

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 1, 2017
Regular Meeting 4:00 pm
Work Session 7:00pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District (*arrived 4:04pm*)
Donald W. Weaver, Cunningham District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Eric Dahl, Deputy County Administrator / Finance Director
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER WORK SESSION
At 4:00pm, Chair Sheridan called the Regular Session of February 1, 2017 to order.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA
MOTION
Mrs. Booker moved to accept the Agenda, as presented. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-1. AYES: Sheridan, Booker, Eager, & Weaver. NAYS: None. ABSENT: O’Brien.

- COUNTY ADMINISTRATOR’S REPORT**
Mr. Nichols reported on the following topics:
- Staff Stars and Community Efforts: Jacob Lawrence, Parks & Recreation--Community kudos from Pickleball Player
 - Spotlight on Business: Central Virginia Sporting Clays --Brad Landseadel - certified National Sporting Clays Association (NSCA) instructor. Central Virginia Sporting Clays (CVSC) is a public shooting range that offers a 14 station sporting clays course, wobble trap platform, 5-stand course and instruction for individuals, groups or corporate events.
 - Announcements and Updates:
 - Review Fluvanna Code Sec. 15.1-7. Exempt sounds.—to address Silviculture and Agricultural work times/noise
 - DecideSmart Briefing: Discussion of County/Schools shared services opportunities, Feb 15th, 4:00 pm - Work Session with School Board
 - Historical Society requesting final answer BY March 31, 2017, on Emancipation Proclamation Monument placement: On County property? Maggie’s House property?
 - Upcoming Meetings:

| Day | Date | Time | Purpose | Location |
|-----|--------|--------------------|--|------------------------|
| Wed | Feb 8 | 7:00 PM | Budget Work Session - Constitutional Officers | Morris Room |
| Wed | Feb 15 | 4:00 PM 7:00 PM | BOS Budget Work Session - FCPS FY18 Adopted Budget Presentation Regular Meeting | Courtroom Courtroom |
| Wed | Feb 22 | 7:00 PM | Budget Work Session – Agencies | Morris Room |

PUBLIC COMMENTS #1
At 4:14pm Chair Sheridan opened the first round of Public Comments.
With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:14pm.

PUBLIC HEARING
None.

ACTION MATTERS
Reclassification of Clerk of the Circuit Court Position - Gail Parrish, HR Manager, brought forward a request to reclassify the Clerk to the Circuit Court pay band.
With no discussion,
MOTION

Mr. O'Brien moved to change the Clerk of the Circuit Court, position # 1890 from pay band 26 to pay band 28. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

VDOT Quarterly Report—Alan Saunders, VDOT Resident Engineer, Louisa Residency, returned to the Board to provide a quarterly report of VDOT activities in the County.

Mr. Saunders covered current and ongoing projects in the County, and answered questions regarding:

- Children at Play signage in Sycamore Landing,
- VDOT's role in bringing Fox Hollow subdivision roads into compliance for acceptance into the Secondary System of Roads,
- Public Safety concerns.

Thomas Jefferson Area Community Criminal Justice Board Presentation—Neal Goodloe, Criminal Justice Planner, returned to the Board to provide County-specific booking statistics. Mr. Goodloe provided comparisons to other jurisdictions served by the Central Virginia Regional Jail, a breakdown of offense type, and a multi-year comparison by locality.

Region Ten Annual Update—Charlie Fawcett, Director of Fluvanna Counseling Center & Robert Johnson, Region Ten Executive Director, came before the Board to highlight the services provided in Fluvanna County by Region Ten. Topics included: Fluvanna residents (in number and type) served; treatments needs; Fluvanna return-on-investment; and, ongoing needs of Region Ten to better serve Fluvanna residents.

FY17 2nd Quarter Budget Report—Martin Brookhart, Management Analyst, presented the FY17 2nd Quarter Budget Report, noting that it is expected that by this time, most departments will have expended nearly 50% of their budget. Mr. Brookhart provided an overview of expenditures, focusing on the departments that are over 60% expended and pointing to various explanations for this.

CONSENT AGENDA

The following item was pulled from the Consent Agenda:

FY17 Cooperative Extension Supplemental Appropriation—Martin Brookhart, Management Analyst

On a call for a vote from the Chair, with a vote of 4-1, the Board of Supervisors approved a supplemental appropriation of \$24,799.61 to the FY17 Cooperative Extension budget for funds received from Health Department Vacancy Savings. AYE: Sheridan, Booker, Eager, & O'Brien. NAY: Weaver. ABSENT: None.

The following items were approved under the Consent Agenda for February 1, 2017:

Minutes of January 18, 2017—Kelly Belanger Harris, Clerk for the Board

CVEC Electric Easement at Landfill Tower Site—Cheryl Elliott, Emergency Services Coordinator

FY17 Cell Tower Budget Supplement—Martin Brookhart, Management Analyst

FY17 Cooperative Extension Supplemental Appropriation—Martin Brookhart, Management Analyst

First Amendment to VFW Tower Site Agreement—Cheryl Elliott, Emergency Services Coordinator

Capital Reserve Maintenance Fund Request—Carysbrook Elementary School Roof—Ed Breslauer, FCPS Finance Director

Capital Reserve Maintenance Fund Request—Automated Doors at FCHS—Ed Breslauer, FCPS Finance Director

VDOT Secondary Street Acceptance Request – Meadow Brook Subdivision—Jason Stewart, Planning and Zoning Administrator

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for February 1, 2017. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

At 5:38pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:39pm.

RECESS FOR DINNER AND CLOSED MEETING

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 5:40pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1 & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:00pm, Mr. O’Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.” Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

RECONVENE IN OPEN SESSION AND CALL TO ORDER

At 7:01pm Chair Sheridan, reconvened the February 1, 2017 Regular Meeting to begin the Budget Work Session.

WORK SESSION DISCUSSION ITEMS

Fiscal Year 2018 Budget Proposal and FY 2019-2022 Projected Budgets (The Five-Year Financial Plan) – Steve Nichols, County Administrator, presented the FY18 Budget Proposal and FY2019-2022 Projected Budgets.

FY18 Combined Budget Proposal Highlights included:

- Budget totals \$73,200,603; represents a 8.3% decrease from the FY17 amended budget, while maintaining essential services
- Real Estate tax rate of \$0.915 (FY17 = \$0.917);
- Significant decreases to both Business and Public Utility Personal Property tax rates from \$4.35 to \$1.89 per \$100 of assessed value and decline in the Machinery & Tools tax rate, from \$2.00 to \$1.89, a 5.5% reduction;
- Funds several key capital projects, including: the critical E911 System upgrade, the James River Water Authority project, and the new energy performance contract for County and School buildings.
- Revenue Highlights:
 - Budget maintains projected tax collection rates from the prior year: Real Estate - 97.5%, and Personal Property -93.5%
 - Projected General Fund revenues increased over \$1.2 million compared to the FY17 amended budget, largely due to three factors:
 - More than \$120,000 in increased State funding and over \$800,000 in increased real estate tax revenue.
 - A projected increase of \$125,000 from Cost Recovery payments for ambulance services.
- Expenditure Highlights:
 - Lean department and agency budgets; routine ops requirements are accounted for in this budget.
 - Expenditure increases in the FY18 Budget are primarily the result of:
 - \$1.1 million increase in debt service
 - \$300,000 increase County School funding
 - Over \$470,000 increase in Public Safety operating costs;
- Capital Projects Fund:
 - Difficult decisions made to recommend only a few essential capital items for funding next year; many proposed projects have been delayed until later fiscal years
 - Recommended capital expenditures are significantly lower than the amount approved in FY 2017. Although reduced by almost \$9 million, funding is included for: James River Water Authority System Design and Construction;
- Discussion of Employee Pay and Benefits Plan;
- Future Years Budget Planning (FY18-21) - Economic trends and conditions;
- Strategic Direction and Action Agenda – 2016-17:
 - Highlights of actions completed over the past year include: Community Service Awards Program, Economic Development and Tourism Advisory Council (EDTAC), Broadband Access Taskforce (BAT), County Financial Policies were updated and improved web-accessibility, Process Improvement Review of Planning/Zoning and Building Inspections, including a decrease from 12 to 7 weeks processing time for Special Use Permits

FY18 Revenues and Expenditures – Eric Dahl, DCA / Finance Director provided a summary of expenditures and revenue for FY18. Mr. Dahl highlighted revenue sources, provided an Expenditure Summary, Fund Balance and Debt Overview, and noted the Top 5 General Fund Revenue Sources:

| Category | FY18 Revenue | Delinquent Tax Payments |
|------------------------------------|--------------|-------------------------|
| 1. Real Property Tax | \$22,044,836 | \$575,000 |
| 2. Commonwealth of VA * | \$7,829,851 | |
| 3. Personal Property Tax | \$5,249,751 | \$300,000 |
| 4. Public Service Corporations Tax | \$4,815,027 | |
| 5. Sales Tax | \$1,500,000 | |

In addition, Mr. Dahl provided a breakdown of the Real Estate Penny Calculation:

| | |
|---|---------------------|
| Real Estate Value/100 | \$24,710,479 |
| Public Utilities Value/100 | \$5,237,914 |
| Mobile Homes Value/100 | \$20,300 |
| Total Value/100 | \$29,968,693 |
| Times \$0.01 | \$0.01 |
| Revenue generated by each \$0.01 increase in tax rate (100% Collection Rate) | \$299,687 |
| Per Penny Amount (Collection Rates: 97.5% Real Estate, 100% Public Utilities, and 97.5% Mobile Homes) | \$293,504 |

ADJOURN

MOTION:

At 8:32pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, February 1, 2017. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair