



	<p>Charlottesville Free Clinic and provided update of past year's activities.</p> <ul style="list-style-type: none"> <li>• <u>Taylor Ray, Jamiera Saylor, William Nash Daniel Taylor and Kylie Lambert</u>, Monticello High School students addressed the Board and spoke on the relocation of the Albemarle County General District Court.</li> <li>• <u>Jacob Gilepsy, Colleen Taylor, Maria and Taneal</u>, Monticello High School students addressed the Board and spoke on HB1410 College Affordability.</li> <li>• <u>Dolly Joseph</u>, resident of the Samuel Miller District spoke on access to the proposed Hedgerow Park.</li> </ul>		
8.1	<p>FY 2017 Appropriations.</p> <ul style="list-style-type: none"> <li>• <b>ADOPTED</b>, Resolution to approve appropriations #2017091, #2017092, #2017093, #2017094, #2017095, #2017096, and #2017097 for local government and school division projects and programs.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed resolution to OMB, Finance and County Attorney's office. (Attachment 3)</p>	
8.2	<p>Personnel Policy Amendments.</p> <ul style="list-style-type: none"> <li>• <b>ADOPTED</b> Resolutions to amend Personnel Policies §§ P-22, P-26, and P-60, and to add Personnel Policy § P-91.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed resolutions to the Human Resources and County Attorney's office. (Attachment 4)</p>	
8.3	<p>Parking Agreement for Parking Spaces at the Daily Progress.</p> <ul style="list-style-type: none"> <li>• <b>ADOPTED</b> resolution approving the rental of 21 parking spaces at The Daily Progress office building and authorizing the County Executive to execute the parking agreement once it has been approved as to substance and form by the County Attorney.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed resolution to County Attorney's office. (Attachment 5)</p> <p><u>County Attorney</u>: Provide Clerk with fully executed copy of parking agreement.</p>	
8.4	<p>Resolution of Intent to Amend the Zoning Ordinance Regulations Pertaining to Farmer's Markets.</p> <ul style="list-style-type: none"> <li>• <b>ADOPTED</b> Resolution of Intent.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed resolution to Community Development and County Attorney's office. (Attachment 6)</p>	
8.5	<p>Small Area Plan Memorandum of Understanding.</p> <ul style="list-style-type: none"> <li>• <b>ADOPTED</b> Resolution approving the attached Memorandum of Understanding between the County, the City, and the MPO.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed resolution to County Attorney's office. (Attachment 7)</p> <p><u>County Attorney</u>: Provide clerk with copy of fully executed MOU.</p>	
8.6	<p>Set public hearing for June 7, 2017, on an ordinance to amend Chapter 2, Administration, of the Albemarle County Code, <b><u>to amend Section 2-202, Compensation of board of supervisors</u></b>, to increase the compensation of the members of the Board of Supervisors by an inflation factor of 2% effective July 1, 2017.</p> <ul style="list-style-type: none"> <li>• <b>SET</b> public hearing for June 7, 2017.</li> </ul>	<p><u>Clerk</u>: Schedule on agenda and advertise in Daily Progress.</p>	
8.6a	<p>Change start time of June 7, 2017, Day Meeting from 1:00 p.m. to 9:00 a.m.</p> <ul style="list-style-type: none"> <li>• <b>CHANGED</b> start on June 7, 2017 meeting to begin at 9:00 a.m.</li> </ul>	<p><u>Clerk</u>: Notify appropriate individuals.</p>	
9.	<p>Residential Transient Lodging Work Session and Resolution of Intent.</p> <ul style="list-style-type: none"> <li>• By a vote of 6:0, <b>ADOPTED</b> Resolution of Intent.</li> </ul>	<p><u>Clerk</u>: Forward copy of signed Resolution to Community Development and County Attorney's Office. (Attachment 8)</p>	

	<ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ENDORSED</b> the public process.</li> <li>By a vote of 6:0, <b>SET</b> public hearing from June 14, 2017.</li> </ul>	Clerk: Schedule on agenda and advertise in Daily Progress.	
10.	Strategic Plan for Natural Resources Program. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ENDORSED</b> the strategic plan.</li> </ul>	<u>David Hannah:</u> Proceed as directed.	
11.	Transportation Priorities Work Session. <ul style="list-style-type: none"> <li><b>HELD.</b></li> </ul>		
12.	Hydraulic Area Project Advisory Panel Update. <ul style="list-style-type: none"> <li><b>RECEIVED.</b></li> </ul>		
13.	2017 Legislative Update. <ul style="list-style-type: none"> <li><b>Held later on agenda.</b></li> </ul>		
14.	Changes to CAT Route 11 Impact to Senior Center. <ul style="list-style-type: none"> <li><b>RECEIVED.</b></li> </ul>		
15.	Charlottesville/Albemarle Airport Update. <ul style="list-style-type: none"> <li><b>RECEIVED.</b></li> </ul>		
16.	Shenandoah National Park Update. <ul style="list-style-type: none"> <li><b>RECEIVED.</b></li> </ul>		
17.	Closed Meeting. <ul style="list-style-type: none"> <li>At 4:56 p.m., the Board went into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia Under Subsection (1) to: 1. Discuss and consider appointments to boards, committees, and commissions in which there are pending vacancies or requests for reappointments; and 2. Discuss and consider the resignation of an employee of the Board of Supervisors; and 3. Discuss and consider the annual performance evaluations of the County Attorney and the Clerk of the Board of Supervisors. Under Subsection (7), to consult with and be briefed by legal counsel and staff regarding specific legal matters requiring legal advice about: 1. The Belvedere development; and 2. Litigation related to a real estate assessment appeal because a public discussion would adversely affect the negotiating or litigating posture of the County.</li> </ul>		
18.	Certify Closed Meeting. <ul style="list-style-type: none"> <li>At 6:10 p.m., the Board reconvened into open meeting and certified the closed meeting.</li> </ul>		
19.	Boards and Commissions: <ol style="list-style-type: none"> <li>Vacancies and Appointments.</li> </ol> <ul style="list-style-type: none"> <li><b>Held later on agenda.</b></li> </ul>		
	<b>Non-Agenda.</b> Announcement. <u>Doug Walker:</u> <ul style="list-style-type: none"> <li>Announced that Assistant County Executive Lee Catlin has submitted her letter of resignation effective November 1, 2017.</li> </ul>		
20.	From the Public: Matters Not Listed for Public Hearing on the Agenda. <ul style="list-style-type: none"> <li>There were none.</li> </ul>		
21.	<b><u>Pb. Hrg.: Resolution Adopting the Fourth Restated Articles for the Rivanna Water and Sewer Authority.</u></b>	Clerk: Forward copy of signed Resolution to Facilities and Environmental Services and	

<ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> Resolution to amend the RWSA articles of incorporation to replace the City's Director of Public Works with the City's Director of Utilities on the RWSA Board and give the City Council the ability to replace the Director of Utilities with any other City department head.</li> </ul>	<p>County Attorney's office. (Attachment 9)</p> <p><u>County Attorney:</u> Provide Clerk with fully execute copy of lease.</p>	
<p>2017 Legislative Update.</p> <ul style="list-style-type: none"> <li><b>Received.</b></li> </ul>		
<p>22. From the Board: Committee Reports and Matters Not Listed on the Agenda. <u>Norman Dill:</u></p> <ul style="list-style-type: none"> <li>Requested that the Board consider adding to a future agenda a presentation by the Sierra Club.</li> </ul> <p><u>Liz Palmer:</u></p> <ul style="list-style-type: none"> <li>Requested a discussion in July on solid waste.</li> </ul> <p><u>Rick Randolph:</u></p> <ul style="list-style-type: none"> <li>Commended Sheriff Chip Harding on a recent press release regarding the conviction and incarceration of Jens Soering.</li> </ul> <p><u>Ann Mallek:</u></p> <ul style="list-style-type: none"> <li>Mentioned a possible future Board discussion on adding a Forester to the Public Recreational Facilities Authority.</li> <li>Reported that she has received complaints from citizens on people driving on the beaches at Mint Springs Park.</li> <li>Reported that citizens had expressed their concerns about low flying drones at Chris Greene Lake and request an update on drone usage from the County Attorney.</li> </ul>	<p><u>County Executive:</u> Work with Norman Dill on potential symposium focused on energy issues.</p> <p><u>Clerk:</u> Schedule on July agenda and notify appropriate staff.</p>	
<p>23. From the County Executive: Report on Matters Not Listed on the Agenda.</p> <ul style="list-style-type: none"> <li>There were none.</li> </ul>		
<p>24. Closed Meeting.</p> <ul style="list-style-type: none"> <li>At 7:12 p.m., the Board went into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia Under Subsection (1) to Under Subsection (1), to discuss and consider appointments to boards, committees, and commissions in which there are pending vacancies or requests for reappointments.</li> </ul>		
<p>Certify Closed Meeting.</p> <ul style="list-style-type: none"> <li>At 7:59 p.m., the Board reconvened into open meeting and certified the closed meeting.</li> </ul>		
<p>Vacancies and Appointments.</p> <ul style="list-style-type: none"> <li><b>APPOINTED</b> Ms. Sara Bishop to the Charlottesville-Albemarle Convention and Visitors Bureau (CACVB) Management Board to fill an unexpired term ending June 30, 2018.</li> <li><b>APPOINTED</b> Mr. Eric Walden to the Charlottesville-Albemarle Joint Airport Commission to fill an unexpired term ending December 1, 2017.</li> <li><b>APPOINTED</b> Mr. Stuart Rifkin to the Public Defender's Office Citizens Advisory Committee with said term to expire December 31, 2019.</li> </ul>	<p><u>Clerk:</u> Prepare appointment/reappointment letters, update Boards and Commissions book, webpage, and notify appropriate persons.</p>	

<ul style="list-style-type: none"> <li>• <b>APPOINTED</b> Mr. John K. (Jack) Brown to the Public Recreational Facilities Authority with said term to expire December 31, 2019.</li> <li>• <b>APPOINTED</b> Ms. Jennie More to the Social Services Advisory Board as the White Hall Magisterial District representative to fill an unexpired term ending December 31, 2019.</li> <li>• <b>APPOINTED</b> Ms. Margaret Eldridge to the Solid Waste Alternatives Advisory Committee (SWAAC) to fill an unexpired term ending May 31, 2019.</li> </ul>		
<p>25. Adjourn to May 10, 2017, 2:30 p.m. Lane Auditorium.</p> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 8:01 p.m.</li> </ul>		

ckb/tom

Attachment 1 – Proclamation Recognizing Public Service Recognition Week

Attachment 2 – Proclamation Municipal Clerks Recognition Week

Attachment 3 – Resolution to Approve Additional FY 2017 Appropriations

Attachment 4 – Resolutions to amend Personnel Policies

Attachment 5 – Resolution to Amend the Parking Agreement for Parking Spaces at the Daily Progress

Attachment 6 – Resolution of Intent to Amend the Zoning Ordinance Regulations Pertaining to Farmer's Markets

Attachment 7 – Resolution approving the Small Area Plan Memorandum of Understanding

Attachment 8 – Resolution of Intent - Transient Lodging

Attachment 9 – Resolution to amend the RWSA articles of incorporation

**Public Service Recognition Week 2017**

**WHEREAS,** Americans are served daily by public servants at the federal, state, county, and city levels. These unsung heroes do the work that keeps our nation working; and

**WHEREAS,** public service is among the most demanding and noble of professions; and

**WHEREAS,** Public Service Recognition Week is observed annually to celebrate and recognize the valuable service that public servants provide to the nation; and

**WHEREAS,** over 3,000 Albemarle County Local Government and Schools employees work tirelessly to serve our residents, businesses, and visitors, providing them with outstanding customer service while maintaining careful stewardship of the resources with which they have been entrusted; and

**WHEREAS,** we appreciate the many accomplishments and contributions made daily by these public servants;

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

**Sunday, May 7 through Saturday, May13, 2017  
as Public Service Recognition Week**

and call upon the citizens of Albemarle County to join their fellow citizens across the County to recognize the significant and important contribution that public employees make to our community.

**PROCLAMATION  
May 7 – 13, 2017 Municipal Clerks Week**

- WHEREAS,** The Office of the Municipal Clerk, is the oldest among public servants and a time honored and vital part of local government; and
- WHEREAS,** The Office of the Municipal Clerk serves as principal liaison between Albemarle County's Board of Supervisors, staff, and public on correspondence, inquiries and requests for information; and is responsible for handling sensitive, confidential and sometimes controversial information; and
- WHEREAS,** Municipal Clerks are responsible for the Board of Supervisors' records management process and the permanent retention of all minutes, ordinances, and resolutions adopted by the Board; and coordinates digitizing of official records in conjunction with the State Library; and
- WHEREAS,** Albemarle County's Municipal Clerks coordinate research and compile information as requested by Board members, staff and citizens; and coordinate and oversee the streaming of audio and video for Board meetings and work sessions; and
- WHEREAS,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations;

**NOW, THEREFORE, BE IT RESOLVED,** that the Albemarle County Board of Supervisors proclaims that May 7 – 13, 2017 is hereby designated as Municipal Clerks Week; and further extend appreciation to our Municipal Clerks, Claudette Borgersen, Travis Morris and Sharon Taylor and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Signed and sealed this 3<sup>rd</sup> day of May 2017.

**RESOLUTION TO APPROVE  
ADDITIONAL FY 17 APPROPRIATIONS**

**BE IT RESOLVED** by the Albemarle County Board of Supervisors:

- 1) That Appropriations #2017091, #2017092, #2017093, #2017094, #2017095, #2017096, and #2017097 are approved; and
- 2) That the appropriations referenced in Paragraph #1, above, are subject to the provisions set forth in the Annual Resolution of Appropriations of the County of Albemarle for the Fiscal Year ending June 30, 2017.



**RESOLUTION**

**WHEREAS**, the Board of Supervisors has adopted County of Albemarle Personnel Policies pursuant to Albemarle County Code Section 2-1102; and

**WHEREAS**, the Board desires to amend Section P-22 regarding employee discipline.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors of Albemarle County, Virginia, hereby amends Section P-22, Employee Discipline, of the County of Albemarle Personnel Policies, as follows:

**Section P-22 Employee Discipline**

The Board recognizes its continuing responsibility to develop and administer necessary policies and regulations in a fair and consistent manner. The Board also recognizes the obligations of all employees to conform to these policies and regulations.

The Board seeks to establish and maintain appropriate administrative policies which will provide the most efficient operation of the Albemarle County Local Government and to provide for proper disciplinary action whenever an employee fails to observe such policies and regulations.

**PROCEDURE FOR ENFORCEMENT OF ADMINISTRATIVE REGULATIONS**

- A. All employees shall comply with County and departmental expectations of behavior and performance. Employees who are non-compliant with these expectation may be subject to official disciplinary action up to and including discharge.
- B. Disciplinary action will be taken in private by the employee's supervisor(s) and will normally be progressive consistent with the severity of the infraction:

The normal course will be:

- 1. Oral reprimand
- 2. Written reprimand
- 3. Suspension with or without pay:

All pay and benefits may be suspended concurrently if suspension without pay is utilized.

- 4. Dismissal

Dismissal is also governed by Policy § P-26.

- C. Additionally, the County reserves the right to demote an employee as a disciplinary action.
- D. All official disciplinary action must be recorded and forwarded to the Human Resources Department for inclusion in the employee's personnel file, with a copy provided to the employee.
- E. The department head or designee has the right to utilize any or all of the steps in the disciplinary process. However, the department head must be consulted on all disciplinary actions that result in a written reprimand, suspension, demotion, or dismissal.
- F. All disciplinary complaints are subject to the approved grievance procedure. If an appeal is made of any disciplinary action, the appealing employee should recognize that at each level of the process, a new hearing on the matter will be held at each level of the process and the disciplinary action rendered at subsequent levels may be either more or less stringent.

- G. The department head or designee must consult with the Director of Human Resources and/or the County Attorney's Office prior to utilizing demotion, suspension, or dismissal.
- H. Administrative leave with or without pay may be utilized for purposes of conducting an investigation and pending a determination of guilt in a criminal case. Employees who are reinstated to their former position may be granted back pay. The department director may take whatever personnel actions are deemed necessary to protect the County and promote the objectives of the department, even if there is a finding made of not guilty in a criminal case or if the case is otherwise dismissed or nolle prossed or a finding of "not founded" occurs in a child abuse or neglect administrative proceeding.

Amended: August 7, 1996, May 3, 2017

## **RESOLUTION**

**WHEREAS**, the Board of Supervisors has adopted County of Albemarle Personnel Policies pursuant to Albemarle County Code Section 2-1102; and

**WHEREAS**, the Board desires to amend Section P-26 regarding termination of employment.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors of Albemarle County, Virginia, hereby amends Section P-26, Termination of Employment, of the County of Albemarle Personnel Policies, as follows:

### **Section P-26 Termination of Employment**

The Board recognizes that termination of employment can be either voluntary or involuntary. In all cases, the procedures used will be of a fair and consistent nature, taking into consideration the reasons for separation. Except for excluded classes of employees as defined in Policy § P-03, Employee Grievance Procedure, an employee who is dismissed may appeal the decision under the approved grievance procedure.

The terminated employee's department shall initiate an employee action request (EAR). Department heads or designees have the responsibility of notifying the Human Resources Department as soon as they know an employee is leaving. This form will be the only official notification to remove an employee from the payroll.

Probationary employees may be released or may resign during their probationary periods without obligation on the part of the employer or employee.

Every employee who is separating from employment regardless of the length of service, their position, or the circumstances of their separation, will have the opportunity to participate in an exit interview. The employee may request an in-person exit interview from the Director of Human Resources or designee and/or their Department head or designee.

#### Procedure for Compliance for Termination of Employment

**Resignation:** Resignation is a voluntary termination of employment on the part of an employee for any reason. All employees are required to give written notice of resignation. The Department head or designee has the responsibility of notifying the Department of Human Resources as soon as the Department head or designee receives an employee's letter of resignation and submitting all required documentation for inclusion in the employee's personnel file and final payment processing in a timely manner.

An employee shall submit a letter of resignation in writing to the employee's immediate supervisor at least two (2) weeks prior to the effective resignation date. An employee may resign sooner than the two (2) week required period if agreed upon by the Department head or designee.

An employee who does not report to the employee's regularly scheduled work hours for three (3) consecutive days without notifying the employee's supervisor and/or failure to receive leave approval from the employee's immediate supervisor will be deemed to have voluntarily resigned from employment. The employee's pay and benefits will be calculated using the last day the employee reported to work as the effective date of resignation.

**Layoff:** Layoff is a reduction in the work force due to budgetary restrictions and/or reduced work load. In the case of a layoff, immediate supervisors will notify affected employees as far in advance as possible. See Policy § P-30, Employee Reduction in Force Procedures, for additional information and procedures.

**Dismissal:** Dismissal is an involuntary separation from employment due to a violation of County policy or state or federal law, disciplinary infractions, failure to satisfactorily perform the work required, or failure to meet the requirements of the position. Prior to the dismissal, it is expected that the Department head or designee has thoroughly investigated the incident(s) or circumstance(s) leading to the dismissal, has documented any action taken, and has applied discipline in a fair and consistent fashion. The Department

head or designee shall keep the Director of Human Resources or designee informed of any disciplinary actions in progress. See Policy § P-22, Employee Discipline.

All salary payments and benefits will be calculated based upon the effective date of the employee's dismissal and all accrued annual leave payments up to the maximum allowed will be made to the employee. If the employee is reinstated as a result of the grievance procedure, all salary and benefits will be reinstated retroactively to the date on which payments ceased or as otherwise agreed upon. In addition, the reinstated employee shall be given the choice of repaying the annual leave payment and having the employee's annual leave balance restored or returning to work with a zero balance and beginning to accrue leave at the employee's previous applicable rate. The employee's hire date will also be reinstated to reflect the employee's status prior to the dismissal.

Amended: August 7, 1996, May 3, 2017

## RESOLUTION

**WHEREAS**, the Board of Supervisors has adopted County of Albemarle Personnel Policies pursuant to Albemarle County Code Section 2-1102; and

**WHEREAS**, the Board desires to amend Section P-60 regarding salary administration and position classification.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors of Albemarle County, Virginia, hereby amends Section P-60, Salary Administration and Position Classification, of the County of Albemarle Personnel Policies, as follows:

### **Section P-60 Salary Administration and Position Classification**

The County Classification and Pay Plan governs the classification and compensation of positions in County employment, and is maintained by the Human Resources Department.

The Pay Plan adopted by the Board of Supervisors is directly linked to the Classification Plan and will be based on the principle of equal pay for equal work. The Board will maintain a salary administration program that provides for payment of salaries, recognizes achievements, and rewards individual ability and performance.

#### Procedure for Salary Administration and Position Classification

- A. Job descriptions are detailed specifications of each position classification, and include general statements of the duties, responsibilities, and qualifications necessary for that position. A job description will be developed for each position. Department heads will collaborate with the Department of Human Resources to ensure that it is an accurate reflection of that position.
- B. Like classifications will be grouped in terms of seven job factors:
  - 1. Job Complexity
  - 2. Education and Experience
  - 3. Scope and Impact
  - 4. Supervision Received
  - 5. Working Relationships
  - 6. Working Environment
  - 7. Physical Demand

Each classification is determined by a system of point values developed during the analysis of each job.

- C. It is the responsibility of the Department head or designee to maintain equitable and properly evaluated positions within his/her department. Newly created positions or major changes in the functions or responsibilities of an existing position shall be reported to the Director of Human Resources or designee in order to initiate an evaluation study to establish a new position or to reclassify an existing position.
- D. All position classifications and reclassifications must be approved by the County Executive or designee prior to placement on a salary range.
- E. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the policies of the Board, as well as information about similar positions within the adopted market<sup>1</sup> and, where appropriate, compared with similar positions within the state.

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<sup>1</sup> The County's adopted market is Augusta County, Buckingham County, Chesterfield County, Fauquier County, Fluvanna County, Greene County, Hanover County, James City County, Loudoun County, Louisa County, Madison County, Montgomery County, Nelson County, Orange County, Prince William County, Roanoke County, Rockingham County, Spotsylvania County, Charlottesville, Chesapeake, Danville, Harrisonburg, Lynchburg, Roanoke, Staunton,

- F. The Department of Human Resources will ensure that the plan is kept current through periodic reviews and comparative studies of pertinent factors affecting levels of pay. The Human Resources Department may recommend pilot programs designed to maintain comparable pay and classifications. The County Executive may authorize a pilot program for a period not to exceed one year.
- G. Entrance Pay Rate – The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the pay grade. When a prospective employee has relevant experience, education, and/or skill sets beyond position requirements that would warrant placement above the minimum rate, the Department of Human Resources will use established guidelines, internal equity, and market considerations to determine the employee's entrance pay rate.

The County Executive is authorized to hire employees at any point within the salary range, based on market conditions and the qualifications of the individual.

- H. Pay Rate Adjustment – The following personnel actions shall affect the pay status of an employee in the manner described. All pay rate adjustments must be approved by the Department of Human Resources prior to taking effect.

- 1. Promotion – When an employee is selected and promoted to a position with a higher pay grade, the employee may receive a pay increase based upon consideration of established guidelines, internal equity considerations, market considerations, the level of variance from the employee's current pay grade, and where the employee's salary falls within the pay grade.

Promotions can only occur if

- (a) There is a vacancy in the higher pay grade or
- (b) A new position in the higher class is approved in the cycle for implementation in the next fiscal year; or,
- (c) There is a duly approved career development program.

- 2. Reassignment – Department heads may need to reassign staff to different positions to meet the needs of the department. When an employee is reassigned to a position with a lower pay grade for administrative purposes, the employee's rate of pay shall not be decreased. If the rate of pay exceeds the new pay grade maximum, the employee's pay shall remain the same until the range changes as a result of subsequent market studies and/or reclassifications.

When an employee is reassigned to a lower pay grade position and subsequently reassigned back to a higher pay grade position at or below the initial pay grade, the employee's pay rate increase shall be based upon consideration of established guidelines, internal equity considerations, market considerations, and other relevant factors.

- 3. Reclassification – When an employee is reclassified into a higher pay grade, the employee may receive a pay rate increase. The increased amount will be based upon consideration of established guidelines that include the level of variance from the employee's current pay grade and where the employee's salary falls within the pay range. Market considerations may also be taken into account.
- 4. Demotion – When an employee is demoted from one class to another having a lower pay grade, the employee shall be placed within the lower range with consideration given to established guidelines, internal equity considerations, market considerations, and other relevant factors.
- 5. Voluntary Movement to a Position in a Lower Pay Grade – When an employee chooses to apply for/move to a position in a lower pay grade, the employee may be subject to a reduction in pay rate, with consideration given to established guidelines, internal equity considerations, market considerations, and other relevant factors.

6. Movement to a Different Position in the Same Pay Grade – When an employee moves to a different position in the same pay grade, the employee's rate of pay generally will remain the same, exclusive of day and hour changes and participation in the Virginia Retirement System (VRS). Any adjustment in pay shall be based upon established guidelines, internal equity considerations, and other relevant factors.
7. Completion of First Six Months for Classified Employees – Upon successful completion of the first six (6) months of employment with the County, a regular employees will:
  - i. If hired on or before November 1<sup>st</sup> of a fiscal year, receive a calculated salary increase effective concurrently with the salary increase for all regular classified employees for the next fiscal year. This prorated increase will include a performance-based increase if applicable.
  - ii. If hired on or after November 2<sup>nd</sup> of a fiscal year, receive a calculated salary increase effective following the sixth (6<sup>th</sup>) month of employment or concurrently with the salary increase for all regular classified employees for the next fiscal year, whichever is later. This initial six (6) month salary increase will only be awarded for successful completion of the employee's initial employment period and would not be repeated for a change in position. However, if there is a break in service with the County, a re-hired employee would be eligible for another six (6) month increase.
8. Shift Differential – When an employee is assigned to work evening/midnight shifts, a pay differential will be paid as follows:
 

Evening:	4:00 p.m. – 12:00 a.m.:	4% of the pay grade's minimum salary for the position classification
Midnight:	12:00 a.m. – 8:00 a.m.:	5% of the pay grade's minimum salary for the position classification

Employees must be assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses day, evening or midnight shifts, the differential will be paid based on the majority of hours worked in the respective shift. If an employee is part-time, the shift differential will be prorated.
9. Certification Pay – When an employee is certified or licensed in a specific designated skill related to, but not required for the employee's position, the employee may receive a salary stipend in an amount to be determined by the Department of Human Resources. This stipend would be in effect for the period of time that the licensure or certification is deemed compensable by the Department head, with the agreement of the Department of Human Resources.
10. Temporary Work in a Higher Classification - Temporary assignments with a higher pay rate occur when the work requires the designation of an employee to a position with a higher pay grade by the Department head or County Executive or designee and are not intended to apply to occasional assignments of supervisory or administrative responsibility. A regular employee assigned temporary work in a higher pay grade position shall be paid the minimum rate of the higher classification (but no less than 5% above the employee's regular rate) for all such time worked if the assignment will exceed 10 consecutive days.
11. In-Range Adjustment – When it can be substantiated that the salary of an employee is significantly below the average salary of the relevant market for the position, the relevant education/skill set of the employee has substantially increased, or the scope of the employee's position has expanded considerably, an in-range equity adjustment may be granted. Requests for adjustments shall be submitted by the employee's Department head to the Director of Human Resources or designee, who will review the request based on the following factors: (1) an identification of the position's relevant market; (2) internal equity; (3) degree of position expansion; and (4) other considerations. The Director of Human Resources will use this information to make a recommendation to the County Executive or designee, who shall have the sole authority to approve any adjustment to an employee's salary based on this process.

Adopted: July 1, 1993

Amended: September 13, 1993; June 19, 1995; July 8, 1996; December 8, 1997, September 3, 2008,  
May 3, 2017



## RESOLUTION

**WHEREAS**, the Board of Supervisors has adopted County of Albemarle Personnel Policies pursuant to Albemarle County Code Section 2-1102; and

**WHEREAS**, the Board desires to add Section P-91 regarding the Americans with Disability Act.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors of Albemarle County, Virginia, hereby adds Section P-91, Americans with Disability Act Policy, to the County of Albemarle Personnel Policies, as follows:

### **Section P-91 Americans with Disability Act Policy (ADA Policy)**

#### **I. Purpose**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit disability discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities. It is the policy of the Board to comply with all federal and state laws concerning the employment of persons with disabilities.

#### **II. Disability Discrimination Protection**

##### **A. Who is Protected?**

Job applicants and employees who are qualified individuals with a disability are protected.

##### **B. Definitions**

1. *Direct threat*: A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.
2. *Disability*: means a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.
3. *Essential functions of the job*: refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.
4. *Major life activities*: include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. It also includes operation of major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.
5. *Qualified individual*: means an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual is applying for or holds
6. *Reasonable accommodation*: means any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to enjoy an equal employment opportunity including but not limited to participating in the application process and/or performing essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities. Reassignment of an essential job function to another employee is not a reasonable accommodation.
7. *Substantially limiting*: The determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission

may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability.

8. *Undue hardship*: means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on an employer, factors to be considered include, but are not limited to:
  - a. The nature and cost of the accommodation.
  - b. The overall financial resources of the department or departments involved in the provision of the reasonable accommodation; the number of persons employed by the department; the effect on expenses and resources; or the impact of such accommodation upon the operation of the department.
  - c. The overall financial resources of the employer; the size, number, type and location of facilities/departments.
  - d. The type of operations of the County, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular department involved in making the accommodation to the employer.
  - e. The impact of the accommodation on the operation of the department.

### **III. Requesting a Reasonable Accommodation**

#### **A. Pre-employment Requests**

1. Applicants with a disability who can be reasonably accommodated will be given the same consideration for employment as any other applicant.
2. Job applicants with a disability may request a reasonable accommodation by contacting Human Resources and completing the designated form.
3. Human Resources will engage in the interactive process with the applicant to determine if the County can provide a reasonable accommodation without creating an undue hardship or causing a direct threat to workplace safety.
4. Applicants who pose a direct threat to the health, safety or well-being of themselves or others in the workplace, and when the threat cannot be eliminated by reasonable accommodation, will not be hired.

#### **B. Employment Requests**

1. Employees with a disability may request a reasonable accommodation by contacting Human Resources or their supervisor and completing the designated form. Employees requesting a reasonable accommodation must provide appropriate documentation.
2. Supervisors who receive requests for reasonable accommodation or have reason to know that an employee may need a reasonable accommodation must contact Human Resources. Supervisors should not investigate medical conditions without guidance from Human Resources.
3. Human Resources will engage in the interactive process with employees with a disability to determine if the County can provide a reasonable accommodation without creating an undue hardship or causing a direct threat to workplace safety.
  - a. Generally, an accommodation meeting will be held with Human Resources, the employee, and the employee's department/school to discuss the need for accommodation and reasonable accommodation options.
4. Albemarle County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace. Albemarle County will attempt to eliminate the threat by

developing a reasonable accommodation. However, if the accommodation creates an undue hardship to Albemarle County, the accommodation will not be utilized

***C. Who to Contact***

Contact Human Resources with any questions or requests for accommodation.

**III. Excluded from Coverage**

***A. Direct Threat***

Individuals who pose a significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation are excluded from coverage under the County's ADA policy.

***B. Illegal Drugs***

Individuals who are currently using illegal drugs are excluded from coverage under the County's ADA policy.

**RESOLUTION TO APPROVE  
THE PARKING AGREEMENT  
BETWEEN BH MEDIA GROUP, INC.  
D/B/A THE DAILY PROGRESS AND  
THE COUNTY OF ALBEMARLE, VIRGINIA**

**WHEREAS**, the Board finds that it is in the best interest of the County to enter into a Parking Agreement with BH Media Group, Inc. d/b/a The Daily Progress for the County's rental of 21 parking spaces located on the Daily Progress office building site located adjacent to the Northside Library property on Rio Road for use by Local Government, School Division, and library staff to provide additional parking at the Library for library patrons.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Albemarle County, Virginia hereby approves the Agreement between BH Media Group, Inc. d/b/a The Daily Progress and the County of Albemarle, Virginia for the County's rental of 21 parking spaces on the Daily Progress office building site, and authorizes the County Executive to execute the Agreement on behalf of the County once it has been approved as to substance and form by the County Attorney.

**RESOLUTION OF INTENT**

**WHEREAS**, the Albemarle County Zoning Ordinance requires a special use permit for farmers' markets in the Rural Areas zoning district under Albemarle County Code § 18-10; and

**WHEREAS**, farmers' markets also are subject to the performance standards in Albemarle County Code § 18-5.1.47; and

**WHEREAS**, the Rural Area chapter of the Albemarle County Comprehensive Plan states that one of the objectives of the County is to "support a strong agricultural and forestal economy," and one of the strategies to achieve that objective are to "continue to assist Rural Area property owners to diversify agricultural activities, including helping to connect local farms with local consumers"; and

**WHEREAS**, one way to connect local farms with local consumers is to allow farmers' markets in the Rural Areas zoning district by right, subject to appropriate performance standards.

**NOW, THEREFORE, BE IT RESOLVED THAT** for purposes of public necessity, convenience, general welfare, and good zoning and development practices, the Albemarle County Board of Supervisors hereby adopts a resolution of intent to consider amending Albemarle County Code §§ 18-5.1.47, 18-10, and any other sections of the Zoning Ordinance deemed to be appropriate to achieve the purposes described herein; and

**BE IT FURTHER RESOLVED THAT** the Planning Commission shall hold a public hearing on the zoning text amendment proposed by this resolution of intent, and make its recommendations to the Board of Supervisors, at the earliest possible date.

**RESOLUTION TO APPROVE  
THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF ALBEMARLE,  
THE CITY OF CHARLOTTESVILLE, AND  
THE CHARLOTTESVILLE-ALBEMARLE  
METROPOLITAN PLANNING ORGANIZATION FOR THE  
ROUTE 29 SOLUTIONS HYDRAULIC PLANNING STUDY**

**WHEREAS**, the Board finds that it is in the best interest of the County to enter into a Memorandum of Understanding between the County of Albemarle, the City of Charlottesville, and the Charlottesville-Albemarle Metropolitan Planning Organization for the Route 29 Solutions Hydraulic Planning Study.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Albemarle County, Virginia hereby approves the Memorandum of Understanding between the County of Albemarle, the City of Charlottesville, and the Charlottesville-Albemarle Metropolitan Planning Organization for the Route 29 Solutions Hydraulic Planning Study, and authorizes the County Executive to execute the Memorandum of Understanding on behalf of the County once it has been approved as to substance and form by the County Attorney.

**RESOLUTION OF INTENT**

**WHEREAS**, the Albemarle County Zoning Ordinance includes regulations pertaining to transient lodging including those for short-term rentals within dwellings – accessory tourist lodging and bed and breakfast; and

**WHEREAS**, Senate Bill 1578 will add Virginia Code § 15.2-983 effective July 1, 2017 to enable localities to establish short-term rental registries and require that operators of short-term rentals register with the locality each year, and impose penalties on operators for failing to register, and it is desired to establish a registry program; and

**WHEREAS**, Virginia Code § 15.2-983 will also preserve local zoning authority over short-term rentals and it is desired to re-evaluate the accessory tourist lodging and bed and breakfast classifications and their associated requirements in light of Virginia Code § 15.2-983, as well as the trend in “whole house” short-term rentals where neither the owner nor a manager is residing on-site.

**NOW, THEREFORE, BE IT RESOLVED THAT** for purposes of public necessity, convenience, general welfare, and good zoning and development practices, the Albemarle County Board of Supervisors hereby adopts a resolution of intent to consider amending Albemarle County Code § 18-10 through 18-20B and any other sections of the Zoning Ordinance deemed to be appropriate to achieve the purposes described herein; and

**BE IT FURTHER RESOLVED THAT** the Planning Commission shall hold a public hearing on the zoning text amendment proposed by this resolution of intent, and make its recommendations to the Board of Supervisors, at the earliest possible date.

**CONCURRENT RESOLUTION OF  
THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA AND  
THE BOARD OF SUPERVISORS OF THE COUNTY OF ALBEMARLE, VIRGINIA  
TO AMEND AND RESTATE THE ARTICLES OF INCORPORATION OF THE  
RIVANNA WATER AND SEWER AUTHORITY**

**WHEREAS**, by concurrent resolution of the City Council of the City of Charlottesville, Virginia (the City) and the Board of Supervisors of the County of Albemarle, Virginia (the County) and a certificate of incorporation issued by the State Corporation Commission pursuant to the Virginia Water and Sewer Authorities Act (currently enacted as the Virginia Water and Waste Authorities Act, Virginia Code Section 15.2-5100 *et seq.*), the Rivanna Water and Sewer Authority (the Authority) was incorporated as a public body politic and corporate in 1972; and,

**WHEREAS**, the City and the County amended and restated the Articles of Incorporation of the Authority in December 1985 to limit its powers regarding the treatment and transmission of potable water and the treatment and disposal of sewage; and,

**WHEREAS**, the City and the County further amended and restated the Articles of Incorporation of the Authority in August 1986 to place the Executive Director of the Albemarle County Service Authority, or such Albemarle County Department head as the Board of Supervisors of Albemarle County may appoint, on the Board of the Rivanna Water and Sewer Authority in lieu of the County Engineer of Albemarle County; and,

**WHEREAS**, the City and the County further amended and restated the Articles of Incorporation of the Authority in April 2009 to increase the number of members of the Board of the Authority from five (5) to seven (7) through the addition of one (1) member of the Charlottesville City Council, to be appointed by the City Council and to serve as an *ex*



*officio* member of the Board, and one (1) member of the Albemarle County Board of Supervisors, to be appointed by the Board of Supervisors and to serve as an *ex officio* member of the Board; and,

**WHEREAS**, the City and the County desire to further amend and restate the Articles of Incorporation of the Authority to place the Director of Utilities of the City of Charlottesville, or such City of Charlottesville Department head as the Charlottesville City Council may appoint, on the Board of the Rivanna Water and Sewer Authority in lieu of the Director of Public Works of the City of Charlottesville; and,

**WHEREAS**, pursuant to Virginia Code Section 15.2-5104 the City and the County caused to be advertised in a newspaper of general circulation in the City and the County a descriptive summary of this Concurrent Resolution and the proposed change to the Authority's Articles of Incorporation with a reference to the location in the City and the County where a copy of the Resolution could be obtained, and giving notice of the date on which public hearings would be held on the proposed Concurrent Resolution; and,

**WHEREAS**, public hearings on the proposed Concurrent Resolution were held by the Charlottesville City Council on March 20, 2017 and by the Albemarle County Board of Supervisors on May 3, 2017.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia and the Board of Supervisors of Albemarle County, Virginia that:

(1) The proposed amendment to the Articles of Incorporation for the Rivanna Water and Sewer Authority which places the Director of Utilities of the City of Charlottesville, or such City of Charlottesville Department head as the Charlottesville City Council may appoint, on the Board of the Rivanna Water and Sewer Authority in lieu of the Director of Public Works of the

City of Charlottesville, is hereby approved.

(2) Pursuant to Virginia Code Section 15.2-5107, the City Council and the Board of Supervisors shall cause a certified copy of this Concurrent Resolution to be filed with the State Corporation Commission.

(3) The Articles of Incorporation of the Rivanna Water and Sewer Authority as amended and restated shall be as follows:

**FOURTH RESTATED ARTICLES OF INCORPORATION OF  
RIVANNA WATER AND SEWER AUTHORITY**

The Council of the City of Charlottesville and the Board of Supervisors of the County of Albemarle having created an Authority pursuant to the Virginia Water and Sewer Authorities Act (Chapter 28, Title 15.1, Code of Virginia of 1950, as amended) as a public body politic and corporate, and having signified their intention to amend and restate its Articles of Incorporation pursuant to the Virginia Water and Waste Authorities Act (Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended), hereby certify:

(a) The name of the Authority is "Rivanna Water and Sewer Authority" and the address of its principal office shall be Charlottesville, Virginia.

(b) The names of the incorporating political subdivisions are the City of Charlottesville and the County of Albemarle.

(c) The powers of the Authority shall be exercised by a Board of Directors of seven members consisting of the four persons holding the offices, from time to time, of City Manager and Director of Utilities of the City of Charlottesville, or such City of Charlottesville Department head as the City Council may appoint in the Director of Utilities' place, County Executive of the County of Albemarle and Executive Director of the Albemarle County

Service Authority, or such Albemarle County Department head as the Board of Supervisors of Albemarle County may appoint in the Executive Director's place; one member of the Charlottesville City Council to be appointed by the City Council; one member of the Albemarle County Board of Supervisors to be appointed by the Board of Supervisors; and a seventh person appointed by the concurrent action of the Charlottesville City Council and the Albemarle County Board of Supervisors. The names and addresses of the current members of the Authority Board are as follows:

Name	Address
Lizbeth A. Palmer (Albemarle County Board of Supervisors)	401 McIntire Road Charlottesville, VA 22902
Doug Walker (Albemarle County Interim Executive)	401 McIntire Road Charlottesville, VA 22902
Gary B. O'Connell (Executive Director, Albemarle County Service Authority)	168 Spotnap Road Charlottesville, VA 22911
Kathleen M. Galvin (Charlottesville City Council)	605 East Main Street Charlottesville, VA 22902
Maurice Jones (Charlottesville City Manager)	605 East Main Street Charlottesville, VA 22902
Paul Oberdorfer (Charlottesville Director of Public Works)	305 4th Street, N.W. Charlottesville, VA 22903
Michael A. Gaffney (Concurrent City/County Appointee)	112 Reynard Drive Charlottesville, VA 22901

The terms of the members of the Board serving as such by virtue of their appointed offices with the City, the County and the Albemarle County Service Authority shall expire

upon the earlier of their ceasing to hold such appointed offices, or after four years from the recordation of these Restated Articles of Incorporation by the State Corporation Commission; provided that such members shall be eligible for reappointment for terms not in excess of four years for so long as they hold their appointed offices. The terms of the City Councilor appointed by the City Council and the Supervisor appointed by the Albemarle County Board of Supervisors shall expire upon the earlier of their ceasing to hold such offices or expiration of their term of office as a Councilor or Supervisor; however, if they are re-elected to those offices they may be reappointed to the Board. Any person hereafter holding the office of Albemarle County Executive or Charlottesville City Manager shall automatically succeed to the membership of his predecessor in such office on the Board of the Authority. The term of the member of the Board serving as such by virtue of his office with the Albemarle County Service Authority shall also expire upon the decision of the Albemarle County Board of Supervisors that a County Department head shall serve on the Board in the Executive Director's place. Any person hereafter holding the office of Director of Utilities of the City of Charlottesville (or, if a City Department head has been appointed by the Charlottesville City Council to serve in the place of the Director of Utilities of the City of Charlottesville, any person holding the office of such Department head) shall automatically succeed to the membership of his predecessor in such office on the Board of the Authority. Any person hereafter holding the office of Executive Director of the Albemarle County Service Authority (or, if a County Department head has been appointed by the Albemarle County Board of Supervisors to serve in the place of the Executive Director of the Albemarle County Service Authority, any person holding the office of such Department head) shall automatically succeed to the membership of his predecessor in such office on the Board of the Authority.

The current term of the member of the Board appointed by the concurrent action of the Charlottesville City Council and the Albemarle County Board of Supervisors shall expire on December 31, 2018, and his successor shall be appointed for a term of two years, except that a vacancy shall be filled only for the unexpired term. The appointed member shall hold office until his successor has been appointed and qualifies and he shall be eligible for reappointment to succeed himself. The appointed member shall receive such compensation not to exceed \$1,800.00 per year as the Board of the Authority may determine, but those members who are employees or officials of the City or the County or the Albemarle County Service Authority shall serve without compensation. Each member shall be reimbursed the amount of his actual expenses necessarily incurred in the performance of his duties.

(d) The purpose for which the Authority is formed is to acquire, finance, construct, operate and maintain facilities for developing a supply of potable water for the City of Charlottesville and Albemarle County and for the abatement of pollution resulting from sewage in the Rivanna River Basin, by the impoundment, treatment and transmission of potable water and the interception, treatment and discharge of wastewater, together with all appurtenant equipment and appliances necessary or suitable therefore and all properties, rights, easements or franchises relating thereto and deemed necessary or convenient by the Authority for their operation. Except to the extent of providing incidental services and the sale of excess products, the Authority's powers are limited to providing wholesale services to the City and the County.

The Authority may contract with the City, the County, any sanitary district thereof or any authority therein created pursuant to the Virginia Water and Waste Authorities Act (or its predecessor, the Virginia Water and Sewer Authorities Act) to furnish water and to treat

sewage delivered to its facilities upon such terms as the Authority shall determine; provided, however, that any such contract shall include as parties thereto the City and the County (or any agency of the County designated for that purpose by its Board of Supervisors). The Authority is expressly prohibited from contracting with any other party desiring service in the City or the County, except upon the written consent of the City or County (or any agency of the County designated for that purpose by the Board of Supervisors), respectively.

(e) The Authority shall cause an annual audit of its books and records to be made by the State Auditor of Public Accounts or an independent certified public accountant at the end of each fiscal year and a certified copy therefore to be filed promptly with the City Council of the City of Charlottesville and the Board of Supervisors of the County of Albemarle.

**IN WITNESS WHEREOF**, the City Council of the City of Charlottesville and the Board of Supervisors of the County of Albemarle have caused these Fourth Restated Articles of Incorporation to be executed in the name of the City of Charlottesville and the County of Albemarle, respectively, by their presiding officers and attested by their Clerks this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF CHARLOTTESVILLE, VIRGINIA

By: Michael Signer  
Michael Signer, Mayor

Attest:

Sam Boyd  
Acting Clerk of Council

COUNTY OF ALBEMARLE, VIRGINIA

By: \_\_\_\_\_  
Diantha McKeel, Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk, County Board of Supervisors

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