

A regular day meeting of the Board of Supervisors of Albemarle County, Virginia, was held on September 4, 2019, at 1:00 p.m., Lane Auditorium, County Office Building, McIntire Road, Charlottesville, Virginia. The night portion of the meeting was held at 6:00 p.m.

PRESENT: Mr. Norman G. Dill, Mr. Ned Gallaway (arrived at 1:02 p.m.), Ms. Ann Mallek (arrived at 1:02 p.m.), Ms. Diantha H. McKeel, Ms. Liz A. Palmer and Mr. Rick Randolph.

ABSENT: None.

OFFICERS PRESENT: County Executive, Jeff Richardson, Deputy County Executive, Doug Walker, Assistant County Executive, Trevor Henry, County Attorney, Greg Kamptner, Clerk, Claudette Borgersen, and Senior Deputy Clerk, Travis O. Morris.

Agenda Item No. 1. Call to Order. The meeting was called to order at 1:00 p.m., by Vice Chair, Mr. Randolph. He announced that Mr. Gallaway and Ms. Mallek would be arriving late to the meeting due to traffic delays.

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Agenda Item No. 2. Pledge of Allegiance.  
Agenda Item No. 3. Moment of Silence.

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Agenda Item No. 4. Adoption of Final Agenda.

Mr. Dill **moved** that the Board adopt the final agenda. The motion was **seconded** by Ms. McKeel.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. McKeel, Ms. Palmer, Mr. Randolph and Mr. Dill

NAYS: None.

ABSENT: Ms. Mallek and Mr. Gallaway.

**Introductions.** Mr. Randolph introduced the presiding security officers, Lt. Terry Walls and Sgt. Maeve Overton.

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Agenda Item No. 5. Brief Announcements by Board Members.

Mr. Randolph announced that the *Washington Post* has a section today about teaching slavery. He urged Board members, members of the audience and those listening to take a look at the article, as there were meaningful comments from young people in having a very different understanding of the role of slavery in American history and culture. Mr. Randolph said while scanning the article, he was struck by how provocative and insightful the comments were.

**(Note:** Mr. Gallaway and Ms. Mallek arrived at 1:02 p.m. Mr. Gallaway assumed the role of Chair.)

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Agenda Item No. 6a. Proclamations and Recognitions: Proclamation Recognizing the 275th Anniversary of Albemarle County.

Ms. Mallek read and **moved** adoption of the following Proclamation Recognizing the 275th Anniversary of Albemarle County:

**Proclamation  
Recognizing the 275<sup>th</sup> Anniversary of Albemarle County**

**WHEREAS,** on September 4, 1744, the Virginia General Assembly formed Albemarle County, from the then western portion of Goochland County, formerly territory of the Monacan Tribal Nation; and

**WHEREAS,** Albemarle County's early economy developed around the Kanawha Canal in Scottsville and the mills along the Rivanna River, and was bolstered by the development of the Orange & Alexandria Railroad and the Chesapeake & Ohio Railway, which allowed Albemarle County's agricultural and early industrial products to reach regional and national markets; and

**WHEREAS,** the founding of the University of Virginia in 1819 anchored Albemarle County as a center for learning and the creation of the Shenandoah National Park in 1935 preserved thousands of acres of pristine forestlands for passive and active recreation and enjoyment; and

**WHEREAS,** Albemarle County continues to work to achieve its vision of a community with abundant natural, historic and scenic resources, healthy ecosystems, active and vibrant development areas, a physical environment that supports healthy lifestyles, a thriving economy, and exceptional educational opportunities for present and future generations.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the County Board of Supervisors for Albemarle County, Virginia, reflects with pride on Albemarle County's 275 years of history, the rich traditions of its community, and the innovative human and cultural capital that have created this unique community, while looking forward with anticipation to a bright future.

Ms. McKeel **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.  
NAYS: None.

Ms. Emily Kilroy, Director, Communications and Public Engagement, stated that there were people present in the audience who were born and raised in Albemarle County, and asked them to come forward to receive the proclamation. She said they could not be more pleased with the General Assembly about being able to celebrate the 275<sup>th</sup> anniversary of the County with the current Board of Supervisors. She said on September 4, 1744, Albemarle County was created from a portion of Goochland County. She said the staff wanted to celebrate the founding of the County with the community and determined that a Saturday event would be an opportunity to have many more people come and join in the celebration. Ms. Kilroy said that on Saturday, September 28, 2019, from 10:00 a.m. until 2:00 p.m., on the ballfield of the County Office Building, and within the building, there would be a series of events and activities for people to remember the County's history, reflect on its past, learn more about what the County currently offers, and to dream about the future together.

Ms. Kilroy announced the following speakers for the history talks: from 11:00 a.m. to 12:00 p.m., in Lane Auditorium, Dr. Andrea Douglass with the Jefferson School African-American Heritage Center, and Dede Smith will be sharing information about the Union Ridge Community Story. She said from 1:00 p.m., to 2:00 p.m., Dr. Sarah Von Harper, from Highland, and a speaker from Monticello, will be speaking about historic homes and the people who lived and worked on those properties.

Ms. Kilroy said that many events will be taking place that day and she hopes many will attend. She said that around the County Office Building, there are frequently remarks about Albemarle County being a great place to live, work, and play and this was not by accident, but thanks to much of the work that happens in the building. She said it was an honor to be able to stand with many of her colleagues who were born and raised in Albemarle County and have chosen to spend their professional time giving back to the community that raised them up. She said she hopes to see everyone attend the celebration on September 28.

Mr. Dill asked if anyone knows what government existed when the County first started. Ms. Mallek responded that in February of the next year was when government operations began.

Ms. Kilroy explained that the act was voted on by the General Assembly on September 4 and it took some time to expand up the government. She said that the Board of Supervisors did seat for the first time on February 18, 1745.

Mr. Dill asked if there was a Board of Supervisors from the very beginning. Ms. Kilroy responded that this was her understanding. Mr. Dill said he assumes they were all men and asked if they were elected by the people. Ms. Mallek said they could find this out.

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Agenda Item No. 7. From the Public: Matters Not Listed for Public Hearing on the Agenda.

Dr. Charles Battig, a resident of Albemarle County, said he missed out on some activities over the summer regarding renewed interest in climate regulation from the County. He said in 2007, then-Governor Tim Kaine formed the Governor's Commission on Climate Change, which had a goal of 30 percent reduction in greenhouse gases by 2025. Dr. Battig said the County is now going back 12 years to rehash and spend staff time on what has been done before. He said former Governor Baliles participated in a conference at the Miller Center on the same topic, presenting Governor Kaine's proposal, plan, and the reasons for it. He said when he spoke there, he had the same question as what he forwarded in an email this summer: how does one measure climate, and how much will each one of the activities proposed to regulate the climate be accomplished by any proposals, i.e., what numbers are associated and has a cost-benefit analysis been done.

Dr. Battig said that a few years ago, a study was done of each state in the United States and it was determined that if the entire fossil fuel production and consumption was taken away from each state, Virginia would save 0.006 degrees Celsius. He explained that if there were no electrical devices, vehicles, power plants, and if the hospitals shut down, only 0.006 degrees Celsius and in 50 days, the rest of the world would have raised that undetectable change. Dr. Battig acknowledged there was a stakeholder committee and asked two questions: who decided who was chosen to be on the committee, and why the public was not on the stakeholder committee. He said the public are the biggest stakeholders that should be on the committee as they would be asked to pay for it and would be looking to the Board of Supervisors to justify spending. He said if the public is being excluded to the benefit of a selected group, he would like to know, and that voters would like to know as well.

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Ms. Marty Topel, a resident of the Dunlora neighborhood, said that as she continues to be dismayed about what is happening to the character and atmosphere of their community, her primary

concern remains with the traffic situation. She said if the roads had been planned to accommodate a continued increase in population, she would understand a request for rezoning. She said however, residents are dealing with massive traffic congestion on two-lane roads in the case of both Rio Road and the John Warner Parkway. She said this is glaring reality; residents will have to contend with the already planned continued development of the Belvedere neighborhood and the opening of the Senior Center, which will be two and one-half times larger than the present facility, along with the Martha Jefferson Outpatient Clinic that will be at the Center. She asked how the County could possibly be responsible and allow traffic to come out of the proposed 999 Rio Road apartments and right by the intersection thus pouring out to an already congested and dangerous Rio Road. She said there is already a large apartment complex in Belvedere and two four-story apartment complexes on Rio Road. She said the Lofts at Meadowcreek have not yet been occupied, and Lochlyn Hill continues with its development as well as Dunlora Park, which was not even halfway finished. She said all the traffic produced by these developments needs to be considered.

Ms. Topel said she can hardly imagine what it will be like with the developments of both 999 Rio Road and the Wetzel property onto the present zoning. She said she was speaking not only for herself and her husband, but for her neighbors who work and are unavailable to speak. She reflected on her neighbor's stories, for instance, a doctor trying to traverse Rio Road to Martha Jefferson Hospital, who observed that when approaching Pen Park, he has to contend with traffic from both the Charlottesville Catholic School and the Waldorf School. She said consideration should be made as to how to contend with the added traffic of the present zoning of the Wetzel property that could include as many as 200 more cars. She said further down Rio Road at the proposed Places29, there will be many apartments and, in this area, the roads will be planned to accommodate them. She said the County is past the saturation point and cannot responsibly plan for any more development than is already zoned. She said residents should be able to enjoy living, working, and playing in Albemarle County to its best advantage.

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Mr. John Springett, a resident of Dunlora Subdivision, said he and his wife have resided in Albemarle County for 22 years and are strongly opposed to the rezoning proposal for 999 Rio Road. He said their opposition is based on the existing dangerous and sub-standard traffic infrastructure along Rio Road and the current lack of transportation planning by the County and by VDOT. He said there is no current transportation improvement plan for the area and when asked, the Planning staff admits that they are not even considering the traffic associated with more than 600 dwelling units already in the development pipeline for Neighborhood II. He said if this rezoning request was approved, access and egress from the 999 Rio Road property would be directly to and from Rio Road, and thus needlessly add to an already dangerous situation. He said the County's transportation planner has stated in open meetings that it would likely take at least six years to fund and implement substantive improvements. Mr. Springett said he believes that no further urban development should be approved in Neighborhood II until appropriate transportation infrastructure improvements are completed. He said numerous County Master Plan documents state that new development should be compatible with existing neighborhoods; this rezoning request is clearly not compatible. He said the rezoning proposes multiple story apartment complexes, some of which would be located over a retail facility and includes an acre cluster of 8-10 tiny houses. He said the property and surrounding communities are all residential, are generally zoned R-4, and contain no retail. He said force fitting an unneeded and unwanted commercial activity into a residential area is an administrative overreach.

Mr. Springett said that his last point was that the property is located in the Entrance Corridor. He referenced the Board's guidelines for the corridor, stating that the proposed rezoning request violates virtually every tenant of that guidance. He said it should be noted that nearly 500 tax paying, voting residents in the adjacent communities oppose the rezoning and have sent the Board a petition so stating. He said the rezoning request should be denied.

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Ms. Marcy Springett, a resident of Dunlora Subdivision, said that since she and her husband first heard about the possibility of the rezoning of parcel 999 Rio Road East from by right R-4 to the present application for Neighborhood Model District, Residential (3-34 units per acre), mixed with commercial, service, and industrial uses, she has been researching the Albemarle County land use maps from 1996 forward. She said Dunlora and the surrounding areas have always been zoned as open space or by right as Residential, R-4, with some to medium density (5-10). She said she has several maps to show the zoning mandates. She said even after deciding to develop Belvedere, the 999 property was left as greenspace until 2011, when 999 was designated as Landscaped Development. She said according to the Planning Commission retreat in 2008: "1) Premature expansion of the development areas will frustrate goals of the Neighborhood Mode; 2) Expansion of growth area boundaries should not be considered until the Master Plans are completed; 3) Future expansion of development areas should be done in coordination with, and contingent on other efforts, not as a substitute for achieving these objectives; and 4) Infrastructure to support development should be constructed simultaneously with the development to ensure that increased density will not diminish the quality of services currently provided." Ms. Springett said that most importantly from the 2008 retreat, design matters more than density. She said under the Places29 Master Plan for the northern development areas, revised June 10, 2015, "The future land use plan follows the principles of the Neighborhood Model. However, established suburban neighborhoods such as Forest Lakes, Raintree, Dunlora, and Woodbrook retain their current land use pattern and do not include new, mixed-use centers." She again quoted from the Plan, "The overall goal for existing residential neighborhoods within the Places29 area is to protect and enhance them." She said with few exceptions, existing residential uses have the same designations on the future land use map as they do on the 1996 land use map. She said that over many years, the Board has produced these documents and stated these proposals as to establish a precedent to protect and enhance the County.

She said people in these neighborhoods have purchased their homes with faith in the future land use plans. She asked how they could trust the Board when it now says that changes from the existing use to the new use designated in the Master Plan are expected to be driven by the real estate market and decisions made by property owners and developers.

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Ms. Claire Habel said she was with the Charlottesville Climate Collaborative (C3), a local nonprofit that works with businesses and residents in the City as well as in the County. She noted her desire to express her appreciation personally and professionally as well as to reflect the appreciation of the many businesses and people she works with about prioritizing climate action and all the things the Board would be doing moving forward. She said they are looking forward to setting a goal to attain all the climate action opportunities that exist. She said she wants to share some of the things she has heard from businesses and households, and how ready they are to do what is going to be available to them to reduce their emissions and be more energy efficient. She said the businesses she works with are more excited than ever before to demonstrate leadership by becoming more energy efficient and adopting new technologies. She said households are excited to be living happier and healthier lives and are ready to follow suit in what the Board lays out for opportunities for them. She noted that as the Board is ready to act on these things, the community was very much behind what the Board may be able to do for them.

Ms. Habel added that when it comes to solar, clean energy, and clean transportation, she hears about these things on a daily basis that people believe to be solutions to problems they face such as traffic and high energy bills. She said that these things will be available for the people to live happier and healthier lives where they work, live, and play. Ms. Habel recalled a public comment about the cost benefit analysis of all of the climate actions and noted that at C3, they have been performing analyses of the options before them. She said they believe in making smart solutions that work for everyone that she thinks the Board would agree with that. She said C3 is not the only organization or community partner in Charlottesville or Albemarle that is interested in coming up with smart solutions and noted that the Board's constituents and community partners are behind them in finding solutions that will work for everyone and bring them to a more sustainable future. She thanked the Board for its priority of climate action and looks forward to seeing what would come forward.

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Ms. Lilly Bechtel, a lifelong Albemarle County resident, said she has been a student of Ms. Mallek. She expressed her appreciation for Charlottesville's commitment to reduce carbon emissions by 45 percent by 2030 and become carbon neutral by 2050. She said she was proud to be a member of the community that has these goals. She said in the County, she understands there was some hesitation and that the vote was on the table. She expressed her support of making the vote a reality. Ms. Bechtel said that she has lived and walked the County's land for 30 years and last February, she heard the sound that used to mark growing up spring, the sound of the peepers, explaining that her family used to stop on a railroad bridge to hear these sounds in the first week of April. She again noted she heard these sounds in February that year. She said if one is tied to and appreciates land, one must see those changes and they were not hypothetical or political. She said it is a fact that climate change is occurring and is deeply concerning. She said at best, it invites the County to think more collectively about their integration with each other and acknowledge that the boundaries between Charlottesville and Albemarle County are arbitrary. She said the land, air, and water know no such boundaries. Ms. Bechtel said she was heartened by missions and goals, such as the Global Covenant of Mayors, which is comprised of 9,200 mayors all over the world committing to reducing their carbon emissions. She said at best, and because her life will need to see a different future, the County will understand their connections in a deeper way if they deal with climate change quickly, efficiently, and wisely.

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Ms. Stacey Norris, Founder and Director of the Haus Project, explained that Haus works with people who have outside dogs in need of improved outdoor living conditions. She said Haus exists to bridge the gap between what the law allows and what should be required for the care and well-being for outside dogs. She said that for the past 11 years, she and her volunteers have called on well over 1,100 dogs in Charlottesville and surrounding counties including Albemarle and have witnessed animals kept in unbelievable yet legal conditions. She said they are aware of how small local and state-level improvements to the animal codes help to reduce the suffering of so many animals when these codes are enforced. She recalled that in October, the Board of Supervisors approved a revised, well-crafted Chapter 4 – Animals and Fowl, designed to, among other things, better protect the animals in Albemarle County. She announced that the Haus Project has seen great success with those improvements and they give the project more ground to be able to move their less-inclined clients to do the right thing. She said that about 20 percent of their clients are less concerned about the welfare of their animals but that they do want to stay on the right side of the law. She said they have seen measured improvements in their attempts to move the needle of welfare for outside dogs in Albemarle and thanked the Board for providing the tools for them to do this. Ms. Norris said that within the next 24 hours, she would be emailing the Board additional information regarding this matter that she believed would be important for them to have. She welcomed questions and concerns following that email, and also left Haus Project brochures.

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Mr. David Blount, Director of Legislative Services for the Thomas Jefferson Planning District Commission, thanked the Board for the opportunity to work with them on their legislative priorities and initiatives over the past several months. He said it has been a pleasure to work with Mr. Kamptner, expressing that he has done a good job of leading the Board through a thorough process over the past few months. Mr. Blount reminded the Board that he would be going through the process of revising the Regional Legislative Program and would be doing so in September. He said the Board would be receiving

an updated draft of the Regional Program during the first half of October, and he would like to come before the Board in November to present the program and obtain its approval of it.

Mr. Blount said in regard to regional priorities, he was considering a few tweaks largely centering around funding issues, whether it be public education, state budget, broadband, or CSA. He said 2019 was the year that the General Assembly develops a two-year budget, which would be an important one to be part of. He said that leaders from the administrative, executive branch, and legislative branch are all saying that they will be exercising caution with budgeting over the next biennium as they are looking at some of the state revenue streams that seem to be trending downward, as well as some uncertainty at the national level with regard to the economy. Mr. Blount acknowledged that the outcomes of the elections in November are currently unknown but as they move closer to January with the General Assembly convening, this will be taking shape.

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Ms. Jennifer Mathis, a resident of Dunlora Subdivision, said she realizes that the 999 Rio Road project was not before the Board, but that it would be coming to them soon. She said that like many of her neighbors, she was very concerned about the traffic. She said that one element she has heard from VDOT is that no light will go in at the Belvedere/Rio interchange, but that they are planning a true right, meaning that all cars would turn right and then make a U-turn. She asked the Board to consider this further and think about where the cars would make the U-turn. She said that Greenbrier or Hillsdale Drives are likely the logical locations and noted that both, when checking the VDOT crash data, are horrible intersections. She said that she sees accidents weekly at the Greenbrier/Rio interchange with the gas stations and turn lane. She said to put in additional traffic will cause problems. She said she realizes that 999 Rio Road is not a large project, but it is one that the Board can address. She acknowledged that Virginia is a by-right state but noted that the Board can take action on zoning requests. Ms. Mathis said it was ironic that there were several people talking about climate change and greenspace and Dunlora residents are talking about the same thing. She said there are so many vacant businesses that no one is doing anything with and are sitting on impermeable bases of asphalt. She asked why not force people to build on those areas instead of taking away Dunlora's greenspace. She asked the Board to consider this in conjunction with traffic issues.

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Mr. Neil Williamson, of the Free Enterprise Forum, said he would be remiss if he did not speak up while hearing about banning development in the development area. He said that Albemarle County took a bold stand 20 years prior in dedicating less than 5 percent of their land mass to development. He said property owners over time have developed or not developed their properties in the development area. He said to suggest that Albemarle County should step forward in forcing any property owner to do anything with their property is inappropriate. He said the Free Enterprise Forum takes no position on specific proposals; however, they do speak about policy. He said that the prior evening, one of the Planning Commissioners suggested that the County may be at a point where the current development area boundary, which came down from the mountains on two slabs in 1979 might need revision. He said this will be a 10-year conversation. He expressed curiosity if the Board or the next Board is willing to start this conversation, as he is starting to hear that development is not welcome in the spaces left available in the development area.

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Ms. Helen Flamini, resident of the White Hall District, said that the climate summary presentation had originally been planned to be presented at this meeting, but was removed from the agenda. She asked that the information about that presentation be sent to the public with enough time to review it and come back with appropriate questions. She requested that a public comment timeframe be allowed after that presentation for comments and/or questions. Ms. Flamini asked that whatever proposals that are being made for Phase I or Phase II for any climate change issues have associated budgetary projections, not just recommendations to be made. She noted that because budgetary planning would soon commence in the fall, this should be part of the presentation so that taxpayers will have an idea of what is being discussed in terms of change and money that will come from the taxpayers' pockets.

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Mr. Tom Loach, a resident of Crozet, said he wanted to respond to Mr. Williamson's discussion about expanding the growth area in the future. He recalled that when Crozet first started its growth process in 1993, and with the first Master Plan in 2005, Crozet was promised by the County that one of the things that would occur was that infrastructure would keep up with growth, but this has not happened. He said Mr. Williamson was correct in saying that only 5 percent of land in the County was available for development, but that the truth of the matter was that the County could not afford the 5 percent that it has.

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Ms. Palmer asked Ms. Springett if she could leave her comments for her to read. Ms. Springett responded, "yes".

Mr. Gallaway commented that the climate presentation and the 999 Rio Road rezoning would be on the Board's September 18 agenda. He said that information would be released with the Board packet and the climate presentation would receive the public comment period beforehand, just as is done with all afternoon items.

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Ms. Mallek announced that on September 27 would be the fourth annual Rivanna River Basin Conference. She said that all the jurisdictions in the river basin commission territory would be speaking

about what they have done with the study from 2009, Calm Before the Storm, and how their jurisdictions have or have not implemented any of the suggestions by the consultants who made those reports. She said that UVA, Rivanna Conservation Alliance, and Southern Environmental Law Center all worked together to provide possible ways that the counties could help their water control. She said she looks forward to hearing those updates in one place and that she hopes everyone would join.

Ms. Mallek added that on September 27 at 1:30 p.m., there would be a short paddle from Darden Towe Park to Riverview, assuming no floods as was the case the year prior. She expressed her hope that elected officials from jurisdictions and interested citizens would join them on the water, noting that it is a life changing experience.

Ms. Palmer asked if the agenda for the Rivanna Basin meeting was posted. Ms. Mallek said that a formal agenda would be released in the coming week.

Mr. Dill asked what time the meeting starts. Ms. Mallek responded 9:30 a.m.

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Agenda Item No. 8. Consent Agenda.

**(Discussion:** Mr. Gallaway pulled his assigned minutes of March 20, 2019.

Ms. Mallek pulled her assigned minutes of October 3, 2018.

Ms. Palmer pulled her assigned minutes of November 14, 2018.)

Ms. McKeel **moved** that the Board approve the Consent Agenda, as amended. The motion was **seconded** by Mr. Randolph.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.

NAYS: None.

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Item No. 8.1. Approval of Minutes: October 3, November 7, November 14, and December 12, 2018; and March 6 and March 20, 2019.

Ms. McKeel had read the minutes of November 7, 2018, and found them to be in order.

Mr. Randolph had read the minutes of December 12, 2018, and found them to be in order.

Mr. Dill had read the minutes of March 6, 2019, and found them to be in order.

**By the above-recorded vote, the Board approved the minutes as read.**

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Item No. 8.2. FY 2019 Appropriations.

The Executive Summary forwarded to the Board states that Virginia Code §15.2-2507 provides that any locality may amend its budget to adjust the aggregate amount to be appropriated during the fiscal year as shown in the currently adopted budget; provided, however, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by first publishing a notice of a meeting and holding a public hearing before amending the budget. The Code section applies to all County funds, i.e., General Fund, Capital Funds, E911, School Self-Sustaining, etc.

The total change to the FY 19 budget due to the appropriations itemized in Attachment A is \$19,000.00. A budget amendment public hearing is not required because the amount of the cumulative appropriations does not exceed one percent of the currently adopted budget.

Staff recommends that the Board adopt the attached Resolution (Attachment B) to approve the appropriations for local government and school projects and programs as described in Attachment A.

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<b>Appropriation #2019096</b>	<b>\$ 0.00</b>
Source:	Reserve for Contingencies*                      \$ 36,000.00

\*This appropriation does not increase or decrease the total County budget.

This request is to appropriate \$36,000.00 from the Reserve for Contingencies to fund the Tax Relief for the Elderly and Disabled program based on actual FY 19 program expenses. The increased expenditures in this program are due to new program participants, applicants qualifying for a higher percentage of relief, and increases in property assessments.

After approval, the FY 19 General Fund Reserve for Contingencies balance will be \$95,145.00. Of that amount, \$3,219.00 is for unanticipated expenses that may require ongoing funding and \$91,926.00 is for expenses that may require one-time funding.

**Appropriation #2019097** **\$ 19,000.00**

Source: Federal Revenue \$ 19,000.00

Pursuant to the School Board's approval on August 8, 2019, this request is to appropriate:

- Special Revenue Funds: This request is to appropriate \$19,000.00 in Federal revenue from the United States Department of Education's Carl D. Perkins Vocational and Technical Education Act. This funding supported the academic achievement of career and technical education students and strengthened the connection between secondary and postsecondary education.

**By the above-recorded vote, the Board adopted the following Resolution to approve Appropriations #2019096 and #2019097 for local government and School Division projects and programs:**

**RESOLUTION TO APPROVE  
 ADDITIONAL FY 19 APPROPRIATIONS**

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

- 1) That Appropriations #2019096 and #2019097 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, 2019.

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Fiscal Year: Budget FY19			
APP#	Account String	Description	Amount
2019096	4-1000-59000-459000-579100-1005	SA2019096 - Reserv. For Contingencies to Tax Relief	\$36,000.00
2019096	4-1000-99900-499000-999990-9999	SA2019096 - Reserv. For Contingencies to Tax Relief	-\$36,000.00
2019097	3-3207-63207-333000-384048-6599	SA2019097 - Carl Perkins	\$19,000.00
2019097	4-3207-63207-461190-800100-6530	SA2019097 - Carl Perkins	\$19,000.00

Item No. 8.3. FY 2020 Appropriations.

The Executive Summary forwarded to the Board states that Virginia Code §15.2-2507 provides that any locality may amend its budget to adjust the aggregate amount to be appropriated during the fiscal year as shown in the currently adopted budget; provided, however, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by first publishing a notice of a meeting and holding a public hearing before amending the budget. The Code section applies to all County funds, i.e., General Fund, Capital Funds, E911, School Self-Sustaining, etc.

The total change to the FY 20 budget due to the appropriations itemized in Attachment A is \$1,196,939.81. A budget amendment public hearing is not required because the amount of the cumulative appropriations does not exceed one percent of the currently adopted budget.

Staff recommends that the Board adopt the attached Resolution (Attachment B) to approve the appropriations for local government projects and programs as described in Attachment A.

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**Appropriation #2020017** **\$ 0.00**

Source: Reserve for Contingencies\* \$ 93,000.00

\*This appropriation does not increase or decrease the total County budget.

This request is to appropriate \$93,000.00 from the Reserve for Contingencies to fund the Tax Relief for the Elderly and Disabled program. It is anticipated that the FY 20 budget will need additional funding based on actual payments made in FY 19. The increase in this program is due to new program participants, applicants qualifying for a higher percentage of relief, and increases in property assessments.

After approval, the FY 20 General Fund Reserve for Contingencies balance will be \$83,141.00. Of that amount, \$51,324.00 is for unanticipated expenses that may require ongoing funding and \$31,817.00 is for expenses that may require one-time funding.

**Appropriation #2020018** **\$100,000.00**

Source: Local Revenue - Charlottesville Area Community Foundation \$100,000.00

This request is to appropriate \$100,000.00 in local revenue from a Charlottesville Area Community Foundation (CACF) Strengthening Systems Grant to fund a dedicated full-time Program Coordinator for the Yancey School Community Center (YSCC), infrastructure for a community garden, and support for community programming for rural Southern Albemarle to improve community and resident outcomes by focusing on improving access to physical and mental health services and fresh healthy food

as well as to realize the community's vision of a vibrant community center at YSCC. This funding is the first year of grant funding totaling \$300,000.00 over three years.

<b>Appropriation #2020019</b>		<b>\$699,699.26</b>
Source:	Economic Development Authority (EDA) Fund fund Balance	\$699,699.26

This request is to re-appropriate \$699,699.26 in FY 19 EDA Fund fund balance to the FY 20 EDA Fund. The Albemarle County EDA is a political subdivision of the Commonwealth of Virginia, operating in partnership with the Albemarle County Board of Supervisors to improve the quality of life for citizens of the County through responsible and sustainable economic development practices, using the County's Comprehensive and Strategic Plans for guidance, along with the County's Economic Development Strategic Plan. The County serves as the fiscal agent for the EDA.

<b>Appropriation #2020020</b>		<b>\$74,093.19</b>
Source:	Federal Revenue	\$73,267.54
	Grant Fund fund balances	\$825.65

This request is to re-appropriate five Police Department grants from FY 19 to FY20:

- Re-appropriate \$10,665.91 for the Department of Motor Vehicles (DMV) Driving Under the Influence (DUI) Reduction grant. This amount includes \$9,981.12 in Federal revenue and \$684.79 in Grant Fund fund balance. This grant will be used to fund overtime hours in the Police Department. The purpose of this grant is to reduce DUI accidents through increased DUI enforcement along with other traffic safety enforcement, including speeding and safety restraint usage.
- Re-appropriate \$1,982.27 for the Department of Motor Vehicles (DMV) Speed Reduction grant. This amount includes \$1,841.41 in Federal revenue and \$140.86 in Grant Fund fund balance. This grant will be used to fund overtime hours in the Police Department to provide speed enforcement. This grant will be used to fund overtime hours in the Police Department. The purpose of this grant is to reduce motor vehicle accidents through increased speed enforcement and saturation patrols.
- Re-appropriate \$48,404.00 in Federal grant funds from the Byrne Justice Assistance Grant Program to purchase civil disturbance response equipment and personal protective gear, including tactical first aid kits, field force team gear, and ballistic helmets and face shields.
- Re-appropriate \$653.01 in Federal revenue from a 2017 U.S. Department of Justice grant to support additional community policing projects and activities by providing additional overtime hours by current officers to prevent crime, build community relationships, and enhance safety.
- Re-appropriate \$12,388.00 in Federal revenue from a 2018 U.S. Department of Justice grant to support additional community policing projects and activities by providing additional overtime hours by current officers to prevent crime, build community relationships, and enhance safety.

<b>Appropriation #2020021</b>		<b>\$21,224.00</b>
Source:	State Revenue	\$21,224.00

This request is to appropriate \$21,224.00 in additional state grant funding to Offender Aid and Restoration (OAR) for a 3.0% salary increase for full time state funded local employees of the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA). These employees provide pretrial services in the rural counties serving the Central Virginia Regional Jail.

<b>Appropriation #2020022</b>		<b>\$301,923.36</b>
Source:	ECC fund balance	\$301,923.36

The Emergency Communication Center (ECC) requests that the County, acting as fiscal agent for the ECC, appropriate ECC fund balance to provide funding for \$300,000.00 for new consoles and flooring and \$1,923.36 for recruitment expenses for the Executive Director position.

**By the above-recorded vote, the Board adopted the following Resolution to approve appropriations #2020017; #2020018; #2020019; #2020020; #2020021; and #2020022 # for local government and School Division projects:**

**RESOLUTION TO APPROVE  
ADDITIONAL FY 2020 APPROPRIATIONS**

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

- 1) That Appropriations #2020017; #2020018; #2020019; #2020020; #2020021; and #2020022 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, 2020.

Fiscal Year: Budget FY20			
APP#	Account String	Description	Amount
2020017	4-1000-59000-459000-579100-1005	SA2020017 - Reserv. For Contingencies to Tax Relief	\$93,000.00
2020017	4-1000-99900-499000-999990-9999	SA2020017 - Reserv. For Contingencies to Tax Relief	-\$93,000.00
2020018	3-1721-18120-318120-181109-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$100,000.00
2020018	4-1721-12019-412010-110000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$49,527.00
2020018	4-1721-12019-412010-210000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$3,789.00
2020018	4-1721-12019-412010-222110-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$6,047.00
2020018	4-1721-12019-412010-231000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$8,475.00
2020018	4-1721-12019-412010-232000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$240.00
2020018	4-1721-12019-412010-241000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$649.00
2020018	4-1721-12019-412010-270000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$272.00
2020018	4-1721-12019-412010-332104-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$328.00
2020018	4-1721-12019-412010-350000-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$320.00
2020018	4-1721-12019-412010-520100-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$155.00
2020018	4-1721-12019-412010-520300-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$1,230.00
2020018	4-1721-12019-412010-520315-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$265.00
2020018	4-1721-12019-412010-550100-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$565.00
2020018	4-1721-12019-412010-550104-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$135.00
2020018	4-1721-12019-412010-600100-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$190.00
2020018	4-1721-12019-412010-601200-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$360.00
2020018	4-1721-12019-412010-800200-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$3,160.00
2020018	4-1721-12019-412010-800700-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$1,350.00
2020018	4-1721-12019-412010-560422-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$10,000.00
2020018	4-1721-12019-412010-312341-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$7,000.00
2020018	4-1721-12019-412010-568925-1001	SA2020018 - Yancey CACF Stregthen Sys. Grant 2019	\$5,943.00
2020019	4-6850-91095-491095-580000-1008	SA2020019 - EDA Re-app - misc	\$425,699.26
2020019	4-6850-91095-491095-950029-1008	SA2020019 - EDA Re-app - VJIP	\$174,000.00
2020019	4-6850-91095-491095-950031-1008	SA2020019 - EDA Re-app - EDA Incentives, Potters Craft	\$100,000.00
2020019	3-1820-51000-351000-510100-1008	SA2020019 - EDA Re-app - fund balance	\$699,699.26
2020020	3-1255-33000-333000-330412-1003	SA2020020 - Re-app grants - DCJS - Byrne JAG Categorical Aid - Federal (revenue for DCJS JAG equipment grant)	\$48,404.00
2020020	4-1255-31013-431010-800100-1003	SA2020020 - Re-app grants - DCJS JAG - Machinery & Equipment (some funds have been encumbered, but no expenditures finalized yet)	\$48,404.00
2020020	3-1254-33000-333000-300001-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 18 Grant Revenue Federal (revenue for JAG 18 local award grant, active but not in use yet)	\$12,388.00
2020020	4-1254-31013-431010-120000-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 18 overtime wages	\$11,507.66
2020020	4-1254-31013-431010-210000-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 18 FICA	\$880.34
2020020	3-1251-33000-333000-300001-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 17-DJ-BX- 0754 Grant Revenue Federal (JAG 17 local award funds remaining for FY20)	\$653.01
2020020	4-1251-31013-431010-120000-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 17 overtime wages	\$603.05
2020020	4-1251-31013-431010-210000-1003	SA2020020 - Re-app grants - DOJ Byrne JAG 17 FICA	\$49.96
2020020	3-1253-33000-333000-330011-1003	SA2020020 - Re-app grants - DMV 19 Speed - Federal DMV revenue	\$1,841.41
2020020	3-1253-51000-351000-510100-9999	SA2020020 - Re-app grants - DMV 19 Speed - Use of Fund Balance	\$140.86
2020020	4-1253-31013-431010-120000-1003	SA2020020 - Re-app grants - DMV 19 Speed - overtime wages	\$1,841.41
2020020	4-1253-31013-431010-210000-1003	SA2020020 - Re-app grants - DMV 19 Speed - FICA	\$140.86
2020020	3-1252-33000-333000-330011-1003	SA2020020 - Re-app grants - DMV 19 DUI - Federal DMV revenue	\$9,981.12
2020020	3-1252-51000-351000-510100-9999	SA2020020 - Re-app grants - DMV 19 DUI - Use of Fund Balance	\$684.79
2020020	4-1252-31013-431010-120000-1003	SA2020020 - Re-app grants - DMV 19 DUI - overtime wages	\$9,981.12
2020020	4-1252-31013-431010-210000-1003	SA2020020 - Re-app grants - DMV 19 DUI - FICA	\$684.79
2020021	3-1520-24000-324000-240440-1003	SA2020021 - OAR DCJS Grant Award - State 3% Salary Increase	\$21,224.00
2020021	4-1520-29406-421090-566120-1003	SA2020021 - OAR DCJS Grant Award - State 3% Salary Increase	\$21,224.00
2020022	3-4100-51000-351000-510100-9999	SA2020022 - ECC FB: Floors, Consoles, Recruitment	\$301,923.36
2020022	4-4100-31040-435600-331800-1003	SA2020022 - ECC floors	\$50,000.00
2020022	4-4100-31040-435600-800201-1003	SA2020022 - ECC consoles	\$250,000.00
2020022	4-4100-31040-435600-550100-1003	SA2020022 - ECC recruitment	\$1,923.36

Item No. 8.4. Proposed Donation of Surplus Computer Monitors to Bright Stars.

The Executive Summary forwarded to the Board states that Quick Fix Computer Company donated 35 computers to Bright Stars, who has identified ACPS families in need of the computers. The computers did not come with computer monitors, and Bright Stars has requested that Albemarle County Information Technology (IT) Department review used surplus computer monitor inventory to determine if there are enough surplus computer monitors to address the need.

A surplus computer monitor is one that has been determined to no longer serve its purpose. Generally, it is a computer monitor over 5 years old and smaller than its replacement. IT sends surplus computer monitors to electronics recycling.

Virginia Code section § 15.2-953 permits the Board of Supervisors to make a donation of personal property, such as computers and related equipment, to charitable organizations who provide services to County residents.

IT inventoried 35 surplus computer monitors it believes can be donated to Bright Stars rather than being recycled. The monitors are to be combined with 35 donated computers from Quick Fix Computers. The computers are currently located in the Albemarle County warehouse, and the surplus monitors are in IT.

These items are to be donated "as is," with no support. Family Support Coordinators, working with IT and the Warehouse Manager, will distribute the computers and monitors. The configuration and setup of each donated computer and monitor is the responsibility of the receiving Bright Star family. There is no warranty, nor expectation of service, attached to either the donated computers or the donated computer monitors.

This request will have no impact on the operating budget. There is no loss in revenue, as the 35 computer monitors were intended for recycling.

Staff recommends that the Board authorize the donation of 35 surplus computer monitors to Bright Stars.

**By the above-recorded vote, the Board authorized the donation of 35 surplus computer monitors to Bright Stars.**

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Item No. 8.5. Transportation Funding/Grant Application Review.

The Executive Summary forwarded to the Board states that in July of 2019 the Board reviewed and approved the updated list of Albemarle County Transportation Priorities for 2019. Included in that review and approval were a number of projects recommended for funding through Revenue Sharing and Transportation Alternatives Programs grant applications, including:

**Revenue Sharing Applications**

- #5 - Berkmar to Lewis and Clark Connector
- #26 - Old Lynchburg Road/Moore's Creek Greenway Bicycle and Pedestrian Improvements
- #8 - Eastern Avenue South Connector

**Transportation Alternative Application**

- #12 - Tabor/High Street Sidewalks

Staff has continued to work on these projects with VDOT and consultant assistance to develop conceptual cost estimates and designs. Pre-applications were submitted for all projects and they were all screened in making them eligible for full submission.

The Tabor/High Street Sidewalks project and the Old Lynchburg Road/Moore's Creek Greenway Projects were both included in the proposal for the Quality of Life Bicycle and Pedestrian Program which has sufficient funding identified in the 2021 CIP to cover the local match on the grants. The local match for the Berkmar to Lewis and Clark Connector and the Eastern Avenue South projects would come from the Transportation Leveraging Budget. With the funding identified in that program through 2020 an additional \$2 million would need to be set aside for that program annually from FY21 - FY24 unless the Board determines another source for funding that local match. The deadline for the Revenue Sharing and Transportation Alternatives grant applications is October 1. A Board Resolution supporting each of these projects is required.

Staff is currently preparing the applications for the referenced projects. Cost estimates for these projects are still being finalized, however initial cost estimates are provided in the project descriptions below:

- **Berkmar to Lewis and Clark Connector** - This project proposes to extend Berkmar Dr from its current stub- out just north of Timberwood Dr to Airport Road and construct a roundabout at this new intersection where Innovation Drive (Lewis and Clark Dr) currently meets Airport Road. Bicycle and Pedestrian facilities would be included. The cost of the project is estimated at \$10.2 million. The County has \$2.2 million in the VDOT Secondary Six-Year Plan already programmed to this project. Under the Revenue Sharing grant the local contribution would be 50% of the remaining approximately \$8 million cost, or approximately \$4 million. This project, along with the new Lewis and Clark Drive extension being constructed on the UVA Foundation Research Park will complete the parallel road on the west side of US 29 as envisioned in the Places 29 Master Plan and also serve to complete an integral segment of the Northtown Trail.
- **Old Lynchburg Road/Moore's Creek Greenway Bicycle and Pedestrian Improvements** - This project proposes to construct bicycle and pedestrian improvements along Old Lynchburg Road and construct a new paved, shared-use path greenway between Old Lynchburg Road and Sunset Ave adjacent to Moore's Creek. The total cost of the project is estimated at approximately \$1.2 million making the County's share of 50% under the Revenue Sharing program around \$600,000. The project lies on the

City/County line and involves development on City-owned property in the County. The improvements were a high priority recommendation from the Jefferson Area Regional Bicycle and Pedestrian Plan. County staff are in discussions with the City on potential partnerships related to funding, project development, and maintenance.

- **Eastern Avenue South Connector** - This project would extend Eastern Ave in Crozet from the current stub- out near Westhall south to connect to Cory Farm Road and US 250. The project would bridge Linckinhole Creek and include bicycle and pedestrian facilities. The total cost of the project is estimated at approximately \$8.8 million making the County's share of 50% \$4.4 million.
- **Tabor/High Street Sidewalks** - This project proposes to construct sidewalk along one side of Tabor Street to connect to High Street and then to Hilltop where there is an existing pedestrian path. The project will include ADA accessible curb ramps at the intersections and a pedestrian crossing. This is proposed to be submitted as a Transportation Alternatives project. The total cost of the project is estimated at \$1.1 million and although a 20% match is required, staff is recommending a higher match percentage to improve the projects score. The recommendation is to provide between \$500,000 and \$600,000 to make this project a competitive application.

As stated earlier, the full amount necessary for the Berkmar to Lewis and Clark Connector and the Eastern Avenue South is not available in the current Transportation Leveraging Fund Budget. The County is currently working to develop the update to the CIP. Submission of these applications does not obligate the County to fund the projects. A decision on funding is not necessary until project agreements are signed which would not occur until Fall of 2020 at the earliest. By that time it is expected that the CIP budget will be worked out and a clear picture of funding would be available.

Staff recommends using County CIP funds to leverage against State funds to fully fund the identified transportation projects to completion. A portion of the funding requested has been approved through the previous CIP fully funding the required local match for some of the projects although not all. Staff is recommending moving forward with the Grant applications now and making a final decision on acceptance of the grants once the update to the CIP is complete in the Spring of 2020. The total impact to the budget for the local share on all of the recommended projects is approximately \$10.5 million which will be required over approximately the next five Fiscal Years. Additional cost related to staff time will also impact the County Budget however it is expected that the two largest projects will be administered by VDOT and therefore will not require large amounts of staff time.

Staff recommends that the Board endorse the recommended grant applications and adopt the attached Resolutions A - D for the Revenue Sharing and Transportation Alternatives Set-Aside Grant applications.

**By the above-recorded vote, the Board endorsed the recommended grant applications and adopted the following Resolutions for the Revenue Sharing and Transportation Alternatives Set-Aside Grant applications:**

**RESOLUTION TO PARTICIPATE IN  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
REVENUE SHARING PROGRAM FOR FISCAL YEAR 2021  
Berkmar to Lewis and Clark Connector**

**WHEREAS**, the County of Albemarle desires to submit an application for the allocations of \$4,404,005 through the Virginia Department of Transportation Fiscal Year 2021 Revenue Sharing Program; and

**WHEREAS**, the County is willing to commit \$4,404,005 in local funds in order to compete for a Revenue Sharing Program award; and

**WHEREAS**, these funds are requested to implement the Berkmar Drive to Lewis and Clark Drive Connector project which proposes to construct a 0.41-mile-long extension of Berkmar Drive from Timberwood Boulevard to Airport Road including construction of a roundabout at the intersection with Airport Road.

**NOW, THEREFORE, BE IT RESOLVED** that the Albemarle County Board of Supervisors hereby commits to provide up to \$4,404,005 of local funds in its application for up to \$4,404,005 of revenue sharing funds from the FY 2021 Virginia Department of Transportation Revenue Sharing Program and requests that the Virginia Department of Transportation approve the County's application.

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**RESOLUTION TO PARTICIPATE IN  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
REVENUE SHARING PROGRAM FOR FISCAL YEAR 2021  
Eastern Avenue South**

**WHEREAS**, the County of Albemarle desires to submit an application for the allocations of \$4,413,250 through the Virginia Department of Transportation Fiscal Year 2021 Revenue Sharing Program; and

**WHEREAS**, the County is willing to commit \$4,413,250 in local funds in order to compete for a Revenue Sharing Program award; and

**WHEREAS**, these funds are requested to implement the Eastern Avenue South project which proposes to extend Eastern Ave 0.22 miles from the current stub-out near Westhall Drive south across Lickinghole Creek to connect to Cory Farms Road and US 250.

**NOW, THEREFORE, BE IT RESOLVED** that the Albemarle County Board of Supervisors hereby commits to provide up to \$4,413,250 of local funds in its application for up to \$4,413,250 of revenue sharing funds from the FY 2021 Virginia Department of Transportation Revenue Sharing Program and requests that the Virginia Department of Transportation approve the County's application.

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**RESOLUTION TO PARTICIPATE IN  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
REVENUE SHARING PROGRAM FOR FISCAL YEAR 2021**

**Old Lynchburg Road/Moore's Creek Bicycle and Pedestrian Improvements**

**WHEREAS**, the County of Albemarle desires to submit an application for the allocations of \$657,848 through the Virginia Department of Transportation Fiscal Year 2021 Revenue Sharing Program; and

**WHEREAS**, the County is willing to commit \$657,848 in local funds in order to compete for a Revenue Sharing Program award; and

**WHEREAS**, these funds are requested to implement the Old Lynchburg Road/Moore's Creek Bicycle and Pedestrian Improvement project which proposes to construct bicycle and pedestrian facilities along Old Lynchburg Road and the Moore's Creek Greenway between Sunset Avenue and Old Lynchburg Road.

**NOW, THEREFORE, BE IT RESOLVED** that the Albemarle County Board of Supervisors hereby commits to provide up to \$657,848 of local funds in its application for up to \$657,848 of revenue sharing funds from the FY 2021 Virginia Department of Transportation Revenue Sharing Program and requests that the Virginia Department of Transportation approve the County's application.

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**RESOLUTION**

**WHEREAS**, the Albemarle County Board has identified the Tabor Street/High Street Sidewalk Project, defined to include construction of sidewalk on Tabor Street to the intersection with High Street and on High Street between Tabor Street and Hilltop Street including pedestrian crossings at the intersections, to provide safe and convenient pedestrian accommodations, as a transportation priority for the County; and

**WHEREAS**, the County intends to submit an application for funding of the project through the Transportation Alternatives Set-Aside Program; and

**WHEREAS**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that Albemarle County submit a resolution requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by Albemarle County; and

**NOW, THEREFORE, BE IT RESOLVED** that Albemarle County requests the Commonwealth Transportation Board establish the Tabor Street/High Street Sidewalk Project.

**BE IT FURTHER RESOLVED**, that Albemarle County hereby commits to provide the 20% matching contribution for this project and any additional funds necessary to complete the project, and

**BE IT FURTHER RESOLVED**, that Albemarle County hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project, and

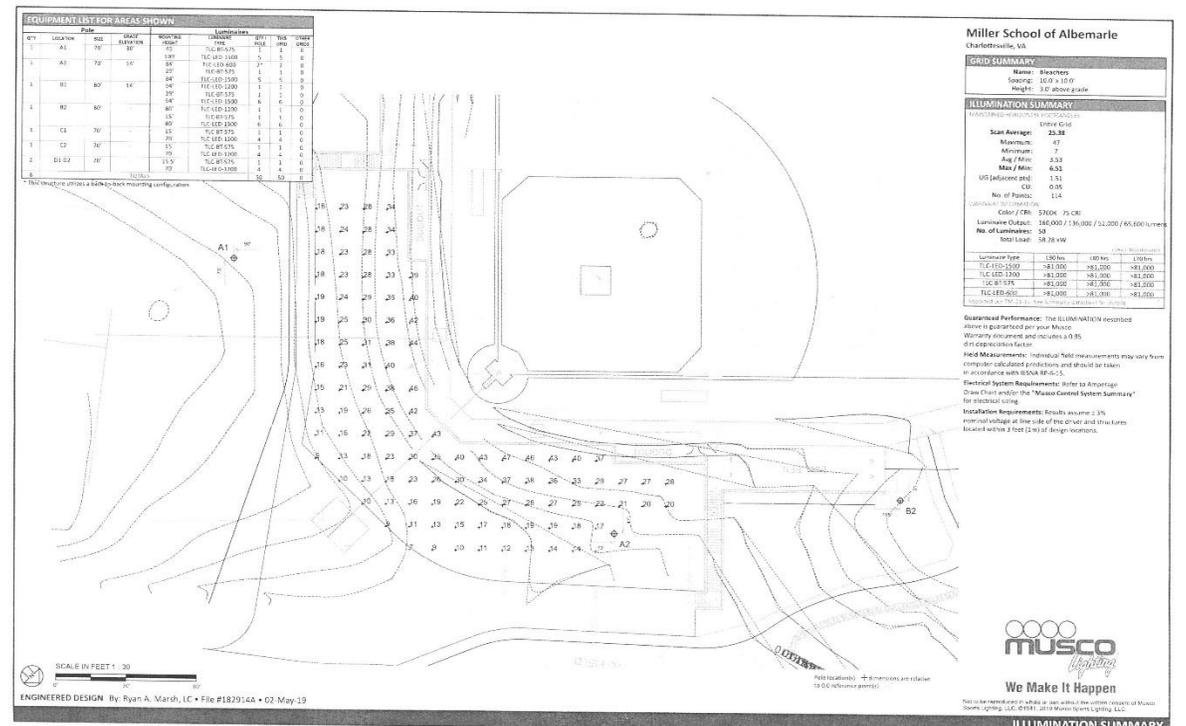
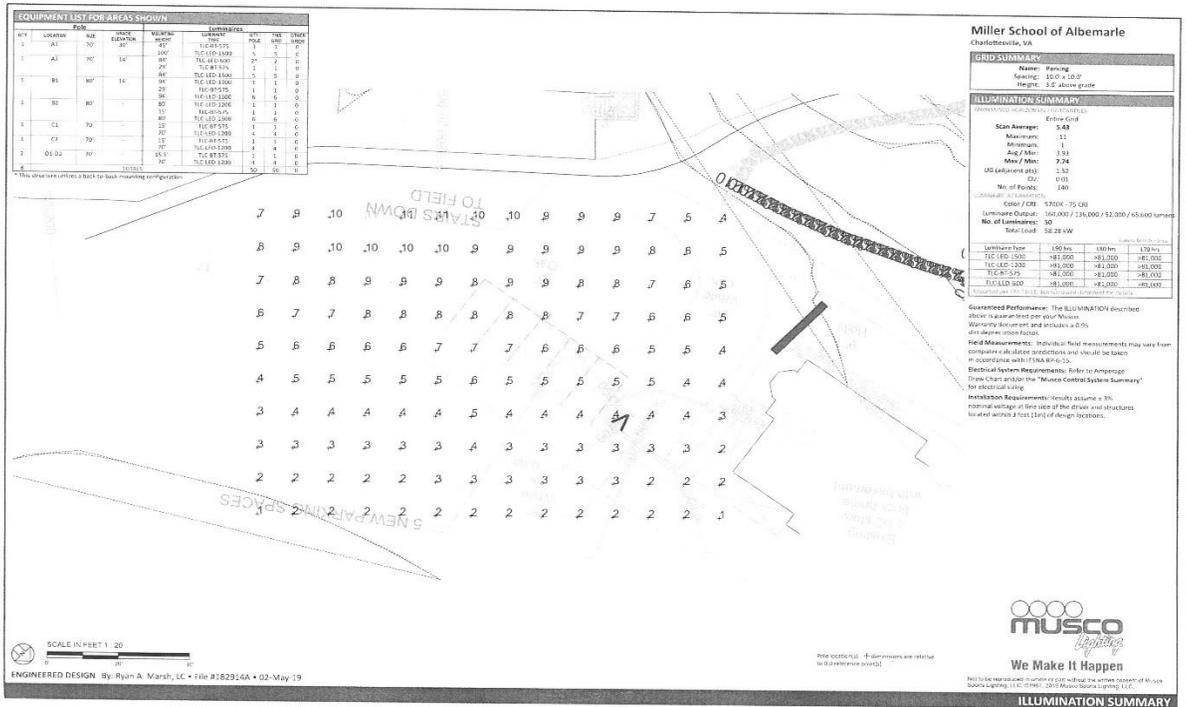
**BE IT FURTHER RESOLVED**, that Albemarle County will work with the Department to insure maintenance of the facility which will be located within the right of way of the public road system, and

**BE IT FURTHER RESOLVED**, that if Albemarle County subsequently elects to cancel this project, they hereby agree to reimburse the Department for the total amount of costs expended through the date the Department is notified of such cancellation. Albemarle County also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

**BE IT FURTHER RESOLVED**, that Albemarle County Board of Supervisors hereby grants authority for the County Executive to execute project agreements for this project for Fiscal Year 2021.

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Item No. 8.7. Board-to-Board, August 2019, a monthly report from the Albemarle County School Board to the Albemarle County Board of Supervisors, **was received for information.**

Item No. 8.8. Transportation Planning Quarterly Report, **was received for information.**

Agenda Item No. 9. FY 21 Operating and Capital Budget Calendar.

The Executive Summary forwarded to the Board states that the process of developing the County's Operating Budget for Fiscal Year 21 (FY 21) and the Capital Improvements Program (CIP) for FY 21-25 is underway. On an annual basis staff provides a proposed budget calendar.

Attachment A provides a preliminary budget calendar for the FY 21 budget process. The budget development calendar establishes specific dates for Board meetings and public hearings on the tax rate, the budget, and the CIP. Staff will continue to provide the public with as much notice as possible for planned community engagement opportunities, public hearings, and work sessions associated with the development of the upcoming budgets.

There are several dates that are driven by Virginia Code requirements which are reflected in the attached calendar:

- Localities with a first-half tax year collection in June must adopt the tax rate on or before May 15.
- There must be at least seven days between the public advertisement of the budget public hearing and the actual hearing date.

- There must be at least seven days between the budget public hearing and the adoption of the budget.
- Localities must provide at least 30 days' notice of the tax rate public hearing if the reassessment would result in an increase of one percent or more in the total real property tax levied compared to the prior year's real property tax levies. Prior to 2009, the requirement was seven days' notice.

In addition to these Virginia Code requirements, the School Board and School Division staff have requested that a public hearing be scheduled so that it does not coincide with Spring Break.

The preliminary budget calendar for the FY 21 budget process meets the Virginia Code requirements and the School Board's request. Additionally, this calendar assumes that the reassessment would result in an increase of one percent or more in the total real property tax levied in Calendar Year (CY) 20 compared to CY 19 and incorporates the necessary 30 days' notice into the schedule.

This executive summary provides information on the FY 21 Budget development process.

Staff recommends that the Board adopt the preliminary budget calendar set forth in Attachment A.

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Ms. Lori Allshouse, Director of the Office of Management and Budget (OMB), addressed the Board. She said this was an action item before the Board on the budget development calendar. She explained that each year at this time, the OMB presents a preliminary calendar for the Board in order for them and the public to get the dates on their calendars moving forward. She said the schedule complies with Virginia Code requirements in that it meets the public hearing, timing, and public notice requirements. She said that on March 5 the Board finalizes its tax rate cap for advertising and April 20 is the date for the tax rate adoption and the FY 21 budget approval.

Ms. Allshouse said the OMB receives feedback from the Board and the public on ways in which they might be able to improve the calendar. She said that the recommended budget presentation will be held on a regular Board meeting day in this calendar. She said the first public hearing is scheduled for two weeks after the recommended budget presentation so that the public can have more time to review the document before the hearing. She said the capital work session will be held early in the process and will be the second work session with no other item on the Board's agenda. She said the calendar also includes a CIP Advisory Committee meeting dates, which was previously called the Oversight Committee. She noted that these meetings are earlier this year, in October, and she wanted to ensure she made the Board aware of the dates planned so that anyone can attend the meetings.

Ms. Allshouse noted that since the OMB prepared the preliminary budget calendar for the Board, there have been updates. She noted that September 17 has been scheduled for the Board's joint session with the School Board on CIP priority setting and January 23, which was previously tentative, has now been confirmed as the School Superintendents' time to present their budget requests to the School Board.

Ms. Allshouse concluded her presentation and asked the Board to approve the preliminary budget development calendar set forth as presented in Attachment A.

Ms. McKeel **moved** that the Board adopt the preliminary FY 21 Budget Calendar. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.  
NAYS: None.



## Preliminary FISCAL YEAR 2021 BUDGET CALENDAR

<b>September 2019</b>	
TBD	BOS/School Board Joint Work Session - CIP Priorities
<b>October 2019</b>	
2	BOS/School Board Joint Work Session - Compensation and Benefits
15	CIP Advisory Committee Meeting #1
22	CIP Advisory Committee Meeting #2
29	CIP Advisory Committee Meeting #3 (if needed)
<b>November 2019</b>	
13	BOS/School Board Joint Work Session - Long-Range Financial Planning (Revenue, CIP, School Division Operating)
<b>December 2019</b>	
4	BOS Work Session - Long-Range Financial Planning (General Government Operating)
18	BOS Work Session - Long-Range Financial Planning
<b>January 2020</b>	
23*	School Superintendent presents budget request to School Board (*tentative date)
<b>February 2020</b>	
4	School Board adopts School Division budget request
19	County Executive's presentation to Board - Recommended Budget
25	Work Session #1 - Revenue and expenditure overviews, School Division
28	Work Session #2 - Capital
<b>March 2020</b>	
3	Work Session #3 - General Government
4	Public Hearing on County Executive's Recommended Budget
5	Work Session #4 - Revenue update, finalize tax rate for advertisement, approve Board's Proposed Budget
11	Work Session #5 (if needed)
17	Work Session #6 (if needed)
<b>April 2020</b>	
6-10	Spring Break
13	Public Hearing on the CY 19 tax rate and Board's Proposed Budget
20	Board sets tax rate and adopts budget
30	School Board adopts School Division budget
<b>May 2020</b>	
20	Board approves Appropriation Resolution

Mr. Jeff Richardson expressed his appreciation for the process. He noted that when the budget process is wrapped up each year, the Board is very patient with the OMB's questions about how to improve the budget. He said that Ms. Allshouse and her team take the feedback from the Board very seriously about what can be improved in the upcoming budget process and she can point to specific feedback from Board members from three to four years prior, adding that it is a continuous improvement process. He again expressed the Board's patience with the process and hopes that they can see the correlation with improving the process and timeline.

Ms. Mallek applauded the change in the time between the presentation of the budget and the first public hearing. She said she has many constituents in the White Hall District who spend a great deal of time going over the budget and that they will use those extra 12 days.

Ms. Palmer said that when the Board does not have many suggestions for improvement, it means that they believe things went very well.

Mr. Randolph said that Ms. Allshouse was a perfect case of not accepting the mediocrity or replicating previous models without any adjustments. He said that every year, there is an energetic effort to reexamine the process and ensure it is meeting the needs of the Board. He expressed his appreciation to Ms. Allshouse and noted how she has initiated many appropriate changes over the course of his four years on the Board. He said as a result, the budget process is much more consultative between multiple parties and they are considering the real priorities for long-term spending in terms of the capital budget earlier on in a coordinated fashion. He said this enables the Board, when considering the budget in February, to be more intelligent about their decision making.

Mr. Dill expressed his appreciation to be a part of the consultative conversation afterwards and particularly, having the CIP early on and blending it into the overall budget has been beneficial.

Ms. Mallek asked if there was a set time of day for the CIP Advisory Committee meetings to meet or if every day was different. Ms. Allshouse responded that the time has not been set, but she believes they would take place in the afternoons.

Ms. McKeel expressed her appreciation for the work being done to be more collaborative with the School Division. She said that rather than looking at themselves as silos, having more meetings with the School Board around CIP and budget was very productive.

Mr. Gallaway said that Ms. Allshouse has sent out information to Board members regarding the joint meeting that was coming up, noting that there was homework involved and there are things to do besides reading. He said this was a good time for Ms. Allshouse to send this reminder out.

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Agenda Item No. 10. Crozet Master Plan Resolution of Intent and Project Scope.

The Executive Summary forwarded to the Board states that the Crozet Master Plan was first adopted on December 1, 2004 and last updated on October 13, 2010. The Master Plan establishes expectations for development that is sensitive to Crozet's "small town feel" and supports Crozet's status as a designated Development Area. Site-specific recommendations for future land uses, transportation networks, parks and green systems, and implementation projects are detailed in the Plan and support the implementation of the Comprehensive Plan's policies. The Crozet community has seen substantial growth since the last revisions to the Plan in 2010. Updating the Crozet Master Plan was identified in the 2019-2022 Community Development Work Program as beginning during the 4<sup>th</sup> Quarter of 2019 and ending with the public review process during the 4<sup>th</sup> Quarter of 2020.

Staff began the scoping process with a series of 2010 Master Plan review sessions with the Crozet Community Advisory Committee (CCAC) at its regular meetings between March and May 2019. These sessions summarized the content in the 2010 Plan's Transportation, Parks & Green Systems, and Future Land Use chapters, assessed the implementation status of the 2010 Plan's recommendations, and identified emerging topics for consideration during the Master Plan Update.

In June, staff began outlining a public participation process and convened a working group initially consisting of staff, the White Hall District's Board of Supervisors and Planning Commission representatives, and the Chair of the CCAC. Direction from this group emphasized accessible engagement opportunities, building on past community efforts, and ensuring clarity and consistency between the Plan's Guiding Principles and site-specific recommendations. To this end, staff has developed a public participation process and timeline (Attachment A) proposing a phased approach and a feedback loop providing multiple opportunities for community members to have their voices heard in the process.

The recommended Phase 1 Schedule (Attachment B) focuses on reviewing the Plan's Guiding Principles. Phase 1 is intended to provide opportunities for discussion, clarification, and revision of these principles to ensure they reflect the community's current vision and planning best practices. It is staff's hope that clear Guiding Principles will provide a framework for the development and evaluation of focus area and specific topic recommendations during Phase 2 of the process.

The process, Phase 1 schedule & topics, and stakeholder roles were reviewed & discussed by the CCAC at its August 14, 2019 meeting, and the CCAC's feedback has been incorporated in the recommended process, schedule, and topics. Staff will return to the Board in December (following the conclusion of Phase 1) to review the Guiding Principles and the Phase 2 topics and schedule.

Updating the Crozet Master Plan is part of Community Development's work program and no additional budget impacts are expected.

Staff recommends that the Board adopt the Resolution of Intent to amend the Comprehensive Plan (Attachment C), and review, affirm, or recommend revisions to the public participation process and Phase 1 topics.

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Mr. Andrew Knuppel, Neighborhood Planner, Community Development, addressed the Board. He said he would focus on providing an updated timeline and staff's general approach to the public participation process, which was key to the Master Plan, as well as an overview of the proposed Phase I schedule. He said there would also be an opportunity for discussion and feedback on the proposed scope, and adoption of a resolution of intent to begin the process.

Mr. Knuppel recalled that in February, the Board held a work session on the Community Development Work Program, which was identified in the work program for the Master Plan update to start in October, with community engagement and draft planning taking about a year, and then reviewing adoption in the fourth quarter of 2020. He said this was used as a base to plan out the process and ensure they stay on this general timeline. He said the process has been scoped since the spring and staff has been working with the Crozet Community Advisory Committee to revisit the current Master Plan, identify opportunities, and reach out to key partners and community organizations since then. He said the plan has been refined into a phased process, focusing on the front end of Phases I and II into a visioning phase and then into a typical focus area input of the design strategies phase starting in September and running through April of 2020. He noted this would be the heaviest engagement work, leaving plenty of time for staff to refine the plan and to come to consensus on key issues that could be outstanding after

the process, draft a plan, and move into review and adoption by the Planning Commission and Board of Supervisors during the fourth quarter of 2020. He said that key to the process, staff is looking to start with vision and guiding principles, then moving into crafting specific recommendations.

Mr. Knuppel said that since the spring and through the summer with scoping and data collection, staff has been reaching out to other stakeholder organizations in Crozet. He presented a list of some of the organizations that play a key part in the Master Plan update and implementation. He said besides some other County departments, they have been working with Jaunt as they are working on the new Crozet Connector Service and the autonomous vehicle service in the area. He said another organization includes the Trails Crew, which is a major player in implementing the Parks and Green Systems chapter of the plan. He also noted they are working in coordination with other ongoing projects, noting that the Barnes Lumber redevelopment rezoning that was heard by the Board last month included in the development agreement, plans for the County to undertake a parking study and market study. He said staff is scoping out projects such as this to make sure they have these in time before getting to the focus of policy recommendations. He said that one of the proffers was for the developer to also undertake a traffic study. He said staff was ensuring they consider this information fully in the process when it comes time to scope out the specific improvements in the area.

Mr. Knuppel noted that staff brought the draft Participation Plan to the Crozet CAC at their August 14 meeting for their input and feedback. He said the staff made a couple tweaks accordingly, which should have been included in the Board's packet. He said staff's feedback loop in the engagement format they considering for the process emphasizes a variety of opportunities. He acknowledged that Crozet is an especially civically engaged community and there are many new voices that may have not been heard before. He said staff wants to provide opportunities for all voices to be heard and represented in the process. He said the main forums were community workshops, which are typically evening meetings with much of staff present. He said they are also trying to provide a range of other opportunities during the daytime and other days of the week to make sure they are reaching out to as much of the community as they can. He said staff is also providing multiple forums to answer the questions and each meeting will inform the next one in order to be responsive to what they hear from the community.

Mr. Knuppel presented Phase I, which is the visioning phase of the process. He said that beginning in September and running through November, there would be three different community workshops. He noted there would be a break in December in order for staff to reconvene and refocus before coming back to the community at the beginning of the year. He explained that the break would also help staff avoid some of the holidays and people being out of town. He said the ultimate goal for Phase I is to inform how to tackle Phase II. He described the meeting focus areas as specific land use, transportation, parks and green systems, explaining that these would help determine how to draw the lines on the maps later.

Mr. Knuppel presented the goals identified, which begin with educating the community on how and why the County master plans in the County, as well as to identify and affirm the guiding principles in the Master Plan. He said that staff learned during early scoping that this is important to the community and CAC and where there may have been conflicting interpretations before between maps and guiding principles, staff felt it was important for the community to understand what they are doing and to also build credibility in the process. He said this would ensure the foundation for the process is in a good place before they begin coming up with site specific recommendations.

Mr. Knuppel noted there are three workshops scheduled to be held in September, October, and November. He explained the first workshop would be an introduction and review of high level concepts. He said the meeting in October would focus more on the land use translation of the County's vision, the centers in Crozet, the edge, and how to connect all these places as well as the specific characters of the areas they need to be sensitive to. He said the November meeting would bring all the information in in terms of draft guiding principles and the Phase II focus areas will be further discussed.

Mr. Knuppel said staff's plan is to regularly share feedback they hear from the community and incorporate what they hear back into the workshops, provide regular check ins with the group, and ensure that everyone knows they are being heard. He said staff is using the feedback to design workshops and activities for the process. He noted that they may not have as much information as they have had upfront in other processes, but they are comfortable with this in knowing that they will be accountable to what they hear from the community. He said they are separating the primary community workshops from the CAC regular meetings and they heard from the community that they were fine with making this commitment. He said that this would provide a more open forum without the need to go through other business and it offers more flexibility with the schedule as well. He said though it was tricky to schedule, they have found dates that work for the meetings. Mr. Knuppel explained that staff is looking for the CAC to be their sounding board and another feedback loop as they move forward with the community engagement process, noting that the CAC serves as their citizen ambassadors and planners. He said they are able to help staff know if they are effectively reaching the community and if concepts are understood.

Mr. Knuppel said that the plan is to come back to the Board in December with the guiding principles and Phase II topics and schedule. He noted that all the activities taking place are described in the staff report and attachments. He offered the Board an opportunity to review, affirm, or recommend changes to the process. He said once this is done, staff has a Resolution of Intent to start the process of amending the Comprehensive Plan. He offered to answer questions.

Mr. Randolph said that Mr. Dill formally, and perhaps, he more informally, have recently gone through the Pantops Master Plan update process. He asked Mr. Knuppel if he could compare and contrast how the process he presented differs from that of Pantops, and where it refines or focuses more centrally perhaps than in the case of Pantops.

Mr. Knuppel responded that he had the opportunity to be involved with most of the Pantops process. He explained the process started in January 2018 with the first open house and ended in June 2019 with the adoption of the plan. He said the Pantops plan was an 18-month process and for Crozet, it is 15 months. Mr. Knuppel said that he attended the early community meetings for Pantops, which were what would be the equivalent of the workshops for the Crozet plan, and in the open house in January 2018, they discussed the maps and what had changed. He said they spent about five months focusing on specific topics such as land use, interchange, and transportation plan. He said they took a break during the summer to revise some topics and refine some decision points. He said one thing that stood out to staff in working through the Pantops process was that they did not have a real conversation about guiding principles or what the big picture was until August or September in the process and when it came time for the group to provide input and make decisions on uses, there was not a clear understanding of the principles. As a result, Mr. Knuppel said one change was that this discussion about guiding principles is intentionally being front loaded with the Crozet process. He noted that he was not involved with drafting the specific meetings early in the process. He said that staff's goal is to be as responsive as they can to what they hear from the community. He said that other than that, the back half of the process is similar to that of Pantops and they will come in with work sessions as needed, then eventually bring the draft plan to the Board for adoption.

Ms. Palmer asked if there would be a discussion about the pros and cons of the scale of development and variability when designating a piece of property for dwelling units density of somewhere between 6 and 32. She explained that she often hears feedback about narrowing this range so that when people purchase houses in the neighborhood next door, they have assurance that they know what the zoning is around that piece of property.

Mr. Knuppel responded that staff will ensure they cover this. He said he was unsure if they would get into the conversation of how density is calculated, but it is an important conversation to have about how they distinguish between the Zoning Ordinance and the Comprehensive Plan and how to ensure that these two ideas are consistent with each other. He said this was an issue they ran into with the Pantops update and staff will figure out how to be creative in messaging implications of a land use plan versus zoning and what this would look like. He said the current Crozet Plan has a finer grain with the land use density issues, noting that Urban Density in Crozet is only 6-12 rather than the full 6-34 they see elsewhere in the County. He added that it is a professional obligation of staff to make sure they communicate with the community the pros and cons and tradeoffs with these types of decisions.

Ms. Mallek said she believes this would be coming up, as it has already been discussed in various meetings and people have acknowledged the fact that there is already a Neighborhood Density Low designation that perhaps needs to be substituted. She said that the infill is where a bigger crisis exists, when there is an older community with newer people coming in, and this is an important discussion to have. She said she has been harping on the 6-36 range for the past five years and will be fascinated to hear about the ideas that come from people. She added that her main job was to let people know that their ideas are valuable and they must come share them, as often times people think that they have nothing to contribute. She said she expects a large meeting and looks forward to it.

Mr. Randolph commented that in light of what Ms. Stacy Pethia issued yesterday on housing throughout the County, he hopes that as staff looks at the Master Plan, they have a discussion about how in Crozet, there can be an increase in opportunities for rentals there. He said overall, the White Hall District only has 20 percent renter-occupied where in the County, the average is 36 percent and in the Jack Jouett District, it is 52 percent. He also noted that in terms of household income, staff should look for diversity of income and, to Mr. Williamson's point, government does not have a very good track record, even a counterproductive one, in meddling in decisions that are best made in the private marketplace. He continued that it was concerning that the overall demographic of the White Hall District was highly non-integrated. He said it would be beneficial, looking forward, to try to establish priorities to achieve a greater level of social equity and greater diversity in the Crozet community.

Mr. Dill noted that a major difference between Pantops and Crozet was that Pantops has a very distinct boundary, with some creep on Stony Point Road. He asked how many square miles of development area there was in Crozet. He said that beyond this, it seems that there would be a greater Crozet community that would also be involved in the process. He asked if this was well defined as to the boundaries for the non-development area. Ms. Mallek responded that as far as the Master Plan process, people in Batesville, Greenwood, and White Hall will definitely be part of the process, as they have been in the past. She explained that these villages are all connected, and their urban center is Crozet.

Mr. Dill asked how big the development area is and if it has a strict boundary. Ms. Mallek responded that she does not know the exact boundaries but Route 250 on the south is the hard line, and then there are easements on the north and Lodge Creek. She described it as Three Notched to Rockfish Capture, and Half-Mile Branch on the west as the geographic, triangular boundary of the growth area.

Ms. Palmer asked Mr. Knuppel if he has the number of square miles. Mr. Knuppel responded, "no", but that he could get back to the Board with this information. Mr. Dill noted that it was defined by water and sewage.

Ms. Palmer commented that there was by-right that has more residential density on the outskirts of the development area. Ms. Mallek added that there was water and sewer north of Route 240 that is historic.

Ms. McKeel said that, following up on what Mr. Randolph said, decisions made not only around land use impact them, as well as decisions made at the School Board level around school redistricting and boundaries. She said she would send data to the Board that is similar to what Ms. Pethia sent them about housing. She said the data provides an interesting look at the school population, adding that it was very concerning. She expressed the need to work with the Board's School Board partners around these issues in order to solve them.

Mr. Dill asked if the School Board was included in the planning other than individuals. Mr. Knuppel responded that staff reached out to the facilities planners in schools and had a conversation with them about some of the recommendations from the Long Range Planning Advisory's Council report that came out. He said they could reach out to School Board members to find a way to get them involved.

Ms. McKeel said they need to be partnering on this rather than working in silos if they truly want to solve the problems.

Mr. Dill expressed a need for a sense of community, noting how the community is broken up if kids across the street are going to different schools.

Ms. McKeel said looking at the school boundaries, there are people who are going a distance away to another school despite proximity to another school. She suggested it was time for the two Boards to look at what the school districts look like. She acknowledged there are challenges with buses and bus times, but at this point transit can solve some problems that perhaps it could not have in the past. She said a positive thing was that they have both the City and County school bus transit services at the table with the Regional Transit Partnership and suggested that there are some things that could be done along these lines.

Ms. Mallek said that if the Board would like to see the diversity of housing in the downtown area of Crozet, she would take them on a tour. She said earlier that morning, they had a meeting with members of a smaller, older neighborhood who are worrying about what can be done about the loss of small, affordable houses on big lots. She said this neighborhood in the picture is around Crozet Park and is a wonderful neighborhood that was built in the 1940s for the workers at the lumber yard. She said these houses are lovely and beautifully maintained but they are vulnerable. She said one of the things the staff came up with is if there are height and square footage elements for older neighborhoods where compatibility factors could be developed. She asked staff to put this on their list. She said that many of the older neighborhoods have had AHIP upgrades and new sewer. She said the problem at Orchard Acres is keeping people from driving too fast, now that there is a nice road surface, but people are now going through that area at 60 mph, which is terrifying for the people who live there. She said there are people in the neighborhood who care about their neighbors and try to keep an eye for when smaller properties come available to be able to get a new, young family there or a senior who is downsizing, so that they do not end up getting bulldozed.

Ms. Mallek **moved** that the Board adopt the Resolution of Intent to begin the Crozet Master Plan, as described. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Galloway.  
NAYS: None.

#### **RESOLUTION OF INTENT**

**WHEREAS**, Chapter 8 of the Albemarle County Comprehensive Plan adopted by the Board of Supervisors on June 10, 2015 recommends the use of Master Plans to guide development and investment in each Development Area and that each Master Plan be updated every five years; and

**WHEREAS**, the Crozet Master Plan establishes land use policies, guidelines, recommendations, goals, and strategies for future development within the Community of Crozet; and

**WHEREAS**, the Crozet Master Plan was adopted as part of the County's Comprehensive Plan on December 1, 2004 and was last amended on October 13, 2010; and

**WHEREAS**, the Community of Crozet has seen continued growth and development since the last amendment of the Crozet Master Plan; and

**WHEREAS**, it is desirable to have recommendations reflecting current conditions as a part of the Crozet Master Plan to guide the creation of an attractive and active Community of Crozet for future populations; and

**WHEREAS**, the Department of Community Development's 2019-2022 Work Program identifies updating the Crozet Master Plan as a potential project.

**NOW, THEREFORE, BE IT RESOLVED** that for purposes of public necessity, convenience,

general welfare, and good planning practices, the Albemarle County Board of Supervisors hereby adopts a resolution of intent to consider amending the Albemarle County Comprehensive Plan as deemed necessary in order to achieve the purposes described herein; and

**BE IT FURTHER RESOLVED** that the Albemarle County Planning Commission shall hold a public hearing on the Comprehensive Plan amendment proposed by this resolution of intent and forward its recommendation to the Board of Supervisors at the earliest possible date.

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Agenda Item No. 11. Department of Finance FY19 Report.

The Executive Summary forwarded to the Board states that the Department of Finance is among the County's largest and most diverse departments, providing a wide spectrum of services to our internal and external customers. Broadly, the department is responsible for all tax assessments, revenue collection, county disbursements, management of the county's financial resources, financial reporting and administration of payroll. The purpose of this presentation is to provide the Board and public an overview of the department's functions, metrics and strategies for addressing current and future needs and challenges.

The Department of Finance is comprised of four functional divisions, including Administration, Financial Management, Revenue Administration and Real Estate Assessment. Collectively, the divisions provide an array of fiscal services to our internal departments, schools, agencies and the public, including: Real Estate, Business and Personal Property tax assessment; tax collection; Investment and Debt management; Procurement; County Disbursements, Payroll Administration, Risk Management, Financial Accounting; and Revenue Forecasting. The objective of the Annual Report is to overview the functions and metrics of the Finance Departments; summarize recent efforts to improve the operations and efficiencies of the department; and to outline future challenges and strategic priorities for the department.

Staff welcomes the Board's feedback regarding the content and presentation of these reports. This report is for information only.

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Mr. Bill Letteri, Chief Finance Officer, addressed the Board. He said he was pleased to, for the first time, to present an annual report on the Department of Finance. Mr. Letteri said he has had the honor and privilege to work with his team for more than a year now and that he has not met a more committed, dedicated group of individuals that work hard each day to serve the County's citizens and to provide quality customer service to its internal customers. He expressed his pride in the work they do. He introduced his key leaders in the division: Ms. Rocio Lamb, Chief of Revenue Administration; Ms. Lisa Breeden, Chief of Financial Management; Mr. Peter Lynch, County Assessor; Mr. Lauchlin Lee, Risk Manager; and Mr. Steve Allshouse, leader of the Administration Division. He said he was glad these people are present and they can help answer questions as needed. Mr. Letteri also thanked Mr. Gabe Giacalone. He noted Mr. Giacalone works for the Revenue Administration group and helped put together information presented to the Board today.

Mr. Letteri noted that the County is changing. He said it has grown, the nature of the County has changed, it is urbanizing more, and there are more businesses coming to the community. He said with these changes, the Finance Department has to adapt and evolve as well. He said through strategic planning, adoption of innovative practices, and with a particular focus on customer service, they have formed a good foundation for doing positive work for the County and into the future. Mr. Letteri explained that his goal today was three-fold: to answer questions about what the Finance Department does, its key functions, and important metrics; to explain the challenges the department experiences as they evolve and change, and how these have been addressed or intend to be addressed in the future through innovation, use of technology or process improvements; and to explain where the department is heading into the future, along with its priorities and focus areas.

Mr. Letteri said that about three years, former Director, Betty Burrell, developed a strategic plan with her team, which included a vision and mission statement. He noted these things are included in the presentation, as it remains relevant to what the department is today. He said it talks about being responsible for the management of the County's finances, guided through the fiscal policies adopted by the Board of Supervisors while promoting excellence, quality, and efficiency of operations by enhancing the ability of its employees to serve both internal and external customers. He said there are a number of key issues that are important. He said the notion of responsibility and stewardship is taken very seriously by the staff and they see it as a key role. He said the part about the fiscal policies that the Board has adopted and approved and, importantly, adhere to over time is critical to the Finance Department's success in maintaining a strong financial foundation with the County. He called attention to the issue of enhancing the ability of the employees as this is critical in a rapidly changing environment where they have changes in the tax law and a need for continued professional and technical development. He said this would be one of the department's focus areas in order to continue to make sure they are in keeping with this.

Mr. Letteri said again he mentioned changes in the County and that there are a number of key factors that affects the Finance Department. He said one of these factors is population and presented a look back over the past 10 years, noting that in 2008, there were 93,000 citizens and at present time, there are over 108,000. He said clearly the work of the Finance Department impacts each citizen in important ways, and an increase in the population has strong implications for the work the department

does. He said another factor that affects the department is the number of parcels. He said in 2008, there were 42,000 parcels in the County and at present time, it is over 46,000. He said this was an indication of both the growth and the development of the County as they have seen particularly in the past couple years. He said the number of businesses was an interesting statistic as it goes from 2,400 businesses in 2008 to over 8,500 businesses at present time which changes the complexion of the community with the demands that are coming from these factors.

Ms. McKeel said a staff member recently corrected her and told her to stop expressing that the County is urbanizing as they have actually already urbanized and are no longer in the process of doing so. She said this is exactly what Mr. Letteri's graphs demonstrate.

Ms. Mallek noted that Crozet is in the same situation. Ms. McKeel agreed that looking at the urban ring in Crozet, it has already been urbanized.

Mr. Letteri said he would explain how the Finance Department is organized and what the various divisions do. He said the department is broadly organized into four separate divisions: Financial Management, Revenue Administration, Real Estate, and Administration. He said Financial Management has much to do with internal operations such as payroll, purchasing, accounting for all their transactions, managing debt, and working with banking partners.

Ms. Mallek asked if this division works with schools as well as with local government. Mr. Letteri responded, "yes".

Mr. Letteri explained that Revenue Administration deals with assessing and collecting taxes and ensuring compliance with the tax law. He said Real Estate is about annual assessments and the division also administers the Land Use program and monitors new construction activity, which has been significant in the past couple years. He said the Administration division is what pulls all these activities together as it is a coordinating component of the department. He said Administration provides overall leadership, coordination, staff development, a focus on business processes, oversight of fiscal agencies, and others.

Mr. Letteri said he would give a deeper explanation of each of the four areas, noting that there was an appreciation for some of the things they are challenged with and the work they are doing. He said for the Financial Management division, Ms. Breeden does a remarkable job of overseeing what is an extremely complex group. He said as Ms. Mallek pointed out, much of what is done in this division relates to public schools and local government, resulting in a high volume of work. He said for example, they are issuing over 4,000 paychecks per month. He said the Financial Management division, which is comprised of five people, handles all the tax requirements associated with running the payroll for both the state and the federal government. He said it handles the benefit programs associated with this, as well as the deductions and payments of various vendors, management of the VRS program, and various deductions from the requirements, and vendor payments.

Mr. Letteri said the Accounting Division serves as the reporting entity and tracks all activities of the County and schools. He said it is important in that those are the reports that are used by departments as a tool to manage their operations and the Finance department continues to refine those reports, as well as improving the accuracy and timeliness of them so that they can be highly useful tools. He said the Accounting division considers the GFOA award for financial reporting, noting that the group does a good job as far as the reports' nature, transparency, completeness, and accuracy. He also referenced the group for its work as it relates to the annual audit, adding that over the past couple years, the division has received a perfectly clean audit, which is almost unprecedented. He said this goes to making sure the division has good quality control and are doing the right things.

Mr. Letteri said the Purchasing division handles a large volume of work for both schools and local government, noting that there are tens of millions of dollars that flows through this unit on a monthly basis. He said the division is involved in all purchasing and contracting endeavors, vendor management, solicitation, and contract awards.

Mr. Letteri said the Treasury Division monitors and are stewards of the County's liquid assets. He said that at any point of time, the County has responsibility for managing over \$100 million in different forms of investment. He said the Chief Accountant, Mr. Daniel Green, has done a remarkable job with a laser focus on how to invest those funds, explaining that in recent years, they have almost doubled the projections by paying careful attention and monitoring the money on a monthly basis using graphs and investment decisions. He said this group also manages how cash flow requirements for all capital programs are handled, ensuring that they have the resources either in the form of cash or in debt proceeds to be able to keep up. Mr. Letteri said he was working with Ms. Breeden and Mr. Green in considering how to best manage the County's \$100 million in liquid resources and how banking relationships could mitigate interest costs and to be strategic about when and how to issue debt. He said the Treasury Division also handles reconciliation of grants and grant management.

Mr. Letteri said the last group, Risk Management, is led by Mr. Lauchlin Lee to consider the various insurance programs and policies, as well as ways for the County to properly allocate its risk and insuring it at appropriate levels. He said Mr. Lee is also very involved in other areas dealing with continuity of operations and making sure there are plans in place should systems go down or other events that cause loss of capabilities, whether it be from a major storm, cyber-attack, etc. He said that Mr. Lee is leading a group that is working with IT to develop a cyber incident response plan, which is a significant document that helps define when an issue happens and how it should be approached through

teams, triaging issues, who to mobilize, etc. He said this was a comprehensive report that he hopes to soon share with the Board.

Mr. Randolph asked what efforts, safeguards, and procedures Mr. Letteri has put in place to ensure that confidentiality of taxpayers and their privacy is protected. He noted that some people do pay using credit cards and this information was available through the County and in the cloud. He said this was a question that often comes up and since they are discussing risk management, he thought he would raise the question in order for Mr. Letteri to reassure the public what the County does in this area to protect this information.

Mr. Letteri responded that the Finance Department has rigorous training of its employees to remind them and be assured that they understand the confidentiality rules. He said all of the information is processed through the banking system and online payments are kept absolutely strictly confidential. He said only a certain number of people who are authorized in the department have access to that information, and there is no chance it can be leaked out to the public. He noted that Ms. Rocio Lamb was in a conference and she can answer this question in more detail. He reiterated that confidentiality is an extremely high priority of the Revenue Administration Division and assured that they take this very seriously.

Mr. Richardson added that several Board meetings ago, there was discussion about the emerging priority of reallocating a vacant position to IT Security Manager. He said the County is currently in active recruitment for a dedicated position in the IT department, which works very closely with the Finance Department on information technology security. He said they are heightening the importance around this issue and committing more resources in the organization. He said they received a report as recently as the day prior from the IT department on some of the internal efforts being done to do everything possible to secure information inside of the organization, with all that is happening worldwide.

Ms. Mallek noted that she learned a lot in the training that the Board underwent, as she did not know that text was the only thing that was secure compared to other things. She said in numerous conferences, it has been said that it is the inside error that causes security events to happen and that everyone should be extra careful. She said there was importance of hiring a company to perform a test attack, and also noted that a company told her the cloud was the most secure place because there are no people in-house making mistakes there. Ms. Mallek continued that over ten years ago, she was trying to share information about the senior and disabled tax waiver program and had many times people tell her that they were not going to put their information down in the County Office Building where everyone will be able to have it. She said she was taken on a tour to a specially locked room with file cabinets, and this was the only place where the information was, with only perhaps two people having access to it. She said she does want people to participate in anything that they have worked hard to deserve, and these security actions are a way to help them stay in their community. She said any way they can get over the hurdle of having people be fearful of participating because of a security issue is an important argument to make.

Mr. Letteri said that quality control is looked at carefully as part of the audit procedure and making sure the measures and protocols are in place are part of the audit system. He said that any concerns or problems with this would surface during audits.

Mr. Letteri then presented a slide that outlined a few areas the Financial Management group is focusing on. He said their software systems, particularly as they relate to purchasing and procurement activity, are critical to their ability to be responsive and accurate with doing procurement. He said as the software systems become obsolete, they must be upgraded, and sometimes there are challenges associated with this in terms of users being trained. He said they must, however, continue to do this because the County is growing large and the staff relies on these systems. He added that there are upgrades planned as early as next year for some of the systems. He said there have also been discussions about implementing a contract administration database system. He said more and more, the County contracts with a variety of different vendors and programs, and so being able to monitor the contracts and ensure compliance on both sides, the contractor and the County, is critically important and that the software would help them to do this.

Mr. Letteri said that the Board has been hearing about the Kronos systems, which is a transformative program for the Finance Department. He said that payroll and HR are linked together in this effort and are doing a tremendous job in trying to get them through the implementation. He said this will serve Finance in terms of paying County employees accurately, which was largely what implementing the program was about. Regarding the accounting function and the importance of reporting, Mr. Letteri explained that part of what drives good reports is how the chart of accounts is structured so that the Financial Management System and general ledger can be used to generate the right information. He said they are currently undergoing a major effort to completely transform their chart of accounts system so that it improves in the future. He offered the example of capital programs, noting that they will be able to drill down and determine how much was spent on certain services e.g., architectural services. He said if the chart of accounts is set up correctly, the information can be accessed immediately and be able to better manage projects. Mr. Letteri said that Ms. Breeden and her team are working with the County's banking partners to ensure that their processes are as automated and as seamless as they can be in order to lessen the burden of the time it takes to reconcile the various cash accounts. He said this is an example of improvements they are constantly trying to find to relieve some of the workload. Mr. Letteri mentioned the cyber security risk assessment currently underway and said that the plan that has been put in place to the Risk Management Program is going to be a significant effort this year to improve financial systems. He then offered to answer questions or to move on to Revenue Administration.

Mr. Gallaway asked about Mr. Letteri's comment about improved forecasting and to what degree or areas were involved. He noted a bullet point on a slide that said, "Reengineer the chart of accounts." Mr. Letteri responded that the chart of accounts tracks both the expenditure and revenue sides. He said if the chart of accounts is structured such that one can drill down even further into the revenue sources, it enables the ability to establish trends and be able to understand the nature of the County's revenue in a better way. He said Mr. Steve Allshouse was present and he leads the Revenue Forecasting Team. He said Mr. Allshouse would say that being able to look more granularly at the nature of the revenues is important to be able to accurately forecast. Mr. Gallaway said he was curious about the target for instance, falling within 2 percent of what was forecasted, and if the target is trying to be moved, noting that the metrics would be interesting to follow.

Ms. Mallek asked if Access Albemarle was still being used or if it was old software that is gone. She said it took about ten years to get it running and she has not heard the term in a long time. Mr. Letteri responded that they are still operating under this general accounting system but that it is currently being transformed.

Ms. Mallek said many years ago, there was a major issue in that the E911 money was going to other jurisdictions and the County were receiving theirs, and someone was hired to straighten out the issue. She asked for an update on this. Mr. Letteri responded that Finance has focused on those areas and have done more training. He said there are good employees doing this work; they do collect and process over \$400 million in revenues while maintaining an extremely low error rate. He acknowledged that, on occasion, errors such as these do happen. Ms. Mallek clarified that it was the utilities who were sending money that should have come to the County but it went to Charlottesville. She said this was not due to County errors but rather, tracking down the money that should have come to the County. She recalled it was about \$500,000 that changed hands over that period. Mr. Letteri responded that even in that situation, a proper chart of accounts helps to be able to compare activities to prior times and enable the ability to pick up the anomalies as they occur.

Mr. Letteri explained that the Revenue Administration group, led by Ms. Rocio Lamb, involves the assessment of taxes and it requires a great deal of training and technical expertise on the part of her staff to understand a very complex tax law environment, both at the state level and within the County's ordinance. He said to imagine there are twelve different types of taxes that people need guidance and have questions on. He said this was a complex environment and expressed his admiration for the staff that does a good job in handling these responsibilities.

Mr. Letteri said the group in assessments are also involved in valuations of business assets, vehicles that are subject to taxation, and other things. He said they make a number of tax adjustments on an annual basis and are involved in tax relief programs. He noted on the collection side, they issue all tax bills, conduct collections, both in house and through collection agencies, and administer all the state funds that come to the County. He added that the Collection division also oversees dog licenses.

Mr. Letteri said the Compliance division focuses on conducting tax audits, discovery, field inspections, and court proceedings in order to ensure that businesses within Albemarle County are compliant. He presented a slide showing twelve different tax types that are authorized by the County that Finance staff is responsible for administering.

Mr. Letteri said Finance always tries to look at its metrics and compare itself to other jurisdictions to ensure that they are in the ballpark of having the right staff to citizen ratios. He said they have looked at many localities around the state, highlighting Roanoke and noting that it is much like Albemarle in terms of its size and the nature of its community. He said that at 94,000 citizens, they employ 25 different people in their Revenue Administration group. He said Hanover is slightly smaller than Albemarle County, but is perhaps more urban, and employs 33 people on its Revenue staff. Mr. Letteri explained that Ms. Lamb has 21 employees on her staff and this was not to say that this was the wrong number, but there are stressful times during peak times and to employ people, even temporary workers, throughout the year. He said the takeaway was that Ms. Lamb is running an efficient operation.

Ms. Palmer asked if the communities are comparable to Albemarle in terms of what they do. She acknowledged that sometimes, different departments in different communities may have the same name and do similar things, but there are some differences that could account for staffing differences. Mr. Letteri said this was true, and what Finance tries to do is ensure they are comparing "apples to apples." He said that even within the groups, there are differences in terms of how they are structured and what scope the division takes on. He said in other communities that are not the County Executive form of government, the Commissioner of Revenue is an elected official. He said some of these operations are quite different than what would be found in this form where they are actually working for a finance director.

Mr. Letteri noted that the Revenue Administration is very process driven and many daily process operations are conducted, as well as weekly, monthly, and annually. He presented a slide to give a sense for how process oriented they are and how necessary it is for them to keep careful track of what needs to happen when on a calendar basis. Mr. Letteri said he had some interesting metrics to share, which are: Revenue Administration sends out about 425,000 bills per year; They receive 655,000 payments from various sources, which accumulates to over \$400 million in revenues; There are 115,000 active vehicles being taxed and 3,300 food and beverage remittance process. The tax relief program for the elderly has increased over recent years, and noting it was a good program. Active business licenses are up to over

8,500 businesses now. He said that a significant increase over the past ten years, and 580 were added just in the past year.

Ms. Palmer said she was looking at the website for vehicle taxation the evening prior, which is the source of an occasional angry email from residents when they have moved and assume that the DMV is communicating with the County. She said that since they registered the car and provided their new address, they assume the County will have that new address. She asked Mr. Letteri how this works, as it does happen that the connection does not take place. Mr. Letteri responded that he was not sure he could provide the fine details about this, but noted that Finance is trying to coordinate much more closely with the DMV as it relates to these matters. He stated there was a certain requirement on the part of the citizen to notify the County in terms of these changes. Ms. Palmer noted it did not say this on the website, or at least she could not find it there. She asked if someone was able to answer the question now.

Ms. Jian Lin, Revenue Manager for Assessment, addressed the Board. She said they receive weekly DMV files that are downloaded from a secure website. She said that whatever is updated on the DMV files that the taxpayer reported will be updated in the financial systems, adding that they regularly work on the files. She said the only situation in which this does not happen is when the taxpayer reported to DMV, but the information was not recorded correctly, or a miscommunication occurred. She said the State's system is not as advanced as what Albemarle has, and it could be that the information was not relayed over to the State system. Ms. Lin added that they also advise the taxpayer to contact the County, in addition to talking to the DMV, because there are two separate systems. She said many taxpayers assume that the systems should be able to talk to each other, but it does not necessarily work this way. She said they only have access to certain information on the state system, and a miscommunication could be the reason why some of the information did not reach the County.

Ms. Palmer acknowledged that it was the taxpayer's responsibility to inform the County, but said she did not see any instructions on the County's website about this. Ms. Lin responded that Finance would review that to ensure the information is there.

Ms. Mallek suggested there should be a button that says, "New to the Area?"

Mr. Gallaway said that scrutinizing the title app when purchasing a new car, there are plenty of zip codes that are either in Albemarle or Charlottesville. He explained that if the dealer makes an error on the title app, the County does not realize you have a new car and they will continue to tax you on the one that has been traded. He said the City will come after you for the car registered in your name in the City, and then the person is paying taxes on a car they do not have, and the taxes are in the wrong place on the one that you do. He said this can all be resolved by diligence by both the employee processing the application and the many people that deal with it on the way to the DMV, but also in the taxpayer's eyes when they are processing their paperwork.

Ms. McKeel agreed and said the last time she bought a car, the dealer made one typo, which resulted in threatening correspondence about how she had not paid her insurance. She said it was a nightmare to straighten out, but it resulted from the dealer's typo. She said she would never again do this without looking at the entire application.

Ms. Palmer said she has always received incorrect bills from the County, who continue to charge her for the previous car. She said there is something on the website that says, "New to the Area," but when a person moves from one house to another within the County, this does not apply and there are no directions about that. She said this was the case with her most recent angry constituent who did not receive their bill and now has a penalty. She acknowledged that it was their responsibility to contact the County, but the comment was made that it was not on the website. She said she verified it was not on the website, as far as she could tell. Ms. Palmer continued that this was one more thing to make clear to taxpayers. She said she does not know if there is room on the website to explain the disconnect between the DMV and the County, but there should at least be something that makes it clear that taxpayers should contact the County to let them know. Mr. Letteri thanked Ms. Palmer for sharing this information and he will meet with Ms. Lin and Ms. Lamb about this. Ms. Palmer added that this actually happened to her as far as getting charged for a car that was old, and that this happened just a few months prior.

Ms. Mallek asked Mr. Letteri if he works with realtors and real estate agents who have direct connections with new residents and can inform them to do things they need to do to update their information when they move. She suggested this could be given to the realtors or mortgage lenders to distribute amongst their members to include in new homeowner packets. Mr. Letteri said this was a good idea and he would follow up on this suggestion.

Ms. McKeel said that what she observes is people moving to the area and two years later, they never change the information for their cars. She explained they will have an out-of-state license plate and have never gone to the DMV to change it. She said that all it takes is a wreck to cause issues with the insurance companies. She agreed there should be a way to help real estate agents to remind people to make these changes.

Mr. Randolph said to reinforce a previous conversation, on Friday night at Stonefield Park, there was farm use in the parking lot.

Mr. Letteri said that in Revenue Administration, they are recognizing the importance of the customer experience as it relates to doing business with the County. He said that homestays have been an issue and they are now teaming with the Community Development Department and Communications

Office to create a way in which a communications brochure and webpage presence would exist as a way to make homestays more seamless and clearer to the citizens. He said this is being done in other areas, such as wineries, where it is sometimes confusing to work with multiple departments. He said they are also considering the privatization or externalization of various duties such as pet licensing. Mr. Letteri explained that the Finance Department, and Revenue Administration in particular, does not take for granted the experience of its citizens. He said they are conducting surveys of the people who come to the windows and assessing how well employees are doing vis-à-vis customer service. He said more of this should be done within this division and in others to ensure they are on the right track of customer service and to identify those areas where they need improvement.

Mr. Letteri said they are revamping their Business Compliance Program to raise business license revenue. He said the compliance and audit program have been new in the past two to three years and it has been a significant improvement in ensuring compliance with businesses. He said in regard to implementing credit card payments via email, he believes that more online transactions for tax issues and others is where the County needs to be in the future. He said they are working to improve the ease at which people can do this and how it is communicated.

Mr. Letteri said Real Estate performs a number of functions including the Land Use Program. He said there are 4,500 parcels now in land use, which is significant. He said the transfer of real estate property ownership happens at an extensive pace over the course of the year, involving many staff members and information changes. He said they are looking at ways to improve their software and communications with the Revenue Division. He said mapping new parcels in GIS is an important element of getting sketch data into the system so that they can, over time, have a record of those things and also see trends and changes that help with the assessment process. He said regarding reassessing all real estate annually, as recently as 2008, this used to be done every other year. He said that stepping up to doing this annually results in a major workload for the division and Mr. Lynch has done a good job in looking at all the various processes, including mass appraisal approaches and methodologies that enables staff to be leveraged to the greatest extent possible. He said regarding newly constructed structures to the tax records, Mr. Lynch has improved Finance's performance in getting out to all the various permitted sites to ensure they are receiving accurate information. He said a number of important improvements were made along these lines. Mr. Letteri reiterated that in 2008, when they had about 4,200 parcels, the real estate assessments were being done every other year. He said they are now doing the full 47,000 parcels every year. He said this was not to say they look at each and every parcel, but the ratio of the number of parcels that are actually looked at are similar. He said over this period of time, they have only increased staff by two. He said it was a matter of a measure of effectiveness to ensure they are on the right track, again adding that Mr. Lynch does a good job leading his staff.

Mr. Letteri presented some metrics, which included 47,000 parcels in Albemarle, 4,500 of which are in land use; 839 new buildings and additions in 2019; and 2,000 building permits. He noted that the development activity has been strong, particularly in the west end of the County where a number of new parcels have been added, a total of 710 over the course of the year. He said Mr. Lynch is on the third year of a five-year program to establish more efficient procedures in processing reassessments. He said how he deploys his staff and the methodologies used have created a great deal of efficiencies and improvements. He said Mr. Lynch is looking carefully at how all the processes are documented, which was about doing it consistently but also about documenting for future employees so that this information is available as new employees come on board. He said it also helps in tracking and quality control. He said there is a newly approved Land Use position and will be a significant help in monitoring all the parcels that are in land use to ensure compliance at a higher level. He thanked the Board for their support for this.

Mr. Letteri moved on to the Administration division, which focuses on leadership of the organization by coordination between the divisions. He described how the organization is broken down into two different areas. He said Mr. Allshouse oversees Financial Administration, which consists of financial analysts that conduct research and processing of business transactions that involve much of the debt payment issues and fiscal agency relationships. He then described the Financial Systems Business Management and Operations group. He noted that so much of what Finance does involves business transactions, both externally and internally with other departments. He said they are constantly looking at ways to improve these relationships, find more efficiencies in how they do their work, and position themselves in a place where they can handle increased volumes going forward.

Mr. Letteri presented the areas of focus Administration is involved with. He named leadership, fiscal agency administration, noting 17 agencies they serve as fiscal agents for, personnel management within the department, business processes and analytics, and funding for various groups such as outside agencies and fire rescue. He said Mr. Allshouse oversees the annual financial reporting and revenue forecasting. He said if there is a major issue, the Administration division is involved in working with bond counsel, financial advisors, and the rating agencies to defend the County's AAA rating. He said the coordination of the financial report that is done each year, purchasing, policy development communication, invoice management, and tax exemption documentation is all done through the Administration division. Mr. Letteri presented key metrics. He said in addition to the independent agents for which Finance serves as fiscal agents, there are about 40 other agencies that they deal with around the County. He added that they handle over \$20 million in debt payments each year.

Mr. Letteri said he and his team feel strongly about the notion of developing a cohesive leadership team, noting that much work is being done on this now. He said although they operated in the past as independent divisions, they all see the value and advantage to bringing the talent together to

address common themes of the department. He said in a couple days, they would be going on a two-day retreat to focus both on team building and creating a cohesive team, as well as on strategic planning.

Mr. Letteri recognized the need to continue to create standard operating procedures for policies and internal processes to create efficiencies and improved operations. He said they have addressed point of failures and succession planning, noting that these are two areas of focus for the department. He said if a couple key people are lost, it can be devastating, and so cross training is important. He said this training also aids the employees in their own professional development, resulting in a double win.

Ms. McKeel noted that it makes the department work better if employees are aware of what others are doing. She said it gives a sense of what their colleagues' jobs are and makes for a good organization. Mr. Letteri said his senior staff has created a cross-departmental team of people to help deal with some of the departmental issues and that this was working well.

Mr. Letteri then presented a slide highlighting some of the Finance Department's awards. He said thinking about the department and what it should be doing at a minimum, that certainly accurate reporting in financial statements is critical. He said they are consistently receiving the award every year. He said a clean audit is a report card on many of the processes that Finance is involved with and continuing to receive clean audits is a strong measure of their success. He said maintaining the County's AAA designation also speaks to many aspects of the department. He said in looking forward, maintaining a focus on these three measures is critical, but he does not think it is not enough. He said beyond that, Finance needs to be focused on its external and internal communications, expressing that they need to do better in respect to how clearly they communicate the requirements of the tax department and how to do business with us. He said it was not enough that they are compliant and achieving the awards; customer service is an important aspect of that success. He said more work needs to be done with team and staff development, which will be a continued focus to avoid point of failures and help the employees grow in their professions. He said succession planning, cross training, and ensuring employees are certified in the proper areas is important. He said that developing performance standards is also critical. He explained that, as Mr. Richardson has often said, you cannot manage what you cannot measure. He said Finance is taking an approach to begin carefully developing the metrics and goals to track over time whether or not they are meeting them. He said that in future reports, they hope to bring these things back to the Board.

Mr. Letteri summarized that Finance is a large, complex department with many moving parts and technical issues that happen. He expressed his pride in the work his employees do, noting that they often receive accolades and awards for their customer service and performance. He reiterated that there is more work to do, and that he was excited about the team they have as well as in moving forward to bring together the cohesive management team to do more staff development. He invited questions for the Board to ask he and his staff.

Ms. Mallek acknowledged that what the Finance Department does is complicated beyond a normal person's experience. She said that in addition to technical certification skills, understanding that the people they are speaking with do not understand what they are talking about, including herself, and over the years she has always asked people at the counter to please write down information for her to take it home and review it then. She asked if this was happening yet, and a constituent suggested that Finance ask people to sign up for an email notification of the impending tax season because no one can rely on the Postal Service to receive anything on time. She said when people are busy or traveling, people miss their obligations. She said that she hopes having the email notification would be something easy for Finance to implement. She said another constituent in building trades expressed that it was too bad that the County had to wait until a CO is requested by a builder before the value of the structure could go on the tax rolls. She said that millions of dollars of real estate are sitting and waiting for a sale to come along, and then the person processes. She asked if Finance would have the authority to look at this to determine various stages so that there is no need to wait for years, as if something is sitting on the market for a long time, there is opportunity loss. Mr. Letteri acknowledged and agreed about the brochures and the clarity of the information. He said it was a challenge for Finance, and part of the challenge is to offer a scenario or situation that provides a rule, only to find that there is an exception that applies. He said this aggravates people and there is a place of providing either too much or too little information.

Ms. Mallek asked if he then requests these people to come talk to him. Mr. Letteri responded that sometimes this is easier.

Mr. Lynch addressed Ms. Mallek's question, noting that it goes back to making the change from biannual to annual reassessment. He said the appraisers at that time, in necessity, started only picking up buildings when the CO was issued, noting that it was never his practice to do that and they have their own inspections. He said they track all permits that come to them and do not want to wait until the CO but in a typical residential home, they want to get into it before they close the doors in order to see the interior, as they would not necessarily do that once it sells. Mr. Lynch continued that his practice is to get there as soon as possible to check those. He said by law, they pick up new construction and put it on the tax rolls when it is substantially complete. He said this does not mean it has to be 100 percent complete or has to have a CO assigned to the structure. He said if the builder is building a home, and they get it 95 percent complete, then wait until they sell it, it is not because the County is waiting for them to sell it. He noted that sometimes due to necessity and staffing, it takes longer. He summarized that it was not their practice to wait, but at times their inability to check results in the wait.

Ms. Palmer said her question was under the context of Risk Management. She said there is a formula that, though not perfect, determines approximately how much revenue has to come from a residential property in order to cover the costs of the services that the average occupant requires. She said this model was run years ago when they had the Fiscal Impact Advisory Committee (FIAC) that was the topic of conversation. She asked, when going into the very challenging budget season they were about to undertake, if updating this and determining how it compares to a few years ago is of any value, noting there may not have been enough time to see much of a change. She also asked what would be the staff time that would be required to do something like this, if it would be a simple or complex thing to do. She added that she has received this question from two constituents within the past month. Mr. Steve Allshouse responded that this question has come up for the past 20 years, on and off. He said the last time he calculated the number; it was somewhere in the range of \$600,000 to 700,000, noting that the number would vary. He said the usefulness to the Board is somewhat in question; however, as there is more than just residential development going on within Albemarle County. He said whatever residential development they get, in many cases, does not pay for itself and is offset by the corresponding commercial development. Mr. Allshouse said it was a tricky question and he could do the calculation again if the Board would like to see it, but cautions that it was a difficult concept to get one's mind around and to interpret for policy purposes.

Ms. Palmer said she was under the impression that it takes into consideration much of the commercial development. Mr. Allshouse responded that it does not. He said it looks in isolation at the impacts of housing and residential structure itself. He said there are a number of variables that can impact whether a particular house will pay for itself or not, and those include whether there are any children present in the structure or school costs associated with the particular residential unit. He said on average, the number is usually high, and the last time they calculated it, it was between \$600,000 to 700,000.

Ms. Palmer commented that there has been a large amount of building with many new units, as well as new businesses and a considerable amount of commercial development. She asked if there was a formula that could incorporate commercial and business development. Mr. Allshouse responded that Ms. Palmer was asking for a cost of growth study. He said these studies have been done in Albemarle County in prior years, most recently in 2012. He said this depends on how things are measured, whether looking at local revenues coming in from new development and whether federal or state revenues are included. He said Ms. Palmer was describing what could be a fairly complicated cost of growth study, which could be done but it would require a lot of staff time.

Ms. Palmer noted it was always a consideration in terms of how much value is gained for staff time. She asked if Mr. Allshouse could send the Board some information about the 2012 study. Mr. Allshouse responded, "yes" and noted that it was not actually done by the County but was done by the ASAP group. Ms. Palmer responded that it could perhaps be biased.

Mr. Allshouse said that when he was in graduate school, he looked at the question about the cost of growth in general terms, and there were scenarios where it could pay for itself but there would have to be a great deal of commercial development going on. He said there was also a feedback loop where if there is a lot of commercial development going on, it tends to reduce residential development, resulting in an ongoing cycle.

Ms. Palmer said that what she was trying to get at was the County's infrastructure needs as the population grows. She asked if Mr. Allshouse could think of another modeling situation that could compare from time to time, for example, if they started on something now and a future Board wanted to take a look at how it was doing 5 or 10 years from then. Mr. Allshouse said they used to have the cost revenue impact model, which has not been used. He said this would take into account transportation costs. He said from this model, when they were doing their proffers several years ago, they pulled in the transportation costs. He said there are ways to look at this in terms of new development, whether or not the infrastructure would be keeping up under the current taxation regime.

Ms. Palmer asked if Mr. Allshouse could send the Board some reading information on this so that she, at least, could read more about it and consider it. She said it would also help her answer her constituents' questions who are asking to do the residential modeling exercise again. She asked if this model would be relatively easier to run. Mr. Allshouse responded that it would be easier to do the calculation. He said the utility and usefulness of it is debatable, however, it was about two or three years prior that he did a calculation like this one, and if the Board would like an update to that he would be happy to do this again.

Ms. Palmer responded that if Mr. Allshouse does not feel as though this would be of value, perhaps not. She said some of the people on the FIAC committee felt like this was of value, though. She asked if this model would indicate whether the County is doing any better on affordable housing. Mr. Allshouse responded, "no", and with affordable housing, if there is a lesser value unit and bringing students into the school district, historically there is a deficit being generated by that type of housing. Ms. Palmer said she would assume this would happen.

Ms. McKeel said there are many people who come into the community during the day and then leave, but they are impacting the County's infrastructure. She asked if there was a way to arrive at this number. She said much of the traffic on Rio Road and Meadowcreek Parkway is daytime traffic and includes people who do not live in the County. She said she is trying to figure out what the impact is, noting that what they do about it is a different discussion. She said she would be interested in the daytime number.

Mr. Richardson said he has formally asked the TJPDC, notably Chip Boyles, several weeks ago if he has the means to put together an analysis to give the true daytime population versus nighttime, full-time resident population. He said that Ms. McKeel was right in that the information would be helpful in regard to stress on the infrastructure in the community. He said it should be sophisticated enough to indicate what is lost in terms of population each day versus what is gained to give an expected net increase in terms of employment, retail, medical, and tourism. He said Mr. Boyles was confident that he could provide this information.

Ms. McKeel said that with some of the concerns from residents, it will be interesting to see what the daytime number versus who actually lives in the County. Mr. Allshouse said that the TJPDC is doing this type of research and would be her best source. He said the County is a net importer of labor.

Ms. Mallek said that in the past, there has been discussion about the percentage of revenue coming from residential compared to commercial and other counties have a much higher ratio at 70/30, whereas Albemarle is more at 92/8. She said when the newer numbers are generated, the Board could learn from this. She said it was helpful to have this information on a simple level that she could understand, as well as on the anecdotal level where whenever there are counties with larger populations, their tax rates are always higher. She said to her, this means it is compounding the costs and services. Mr. Allshouse responded that the 70/30 number is a rule of thumb and it depends on the community in question.

Ms. Mallek noted that Henrico was proud to have this number, but Albemarle was nowhere near it. Mr. Allshouse added that it depends also upon what is incorporated in the measurements, such as apartment buildings being included as commercial. He said he could provide this data.

Mr. Letteri thanked the Board for their time and hoped that it was helpful for both them and the public to hear more about the Finance Department. Ms. Mallek responded that the Board learned a lot. Mr. Gallaway thanked Mr. Letteri and his team for their presence.

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Agenda Item No. 12. Closed Meeting.

At 3:36 p.m., Mr. Dill **moved** that the Board go into a Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia:

- Under Subsection (1):
  1. To finish the discussion and consideration of the annual performance of the County Attorney; and
  2. To discuss and consider appointments to the Albemarle Conservation Easement Authority (ACEA), the Route 250 West Task Force, two community boards, and four County committees; and
- Under Subsection (3), to discuss the disposition of County-owned property in the Scottsville Magisterial District, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board; and
- Under Subsection (7), to consult with legal counsel and briefings by staff members pertaining to actual litigation between the Board of Supervisors or the County and:
  1. The Scottsville Volunteer Rescue Squad; and
  2. The holder of a special use permit

The motion was **seconded** by Ms. Mallek. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.

NAYS: None.

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Agenda Item No. 13. Certify Closed Meeting.

At 6:00 p.m., Mr. Dill **moved** that the Board of Supervisors certify by a recorded vote that, to the best of each supervisor's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.

NAYS: None.

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Agenda Item No. 14a. Boards and Commissions: Vacancies and Appointments.

Mr. Randolph **moved** that the Board make the following appointments/reappointments:

- **reappoint** Mr. David Storm, Mr. Glen Michael, Ms. Karen Davenport, and Mr. Craig Roller to the 5th and Avon Community Advisory Committee with said term to expire on September 30, 2021.
- **reappoint** Mr. Rob Farrell to the Acquisition of Conservation Easements Committee ACE, with said term to expire on August 1, 2022.
- **reappoint** Ms. Frances Hooper and Mr. Raymond E. East to the JAUNT Board, with said term to expire on September 30, 2022.
- **appoint** Mr. Michael R. Spatz, Ms. Ida Lee Wootten, and Mr. James Jenkins to the Pantops Community Advisory Committee, with said term to expire on June 30, 2021.
- **reappoint** Ms. Nancy Hunt, Mr. Martin Meth, Mr. Tom Paoletti, Ms. Nicole Scro, and Mr. Rick Seaman to the Places 29 (Rio) Community Advisory Committee with said term to expire on September 30, 2021.
- **appoint** Mr. William Reifsteck to the Route 250 West Task Force, with said term to expire on September 5, 2022.
- **reappoint** Mr. James R. Sofka to the Route 250 West Task Force, with said term to expire on September 5, 2022

The motion was **seconded** by Ms. Mallek. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.

NAYS: None.

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Agenda Item No. 15. From the Public: Matters Not Listed for Public Hearing on the Agenda.

Ms. Judy Schlüssel, a resident of the Rio District, addressed the Board. She said that Albemarle County has had several meetings promoting form-based code. She said she has attended all these meetings, beginning when the experts from NoVA, Arlington County and Columbia Pike, Virginia Beach, and Leesburg came to discuss this newest trend. She said she has seen many of her CAC colleagues at these meetings, but not many community members. She expressed that she does not think that these meetings have been advertised enough to the community, such as on WINA Plugway Monday, being interviewed on Channel 29 promoting form-based code, etc. She said if the Planning and Zoning Department wants community input, they need to reach out to the citizens and encourage them to attend the meetings so they feel their input is valued. She said since all the form-based code speakers have already gone through redevelopment scenarios in their particular area, they were asked if there was one bit of wisdom advice they could share as Albemarle County moves forward. She said they all said, "Make sure the infrastructure is in place prior to tackling any future projects."

Ms. Schlüssel said she has spoken on several occasions about concerns regarding rezoning of the 999 Rio parcel, in addition to concerns regarding traffic on the Rio Road/John Warner Parkway corridor. She asked if the County would not heed the wisdom shared by the experts who have already gone through the redevelopment using form-based code, or if the County would forge ahead with the rezoning approval of developments with no regards to improving the already stressed infrastructure. She said in the past week, there have been two traffic situations that have completely disrupted traffic flow in the 29/Rio/John Warner Parkway area. She said the first traffic accident happened at the intersection of Rio and Route 29, with traffic blocked both north and south on Route 29 as well as on Rio Road heading west. She said the second situation involved a gas leak, and Rio Road was blocked from Greenbrier to the John Warner Parkway, causing detours so that motorists had to meander through subdivisions, causing more than normal traffic. She said these are just two examples in one week, and this was without the development of the parcels before the Planning Commission and Board of Supervisors for development that would possibly cause more traffic woes. She expressed that Charlottesville is no longer a quiet town that it was when she first moved there in 1977, when in order to get anywhere, she either went on Route 29 north or south, Route 250 east or west, and then development started on Rio Road. She urged the Board of Supervisors to take a step back, look at the big picture, and think of different types of traffic scenarios that could possibly be created by approving rezoning without first considering updating the infrastructure.

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Mr. Kent Schlüssel, of 1171 River Chase Ridge, urged the Board to reject the request to rezone 999 Rio Road that will come before it in two weeks. He said even though the Planning Commission recommended approval of the project by a vote of 4-1, the Commission seems to have refused to listen to the concerns of the citizens of Albemarle County, by ignoring current data about the traffic and discounting the current ongoing projects. He said specifically, one Commissioner stated that the project does not change the character of the neighborhood significantly. He said he respectfully disagrees with this statement because between Pen Park Road and the railroad tracks on Rio Road where 999 Rio Road is located, there are only homes, schools, and religious organizations. He said there are no apartments or commercial buildings. He said the 999 Rio Road project will have both apartments and commercial businesses, which would make for a significant change in the neighborhood. He said second, the Commission seemed to ignore the traffic concerns and accepted data presented by VDOT from 2016, but rejected the current data that was on the VDOT website from 2019. He said he personally witnessed two accidents in the past 10 days at Rio Road and Belvedere Boulevard, and he was almost in one of them last week when someone decided to cross Rio Road from Belvedere. He said not only is there an issue with the traffic, but the line of sight within the area only causes more issues. He said with increased traffic, new developments will only make a bad traffic area worse, and the County should not wait until someone is seriously injured before anything is done. He said third, the Commission stated that they only consider the applicant's application on its own merit and could or would not consider the impact on

surrounding areas. He said his question was then, if they only consider applicants in isolation, then who is supposed to look at the big picture. He said fourth, several Commissioners said that 999 Rio Road conforms to a form-based meeting for the 29 Rio Road area. He said he has attended several of the meetings concerning form-based codes and on the prior Thursday, at the Berkmar Firehouse, he asked three different planners if 999 Rio Road was part of the form-based code and all the planners answered "no." He said it seems as though the planners and Planning Commissioners have a different understanding of the issue. He urged the Board to reject the request for the rezoning of 999 Rio Road when it comes before them in a couple weeks.

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Ms. Donna Shaunese, Chair of the local Sierra Club, said she would be speaking in support of the County's climate planning process. She thanked the Board and staff for the thoughtful, wide ranging community meetings this spring and summer, noting that they all learned a lot about the challenges and opportunities facing the County as they look to protect their future. She said there were many great ideas that emerged from both Climate Mondays and work groups and staff did an outstanding job of garnering information. She said the Sierra Club is looking forward to helping the County implement those ideas in the months and years to come. She acknowledged that with limited staff resources, there had to be a choice to either begin the planning process or do a greenhouse gas inventory. She said due to the urgency of the issue, the Board made the correct decision to prioritize planning. She said they were now looking forward to getting the crucial data collection started so they have solid benchmarks moving forward. She said the Sierra Club supports the recommended goals of reducing greenhouse gas emissions by 45 percent by 2030, with the ultimate goal of being carbon neutral by 2050. She recalled the dire warnings and having spent some time outside today, the one most on her mind was the tripling of the number of 90+ degree days in the next 20 years, and it is hard to imagine that Albemarle's weather would be more like Tampa, Florida than the weather it has grown to know and love. She said this level of heat, for an extended period, will be particularly challenging for low-income people who are more likely to work outdoors and live without air conditioning. She said the County will be facing more frequent and more devastating severe weather events, as well as impacts to agriculture and forestry. She said taking steps to reduce the County's carbon footprint should be goal number one, but recognizing that despite their best efforts, they still face an uncertain future. She said the Sierra Club urges the Board to follow up on its plan to create a climate resiliency plan to help prepare the County for the challenges ahead. She said the Sierra Club looks forward to the Board approving the recommended goals as soon as possible and to beginning the work of creating a safer future for everyone.

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Mr. Tom Olivier, President of Advocates for a Sustainable Albemarle Population (ASAP), said he lives in the Samuel Miller District. He said today, mankind faces multiple environmental crises, climate change, widespread species extinctions, degradation of agricultural lands, water pollution, plastic pollution, etc. He said it was clear that mankind now exists in a highly unsustainable relationship with nature. He said these problems, which now threatens the people's existence, have been driven by the enormous expansion of the human population and global economies since 1950. He said the County can, and should, attack individual environmental crises. He said for example, they must draw down atmospheric greenhouse gases to contain climate change. He noted, however, that if they are to turn the tide on today's array of environmental emergencies, they must learn to broadly live within the limits set by the natural support systems. He said as the IPBES Biodiversity Report notes, becoming sustainable will require transformative changes across societies. He said in the past, the community has shown interest in becoming sustainable, for example the Thomas Jefferson Regional Sustainability Council and ASAP's optimum, sustainable population size studies, which were funded partly by the City of Charlottesville and Albemarle County. He said ASAP believes that, given the many environmental emergencies that the County now faces, it is imperative that the community is serious about becoming sustainable. Mr. Olivier said the document he provided the Supervisors challenges the County and City to take the transformative steps needed to become sustainable before mid-century. He said this includes steps needed to provide future generations with prospects for good lives. He said ASAP looks forward to discussing the sustainability challenges in the coming months with different segments of the Albemarle-Charlottesville community. He asked that the Board considers this.

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Ms. Anna Chytla, a resident of Albemarle County, said she has lived in the County for more than 20 years and this was her first Board of Supervisors meeting. She said after years of complacency, she was attending the meeting due to climate action. She said she noticed that the Charlottesville City Council made a strong commitment to carbon neutrality in July, making the City a leader in Virginia when it comes to emissions reduction targets. She said in her view, the County should follow suit and be just as ambitious. Ms. Chytla acknowledged that the Board would be considering action on climate issues later in September, and it was important for the community to be bold. She said they need to establish ambitious goals to reduce greenhouse gases and aim to reach carbon neutrality within the next 25 years. She said on a more basic level, the County needs to initiate a more meaningful recycling program. She said the current program leaves much to be desired, and her neighbors express their wishes that more could be done on that front. She said the County also needs to scale up investments in energy efficiency and renewable energy, noting that local government has a role to play with this. She said other counties and municipalities have established funds to spur residential and commercial investments and thus, so should Albemarle. She said the community would all benefit from greater public awareness of climate issues as well as more knowledge on actions everyone can take. She said many in the community want to pitch in, but it is difficult to figure out what to do. She said the community was fortunate in that there are a number of organizations that work in the area, with the Charlottesville Climate Cooperative and LEAP being two examples among many others. She said it was important to widen their work and provide advice to households and businesses on how to limit waste emissions. She stressed the need for more education

and public outreach. Ms. Chytla said she hopes that any action that is adopted will be accompanied by a metric of deliverables and concrete measures of success.

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Mr. Mark Briggs said that he just moved into a new place at 340 Timberland Lane, in the County. He said there are babies, children, and adults that live here. He said he does not understand how this place passed inspection, noting that there are open sewer drains in every apartment; babies are sick and that tenants have respiratory and skin infections. He said there are people on medications, and he was the only person trying to help. He said Charlene Green, who works for the Human Rights Task Force, sent him to the Board of Supervisors meeting to see if he could speak to someone and try to get some help there. He said there was no maintenance or management of the property and despite writing management a letter on July 3, he received no response. Mr. Briggs said members from the wheelchair basketball team at the Independence Resource Center made an appointment to go to the apartments and no one showed up. He said he was calling corporate, because people are constantly paying rent but there was bacteria and mold in many of the apartments. He said he was doing whatever he can to save his own life, as he is a cancer patient and cannot live in an environment like that. He said he was trying to get some help and perhaps some changes could be made.

Mr. Gallaway said that a staff member could meet with Mr. Briggs that evening to obtain all the information needed to do a follow up.

Ms. McKeel said that Mr. Richardson would talk to Mr. Briggs.

Mr. Gallaway closed public comment. He said the first public hearing is ZMA201800002 Hansen Road Office.

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Agenda Item No. 16. **PUBLIC HEARING: ZMA201800002 Hansen Road Office.**

PROJECT: ZMA2018-00002 Hansen Road Office

MAGISTERIAL DISTRICT: Rivanna

TAX MAP/PARCEL(S): 07800000073AB LOCATION: Property is located at the intersection of Hansen Road and Rolkin Road directly behind the Rivanna Ridge Shopping Center located on Richmond Road.

PROPOSAL: Amend the application plan to allow for two buildings totaling 55,000 square feet for office and religious assembly.

PETITION: Amend the ZMA2002-00008 South Pantops Office application plan to add 35,000 square feet of building area at a location on the approved application plan that was approved to allow 20,000 square feet for office use. The property contains 6.14 acres and is zoned Planned Development – Mixed Commercial which allows large-scale commercial uses; and residential by special use permit (15 units/ acre). No change to the zoning district is proposed. No residential units are proposed.

OVERLAY DISTRICT(S): Steep Slopes – Managed

PROFFERS: Yes.

COMPREHENSIVE PLAN: Community Mixed-Use - Mixed-use development with a mix of medium to high-density residential, commercial, retail, office, and other uses that serve the community, with a high intensity of uses expected in a walkable development pattern.

POTENTIALLY IN MONTICELLO VIEWSHED: Yes.

*(Advertised in the Daily Progress on August 19 and August 26, 2019.)*

The Executive Summary forwarded to the Board states that at its regular meeting on June 25, 2019 the Planning Commission (PC) conducted a public hearing and voted 6:0 to recommend approval of ZMA2018-00002 as presented and as proffered. Attachments A, B, and C are the staff report, action memo, and meeting minutes from the June 25 PC meeting.

After the PC public hearing, the applicant provided the following revisions: a revised narrative consistent with the updated Pantops Master Plan (Attachment D), an application plan that now shows an area for “existing deciduous trees to remain” (Attachment E), and a finalized, signed, notarized proffer statement (Attachment F), which includes the following voluntary commitments:

1. a proffered PEDESTRIAN PATH along Rolkin Road.

Approval of this ZMA application would not amend the subject property's current zoning (PDMC Planned District – Mixed Commercial), but would modify the previously approved Application Plan for this portion of the existing planned district, and thereby allow the proposed project to amend an existing site plan to accommodate the additional square footage.

The Planning Commission and staff recommend that the Board adopt the attached Ordinance (Attachment G) to the proposed modification for ZMA2018-00002 with one proffer.

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Mr. Francis MacCall, Principal Planner, presented. He said the applicant for the proposal is The Pointe Church and the proposal seeks to modify an approved application plan for ZMA20020008 in order to increase the allowable square footage from 20,000 square feet to 55,000 square feet. He said the application, if approved, would not amend the current PDMC zoning district but would modify the existing application plan. He noted that the application does include one proffer. He said before reviewing the proposed modification for the proposal, he would summarize the subject property's location and

characteristics. He said the subject property is Tax Map 78-73AB, and the total area is approximately 6.14 acres. He said the parcel is located in the development area, within the Pantops Master Plan area. He said it is adjacent to both Hansen Road and Rolkin Road and is located behind the Rivanna Ridge Shopping Center along Richmond Road (Route 250 East). He said the site is also adjacent to a small office complex to the north, indicating the area on a map, and to the Carriage Hill Apartments and Condo development to the west.

Mr. MacCall said that when the process for the rezoning started, the parcel was undeveloped and today, the site is under development per an approved site plan for a religious assembly use for The Pointe Church. He indicated the building on the map. He noted that the site is in the development area and the Comprehensive Plan describes it as mixed-use development, with a mix of medium to high density residential, commercial, retail, office, and other uses, which includes religious assembly uses. He indicated the subject property on a map and explained that it is proposed to include two of the land use designations within the Community Mixed Use: office and religious assembly uses. He said the property is currently zoned Planned Development Mixed Commercial (PDMC). He provided background of the PDMC zoning district within the Pantops area, noting that in December, 1980 when the current Zoning Ordinance established new zoning districts, one of them was the PDMC district. He said at that time, a large portion of the land in Pantops was undeveloped and a large area to the south side of Route 250, across the road from what is now the CarMax and Tip Top Restaurant, down to the I-64 interchange, was all identified as PDMC. He said currently, the Zoning Ordinance does include a section that requires an application plan to physically develop Planned Development properties. He explained that any site that had an approved site plan at the time may have used that plan as their application plan. He noted that the majority of the area zoned PDMC, at that time, did not have a site plan and thus, any newly proposed development is required to establish an application plan through the rezoning process.

Mr. MacCall indicated a property outlined on the map, explaining that in 1998, was approved as ZMA199800020 for multiple properties and included the subject property. He said an application plan was approved for the overall development and showed some uses as well as a number of areas with a proposed square footage maximum for each area. He said in 2002, ZMA2008 was approved to modify the 1998 application plan to substitute what was identified as a 100-room hotel for the office square footage, and to reduce the square footage in that area from 45,000 square feet to 20,000 square feet. He said the Planning Commission's report contained the attachments that show the particular areas in more detail.

Mr. MacCall said he would present the specifics of the proposed application plan for the modification. He said the proposed application plan is Attachment E, and following it is a portion of the plan. He said the modified plan shows the church at 30,000 square feet, as well as an additional building of 25,000 square feet for office space, resulting in a total of 55,000 square feet. He said the applicant has revised the plan from the Planning Commission meeting to show the following existing deciduous trees to remain, noting that this was a discussion point at the Commission meeting, and the applicant has agreed to include this as one of the modifications to the plan. He said the applicant has also intended to proffer the improvement of the existing asphalt pedestrian path and has revised the proffer to widen the path from five feet, the requirement for the Type I trail, to a six foot path. He said the staff report contains a fully detailed report of the evaluation of the proposal and he would provide a summary organized around the favorable and unfavorable factors. He said staff has identified the following favorable factors to the request: the proposed uses are permissible in the existing zoning district; the proposal does not seek to amend the district or establish additional permissible uses; the proposal is consistent with the land use recommended by the newly adopted Pantops Master Plan; and the request is consistent with the majority of the applicable Neighborhood Model principles. Mr. MacCall said that no unfavorable factors were identified for the application. He said in consideration for the factors favorable, both the Planning Commission and staff recommends adoption of the ordinance to approve ZMA201800002 with proffer. He presented some possible motions for the Board to consider and said he would answer questions.

Ms. Mallek asked if the reason this request does not have to come back for a new Special Use Permit is because it was allowed in 1980 and the Board would only consider the site plan change. She said usually when an applicant requests more square footage, they would have to have a new process. She asked if this was not going to happen because of the PDMC. Mr. MacCall responded that with the approved plan that was previously done, the square footage was modified, and the applicant was now seeking to modify it and obtain Board approval for additional square footage.

Ms. Mallek asked if this was equivalent to a Special Use Permit and if this was a public hearing to have everyone discuss this. Mr. MacCall responded she was correct, and that they would be discussing the modification to increase the square footage.

Mr. David Benish, Chief of Planning/Interim Director, noted that all the uses, including the church, are permitted by-right. He said the change was to the application plan. Ms. Mallek noted that this was only her second exposure to the PDMC. Mr. Benish said this was very unique to the site, and not to the district. He explained that normally, the application plan is reviewed with the rezoning but because the uses were established by the Board's action, an application plan had to be done for the by right uses.

Mr. Dill asked if Mr. MacCall would explain the steps of adding or expanding commercial and how it would be part of the church offices as well as for rent. Mr. MacCall responded that more than likely, if the application was approved, the applicant would have to amend their current site plan to add square footage to both the church and the office building. He said currently the church is approved at just under the limitation of 20,000 square feet and when the site plan is amended, if the request is approved, it would show these particular uses identified as uses for the church or for office space rental. He noted that

the applicant has not specified this exactly and he was not sure if the church actually needs 25,000 square feet of office space. He said they would have the ability to lease out the space. Mr. Dill asked if this was still fluid, to some extent, of how the space will be used. Mr. MacCall responded, "yes".

Mr. Dill noted that this was discussed at CAC meetings and it is being built. He said he drove by it today, and the steel was up. He said it was odd, in a sense, that it was already being built, explaining that the part being built presently was already approved. He said presumably, they would be hearing more as the applicant comes back for Phase II, which would also be by right. He asked Mr. MacCall if this was correct. Mr. MacCall responded, "yes".

Mr. Dill added that the residents of Carriage Hill are the most concerned people nearby, as the properties would be facing each other. He said, however, there was a fair amount of space between the properties and that leaving some trees in place seems to work out fine.

Mr. Gallaway invited the applicant to come forward.

Mr. Justin Shimp, Engineer for the project, addressed the Board and noted he was joined by Ms. Kelsey Schlein of Shimp Engineering and Mr. Dave Herring, Pastor with The Pointe Church. He said that the site was unusual in that the church is under construction and that they are asking for an increase in the square footage. He noted that it would not, however, increase the size of the built structure. He explained that they have a plan, if this is approved, where they can expand seating within the church by adding more upper-level square footage, but the building itself would not become larger from what is there today. He said the office space is fluid as to whether they are going to use it or not, in terms of if they need the space or if space could be leased. He said there is a large parking lot that is empty Monday through Friday, and the applicant thinks that this may be an opportunity to make good use of space. He said on top of the parking lot they already have, they will build the two-story office building that would utilize the infrastructure during the week. He said this is an interesting opportunity to mix uses and that commonly, churches of this size in a peripheral area of the County needs its own parking and infrastructure that cannot be shared, and this is an opportunity to blend the uses into something that makes sense.

Mr. Shimp said the site plan has been approved and is under construction, and they are adding one building. He said there was a great deal of discussion with the neighbors from Carriage Hill at the Planning Commission meeting, who were concerned about erosion control. He said these concerns have been addressed via the stormwater permitting process and to his knowledge, everything there is going well as he has not heard of any issues. He added that there is a substantial tree buffer that is part of the original proffered plan that remains between Carriage Hill and the subject property site. He said even though the applicant is adding square footage, the zoning as it was before the church started allowed for 20,000 square feet of anything, which included restaurants, car dealerships, or any use allowed in any commercial zone in Albemarle County. He said the new plan restricts the uses to office and religious and provides for the preservation of greenspace that was previously omitted. He said that though the applicant is adding square footage, they are narrowing down the uses on the site. He said there has been discussion with staff over traffic impacts, but upon reviewing the aforementioned information, the consensus was that the proposal was not causing any impacts. He said the overall traffic, as developed in the shopping center, is slightly less than what was in the original Master Plan, noting that they have not exceeded what was originally approved in the beginning on this particular project. Mr. Shimp offered to show some slides with more detail as needed.

Mr. Dill asked if the parking lot Mr. Shimp mentioned was actually structured parking. Mr. Shimp responded that it is a surface parking lot, as proposed, for the church, but with the Board's approval, they will be able to build a building on top of the parking lot. He presented a slide showing this in detail and indicated a boundary that was the parking approved in the site plan, as well as a dashed line that represents the building envelope. He said that presently, they were building concrete foundation walls along one side in order to place the building directly over top of the parking lot. He said it would be converted from surface parking to structured parking. He indicated the location of the new building and to the church building, noting that the church would not change in size, but in how much space could be used. He said on the slide to the area that will be a proffered tree preservation area, where it previously was not before. He said this was something that was perhaps imagined this way on the original application, but never actually put into any kind of binding condition. He acknowledged hearing that the trail was very important to people and so the applicant has agreed to rebuild it, noting it was in rough shape and is in worse shape now due to construction. He said the trail would be rebuilt to the six-foot standard for people in the neighborhood to use. He added that there was also an easement that was never recorded over the trail, and the applicant has agreed to place an easement over it so that it can be used by the public. He explained there are a number of clean up items that have been addressed from the first plan.

Ms. Mallek observed there were lines appearing close together on the map that indicate that the area is very steep. She asked where the run-off would be collected from all the parking spaces. Mr. Shimp responded that it all runs down into a series of stormlets on the road, and then they run down to a massive pond. He said there was a regional stormwater basin originally built for the facility and has been converted to County specs.

Mr. Dill added that this was what serves the whole shopping center. He said it evidently has enough capacity to have more water added to it.

Ms. Palmer asked who is responsible for the stormwater facility. Mr. Shimp responded that there is a maintenance agreement among all the parties.

Ms. McKeel said she would, in the future, like to consider that when there is a stormwater facility such as this one, the Board needs to review these facilities, given some of the massive amounts of rainfall occurring. She noted this was not only in regard to this stormwater facility, but to all. She recalled that she was listening to recommendations to County governments to revisit existing requirements because given the amount of rain that they have been receiving, or will be, the codes may need to be revised.

Mr. Shimp explained that under the new stormwater regulations from 2014, the County uses the NOAA rainfall predictions that are updated. He said they are not using a static figure from 20 years ago but rather it is a live update that goes into the calculations. Ms. McKeel said that that was a positive thing but when she was in Roanoke for the Government Infrastructure Conference, there was direction to go back and revisit these codes.

Mr. Gallaway opened the public hearing. Hearing no comments from the public, he closed the public hearing and brought the matter back before the Board.

Mr. Gallaway said that his comment was somewhat unfair, as the transportation planners were not present to speak to the matter, but he observed in the staff report that, though not specific to the application, there was a brief write-up that states that, "The evaluated traffic analysis required for this application does not believe that the project will result in a negative impact on traffic operations near the site." Mr. Gallaway said it would not result in positive impacts and he presumes there would be a change, and therefore not neutral. He expressed his confusion about it not being negative, and questioned the analysis being done. He asked if a statement is made that there are additional traffic impacts, but they are not negative, what is being conveyed by this information. He said small applications are submitted and the Board begins to notice that they either have negligible or no negative impact despite an increase in activity. He said the report goes on to state that the project will not noticeably affect operations at the intersection of Hansen Road and Rolkin Road. He said that of course it would not, because the only people driving there are the ones who live across the road near Rolkin Road, and so all the traffic will go back out to Route 250. Mr. Gallaway explained that no one would necessarily go out, because one cannot take a left onto the earlier road across from Tip Top Restaurant, and motorists would swing around past Giant and up to the site. He said that coming out of the old Starbucks (now Jimmy Johns) to take a left, and if one does not realize that more traffic is heading that way off to the right coming up the hill, this would result in an interesting situation as everyone would be trying to drive across to the Starbucks or turn left to go to the four-way stop.

Mr. Gallaway said he takes exception with the transportation report to state that there are no negative impacts near the site, and he wonders why the scrutiny was not applied all around. He said when he sees other applications where he has read in Planning Commission notes that they must consider the one particular, small application has a small impact, without thinking about all the incremental changes, this alerts him to look at language being used such as, "This will not result in a negative impact." He noted that in both Southwood and Crozet, the transportation planning reports stated that they have "failures now, therefore the impact will be negligible". He said this results in a bigger question as there will be many applications coming forward and he is becoming concerned about the piecemeal, small ones that do not require Transportation Impact Analysis because there is a belief that they are too small. He asked if 10 of these applications are received incrementally, what would this result in in all 10. He said this becomes very concerning to him.

Mr. Gallaway said that with Route 250, there are two major transportation projects that are at the top of priority lists because it is a parking lot there nearly all day long. He said to say that anything near this does not have any negative impact, if adding 20 cars at that point, he takes exception with and hopes that there can be bigger conversations about this. He said likewise, when applications are coming forward, this should be scrutinized with a different eye than what he read in this particular transportation report.

Ms. Palmer said that regarding the "death by a thousand cuts" routine that has been discussed many times over the years, one of the things she recalls the transportation planners discussing with the Board was the application on Route 250 West for the rezoning of a 96-unit place. She said she would like to have this conversation again. She said this has been explained to the Board before and Mr. Benish can tell the Board that they have to look at the applications individually, but she does not understand why.

Mr. Benish said this was a question better asked in the larger context of understanding what goes into traffic modeling and how it is assessed. He said there was terminology he would not try to explain, at the risk of explaining improperly how staff judges what incremental impacts are and what level of service is associated with those. He said that some of the studies in the comments are provided based on relative impacts to what is approved and what is changing in the proposal. He said he was not as close to this traffic study and feels that he cannot speak to it. He said in each rezoning, staff has to look at the merits of each and performs a traffic study that provides a background analysis that contains estimates for growth. He said the scope of the analysis can include regional areas and the impacts are taken into consideration. He said staff is obligated to look at the impacts with each application that comes forward. He said as the Planning Commission has asked for, part of the process of understanding the language and the traffic modeling processes is to have the professionals explain what goes into it and how the traffic models relate to the Long Range Transportation Plan, which is a network model that assumes

growth over 20 years, provides projections for impacts on larger networks, and how that feeds into the traffic analysis for each individual proposal.

Ms. McKeel said it would be a good idea to have a discussion and explanation, perhaps with the Planning Commission via a joint meeting. She said the other thing she would like to add to the agenda for that joint meeting is the R-cut, which is a form of U-turn. She said she would like to better understand this, as she was not sure if she was correct and it is confusing to the public. She said she would like to have a sense of how it works and it would be great to have professionals come in to have a discussion about some of the issues the Board is wondering about.

Mr. Dill said coming out of his neighborhood, he will have to go out, go right, and do an R-cut to go through the diverging diamond immediately thereafter, noting that this was hard to explain to people.

Ms. McKeel said it may be worthwhile to make sure the Board understands some of the new turns. She said perhaps this could be done in conjunction with what Mr. Gallaway suggested.

Mr. Benish said it would take some time to do this, with all the other things on staff's agenda to take care of, but that staff was in the process of planning for perhaps a "101" on what is included in a traffic analysis, what the terminology means, and the scope. He said perhaps a "Part 2" would involve going into more depth of information about transportation and options.

Ms. McKeel commented that it was important for the public to hear the discussion.

Mr. Benish agreed and said it would be a public meeting to offer a basic understanding of transportation modeling. He said once there is a common terminology of what the language means and how the transportation planners relate incremental impacts to larger impacts, they can then delve into a Phase 2 of options, or perhaps there was a way to combine them. He said staff will inform the Board of when that meeting time will be, and he can coordinate it with the Clerk.

Mr. Dill said it seems as though there are two separate issues being the incremental impact of a project such as the subject project; and what one of the speakers talked about in regard to 999 Rio Road and if the infrastructure is planned for future growth, which is a more complicated issue that cannot be dealt with by each individual application.

Mr. Gallaway said it was interesting and expressed that he does not necessarily think it was that complicated. He said that everything the Board does is big picture strategic and they should do proper planning. He acknowledged that the merits of the application should be taken up based on that application, but it was the Board's responsibility to make sure the big picture works.

Mr. Benish said there must be an understanding of what the tolerances are for being acceptable, and if Level of Service D is to be expected. He explained that in most urban areas, Level of Service D is an accepted standard, and the question should be asked of what this means.

Mr. Gallaway said there should also be an understanding of the acceptable nature of the Supervisors' inboxes and what people's acceptability is to them versus the data of what they are experiencing day to day. He said that he does not mean to be flippant with this, but it was a realistic thing that the data does not get to, but the Board has to deal with on a regular basis.

Mr. Benish said that staff deals with it on a daily basis as well, and it was a matter of understanding what the tolerances are of the County, the Board, and public in regard to acceptable standards. He said there are engineering standards that say what is tolerable and if these are not what the Board or community accepts, the County has to plan for that. He said there are what is considered acceptable standards for urban settings for what type of traffic flows through an intersection.

Mr. Gallaway said he appreciates that statement and the fact that they have identified, in the CIP, the transportation priorities as the number one issue. He said he hopes that the rest of the analysis, when it comes to transportation, regardless of how big or small an application is, rises to the occasion of what the Board said is an important priority and how they consider each application.

Mr. Randolph said he wanted to weigh in on the matter from a different perspective due to where he has been parked for the past three weeks with his late mother-in-law. He said the Board is asked to make decisions, which is the Board's role as a legislative body, and to make those decisions, they need the highest and best quality information. He said increasingly, he is struck by the same frustration that Mr. Gallaway has raised, that as in 999 Rio Road and the Planning Commission minutes, staff says the proposal did not meet the threshold for formal Traffic Impact Analysis. He said the issue is that, when considering a project in a localized fashion, it would be akin to taking an x-ray or doing a CAT scan on one organ, thinking that is where the source of the problem is when, if doing a full-body MRI, one would find there is cancer, heart problems, and other issues systematically there. Mr. Randolph noted he used the metaphor to say that he does not believe the County is doing the MRIs that they need and are not receiving that information as a Board as far as all of the factors. He said he has been reading in the Planning Commission minutes about 999 Rio Road that were furnished as part of the discussion for Hansen Road. He recalled that different residents brought up other traffic impacts, Belvedere with 775 dwelling units, the soccer fields and transit there, cars coming to and from the neighborhood, the swim club, and the Free State villas. He said he was considering this because he has an issue in his neighborhood with Breezy Hill, which has cut back from 200 to 160 dwelling units. He said that how many additional houses this would result in was visited imminently. He said in the case of a project on Route

250 West earlier that would add to the threshold. He said with each application, staff has taken an incremental, partial, isolated look and has not looked cumulatively, organically, or systematically at what a seemingly innocent additional project would do with other projects that are coming online. He said this was something that his Planning Commission suffered with in the case of Southwood in knowing what was coming online proposed for Royal Oak directly across the street. He said when staff states there does not appear to be any traffic impact, they are looking at only an isolated, single case study when, in point of fact, there are multiple case studies and metadata to consider.

Mr. Randolph recalled Mr. Dill's humorous remarks about motorists having to come out and navigate a new intersection at I-64, then turn around and come back. He said the County should be factoring all this in but instead, they are stating impacts on current conditions when in the next week or year, it could definitely be a problem. He said the Board needs to make a decision now and needs a higher quality, 360-degree based information, based on 365 days of the year in order to make the decision. He echoed Mr. Gallaway's frustration with not having this information.

Mr. Dill said everyone is frustrated, but they are putting their frustrations in the wrong place. He said the Supervisors are the ones who should be taking the big picture, and staff is supposed to look at the incremental impacts.

Mr. Gallaway said that if this project moves forward, he hopes the Board would be ahead of what it will mean for people turning left from the Giant shopping center, likening it to the Hollymead area, where motorists turn left where Starbucks is to cross over to Kohls and that this is a terrible situation. He said the project could turn into this, even with a few extra cars, and he hopes VDOT and the County Police Department would stay ahead of this.

Ms. Mallek expressed appreciation for all the comments made and said that as part of every application, there should be a map. She said in 2004, to be able to show all the other approvals that were happening around Old Trail, and between 2004 to 2007, 4,000 dwelling units were rezoned into the Crozet growth area, yet each one of these was taken in one 90 unit chunk, or 2,200 unit chunk for Old Trail. She said even though it went into the hearing as 800, it came out as 2,200 that same night. Ms. Mallek applauded Mr. Gallaway's idea and said that if they have some kind of data that shows up in staff's report indicating a number of all the surrounding projects, it would help the Board better understand. She noted that it would not help in the PDMC matter, as that decision was made in 1980, but it would help the Board understand how far behind they are in other locations. She said there is a "perfect storm" right now as there are many different districts where people are having the exact same concerns and this was perhaps the first time that, across the County, there is a tremendous interest in safety and quality of life.

Mr. Dill added that the Board has to consider how this relates to the Economic Development Program, as this inevitably will add pressure.

Mr. Dill then **moved** to adopt the proposed ordinance to approve ZMA201800002 with proffer. The motion was **seconded** by Ms. Mallek.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.  
NAYS: None.

Ms. Mallek asked Mr. MacCall if there was an answer made about the Monticello Viewshed and accommodations. Mr. MacCall responded, "yes".

**ORDINANCE NO. 19-A(16)**  
**ZMA 2018-00002**  
**AN ORDINANCE TO AMEND THE ZONING MAP**  
**FOR TAX PARCEL 07800-00-00-073AB**

**WHEREAS**, the application to amend the application plan that was approved in conjunction with ZMA 2002-00008 for Tax Parcel 07800-00-00-073AB is identified as ZMA 2018-00002, Hansen Road Office ("ZMA 2018-00002"); and

**WHEREAS**, ZMA 2018-00002 proposes to amend the application plan to increase the building area from 20,000 square feet to 55,000 square feet; and

**WHEREAS**, on June 25, 2019, after a duly noticed public hearing, the Planning Commission recommended approval of ZMA 2018-00002; and

**WHEREAS**, on September 4, 2019, the Albemarle County Board of Supervisors held a duly noticed public hearing on ZMA 2018-00002.

**BE IT ORDAINED** by the Board of Supervisors of the County of Albemarle, Virginia, that upon consideration of the transmittal summary and staff report prepared for ZMA 2018-00002 and their attachments, including the modified application plan and the proffer, the information presented at the public hearings, the material and relevant factors in Virginia Code § 15.2-2284 and County Code §§ 18-25A.2.1(1), 18-33.15(A)2, and 18-33.27(B), and for the purposes of public necessity, convenience, general welfare and good zoning practices, the Board hereby approves ZMA 2018-00002 with the proffer dated August 23,

2019, and the modified application plan entitled "PDMC Rezoning Plan For Hansen Road Office ZMA 2018-00002," prepared by Shimp Engineering, dated February 20, 2018, revised July 12, 2019, as to the square footage set forth above, with all other aspects of the previously approved Application Plans and modifications and requirements reflected in the approval letters dated October 28, 1998 and January 25, 2003.

\* \* \*

Original Proffers   X    
Amendment           

### PROFFER STATEMENT

ZMA Number: 2018-00002  
Tax Map and Parcel Number: 07800-00-00-073AB  
Owner: Point Church  
1428 Greenbrier Place  
Charlottesville, VA 22901

Date of Proffer Signature: August 23, 2019

*A request to amend item (B) of ZMA-2002-00008, a modification of ZMA-1998-00020, to allow for 55,000 sq ft of gross square footage in the area designated as "Office Space #5 – 45,000 SQ FT" in the application plan for ZMA 98-20*

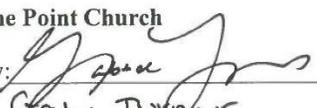
The Point Church, is the owner (the "Owner") of Tax Map and Parcel Number 07800-00-00-073AB (the "Property") which is the subject of rezoning application ZMA 2018-00002, a project known as "Hansen Road Office" (the "Project").

Pursuant to Section 33 of the Albemarle County Zoning Ordinance (Chapter 18 of the Albemarle County Code), the Owner hereby voluntarily proffers the conditions listed below which shall be applied to the Property if ZMA 2018-00002 is approved. These conditions are proffered as a part of the requested rezoning and the Owner acknowledges that the conditions are reasonable. Each signatory below signing on behalf of the Owner covenants and warrants that they are an authorized signatory of the Owner for this Proffer Statement.

1. **PEDESTRIAN PATH:** The existing asphalt path adjacent to Rolkin Road along the southwestern border of the property shall be improved to Class A – type 1 low-maintenance pedestrian path standards as stated in Section 7 (H) of the Albemarle County Design Standards Manual, last updated on April 27, 2015, with the exception of minimum width which shall be a minimum six (6) foot surface (the "improvements"). These improvements shall be made prior to issuance of certificate of occupancy for any building constructed that contains additional square footage approved as a result of ZMA 2018-00002.
  - **(a) Dedication of Easement:** Upon completion of pedestrian path improvements, the property Owner shall dedicate a non-exclusive easement on and across the pedestrian path for public use. This easement shall be no greater than six (6) feet in width.
  - **(b) Maintenance:** The property Owner shall maintain the path improvements to remain in accordance with Class A – type 1 low-maintenance pedestrian path standards as stated in Section 7 (H) of the Design Standards Manual, with the exception of minimum width which shall be a minimum six foot (6') surface. The property Owner shall keep the pedestrian path clear of obstructions, except during severe temporary weather events.

The undersigned Owner hereby proffers that the use and development of the Property shall be in conformance with the proffers and conditions herein above. This document shall supersede all other agreements, proffers or conditions that may be found to be in conflict. The Owner agrees that all proffers shall be binding to the property, which means the proffers shall be transferred to all future property successors of the land.

WITNESS the following signature:

The Point Church  
By:   
Gabe Turner

PDMC REZONING PLAN FOR  
**HANSEN ROAD OFFICE**  
 ZMA201800002  
 Albemarle County, Virginia



AERIAL VIEW OF PROPERTY  
 SCALE: 1"=200'



Parcels Master Plan - Land Use

Subject Parcel

**INFRASTRUCTURE / ENGINEERING NOTES:**

- 1) Street base shall be provided along all streets in accordance with Section 22.7-3 of the Albemarle County Code, Chapter 22.
- 2) Stormwater Management for this site is provided by an existing pond to the south.

**LAND USE NOTES:**

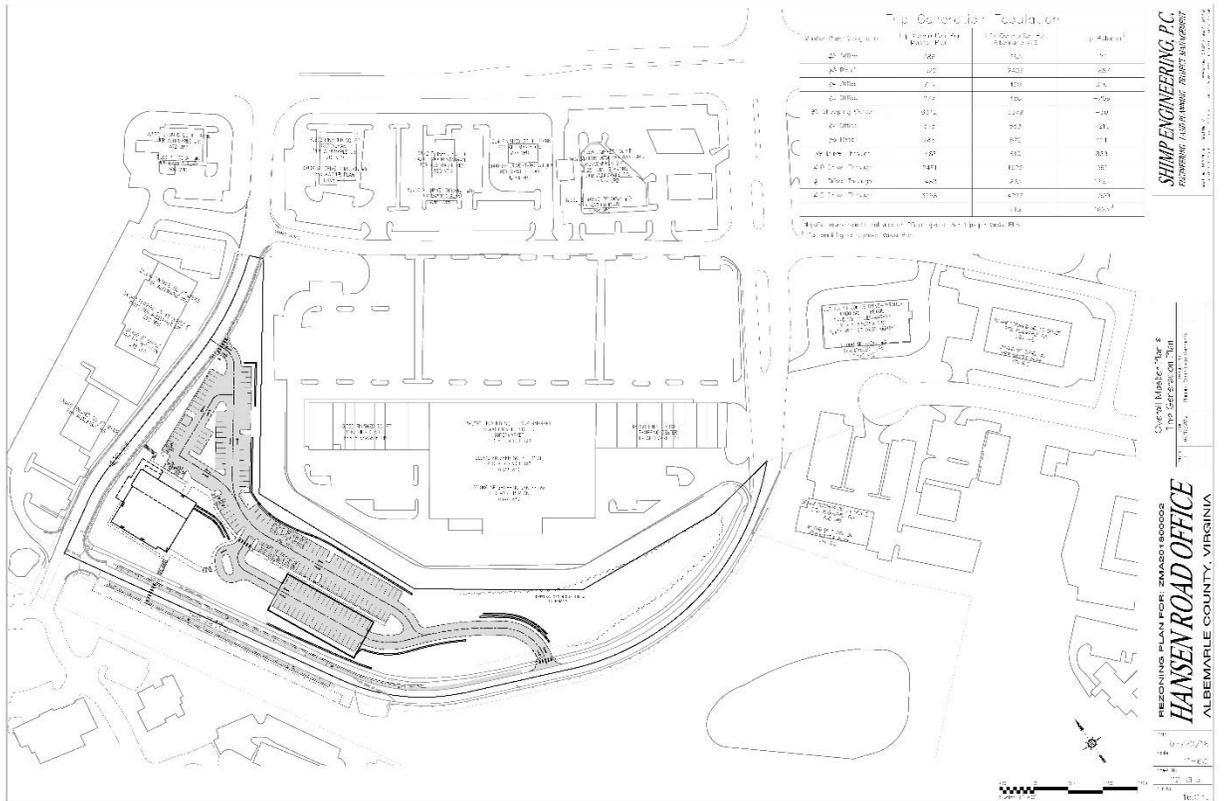
- 1) Development of this property is subject to all provisions of the master plan guidelines provided on this sheet and steps 2 along with the guidelines provided by the County/Developer in conjunction with the zoning request.
- 2) Maximum gross square footings of uses on this parcel shall be 55,000 square feet.

REZONING APPLICATION FOR:  
 TAX MAP 70, PARCEL 73A3  
 KIVANNA MAGISTERIAL DISTRICT,  
 ALBEMARLE COUNTY, VIRGINIA  
 FEBRUARY 20, 2018  
 REVISED JULY 12, 2019

**SHIMP ENGINEERING**  
 PROJECT MANAGEMENT  
 CIVIL ENGINEERING  
 LAND PLANNING  
 912 S. HIGLEY STREET  
 CHARLOTTESVILLE, VA 22902  
 (434) 277-9460

**SHEET INDEX**

- G1 - COVER SHEET
- G2 - MASTER PLAN AND TRAFFIC ANALYSIS
- G3 - CONCEPT PLAN AND CROSS-SECTION





Agenda Item No. 17. **PUBLIC HEARING: Scottsville Town Boundary Adjustments.**

To receive public comment on its intent to approve a proposed “Resolution of Agreement between the Scottsville Town Council and the Albemarle County Board of Supervisors to Approve Two Plats Reflecting the Town Boundaries of Scottsville, As They Lie Within the County of Albemarle.” The proposed agreement would incorporate Tax Parcel 13000-00-00-025J0 into the Town of Scottsville. This parcel consists of 1.18 acres, is owned by the Scottsville Volunteer Fire Department, and is located at 149 Irish Road, Scottsville, Virginia. The proposed agreement would also set the Town’s southern boundary in Albemarle County along the north bank of the James River, following a new survey.

(Advertised in the Daily Progress on August 19 and August 26, 2019.)

The Executive Summary forwarded to the Board states that the Town of Scottsville is requesting two adjustments to its Town boundaries: (a) Around the Scottsville Volunteer Fire Department on Route 6. In support of this request, the Town states: “The fire department needs to expand. Bringing the entirety of their property within the Town limits will enable the fire department to plan and build without having to deal with cross-jurisdictional issues.” (b) Along the James River. The 1831 Acts of the Virginia General Assembly define the Town’s southern boundary as “beginning at the ferry landing and running down the James river.” However, the current boundary has never been clear. The current adjustment is not really a change, but the first clear definition.

Quality Government Operations: Ensure County government’s capacity to provide high quality service that achieves community priorities

To complete an agreed boundary adjustment, *Virginia Code* <<https://law.lis.virginia.gov/vacode/title15.2/chapter31/section15.2-3107/>> § 15.2-3107 <<https://law.lis.virginia.gov/vacode/title15.2/chapter31/section15.2-3107/>> requires that each locality advertise and hold public hearings to consider a joint Resolution. Based on past direction from the Board and Scottsville Town Council, the County and Town attorneys have drafted the attached proposed joint Resolution (Attachment A). For its part, the Scottsville Town Council adopted this Resolution at its June 24 meeting. If the Board were also to adopt the attached Resolution, the County and Town attorneys would then file a joint Petition with the Court.

No budget impact is anticipated.

Staff recommends that following a public hearing, the Board adopt the attached Resolution (Attachment A)

Mr. Andy Herrick, Deputy County Attorney, presented. He said that also present was Mr. Jim Bowling, the Town Attorney for Scottsville, and noted that they have been working together on the project. He explained that the Town of Scottsville is requesting two adjustments to its boundaries – one is around the Scottsville Volunteer Fire Department located on Route 6, and the other being the heretofore, undefined southern boundary along the James River.

Mr. Herrick presented a map of the first boundary line being requested for adjustment, explaining that two lots are outlined that are currently owned by the Volunteer Fire Department. He said the lot on the right, or east side of the picture, is the Fire Department building, which is currently within the town

boundary, as indicated on the map. He said the Fire Department recently acquired a separate lot to the west, which is outside of the town limits. He said the Town has made a request to the County that the Fire Department needs to expand, as bringing the entirety of the property within the town limits will enable to plan and build without having to deal with cross-jurisdictional issues. He said that is the basis for the Town's request.

Mr. Herrick said the other area for which the town has requested a boundary line adjustment is the undefined town boundary along the James River. He said going back through the historical documents, the attorneys were not able to find a great deal of information about where the boundary actually existed. He said the best they could find was digging through a number of different iterations of the Scottsville Town Charter, and they came across the Town Charter of 1831. He presented the charter, indicating a reference about the town boundary extending to the James River, and then running down the river. He said this was the best evidence they could find that the General Assembly actually intended for the town boundary to run along the James River.

Mr. Herrick said the town commissioned Mr. Roger Ray, who is a surveyor, to survey the boundary line, and he came back with a "meets and bounds" description of the James River waterline through the Town of Scottsville. He said about 10 to 15 years ago, the town had similar discussions with Fluvanna County, noting that the Town of Scottsville lies partially within Albemarle and partially within Fluvanna. He said the Town undertook discussions with Fluvanna County and had a similar process with them as they are now undertaking with Albemarle County. He said they used the agreement that Scottsville made with Fluvanna County as a starting point for the documents that have been drafted in this case. He said from a process perspective, they have already completed a couple steps of the process. He said that Mr. Bowling drafted a proposed joint resolution, which has been before the Scottsville Town Council, which adopted it back in June. He said they have advertised and are now holding a public hearing before the County Board of Supervisors to consider the joint resolution as well. He explained that if this is approved by both localities, it would then be the subject of a petition of the Circuit Court, who would then review it for potential approval.

Mr. Herrick said that staff recommends that, following the public hearing, the Board adopt the proposed resolution of agreement provided as part of the Board's agenda information. He offered to answer any questions, adding that Mr. Bowling was present to answer questions as well.

Mr. Randolph said the primary motivator for the 1.1 acres adjoining the fire station is that currently, the size of the fire engines that are now being required for stationing in different fire departments is such that they can no longer fit those fire engines into the existing building. He said they need to build on a line parallel to Route 6 and, in doing so, their desire was to put an additional space above the new garages for the fire equipment. He explained that the only way to do this was to then acquire the property to the west. He said the fire department purchased the piece of land over four years ago and it was around that time that he went to Scottsville to meet with members of the fire department and discovered they had purchased the adjoining property and wanted to have the County accede to provide that property to the Town. He again noted that the motivator was the need for space to put in larger fire equipment. He said the second one was just it has been an anomaly that, truly all along, should have been under the jurisdiction of the Town of Scottsville. He said the County had a piece of property that really was not the County's that it did not know about.

Ms. Mallek asked which property Mr. Randolph was referring to. Mr. Randolph responded it was the piece along the river. He said the first property he mentioned, the 1.1 acres, was privately owned and was purchased by the fire department. He said the County was completely unaware of the piece on the river until it was pointed out.

Ms. Palmer said she hopes that the large fire truck can access some of the roads, as there are very narrow roads in that area.

Mr. Gallaway opened the public hearing. Hearing no comments from the public, he closed the public hearing and brought the matter back before the Board.

Mr. Randolph **moved** that the Board adopt the proposed Resolution to approve the Scottsville Town Boundary Adjustments, as presented in the staff report 9-4-2019. The motion was **seconded** by Ms. Palmer.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Mallek, Ms. McKeel, Ms. Palmer, Mr. Randolph, Mr. Dill and Mr. Gallaway.

NAYS: None.

**Resolution of Agreement between the Scottsville Town Council and the Albemarle  
County Board of Supervisors to Approve Two Plats Reflecting the Town  
Boundaries of Scottsville, As They Lie Within the County of Albemarle**

**SOUTHERN BOUNDARY**

**BE IT RESOLVED, THAT WHEREAS**, an Act of the Virginia General Assembly entitled "An Act to Enlarge the Town of Scottsville in the County of Albemarle," adopted on March 22, 1831 as Chapter CCI of the Acts of Assembly of 1831, in part established the boundary of the Town of Scottsville to and along the James River; and

**WHEREAS**, the corporate boundaries between the Town of Scottsville and Albemarle County contain an unmapped gap along the James River; and

**WHEREAS**, the Town chose Roger W. Ray and Associates, Inc, to perform the necessary research and survey work to survey this unmapped gap and agreed to pay the cost associated with this work; and

**WHEREAS**, Roger W. Ray and Associates, Inc. has completed the survey and prepared a plat dated July 26, 2018 for review and approval by the Town Council and Board of Supervisors of Albemarle County.

**SCOTTSVILLE VOLUNTEER FIRE DEPARTMENT PROPERTY**

**BE IT FURTHER RESOLVED, THAT WHEREAS**, by deed dated August 3, 2015, from Geoffrey E. Brant and Amy B. Lambert, recorded in the Clerk's Office of the Circuit Court of Albemarle County, Virginia in Deed Book 4658, Page 470, the Scottsville Volunteer Fire Department, Inc., acquired Albemarle County Tax Map 13000-00-00-025 JO, located in the County of Albemarle, Virginia, being described as follows:

All that certain lot or parcel of land, with improvements thereon, situated in Albemarle County, Virginia, on the south side of State Route 6, containing 1.18 acres, more or less, shown on a plat by Huffman-Foster and Associates Civil Engineering and Land Surveying, dated August 11, 1969 (the "Plat"), and recorded in the Clerk's Office of the Circuit Court of Albemarle County, Virginia, in Deed Book 462, Page 562A (the "1.18 Acres"); and

**WHEREAS**, the Scottsville Volunteer Fire Department, Inc. bought the 1.18 Acres, located now entirely within the County of Albemarle, but bordering the Town of Scottsville, to expand its facilities to serve the citizens of the Town of Scottsville and surrounding Albemarle County and desires that the 1.18 Acres be incorporated into the Town of Scottsville; and

**WHEREAS**, Albemarle County is willing to adjust its boundaries so that the 1.18 Acres is entirely within the Town of Scottsville; and the Town of Scottsville asks for this adjustment.

**OPERATIVE PROVISIONS**

**NOW THEREFORE, BE IT RESOLVED** that the Town of Scottsville and the County of Albemarle, acting through their respecting governing bodies in accordance with Virginia Code Section 15.2-3106, after public hearing held in accordance with Virginia Code Section 15.2- 3107, do hereby agree that the boundary line between the Town of Scottsville and the County of Albemarle be, and hereby is:

- a. as to the southern Town boundary, established as shown on a certain plat of Roger W. Ray and Associates, Inc., dated July 26, 2018, a true copy of which is attached hereto and incorporated herein by reference; and
- b. as to the 1.18 Acres, established to include all of the 1.18 Acres within the Town of Scottsville, as shown on the Huffman-Foster Plat dated August 11, 1969, a true copy of which is attached hereto and incorporated herein by reference.

**BE IT FURTHER RESOLVED** that the County Attorney for Albemarle County and the Town Attorney for the Town of Scottsville be, and they are DIRECTED to petition the Circuit Court of Albemarle County on behalf of both the Town and the County to approve the agreement embodied in this Resolution, to enter an order establishing the boundary between the Town of Scottsville and the County of Albemarle both (a) along the James River, as shown on the attached plat of Roger W. Ray and Associates, Inc., and (b) to include said 1.18 Acres, as shown on the attached plat of Huffman-Foster and Associates as lying entirely within the Town of Scottsville, as true and accurate depictions of the boundary between the Town of Scottsville and the County of Albemarle, and that such order be entered into the land records of the Court, and indexed in the name of the said Town and County.

Town Council of Scottsville

Resolved this 24 day of June, 2019

By: (Signed) Nancy Gill  
Nancy Gill, Mayor

6/24/2019  
Date

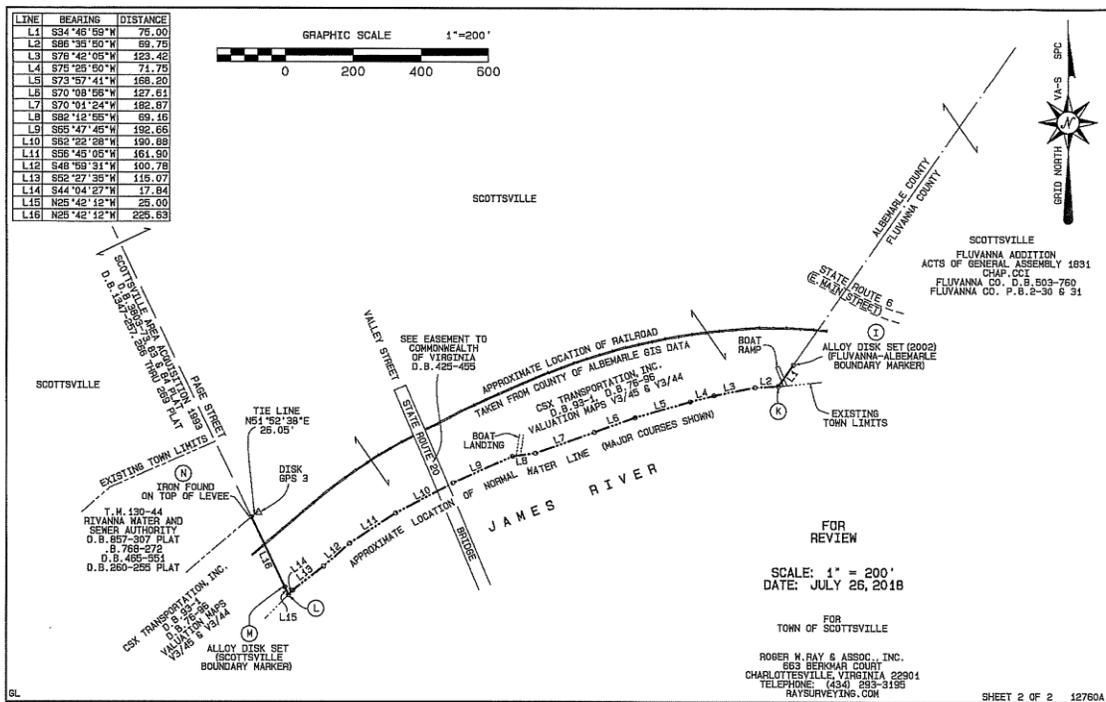
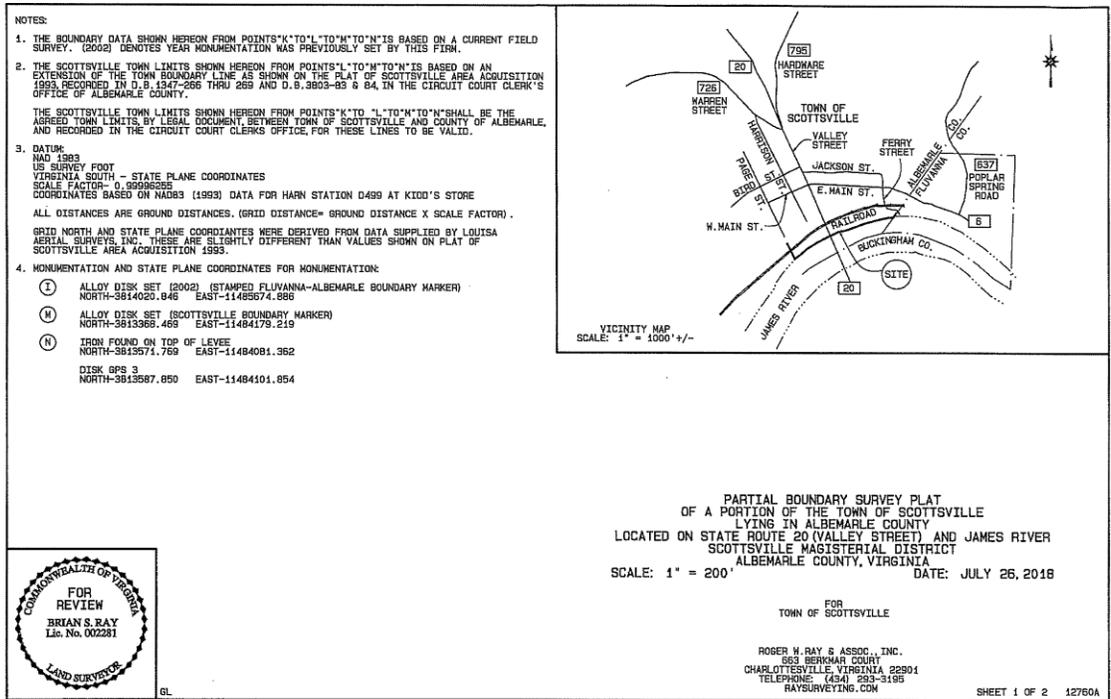
Board of Supervisors of Albemarle County

Resolved this 18 day of September, 2019

By: (Signed) Ned L. Gallaway  
Ned L. Gallaway, Chairman of Board

9/18/2019  
Date





Agenda Item No. 18. From the Board: Committee Reports and Matters Not Listed on the Agenda.

Ms. Mallek announced she attended the Virginia Manufacturers Association Conference and they had good things to say about workforce and the improvements that were made. She said that 9,400 workforce certificates have been achieved in the past two years in the Commonwealth with the state program where the student pays one-third, the training establishment (e.g., PVCC) pays one-third, then it is reimbursed after they graduate. She said this program has been well received all around.

Ms. Mallek said the cyber security program was also eye opening during the conference, and she hopes the County would hire someone to do some test attacks on the systems and ensure the systems are secure.

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Ms. Mallek said she was able to take Ms. Courtney Cacatian, the new Tourism Director, on a drive-around. She said Ms. Cacatian had wanted to have a meeting, and she suggested having a meeting "on wheels." She said they toured many out of the way places in the White Hall District that she probably would not have found otherwise, and Ms. Cacatian offered great suggestions on things, even outside of tourism. She noted that Mr. Roger Johnson was with them as well and had a great discussion that demonstrated how having a different point of view is helpful.

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Ms. Mallek said that in 2002, there was a plan for a roundabout at Rio Road that would solve the traffic problem and would go from Dunlora all the way around by CATEC, Old Rio, and the Parkway. She said plans have been found for this and she encouraged the Board to look into this as well and promote

discussion to perhaps bring this idea back, as it would be a great opportunity to solve some serious problems. She said where they have managed to put these in, it slows people down, and drivers feel less frustrated because they can continue to move and have choices as to where to go.

Ms. McKeel said that a roundabout in that location would be interesting.

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Ms. Mallek said Ms. Amelia McCulley would be following up on discussion about what has come up about parking legislation from two years ago, and there was some misinterpretation or confusion from VDOT about them refusing to put up "No Parking" signs, even in places where they used to, because the legislation supposedly says that the County has to do it. She said that Ms. McCulley will be meeting with Mr. Kamptner to figure this out, and the County will have to figure out how to get someone to take some action, as there is now a long list of places where there are safety issues and people blocking intersections, and fire trucks cannot get by. She noted that staff has been doing a wonderful job on matters like this.

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Mr. Gallaway said that this past Friday, Ms. McKeel was able to attend the whole day, and he attended a part of, the Regional Housing Partnership and their full membership, as part of their quarterly meeting, had a day-long retreat to give strategic direction to the work of the Regional Housing Partnership. He noted he would imagine this would be coming out in summary and they will make sure that Board members are in on what they came to on actionable items by the end of the day.

Ms. McKeel said they agreed to try to come up with, as a housing partnership, a legislative packet, noting that this was all regional and there would be changes that would need to be made in order to take it to the General Assembly. She said a subcommittee would be created next year. She added that the retreat was very informative. She said the participants were divided into groups that rotated, and it was interesting to hear the concerns from other stakeholders (e.g., Nelson County, which was losing population).

Ms. Mallek remarked that Nelson County lost their huge assisted living facility when the company brought it to Albemarle.

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Ms. Palmer said the RSWA Committee went on a tour of American Disposal, which is a materials recovery facility in Northern Virginia as well as to the County Waste Materials Recovery Facility in Chesterfield. She said the difference between these two facilities in regard to quality was very dramatic, and from looking at bales, there was a big difference in contamination. She said American Disposal was suggested to the Committee as one that was a leader. She said working conditions were different as well, which she was disappointed to see.

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Ms. Palmer mentioned that next Monday as part of the many things that would be discussed at the City County meeting, she was told that Mr. Bill Mawyer would speak about composting. She said it was somewhat premature, as there is a new composting study, but it has not yet been explained or revealed to the RSWA yet. She said at the last RSWA meeting held on Tuesday, she asked the City if they could give the Board a presentation of what they expect to get out of their new RFP to evaluate all of their solid waste facilities and activities, including the City's leaf collection. She said the new City Manager was wonderful and asked her a few questions and this presentation may be scheduled for later in September. She clarified that some of these topics would be discussed at the Monday City County meeting, but the Board would be receiving much more information later in the month.

Ms. McKeel asked Ms. Palmer if she could provide an update on the transfer station fire. Ms. Palmer responded that the County was lucky that there was no structural damage and although there are repairs to be done, they will be able to do them easily without stopping operations. She said there was some damage to the concrete and tunnel, but it did not go deep. She said the insurance will take care of it and the facility is changing their procedure to leave the containers outside at night. She said it was uncertain what caused the fire, as it was too far gone. She said there was a short discussion about smoke detectors, and it was noted that these are problematic when there is too high of a ceiling and a large, open area. She said the RSWA would get back about any action they may be able to take, as she asked the question about stacking things in the corners of the transfer station and not simply within the bins. She said her question was, if they are collecting construction debris or mattresses in the corners to pack later, if there was a chance that this material could catch on fire. She said that luckily, the facility was only closed for a couple of days, a Saturday and Monday.

Ms. Mallek asked if there was any mention about remote supervision when the facility is closed, noting that if a fire starts on a Saturday night, it could go on for a couple days if no one is there. Ms. Palmer responded that this is what she asked and how they came about with the conversation. She said RSWA said they would remove the container, but she asked about other materials in the facility, and so RSWA will think through this and determine if there is anything they can manage, noting again how smoke detectors are not ideal in a building like that one.

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Ms. McKeel said there was a date for the Regional Transit Partnership to hold a listening tour, through the Chamber with the business community, to hear what the business community's concerns are around transit. She said her understanding from Ms. Elizabeth Cromwell and from Mr. Chip Boyles is that

the offer has been met enthusiastically by the business community. She said they very much want to share their concerns and their needs regarding transit. She said this will take place September 26 and she was looking forward to hearing from the businesses.

Ms. Palmer said Mr. Mawyer would also talk to them about solid waste and water supply soon.

Mr. Dill asked if the Planning Commission talked about transit the prior evening and if any feedback was received from them. Ms. McKeel responded that she spoke with Mr. Bivins that morning about another matter and he had not mentioned it to her. Mr. Dill said he thought they talked about it the previous evening, or potentially the week before. Ms. McKeel said it would eventually get back to the Board.

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Agenda Item No. 19. From the County Executive: Report on Matters Not Listed on the Agenda.

Mr. Richardson checked in with the Board on a continuation of items ongoing and presented several slides for its consideration.

Mr. Richardson presented a slide on City Space, noting that City Space was where the City Council - Board of Supervisors joint work session would take place on the afternoon of September 9. He said this location was where the County was recently invited to meet with the City, noting that there were several County and City staff for several hours working on agenda items and with subject matter experts to discuss MOUs and various areas within City and County government where they partner. He said he was looking forward to the September 9 meeting.

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Mr. Richardson said that as Ms. Mallek mentioned earlier, there is a new CACVB director who is now on board. He said recently on a Friday afternoon meeting with the Leadership Council, they invited the new director, Ms. Cacatian, who gave them an overview of some of the work she would be doing in the first six months. He said Ms. Cacatian talked about some of the initiatives that the CACVB has underway.

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Mr. Richardson indicated on a slide to three recent graduates from the University of Virginia Senior Executive Program. He said Mr. Ron Lantz, Police Chief, Ms. Lorna Gerome, Director of Human Resources, and Mr. Trevor Henry, Assistant County Executive visited with the Leadership Council and spoke about the two-week experience. He said that for these people, it is about 240 hours of continuing education through the weekend, noting they are weekend classes. He said these staff worked very hard in the two week class where there are classmates from all over the United States. He said this was impressive and the County is fortunate to have the program there.

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Mr. Richardson said that last week, about 100 key management staff, including Mr. Henry, Ms. Wyatt, Ms. Gerome, and Mr. Kamptner, spent half of the day at Rivanna Volunteer Fire Department where they talked about the critical need for continued work cross-departmentally. He indicated on the slide to the work groups working and employees from various departments.

Mr. Richardson said these employees are invited to sit at tables with colleagues from different departments, noting that it was becoming more habitual in the organization where they are going away every three to four months to a spot in the community and taking a half-day to discuss problems and opportunities. He noted the rich talent in the organization and said it was meaningful to be with these staff members in the field, in the trenches each day, and they do much of the organization's best work.

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Mr. Richardson showed a picture of the fire department's training tower that was brought on board with some innovation they had in the organization. He said the most recent recruiting class that is well underway has been using the tower for training, but the tower would also be available to the paid, professional staff and the volunteer professional staff to conduct ongoing training and development. He said the current recruiting class has seven class members that are going through the process, and the County is advertising for an additional recruitment window and accepting applications through October 31. He said the County is seeing a more diverse interest in the community for the firefighting positions and people are considering this as a career where in the past, they may not have, and he is excited about it.

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Mr. Richardson said that earlier in the evening, Mr. Letteri mentioned homestays as part of the Finance Department and that integration is occurring between the Community Development Department, Finance Department, and Community and Public Engagement through which they are trying to design the process with the citizen in mind as it relates to homestays, getting online, getting certified, and meeting all County requirements.

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Mr. Richardson noted that at the last Board meeting, there were between 300 to 400 citizens present. He showed a picture of Officer Jerry Schink, who made a young friend with one of the citizens who was there that evening who was quite active and excited to be there. He said the young man's mother reported to County staff that she felt like her son had made a friend for life. He said on a related

note, Mr. Bob Perez from Human Resources was working the front desk at the visitor's entrance. Mr. Perez is bilingual and worked from 5:30 p.m. to 7:30 p.m. that evening welcoming citizens in, explaining the building layout, the building amenities, and how to get to the chambers to be active and involved in the community meeting.

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Mr. Richardson showed a picture of Firefighter James Rause with a cat named Nelly who needed immediate assistance following a fire. He said the picture recently gained local media attention and it was a good reminder of the customer service the County provides the community and how important it is for employees to be responsive and adaptable to the situations they encounter in the community on a daily basis.

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Mr. Richardson said the General Assembly passed First Responders Day statewide, which will be September 11, 2019. He asked if Ms. Kilroy could speak to that.

Ms. Kilroy said this was the first time in Virginia that there was a First Responders Day and will be in perpetuity. She invited the community to ride along with the Fire Department and Police Department that day. She explained her staff would be embedded with personnel from each department and will be tweeting and sharing video and pictures on Facebook, Instagram and Twitter on September 11 to give the community an opportunity to see what it is like to live a day in the life. She said they will also be making a stop into the Emergency Communications Center to show the first calls that come in.

Mr. Dill asked if this was a national holiday. Ms. Kilroy responded that there are some states that have done similar recognitions and this was the first year that it is a recognized holiday in Virginia.

Ms. Mallek asked if this was an actual holiday. Ms. Kilroy corrected herself, stating it is an observed day.

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Agenda Item No. 20. Adjourn to September 5, 2019, 12:00 p.m., Room 241.

At 7:27 p.m., Mr. Gallaway adjourned the Board to September 5, 2019 at 12:00 p.m., Room 241, for meeting with State Legislators.

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Chairman

Approved by Board
Date 03/04/2020
Initials TOM