



# Annual Report to the Citizens

*Serving our community; exceeding expectations!*

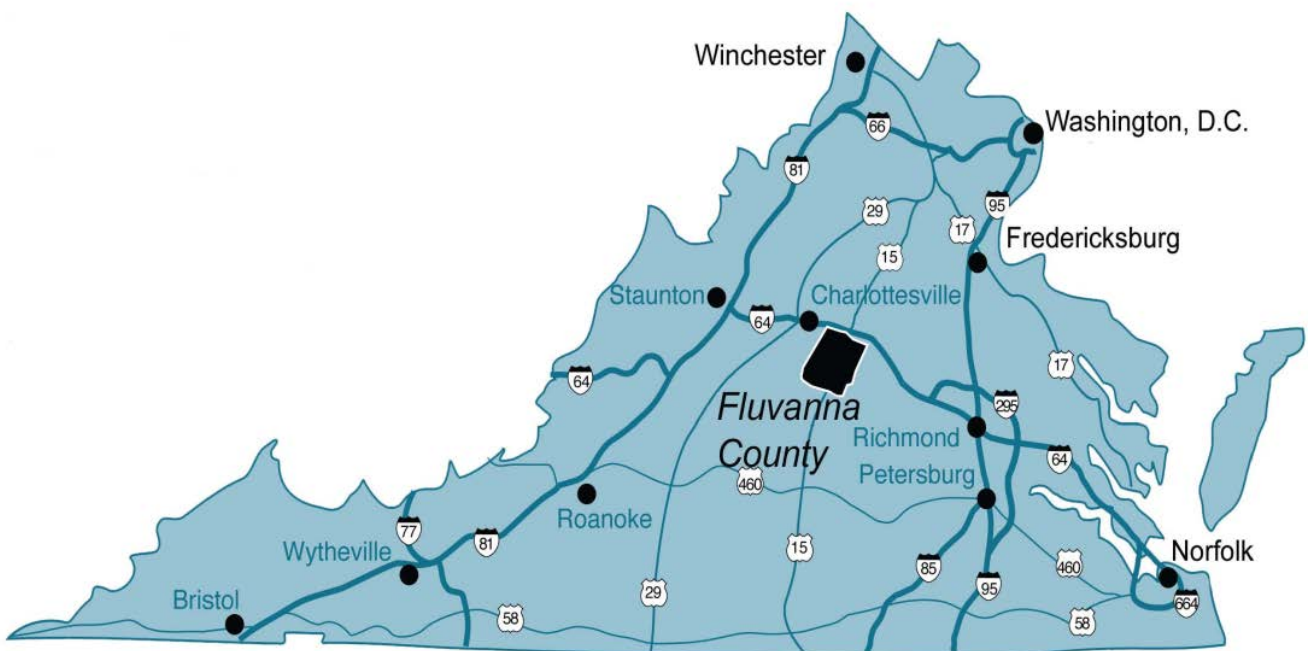
**Fiscal Year 2014**  
(July 1, 2013 – June 30, 2014)

*Fluvanna was defended by six militia companies during the Revolutionary War. The county was invaded by British forces in 1781 when the Point of Fork Arsenal was destroyed.*

# Acknowledgments

This Fiscal Year 2014 Annual Report to the Citizens was created by the Fluvanna County administration staff in cooperation with all County agencies and departments. Special thanks to Dr. Jackie Meyers, CSA Coordinator, Jason Smith, Parks & Recreation Director, and Cheryl Wilkins, Emergency Services Coordinator, for their significant contributions to the design, coordination, and compilation efforts on this project.

*Steve Nichols*  
County Administrator  
January 2015



*There were numerous successful gold mines located in the eastern half of the county during the 1830's.*

## Table of Contents

SECTION	Page	SECTION	Page
<u>Acknowledgments</u>	1	<b>DEPARTMENTS AND AGENCIES (cont.)</b>	
<u>County Administrator's Message</u>	3	<u>Fluvanna County Public Schools</u>	27
<u>Fluvanna County Strategic Initiatives</u>	3	<u>Health Department</u>	29
<u>County Organization</u>	4	<u>Human Resources</u>	31
<u>Fluvanna County Mission and Vision</u>	4	<u>Information Technology</u>	32
<u>Board of Supervisors (BOS)</u>	5	<u>Library</u>	33
<u>Other Elected County Officials</u>	6	<u>Parks &amp; Recreation</u>	34
<u>Facts &amp; Statistics</u>	7	<u>Planning &amp; Zoning</u>	35
<u>Special Achievements &amp; Recognitions</u>	9	<u>Planning Commission</u>	36
<b><u>DEPARTMENTS AND AGENCIES</u></b>	12	<u>Board of Zoning Appeals</u>	36
<u>Administration</u>	13	<u>Public Works</u>	37
<u>Building Inspections</u>	14	<u>Registrar/Board of Elections</u>	39
<u>Clerk of the Circuit Court</u>	15	<u>Sheriff's Office</u>	41
<u>Commissioner of the Revenue</u>	16	<u>Social Services</u>	44
<u>Commonwealth's Attorney</u>	17	<u>Treasurer</u>	47
<u>Comprehensive Services Act (CSA)</u>	18	<b><u>OTHER REPORTS &amp; INFORMATION</u></b>	48
<u>Cooperative Extension</u>	19	<u>Financial Information</u>	49
<u>Economic Development</u>	21	<u>Boards &amp; Commissions</u>	51
<u>Emergency Management</u>	22	<u>Emergency Preparedness</u>	52
<u>Finance</u>	23	<u>Public Service Information</u>	53
<u>Fire and Rescue Services</u>	24	<u>Key Phone Numbers</u>	54

***Did you know...?*** Fluvanna County has more than 35 boards, commissions, and committees on which citizens can serve.

# a message from the County Administrator

Have you signed up for **FAN Mail?**  
(Fluvanna Area News)  
Visit [www.fluvannacounty.org](http://www.fluvannacounty.org)



Dear Citizens,

On behalf of the Board of Supervisors, Constitutional Officers, other elected officials, and the dedicated staff of Fluvanna County Government, I hereby submit this inaugural edition of the Annual Report to the Citizens.

The fiscal year which ended June 30, 2014, included many challenges, but we also accomplished a great deal on your behalf. This report covers many of the core services we provided for county residents, as well as special projects undertaken over the past year to improve our service, efficiency, and effectiveness.

While keeping our commitment to ensure a strong financial position, the County continued to maintain and enhance critical services and invest in the County's deteriorating infrastructure, while supporting the educational and quality of life assets and organizations valued by the residents of Fluvanna County. The additional funding that was required to support core programs, provide adequate human service program support to our citizens, and prepare for needed infrastructure projects can, over time, lead to a more equitable balance in our County's tax base.

I hope you find this annual report informative and useful. Your County staff is dedicated to serving our community and *exceeding expectations!*

**Steve Nichols**

## BOARD OF SUPERVISORS' 2014-2015 STRATEGIC INITIATIVES

**1 - FOSTER ECONOMIC WELL-BEING** -- Capitalize on Fluvanna County's location, heritage, healthy mix of assets, and natural resources to grow, diversify and strengthen the economic well-being of county citizens and businesses.

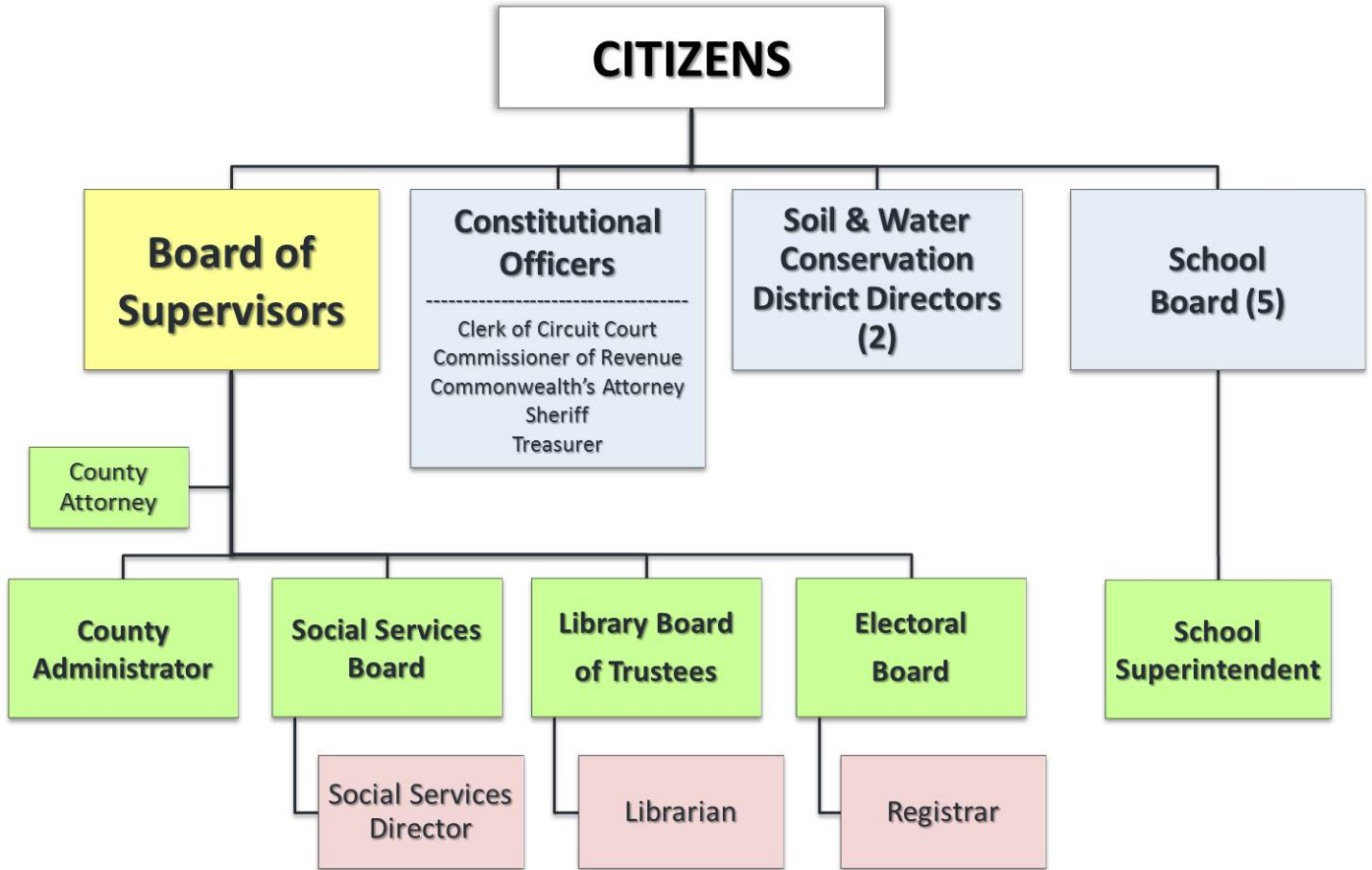
**2 - PRACTICE GOOD GOVERNANCE** -- Good governance means focusing on the county's mission, performing defined roles and government functions effectively and being accountable to the citizens of Fluvanna County.

**3 - STRENGTHEN COMMUNITY PARTNERSHIPS** -- To be effective, the Fluvanna County BOS must have a positive and interactive relationship with county residents and must be committed to assisting residents gain a greater understanding of their county government.

**4 - FUND THE FUTURE** -- To make the future happen in Fluvanna County will require a commitment to identifying and utilizing the range of county revenue options authorized by the Commonwealth of Virginia.

The Pleasant Grove House Museum  
and Welcome Center opened in  
October 2014

# County Organization



## FLUVANNA COUNTY MISSION

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the delivery of competitive public services and programs in an efficient and effective manner.



## VISION

Fluvanna County...The heart of central Virginia  
and your gateway to the future.

*A great place to live, learn, work, and play!*

# Board of Supervisors

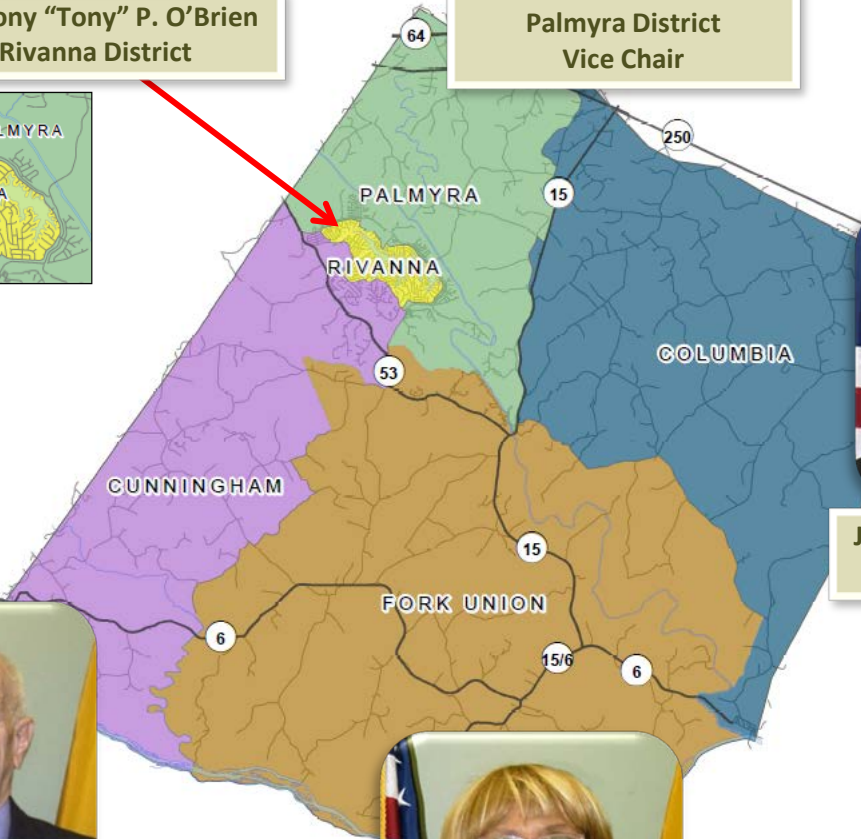
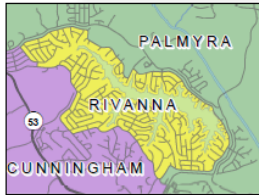
*Supervisors are elected to four year terms of office.*



**Anthony "Tony" P. O'Brien**  
Rivanna District



**Robert "Bob" Ullenbruch**  
Palmyra District  
Vice Chair



**John M. "Mike" Sheridan**  
Columbia District



**Donald W. Weaver**  
Cunningham District



**Mozell H. Booker**  
Fork Union District  
Chair

Mozell Booker	Fork Union	mbooker@fluvannacounty.org	(434) 842-3311
Bob Ullenbruch	Palmyra	rullenbruch@fluvannacounty.org	(434) 987-9764
Mike Sheridan	Columbia	mikesherdan@fluvannacounty.org	(434) 906-2133
Tony O'Brien	Rivanna	tobrien@fluvannacounty.org	(434) 242-1659
Donald Weaver	Cunningham	dweaver@fluvannacounty.org	(434) 286-2687

All terms of office are four years, except the Clerk of the Circuit Court which is eight years.

# Other Elected County Officials

## CONSTITUTIONAL OFFICERS



**Bouson E. "B.E." Peterson**  
Clerk of the Circuit Court



**Andrew M. "Mel" Sheridan**  
Commissioner of the Revenue



**Jeffery W. Haislip**  
Commonwealth's Attorney



**Eric B. Hess**  
Sheriff



**Linda H. Lenherr**  
Treasurer

## SCHOOL BOARD



**Camilla Washington**  
Columbia District  
Chair



**Brenda Pace**  
Palmyra District  
Vice Chair



**Bertha Armstrong**  
Fork Union District



**Carol Tracy Carr**  
Rivanna District



**Charles Rittenhouse**  
Cunningham District

## THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT BOARD MEMBERS

Not Available

**Thomas Pratley**

Not Available

**Robert Parrish**

# Facts & Statistics



*Fluvanna has 14 Historic Sites on the State & National Registers*

## Key Information

Date Established	1777
County Seat	Palmyra
Total County Area	282 square miles (180,484 acres)
Elevation Above Sea Level	200 - 550 feet
Major Roadways	Interstate 64 U.S. Route 15 U.S. Route 250 State Route 6 State Route 53
Major Waterways	James River Rivanna River Hardware River Byrd Creek Cunningham Creek Mechunk Creek Lake Monticello
Major Communities	Columbia Fork Union Kents Store Lake Monticello Palmyra Scottsville Zion Crossroads

## Demographics

Population (2010)	25,691
Number of Households	9,449
Average Household Size	2.58
Average Family Size	2.96
Median Age	41.1
Residents under 18 years of age	5,918 (23%)
Residents 65 years of age & older	4,022 (15.7%)
Median Household Income *	\$72,936
People Below the Poverty Level *	6.4%
People 25 years or older with a Bachelor's Degree *	24.1%
Mean Travel Time to Work *	30.9 mins

\* 2008-10 ACS Survey

## Our History

Point of Fork Arsenal Destroyed	1781
Town of Columbia Incorporated	1788
Old Stone Jail Erected	1828
First Courthouse Built at Palmyra	1830
Historic Sites on the State & National Registers	14
Conservation & Historic Easements	31
Acreage Protected by Conservation & Historic Easements	Almost 12,500



*Fluvanna County is centrally located to every major city and urban area in Virginia.*

## Facts & Statistics (cont.)

Housing Information	
Housing Units	10,462
Occupied Housing Units	9,462 (90.4%)
Vacant Housing Units	1000 (9.6%)
Owner-Occupied Housing Units	8,094 (85.5%)
Renter-Occupied Housing Units	1,368 (14.5%)
Number of Homes Sold in 2013	350
Average Home Sales Price in 2013	\$212,183

School System Facts	
Elementary Schools	3
Middle Schools	1
High Schools	1
Public School Enrollment (Sep 2014)	3,727
Kindergarten Students	275
12 <sup>th</sup> Grade Students	242
Student/Teacher Ratios:	
Elementary (K)	1:19
Elementary (1-2)	1:21
Elementary (3-4)	1:24
Middle (5-7)	1:23
High School (8-12)	1:26

Miscellaneous Facts	
Palmyra to Charlottesville	21 miles
Palmyra to Richmond	62 miles
Palmyra to Washington, D.C.	117 miles
Zion Crossroads to Bremo Bluff	23 miles
Scottsville to Columbia	23 miles
Total Number of Traffic Signals	1
Miles of Primary Roads	102
Miles of Secondary Roads	577
Pleasant Grove Park	969 acres
Hardware River Wildlife Mgmt Area	1,034 acres
Average January Temperature	37.5°F
Average July Temperature	77.9°F
Average Annual Rainfall	42.6"
Average Annual Snowfall	14.4"



## Special Achievements & Recognitions

*New external signage was installed for all County buildings in 2013/14.*

- ✓ The Board of Supervisors adopted a new county Mission, Vision, and Strategic Initiatives Plan.
- ✓ The Board of Supervisors elected Mozell Booker as their 2014 Chairperson, the first woman to hold that post.
- ✓ Standard & Poor's Financial Rating Service upgraded Fluvanna County's credit rating from AA- to AA.
- ✓ Dr. Jackie Meyers, our CSA Coordinator penned multiple articles in the recently published book, "Wet Nose Therapy, A Tribute to Dogs and Those Who Rescue Them."
- ✓ Fluvanna Fire Company 1 (Palmyra) achieved an Insurance Service Office (ISO) higher rating of 8B. Anyone within a 5 mile radius of the Co. 1 station may be eligible for a reduction in insurance premiums for fire coverage.
- ✓ Through a contract with UVa, Fluvanna County added EMS contract personnel to augment our rescue services from 6 am to 6 pm, seven days a week.
- ✓ Public Works staff members, Anthony Tanner and Greg Sawyer, completed Small Engine and Equipment Repair at PVCC.
- ✓ Public Works staff, Robert Bryant, Anthony Tanner, Greg Sawyer, and Nerell Rush, completed the PVCC "Pruning" course – Pruning shrubs & trees, and general woody plant care.
- ✓ The Fluvanna Community Garden, working with FCPR, VCE and Extension Master Gardeners donated 1578 lbs. of produce to MACAA.
- ✓ Expanded county-wide senior services in conjunction with the Jefferson Area Board for Aging and other community partners.
- ✓ Created new "Spotlight on Business in Fluvanna" feature in County Administrator reports to BOS.
- ✓ Volunteers and our EMS contract crews answered 1902 fire calls and 2697 EMS calls of the total 6,144 emergency calls to our E911 Center.
- ✓ Fluvanna County cares about our seniors! The Partnership for Aging Committee created a new Senior Services and Resources web page to assist seniors, and their families, friends, and care givers in finding needed resources.

*Texas Jack Omohundro, a notable frontier scout, actor, and cowboy, was born on the Pleasure Hill farm in Palmyra.*

## Special Achievements & Recognitions (cont.)

- ✓ A Voluntary Contributions Policy was approved to allow individuals to make personal, tax deductible donations to certain county and school system operations.
- ✓ The Rivanna Master Naturalists program, affiliated with VCE, have been working hard with FCPR at Pleasant Grove developing the renaturalization plan, resulting in many acres restored for wildlife habitat and public trails.
- ✓ A deer hunt was held at Pleasant Grove to help control deer numbers, and provided outdoor recreation opportunities for handicapped hunters.
- ✓ The Board of Supervisors adopted a Board Code of Ethics.
- ✓ The Board of Supervisors approved a plan to complete real estate assessments every two years, beginning in 2014.
- ✓ Parks & Recreation, in collaboration with local citizens, established a 7<sup>th</sup> Grade-level Local Youth Football Team.
- ✓ Completed comprehensive review of county water infrastructure options to support BOS decision making.
- ✓ Completed water and sewer supply agreements with the Department of Corrections to support water and sewer needs in the Zion Crossroads Community Planning Area.
- ✓ “Staff Stars and Community Efforts” highlighted in each County Administrator’s update during Board of Supervisor meetings; information also posted on county website.
- ✓ Utilized Central Virginia Regional Jail Community Inmate Workforce Program for numerous clean-up and maintenance projects, saving both staff time and county funds.
- ✓ Fork Union Sanitary District staff successfully completed multiple emergency repairs of the system’s aging water lines.
- ✓ Fluvanna to Hold Geographic Bee - The Geographic Bee is designed to motivate students to learn about the world and how it works. The schools have begun to share the opportunity with students and offer information about preparing for the contest and sharing resources. All participating students will take a written qualifying test. The top students at each school will compete in a live competition.

## Special Achievements & Recognitions (cont.)

*A new Park and Ride Lot was established at the Jefferson Centre (near the Palmyra Food Lion).*

- ✓ Eagle Scouts completed numerous projects at Pleasant Grove Park including 2 bridges, 15 park benches, 2 platform bridges, and community garden walking paths.
- ✓ Gary Greenwood, Economics and Personal Finance Teacher at Fluvanna County High School, has earned the Working in Support of Education (W!SE) Gold Star Award. In order to receive this honor, a teacher must achieve a 90 percent pass rate in at least one of his/her classes on either the Fall 2013 or Spring 2014 W!SE Financial Literacy Certification Test. Mr. Greenwood's Economics and Personal Finance classes earned an overall pass rate of 91 percent on the W!SE Certification Test.
- ✓ During the 2013-14 school year, 196 FCHS students earned the W!SE credential.
- ✓ Finance Department received Government Finance Officer Association Certificate of Achievement in Financial Reporting.
- ✓ The Fluvanna Health Department was recently renovated , enabling us to provide more efficient preventive clinic services.
- ✓ Sixteen Fluvanna County High School students have earned AP Scholar Awards in recognition of their exceptional achievement on AP Exams during the 2013-2014 school year.
- ✓ The Board of Supervisors approved in excess of \$3.5M in the Capital Budget for the past 3 fiscal years to repair, replace, and expand County assets.
- ✓ The Fluvanna County Fair, collaboratively run by FCPR, VCE, Farm Bureau and many volunteer groups, was a smashing success in 2014, and will grow in 2015. Join us August 20,21,22 2015!
- ✓ All Lake Monticello Fire Department apparatus installed "state of the art" computer tablet terminals which are capable of receiving GIS mapping, including fire hydrant locations, pre-fire plans, hazardous materials Emergency Response Guides, emergency medical treatment and care guidelines plus many other emergency operation programs.

*Annual September 11<sup>th</sup> Remembrance and Tribute with a piece of steel from the World Trade Center at the Lake Monticello 9/11 Memorial*



# Reports from Departments and Agencies



*Capitalize on Fluvanna County's location, heritage, healthy mix of assets, and natural resources to grow, diversify and strengthen the economic well-being of county citizens and businesses.*

***-- 2014 BOS Strategic Initiative #1***

# Administration

*Created new "Spotlight on Business in Fluvanna" feature in County Administrator reports.*

The County Administrator serves as the administrative head of government for Fluvanna County. As such and under State code § 15.2-1541, the County Administrator is responsible to the Board of Supervisors for the proper management of all the affairs of the locality which the Board has authority to control.

## County Administrator

- Sees that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body or officers subject to the control of the governing body are faithfully executed;
- Makes reports to the governing body from time to time as required or deemed advisable upon the affairs of the locality under his control and supervision;
- Receives reports from, and give directions to, all heads of offices, departments and boards of the locality under his control and supervision;
- Submits to the governing body a proposed annual budget, in accordance with general law, with his recommendations;
- Executes the budget as finally adopted by the governing body;
- Keeps the governing body fully advised on the locality's financial condition and its future financial needs;
- Appoints all officers and employees of the locality, except as he may authorize the head of an office, department and board responsible to him to appoint subordinates in such office, department and board.

## Administrative Assistant / Clerk to the Board of Supervisors

- Coordinates the official meetings of the Board of Supervisors and preserves the minutes and records of the Board.
- Ensures that all meetings are properly advertised and publicized.
- Maintains all official records and documents concerning Board actions.
- Handles inquiries from the public and assists with Board members' calendars.
- Processes all appointments and maintains roster of Board and Committee appointees and their terms.
- Plays an important role in providing quality customer service and communications with customers on behalf of the Board of Supervisors and county government.

### Some Key Stats

Appointments/Reappointments to Boards, Commissions, and Committees	53
FOIA Requests processed	14
BOS Meetings and Work Sessions	28
BOS Public Hearings	15
BOS Proclamations and Resolutions	30
BOS Motions	227
BOS Public Comment opportunities	48

### FREQUENTLY ASKED QUESTIONS

**How may I be placed on the Agenda of a Board of Supervisor's meeting?** Contact the County Administrator's office at (434) 591-1910 to discuss your request.

**How may I apply to receive funding from the County for my project or organization?** Contact the Finance Department at (434) 591-1910, to review the process and requirements for potential funding support from Fluvanna County.

*88 building permits for new homes were issued in 2013, a 13.0% increase from 2012.*

## Building Inspections

The Fluvanna County Building Inspections Department has several functions and responsibilities noted in the County Code. These responsibilities include: the enforcement of the Uniform Statewide Building Code; the enforcement of the Counties Erosion and Sediment Control Ordinance (Chapter Six of the County Code); assisting the Planning Department in the enforcement of portions of the zoning ordinance relating to new construction; and providing the field work for E-911 addresses for new structures.

### CORE SERVICES

- Issue building permits
- Provide code compliance
- Conduct building inspections
- Provide plan reviews
- Provide Erosion and Sediment control compliance



- 88 building permits for new homes were issued in 2013, a 13.0% increase from the 77 permits issued in 2012. This was the second consecutive year of double-digit increases.
- 33 building permits for new homes (37.5%) were issued within designated growth areas.
- 55 building permits for new homes (64.0%) were issued within rural areas.

*The **ONLY** Court in Central Virginia processing Passport applications, and no appointment required!*

# Clerk of the Circuit Court

We exist to serve the citizens of Fluvanna County and the Commonwealth of Virginia and we have the expertise, the technology, the facilities, the experience, the knowledge, the dedication, the devotion, and the work ethic to do so.

## CORE SERVICES

### Circuit Court System

- Cases handled in this Circuit Court are both criminal cases (including felony cases which the Fluvanna County General District Court and the Fluvanna County Juvenile and Domestic Relations District Court cannot try) and civil cases, as well as misdemeanor appeals, traffic appeals, juvenile appeals, adoptions, probation violation cases and so on. Our constant goal and objective is to ensure that our system maintains the fair and impartial administration of Justice for everyone who is involved in our Court system.

*In Calendar Year 2013, we had 369 criminal cases commenced and 175 civil cases. And, in criminal cases, we issued an estimated 303 restitution checks to victims of crimes.*

### Recordation of Records

- We record Deeds, Judgments, Financing Statements and Fictitious Names (unincorporated businesses), and we even record military discharge papers. We have some of the very oldest Deeds in the history of Fluvanna County dating back to the founding of Fluvanna County in 1777 (one year after the start of the Revolutionary War), so our vast collection of historic Deeds, both in handwriting and print and on our computers, is an immense treasure trove for genealogists. Unlike other state Circuit Court offices, our records have NOT been damaged by fire or other disasters.

*The numbers of recorded documents in Calendar Year 2013 are as follows: Deeds: 4,842; Judgments: 803; Financing Statements: 20; and Fictitious Names: 82.*

### Wills and Decedents' Estates

- We Probate Wills and supporting documentation in testate estates and provide recordation of various documentation in intestate estates, which are estates in which decedents died without any Will.

*In Calendar Year 2013, we probated 90 Wills and we recorded 67 Affidavits in decedents' estates not involving the Probate of Wills, for a total of 157 decedents' estates.*

### Licenses and Permits

- We issue Marriage Licenses and Concealed Hand Gun Permits, as well as administering numerous oaths to both elected officials and non-elected officials.

*In Calendar Year 2013, we issued 111 Marriage Licenses and, incredibly enough, we issued 506 CONCEALED HAND GUN PERMITS!*

### Miscellaneous Services

- We qualify Notary Publics by swearing them in and, as a fully licensed agency by Passport Services of the United States Department of State, we process Passport applications.

### Frequently Asked Questions

**How can I look up my Deed (and/or my Plat of Survey)?** We will be glad to help you.

**Can I see the Judge?** You can only appear before the Judge during a scheduled Hearing in open Court.

**How can I get a divorce?** You need to consult with an Attorney.

**Can I get out of Jury duty?** You can be excused from Jury service if you qualify for an exemption as set forth in the Virginia Code.

**Is everything recorded?** No, only what is presented to this Clerk's Office for recordation and which is in proper form and which affects land records.

In Calendar Year 2013, we qualified 53 Notary Publics and we processed an astounding **820 PASSPORT APPLICATIONS!**



Office staff is responsible for the assessment of 29,700+ items of personal property.

# Commissioner of the Revenue

We aim to provide the citizens of Fluvanna County with prompt and professional management of all tax assessment records.

## CORE SERVICES

### Real Estate Assessment

- Responsible for the assessment of new homes, additions to homes and land values of new subdivisions; and keeping current the ownership transfers of real estate by deed and/or will.

*We currently maintain a database of over 15,800 parcels, with a value of over \$2,945,000,000; which currently creates over \$20 million dollars in tax revenue.*

### Personal Property/Business Personal Property Assessment

- The office is also responsible for the annual assessment of taxable personal properties (i.e. vehicles, boats, trailers, and mobile homes) and business property and equipment.

*In 2014 the assessed value was \$193,510,394 creating tax revenue of \$7,948,071.*

### Real Estate Tax Relief for the Elderly and Disabled/ Relief for Veterans

- Real Estate Tax Relief for the Elderly and Disabled/Veterans needs to be applied for annually and can either be done in person or by mail. As part of the application, individuals are required to list their household income and net worth as of December 31st of the previous year.

*Office staff assists in the application process for over 400 citizens annually.*

### Land Use Program

- Virginia law allows eligible land in agricultural, horticultural, forest or open space to be taxed upon the land's value in use (use value) as opposed to the market value. Fluvanna County currently protects the rural character of over 111,000 acres.

*Office staff processes 2200+ revalidation notices annually.*

### GIS Mapping

- Update the County's GIS mapping with new recorded plats and owner information.

### Forms available of the COR webpage:

- Business Personal Property Return Form
- Land Use Valuation Application
- Open Space Contract Application
- Personal Property High Mileage Appeal Form
- Tax Relief for the Elderly and Disabled Application
- Tax Relief for Veterans Application

*Good governance means focusing on the county's mission, performing defined roles and government functions effectively and being accountable to the citizens of Fluvanna County.*

**-- 2014 BOS Strategic Initiative #2**



# Commonwealth's Attorney

Revenue is received from the State Compensation Board to defray the costs of the office.

The Commonwealth's Attorney's office is responsible for providing the Commonwealth of Virginia with legal representation in the form of prosecution of all criminal cases in the Circuit Court, General District Court and Juvenile and Domestic Relations Courts, plus handling many civil penalties and forfeitures.

## CORE SERVICES

### Prepare Criminal Cases Pending in the Courts

- Communication with victims, witnesses and law enforcement.
- Legal research regarding the elements of offenses, plus the admissibility of evidence.
- Subpoena victims, witnesses and law enforcement to appear in court.
- Obtain criminal histories and driving records .

### Provide Criminal Legal Advice

- Advise citizens, law enforcement agencies, social services and magistrates prior to the filing of charges.
- Update legal issues to law enforcement agencies by conducting training classes.
- Serve as Special Prosecutors for cases in other jurisdictions.
- Mentor third year law interns from UVa.
- Mentor Governor School intern students from Fluvanna High School.

### Victim/Witness Services

- Ensure victims are advised of their rights.
- Accompany victims to court.
- Assist victims in restitution requests, protective order requests, filing of Victim Impact Statements, and filing of Criminal Injuries Compensation fund applications, when applicable.
- Explain court procedure and generally acts as an advocate for crime victims and witnesses.

### Administer the Check Enforcement Program

- A free service offered to the merchants of the county; handled through "Bounceback" program.
- Prevent merchants from having to appear in court for bad checks.
- Information on how merchants sign up for the Check Enforcement Program is available in our office.

### Frequently Asked Questions

**Does your office offer private practice services?** The Commonwealth's Attorneys cannot engage in private practice by the laws of the Commonwealth.

**Does your office investigate crimes?** Investigations are handled by the Fluvanna County's Sheriff Office and the Virginia State Police.

**Does your office handle civil cases?** The Commonwealth's Attorney handles limited civil matters such as forfeitures and local ordinances which are authorized by statute.

**Can you recommend an Attorney?** Call the Virginia State Bar Referral Service at 1-800-552-7977 or [www.vsb.com](http://www.vsb.com)

**Do we have court in the historic court house?** No, we use the new court house for all court cases.

Our office employs four employees with 55 years of service to Fluvanna County.

- General District Court - Tuesday
- Juvenile & Domestic Court – 1<sup>st</sup> Monday and every Wednesday
- Circuit Court - Thursday and Friday

We serve an average of 100 youth at all times.

# Comprehensive Services Act (CSA)

The CSA establishes local multidisciplinary teams responsible for working with families to plan services according to each child’s unique strengths and needs and provide funding for those services as part of administering Fluvanna’s CSA program.

## CORE SERVICES

### Equity

- Providing equitable access to quality services when planning for child and family directed care.

*Data: Eligibility Criteria, monthly vendor reports, identifying new service providers.*

### Financial Management

- Maintaining responsible and effective use of public funds in the financing of services for children and their families.

*Data: Child count; services count; average cost per child/service, monitoring expenditures by service, unit cost per child.*

### Partnerships

- Building collaborative partnerships within, and outside of, the community.

*Efforts: Participation in Rural CSA, networking with vendors who service Fluvanna County, building professional relationships with neighboring counties.*

### Coordination

- Provide a coordination function between the Family Assessment and Planning Team (FAPT), the Community Policy and Management Team (CPMT) and case managers as team-based practice.

*Efforts: Scheduling case reviews, notifying parents of meetings and their rights, training, serving as an informational resource, coordinating retreats.*

### Service Planning

- Providing outcome based, evidence directed, effective service planning that is child and family directed.

*Data: Utilization reviews, average length of stay, monitoring average age and CANS assessments.*

### Did you know...?

To date, 600 youth have been served through CSA

## Frequently Asked Questions

**What is CSA?** The Comprehensive Services Act for At-Risk Youth and Families (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

**Is my child eligible?** Yes, if referred by FDSS under foster care prevention, otherwise a child/family must be currently receiving services from two local agencies who have seats at FAPT.

**Can a parent refer their child directly to FAPT?** Yes, contact the CSA Program Manager to be scheduled for FAPT.

# Virginia Cooperative Extension - Fluvanna

*In 2013-14 there were over 3000 educational contacts made in and around Fluvanna County.*

**Virginia Cooperative Extension puts university knowledge into the hands of people.**  
We are credible experts and educators who provide information, education, and tools you can use every day to improve your life.

## CORE SERVICES

### Agriculture and Natural Resources (ANR)

The ANR Agent works on a diverse program basis. One on one farm visits, home and garden consultations, agricultural profitability, farm safety, regional programming in livestock production, community garden, farmers market, over site of Master Gardeners and Master Naturalists.

*In 2013-14 there were over 3000 educational contacts made in and around Fluvanna County. 78 presentations were given and 11 non peer reviewed publications written.*

### 4-H Youth Development

The 4-H Agent works with volunteers, and youth ages 5-19, in an effort to develop youth's life skills through experiential learning in project based clubs and activities.

*There are 10 active 4-H Clubs, with 173 youth enrolled (outside of school programming. Fluvanna has two 4-H Youth serving in state 4-H leadership positions, and youth competing in local, state, regional and national level events.*

### Smart Choices Nutrition Education (SCNEP)

The SCNEP program assistant works with low income clientele to teach healthy eating and food preparation, using WIC, and EBT benefit eligible foods. She works in collaboration with the Va. Department of Social Services.

*The SCNEP program assistant helps with three area mobile food pantries with ~350 people served at each. She is teaching 10 families in partnership with Families Learning Together, collaborating with CHIP and Head Start. She has 218 people enrolled in her program and 1424 contacts.*

### Family and Consumer Sciences (FCS)

Regional FCS Agents work to support the family, by working on topics such as food safety, financial management, early childhood development (under 8 years of age) and nutrition.

*Classes have been offered in and around Fluvanna in ServSafe, Cooking for Crowds, and technical information made available by personal phone call and group sessions on food safety, nutrition and financial management. Agents are located in Louisa and Albemarle County.*



**Pictured at right:**  
**Ida Swenson**  
**July 2014 VCE**  
**Volunteer of the Month**



Virginia Master Naturalists serve as stewards, teachers, and citizen scientists.

## Virginia Cooperative Extension (cont.)



**Fluvanna County 4-H Camp**  
**June 29– July 3, 2014**

Join us for one week of fun at an over-night camp for youth.

**Youth ages 9-13 are eligible to attend.**

Must be 9 by September 30, 2014. Youth who turn 14 after January 1, 2014 are also eligible.

**Registrations accepted until camp fills**

Enjoy morning classes such as:  
Swimming, canoeing, archery, rifle safety, fishing, high and low ropes, outdoor living, nature, sports, theater arts, crafts, cooking, and more.

**Two Afternoon Recreation Periods:**  
Pool open, zip line open, special arts and crafts, special cooking activities, and more!

**Evening Programs:**  
Campfire each night, fun team challenges

**Space Still Available!**

For more information call:  
Kim Mayo  
(434) 591-1950  
or email  
kmayo@vt.edu  
Fluvanna 4-H Agent

**Virginia Cooperative Extension**  
Virginia Tech  
Virginia State University  
www.vce.vt.edu

**Holiday Lake 4-H Educational Center**  
**Appomattox, VA**

### Did you know...?

Extension staff Faye Anderson, Erin Davis, Kim Mayo and John Thompson all live in and serve Fluvanna County. As part of the Virginia Tech, Virginia State University, USDA Land Grant System, we bring the tools and information from those resources to improve our community in Fluvanna County.

### In 2014 Fluvanna Master Gardeners:

- Volunteered 4,048 hours
- Hosted and participated in 438 continuing education hours
- Generated 5,167 educational contacts
- 13 approved projects



### Frequently Asked Questions

**How do I do a Soil Sample?** Instructions are located at <http://pubs.ext.vt.edu/452/452-129/452-129.html>

**What can I do to make money on my property?** Call 434-591-1950 to talk about traditional and niche crops for our region.

**How do I join the 4-H Clubs?** Membership is free! Talk to club leaders or our Agent, 434-591-1950 or go to <http://offices.ext.vt.edu/fluvanna/programs/4h/index.htm>

**When is 4-H Camp?** June 8-12, 2015 is the next scheduled 4-H Junior Camp. Please contact Kim Mayo, 4-H Agent for more information. [kmayo@vt.edu](mailto:kmayo@vt.edu) 434-591-1950

**Can someone teach me to cook?** Yes! Call Faye Anderson to see if you qualify for her services (434-591-1950).

*Created a comprehensive Economic Development and Infrastructure resource document for citizens.*

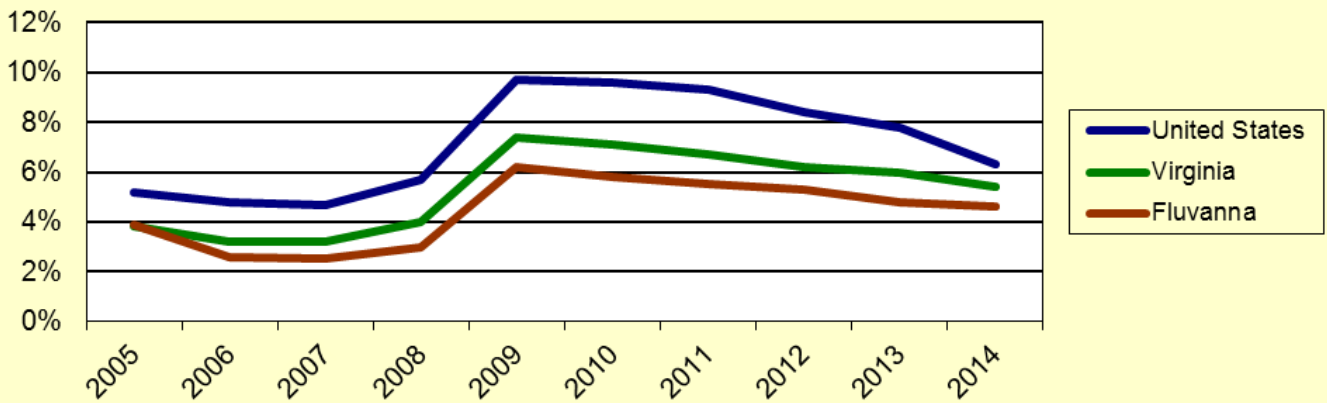
# Economic Development

Community Development is comprised of three departments – Economic Development, Building Inspections, and Planning/Zoning. The departments serve the citizens by providing comprehensive planning, zoning administration, and business recruitment as well as code enforcement and inspections services. Community Development strives to provide service that is efficient, timely and accurate.

## CORE SERVICES

- Business and Commercial Development recruitment
- Provide community outreach for County initiatives
- Works with Board of Supervisors and Economic Development Authority to create vision for growth areas within the County
- Works with new and existing business to provide support and advice.

## Annual Unemployment Rate



Source: Virginia Employment Commission, Local Area Unemployment Statistics

The day to day operations of individual employees is dissimilar. However, for Business Recruitment the team has one mission. That mission is to make the business feel welcome and to show how efficient, easy and quick the processes will be for the various services we provide.

*Created an emergency services web page with seasonal emergency information.*

# Emergency Management

The Emergency Services Coordinator, under the direction of the County Administrator, is charged with maintaining the framework necessary to effectively mitigate against, prepare for, respond to, and recover from both natural and human-caused emergencies. This includes coordinating the overall emergency response within the community. This task is accomplished by way of instituting a "whole community" approach involving government, voluntary organizations, private sector partners, and the public.

## CORE SERVICES

### Emergency Management

- Provide for emergency management planning and response for all Emergency Management functions. (Planning)

### Training & Exercise

- Maintain a comprehensive all-hazards training and exercise program to evaluate and test all aspects of local emergency management systems. (Training/Exercises, Volunteer Recruitment, Training & Retention)

### Preparedness Education

- Develop a "culture of preparedness" in Fluvanna County by providing effective public outreach efforts. (Community Preparedness Education, Community Relationships)

### Partnerships

- Develop and strengthen public-private partnerships for emergency services. (Volunteer Recruitment, Training & Retention, Peer/Community Relationships)

### Data Review & Analysis

- Coordinate collection and review of emergency service response and staffing data; analyze data to identify needs and to drive the decision-making process regarding staffing, response assignments, budgeting, etc.

## Frequently Asked Questions

***If the weather is really bad, will Fluvanna open a shelter?*** The Fluvanna High School was designed to be our emergency shelter when large populations are affected. We open community-centric warming and cooling centers as needed.

***When should we call 9-1-1?*** Call 9-1-1 when it is a TRUE emergency: when it is a life and death situation. Do not call 9-1-1 for non-emergency transportation because you could keep responders from helping someone more needy.

***What are Fluvanna's greatest emergency threats?*** Severe weather storms top the list. Some areas are affected by flooding.

***What should I have in an emergency kit to protect myself and my family?*** Visit our website to learn more about being prepared. (<http://fluvannacounty.org/services/emergency-services/communityresources>)

# Finance

*Conducted online auctions of surplus County equipment resulting in a return of \$40,850.*

The Finance Department is responsible for managing Fluvanna County's budget, capital improvements plan, accounts payable, payroll, procurement, risk management, debt management, grants, accounting and financial reporting. The Finance Department works closely with the County Administrator in preparing the County's annual budget.

## CORE SERVICES

### Operating and Capital Budget

- Manages the Operating Budget, the County's financial foundation for providing daily services to residents.
- Manages the Capital Budget, which includes major expenditures in facilities, new equipment, vehicles, infrastructure and other projects to support ongoing operations and plan for future growth.
- Prepares and utilizes these documents, demonstrates fiscal responsibility to its citizens; maintains sound financial policy and operational guidelines.

### Procurement and Risk Management

- Ensures that the County and its citizens receive the highest quality and best price for all goods and services through a competitive procurement process.
- Protects the assets and funds of Fluvanna County while maintaining a high-level of Procurement and Business Ethics that have been established by the Fluvanna County Procurement Policy and the Virginia Public Procurement Act (VPPA).

### Accounts Payable

- Processes all vendor checks on a bi-weekly basis and in a timely manner in accordance with the State of Virginia's Prompt Payment Act.

### Payroll

- Processes payroll for approximately 200 County employees and Board Members.
- Utilizes Employee Self Service to allow employees to update personal and tax withholding information.
- Institutes a Countywide on-line payroll system.

### Accounting

- Maintains fiscal responsibility for all County funds.
- Responsibly tracks and reports all revenues and expenditures using cutting-edge MUNIS financial software technology to improve performance.
- Explores alternative revenue sources

### *Did you know...?*

- The Finance staff processed \$19,659,246 in Accounts Payable for FY14.
- Fluvanna County received over \$282,000 in grant awards for FY14 (excluding Schools).



*Fluvanna County is served almost entirely by fire, rescue, and water rescue VOLUNTEERS!*

# Fire & Rescue Services

Fire and Rescue Services provide efficient and effective fire suppression, safety education, rescue services and advanced emergency medical care with professionalism, integrity and compassion.

**Emergency fire and rescue services are provided to the county by three nonprofit corporations:**

- Fluvanna Fire operating out of three fire houses in Palmyra, Fork Union, and Kents Store.
- Fluvanna Rescue operating out of three rescue stations in Palmyra, Fork Union, and Kents Store.
- Lake Monticello Volunteer Fire Department and Rescue Squad provides Fire, Rescue, and Water Rescue Services out of facilities located on Slice Road in Palmyra.

## CORE SERVICES

### EMS Services

- Provide quality and timely Emergency Medical Services (EMS) to county residents.

### Fire Protection

- Provide for fire protection and prevention.

### Apparatus/Equipment

- Oversee and maintain necessary apparatus and equipment.

### Emergency Capacity

- Serve in designated capacities during times of emergencies.



Palmyra Rescue Squad

### *Did you know...?*

**Fluvanna Fire and Rescue Association** is the agency responsible for the coordination and provision of the County's fire, rescue, and emergency medical services. The Association is comprised of representatives from the three volunteer fire and rescue organizations located within the county's geographical boundaries.

The Association is charged with overall management of the fire, rescue, and emergency medical services system and is responsible for establishing policies and procedures for all fire, rescue, and medical service operations. The Association serves as the conduit for appropriations by the Fluvanna Board of Supervisors in support of the fire and rescue organizations in Fluvanna County.

### Palmyra Fire Company #1

-- One of our department's strengths has been our duty crews at the station twice a week for over 9 years. These crews are very beneficial to our day-to-day operations because they perform duties around the station, maintain equipment, keep up with fleet maintenance, and do training while being available to run incidents. Most crews (ranging from 6 to 14 members) are there from 6 – 10 each night with some members staying later in the night.

-- Our in-house training, whether one-on-one or in small groups on duty crew nights, also allows review of various skills in addition to putting out fires (extrication, rescues, ladders, water supply, pump operations etc.).

-- In 2015, the crews will be busy equipping two new pieces of apparatus for service, which will add crucial improvement and benefits to our operations.

# Fire & Rescue Services (cont.)

*Fluvanna Fire and Rescue Association is the agency responsible for the coordination and provision of the County's fire, rescue, and emergency medical services.*

Organization	Members
Fluvanna Fire - Palmyra Company #1	37
Fluvanna Fire - Fork Union Company #2	20
Fluvanna Fire - Kents Store Company #3	65
Fluvanna Rescue Squad	5
UVa Medic 5 Crews	Contract
Lake Monticello Fire	69
Lake Monticello Rescue	70
Lake Monticello Water Rescue	58



## Kents Store Fire Company #3

- Received 2 RSAF Grants for over \$7,000 adding much needed equipment to our rescue engine.
- Installed smoke detectors from a smoke detector grant and are working on another grant for additional units.
- Refurbished Attack 30 to replace Brush 30. Old Brush 30 will be returned to the original family.
- Partners regularly with Fluvanna Rescue to provide drivers, when needed.
- Received 25 new sets of Personal Protective Equipment allowing us to outfit all of our members and return borrowed gear to Louisa and Goochland Counties.
- All personnel met NFPA standards for training at their respective level.

## Lake Monticello Fire

- Members responded to ~600 calls for service in Fluvanna County and Lake Monticello.
- Members compiled 2,469 hours of firefighting, EMS and apparatus training .
- LMFD has taken delivery of a new rescue Engine 51, a 2015 Pierce, Impel, with a 1500 gpm pump, 45 gal foam tank and a full complement of firefighting and rescue/extrication equipment.
- 12 new students enrolled in Firefighter 1 class which was hosted by LMFD.
- LMFD members participated in over 100 hours of public education and fire prevention instruction.
- A new Command Car 50 was placed in service, which is a mobile command post where the incident commander can monitor and direct all emergency services operations.
- A "I am Responding" computer program was installed which allows members dial a pre-programmed telephone number into their personal cell phones alerting Officers, drivers and other firefighters that they are responding to the firehouse and incident scene, thereby cutting down on radio traffic. This application is displayed on several large screen televisions throughout the firehouse.



*The new Fork Union Fire Station was dedicated in October 2013.*

# Fire & Rescue Services (cont.)



### Fork Union Fire Company #2 –

The new Fork Union facilities were completed in 2013 and an open house and dedication was held in October 2013.

### Lake Monticello Rescue

Currently 45 active members; approximately 3700 volunteer hours. Busiest day is Friday.

#### Average times:

- From Call to enroute – 3:47 minutes
- Station to on-scene – 9:54 minutes
- On-scene time – 19 minutes
- Time to hospital – 26 minutes
- Time spent at hospital before returning – 21 minutes
- Total call takes 1 hr 21 minutes (from tone to return to station)

Since Medic5 crew came onboard, LM Rescue has decreased their overall call time by 40 minutes.



Lake Monticello Rescue Squad



Lake Monticello Water Rescue Squad  
Pictured: John Lye in action

### Lake Monticello Water Rescue and Dive Team – 58 members

- Responded to 19 requests for service so far in 2014, including standbys for public events and assisting the VA State Police in an evidence search.
- Training was held twice a month, and usually averaged 7 - 9 members at each training, with greater attendance at various training classes that we hosted, as well as short trainings at each business meeting, for a total of well over 1,900 man-hours of training so far this year.

# Fluvanna County Public Schools

All Fluvanna County Public Schools are fully accredited, one of only 22 School Divisions in the State.

The mission of Fluvanna County Public Schools is to provide quality education whereby all students acquire the skills, knowledge, and values necessary to develop into responsible and productive citizens of the 21<sup>st</sup> century.



Gena Keller, FCPS Superintendent

## STRATEGIC PRIORITIES

**Priority One: Fluvanna County Public Schools will provide a meaningful education for the whole child, for every child.**

- Providing a quality education that considers the socio-emotional development of children, their unique backgrounds, and their need to thrive in an ever changing 21<sup>st</sup> century is of utmost importance to our school system.

**Priority Two: Fluvanna County Public Schools will establish a culture that is safe and nurturing, allows responsible change, and builds confidence in all stakeholders.**

- By prioritizing the need for approachable leaders in our school system, staff are encouraged to share ideas, input, and become part of a solution-focused organization.

### ***Did you know...?***

*FCPS consists of one primary school, two elementary schools, one middle, and one high school. An alternative program is available to all students as applicable and based on their needs.*

**Fluvanna Continues to Surpass National Average in SAT Results - October 2014**

**Fluvanna Surpasses 2014 State On-Time Graduation Rate**

**The Athletics and Activities Department continues to offer opportunities for competitive sports and activities, despite limited resources.**

Please visit our website and thank  
you for your support of our schools!  
[www.fluco.org](http://www.fluco.org)

## Fluvanna County Public Schools (cont.)

### Frequently Asked Questions

***What is the best way for me to get information related to how my child is doing in school?***

Always start with your child's teacher. Teachers are excellent resources for you. Counselors and administrators should be able to assist you, as well.

***What are the procedures related to determining whether school is going to close as a result of inclement weather?***

Many school personnel, including the supervisor of transportation, work closely with VDOT to determine the conditions of our roads. Fluvanna consists, primarily, of secondary roads that, more often than not, go untreated when inclement weather is forecast or occurs. Ultimately, we will not compromise the safety of our children nor our staff.

***How do you get on the school board?*** The Fluvanna County School Board is an elected board and serves 4 years on staggered schedules. Citizens who are interested in running for the school board will need to contact the local registrar for additional information as to the process.

***How are schools funded?*** Schools get funding from the Federal, State, and Local Government. The Board of Supervisors appropriates the funds for their use, including projected revenue.

***How can parents be involved?*** Each school has a parent organization that invites our parents to be involved. In addition, the superintendent has a Parent Advisory and Outreach Council that meets approximately every other month.



*Approximately 90% of our students enroll in a post-secondary 2- or 4-year college, enlist in the military and/or continue their education in another realm.*

# Health Department

*Fluvanna is ranked 12th out of 133 localities for healthiest in Virginia.*



Your Fluvanna County Health Department promotes healthy lifestyle choices that help combat chronic disease, educates the public about threats to their health, provides preventive health services, and prevents and controls communicable disease outbreaks through permitting residential septic systems, regulation of publicly-served food, and tracking and investigating communicable diseases that occur in the community. For more information about our programs and services, visit [www.tjhd.org](http://www.tjhd.org).

## CORE SERVICES

### Environmental Health Program

- Permits food service establishments, private wells, and sewage disposal systems.
- Assists with communicable disease outbreak investigations and emergency preparedness and response activities.
- Assists local government with controlling animal rabies.
- Provides referrals or information to respond to other environmental health concerns.

### Communicable Disease Program

- Provides immunizations to residents of all ages, including those immunizations recommended and required for children.
- Provides assessment, guidance and training for health care, schools, and childcare providers.
- Monitors for the occurrence of reportable and emerging diseases or suspected outbreaks of illness.
- Provides recommendations and guidance to prevent the spread of communicable diseases.
- Investigates outbreaks of disease and other public health emergencies.
- Provides testing and treatment for sexually transmitted infections.

### Chronic Disease Prevention Programs

- Assesses residents at risk of nursing home placement and plans care in facility or in the community.
- Provides public education, promotion, and prevention activities such as obesity prevention, healthy lifestyle promotion, community health assessments to monitor disease prevalence and environmental factors, and tobacco cessation.



### Fluvanna County Health Department

Route 15, County Office Building,  
PO Box 136, Palmyra, VA 22963

Hours : 8:00 AM - 4:30 PM, Monday-Friday

### Health Services:

Ph: (434) 591-1960

### Environmental Health/Vital Records:

Ph: (434) 591-1965

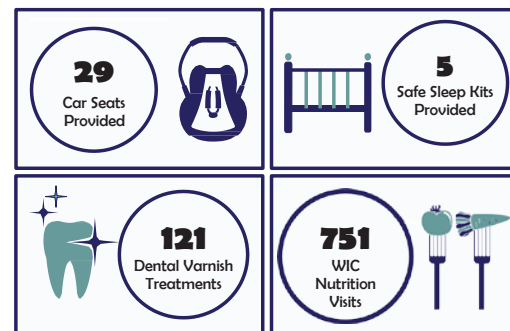
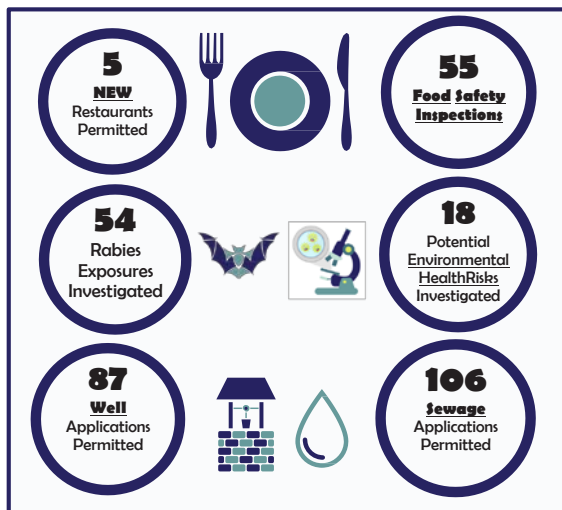
The Thomas Jefferson Health District, which covers Fluvanna County, is in the process of getting accredited by the Public Health Accreditation Board.

## Health Department (cont.)

### CORE SERVICES (cont.)

#### Maternal & Child Health Programs

- Baby Care provides education and home visits for at-risk women and children up to age two to encourage healthy deliveries, growth, and development.
- Dental Varnish provides preventive dental varnish treatments for children to prevent tooth decay and dental caries.
- Family Planning provides clinic services for persons who need family planning education and/or contraceptives.
- The Car Seat Program distributes car seats and educates parents and care givers about proper installation to prevent injuries and deaths caused by motor vehicle accidents.
- The Safe Sleep Program distributes cribs and teaches care givers and families about safe sleeping practices to prevent injuries and Sudden Unexplained Infant Deaths (SUIDS).
- The Women, Infants, and Children (WIC) Nutrition Program promotes positive pregnancy outcomes and child development by providing nutrition education and food vouchers for low-income mothers, infants, and children.



**539**  
Immunizations  
Provided



**125**  
TB Control  
Interventions



**171**  
Diseases  
Investigated

### Frequently Asked Questions

**When do children need immunizations?** It depends on the immunization and the age of the child. Please visit: [www.vdh.virginia.gov/epidemiology/immunization/requirements.htm](http://www.vdh.virginia.gov/epidemiology/immunization/requirements.htm).

**What vaccines are needed for travel?** It depends on where you are traveling, please visit the CDC's traveling website [www.cdc.gov/travel](http://www.cdc.gov/travel), click "For Travelers", and select the country you are visiting to find out which vaccines you may need.

**Who is eligible for WIC services?** You must be a Virginia resident, meet income requirements, have a nutritional need, and either be pregnant, breastfeeding, just had a baby, or have a child under five years of age.

**Where can my child receive a physical?** Residents may refer to the University of Virginia (UVA) or a Federally-Qualified Health Center located in Albemarle, Nelson, Louisa, and Buckingham counties. These sites take Medicaid and offer a sliding scale for uninsured patients. Visit [www.virginia.edu](http://www.virginia.edu) or [www.cvhsinc.org/locations.html](http://www.cvhsinc.org/locations.html) for more information.

*Introduced and began implementation of the web-based Employee Self Service Program.*

# Human Resources

To support the Board of Supervisors, County Administrator, Constitutional Officers, and other Agency Heads in providing adequate personnel resources to meet the needs of the county.

Human Resources strives to earn employees and citizens trust and confidence through instilling the following goals and commitments:

- Respecting the dignity and diversity of all individuals;
- Acting with integrity and honesty in work and relationships with others;
- Holding as confidential all information accepted in trust;
- Ensuring equitable, professional and legal application of the principles of Human Resource Management;
- And responding to the specific needs and requirements of our employees.

In pursuing these goals and keeping these commitments, the Human Resources Department will maintain the highest standards of professional and personal conduct.

## KEY STATISTICS

- Reduced overall Health Insurance Premium costs by 3%.
- Held annual Health & Wellness Fair for Fluvanna County employees.
- Hosted Health Screening and Stroke prevention day for employees and their family.
- Provided 10 pension and additional retirement savings workshops.
- Conducted 2 Open enrollments with 12 insurance informational workshops.
- Introduced and implemented new Pension Plan Program and provided 6 instructional workshops.
- Provided 15 supervisor instructional workshops and 30 staff trainings.
- Conducted 19 new hire orientations.



*To be effective, the Fluvanna County BOS must have a positive and interactive relationship with county residents and must be committed to assisting residents gain a greater understanding of their county government.*

***-- 2014 BOS Strategic Initiative #3***



*IT provides services to 15 county facilities in 6 different locations throughout the county.*

# Information Technology

The mission of Information Technology is to provide technology leadership, strategic vision, enterprise solutions, and support to the staff of Fluvanna County so they can deliver the most effective and efficient services to the citizens of Fluvanna County.

## CORE SERVICES

### Enterprise Resource Planning

- Provide business analysis, technology project management, solution research, and process/requirements management to assist the county in procuring and maintaining cost-effective technology solutions.

### Infrastructure Services

- Support county staff through desktop, server, storage, network, data center, and telecommunications management to maximize availability of IT services, making them a reliable platform for staff to provide services to citizens.

*Information Technology is pursuing the convergence of voice and data networks and the associated support resources, resulting in higher quality of service and lower total cost of ownership.*

### Business Continuity

- Conduct disaster recovery planning and risk management activities to minimize downtime and data loss in the event of a disaster.

*Information Technology continues to refine its approach to disaster recovery planning by adding cloud-based services to its data backup portfolio. These services provide additional recovery assurance by storing data in secure, geographically-dispersed locations.*

### Application Services

- Deliver application services such as the county internet sites, email services, enterprise resource planning system, and database services.

### Facilitate Effective Communication

- Simplify access to information and supply the technology framework necessary for effective communication with citizens (such as the county website, FAN mail email notifications, and telephony services).

***The county recently completed a major transition to a new Enterprise Resource Planning software system that offers increased capability in managing and analyzing the county's data.***

# Library

16,119 Fluvanna County residents  
have a library card.

The role of the Fluvanna County Public Library is to serve as a source of information, intellectual development, entertainment, and personal enrichment for the residents of Fluvanna County.

## CORE SERVICES

### To provide access to information.

- Fluvanna County residents checked out 223,884 books and other media from the library and downloaded 4,255 eBooks and audio materials.
- WiFi is available at the Library 24/7 and online resources are available on the library's website 24 hours a day ([www.fcplva.org](http://www.fcplva.org)).
- The Library features books, magazines, DVDs, video games, and CDs for all ages, and computers with Microsoft Office and internet access for the public.
- The Friends of the Library purchased 15 new public computers for public use.

### To inspire a love a reading and provide opportunities for intellectual development.

To inspire a love of reading in residents of all ages, and particularly in children and their parents and caregivers, the Friends of the Library sponsor our Summer and Winter Reading programs:

- Over 3,000 adults, teens, and children attended 92 programs associated with the Fizz Boom READ!, Spark a Reaction, and Literary Elements Summer Reading programs: 724 kids read 9,240 books, 129 teens read 715 books this summer, and there were over 2,000 adult entries.
- 545 kids, teens, and adults participated in our first Winter Reading Program - Snuggle Up with a Good Book.

### To entertain and enrich the lives of our community.

Popular programs bring many people to the Library each year:

- 1,058 people came for Friday Movies @ the Library at 2 & 7 p.m. on the 1st and 3rd Friday of every month.
- 1,703 kids and parents attended Friday morning Story Time.



*If you know of someone interested in sharing their time and talents as an instructor, please send them our way.*

## Parks & Recreation

We promote opportunities for all residents to pursue safe and enjoyable leisure activities in balance with the protection and conservation of Fluvanna's natural resources.

### CORE SERVICES

#### Recreational Opportunities

- Provide safe and accessible recreational opportunities that promote, achieve, and maintain healthy lifestyles.

#### Leisure Opportunities

- Facilitate health and wellness, sports/athletic programming, and other leisure opportunities within the community.

#### Parks and Facilities

- Manage and plan for current as well as future parks and facilities improvements that will enhance our community's quality of life.

#### Stewardship

- Promote educational significance and stewardship of natural, archaeological and cultural sites.

#### Customer Service

- Provide excellence in customer service through staff development and training to implement best practices.

### FREQUENTLY ASKED QUESTIONS

***What happens when it rains and my class or program is outdoors?*** Programs are cancelled whenever COUNTY SCHOOLS are closed because of inclement weather. All programs held at county schools are cancelled when there is a COUNTY school holiday. We will schedule make-ups for class cancellations due to inclement weather.

***Where is the Dog Park?*** The Dog Park at Pleasant Grove is located at the Eastern Trailhead entrance, which is 108 Thomas Jefferson Parkway, Palmyra, VA 22963.

***What products are available for rent?*** We have tables, chairs, party tents, picnic shelters, meeting rooms, canoes, a propane grill, gymnasium for basketball, volleyball, or other recreation use, a PA system, athletic fields w/lights and more. Please call 589-2016 or 842-3150 for more details.

### OUR OFFICES

#### Pleasant Grove House Museum (Ph: 589-2016)

271 Pleasant Grove Drive  
Palmyra, VA 22963  
8 am to 5 pm, Mon-Fri  
Noon to 4 pm, Sat-Sun

#### Fluvanna Community Center (Ph: 842-3150)

5725 James Madison Highway  
Fork Union, VA 23055  
8 am to 5 pm Mon-Fri

### By The Numbers

Parks	5
Miles of Trails	19+
# Acres/Parks & Facilities	831
Volunteers/Hours	391/2,407
Official Partners	23
Programs Offered	71
Program Attendance*	4,267
Parks/Facility Rentals	102 rentals @ 24,500
Cost Recovery Rate:	23%
*Does not include leisure drop in visitors.	

*Fluvanna County has six Community Planning Areas, which are intended to support higher density, mixed-use development around existing population centers.*

# Planning & Zoning

Provides numerous services that relate to the wellbeing and orderly development of the County. The three primary areas of responsibility include: Current Planning, Long Range Planning, and Code Enforcement.

## CORE SERVICES & ACCOMPLISHMENTS

### Subdivisions

- 13 new lots were approved in 2013, a 50.0% decrease from the 26 new lots approved in 2012.
- Two (2), or 15.4%, of the new lots approved were within designated growth areas.
- Eleven (11), or 84.6%, of the new lots approved were within rural areas.
- Most of the new lots approved within rural areas (90.9%) were associated with family subdivisions.

### Site Development Plans

- Thirteen (13) site development plans were reviewed in 2013, a 31.6% decrease from the nineteen (19) plans reviewed in 2012.
- Just over two-thirds (69.2%) of the site development plans reviewed were located within designated growth areas.

### Special Use Permits

- Eight (8) special use permits were reviewed in 2013, the same amount as reviewed in 2012.
- Five (5) of the special use permits reviewed were located outside of designated growth areas (62.5%).

### Zoning

- Two (2) rezoning applications were considered in 2013. Both rezoning applications were approved.
- No (0) zoning text amendments were approved in 2013.
- No variances were granted by the Board of Zoning Appeals (BZA) in 2013. The BZA has not considered a variance since March 2, 2010.

### Code Compliance

- Twelve (12) complaints were investigated in 2013, a 50% increase from the 8 complaints investigated in 2012.
- Ten (10) of the code compliance cases initiated in 2013 were resolved, and two (2) are pending resolution.

**“Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the delivery of competitive public services and programs in an efficient and effective manner.”**

**--2014 BOS Strategic Initiatives**

*Homeowners account for 93% of our property taxable values, while business and commercial interests account for only 7%.*

## Planning & Zoning (cont.)

### Planning Commission

Every locality in Virginia is required to have its own Planning Commission, a Board-appointed body charged with promoting the orderly development of the community. The Fluvanna County Planning Commission is composed of five (5) voting members (one from each voting district, appointed to four-year terms by the Board) and one (1) non-voting representative of the Board of Supervisors. The Planning Commission is a non-legislative, advisory body that, per Virginia law, is responsible for:

- Preparing the local Comprehensive Plan.
- Preparing and reviewing amendments to the zoning and subdivision ordinances.
- Reviewing proposed changes to the zoning map.
- Reviewing major site plans and major subdivisions.
- Preparing the local Capital Improvement Plan (CIP).
- Making recommendations to the Board of Supervisors on legislative matters, such as the adoption and amendment of the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.

### Board of Zoning Appeals

The Board of Zoning Appeals (BZA) is a Circuit Court-appointed body currently comprised of five (5) members. Virginia law requires that every locality with a Zoning Ordinance have a BZA. The BZA is scheduled to meet monthly, but only convenes when an item is presented for consideration.

The BZA is responsible for:

- Hearing appeals from orders, requirements, decisions, or determinations made by the zoning administrator or other local government staff.
- Granting variances from zoning regulations.

### Frequently Asked Questions

***How much time will it take to rezone my property?*** Barring no conflicts, typically between 90 and 120 days from application.

***Will I need a Building Permit to put up a shed?*** Temporary sheds of less than 200 square feet do not require a Building Permit. However, property setbacks are still required to be met.

***What is Fluvanna's best economic advantage?*** Fluvanna County is centrally located to every major city and urban area in Virginia.

***Who makes the final decision about my Rezoning or Special Use Permit?*** The Board of Supervisors has the final say and vote for all Rezoning Requests and Special Use Permits

***What areas of the County are the focuses of business recruitment in Fluvanna County?*** Currently, the most focus is on the Zion Crossroads area because of the proximity to Rt. 250 and I-64. However, Fork Union and Lake Monticello Area are also points of interest for business recruitment.

# Public Works

*Public Works provides project management for all County capital projects.*

The Public Works Department manages and provides oversight for the Buildings and Grounds Sections, the County's Public Utilities Department and its Solid Waste Facility (Convenience Center). The Department is responsible for day-to-day operations and scheduling of projects performed by Building and Grounds personnel, and for managing and overseeing the contracts and contractors who perform major Mechanical, Heating Ventilation and Air Conditioning (HVAC), Plumbing and Electrical work for County. The Public Works Department also manages contracts and oversees contractors involved in the planning, design, construction, and start-up of new and renovated facilities, and other replacement, renewal and capital improvement projects.

## CORE SERVICES

- Provide maintenance for all County-owned buildings and facilities.
- Provide office mechanical and operational support to all departments within County Administration.
- Provide custodial services and supplies to buildings occupied by County Administration personnel.
- Provide grounds and landscape maintenance for all buildings occupied by County Administration personnel, and all County-owned parks and athletic facilities.
- Provide project management for County capital projects.
- Operate and maintain (through Fork Union Sanitary District) a +/- 450 customer public water system in the Fork Union area, with two well/water Treatment facilities, two elevated storage tanks and approximately 26 miles of water lines.
- Operate and maintain a County-owned Wastewater Treatment Plant, sewage pumping station and sewage collection system in Palmyra.
- Manage contracts and oversee contractors involved in the planning, design, construction and start-up of new and renovated facilities, and maintenance, repair and replacement projects.
- Operate and maintain the County's Convenience Center (for household trash drop-off).
- Manage the Landfill Closure Plan at the County's former landfill.
- Manage the fleet of County-owned vehicles used by County Administration personnel.
- Serve in designated capacities during emergencies.

*"We will take all this water information and turn it into a master water plan so we have a map of where we want to go, rather than just grabbing hold of things as they float by."*

—Wayne Stephens, Director of Public Works

*In addition to their regular daily duties, Building and Grounds Personnel addressed more than 550 service requests from the various County departments during FY2014.*

### Buildings Section

Provides regular routine custodial and maintenance services to the County's Administrative buildings and offices, ensuring that these facilities remain operational so that the County's Administrative Departments may function without interruption, in a comfortable and safe environment.

## Public Works (cont.)

### Grounds Section

Maintains the County's Parks and the exterior grounds of the County's buildings. They mow, provide fertilization & weed control, and empty outdoor trash receptacles at all County facilities, provide routine maintenance of the buildings, structures and fences at Pleasant Grove and Bremono Park, and provide mowing and basic maintenance of sports fields.

### Fork Union Sanitary District (FUSD)

- The FUSD Public Water System Serves the Fork Union Area of Fluvanna County
- The system serves about 450 customers and is comprised of:
  - Approx. 25 miles of Water Line
  - Two Elevated Water Storage Tanks (150,000 gal each)
  - Two high-capacity Public water supply wells & several smaller wells
- The system produces about 100,000 gallons of drinking water per day.
- The entire system is operated and maintained by a dedicated staff of four personnel.



Pictured: Roger Smith repairing a water pipeline

### Convenience Center

- Operates three days per week
- Handles over 1,000 tons of trash and 60 tons of Recycling per Year
- Fluvanna residents may dispose of household trash and yard waste at reasonable cost.
- Open Tues-9:00am to 4:00pm; Thur- 11:00am to 7:00pm; Sat-8:00am to 5:00pm  
Located at 11206 West River Road, Fork Union, VA 23055
- Privately Generated Trash - \$57.00/ton (minimum \$8.00/vehicle/visit)

**Recycling is FREE** - Newspaper, Cardboard, Telephone Books, Aluminum, Plastic, Glass, Batteries (all types) Motor Oil and Antifreeze

**Question? Call 591-1925**

# Registrar & Board of Elections

*We assist the Electoral Board in staffing each of our six precinct polling places, which includes our CAP (Central Absentee Precinct).*

The General Registrar's office manages all activities related to voter registration, elections and elected officials, and promotes the integrity of the electoral process through accurate and current voter registration records. We provide all registration and election services delegated by the Electoral Board in conformity with the federal and state constitutions; state and local election laws, policies and regulations established by the General Assembly, State Board of Elections (SBE), and County government.

## CORE SERVICES

### Voter Registration

- Maintain the official registration records in the voter registration system, including applications, transfers, updates, purged/cancelled/denied registrations and promptly notify applicants in writing as well as maintain street files.
- Provide free photo identification to eligible applicants according to ELECT's instructions.
- Notify the appropriate authority of registrants previously registered in other states.
- Participate in programs to educate the general public concerning registration and encourage registration by the general public as part of our voter outreach.

### Prepare and Administer Elections as directed by the Electoral Board

- Maintain accurate and current registration records, maintain and arrange the programming of voting equipment.
- Download data from the SBE Information System, build pollbooks as well as verify the accuracy of each EPB on Sunday prior to Election Day for each precinct.
- Assist EB in training Officers of Election.
- Facilitate the preparation of polling places and assure they are sufficiently equipped for Election Day; i.e. phone lines installed and properly working, delivery of equipment and its subsequent removal etc.
- Act as Command Center on Election Day for EB, all precincts, the public, news media, District Court and SBE.
- Prepare Statement of Results for each precinct, assist EB in the ascertainment of election results and provide a copy of voting credit to ELECT after each election.

### Manage Absentee Voting

- Provide advance preparation and notice to the public of dates and times for absentee voting, procure ballots and oversee programming of voting equipment.
- Maintain and manage in-person absentee voting as well as via US mail and Email.

### Maintain Candidate Filings & Campaign Finance Reports

- Verify Candidate petitions, process and certify Candidate filings in state data base.
- Receive campaign finance reports from candidates and send correspondences to local candidates.
- Coordinate with Electoral Board and SBE to assure that applicable civil penalties are assessed and collected and report election offenses to the Commonwealth Attorney.

### Maintain/Manage Officers of Election Data

- Contact and recruit OE's, maintaining data base of OE's.
- Assist EB with OE polling place assignment for Election Day.
- Assist Electoral Board in training OE's and maintain OE on-line training data.



*Voter rolls are maintained daily.  
There are 5 voting district precincts  
totaling of 16,943.*

## Registrar & Board of Elections (cont.)

### Frequently Asked Questions

**How can I register to vote?** In order to vote in Virginia, you must be registered. The deadline to register to vote is 21 days before most elections. The exact date will be posted under our “Upcoming Elections” link before each election. For specific information about who is eligible to register and vote in Virginia and how you can register to vote, please visit <http://sbe.virginia.gov/index.php/registration/how-to-register/>.

**Can I vote early?** Absentee voting is permissible if you qualify under the 19 reasons allowed by the state. Absentee voting information and application for [Virginia residents living in the United States](#). Absentee voting information and application for [Virginia residents in the military or living overseas](#)

#### **What forms of identification are acceptable for voting in Virginia?**

- Valid Virginia Driver’s License or Identification Card
- Valid Virginia DMV issued Veteran’s ID card
- Valid United States Passport
- Valid Employee photo identification card
- Other government-issued photo identification cards (must be issued by US Government, the Commonwealth of Virginia, or a political subdivision of the Commonwealth)
- Valid college or university student photo identification card (must be from an institution of higher education located in Virginia)
- Employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer’s business
- or a **Virginia Voter Photo ID Card obtained through any local general registrar’s office**

**Where is my polling place?** There are 5 polling places throughout Fluvanna County. Your polling precinct is derived by your home address listed on your voter registration application. You can locate your polling place when you visit the SBE website at: <https://voterinfo.sbe.virginia.gov> or by calling the registrar’s office at 434-589-3593 for assistance. The address for each precinct can be located on the county website: <http://fluvannacounty.org/services/registrar/registrarhome/locations>

**There is a polling place close to my house. Can I vote there?** Only if you live in the district in which that polling place is located.

The General Registrar (GR) is appointed for a 4 year term by, and works under the direction of, the Electoral Board. The GR not only maintains voter rolls but prepares for, administers, and reports the results of town, county, state and federal elections as directed by the Electoral Board. The Electoral Board consists of three members who are appointed on a staggered term basis for three year terms by the circuit judges of the judicial Circuit Court. The judges act upon the nominations made by the political parties.

# Sheriff's Office

*In the last four years crime has decreased in Fluvanna by 18%.*

The mission of the Fluvanna County Sheriff's Office is to provide effective and efficient law enforcement, serve and protect citizens and visitors of Fluvanna County, keep the community of Fluvanna County safe.

## CORE SERVICES

### Administration

- Comprised of the Sheriff's Office Executive Command, which includes two Captains.
- Assists the Sheriff by recommending agency policies and ensuring that all component parts of the Agency coordinate their activities to promote a greater efficiency in accomplishing the objectives of the Agency.

### Patrol Division

- Major line element of the Sheriff's Office and is responsible for 24-hour patrol and crime prevention functions, preliminary investigation of most crimes and complete investigations of others, preparation of reports relating to crimes or incidents, traffic enforcement, and calls for non-crime related services.

### E911/Emergency Communications Center

- Provides 24-hour dispatching of law enforcement, fire, and EMS
- Serves as first line of communication for both emergency and non-emergency calls.
- Staffs and manages the Emergency Operations Center.
- Implements policies and procedures for the efficient operation of the Center.
- Plans and coordinates the technical support of the Center.

### Animal Control

- Enforces County Codes and State laws that pertain to domestic pets and livestock.
- Investigates of animal cruelty complaints.
- Investigates of dog attacks and bites to humans, animals and livestock.
- Responds to emergencies involving sick or seriously injured domestic animals, including potential human exposure to rabies.
- Removes stray dogs from the streets and other public areas.

### General Investigations

- Investigates major crimes which occur within the County of Fluvanna.
- Collects, identifies, and preserves physical evidence not previously processed by the Patrol Division.
- Prepares and presents cases to the Commonwealth's Attorney for formal charging and prosecution of offenders.
- Coordinates and serves warrants and other legal documents.
- Supervises the School Resource Officers and the Narcotics Investigator.

### Judicial Affairs

- Provides Courthouse security.
- Transports prisoners to and from court.
- Assists with the service and processing of civil papers.

### Crime Prevention Programs

- Community Resource Officer
- School Resource Officers
- Volunteers in Police Service

### Support Staff Services

- Coordinates and processes Agency files and records, manages accounts receivables/payables for the agency, and payroll.
- Maintains an electronic records system, research and data analysis, and community relations.
- Stores and secures all evidence collected from crime scenes incidents.
- Transfers any evidence to the state's forensic lab for scientific analysis that may be used to enhance an investigation or for submission to the court for prosecution.



In 2014, the Sheriff's Office added a second School Resource Officer to cover the Middle and Elementary Schools.

# Sheriff's Office (cont.)

## Intake Calls by Communications Division in 2013

- Total number of calls - 22,657
- Average calls per month - 1,888



## Staffing – 49 Active Personnel

- 32 Sworn Full-time w/Animal Control
- 2 Sworn Bailiffs Part-time
- 1 Evidence Custodian Sworn Part-time
- 1 Civilian Office Support Full-time
- 1 E911 Director Full-time
- 11 Communication Officers Full-time
- 1 Communications Officer Part-time



Deputy Sean Peterson (Right)  
2013 MADD Recipient



2013 Communications Officer Mike Grandstaff  
2013 Deputy of the Year Frankie Bishop

## Criminal Warrants

Year	Received	Served
2013	2195	2141
2012	<u>1721</u>	<u>1666</u>
Increase	474 26%	475 29%

**98%** serve rate on criminal warrants.

# Sheriff's Office

All dogs are required to have a Fluvanna County Dog License. The license is due by January 31<sup>st</sup> of each year.



The men and women of the Fluvanna County Sheriff's Office are committed to serving the citizens of our county in a fair, honest and professional manner. Our goal is to provide the best law enforcement possible to the citizens.

## Frequently Asked Questions

**What's the difference between Fluvanna Sheriff's office and a police department?** The main difference is the area of jurisdiction. A sheriff's office provides law enforcement services and/or jail services for a county or other civil subdivision of a state. A Sheriff is generally (but not always) the highest usually elected law-enforcement officer of a county. Chiefs of Police usually are municipal employees who owe their allegiance to a city. Often times the Chief are appointed by the Mayor of a city; or they may be appointed by or subject to the confirmation of a Police Commission. A police department serves a specific municipality city town or village.

**What is a Magistrate?** A principle function of the Magistrate is to provide an independent unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens. Magistrate duties include determining probable cause for issuing arrest warrants and search warrants. In addition, the Magistrate conducts bond hearings to set bail in instances in which an individual is charged with a criminal offense. For more information visit the Office of the Magistrate: [www.courts.state.va.us](http://www.courts.state.va.us).

**How do I get a Protective Order?** You may request a protective order if you are the victim of family abuse. Family abuse is any act of violence including any forceful detention which results in physical injury or places one in reasonable fear of serious bodily injury and which is committed by a person against a family or household member. The protective order can require that the person causing the abuse to leave the house; have no contact with the victim including no trespassing on the property and no further abuse of the victim. **There are three types of protective orders: Emergency, Preliminary and Permanent orders.**

**Important Information for Domestic Violence Victims Regarding Protective Orders.** If you have an emergency protective order it expires on the date and time shown at the bottom of the form. If you want a protective order extended beyond that time you MUST contact the Court Services Unit at 434-591-1990 in order to request a petition for a protective order. The petition must then be filed with the Fluvanna County Juvenile & Domestic Relations Court no later than 4 pm the Tuesday before your current order expires in order for it to be placed on the Court's docket the following day.

**How do I obtain a Warrant?** (This would apply to but is not limited to the following: Bad Check warrants, Assault warrants, Trespass warrants, and Property Destruction warrants.) **Definition:** A Misdemeanor is a minor crime (as opposed to a felony) which is punishable by fine or imprisonment in a city or county jail rather than in a penitentiary. **Process for Warrants:** There are two main ways to go before the Magistrate to obtain a Misdemeanor Warrant. First a citizen may go before the Magistrate at the Magistrate's Office. The office of the Magistrate who serves the Fluvanna County is located at the Central Virginia Regional Jail on Route 15 in Orange Virginia. Second a citizen may go before the Magistrate by way of video link from the Fluvanna County Sheriff's Office. Citizens may also call the Magistrates Office at 540-672-1087; however warrants are not issued over the phone.

Contact Social Services at:  
(434) 842-8221

## Department of Social Services (DSS)

To be a leader in collaboration with other community agencies, to serve county citizens promoting self-reliance, well-being and the best possible quality of life.

### CORE SERVICES

#### Administer federal, state, and local public assistance programs.

- Determine eligibility and case manage these programs:
- Auxiliary Grants
  - Emergency Assistance to Needy Families' Children
  - Energy Assistance
  - FAMIS (Family Access to Medical Ins. Security Plan)
  - General Relief
  - Medicaid
  - Refugee Resettlement Program
  - Supplemental Nutrition Assistance Program (SNAP)
  - Temporary Assistance to Needy Families (TANF)

#### Provide protective services to children, elderly persons, and disabled persons.

- Case manage the following programs:
- Adult Protective Services
  - Child Protective Services
  - Foster Care
  - Provider Approval

#### Provide family services to eligible populations.

- Case manage the following programs:
- Adoption
  - Adult Services
  - Child Care Assistance
  - Court-Ordered Services/Home Studies
  - Family-Based Services (Prevention Services)
  - Provider Approval
  - VIEW (Virginia Initiative for Employment Not Welfare)

#### Serve as a leader in community collaboration.

- Coordinate the Celebrating Children's Fair Annually
- Host brown bag lunches for the community and community partners
- Chair of Interagency Council
- Member of the Partnership for Aging
- Member of the Chamber of Commerce
- Serve as member of the Community Policy Management Team (CPMT) and the Family Assessment and Planning Team (FAPT)
- DSS staff serve on Housing Foundation Board, Parks and Recreation Board, Youth Advisory Council, Families Learning Together, Smart Beginnings

#### Operate emergency shelters in the event of natural disaster.

Responsible for the overall coordination of the County Shelter Program. This includes reception and care of evacuees at shelter centers, to include: mass feeding and crisis counseling, provision of emergency welfare services for displaced persons, coordination of services with the Red Cross and Salvation Army, and management of donations.

### ***Did you know...?***

*Fluvanna DSS provides other coordination of services throughout the year that are not mandated such as collecting and distributing school supplies at the beginning of the school year, collecting and distributing Easter baskets for Easter, and collecting and distributing winter coats. Fluvanna DSS also manages a Christmas program where applicants are matched with sponsors to provide Christmas gifts to eligible children and the elderly.*

*Interagency Council meets monthly so that all community partners are aware of the services and resources being provided by one another.*

# Social Services (cont.)

## KEY STATISTICS

### Total Annual Cases for FY 2014:

12 Auxiliary Grant cases  
 30 General Relief cases  
 25,697 Medicaid cases  
 21,845 SNAP cases  
 609 TANF cases

21 Adoption Assistance Cases  
 768 Adult Services cases  
 418 Child Care cases  
 244 Prevention cases  
 267 VIEW cases

- Responded to 142 reports of adult abuse/neglect/exploitation and conducted 76 investigations
- Responded to 191 reports of child abuse/neglect
  - Conducted 100 investigations/family assessments
  - Provided 91 outreaches
  - Total annual count of 121 CPS ongoing cases
- 14 Children in Foster Care
- Annual Celebrating Children’s Fair took place on April 26, 2014, at Carysbrook Elementary School with 314 adults and children were in attendance, and info from 31 vendors. This event is supported by Quality Initiative grant funds.
- Hosted a brown bag lunch on March 25, 2014 featuring Legal Aid.
- The Partnership for Aging meets quarterly and is the key committee to work with citizens and human service agencies to address identified priorities and actively pursue solutions to improve services and activities for seniors and their caregivers.
- CPMT and FAPT meet monthly to determine what services will be provided to specific eligible youth and their families.
- Works with the Local Emergency Planning Committee (LEPC)
- DSS staff last operated an emergency shelter from March 6, 2013 – March 8, 2013 due to a snowstorm.
- DSS staff participated in shelter operation training on 2/18/2014 provided by the Red Cross.



### How to Apply...



**Online**  
Through CommonHelp at  
[commonhelp.virginia.gov](http://commonhelp.virginia.gov)



**By Paper**  
Through your Local  
Department of Social  
Services



**By Phone**  
Through Cover Virginia  
1-855-242-8282



If you or an individual you know may be eligible for coverage, encourage them to apply today.

The Fluvanna County Interagency Council is comprised of over 25 local and regional human service organizations.

## Social Services (cont.)

### Frequently Asked Questions

***How do I apply for public assistance?*** You can apply online by visiting <https://commonhelp.virginia.gov/access/> or you can complete a paper application and submit it to Fluvanna DSS. You can call 842-8221 and request an application be mailed to you or you can access the application online at <http://www.dss.virginia.gov/>. You may submit the application in person or by mail to Fluvanna County Department of Social Services, P. O. Box 98, Fork Union, Virginia 23055. If you wish to apply online and do not have access to a computer or internet, there is a computer available at our office for your convenience. You may also apply for Medicaid over the phone by calling Cover Virginia toll-free at (855) 242-8282.

***Where are you located?*** We are located at 8880 N. James Madison Highway (Rt. 15) in the former Carysbrook High School in Fork Union.

***How do I report suspected child and/or adult abuse/neglect?*** Call Fluvanna DSS at 842-8221 or call the Virginia Department of Social Services' 24-hour, toll-free CPS hotline at: (800) 552-7096 or APS hotline at: (888) 832-3858.

***What is a mandated reporter and how do I know if I am a mandated reporter?*** § 63.2-1509 of the Code of Virginia states that certain persons who in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately. The code section also provides a list of all persons who are mandated reporters. If you are unsure if you are a mandated reporter, call our office at 842-8221. You can visit <http://www.dss.virginia.gov/abuse/mr.cgi> to access training information, resources, and guides for mandated reporters of adult and child abuse/neglect.

***How do I apply for the Affordable Health Care Act?*** If you do not qualify for Medicaid or Medicare, you can apply for a Marketplace health plan under the Affordable Health Care Act. You must apply online at <https://www.healthcare.gov/>. Open enrollment for 2015 begins November 15, 2014 but you can begin searching health care plans on the website in November.

*To make the future happen in Fluvanna County will require a commitment to identifying and utilizing the range of county revenue options authorized by the Commonwealth of Virginia.*

***-- 2014 BOS Strategic Initiative #4***

# Treasurer

Tax Bills can be paid at the  
Treasurer's Office or online at  
[www.officialpayments.com](http://www.officialpayments.com)

Our commitment is to provide service in a friendly, courteous and professional manner to County residents.



## General Information

### Personal Property Tax on Vehicles

- County of Fluvanna taxes cars, trucks, motorcycles, motor homes, trailers, semitrailers, boats, boat motors, recreational vehicles, aircraft, manufactured homes, etc.
- Taxes are paid to the Treasurer and are due on June 5<sup>th</sup> and December 5<sup>th</sup> of the tax year. Penalties and interest are added if not paid by the due dates.

*We bill and process 44,000 Personal Property tickets.*

### Real Estate Tax

- All real estate property is subject to taxation, except that which is specifically exempt.
- The assessment is done as of January 1<sup>st</sup> of each year. Payments are due in two installments which are June 5<sup>th</sup> and December 5<sup>th</sup>.
- If there is a change in ownership, billing address, or any other change pertaining to your taxes please notify this office immediately. Failure to receive a bill will not relieve the penalty and interest charge that is applied to past due bills.

*We bill & process 30,698 tickets annually.*

### Dog Tags

- All dogs are required to have a Fluvanna County Dog License. The license is due by Jan 31<sup>st</sup> each year. Proof of rabies vaccination is required before a license can be issued.

### Miscellaneous

- We process Water Bills, School Revenues, Parks & Rec payments, Landfill payments, Library receipts, Sheriff's Office fees, and General Revenue from County Departments.

## Payment Options

- **Online:** [www.officialpayments.com](http://www.officialpayments.com)
- **By Mail:** Check or Money Order made payable to the "Treasurer of Fluvanna County" Mail to the Treasurer's Office PO Box 299 Palmyra, VA 22963. Cash payments are not recommended to be made through the mail. Bills that are not paid on time will be subject to applicable penalty & interest therefore, a timely payment is important. The post mark applied by the U.S. Postal service to envelopes containing payment will be irrefutable evidence of timely payment.
- **In Person:** By cash, check or money order payable to the "Treasurer of Fluvanna County" at the Treasurer's Office located at 34 Palmyra Way Palmyra, VA 22963. Office hours are Monday-Friday, 8:00am-4:30pm (excluding holidays).
- **For Additional Help:** Please call the Treasurer's Office at (434) 591-1945

## Frequently Asked Questions

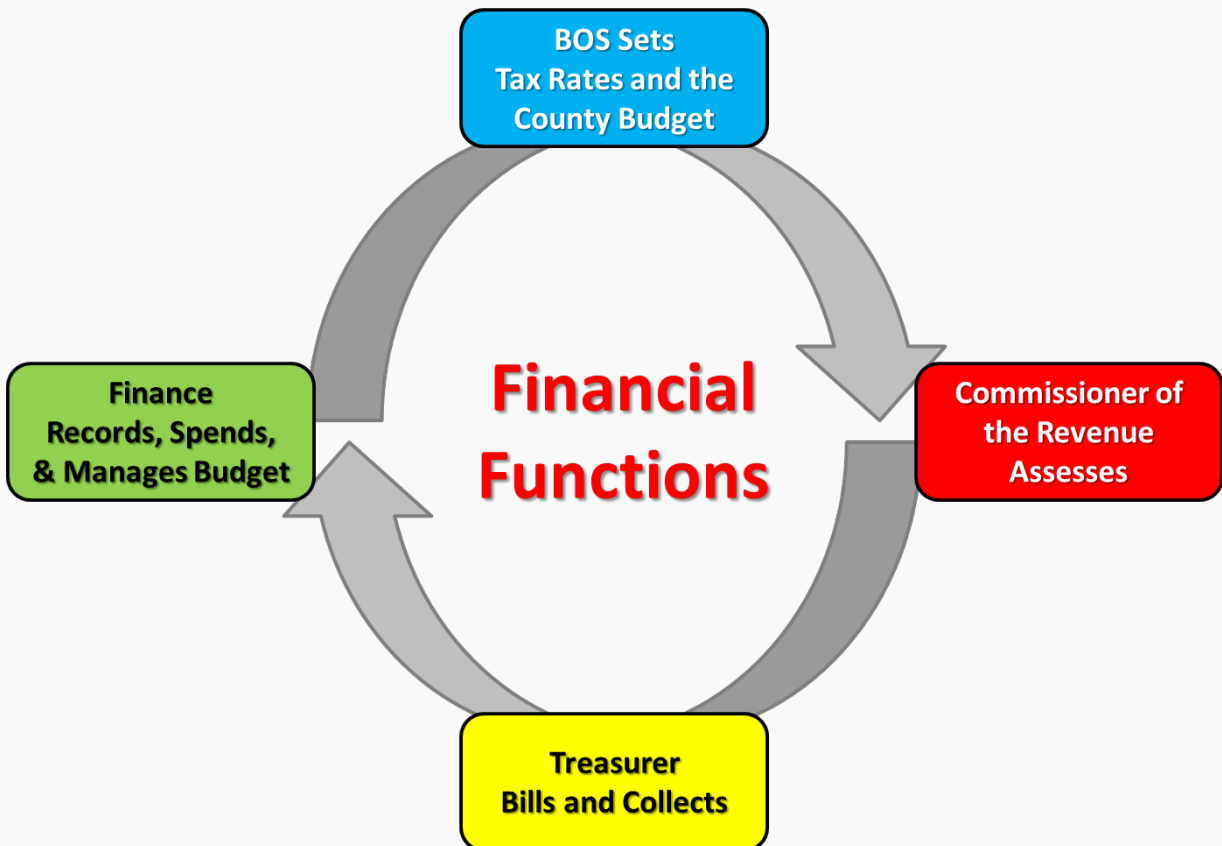
**Do I have to get a Fluvanna County vehicle sticker?** Fluvanna County **NO LONGER** requires a county decal to be displayed on the front windshield of vehicles next to the State inspection sticker. The County will still collect the associated license fee. on the Personal Property Tax bill due on June 5th of each year.

**Can I pay my taxes online?** Yes, through the County website (Online Services).

*When necessary, we also utilize a number of collection tools including DMV Stops, Bank Liens, and garnishment of wages, to help ensure the County receives required payments.*



# Other Reports and Information

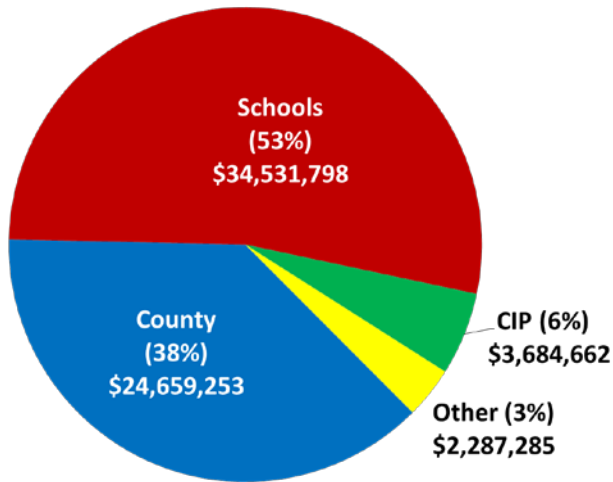


# FY14 Financial Information

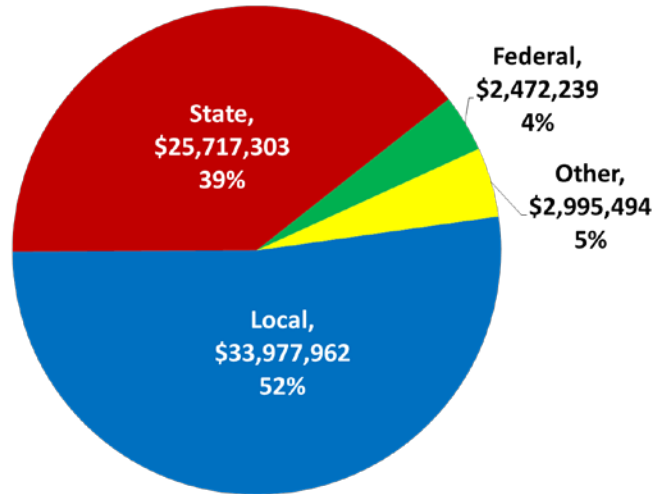
Standard & Poor's Financial Rating Service upgraded Fluvanna County's credit rating from AA- to AA.

Budget & Tax Information	
Budget (FY 2014)	\$65,162,998
Real Estate Tax Rate	\$0.88
Personal Property Tax Rate	\$4.15
Number of County Employees	170

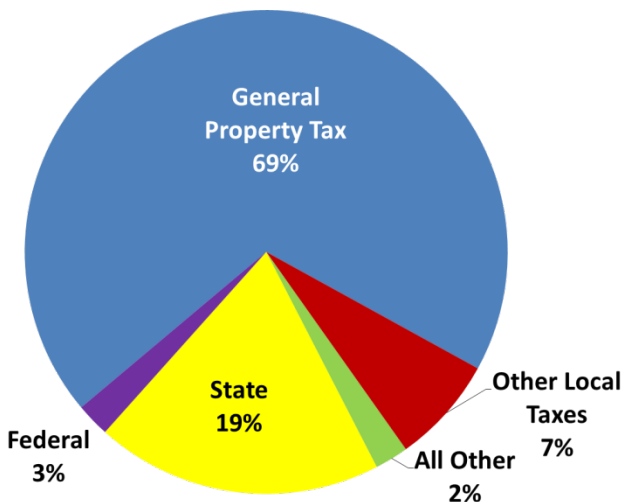
### Expenditures from All Revenue Sources



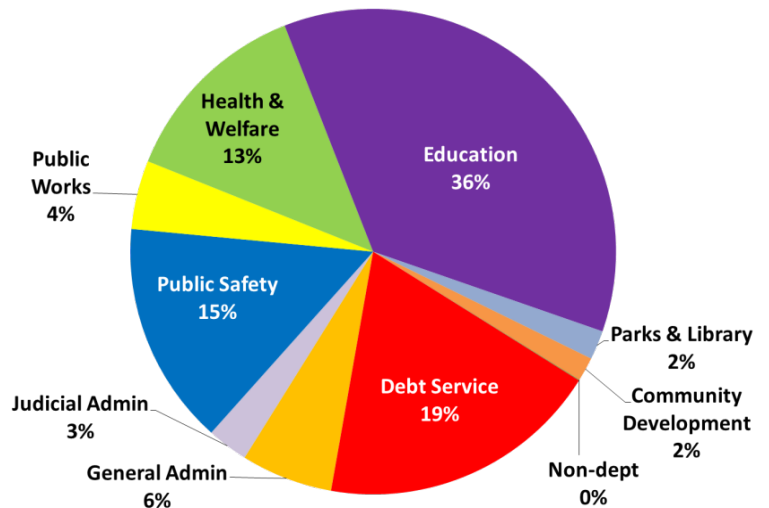
### Revenues from All Sources



### General Fund Revenues



### General Fund Expenditures



*A Voluntary Contributions Policy was approved to allow individuals to make personal, tax deductible donations to certain county and school system operations.*

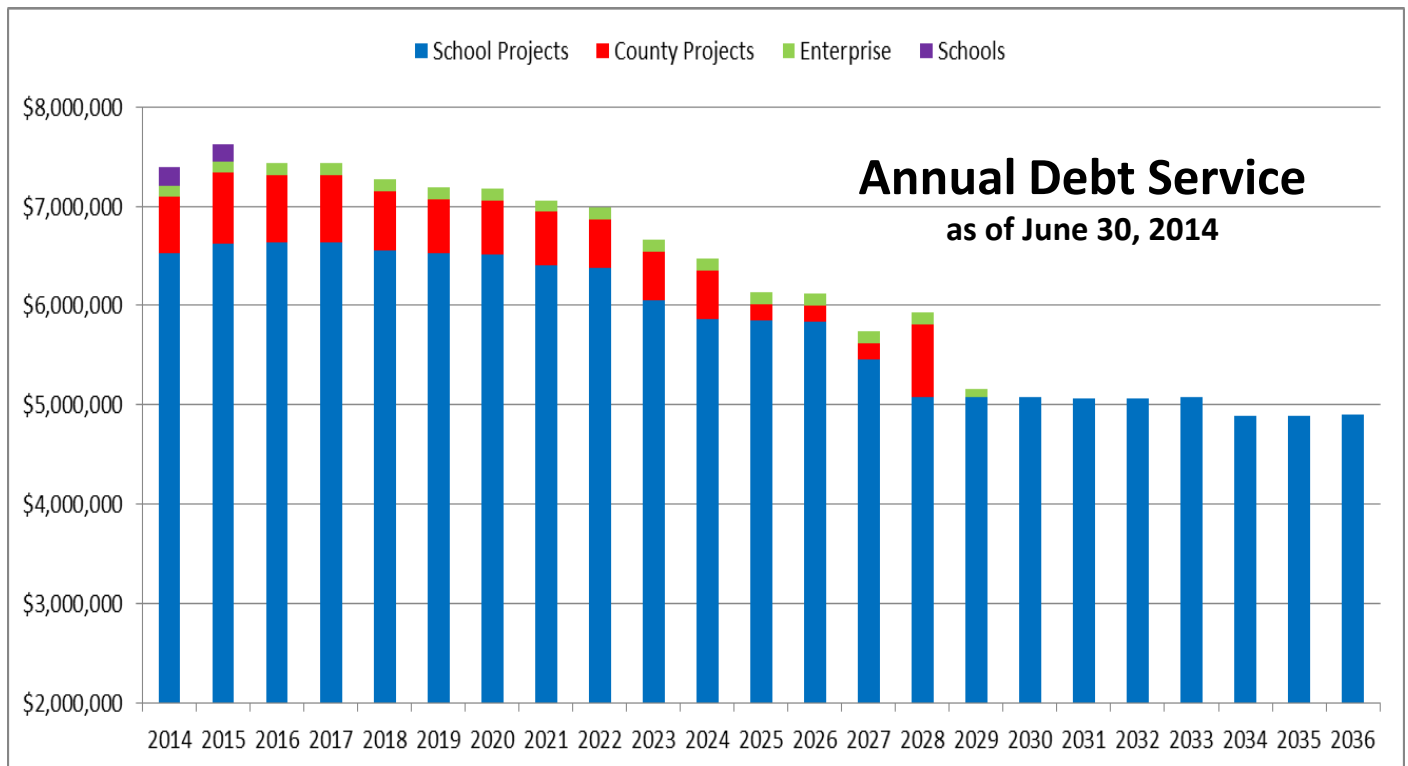
## FY14 Financial Information (cont.)

### FY14 Top 4 Local Revenues (~72%)

Source	FY12	FY13	FY14
Real Estate Taxes	\$17,795,340	\$18,389,722	\$19,002,826
Personal Property Taxes	4,456,703	4,714,910	4,825,586
Public Service Corporation	3,126,717	3,379,009	4,259,048
Local Sales Taxes	1,217,038	1,267,142	1,403,062

General Obligation Bonds	\$87,782,718
Literary Fund Loans	2,478,809
Public Facility Revenue Bonds	3,615,900
Capital Leases	868,897
Water/Sewer	1,344,780
<b>Total</b>	<b>\$96,091,104</b>

### Summary of County Debt June 30, 2014



*We need your talents, experience,  
and time!  
Volunteer today!*

## Boards, Commissions & Committees

- Agriculture/Forestal Advisory Committee
- Board of Zoning Appeals (BZA)
- Building Code of Appeals Board
- Community Policy Management Team (CPMT)
- Economic Development Authority (EDA)
- Finance Board
- Fluvanna Partnership for the Aging Committee
- Fork Union Sanitary District Advisory Committee
- James River Alcohol Safety Action Program
- James River Water Authority (JRWA)
- JAUNT Board
- Jefferson Area Board of Aging (JABA) Advisory Council
- Jefferson Area Board of Aging (JABA) Board of Directors
- Jefferson Area Disability Services Board
- Library Board of Trustees
- Monticello Area Community Action Agency (MACAA)
- Parks & Recreation Advisory Board
- Piedmont Virginia Community College (PVCC)
- Piedmont Workforce Investment Board
- Planning Commission
- Region Ten Community Services Board
- Regional Jail Board
- Rivanna River Basin Commission
- Social Services Board
- Southeast Rural Community Assistance Project, Inc.
- Thomas Jefferson Area Community Criminal Justice Board
- Thomas Jefferson Planning District Commission (TJPDC)
- Thomas Jefferson Water Resources Protection Foundation
- Youth Advisory Council (YAC)

**Looking for a way to serve in our community?**

Visit the County website for a full listing of **citizen positions** on Boards, Commissions, and Committees.

The website also has a listing of many **volunteer opportunities** with local agencies and non-profits.

For more info go to:  
[www.ReadyVirginia.gov](http://www.ReadyVirginia.gov)

## Emergency Preparedness

Emergencies and disasters can strike anyone, anytime, and anywhere. They can happen quickly and without warning and can force you to evacuate your neighborhood or confine you to your home.

Disasters and emergencies can create special challenges for seniors. You might not be quite as agile as you used to be; you might use a cane, walker or wheelchair; or you might have vision or hearing difficulties. Whatever your limitations, or even if you are in good health, you need to be prepared to handle an emergency. Local officials and relief workers will respond quickly after a disaster, but they cannot reach everyone right away. Knowing what to do until help arrives is your best protection.

It is important to remember that local, state, and federal government will do all it can to help disaster victims, but it cannot meet every need. Your emergency supply kit, emergency plan, and your family and friends are your most valuable resources in the immediate aftermath of a disaster.

You can get ready for emergencies with these three simple steps:

### Get a Kit, Make a Plan, and Stay Informed

Get a Kit	Make a Plan	Stay Informed
<p>Have supplies on hand to last at least 3 days for each family member.</p> <p><b>Put these essentials in your kit:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food that won't spoil, such as canned goods and packaged foods</li> <li><input type="checkbox"/> Water, one gallon per person per day</li> <li><input type="checkbox"/> Battery-operated radio and extra batteries</li> <li><input type="checkbox"/> A written family emergency plan</li> </ul> <p><b>Once you have the essentials, you should add:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flashlights and extra batteries</li> <li><input type="checkbox"/> First aid kit including a list of allergies and extra contact lenses or glasses</li> <li><input type="checkbox"/> A written list of your prescriptions and the prescribing doctor(s)</li> <li><input type="checkbox"/> At least a week's supply of medications</li> <li><input type="checkbox"/> Sanitation supplies: toilet paper, soap, garbage bags and personal hygiene items.</li> <li><input type="checkbox"/> Change of clothing, sturdy shoes</li> <li><input type="checkbox"/> A blanket or sleeping bag</li> <li><input type="checkbox"/> Food and water for your pets</li> <li><input type="checkbox"/> Special items for infant, elderly, or disabled family members</li> </ul>	<p>Know how to contact loved ones.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss with your family the types of hazards and threats in your area and what to do in each case.</li> <li><input type="checkbox"/> Know where you would go if you had to evacuate your area and where you could take your pets.</li> <li><input type="checkbox"/> Decide on a meeting place in case you cannot return home.</li> <li><input type="checkbox"/> Choose an out-of-town friend or relative as a point of contact.</li> <li><input type="checkbox"/> Keep important phone numbers with you at all times.</li> </ul>	<p>You should listen for the most local, up-to-date information before, during, and after a disaster.</p> <p><b>Your local media will provide:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any orders to evacuate</li> <li><input type="checkbox"/> Details about evacuation routes</li> <li><input type="checkbox"/> Locations of evacuation shelters</li> <li><input type="checkbox"/> How to safely stay where you are</li> <li><input type="checkbox"/> Where to find financial or medical help</li> <li><input type="checkbox"/> Weather watches and warnings</li> </ul> <p>Sign up for <b>CodeRed</b> – on the Fluvanna County website.</p>

Eagle Scouts completed numerous projects at Pleasant Grove Park, including 2 bridges, 15 park benches, 2 platform bridges, and community garden walking paths.

# Public Service Information



**Fluvanna Area News (FAN Mail)**  
County of Fluvanna Email Newsletter

**Staying Informed is Easy!**  
Sign up for...**FAN Mail**

- Sign-up is easy & free!
- Go to the Fluvanna County website, enter your email address in the green box, and click "Go."
- You can sign up with more than one address to receive FAN Mail at work, at home, or to any email account you choose.

## **A GUIDE TO SENIOR RESOURCES** In and Around Fluvanna County

Now available on the Fluvanna County website at:  
[www.fluvannacounty.org](http://www.fluvannacounty.org)



### **In the Event of Inclement Weather**

Tune to the following news sources for information on Fluvanna County closings:

NBC 29 WVIR-TV (Charlottesville)

CBS 19; ABC 16; Fox 27 (Charlottesville)

ABC 8 (WRIC-TV Richmond)

Fox 5 (WRLH-TV Richmond)

CBS 6 (WTVR-TV Richmond)

Radio - WCYK 99.7

Radio - WQMZ-Z95

Radio - WINA 1070 AM

Fluvanna Review



**What is CodeRED and why is it important to me?** - CodeRED is an emergency notification service that allows emergency officials to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time-sensitive general and emergency notifications.

Go the Fluvanna County website, [www.fluvannacounty.org](http://www.fluvannacounty.org) to sign up for CodeRED. If you cannot register online, you can call the County at 434-591-1910 and speak with someone to complete your registration over the telephone.

**EMERGENCY CALLS - 911**  
*(Ambulance, Fire, Sheriff)*

## Key Phone Numbers

Other Organizations	Phone (434)
CHIP	589-0927
Forestry (Goochland)	(804) 556-4145
Historical Society	589-7910
MACAA	842-2521
Region Ten	589-8276
TJPDC	979-7310
VDOT	(540) 967-3710

COUNTY DEPTS/SERVICES	Phone (434)
Animal Control	589-8211
Building Inspections	591-1935
Clerk of the Circuit Court'	591-1970
Commissioner of the Revenue	591-1940
Commonwealth's Attorney	591-1985
Convenience Center	842-3198
County Administration	591-1910
County Attorney	977-4507
Court Services	591-1990
CSA	591-1933
Economic Development	591-1921
Emergency Services Coordinator	591-1910
Environmental Health	591-1965
Extension Office	591-1950
Finance Department	591-1930
Fork Union Sanitation District	842-5310
General District Court	591-1980
Health Department	591-1960
Human Resources	591-1910
Landfill	842-3198
Library	589-1400
Parks & Recreation (Fork Union)	842-3150
Parks & Recreation (Pl. Grove)	589-2016
Planning Department	591-1910
Public Works Department	591-1925
Registrar's Office	589-3593
School Board Office	589-8208
Sheriff's Office	589-8211
Social Services	842-8221
Treasurer's Office	591-1945

**Fluvanna**  
**VOLUNTEERS:**  
*Neighbors Helping Neighbors*



## Fluvanna County is seeking neighbors to help neighbors.

Here are a few ways to volunteer with Fluvanna Emergency Services...

- Firefighter
- EMT/Medic
- First Responder
- Emergency Driver
- Fire/EMS Auxiliary
- Administrative Tasks
- Chainsaw Gang
- Snowplow/Tractor
- Shelter Assistance
- Animal Shelter Assistance
- Search & Rescue
- CERT Team
- Volunteer Coordination

**Get involved!**

# Fluvanna County

Est. 1777



***A great place to live, learn,  
work, and play!***

