revenues as authorized by the Code of Virginia. The annual level of collected current property taxes should be at least 96%, unless caused by conditions beyond the County's control.
- E. The County will, where possible, institute user fees and charges for specialized County programs and services based on benefits, and/or privileges granted by the County or based on the cost of a particular service. Rates will be established to recover operational as well as capital or debt service costs and considering the equitable access to services with a goal to review user fee charges at least every three years.
- F. Local tax dollars will not be used to make up for losses of inter-governmental aid without first reviewing the program and its merits as a budgetary increment.

Policies Adopted: October 5, 1994 Amended: October 11, 2000; August 1, 2012; March 13, 2013; September 6, 2017, November 1, 2017, January 6, 2021, September 7, 2022, and November 19, 2025.

**RESOLUTION TO APPROVE SE-2025-00029
2238 RICHMOND ROAD - ACCESS SETBACK FOR CLEAN EARTH FILL ACTIVITY**

WHEREAS, upon consideration of the staff reports prepared for SE2025-00029 2238 Richmond Road - Access Setback for Clean Earth Fill Activity and the attachments thereto, including staff's supporting analysis, the applicant's materials, any comments received, and all of the relevant factors in *Albemarle County Code* § 18-5.1.28 and § 18-33.9, the Albemarle County Board of Supervisors hereby finds that the applicable requirements would not forward the purposes of the Zoning Ordinance or otherwise serve the public health, safety, or welfare, and that the proposed variation or exception is supported by the abutting owners impacted by the variation or exception.

NOW, THEREFORE, BE IT RESOLVED that the Albemarle County Board of Supervisors hereby approves a special exception to waive the 50-foot access setback from property lines otherwise required by *County Code* § 18-5.1.28(a)(7) across Parcel 07800-00-00-048A0 for clean earth fill activity on Parcels 07800-00-00-04800 and 07800-00-00-04900, provided that placement of any fill on these Parcels must be in general accord with both (a) the Water Protection Ordinance plan (WPO 202500011) entitled "VESMP Plan 2238 Richmond Road," prepared by Shimp Engineering on February 10, 2025, and last revised on July 10, 2025, and (b) any duly-issued building permit.