

ACTIONS
Board of Supervisors Meeting of April 4, 2007

April 5, 2007

<u>AGENDA ITEM/ACTION</u>	<u>ASSIGNMENT</u>
<p>1. Call to Order.</p> <ul style="list-style-type: none"> Meeting was called to order at 9:06 a.m. by the Chairman, Mr. Boyd. All BOS members were present. Also present were Bob Tucker, Larry Davis and Meagan Hoy. 	
<p>4. Recognitions:</p> <p>Emergency Communications Center Accreditation.</p> <ul style="list-style-type: none"> Chairman recognized officials from ECC for the recent accreditation by the Commission on Accreditation for Law Enforcement Agencies. Tom Hanson accepted the award on behalf of the staff. <p>Proclamation recognizing National Library Week.</p> <ul style="list-style-type: none"> Anthony Townsend was present to accept the proclamation on behalf of the Library Board. <p>Proclamation recognizing Fair Housing Month</p> <ul style="list-style-type: none"> Paul Harper accepted the proclamation on behalf of the Housing Office. 	<p>(Attachment 1)</p> <p>(Attachment 2)</p>
<p>6. From the Board: Committee Reports and Matters Not Listed on the Agenda.</p> <p><u>Sally Thomas:</u></p> <ul style="list-style-type: none"> This year, VACO will have a meeting on April 19th at the Fluvanna County Court House to discuss the County's Legislative interests. She asked if Mr. Rooker's MPO sub-committee could reconvene to discuss transportation issues. Mr. Rooker agreed that would be a good idea. <p><u>David Slutzky:</u></p> <ul style="list-style-type: none"> He asked that, in the future, the Clerk schedule Board meetings to start later in the afternoon if a day and night meeting fall on the same day. Other Board members concurred with this suggestion. <p><u>Dennis Rooker:</u></p> <ul style="list-style-type: none"> Asked when the Fiscal Impact Committee would have information to the Board regarding impact fees. Mr. Boyd commented that a presentation is scheduled for the May 2, 2007 Board meeting. 	<p><u>County Executive staff:</u> Provide the Board copies of last years legislative agenda to present to the VACO group.</p>
<p>6. From the Public: Matters not Listed on the Agenda.</p> <ul style="list-style-type: none"> <u>Randy O'Neal</u> asked for the Board's support of his mobile fitness business. Mr. Boyd suggested that he take the presentation to the School Board. <u>Paul Grady</u>, of Crozet, asked for funding in the budget for a new recycling center in Crozet. He also suggested that instead of adding to Brownsville Elementary School that the Board use the old Crozet Elementary School for the increase in student population. <u>Larry Claytor</u>, with the Charlottesville Albemarle 	

	Rescue Squad, expressed thanks for the working relationship they have with the County. He asked that the County continue to support the volunteers.	
7.2	Requested FY 2007 Appropriations. <ul style="list-style-type: none"> • APPROVED FY 2007 Appropriation #2007062, #2007063, and #2007064. 	<u>Clerk</u> : Forward copy of signed appropriation forms to OMB and Finance, and copy appropriate individuals.
7.3	Virginia National Defense Industrial Authority (VNDIA) Grant Application for new ladder truck. <ul style="list-style-type: none"> • ADOPTED the attached Resolution authorizing the County to 1) submit to the Virginia National Defense Industrial Authority (Authority) a Virginia Military Strategic Response Fund Application; 2) to enter into a Virginia Military Strategic Response Fund Agreement with the Authority; and 3) to authorize the County Executive to execute the Application and the Agreement upon approval of the County Attorney. 	<u>Clerk</u> : Forward copy of signed resolution to Susan Stimart and County Attorney's office. (Attachment 3)
7.4	Request to set public hearing to amend the Albemarle County Service Authority's jurisdictional area boundary to provide sewer service to Tax Map 32, Parcel 25B located at 2929 Proffit Road between River View Farm Road and Terrybrook Drive (McDaniels). <ul style="list-style-type: none"> • SUPPORTED staff's recommendation, by a vote of 6:0, to not take this request to public hearing. 	<u>Amy Arnold/David Benish</u> : Notify applicant of Board's action.
7.5	Revisions to Personnel Policy P- 23 "Performance Review" - Firefighter probationary period. <ul style="list-style-type: none"> • ADOPTED the attached resolution to approve the proposed change to Personnel Policy P-23. 	<u>Clerk</u> : Forward resolution to Kimberly Suyes with copy to County Attorney. (Attachment 4)
8a.	VDOT Monthly Report. <ul style="list-style-type: none"> • RECEIVED 	
8b.	Transportation Matters not Listed on the Agenda. <u>Alan Sumpter</u> <ul style="list-style-type: none"> • VDoT is working on a data collection survey for Georgetown Road. • The meeting for Advance Mill Bridge has been rescheduled for May 8th. Stress measuring devices have also been placed to monitor the weight of the bridge. • VDoT will make sure the speed limit signs are posted for 30 mph on 21 Curves Road. • VDoT will be looking at any right-of-way issues for the Bargamin development. • VDoT is working to keep the scenic look of the area on Route 29 near the Nelson County line while they continue with tree trimming. • He has attached the Rural Rustic report with this monthly report. <u>David Wyant</u> <ul style="list-style-type: none"> • Confirmed Crozet sidewalk project is all set with needed permits. <u>Ken Boyd</u> <ul style="list-style-type: none"> • Asked VDoT to look at the timing of the left turn signal from Route 250 to Route 20 	<u>Clerk</u> : Forward comments to VDOT.

<p>North at Pantops. Mr. Sumpter noted that there are a number of traffic concerns in that area. He has a traffic engineer in his office that will be looking into the concerns.</p> <ul style="list-style-type: none"> • Asked about the status of Stony Point Pass. Mr. Sumpter commented that the project needs to be included in the Six Year Road Plan as a regular project. • The convex mirrors on Polo Grounds Road have been working nicely, but VDoT is not totally happy with one of the angles, because there is still a blind spot. 	
<p>9. Appeal: SDP-2006-081. Black Cat Road Service Station Preliminary Site Plan Waiver Requests, Tax Map 94, Parcels 38 and 39).</p> <ul style="list-style-type: none"> • DEFERRED request, by a vote of 6:0, until July 11, 2007, at the applicant's request. 	<p><u>Clerk:</u> Schedule on July 11, 2007 agenda.</p>
<p>10. Piedmont Virginia Community College Annual Report, Dr. Frank Friedman.</p> <ul style="list-style-type: none"> • RECEIVED. 	
<p>11. Commission on Children and Families Annual Report.</p> <ul style="list-style-type: none"> • RECEIVED. 	
<p>12. Strategic Plan Biannual Report, Lori Allshouse.</p> <ul style="list-style-type: none"> • RECEIVED. 	
<p>13. Public hearing to amend the ACSA Jurisdictional Area Boundary to provide water and sewer service to Tax Map 55, Parcels 51 and 51A, located in the Crozet Development Area (Bowen property).</p> <ul style="list-style-type: none"> • APPROVED, by a vote of 6:0, the request to extend public water and sewer service to Tax Map 55, Parcels 51 and 51A. 	<p><u>David Benish/Amy Arnold:</u> Notify applicant.</p>
<p>14. Update on Environmental Assessment for Runway Extension Project and Airport Transportation Enhancement Program, Bryan Elliott.</p> <ul style="list-style-type: none"> • RECEIVED. 	
<p>15. Proposed Sallyport Design at County Court House, Sheriff Robb and Jim Camblos.</p> <ul style="list-style-type: none"> • APPROVED, by a vote of 4:2, the alternative proposal and additional allocation of \$113,000 for construction of the Circuit Court building Sallyport project. 	<p><u>OMB:</u> Include in appropriation request. <u>George Shadman/Ron Lilley:</u> Proceed as approved.</p>
<p>16. Closed Session.</p> <ul style="list-style-type: none"> • At 12:33p.m., the Board went into closed session to consider appointments to Boards, Committees, and Commissions, to consider the acquisition of real property for a potential park facility, to consult with legal counsel and staff regarding matters of probable litigation relating to a construction contract and an agreement related to a construction contract, and, to consult with legal counsel and staff regarding specific matters regarding specific matters requiring legal advice relating to an inter-jurisdictional agreement. 	
<p>17. Certify Closed Session.</p> <ul style="list-style-type: none"> • At 2:15 p.m., the Board reconvened into open 	

	session and certified the closed session.	
18.	<p>Appointments.</p> <ul style="list-style-type: none"> • APPOINTED Carolyn Lawlor to the Commission on Children and Families with said term to expire June 30, 2008. • REAPPOINTED Ann Mallek to the CHART Advisory Committee with said term to expire April 3, 2010. • REAPPOINTED Eric Bryerton to the Route 250 West Task Force with said term to expire April 4, 2010. 	<u>Clerk:</u> Prepare appointment/reappointment letters, update Boards and Commissions book, update webpage, and notify appropriate persons.
19.	<p>ZMA-2005-017 Biscuit Run, Referral to Planning Commission.</p> <ul style="list-style-type: none"> • REFERRED ZMA-2005-017, by a vote of 6:0, back to the Planning Commission. Requested that the Commission to look at transit funding/usage, and suggested the applicant look at how they may do something for their own locally generated transit system. 	<u>Planning:</u> Reschedule for consideration by Planning Commission.
	<p>From the Board: Committee Reports and Matters Not Listed on the Agenda. <u>Sally Thomas:</u></p> <ul style="list-style-type: none"> • One of her constituents complained about the noise of a train whistle. Asked if the Board was interested in doing anything about it. The Board had no interest in doing so. 	
	<p>Recess.</p> <ul style="list-style-type: none"> • At 2:48 p.m., the Board recessed. 	
20.	<p>Reconvene and Call to Order.</p> <ul style="list-style-type: none"> • Meeting was called to order at 6:00 p.m. by the Chairman, Mr. Boyd. All BOS members were present. Also present were Bob Tucker, Larry Davis, Ella Carey, and Meagan Hoy. 	
23.	<p>PUBLIC HEARING to receive comments on Recommended Operating and Capital Budgets for FY 2007/2008.</p> <ul style="list-style-type: none"> • HELD. 	
24.	<p>PUBLIC HEARING on Proposed FY 2007 Tax Rates.</p> <ul style="list-style-type: none"> • HELD. 	
25	<p>Adjourn to March 12, 2006, Room 235, 1:00 p.m.</p> <ul style="list-style-type: none"> • The meeting was adjourned at 10:34 p.m. 	

/ewc

Attachment 1 – Proclamation recognizing National Library Week

Attachment 2 – Proclamation recognizing Fair Housing Month

Attachment 3 – VNDIA Resolution

Attachment 4 – Resolution – Personnel Policy P-23

**NATIONAL LIBRARY WEEK
APRIL 15 – 21, 2007**

- WHEREAS,** *our nation's public, academic, school and specialized libraries transform their communities; and*
- WHEREAS,** *libraries play a vital role in supporting the quality of life in their communities; and*
- WHEREAS,** *librarians are trained professionals, helping people of all ages and backgrounds find the resources they need to live, learn and work in the 21st century; and*
- WHEREAS,** *libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning; and*
- WHEREAS,** *libraries bring you a world of knowledge both in person and online; and*
- WHEREAS,** *libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the “digital divide;” and*
- WHEREAS,** *libraries, librarians, library workers and supporters across America are celebrating National Library Week with **The Campaign for America’s Libraries.***
- NOW, THEREFORE,** *be it resolved that I, Kenneth C. Boyd, Chairman of the Board of Supervisors of Albemarle County, proclaim*

April 15-21, 2007

as

NATIOAL LIBRARY WEEK

and encourage all Albemarle County residents to visit the library this week to take advantage of the wonderful library resources available and to thank their librarians and library workers for making information accessible to all who walk through the library’s doors. Come see why now is the perfect time to come together at your library.

Signed and sealed this 4th day of April, 2007.

FAIR HOUSING MONTH

WHEREAS, *April 2007, marks the thirty-ninth anniversary of the passage of the Fair Housing Act of 1968, which sought to eliminate discrimination in housing opportunities and to affirmatively further housing choices for all Americans; and*

WHEREAS, *the ongoing struggle for dignity and housing opportunity for all is not the exclusive province of the Federal government; and*

WHEREAS, *vigorous local efforts to combat discrimination can be as effective, if not more so, than Federal efforts; and*

WHEREAS, *illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all;*

NOW, THEREFORE, BE IT RESOLVED,

that in the pursuit of the shared goal and responsibility of providing equal housing opportunities for all men and women, the Board of County Supervisors of Albemarle County, Virginia, does hereby join in the national celebration by proclaiming

APRIL, 2007
as
FAIR HOUSING MONTH

and encourages all agencies, institutions and individuals, public and private, in Albemarle County to abide by the letter and the spirit of the Fair Housing law.

Signed and sealed this 4th day of April, 2007.

**RESOLUTION AUTHORIZING SUBMISSION OF
VIRGINIA MILITARY STRATEGIC RESPONSE FUND APPLICATION AND VIRGINIA MILITARY
STRATEGIC RESPONSE FUND AGREEMENT WITH THE VIRGINIA NATIONAL DEFENSE
INDUSTRIAL AUTHORITY**

Organization Name: County of Albemarle

Name of Organization’s Principal Executive Officer or Equivalent: Robert W. Tucker, Jr., County Executive

The undersigned, the duly elected or appointed principal executive officer or official of the above named organization, hereby certifies that the organization’s governing body has determined that the organization has the legal authority to take the following actions and that it has adopted the following resolutions and that such resolutions remain in full force and effect as of the date of this certificate:

RESOLVED, that the organization is hereby authorized to submit to the Virginia National Defense Industrial Authority (Authority), a Virginia Military Strategic Response Fund Application (Application) and to enter into a Virginia Military Strategic Response Fund Agreement (Agreement) with the Authority;

RESOLVED, that the below listed officers/managers/officials of the organization be, and each of them hereby is, authorized to execute and deliver the Application and the Agreement in the name of and on behalf of the organization as well as such other agreements and documents as are contemplated by the Application and the Agreement or are otherwise necessary in connection with the Application and/or Agreement, as any such officer, manager or official shall deem appropriate;

<u>Robert W. Tucker, Jr.</u>	<u>County Executive</u>	_____
Name	Title	Signature

<u>Thomas C. Foley</u>	<u>Assistant County Executive</u>	_____
Name	Title	Signature

RESOLVED, that all actions previously taken or that will be taken by any officer, manager, official, employee or agent of the organization in connection with or related to the matters set forth in or reasonably contemplated by the foregoing resolutions be and each of them hereby is, adopted, ratified and confirmed and approved in all respects. I further certify that the information set forth in the Application is true and correct in all material respects.

Sign: _____
Print Name: Robert W. Tucker, Jr.
Title: County Executive
Date: _____

RESOLUTION

WHEREAS, the County of Albemarle Personnel Policy Manual has been adopted by the Board of Supervisors; and

WHEREAS, the Board desires to adopt a revised personnel policy changing the probationary period of firefighters from six months to twelve months.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of Albemarle County, Virginia, hereby adopts Personnel Policy P-23, Performance Review, of the County of Albemarle Personnel Policy Manual, as attached hereto and incorporated herein, effective April 4, 2007.

§P-23

COUNTY OF ALBEMARLE
PERSONNEL POLICY

§P-23

PERFORMANCE REVIEW

The Board believes that the primary purpose of a performance review is to inform employees about their abilities, contributions, and level of performance, and to offer constructive help as to how they might improve.

The Board endorses a regular system of performance reviews and recognizes that this system is designed to:

- A. Maintain or improve each employee’s job satisfaction by showing an interest in his/her development.
- B. Serve as a systematic guide in planning further improvement in job performance.
- C. Assure a considered opinion of an employee’s performance.
- D. Assist in determining and recording special talents, skills, and/or deficiencies.
- E. Provide an opportunity for each employee to discuss concerns about his/her job.
- F. Assemble data for use as a guide for such purposes as wage adjustments, promotions, training opportunities, disciplinary action, reassignment, and dismissal.

PERSONNEL

§P-23 PROCEDURE FOR COMPLIANCE FOR PERFORMANCE REVIEW

- A. Probationary Terms – The probationary term is a six-month period of continuous employment in one position during which every new employee shall demonstrate his/her ability to perform the job. Police Officers who have no previous experience in Virginia Law Enforcement, Firefighters, and Communication Officers and Supervisors of the Emergency Operations center serve a twelve-month probationary period. If this performance is not satisfactory, the employee may be released without further obligation. During the probationary period, the supervisor will meet with the new employee at the end of the third and sixth month in order to provide input about the employee's progress. The probationary performance review must be of an overall satisfactory rating for an employee to become a permanent staff member.

At the supervisor's request (made to the Director of Human Resources), an employee's probationary period may be extended if he misses 10% or more of the available work time, due to an illness or temporary disability, during the probationary period. This extension shall be for no more than the number of work days the employee was absent.

Employees who are promoted into positions in higher pay ranges may be required, by the supervisor, to serve an additional probationary period. If unsuccessful in completing this probationary period, the employee will be considered for any vacancies that occur in his previous job classification.

Likewise, an employee who has moved voluntarily to a lower pay grade, may be required by his supervisor to complete an additional probationary period. If unsuccessful in completing this subsequent probationary period, the employee will be considered for any vacancies for which he is qualified.

Employees who are promoted into positions in higher pay ranges, or who voluntarily move to positions in lower pay ranges, shall not be entitled, upon successful completion of a subsequent probationary period, to a salary increase at that time.

- B. Each permanent employee shall receive an annual performance review by May 15th of each year unless specific reasons are given to the employee, in writing, for an extension. The performance review will be conducted by the department head or designee. Reviews of performance may be conducted on a more frequent basis when desirable. However, in no case will the review be held less frequently than once a year.
- C. Unsatisfactory Evaluation – A classified employee who receives an overall unsatisfactory evaluation will be re-evaluated in three months in order to assess progress shown by the employee. An employee who receives two consecutive overall ratings of unsatisfactory may be subject to dismissal. It shall remain the responsibility of the department head/designee to point out in writing specific areas of weakness and to suggest constructive ways to improve job performance.
- D. Performance reviews will be made on forms provided by the Human Resources Department, and a signed copy will be included in the employee's personnel file. A copy will also be given to the employee.

Amended: August 7, 1996; April 4, 2007