

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library, 214 Commons Blvd.
Palmyra, VA 22963
February 10, 2021
2021 Planning Retreat 4:00pm
Budget Work Session 7:00pm**

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

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

**Due to health concerns, Mrs. Eager is attending the meeting virtually/by telephone
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)*

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:02pm Chair Sheridan called to order the 2021 Planning Retreat of February 10, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

2 - ADOPTION OF AGENDA

MOTION:	Adoption of the 2021 Planning Retreat and Budget Work Session agendas of Wednesday, February 10, 2021.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Absent	Yes	Yes	Yes
RESULT:	4-0				

Welcome, Introductions, & Purpose – Eric Dahl, County Administrator

- Discussion of specific issues or challenges facing Fluvanna
- Budget Planning
- Planning for Big Rock projects
- Problem solving
- Strategic planning
- Development of 2021 goals and objectives
- Direction for Staff (and community)

- Mission
 - o 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
 - o Fluvanna County...The heart of central Virginia and your gateway to the future.
 - o Tagline: A great place to live, learn, work, and play.

2018-2019 Strategic Initiative review – Eric Dahl, County Administrator

- Gave a overview of previous strategic initiatives and updated the Board on what has been completed, ongoing/implemented, and not completed.

Board of Supervisors Priorities – Supervisor Discussion

- The Board of Supervisors listed some priorities they would like to see pursued in the coming year

Resident Survey Priorities – Kelly Belanger Harris, Assistant County Administrator gave a high overview of the resident survey results.

Resident Survey review included:

- Survey Questions – Response Required

- Survey Questions – Response Optional
- Respondent Demographic Data
 - o Age of Respondents
 - o Gender of Respondents
 - o Responses by District
 - o Years Lived in Fluvanna
 - o Racial Identity of Respondents
- 2017 vs 2020 Quality of Life in Fluvanna County
 - o learn, live, play, raise children, retire, run a business, shop and work

Redistricting – Eric Dahl, County Administrator, Kelly Belanger Harris, ACA, Jason Overstreet, Sr. Planner

Redistricting – Purpose and Requirements

- Reapportionment and redistricting is required every 10 years
 - o County must reapportion and redraw election district boundaries every 10 years in the year ending in one following the decennial census
 - o Districts must: be compact, contiguous, and have clearly observable boundaries
 - o Apply equal population standard
 - o 2020 Decennial Census population figures, as adjusted by the Division of Legislative Services
 - o Local governing body members and redrawn/reapportioned districts
- Election districts and precinct boundaries established from the 2010 census
- New districts are adopted by ordinance

Timeline for Redistricting

- 2020 Decennial Census – enumeration was completed in Oct 2020
- Census data delivered to the President of the United States – Dec 31, 2020
- Census data delivered to States – April 1, 2021
- Census data delivered to localities – Date TBD
- County Staff analyzes data and proposes redistricting plan – Date TBD
- Redistricting Committee Makes Recommendation
- Public Meetings and Public Hearings
- Ordinance to Adopt the Redistricting Plan

Next Steps

- Prior to data release:
 - o Staff prepares population growth projections
 - o Board appoints redistricting committee
 - o Create tentative timeline for public information meetings
- After data release:
 - o Reconcile population projections with Census data
 - o Redistricting Committee Recommends Redistricting Plan
 - o Advertise Public Information Dates
 - o Advertise Public Hearing
 - o Board Adopts Redistricting Plan

Considerations

- Columbia District will lose population equal to the incarcerated population at Fluvanna Women’s Correctional Center (~1000 on April 1, Census Day)
- Board can increase, decrease, or maintain the current number of voting district
- District population reapportionment must be +/- 5%
- Potential June 2021 Primaries
- 2021 November Election

Population Projection 2021

Election District	Building Permits Issued		2010 Population		2021 Projected Population				Redistricting	
	# of Permits Issued 2011-2020	Percentage of Permits Issued	2010 Population ^A	% of Total Population	2021 Total Population Projection ^B	% of Total Population	Persons Added 2011 - 2020 ^B	District Projected % Growth	Deviation from 5489 ^C	% Deviation
Columbia ^D	143	13.2%	5187 ^D	20.2%	4,523	16.5%	369	7.1%	-1,236	22.50%
Cunningham	342	31.6%	5,229	20.4%	6,111	22.3%	882	16.9%	622	11.33%
Fork Union	156	14.4%	4,650	18.1%	5,052	18.4%	402	8.6%	-437	7.96%
Palmyra	386	35.7%	5,355	20.8%	6,351	23.2%	996	18.6%	869	15.83%
Rivanna	54	5.0%	5,270	20.5%	5,409	19.7%	139	2.6%	-80	1.45%
TOTAL	1,081	100.00%	25,691	100.0%	27,447	100.0%	2,789			

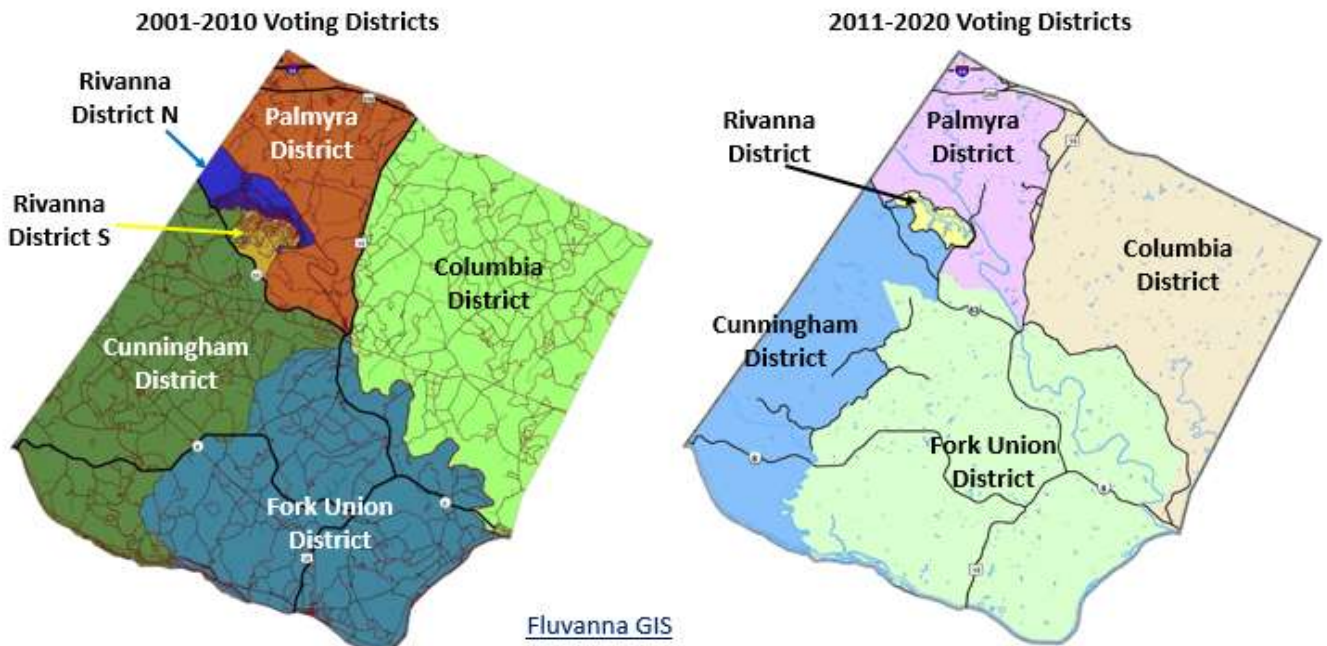
^A 2010 census data

^B Population estimates for 2021 achieved by multiplying the 2010 average household size of 2.58 persons by the number of total residential building permits issued between 2011 and Nov 24, 2020. For instance: Columbia District had 143 permits issued during the time period Jan 1, 2011 - Nov 24, 2020. 143 x 2.58 = 368.94 persons.

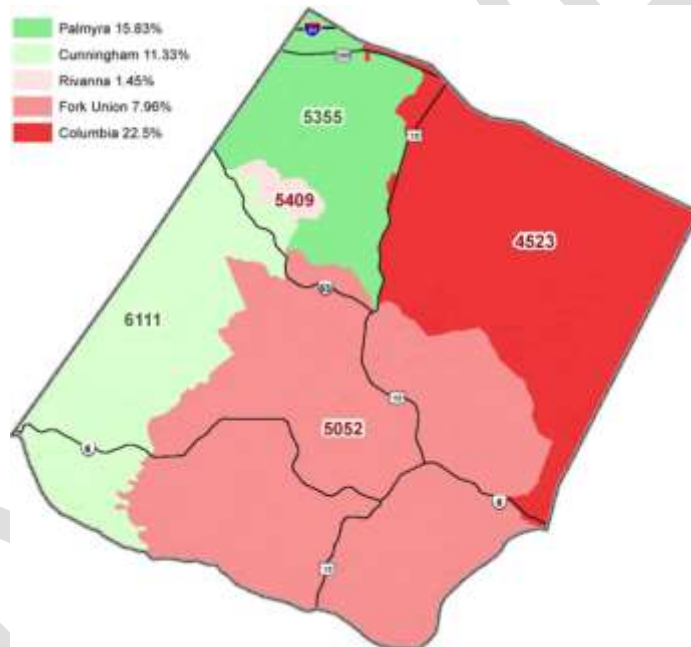
^C 5529 is the "ideal" district size. It is the total population, adjusted to exclude the incarcerated population, of all districts multiplied by the number of election. districts.

^D Columbia population in 2010 included the incarcerated population at the Fluvanna Women’s Correctional Center. 2021 projects do not include this population.

Fluvanna Voting Districts



2021 Population Projections by District



Staff Priorities – Staff Discussion

- Staff discussed 2021 Strategic Initiatives they wish to prioritize over the next ten months.
 - o Redistricting local election districts - Five vs Six vs Seven districts/precincts
 - o Adjusting County Boundary Lines with other localities
 - o County-Owned Fork Union Property Development – “Fluvanna Business Park”
 - o Successfully oversee Zion Crossroads Water and Sewer System – Phase 1 and Phase 2 (West Extension)
 - o Implementation/Partnership for Countywide Broadband/Wireless connectivity opportunities
 - o New County Administration Building, Judicial Complex renovation, new Department of Social Services Building, Carysbrook Complex renovation
 - o Preferred zoning in Community Planning Areas (CPA’s) and CPA subsections
 - o Create a PG Park “Fluvanna after Five” events. Small stage, entertainment, food, vendors, etc.
 - o Comprehensive review of problem traffic areas in CPA’s (EX. Lake Monticello roadway loop, Zion Crossroads)

2021 Priorities – Supervisors and staff discussion

- Staff and Board members reviewed previous strategic initiatives and outlined the 2021 priorities to focus on in the next ten months.

DINNER BREAK

WORK SESSION – CALL TO ORDER

At 7:01pm, Chair Sheridan called to order the Budget Work Session of February 10, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

BUDGET PRESENTATIONS

Treasurer – Linda Lenherr, Treasurer provided brief remarks in support of the FY22 Budget Request.

- The Board of Supervisors asked the Treasurer to plan to extend the penalty and interest effective date to the end of June.

Commissioner of the Revenue – Andrew (Mel) Sheridan, Commissioner of the Revenue FY22 Budget Request.

Mr. Sheridan focused on the following:

- Exceptional Office Staff
- All Deputies in Career Development Program
 - o 3 are certified to date (1 unfunded by Compensation Board)
 - o 1 will become certified in 2022
- Recognized by Compensation Board as fully accredited Commissioner of the Revenue Office
- Maintained full continuity for both office moves
- Exceptional Office Staff

Operations Sub-Total:

2021 -\$42,310 **2022**-\$42,910

Mr. Sheridan thanked the Board for:

- Consistent funding
 - o Both operational and personnel
- Excellent Support from all County staff
- Solid team environment!

Sheriff – Sheriff Eric Hess

Call Volume-Emergency Communications Center:

- Has risen for the last 5 years

Computer Crime Lab:

- Sophisticated self-contained computer and server system to fight cybercrimes.

Work Load:

- Arrest, Traffic Violations & Animal Calls
- work load increases in traffic violations and animal calls
- decrease in arrests

Fleet Management:

- 4 - Dead-lined for repairs or extended life.
- 7 - Need replaced for average vehicle refreshment.

New Transport Van:

- A more efficient way to care for those in our custody during the transport process.
- Fewer liabilities for all county stakeholders.

Judicial Case Load Increasing:

- State Compensation Board Request
- Due to the amount of local case load courts have added additional courts days in each court.
- Need one additional deputy to complete the two deputies requested from BOS to mitigate staffing gaps with the changes and increase to workload, as State Compensation Board assessed.

Civil Process and Enforcement:

- Decreased in 2020

New Entry Procedures of Courthouse:

- Require more staff to properly safeguard social distancing
- Safety is Our Number One Priority
- CARES Act funding for a new x-ray machine and thermal body scanner for the Courthouse

Evidence:

- New self-contained evidence unit allowing the expansion of evidence storage and processing.
- Complete with security cameras, climate controlled and cold storage of important evidence.

Commonwealth's Attorney – Jeff Haislip, Commonwealth's Attorney gave brief synopsis of the work of the Commonwealth's Attorney's Office.

Mr. Haislip reported on the following:

- The Commonwealth's Attorney's Office budget remained the same for the most part.
 - o Not asking for an increase this year
- In court five days a week
 - o Major backlog in cases due to COVID-19 restrictions
- As of July 1, 2021, juries will no longer be sentencing at trials
 - o Defendants will be requesting more jury trials
- Wish the court system luck with the major uptick of cases work that will be occurring in the next twelve months

Clerk of the Circuit Court, Circuit Court Judge/Drug Court – Tristana Pace Treadway, Clerk to the Circuit Court

Circuit Court Revenues: Combined revenues of Clerk's & Judge's budgets

- FY2022 Estimate: \$929,788
+5% over last year's estimate
- FY2021 Estimate: \$881,830 YTD: \$677,123
Remaining:

+ 4 months local collections	\$133,624*
*(Based on avg. local collections Mar.-Jun FY14-FY20)	
+ 5 months Comp Board reimbursements	\$108,775
+ Comp Board TTF Reimbursements	\$ 29,899
- FY2021 Revised Estimate: \$949,421

Circuit Court Revenues:

- Compensation Board and State Reimbursements decreased from last year
- Miscellaneous taxes increased from last year
- Fines and fees decreased from last year
- Business activity and grant funds increased from last year

Circuit Court Revenue :

- Decreased to \$677,122.78 YTD from last year at \$822,971.38

Overall Expenses:

- Clerk's Office Operations Budget:
\$9,135 Greater than FY2021 Budget (+10%)
- JUDGE'S Overall Budget:
\$2,203 Less than FY2021 Budget (-7%)
- Professional Services
+\$10,000 Backscan Land Records
Reimbursed through Comp Board Technology Trust Funds
- Lease/Rent
+\$1,435
Canon Lease copier delivered May 2020

Circuit Court Compensation Board Workload:

- Criminal cases, deeds recorded and concealed hand gun permits increased from last year
- Civil actions, wills/estates initiated, restitution and passports issued decreased from last year.
- Judgements, Admins & liens, financing statements, fictitious names, marriage licenses, and notary stayed about the same as last year.

COVID-19 Pandemic:

- Continuity of Service was maintained by social distancing as well as added Plexiglas to front counter.
- Courtroom had social distancing, Plexiglas and video conferencing added for safety
- Useful Technology Already in Place allowed access to collections while keeping in person traffic down
 - Scanned Electronic Images of Books
 - E-Recording through Logan Systems
- Deed Recordation Workload
CY 2020: 5,391 recorded instruments

- 29% greater than CY 2019 (4,007)
 - 20% greater than CY 2012-2019 average (4,398)
- Approx. 45% of Local Collections of the Clerk’s Office are result of land recordings.
 Influences Compensation Board TTF Funding & Library of Virginia Preservation Grant Funds.
 Shift from in-person to e-recording at NO cost to Fluvanna County

- Criminal Cases Commenced Workload
 CY 2020 Fluvanna Circuit Court 490 Cases Commenced
 Preliminary Data:
 - Up 7% from CY 2019
 - 16th Circuit: -38.5% From CY2019
 - Commonwealth of Virginia -30%
 - 1 Trial by Jury Complete

BUDGET DISCUSSION

-Mr. Dahl brought a budget error in the FY22 Proposed Budget to the Board’s attention and updated the Board on \$210,000 revenue items to be used to offset the \$179,398 that was carried over from last fiscal year in error leaving the budget \$30,602 to the good.

-Mr. Sheridan, COR gave a brief update to the Board on the revenues coming in thus far this year.

14 - ADJOURN

MOTION:	Adjourn the Budget Work Session of Wednesday, February 10, 2021 at 8:22pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

 Caitlin Solis
 Clerk to the Board

 John M. Sheridan
 Chair