



# FLUVANNA COUNTY BOARD OF SUPERVISORS

## REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

March 7, 2018, at 4:00 pm

### TAB AGENDA ITEMS

#### 1 - CALL TO ORDER

#### 2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

#### 3 – ADOPTION OF AGENDA

#### 4 – COUNTY ADMINISTRATOR’S REPORT

#### 5 – PUBLIC COMMENTS #1 (5 minutes each)

#### 6 – PUBLIC HEARING

None

#### 7 – ACTION MATTERS

- R Sheriff’s Office Salary Increases—Eric Hess, Sheriff
- S Reallocation of Fire and Rescue Toughbook CIP Funds—Debbie Smith, Emergency Services Coordinator
- T Memorandum of Understanding Between the Board of Supervisors of Fluvanna County and Kents Store Agricultural Recreational Center Club, Inc. – Steve Nichols, County Administrator
- U FUSD Loan Renewal/Extension—Eric Dahl, Deputy County Administrator/Director of Finance

#### 8 – PRESENTATIONS (normally not to exceed 10 minutes each)

None.

#### 9 – CONSENT AGENDA

- V Minutes of January 31, 2018—Kelly Belanger Harris, Clerk to the Board
- W Minutes of February 21, 2018—Kelly Belanger Harris, Clerk to the Board
- XYZ Policy 7.3. – Motor Vehicle Use Policy – Wayne Stephens, Public Works Director and County Engineer
- A Policy 9.1. - Program Registration, Scholarships, and Fees – Aaron Spitzer, Parks & Recreation Director
- B Policy 9.2. - Park and Trail Regulations – Aaron Spitzer, Parks & Recreation Director
- C Policy 9.3. – Funds Management – Aaron Spitzer, Parks & Recreation Director
- D Policy 9.4. - Carysbrook Performing Arts Center Use – Aaron Spitzer, Parks & Recreation Director

#### 10 – UNFINISHED BUSINESS

TBD

#### 11 – NEW BUSINESS

TBD

#### 12 – PUBLIC COMMENTS #2 (5 minutes each)

#### 13 – CLOSED MEETING AND DINNER RECESS

TBD

**RECESS – DINNER BREAK**

**BUDGET WORK SESSION RECONVENE @ 7:00pm****TAB      AGENDA ITEMS****A – CALL TO ORDER****B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE****C – BUDGET REVIEW – DEPARTMENTAL PRESENTATIONS**

- 1      Public Works—Wayne Stephens, Director of Public Works and County Engineer
- 2      Parks and Recreation—Aaron Spitzer, Director of Parks and Recreation

**D – BUDGET DISCUSSIONS****15 – ADJOURN**

Deputy County Administrator Review

**PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

**ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

**PUBLIC HEARING RULES OF PROCEDURE**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

## 2018-19 STRATEGIC INITIATIVES PLAN – FLUVANNA COUNTY

Updated: February 8, 2018

Impact, Time, & Cost Key: **H**igh – **M**edium – **L**ow

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
<b>A</b>	<b>SERVICE DELIVERY</b>	<b>EAGER</b>					
<b>A1</b>	Work with FRA to identify support options for Fire and Rescue volunteers.	EMC; FRA; COAD	EMC working to put together an actual committee for this; Chief Constantino is looking into things; we want to have solid recommendations within 6 months.	L	M	H	Aug 2018
<b>A2</b>	Continue to research and evaluate county-wide broadband expansion opportunities.	C&ED	Prelim CVEC Report to BOS Mar 2, 2018	H	M	H	2018
<b>A3</b>	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.	COAD	Scheduled for Feb 15, 2018.	M	L	L	Mar 2018
<b>A4</b>	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)	P&R; Finance	Include DSS, Sheriff, and other key departments in preliminary discussion.	M	L	L	Jun 2018
<b>A5</b>	Improve partnership with the school system for shared use of county and school owned facilities.	P&R	Will set up a meeting with Mr. Winkler/Scott Morris to discuss possibilities of expanding; we currently use 3 school gyms for our programs during the winter months.	M	L	L	Sep 2018
<b>A6</b>	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.	PW	Reach out to school bus and JAUNT drivers	M	M	L	Jul 2018
<b>A7</b>	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)	PW		M	M	M	Dec 2018

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
A8							
B	COMMUNICATION	BOOKER					
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.	Staff	On-going; Website and FAN updated; created 2016 Report to Citizens; multiple town hall meetings about projects.	M	M	L	Dec 2018
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.	Staff		L	M	L	2018
B3	Meet with local Pastors to discuss effective communications and community support.	COAD		M	M	L	2018
B4	Promote tax due dates, public hearings, etc., in FAN Mail.	Clerk		L	L	L	Apr 2018
B5	Expand County Website to receive, answer, and post questions from residents.	IT; COAD	Under review	L	M	L	Dec 2018
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018	C&ED	Incorporate action items and tracking mechanism to assess impacts.	M	L	L	Sep 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019	C&ED	Incorporate action items and tracking mechanism to assess impacts.	M	L	L	Sep 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.	COAD	What add'l questions to ask?	M	L	L	Apr 2019
B9							
C	PROJECT MANAGEMENT	SHERIDAN					
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.	P&Z; BI		H	M	L	2019

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	PW		M	M	H	2018
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).	Planning; PW		M	M	M	2019
C4	Create master report and marketing plan regarding County tower assets and rental options.	C&ED; Finance		M	L	L	May 2018
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.	C&ED; PZA	Underway	M	M	L	Jun 2018
C6	Create a County-wide overlay map showing utilities and other key features that support business growth and development.	C&ED; PZ PW	Under development	M	M	M	Jul 2018
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	PW; Finance; C&ED	Working with VDOT to see if grant funding can be secured. Community Meeting held Jan 11, 2018, to discuss traffic flow and other options.	M	M	M	2019
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	Water Team	Ongoing	H	M	H	2019
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	Water Team	Ongoing	H	M	H	2019
C10	Pursue Phase II of Fork Union streetscape project.	C&ED		M	M	M	2019
C11							
D	ECONOMIC DEVELOPMENT AND TOURISM	O'BRIEN					
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	C&ED; P&R	Tourism Strategic plan in progress and then updated the economic development strategy will begin in Spring of 2018.	M	M	M	2018

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
D2	Develop a “This is Fluvanna County” video message to be shared with county citizens and businesses as well as use with county economic development initiatives.	C&ED; P&R	Will begin this project fall of 2017	L	M	L	Jul 2018
D3	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.	C&ED; P&Z; COR		M	M	L	2019
D4	Conduct 2018 local Business Climate Survey and analyze results.	C&ED; COAD		M	L	L	Sep 2018
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	C&ED		M	L	L	Aug 2018
D6	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.	C&ED P&R	Currently working on with Jason Smith.	M	M	L	2019
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities	P&R	Will contact VDGIF for assistance starting.	M	M	L	2019
D8	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)			L	L	L	Jul 2018
D9	Review higher density options between PDA and R4.	P&Z		L	L	L	Sep 2018
D10	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,	P&R; C&ED; FCPS		M	M	H	2019
D11							
E	FINANCIAL STEWARDSHIP AND EFFICIENCY	WEAVER					

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
E1	Review local business license/registration options and pros/cons.	Finance; C&ED					Apr 2018
E2	Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	Treasurer; Finance; IT	Underway	M	M	L	Sep 2018
E3	Create monthly Treasurer's Report for BOS Package and quarterly in-person briefing on the data.	Treasurer	Numerous samples collected; options under review.	M	L	L	Jul 2018
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	Treasurer; Finance		M	L	L	2018
E5	Expand Fluvanna County Website Data Dashboard with key metrics.	Clerk; COAD		L	M	L	Dec 2018
E6	Implement easy to access electronic format code of ordinances (MuniCode or similar).	Clerk; COAD	Pending BOS Budget approval.	M	L	L	May 2018
E7							





**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

**TAB R**

<b>MEETING DATE:</b>	March 7, 2018					
<b>AGENDA TITLE:</b>	Sheriff's Office Deputy Sheriff's Position Upgrades					
<b>MOTION(s):</b>	<p><b>I move to approve the upgrade of the Deputy Sheriff positions, as presented, effective the first payroll in April 2018, with the required FY18 \$10,790 for the salary and benefit costs to come from existing FY18 Sheriff's Office's Personnel Budget savings.</b></p> <p><i>Note: The full year increase amount is included in the County Administrator's FY19 budget proposal.</i></p>					
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		XX				
<b>STAFF CONTACT(S):</b>	Sheriff Eric Hess					
<b>PRESENTER(S):</b>	Sheriff Eric Hess					
<b>RECOMMENDATION:</b>	Approval					
<b>TIMING:</b>	Effective for the first payroll in April					
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• A new pay plan was presented and approved on December 6, 2017.</li> <li>• The new pay plan included changing the Deputy Sheriff - #6511 positions to three tiers and Deputy Sheriff/ Investigator - # 6551 positions to two tiers. <ul style="list-style-type: none"> <li>- Deputy Sheriff I - #6511, band 13</li> <li>- Deputy Sheriff II - #6512, band 14</li> <li>- Deputy Sheriff III - #6513, band 15</li> <li>- Deputy Sheriff/Investigator I - #6551, band 14</li> <li>- Deputy Sheriff/Investigator II - #6552, band 15</li> </ul> </li> <li>• The tiers will recognize the different levels of training, accreditation and skill sets each Deputy has.</li> <li>• The new plan will encourage retention as well as encouraging each deputy to advance their knowledge, skills and abilities to perform different functions needed.</li> <li>• Human Resources has reviewed all the current deputies and investigators training and certification records and presented a recommended placement for each deputy into the new tier system. I have reviewed these recommendations and agree with them.</li> <li>• In addition to the tier system for the deputies, the approved pay plan moved the two (2) Deputy Sheriff- Captain positions #5541 – Captain/Administration and #6671- Captain/Field Operations to pay band 22.</li> </ul>					

	<ul style="list-style-type: none"> <li>- Human Resources also reviewed these salaries and made recommendations for salary increases to better align with the job responsibilities and skills required for these positions.</li> <li>• The total annual amount to make the salary adjustments of \$43,163 (this amount includes fringe benefits costs) is included in the proposed budget for FY19.</li> <li>• Due to an open position and an employee that was out this fiscal year on extended unpaid Military Leave, the Sheriff's personnel budget in this fiscal year has the funds that would be needed (\$10,790 – includes fringe benefits) to make the adjustments as of the first payroll in April, 2018 rather than to wait for the first payroll in FY19.</li> </ul>				
<b>FISCAL IMPACT:</b>	FY18, April through June – increase & fringe = \$10,790; FY19 (is in current budget proposal) \$43,163 (increase and fringe amount) (see spreadsheet below)				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		XX		XX	COAD

EE #	FY19 BUDGET PROPOSED POSITIONS (sheriff's office)	Adjustment \$ Amount	PROPOSED FY19 Annual After Promotion w/ Stipend	PROPOSED RANGES		
				MIN	MID	MAX
657	DEPUTY II	864.83	47,600.70	\$36,123	\$43,348	\$50,572
466	DEPUTY I	-	40,913.10	\$36,123	\$43,348	\$50,572
583	DEPUTY I	1,260.96	43,293.12	\$36,123	\$43,348	\$50,572
636	DEPUTY II	2,210.85	46,427.85	\$38,110	\$45,732	\$53,354
544	SERGEANT	-	51,514.37	\$42,417	\$50,900	\$59,384
649	INVESTIGATOR I	1,746.24	46,671.12	\$38,110	\$45,732	\$53,354
886	DEPUTY I	-	41,208.00	\$36,123	\$43,348	\$50,572
848	DEPUTY I	-	-			
571	INVESTIGATOR II	-	55,535.07	\$40,206	\$48,247	\$56,288
574	SERGEANT	-	51,163.20	\$42,417	\$50,900	\$59,384
581	SERGEANT	-	47,220.63	\$42,417	\$50,900	\$59,384
436	CAPT	6,498.46	71,483.11	\$60,169	\$72,203	\$84,237
572	SERGEANT - INV	1,938.84	66,566.73	\$44,962	\$53,954	\$62,947
751	DEPUTY III	1,338.09	45,941.00	\$40,206	\$48,247	\$56,288
618	LIEUTENANT	-	56,132.37	\$50,519	\$60,623	\$70,727
743	DEPUTY I	-	-			
609	DEPUTY I	-	41,126.40	\$36,123	\$43,348	\$50,572
670	SERGEANT	-	55,569.78	\$42,417	\$50,900	\$59,384
530	INVESTIGATOR II	1,324.67	50,509.65	\$40,206	\$48,247	\$56,288
768	LIEUTENANT	-	53,417.62	\$50,519	\$60,623	\$70,727
428	SERGEANT	-	52,637.20	\$42,417	\$50,900	\$59,384
250	LIEUTENANT	-	59,640.48	\$50,519	\$60,623	\$70,727
677	DEPUTY III	1,435.31	49,278.91	\$40,206	\$48,247	\$56,288
861	DEPUTY III	1,657.18	48,559.13	\$40,206	\$48,247	\$56,288
603	DEPUTY I	832.32	42,448.32	\$36,123	\$43,348	\$50,572
562	DEPUTY II	1,261.75	43,319.92	\$38,110	\$45,732	\$53,354
556	DEPUTY II	1,300.80	48,492.35	\$38,110	\$45,732	\$53,354
585	DEPUTY II	1,276.26	43,818.42	\$38,110	\$45,732	\$53,354
604	DEPUTY I	818.00	41,718.21	\$36,123	\$43,348	\$50,572
558	CAPT	1,411.42	71,982.53	\$60,169	\$72,203	\$84,237
485	DEPUTY III	2,131.86	45,769.07	\$40,206	\$48,247	\$56,288
611	DEPUTY II	883.15	45,040.52	\$38,110	\$45,732	\$53,354
709	DEPUTY III	1,658.19	44,822.06	\$40,206	\$48,247	\$56,288
450	DEPUTY III	4,122.66	45,349.27	\$40,206	\$48,247	\$56,288
		35,971.85				

**With Fringe 43,163.00**

**April's FY18 cost 10,790.00**

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB S**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Use of FY17 Toughbook Replacement CIP Funds				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the use of FY17 Toughbook CIP funds in the amount of \$28,000 to purchase Electronic Patient Care Report compatible computers for State reporting.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>PRESENTER(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Fire and Rescue companies would like to purchase computers for State reporting which best fit their individual needs. In FY17 \$28,000 in CIP funds for Toughbook replacement were approved and have not been used to date. Fire and Rescue would like to reallocate these funds to include Tablets, Surface Pro's and accessories.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			



# **FY17 CIP - Toughbook Replacement**

**Debbie Smith**

**Emergency Management Coordinator**

**March 7, 2018**



# **Toughbook CIP**

- **FY17 CIP approved \$28,000 for replacement of Toughbook computers**
  - Panasonic brand computer designed to withstand rough handling, spills, vibration & extreme temperatures.
- **Fire & Rescue Association is asking to reallocate the funds to include other types of computers compatible with their required electronic patient care reporting needs**
  - To include Surface Pro's, tablets, and accessories

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB T**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Kent Store ARC Building – Memorandum of Understanding				
<b>MOTION(s):</b>	<b>I move to approve the Memorandum of Understanding (MOU) between Fluvanna County and the Kent Store ARC and Recreation programs.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Wayne Stephens, Director of Public Works				
<b>PRESENTER(S):</b>	Wayne Stephens, Director of Public Works				
<b>RECOMMENDATION:</b>	Approve the MOU which sets out the terms and conditions associated with the County of Fluvanna providing \$30,000 towards improvements at the Kent Store ACR Building in exchange for continued periodic use of the building by the County for elections and for County-sponsored activities.				
<b>TIMING:</b>	Immediate – Certain improvements are needed prior to the June Primary Elections				
<b>DISCUSSION:</b>	The Kent Store ARC building is currently the designated voting location for the Columbia District/Precinct. Additionally, the County Department of Parks & Recreation uses the building several times a month for senior citizen programs. Although structurally sound, the building is in relatively poor shape and in need of some immediate repairs in order for it to remain viable for either of the aforementioned activities. At its meeting of February 21, 2018, the Board of Supervisors, by a 4-1 vote, agreed to provide \$30,000 to put towards certain needed maintenance and repair items in the ARC building, subject to executing a Memorandum of Understanding regarding the purpose of the funds and the County's continued usage of the building.				
<b>FISCAL IMPACT:</b>	The County has allocated \$30,000 for this purpose. There are no additional impacts anticipated.				
<b>POLICY IMPACT:</b>	The County has provided funding to certain public-private projects in the past, when it has been deemed to be in the best interest of the County and its residents.				
<b>LEGISLATIVE HISTORY:</b>	Past interactions between the County and the Kent Store ARC include, but may not be limited to: 1) The ARC donated a parcel of land to the County to allow construction of the new Kent Store Fire Station. 2) The ARC and County entered in to an agreement to locate a shared sewage disposal system on ARC property. This system serves both the Kent Store Fire Station and the ARC building.				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY  
AND  
KENTS STORE AGRICULTURAL RECREATIONAL CENTER CLUB, INC.**

This is a memorandum of understanding by and between the BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia (hereinafter "County"); and KENTS STORE AGRICULTURAL RECREATIONAL CENTER CLUB, INC., a Virginia not-for-profit corporation (hereinafter "ARC"), provides as follows:

1. ARC is the owner of a certain parcel of real property, improved with a building, located at Kents Store, Virginia, and commonly known as the ARC building.
2. ARC has, for several years, permitted the County to use the ARC building for public purposes as a polling place for its elections and for certain recreational activities operated by its department of parks and recreation.
3. Both County and ARC believe that it is in their respective interests, and in the interest of the public, to continue this association indefinitely.
4. Both County and ARC recognize that the ARC building is in immediate need of significant improvement and renovation in order to serve the needs of both parties, and County has agreed to donate to ARC a sum of money which the parties believe will be sufficient to fund the improvements necessary for County's purpose, which improvements will also benefit ARC.

Therefore, the parties hereby note their understanding and agree as follows:

- (1) County will donate to ARC, pursuant to Virginia Code Sec. 15.2-953, the sum of \$30,000, to be used by ARC for the renovation and improvement of ARC's building (as the funds permit) with respect to:
  - (a) Installation of improved interior lighting;
  - (b) Installation of improved HVAC facilities;
  - (c) Repair and installation of kitchen flooring, cabinets, countertops and faucets;
  - (d) Repair and upgrade of building plumbing; and
  - (e) Installation of new handicapped access ramp;
  - (f) Installation of new dimensional roofing shingles
- (2) All of the foregoing shall be performed within a reasonable time with a targeted completion date of June 1, 2018, and shall be completed to the reasonable satisfaction of the County's director of public works, in accordance with all applicable law, in a

- workmanlike manner and so as to permit the continued use by the County as a polling place and for its recreational activities.
- (3) County may desire to expand its recreational activities, and ARC agrees to permit such expansion provided that such expansion shall be at all times compatible with ARC's recreational activities. It is estimated that such activities, including polling place and other uses, will not exceed 60 days per calendar year.
  - (4) County expects to continue its uses of the building for a period of at least 20 years, which the parties agree is consistent with a reasonable period for "straight-line" depreciation of the work. To the extent that ARC may decide to terminate or substantially reduce County's use of the building, ARC will reimburse County for its donation, less the value received by the County as of the date of such termination, based on a 20-year straight-line depreciation.
  - (5) County agrees to comply with ARC's reasonable rules and practices for cleanup and other similar work necessitated by its use from time to time.
  - (6) ARC intends to perform other repairs and improvements which may be done together with the work described in paragraph (1) above.

Witness the following signatures by the parties' respective duly authorized agents.

#### BOARD OF SUPERVISORS OF FLUVANNA COUNTY

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

Approved as to form by

\_\_\_\_\_  
County Attorney

KENTS STORE AGRICULTURAL RECREATIONAL  
CENTER CLUB, INC.

  
\_\_\_\_\_  
President, Executive Board

\_\_\_\_\_  
March 1, 2018

\_\_\_\_\_  
Date



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB U**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Repayment and issuance/reissuance of \$82,100.00 loan to the Fork Union Sanitary District				
<b>MOTION(s):</b>	<b>I move to adopt the attached resolution ratifying prior loans and refunding, and authorizing the issuance, sale, award, and purchase of \$82,100 refunding bond of the Fork Union Sanitary District and providing for the form, detail and payment thereof. The interest rate will continue at no interest.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Loan matures December 15, 2018 as required by the Code of Virginia; Refunding to be implemented January 1, 2018				
<b>DISCUSSION:</b>	<p>The Fork Union Sanitary District (FUSD) was issued a \$40,000.00 loan from the County to continue paying for operations as of April 7, 2010 ("Note R-1"). The loan was repaid by the issuance of a refunding bond ("Note R-2") as of January 1, 2011, and again repaid by the issuance of a refunding bond ("Note R-3") as of January 1, 2012. Thereafter, annually repayment has been treated as made by the issuance of new refunding bonds, and additional funding has occurred, but inadvertently no formal Notes were issued.</p> <p>In addition to the initial \$40,000.00 loan made to FUSD in 2010, the following additional short-term financing to meet deficits in revenue of FUSD have been made:</p> <ul style="list-style-type: none"> <li>• \$30,000.00 in calendar year 2013</li> <li>• \$39,000.00 in calendar year 2014</li> <li>• \$9,000.00 in calendar year 2015.</li> </ul> <p>The District needs to request a refunding of the loan for 2018. The resolution as prepared by the County Attorney is attached to the agenda item. This resolution details the actions that the Board of Supervisors would take if the Board of Supervisors approves this resolution. The actions are summarized as follows: 1) the Board of Supervisors as the governing body of the Fork Union Sanitary District ratifies the additional loans and refunding for 2013-2017 and authorizes the issuance of a refunding bond for 2018 to the County; and 2) the Board of Supervisors approves the refunding of the \$82,100.00 remaining balance of the note of the District for the 2018 calendar year. The rate of interest is to be determined by the Board of Supervisors in the best interest of the District. A new rate of interest will need to be set if it is not desired to continue with zero percent per annum (no interest).</p>				

<b>FISCAL IMPACT:</b>	<p>The Fork Union Sanitary District has improved their financial position over the past three years, from when the Board of Supervisors approved the rate increase for the district on July 2, 2014. The highest balance owed to the County was \$118,000.00 in calendar year 2015. Since that point, the following amounts have been repaid to the County:</p> <ul style="list-style-type: none"> <li>• \$18,000.00 in calendar year 2016</li> <li>• \$17,900.00 in calendar year 2017</li> <li>• Budgeted to make a payment of \$25,300 in calendar year 2018</li> <li>• Current proposed FY19 budget of \$15,000 in calendar year 2019</li> </ul> <p>The Finance Director and Public Works Director will review the financial position of FUSD at the end of each fiscal year and determine if any additional amounts above the budgeted amounts could be applied towards additional prepayment.</p>				
<b>POLICY IMPACT:</b>	<p>As required by the Code of Virginia, the existing note matured and repayment is required as of December 15, 2018. Issuance of the refunding bond as of January 1, 2018 will permit the refunding bond to have a maturity date of December 15, 2018, rather than June 15, 2018.</p>				
<b>LEGISLATIVE HISTORY:</b>	<p>This will be the eighth refunding of a loan issued as of April 7, 2010; and also includes additional short term financing to meet casual deficits in the revenues of FUSD.</p>				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Resolution Authorizing The Issuance, Sale And Award Of \$82,100.00 Refunding Bond Of The Fork Union Sanitary District And Providing For The Form, Details And Payment Thereof</li> <li>• Refunding Bond, R-4 (2018)</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X			



## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 03-2018

## **A RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND AWARD OF \$82,100.00 REFUNDING BOND OF THE FORK UNION SANITARY DISTRICT AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF**

**WHEREAS**, the Board of Supervisors (the "Board") of Fluvanna County, Virginia (the "County"), as the governing body of the Fork Union Sanitary District (the "District"), on April 7, 2010, determined that the District should obtain short-term financing to meet casual deficits in the revenue of the District in accordance with Virginia Code Section 21-118.4; and

**WHEREAS**, the County agreed to provide such short-term financing in the principal amount of \$40,000.00; and

**WHEREAS**, in accordance with the provisions of Virginia Code Section 21-118.4, the District issued and sold to the County on April 7, 2010, a Revenue Anticipation Note, numbered R-1, in the principal amount of \$40,000.00 ("Note R-1"); and

**WHEREAS**, Note R-1 was repaid by the District in 2011 with the proceeds of a short-term Refunding Bond, numbered R-2, in the principal amount of \$40,000.00, in accordance with the provisions of Virginia Code Section 15.2-2649 ("Note R-2"); and

**WHEREAS**, Note R-2 was repaid by the District in 2012 with the proceeds of a short-term Refunding Bond, numbered R-3, in the principal amount of \$40,000.00, in accordance with the provisions of Virginia Code Section 15.2-2649 ("Note R-3"); and

**WHEREAS**, the District is currently indebted to the County in the principal amount of \$82,100.00, having since 2012 borrowed from and repaid the County, annually, short-term financing to meet casual deficits in the revenue of the District in accordance with Virginia Code Section 21-118.4, and short-term refunding in accordance with Virginia Code Section 15.2-2649, as follows (the "2013-2017 Loans"):

2013: \$70,000.00 (\$40,000.00 by short-term refunding of Note R-3)  
 2014: \$109,000.00 (\$70,000.00 by short-term refunding of 2013 principal)  
 2015: \$118,000.00 (\$109,000.00 by short-term refunding of 2014 principal)  
 2016: \$118,000.00 (\$118,000.00 by short-term refunding of 2015 principal)  
 2017: \$100,000.00 (\$100,000.00 by short-term refunding of 2016 principal)

**WHEREAS**, the 2013 -2017 Loans were not documented by formal resolutions or bonds, and the Board has determined that it is in the best interests of the District to ratify and affirm such borrowing and to confirm that the 2013-2017 Loans were each made effective as of January 1, with maturity date of December 15, of each calendar year, with no interest, and otherwise on the same terms as set forth in Note R-3; and

**WHEREAS**, the Board has determined that it is in the best interests of the District to repay the

2013-2017 Loans with proceeds of a short-term Refunding Bond in the principal amount of \$82,100.00, in accordance with the provisions of Virginia Code Section 15.2-2649; and

**WHEREAS**, the amount of such short-term Refunding Bond does not exceed one-half of the amount reasonably anticipated to be produced by the revenues of the District, including taxes levied pursuant to Virginia Code Section 21-119, for the 2018 calendar year, exclusive of any anticipated tax revenues of the District which have not actually been levied and assessed against property within the District; and

**WHEREAS**, the County is willing to provide such short-term refunding of the 2013-2017 Loans the principal amount of \$82,100.00;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA:**

**1. 2013-2017 Loans.** The Board hereby ratifies and affirms the 2013-2017 Loans, and confirms that each was made effective as of January 1, with maturity date of December 15, of the respective calendar year, with no interest, and otherwise on the same terms as set forth in Note R-3, and such borrowings by the District were to meet casual deficits in the revenue of the District in accordance with Virginia Code Section 21-118.4, and for short-term refunding in accordance with Virginia Code Section 15.2-2649.

**1.1 Sale of the Note.** The Board, acting as the governing body of the District, hereby authorizes the District to borrow and repay the principal amount of \$82,100.00 in order to refund the 2013-2017 Loans. Such borrowing shall be evidenced by a certain Refunding Bond to be issued to the County in accordance with the terms of this Resolution (the "Refunding Bond"). The County approves the refunding of the 2013-2017 Loans as set forth in this Resolution.

**2. Note Details; Payment Provisions.** The Refunding Bond shall be issued as (i) a single fully registered note which shall be designated "Refunding Bond", shall be in typewritten form, shall be in the principal amount of \$82,100.00, shall be numbered R-4 (2018), shall be dated January 1, 2018, shall mature on December 15, 2018, and shall bear no interest. The Refunding Bond shall be issued pursuant to the Constitution of Virginia, the statutes of the Commonwealth of Virginia and this resolution adopted by the County's Board of Supervisors.

**3. Prepayment of Note.** The Refunding Bond shall be subject to prepayment prior to maturity at the option of the District in whole or in part at any time without premium, upon payment of the outstanding principal amount to be prepaid.

**4. Execution of Note.** The Refunding Bond shall be signed on behalf of the District by the manual signature of the Chairman of the Board, countersigned by the manual signature of the Clerk of the Board and the Board's seal shall be affixed thereto.

**5. Note Form.** The Refunding Bond shall be in substantially the form which is attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Refunding Bond, whose approval shall be evidenced conclusively by the execution and delivery of the Refunding Bond.

**6. Registration and Transfer of Note.** The Refunding Bond shall be issued in registered form without coupons, payable to the registered holder or registered assigns. The County Treasurer is hereby appointed paying agent and registrar for the Refunding Bond (the "Registrar"). The County may appoint a qualified bank or trust company as successor Registrar. The Registrar shall maintain registration

books for the registration and registration of transfer of the Refunding Bond. The Refunding Bond may be transferred only upon an assignment executed by the registered holder in such form as shall be satisfactory to the Registrar, such transfer to be made on the registration books and endorsed on the Refunding Bond by the Registrar. The person or persons in whose name or names the Refunding Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of and interest on the Refunding Bond shall be made only to or upon the order of the registered owner thereof or his legal representative.

**7. Preparation and Delivery of Note.** The Chairman and the Clerk of the Board are authorized and directed to take all proper steps to have the Refunding Bond prepared and executed, to comply with provisions of this Resolution and to deliver the Refunding Bond to the County Treasurer who shall deliver the Refunding Bond to the County in exchange for the retirement of the 2013-2017 Loans, including but not limited to Note R-3.

**8. Payment of Prior Note.** The County Treasurer is hereby authorized and directed to apply the proceeds of the Refunding Bond to the repayment to the County of the 2013-2017 Loans immediately following the delivery of the Refunding Bond to the County.

**9. Other Actions.** All other actions of officers of the County, the District and the Board in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Refunding Bond are hereby ratified, approved and confirmed. The officers of the County and the District are authorized and directed to execute and deliver all certificates and instruments and to take all action necessary or desirable in connection with the issuance, sale and delivery of the Refunding Bond.

**10. Repeal of Conflicting Resolutions.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

**11. Effective Date.** This Resolution shall take effect immediately.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

Attest:

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John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



## REFUNDING BOND, R-4 (2018)

\$ 82,100.00

Palmyra, Virginia  
January 1, 2018

FOR VALUE RECEIVED, the Fork Union Sanitary District (hereinafter "District") promises to pay to the County of Fluvanna, or order, at Palmyra, Virginia, the principal sum of EIGHTY-TWO THOUSAND ONE HUNDRED AND 00/100 (\$82,100.00) DOLLARS, without interest. The entire outstanding, unpaid balance of principal shall be paid on December 15, 2018, if not sooner paid. The District may prepay this note in whole or in part at any time and from time to time, without premium or penalty.

If suit is brought to collect this note, the noteholder shall be entitled to collect all reasonable costs and expenses of suit, including, but not limited to, reasonable attorney's fees. Presentment, notice or dishonor and protest are hereby waived.

This note has been authorized by a resolution adopted by the Board of Supervisors of Fluvanna County, on behalf of the District, on March 7, 2018, and is a refunding bond of the District made in accordance with Virginia Code Section 15.2-2649.

IN WITNESS WHEREOF the Board of Supervisors of Fluvanna County, Virginia, as the governing body of the District, has caused this note to be signed by the Chairman of the Board of Supervisors, countersigned by the Clerk of the Board of Supervisors, the County's seal affixed hereto and this note to be dated as of January 1, 2018.

COUNTERSIGNED:

FORK UNION SANITARY DISTRICT

\_\_\_\_\_(SEAL)  
Clerk, Board of Supervisors,  
Fluvanna County, Virginia

BY:\_\_\_\_\_(SEAL)  
Chairman, Board of Supervisors,  
Fluvanna County, Virginia

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney

CERTIFICATE OF REGISTRATION

Date of Registration	Name of :Registered Owner	:Signature of Registrar
_____	:_____	:_____
_____	:_____	:_____
_____	:_____	:_____



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB V**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Meeting Minutes				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Planning Retreat held on Saturday, January 21, 2018, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for January 31, 2018				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**January 31, 2018**  
**Budget Work Session 4:00pm**  
**Regular Meeting 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  
Donald W. Weaver, Cunningham District

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Kelly Belanger Harris, Clerk for the Board of Supervisors

**WORK SESSION – CALL TO ORDER**

At 4:00pm Chair Sheridan called to order the Work Session of January 31, 2018.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**NON-PROFIT AGENCY PRESENTATIONS**

- Central Virginia Partnership for Economic Development—Helen Cauthen
- Central Virginia Small Business Development Center—Greg McFetridge and Diane Arnold
- Fluvanna County Arts Council—*Not presenting*
- Fluvanna Leadership Development Program—Mike Feazel
- Fluvanna/Louisa Housing Foundation--Dan Burke
- JABA- Jefferson Area Board of Aging—Marta Keane
- JAUNT—*Not presenting*
- Jefferson Area CHIP--Jon Nafziger
- Fluvanna Chamber of Commerce--Rudy Garcia & Joe Chesser
- MACAA- Monticello Area Community Action Agency—Elise Cruz
- OAR- Jefferson Area Community Corrections--Ross Carew
- Piedmont Workforce Network—Mary-Huffard Kegley
- Hospice of the Piedmont--Ron Sykes
- Legal Aid Justice Center—*Not presenting*
- Southeast Rural Community Assistance Project (SERCAP)—*Not presenting*
- TJEMS—*Not presenting*
- Foothills Child Advocacy Center--Cathee Phillips

**RECESS FOR DINNER AND CLOSED SESSION**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 5:47pm, 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.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personal & Investment of Funds. Mr. Weaver seconded. The motion carried, with a vote of 4-0. 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.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

**1 – RECONVENE, CALL TO ORDER, & PLEDGE OF ALLEGIANCE**

At 7:00pm Chair Sheridan called to order the Regular Meeting of January 31, 2018.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

**MOTION**

Mrs. Booker moved to accept the Agenda, as presented, for the January 31, 2018 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Community & County Staff Recognitions
  - Grand Opening of our newest Senior Center – Jan 16, 2018. In partnership with Beaverdam Baptist Church, 16 seniors on the opening day and 2 JABA representatives
  - Kudos to Jane Wilson who manages the Social Services holiday program - Thanksgiving - distributed 61 donated turkeys to needy citizens. Matched 161 children and 40 seniors with sponsors who purchased Christmas gifts for them.
  - New Signage at Pleasant Grove – Disc Golf
- Spotlight on Business
  - VSI Supply “Your Plumbing Supply Guys”
- Announcements and Updates
  - Closed on grant purchase of Columbia Properties on Jan 11th
  - New Invitation to Bid for Demolition Services released on Jan 12· 2018. Bids due by February 15<sup>th</sup>
  - New sign in Columbia: “Welcome to Fluvanna County and Historic Columbia”
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Feb 7	4:00 PM 7:00 PM	Regular Meeting & COAD FY19 Budget Proposal & Revenues/ Expenditures	Courtroom
Wed	Feb 14	7:00 PM 4:00 PM	Budget WS - Constitutional Officers	Morris Room
Wed	Feb 21	4:00 PM 7:00 PM	Budget WS - FCPS FY19 Adopted Budget & Regular Meeting	Courtroom Courtroom
Wed	Feb 28	7:00 PM	Budget WS – Agencies	Morris Room

**5 - PUBLIC COMMENTS #1**

At 7:06pm Chair Sheridan opened the first round of Public Comments.

- Michael Winget-Hernandez, Winget-Hernandez, PC, 2017 Fluvanna County Business of the Year, requested the Board consider a request for support of a communication tower near Fluvanna County.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:13pm.

**6 - PUBLIC HEARING**

*SUP 17:05-Jackson Automotive*—Brad Robinson, Senior Planner presented a request to approve a special use permit to construct an automobile repair service establishment with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C. The affected property is located along Thomas Jefferson Parkway (Route 53) approximately 0.07 miles north of the intersection with Turkeysag Trail (State Route 1015). The parcel is within the Rivanna Community Planning Area and the Cunningham Election District. At its Regular Meeting on January 9, 2018, the Fluvanna County Planning Commission recommended approval of SUP 17:05 with a vote of 5-0.

Chair Sheridan invited the applicant Mr. John Jackson forward. Mr. Weaver inquired about the Health Department assessment that public water would “probably” be available. Mr. Jackson indicated that his water needs will be minimal in the proposed shop and he will therefore use the water and septic already on the property.

At 7:22pm, Chair Sheridan opened the Public Hearing.

There being no one wishing to speak, Chair Sheridan closed the Public Hearing.

Chair Sheridan invited discussion among the Supervisors.

With little discussion,

**MOTION**

Mrs. Eager moved that the Board of Supervisors approve SUP 17:05, a request to construct an automobile repair service establishment with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C, subject to the eleven (11) conditions listed in the staff report. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None. Staff Conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. Vehicles waiting for service shall be stored in or behind the building outside of normal business hours.
5. Hours of operation for the site shall be from 7 am to 6 pm Monday-Friday.
6. All noise generated by this activity shall be limited to maximum daytime level of 60 dB at the property line.

7. Any lighting shall not be directed toward adjacent properties and comply with Article 25 of the Fluvanna County Code.
8. Used motor oil, coolants, discarded automotive parts and tires shall be recycled or disposed of in accordance with State and local laws.
9. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
10. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
11. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

*County Code Changes for Chapter 5 Pertaining to Buildings* – James Newman, Planner brought forward a request to amend the County Code concerning removal, repair, and securing of dangerous buildings and other structures. The proposed amendments are made in order to remove, secure, or repair a structure or structures that constitute a danger to health or safety of any resident of the County.

This new article contains six (6) subsections, with provisions for removal, cost, and penalties.

At 7:38pm, following general and clarifying discussion, Chair Sheridan opened the Public Hearing.

With no one wishing to speak, Chair Sheridan closed the Public Hearing.

With no further discussion,

#### MOTION

Mrs. Booker moved that the Board of Supervisors approve an ordinance to amend Chapter 5 of the Fluvanna County Code by the addition therein of an Article 3 concerning removal, repair, and securing of dangerous buildings and other structures. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*County Code Changes for Chapter 10 Pertaining to Garbage/Refuse/Waste* – James Newman, Planner presented a request to amend Chapter 10, Article 1 of the County Code related to trash, garbage, refuse, litter, and other substances. The amendments are made to remove any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the county. The proposed amendments also allow the County to initiate such actions without requiring the approval Board of Supervisors; the County Administrator would undertake such actions. This article contains four subsections, with provisions for removal, cost, and penalties.

Following brief general discussion, Chair Sheridan opened the Public Hearing at 7:43pm.

There being no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:43pm.

With no further discussion,

#### MOTION

Mr. O'Brien moved that the Board of Supervisors approve an ordinance to amend Chapter 10, Article 1 of the Fluvanna County Code concerning certain accumulations of trash, garbage, refuse, litter and other substances. Mrs. Booker provided second and motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*County Code Changes for Chapter 15 Pertaining to Motor Vehicles and Traffic* – James Newman, Planner, presented a request to amend the County Code. The proposed amendments specify the number of inoperable vehicles may be kept in certain zoning districts, the measures that must be taken to conceal them, as well as penalties for not following the Code. The proposed amendments would allow the County to initiate such actions without requiring approval by the Board of Supervisors; the County Administrator would undertake such actions. This article contains one (1) subsection, with provisions for removal, cost, and penalties.

Brief discussion centered on the definition of "screening."

At 7:49pm Chair Sheridan opened the Public Hearing at 7:49pm.

There being no one wishing to speak, Chair Sheridan closed the Public Hearing.

With no additional discussion,

#### MOTION

Mr. O'Brien moved that the Board of Supervisors approve an ordinance to amend Chapter 15 of the Fluvanna County Code by the addition therein of an Article 4, Section 15-4-1 concerning keeping of inoperable vehicles. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

## **7 - ACTION MATTERS**

*Strategic Zoning Authorization*—James Newman, Planner came before the Board seeking approval to initiate a County Code amendment that would change the way in which roll-back taxes are assessed and collected following strategic rezoning. The change benefits landowners in preparation of selling land in designated development areas.



Mr. O'Brien initiated a discussion regarding the merits and potential downside of strategic zoning. Mr. Payne clarified the mechanism by which roll-back taxes are currently assessed and the continued responsibility to pay these when the sale of land occurs, rather than at the time of rezoning.

Following discussion,

**MOTION**

Mrs. Eager moved that the Fluvanna County Board of Supervisors direct staff to initiate a County Code Amendment to amend "Section 20-4-8, Roll-back taxes generally", and to schedule a future public hearing for the Board of Supervisors. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*FEMA FY17 Assistance to Firefighters Grant*—Debbie Smith, Emergency Management Coordinator presented a request to ratify the submission of the FEMA FY17 Assistance to Firefighters Grant for Self-Contained Breathing Apparatus (SCBA.)

With no discussion,

**MOTION**

Mrs. Eager moved the Board of Supervisors ratify the application for the FEMA FY17 Assistance to Firefighters Grant for Self-Contained Breathing Apparatus (SCBA) and related equipment. Mrs. Booker seconded and the motion 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Appointment to the Fluvanna Partnership for Aging – At-large*—Steven M. Nichols, County Administrator presented the candidate for the currently vacant, at-large position on the Partnership for Aging. Ms. Kennedy was the only candidate.

With no discussion,

**MOTION**

Mr. O'Brien moved the Fluvanna County Board of Supervisors appoint Lynn Kennedy to the Fluvanna Partnership for Aging, At-Large District, with a term beginning January 1, 2018 and ending December 31, 2021. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Anthem – The Local Choice Experience Adjustment* – Eric Dahl, DCA and Finance Director brought forward a request to approve a supplemental appropriation to satisfy the obligation to The Local Choice Adverse Experience Adjustment. The Local Choice (TLC), the County's previous medical insurance provider, operates under of the Code of Virginia, and certain sections of the code provide for a potential Adverse Experience Adjustment (AEA) to withdrawing employers from the plan. The County withdrew from the plan as of June 30, 2017. This adjustment requires any withdrawing employer to contribute their pro rata share of any operating loss experienced during the last plan year during which the employer was a member. The insurance pool the County was a group of experienced a deficit of \$10,464,429 for the plan year that ended on June 30, 2017. The resulting Adverse Experience Adjustment of \$83,032.75, was to be paid by January 20, 2018. Approval of the motion as stated will increase the revenue budget for Use of Unassigned Fund Balance and increase the Board of Supervisors expenditure budget.

Following discussion regarding insurance coverage choice,

**MOTION**

Mrs. Booker moved the Board of Supervisors approve a supplemental appropriation of \$83,033 from Unassigned Fund Balance to the Board of Supervisors budget for The Local Choice Adverse Experience Adjustment. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

## **8 – PRESENTATIONS**

None.

## **9 - CONSENT AGENDA**

The following items were discussed before approval:

*Accounts Payable for December 2017*—Eric Dahl, Deputy County Administrator & Finance Director

The following items were approved under the Consent Agenda for January 31, 2018:

*Accounts Payable for December 2017*—Eric Dahl, Deputy County Administrator & Finance Director

*RFP for Appraisal, Valuation, and Other Related Services*—Cyndi Toler, Purchasing Officer

*Policy 7.1. - Inclusion of Solar and Geothermal Energy Systems* – Wayne Stephens, Public Works Director and County Engineer

*Policy 7.2. - Building Housekeeping and Routine Maintenance* – Wayne Stephens, Public Works Director and County Engineer

*Policy 8.1. - Building Permit Application, Fees, and Inspection* – Steve Nichols, County Administrator

*Policy 8.2. - Geographic Information System (GIS) Data Release* – Jason Stewart, Planning and Zoning Administrator

MOTION

Mr. Weaver moved to approved the consent agenda, for the January 31, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for December 2017, in the amount of \$2,774,580.50. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

None.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 8:29pm Chair Sheridan opened the second round of Public Comments.  
With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:29pm.

**13 - ADJOURN**

MOTION:

At 8:30pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, January 31, 2018. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB W**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Meeting Minutes				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Planning Retreat held on Saturday, February 21, 2018, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for February 21, 2018				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
February 21, 2018  
Budget Work Session with School Board 4:00pm  
Regular Meeting 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 at 4:21pm*)  
Donald W. Weaver, Cunningham District  
Perrie Johnson, FCSB, Fork Union District, Chair  
Brenda Pace, FCSB, Vice Chair, Palmyra District  
Andrew Pullen, FCSB, Columbia District  
Shirley Stewart, FCSB, Rivanna District

**MEMBERS ABSENT:** Charles Rittenhouse, FCPS, Cunningham District

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Chuck Winkler, Superintendent  
Brenda Gilliam, FCPS Director  
Kelly Belanger Harris, Clerk for the Board of Supervisors  
Brandi Critzer, Clerk to the School Board

**WORK SESSION – CALL TO ORDER**  
At 4:02pm Chair Sheridan called to order the Work Session of February 21, 2018.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**WORK SESSION WITH FLUVANNA COUNTY SCHOOL BOARD**  
*FCPS Adopted FY19 Budget*—Chuck Winkler, Superintendent, presented the adopted FCPS FY19 Adopted Budget. Discussion centered on staff increases (Pay Scale conversions) and health insurance options.  
Proposed Salary Increases:

- Move 39 staff members from Scale B to Scale A. These staff members originally signed contracts under Scale A.
- Provide increases to all staff in an effort to restore net loss due to inability to meet Cost of Living (COLA) for the last 10 years.
- Continue to be competitive in the regional market for teaching staff.

Categorical Budget:

	FY2014	FY2015	FY2016	FY2017	FY2018	Projected FY2019
Instruction	\$25,369,108	\$26,738,943	\$27,321,443	\$28,492,587	\$30,003,269	\$31,393,164
Administration, Attendance, and Health	\$1,479,279	\$1,606,992	\$1,642,000	\$1,720,170	\$1,724,826	\$1,796,845
Pupil Transportation	\$2,519,762	\$2,737,306	\$2,796,937	\$3,002,355	\$2,776,239	\$2,876,337
Operations and Maintenance	\$3,906,051	\$3,726,406	\$3,807,585	\$4,012,522	\$3,379,419	\$3,032,762
Technology	\$1,257,597	\$1,672,290	\$1,708,720	\$2,050,850	\$1,751,034	\$1,825,760
Total	\$34,531,797	\$36,481,937	\$37,276,68	\$39,278,486	\$39,634,787	\$40,924,868

Fiscal Year 2019 Total Requested Appropriation:

Baseline FY2018 Local Funding (Board of Supervisors Adopted 04/2017)	\$17,117,498.00
Potential Energy Savings	(\$289,919.00)
ADJUSTED BASELINE	\$16,827,579.00
FY2019 Request Components	
Staff raises and step increases	\$700,000.00
Increased Health Insurance Costs- 8.1%	\$330,000.00
Increase in Instructional Staff- .5 CTE, 8 Instructional Assistants, 2 Special Ed. Teachers	\$500,000.00
Additional Funds for SOQ and Federal Mandates	\$50,000.00
OFFSETS	
Increased Projected State Funding	(\$211,195.00)
Increase in Projected Federal Funding	(\$98,762.00)
Increase in Projected Other Local Revenue	(\$278,108.00)
Total Funding Request	\$17,819,514.00
Additional Local Funding Needed for FY2019	\$991,935.00

\*The change in LCI reflects an increased expectation of local funding in the amount of \$718,349.

## RECESS FOR DINNER AND CLOSED SESSION

### MOTION TO ENTER INTO A CLOSED MEETING

At 6:00pm, 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.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Litigation & 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 7:04pm, 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.

## **1 – RECONVENE, CALL TO ORDER, & PLEDGE OF ALLEGIANCE**

At 7:04pm Chair Sheridan called to order the Regular Meeting of February 21, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

## **2 - ADOPTION OF AGENDA**

### MOTION

Mrs. Booker moved to accept the Agenda, for the February 21, 2018 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

## **3-SPECIAL PRESENTATIONS**

### MOTION

Mr. Weaver moved that Board of Supervisors adopt the resolution entitled, "Community Service Award Resolution Honoring Chief Mike Brent. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Community Service Award Resolution Honoring Chief Mike Brent* – Steve Nichols, County Administrator invited Chief Mike Brent forward to receive the Community Service Award. Chief Brent was joined by his wife, Kathy Brent.

*Sheriff's Office Commendations* – Sheriff Eric Hess, in honor of Black History Month, presented Awards of Commendation to the following:

Ryant Washington, first American-American sheriff of Fluvanna County;  
Robert W. Brown, Jr, first African-American deputy in Fluvanna County;  
Sergeant Barbara J. Henson, first female African-American deputy, and first female supervisor.

*Certificate of Commendation Recognizing A. Gail Parrish* – Steve Nichols, County Administrator invited Gail Parrish, Human Resources Manager forward to present a Certificate of Commendation on the occasion of her retirement.

## **4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Father-Daughter Dances (Feb 9 and 10) - Attendance Total – 576, Fri - 176 and Sat - 400
  - Special thanks to: Mr. Stang, Mr. Carter, and the custodians at the Fluvanna Middle School, Fluvanna High School SGA, DJ Rick Haggard, Fluvanna Sports Photography, Parks and Recreation staff
- Fluvanna Senior Centers February's Happenings:
  - Participation Numbers: 28 Active Older Adults attended at least one of our Centers so far this month (3 days) and 220 seniors attended the Valentine's Dance (multiple JABA centers around Fluvanna.) Activities at the Centers: Mardi Gras Celebration, PACE Program, Indoor Bowling, Chair Volleyball & making Stress Balls.
- Seniors Valentine's Dance
  - 220 Seniors Attended - Fork Union, Cunningham, Kents Store, Troy, Louisa, Mary Williams (C'ville), Scottsville, Esmont, Nelson & Envoy Centers participated. Socialization, dancing, food & door prizes.
  - Special thanks to Benjamin Hill, Jr. (DJ), Mrs. Garcia and her FUMA class, MACAA, JABA & Parks and Recreation staff.

- Community & County Staff Recognitions
  - Sheriff’s Office:
    - New Evidence Lot
    - Squad Room Buildout
- Announcements and Updates
  - Staff Additions:
    - Tim Hodge, our new IT technician, began work on Feb 12th
    - Jessica Rice, our new Human Resources Manager started work on Feb 20th
  - New County Tourism Website Page
  - Tower Review and Discussion. BOS reps? - Feb 28th from 10 am to Noon, Morris Room
  - County Administrator out of the office Feb 22-26 - Deputy County Administrator Eric Dahl is serving as Acting County Administrator

Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Feb 28	7:00 PM	Budget WS – Agencies	Morris Room
Wed	Mar 7	4:00 PM 7:00 PM	BOS Regular Meeting BOS Budget Work Session – PW/P&R	Courtroom Courtroom
Wed	Mar 14	7:00 PM	BOS Budget Work Session Set Proposed FY19 Budget and CY18 Tax Rate for Advertising	Courtroom
Wed	Mar 21	4:00 PM 7:00 PM	BOS Budget Work Session - TBD BOS Regular Meeting	Courtroom Courtroom

5 - PUBLIC COMMENTS #1

At 7:26pm Chair Sheridan opened the first round of Public Comments.  
With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:26pm.

6 - PUBLIC HEARING

*ZTA 18-01: Rezoning Fees*—James Newman, Planner presented a request to amend the Fluvanna County Zoning Ordinance. The amendments are proposed to reduce the rezoning fee to a flat fee of \$1,000, plus mailing costs. The \$50-per-acre cost would be stricken from the Ordinance. The Planning Commission voted to recommend approval at their February 13, 2018 meeting.  
At 7:27pm, Chair Sheridan opened the Public Hearing.  
With no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:27pm.  
There being no discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve Zoning Text Amendment 18:01, an amendment and accompanying resolution to the Fluvanna County Zoning Ordinance to amend Chapter 22, Article 17, Section 7 of the Fluvanna County Code, Thereof, Amending the Fluvanna County Zoning Ordinance. The public purpose of these amendments is to aid in the economic development of the County. Mr. O’Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*County Code Amendment - Strategic Zoning*—James Newman, Planner, requested an Ordinance Amendment to the County Code that would institute ‘Strategic Zoning’ tax changes for properties enrolled in the Land Use Valuation Program within Zion Crossroads CPA. The proposed tax changes would become effective for the affected properties only when the use of the land changed, and not at the time of the rezoning. The Planning Commission was informed of draft language at their January 9, 2018 work session, and recommended approval.  
Mr. O’Brien expressed an interest in discussion at a later date regarding the inclusion of Strategic Zoning to other areas of the County.  
At 7:33pm, Chair Sheridan opened the Public Hearing.  
There being no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:33pm.  
No discussion,

MOTION

Mr. O’Brien moved that the Board of Supervisors approve an ordinance to amend Fluvanna County Code Chapter 20, Article 4, Section 8 ‘Roll Back Taxes Generally’ with changes to subsection D and the addition of a subsection E, concerning roll-back taxes for properties in the Land Use Valuation Program in the Zion Crossroads Community Planning Area. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

7 - ACTION MATTERS

*Appraisal Services*—Cyndi Toler, Purchasing Officer presented a request to between Fluvanna County and Bowman Consulting Group, LTD., for Appraisal Services of real property for the easement and fee simple acquisitions for the Zion Crossroads Water and Sewer lines.  
Mrs. Toler provided a timeline of the RFP process:



- RFP issued January 23; Closed February 6
  - 3 submissions
  - All 3 were interviewed by a committee consisting of County Staff and Chris Tate, the Assistant County Attorney
  - Bowman was chosen as the highest scoring proposal
- This contract will primarily be used for the easement and fee simple acquisitions for the Zion Crossroads Water and Sewer lines, however, it will be a term contract for any additional appraisal services the county may need over the next, possibly, 5 years.
- The first Project Agreement issued will be for the appraisals of the Fee Simple properties that will be the future site of the Water Storage tank and the Pump Station. Also, included will be the beginning Negotiations with the state for the easements needed on the Prison site.
  - This Project Agreement is not to exceed an estimated \$9,222.50; Depending on Actual Hours worked by the contractor.
- Future Project Agreements will include the valuations of all properties we will need to purchase easements on in order to determine fair value for offers to be made.
- As needed, Bowman will be available to assist with any negotiations or public outreach.
- Bowman will also be tasked with any other full appraisals that will be required.
  - Any property acquisition estimated at over \$25,000 a full appraisal will be required.
  - Any property that the acquisition will result in official litigation will require a full appraisal.
- Bowman will also provide litigation support services as an expert appraiser witness, when necessary.
- Budgeted within the Zion Crossroads Water and Sewer budget.

With no discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve a one (1) year term contract with automatic renewals at the County's option for four (4) additional one (1) year terms, between Fluvanna County and Bowman Consulting Group, LTD., for Appraisal Services of real property including Project Agreement # 1 totaling \$9,222.50 for the easement and fee simple acquisitions for the Zion Crossroads Water and Sewer lines and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Fluvanna County Timber Sale Agreement*—Cyndi Toler, Purchasing Officer requested approval of a contract between Fluvanna County, DNA Logging, LLC, & Dowdy's Forest and Land Management, LLC.

Following general discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the Timber Sale Agreement between Fluvanna County, DNA LOGGING, LLC, and Dowdy's Forest & Land Management, LLC for the sale of timber on 80.6 acres, more or less, said property being on portions of Fluvanna County Tax Map Parcels 51-A-129A and 51-A-129, located behind current street number 5753 James Madison Hwy, Fork Union, VA 23055, and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. On a second by Mrs. Eager, the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Carysbrook Softball Fields Improvements*—Aaron Spitzer, Director of Parks and Recreation requested a budget transfer to pay for repairs to the Carysbrook Softball Fields.

With no discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve a budget transfer of \$25,000 from Unassigned Fund Balance to the FY18 CIP budget for updates and repairs at the Carysbrook Softball Field. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Tourism Strategic Plan 2018-2020*—Jason Smith, Community and Economic Development Director presented the Fluvanna County Tourism Strategic Plan for approval.

With no discussion,

MOTION

Mrs. Booker moved the Board of Supervisors to adopt the Fluvanna County Tourism Strategic Plan, as presented. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*2018-2019 Strategic Initiatives* – Steve Nichols, County Administrator presented the 2018-2019 Strategic Initiatives as discussed at the January 20, 2018 Board of Supervisors Planning Retreat. Speaking with regard to the annual Elected Officials Breakfast, Mrs. Booker expressed a need to follow-up with the Elected Officials on those items important to Fluvanna County.

MOTION

Mrs. Eager moved to approve the Fluvanna County’s 2018-19 Strategic Initiatives Plan, as presented. Mr. O’Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment to the Jefferson Area Board for Aging (JABA) Board of Directors – Steve Nichols, County Administrator presented the candidates for appointment/reappointment to the JABA Board of Directors. Current appointee Mozell H. Booker is the only candidate.

With no discussion,

MOTION

Mr. Weaver moved to reappoint Mozell H. Booker to the Jefferson Area Board for Aging (JABA) Board of Directors, with a term to begin March 1, 2018 and to terminate February 29, 2020. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

ARC Building Repair and Maintenance—Wayne Stephens, Public Works Director and County Engineer requested funds from the FY18 Board Contingency Fund to provide partial funding for necessary improvements to the Kents Store ARC Building. Mr. Stephens noted that the County currently uses the ARC Building rent-free. The Kent Store ARC building is the Voting Precinct for the Columbia District. Additionally, the County Department of Parks & Recreation uses the building several times a month for senior citizen programs. Although structurally sound, the building is in relatively poor shape and in need of immediate repairs to remain viable for County usage. It is estimated that the cost of urgently needed repairs is slightly less than \$70,000, with additional, less-critical improvements to be performed in the future costing around \$35,000. The Kent Store ARC is asking that the County contribute \$30,000 towards the initial, urgently needed, improvements. The County has provided funding to certain public-private projects in the past, when it has been deemed to be in the best interest of the County and its residents.

ARC Building - Cost Estimates for Maintenance & Repairs	
Immediate Improvements - Needed in Order to Use Building	Cost Estimate
Roof ( <i>Skyline Roofing - 29 ga metal</i> )	\$12,100
Gutters, downspouts, snowguards ( <i>Skyline Roofing</i> )	\$1,700
Kitchen floor & kitchen remodel ( w/o new appliances)	\$6,000
HVAC ( <i>Cii - 2, 2.5 Ton Units</i> )	\$25,000
Interior Lighting & Elec. Service Upgrade ( <i>Rafaly Electric</i> )	\$8,000
Rebuild Handicap Ramp	\$2,500
Outdoor lighting	\$2,500
Mold Remediation & Testing in Crawl Space	\$8,500
Total Estimated Costs for Immediate Needs	\$66,300

Future Improvements - Needed, but Not Critical	Cost Estimate
Back-up Power Capability ( <i>Rafaly Electric</i> )	\$12,500
Wall repairs & paint	\$7,500
Replace Kitchen window	\$1,000
New Doors	\$2,500
Refinish wood floors ( <i>Sikman Floors</i> )	\$3,000
New Ceilings ( <i>Commonwealth Interiors</i> )	\$6,500
Total Estimated Costs for Additional Items	\$33,000

GRAND TOTAL Estimated Costs for All Repairs	\$99,300
Updated 02/15/2018	

Past interactions between the County and the Kent Store ARC include, but may not be limited to:

- 1) The ARC donated a parcel of land to the County to allow construction of the new Kent Store Fire Station.
- 2) The ARC and County entered in to an agreement to locate a shared sewage disposal system on ARC property. This system serves both the Kent Store Fire Station and the ARC building.

MOTION

Mrs. Eager moved to allocate \$30,000 from the FY18 Board Contingency Fund to provide partial funding for necessary improvements to the Kents Store ARC Building so that it will remain viable as a County polling precinct and a Parks & Recreation programs location, subject to approval as to form by County

Attorney. Mrs. Booker seconded and the motion passed 4-1. AYE: Sheridan, Booker, Eager, & O'Brien.  
NAY: Weaver. ABSENT: None.

**8 – PRESENTATIONS**

*VDOT Quarterly Report*—Alan Saunders, PE, VDOT Louisa Residency gave a quarterly update of projects and concerns in Fluvanna County.

*Request for Communications Tower Support* - Michael Winget-Hernandez, Winget-Hernandez, P.C. came before the Board requesting support for maintaining the existence of the cell phone tower located at 4464 Richmond Rd, in Albemarle County.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

*Accounts Payable, January 2018*—Eric Dahl, Deputy County Administration/Finance Director

The following items were approved under the Consent Agenda for February 21, 2018:

*Minutes of January 20, 2018*—Kelly Belanger Harris, Clerk to the Board  
*Minutes of February 7, 2018*—Kelly Belanger Harris, Clerk to the Board  
*Minutes of February 14, 2018*—Kelly Belanger Harris, Clerk to the Board  
*Accounts Payable, January 2018*—Eric Dahl, Deputy County Administration/Finance Director  
*FY18 FCPS Career Switcher New Teacher Mentor Program Supplemental Appropriation*—Mary Anna Twisdale, Management Analyst  
*FY18 FCPS Families Learning Together Walmart Community Grant Supplemental Appropriation*—Mary Anna Twisdale, Management Analyst  
*FY18 FCPS Mentor Teacher Program Supplemental Appropriation*—Mary Anna Twisdale, Management Analyst  
*Byrne/Justice Assistance Grant*—Mary Anna Twisdale, Management Analyst

**With Accounts Payable:**

**MOTION**

Mr. Weaver moved to approved the consent agenda, for the February 21, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for January 2018, in the amount of \$4,049,908.28.  
Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.  
NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

None.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 9:02pm 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 9:02pm.

**14 - ADJOURN**

**MOTION:**

At 9:03pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, Date. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver.  
NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 02-2018**

**COMMUNITY SERVICE AWARD RESOLUTION  
HONORING FIRE CHIEF G. MICHAEL BRENT**

**WHEREAS**, Chief Michael Brent has served as Fluvanna County Fire Chief for 31 years; and

**WHEREAS**, Chief Brent's leadership and service to Fluvanna County has been both admirable and worthy of esteem; and

**WHEREAS**, Chief Brent served on the Emergency Radio Project Committee from its inception in 1990's, remained engaged throughout the project, attended Radio Committee meetings, and continues to assist with project closure; and

**WHEREAS**, he has attended numerous advanced trainings, system testing and staging in Illinois, train the trainer sessions, system coverage testing events, and system acceptance testing prior to cut-over, all without compensation; and

**WHEREAS**, Chief Brent coordinated with all Fire Companies and Rescue Stations during the successful cut-over day process, ensuring a smooth transition during a stressful time; and

**WHEREAS**, this \$8 million dollar project resulted in significant improvement to 99% radio coverage for areas throughout Fluvanna County, ensuring significant improvement in communications and safety for county sheriffs, firefighters, rescue personnel, and citizens; and

**WHEREAS**, he continues to serve as a member of the Local Emergency Planning Committee, holds a key position in the Emergency Operations Plan for fire service, and assists the Emergency Management Coordinator with key planning duties; and

**WHEREAS**, Chief Brent serves as a liaison with many outside agencies, including insurance companies, the Virginia Department of Emergency Management, the Virginia Department of Forestry, the State Fire Marshal's Office, and the local Red Cross; and

**NOW, THEREFORE BE IT RESOLVED**, on this 21<sup>st</sup> day of February, 2018, that the Fluvanna County Board of Supervisors hereby recognizes the significant Civic Responsibility, Community Leadership, Volunteer Services, and Mentoring & Coaching contributions of Fire Chief Michael Brent.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the Regular Meeting of the Board held on the 21<sup>st</sup> day of February, 2018, on a motion by Mr. Weaver, seconded by Mrs. Eager, and by the following vote:

AYES: Booker, Eager, O'Brien, Sheridan, Weaver

NAYS: None

ABSENT: None

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John M. Sheridan, Chair

Fluvanna County Board of Supervisors



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB XYZ**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Policy 7.3. – Motor Vehicle Use				
<b>MOTION(s):</b>	I move to approve Fluvanna County Policy 7.3., Motor Vehicle Use, as presented.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Wayne Stephens, Public Works Director and County Engineer				
<b>PRESENTER(S):</b>	Wayne Stephens, Public Works Director and County Engineer				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The policy has been updated to reflect current practice.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Updates policy previously adopted by the BOS in 2015				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	New Policy				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## 07. FACILITIES, VEHICLES, AND UTILITIES

### 7.3. Motor Vehicle Use

Approved by BOS — ~~March 7, 2018~~ ~~2015-Sep-02~~ *(Pending)*

#### 7.3.1. Purpose

- A. To establish policies for operating County motor vehicles.
- B. To establish a review of driving records of applicants and of employees to whom vehicles are assigned, who operate County vehicles or whose job descriptions require driving.
- C. To provide for review of motor vehicle accidents occurring during the operation of vehicles in the course of conducting County business.
- D. To authorize the County Administrator, Department Heads and Constitutional Officers ~~for their respective employees~~, to issue and enforce additional regulations consistent with this policy regarding vehicle use and safety for their respective employees.

**7.3.2. Applicability.** With the exception of the Sheriff's Office, this policy applies to all County employees, including employees of the Constitutional Officers, who operate County vehicles or whose job descriptions either allow or require driving.

#### 7.3.3. Regulations

- A. The County Administrator, or responsible Department Head or Constitutional Officer, may promulgate and enforce rules and procedures governing implementation of this policy and prescribe additional requirements for the purpose of promoting vehicle safety.
- B. This policy shall not be construed to supersede or limit the regulations governing personnel management, nor the authority of the County to take all actions necessary, including termination of employees, to promote the safe conduct of County business.
- C. Department Heads and Constitutional Officers shall include in all current and future position descriptions a requirement for a valid driver's license for every position that is required to drive a County vehicle, may drive a County vehicle, or could be asked or directed or expected to drive a County vehicle.
- D. The Director of Public Works serves as County Vehicle Fleet Manager and shall manage the assignment, maintenance, inspection, repair, acquisition, retirement, and replacement of County vehicles.
- E. In a format provided by the Human Resources Manager ~~Director of Public Works~~, each Department Head and Constitutional Officer shall annually confirm that each driving employee possesses a valid driver's license.



**7.3.4. Driver Eligibility Criteria.** Prospective and current employees to which a vehicle is assigned, who drive a county vehicle, or whose job descriptions require driving or the possession of a valid driver's license shall be required to meet the following criteria:

A. Employees shall have a valid driver's license appropriate for the class of vehicle to be operated.

B. County vehicle driving privileges shall be denied in the case of applicants, or suspended or terminated in the case of current employees, for those individuals:

1. With any conviction of a felony in the previous five (5) years involving the operation of a motor vehicle; or,

2. With a current DMV Record reflecting accumulation of more than ~~an~~ six (6) DMV demerit points; or,

3. Whose pattern of driving, ~~or~~ convictions for moving violations, (reckless driving or DUI) and/or physical condition is ~~determined~~found by the responsible Department Head or Constitutional Officer to jeopardize the safe performance of County operations; or.

4. Who do not meet requirements of the County's vehicle insurance policy.

~~—— C. Driving privileges may be suspended or terminated for any employee charged with an offense involving operation of a motor vehicle, if the responsible Department Head or Constitutional Officer determines that continued driving would jeopardize the safe conduct of County operations.~~

~~CD.~~ Additional actions may be taken regarding an employee who fails to meet this standard, as determined appropriate by the responsible Department Head or Constitutional Officer in accordance with regulations and policies governing personnel management.

**7.3.5. Driving Record Reviews.** Human Resources shall:

A. Authorization. Obtain authorization from all current employees and from new employees at the time of hire, to which a vehicle is assigned, who drive a county vehicle, or whose job descriptions require driving or the possession of a valid driver's license, for access to Division of Motor Vehicles driving records ("DMV Record"). Authorization forms shall be maintained in Human Resource files.

B. Review. Obtain and review, with the County Administrator or responsible Department Head or Constitutional Officer, the DMV record for all current employees every five (5) years and for all prospective employees. The employee shall be notified of failure to meet the applicable criteria, and shall be provided with a copy of the DMV Record upon request.

C. Special Reviews. Upon request of the responsible Department Head or Constitutional Officer, obtain and review the DMV record of any employee who is involved in an accident while driving an assigned or other County vehicle, or when involved in an accident in the course of conducting County business.

D. Exceptions. Department Heads or Constitutional Officers who deem it advisable to hire a candidate or retain an employee who does not meet the criteria set forth in section 3-1.4 above shall submit a written request to the County Administrator for review and approval/disapproval. The request shall detail reasons for recommending the candidate be hired and indicate how the individual's ineligibility may be accommodated on a temporary basis.

E. Confidentiality. Maintain all records obtained pursuant to this policy as confidential personnel records.

**7.3.6. Employee Responsibility for Compliance and Reporting.** Employees shall:

A. Be responsible for conducting themselves in accordance with this policy and any Regulations adopted pursuant to this policy.

B. Immediately report all accidents involving a County vehicle or involving a personal vehicle being used in the course of County business, to their Department Head or Constitutional Officer.

C. Immediately report any [conviction for a moving vehicle violation](#), or license suspension/revocation, to their Department Head or Constitutional Officer.

**7.3.7. Maintaining Eligibility.** Failure of employees to maintain eligibility requirements for positions that require driving of County vehicles can result in discipline up to and including termination of employment.

A. Suspension/Revocation/Ineligibility

1. Upon the suspension or revocation of an employee's license by any court or by the Division of Motor Vehicles, the privilege of the employee to operate a County vehicle or to drive in the course of carrying out job duties shall be immediately suspended.

2. Such suspension shall last for the duration of suspension or revocation of the employee's license.

3. Should an employee's DMV record inaccurately reflect a license suspension or revocation, a written notice must be sent by the employee to the responsible Department Head or Constitutional Officer detailing the items that are inaccurate and the method by which the employee is seeking to have the record corrected.

B. Accommodation

1. In consultation with Human Resources, the responsible Department Head or Constitutional Officer may take disciplinary action, elect to alter an employee's responsibilities, or otherwise accommodate the employee during the period of a suspension or other ineligibility for failure to meet the criteria established by this policy.

2. Prior to the end of any suspension or period of ineligibility, the employee must complete any training required by the responsible Department Head or Constitutional Officer at his/her own expense. The employee must provide proof of successful completion to the Department Head or Constitutional Officer.

C. Further Action. If the employee's eligibility to operate a motor vehicle is suspended or revoked or if he/she becomes ineligible to drive pursuant to this policy and the employee's restrictions cannot be accommodated within his/her responsibilities, the Department Head or Constitutional Officer, after consultation with Human Resources will determine whether further disciplinary action up to and including termination is appropriate.

### **7.3.8. Accident Investigation**

A. In consultation with Finance, Human Resources, and the Safety Committee, the Director of Public Works shall develop a vehicle accident reporting form and routing process.

B. When an accident occurs while an employee is carrying out County business or driving a County vehicle, his/her Department Head or Constitutional Officer shall ensure completion of a vehicle accident reporting form and shall review the circumstances of the accident, which may include obtaining information from an investigating officer and other appropriate sources.

C. Vehicle accidents shall be generally reviewed by the Safety Committee for classification of accidents as either preventable or non-preventable. The Safety Committee may make recommendations, including that a particular preventable accident results in action such as counseling, driver training, and/or discipline.

D. Upon request of the responsible Department Head or Constitutional Officer, Human Resources shall obtain the current DMV record and convey to the Department Head or Constitutional Officer.

E. Following review of the accident, the Department Head or Constitutional Officer shall take any actions, as appropriate, in accordance with regulations and policies governing personnel management.

**7.3.9. Other Requirements for Operation of County Vehicles.** Safe operation of any vehicle in the performance of County business is the responsibility of the employee and must be given appropriate attention at all times.

A. Operation of County vehicles shall be in accordance with all Federal, State and local laws and regulations pertaining to motor vehicles, including those applicable to employees

possessing commercial driver's licenses.

B. All drivers of County vehicles shall wear lap and shoulder safety belts and require all passengers to wear lap and shoulder safety belts, as well.

C. Drivers of County vehicles SHALL NOT:

1. Use a wireless device while the vehicle is in motion except as specifically permitted in this policy.

2. Manually use data services on their wireless devices, such as texting, accessing the web, or other distracting activities while driving.

3. Use any communication/entertainment devices, such as cell phones and laptops, while driving, except as may be reasonably necessary to perform their duties or during emergency conditions.

4. Read, write information down, or groom themselves while driving a County Vehicle.

5. Make or answer phone calls unless the vehicle is off the roadway and legally parked before engaging, except as may be reasonably necessary to perform their duties or during emergency conditions.

6. Program or set up GPS devices while driving. When used, the GPS unit may only be used in hands-free mode while driving, except as may be reasonably necessary to perform their duties or during emergency conditions.

7. Use County vehicles for purposes other than County business.

8. Smoke in County vehicles or allow passengers to smoke in the vehicle.

### **7.3.10. Off-Duty Use of County Vehicles**

A. Daily Commuting. An employee may be authorized to commute daily to and from work in a County vehicle when the County Administrator determines that the employee's duties are essential to operations on a 24-hour/day, 7-day/week basis, and that the employee may reasonably be called in to work on more than an occasional basis at any hour day or night to address an emergency.

B. Occasional Use. The responsible Department Head or Constitutional Officer may occasionally allow or require an employee not otherwise authorized to commute daily in a County vehicle to take a County vehicle home overnight. Such instances shall be limited to when it is considered mission essential or the alternative would be more inefficient to support operations.

**7.3.11. Employee Tax Implications.** Each employee that regularly takes a County vehicle home overnight during the calendar year shall be assessed the applicable IRS rate and shall receive the appropriate tax form for that year.

A. Department Head or Constitutional Officer

1. The responsible Department Head or Constitutional Officer shall keep a record of each day that each employee takes a County vehicle home overnight.

2. Records shall be submitted to the Finance Department by January 1<sup>st</sup> each year.

B. Finance Department. The Finance Department shall issue IRS Forms to employees ~~following~~ upon receipt of the record of use from the responsible Department Head or Constitutional Officer.

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Policy 9.1. - Program Registration, Scholarships, and Fees				
<b>MOTION(s):</b>	I move to approve Fluvanna County Policy 9.1. - Program Registration, Scholarships, and Fees, as presented.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>PRESENTER(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The policy has been rewritten in its entirety and updated to reflect current practice.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Updates policy previously adopted by the BOS in 2005				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	New Policy				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## 09. PARKS AND RECREATION

### 9.1. Program Registration, Scholarships, and Fees

BOS Approved – March 2005 *Pending*

#### 9.1.1. Program Registration

A. An applicant qualifies as a County resident if he/she lives within the confines of the County, or owns a business or property in the county.

B. None of the recreation programs provided may be considered childcare, and cannot be considered for tax purposes.

C. Senior Citizen discounts are available for some programs.

D. All programs have a minimum and a maximum enrollment and are on a first-come, first-served basis. The Department reserves the right to cancel programs for insufficient enrollment. Citizens can register online, via mail or in person at the Pleasant Grove House Museum or at the Fluvanna Community Center in Fork Union.

E. Registration forms are available on line ([www.fluvannacounty.org](http://www.fluvannacounty.org)) and in the program guide at distribution areas in the County and at our facilities. Once registered by mail, in person or by fax, applicants will not be notified unless there is a change in class schedule or the program is cancelled. Report to the class on the date designated unless notified otherwise. We are not responsible for lost mail or for lost faxed materials; it is the registrant's responsibility to verify receipt of those materials. Registration for a class must occur at least 48 hours in advance unless a class offers drop-ins.

F. All activities and programs sponsored by the Department of Parks and Recreation are open to the public regardless of race or ethnic background.

G. Refunds. Refunds may be given when requested prior to the start of an activity. A \$10.00 service charge will be deducted from the refund unless the cause is due to a change in the class schedule. If supplies have been purchased on a student's behalf that amount may also be deducted from any refund. Students should allow for at least 30 days for refunds to be mailed if it is over \$25.00. Students may opt to receive refunds in the form of a voucher that is good for up to one year.

H. Cancellations. In case of inclement weather, classes and activities will be cancelled following school closures unless otherwise noted on voice messages or social media.

#### 9.1.2. Scholarship Program

A. Qualifications. To outline the FCPR Scholarship Program standard operating procedures and the following scholarship qualification requirements:



1. Must be a Fluvanna County Resident.
2. Must be under the age of 18.
3. Family must meet income requirements (see Scholarship Application).

FCPR does not discriminate based on race, color, religion, and country of origin or sex.

#### B. Authorized Programs

1. Scholarships may be issued for camps, FCPR sport leagues, and classes.
2. Scholarships may not be issued for pottery studio fees, facility or equipment rentals, or for private sport and recreation association programs (i.e., FYSA, TJYFL, Fluvanna Baseball League, Fluvanna Art Association, etc.).

#### C. Procedures

1. Parent/guardian completes scholarship application and provides proof of residency and family income.
2. Application is submitted to the Parks and Recreation Administrative Program Specialist. Each family member under the age of 18 may receive up to one partial scholarship per Program Guide not to exceed \$200.00 per family per Program Guide.
3. When a decision is reached based on the Scholarship Application guidelines, the Administrative Program Specialist notifies the Program Coordinator and the parent/guardian.

D. Confidentiality Statement. Records are confidential & kept in the Administrative Program Specialist's locked file cabinet. Names of Scholarship Applicants will not be disclosed to anyone except FCPR Director, Program Coordinator, and the Department of Social Services (if necessary to determine eligibility). Scholarship Recipients will be referred to by their assigned number on all forms.

E. Scholarship Income Limits. Income limits are derived from 50% median income limit guidelines. Contact the Department of Social Services (DSS) every October to get new income limits. If family receives DSS Services (e.g., foster care), have the parent/guardian initial Scholarship Application in appropriate location and confirm information with DSS.

### **9.1.3. Program Fees and Facility Rental Charges**

A. Fees for classes and facility rentals will be reviewed annually, and adjusted as necessary, to recover some of the program's direct operation costs. The Parks and Recreation Advisory Board will review these fees with a recommendation for adoption to the Board of Supervisors.

B. The following policies are to be applied to the charging of fees:

1. A Facility Use Permit Application is to be filled out with deposit and payment in full required 5 working days in advance of the reservation date.
2. A Special Event Application is to be filled out with deposit and payment in full required 30 working days in advance of the reservation date.
3. A security deposit will be required for facility reservations.
4. A fee exemption for non-profit organizations for facility use fees is authorized for the following organizations that contribute to the well-being of the County within a given year: *the Garden Club, the Heritage Trail Foundation, scouting organizations, the Volunteer Fire Department and Rescue Squad, and the Rivanna Conservation Society*. Other organizations may apply for this exemption status by providing a 501(c)3 form.
5. Special interest groups or individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups above or who are co-sponsoring programs/activities/events with the Department.
6. A non-resident surcharge of 15% will be added to a class/program ~~fee~~ and ~~for~~ facility/equipment rental fees.
7. Large group functions of over 50 attendees renting County facilities may be required to provide security and show proof of comprehensive liability insurance sufficient to protect the County against risk, with minimum coverage of at least one million dollars for each occurrence, which names the County as an additional insured.
7. Scholarships are available for County resident children under the age of 18 for all FCPR programs. Qualifications are based on monthly income and size of household. An application form must be completed.
8. Returned checks will be assessed a \$20.00 service fee by the Treasurer's Dept. and must be reconciled with cash or money order.



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	Policy 9.2. - Park and Trail Regulations				
<b>MOTION(s):</b>	I move to approve Fluvanna County Policy 9.2. - Park and Trail Regulations, as presented.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>PRESENTER(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The policy has been rewritten in its entirety and updated to reflect current practice.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Updates policy previously adopted by the BOS in 2005				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	New Policy				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## 09. PARKS AND RECREATION

### 9.2. Park and Trail Regulations

BOS Approved - *Pending*

**9.2.1. Regulations.** The following regulations apply to all County park areas:

- A. Park and trails are open Dawn to Dusk, unless otherwise posted.
- B. Park shelters are first come, first served (unless a posted reservation).
- C. Dogs on a leash at all times, except in Designated Off-Leash Areas specified in section 9.2.3. below.
- D. Please pick up after your dog; waste bags provided.
- E. Fishing is permitted with proper license.
- F. Horses must remain on designated Equestrian Trails.
- G. Bikes yield to horses; BOTH yield to pedestrians on trails.
- H. Leave No Trace; please do not litter.
- I. Permits are required and additional guidance will be provided for use of picnic shelters, pole barns, grounds, sports fields, and for any special event
- J. A 10 MPH driving limit is designated on non-paved roads.
- K. No person will deposit or dump any refuse of any kind, except in the receptacles provided.

**9.2.2. Prohibitions.** The following are prohibited in Fluvanna County parks:

- A. Motorized vehicles on trails and in open spaces.
- B. Alcoholic Beverages (without proper permit).
- C. Open Fires (without P&R permission).
- D. Camping/Overnight (without P&R permission).
- E. Removal of flora/fauna (without P&R permission).
- F. Hunting and trapping (without express BOS authorization).

G. Pets and horses on athletic fields.

H. Golfing on athletic fields.

**9.2.3. Dog Leash Requirements.** Dogs must remain on-leash at all times while in county parks, except in designated off-leash areas or at special events during prescribed times, and as described below:

A. Never Off-Leash Areas

1. Horse Trailer Parking.
2. Multipurpose, soccer, and baseball/softball fields (and dogs never allowed on playing fields).
3. Playgrounds.

B. Off-Leash Allowed Areas

1. Dog Park.
2. Dog Run Field A.
3. Dog Run Field B.
4. Sandy Beach (certain times).

B. Always Leash in Hand Areas. Trails east of Ball Fields.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	<b>Policy 9.3. - Funds Management</b>				
<b>MOTION(s):</b>	<b>I move to approve Fluvanna County Policy 9.3. - Funds Management, as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>PRESENTER(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>The policy has been rewritten in its entirety and updated to reflect current practice.</p> <p>The Treasurer and Director of Finance have reviewed the revision.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Updates policy previously adopted by the BOS in 2005				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	New Policy				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





## 09. PARKS AND RECREATION

### 9.3. Funds Management

BOS Approved - May 4, 2005 – *Revision Approval Pending*

#### 9.3.1. Credit Cards

A. A credit card handling policy for the use of departmental credit cards is established to define parameters for authorized use by employees.

B. The department has four credit cards on the County's Bank of America Visa account. One credit card is assigned to the Director and the other three to each Recreation Program Coordinators.

C. Credit card purchases are authorized to be used for vendors that would not otherwise issue an invoice; for a one-time cost (training, lodging and meals); for a purchase that must be made in a timely manner.

D. The credit cards are to be kept on person or in a locked file cabinet or safe.

E. All purchases over \$500 must be approved by the Parks and Recreation Director.

F. Authorized users for less than \$500 include the Program Coordinator, Administrative Programs Specialist, and Programs Assistants.

G. ORIGINAL Receipts must be turned in to the Administrative Programs Specialist or other designee within 48 hours of the purchase. ORIGINAL receipts must be turned into the County Finance Department along with the spreadsheet provided to categorize the expenses.

#### 9.3.2. Petty Cash

A. A Petty cash handling policy for the department is established to define parameters for authorized uses for minor disbursements. \$50 has been established as funding for the Petty Cash Account per office site.

B. The Administrative Programs Specialist, acting as the custodian of the petty cash fund, shall complete the necessary paper work to replenish the petty cash fund as necessary to maintain \$50 per office site or anytime during the month that the fund has been reduced to less. Original receipts will be attached to the paper work for submission to the County Finance Department and charged to the appropriate operation fund account. The amount of the receipts must equal the amount of the disbursements.

C. A quarterly surprise cash count audit will be conducted by the County Finance Department. The cash will be counted and verified against the receipts.

D. The Administrative Programs Specialist, as the custodian, is responsible for maintaining the security of the Petty Cash Fund.

E. The replenishment of the Petty Cash is subject to the same procedures, review and approval as those for processing invoices for payment. Replenishment shall be by payment voucher with appropriate original receipts attached. Receipts must show the date, purpose, amount and recipient

F. Petty cash should be used to make small purchases from vendors that do not have an account with the county nor accept credit cards as payment for purchases.

G. Petty cash purchases exceeding \$50 must be authorized by the Parks & Recreation Director or designee.

H. Cash will be disbursed by the Administrative Programs Specialist. Upon receipt of the cash, the recipient must acknowledge receiving the funds by signing and dating the sign-up sheet (attached sample).

I. All petty cash purchases must be supported by a receipt and given to the Administrative Programs Specialist within 48 business hours. Any unused funds must be returned immediately.

J. The petty cash fund will never be used for personal cash advances or personal checking cashing purposes.

K. Petty Cash checks will never be made out to county employees by name nor should checks be made out jointly to the County and the employee. The check should be payable to "Petty Cash" and the Custodian will sign the back of the check.

L. Under no circumstances will petty cash be mixed with other funds.

### **9.3.3 Cash Fund**

A. A Cash Fund handling policy for the department is established to define parameters for authorized uses for cash transactions. \$100 has been established as funding for the Cash Fund per office site.

B. The Administrative Programs Specialist, acting as the custodian of the Cash Fund, shall complete the necessary paper work to replenish the cash fund as necessary to maintain \$100 per office site or anytime during the month that the fund has been reduced to less.

C. A quarterly unannounced cash count audit will be conducted by the County Finance Department. The cash will be counted and verified.

D. The Administrative Programs Specialist, as the custodian, is responsible for maintaining the security of the Cash Fund.

E. The Cash Fund will never be used for personal cash advances or personal checking cashing purposes.

F. Under no circumstances will cash fund be mixed with other funds.

**9.3.4. Cash.** The Parks & Recreation Director will be responsible for:

A. Assigning the cash receiving responsibility to employees who have been fully trained in the area of cash handling procedures.

B. Collaborating with the County Treasurer to establish and maintain a system of procedures, documentation and reporting of the receipting and depositing of cash and checks.

C. Notifying the Director of Finance and the Treasurer of any loss or theft of county cash.

D. Allowing the County's auditing firm and other designees of the County Administrator to make on-site inspections and observations of internal cash handling procedures and record keeping.

**9.3.5. Training**

A. Annually, the Administrative Programs Specialist and/or Parks & Recreation Director will provide instructions as to the proper procedures for the receiving, depositing and reporting of county cash.

B. Employees interested in cash handling responsibilities must complete the training procedures as indicated above.

C. Temporary Seasonal employees (Camp Counselors, Laborers and instructors) will not be assigned the responsibilities of cash handling. Cash and checks received without the presence of a cash handler should be placed in the payments boxes located outside of the Fluvanna Community Center, Carysbrook Gym drop-box or Pleasant Grove House Museum.

**9.3.6. Cash Custodian Responsibilities**

A. Cash Custodians are responsible for verifying cash and checks received and may be held liable for any loss occurring unless the loss was the result of an act of God, theft, or other reason beyond the control of the custodian. This responsibility continues until the funds have been deposited in the P&R office or the County Treasurer's office.

B. All cash custodians must comply with the department's Policies and Procedures. Anyone failing to comply with these policies and procedures will be subject to disciplinary action.

C. Allow the County's auditing firm and other designees of the County Administrator to make on-site inspections to observe the processing of County cash and inspect collection records.

D. All transfers of cash and checks must be evidenced and documented with a receipt indicating the transfer of cash/check responsibility. This documentation shall acknowledge the exchange of responsibility for the cash/check by the signatures of the person transferring and the person accepting responsibility for said funds.

E. A cash custodian will use a RecDesk receipt (electronic or printed) to document that he/she exercised due care by immediately turning over custody of cash/checks to the proper department.

F. An employee who issues a RecDesk receipt (electronic or printed) accepting custody of cash/checks is liable for the timely deposit of said funds. The liability for timely deposits originates with the receipt of County money by an employee and ends when the cash/checks are deposited with the County Treasurer.

G. In accepting checks, the custodian should verify that the RecDesk receipt (electronic or printed) and numerical amounts match. If there is a disparity, have the customer make the necessary changes and initial the changes.

H. The cash custodian must verify that the payer has signed the check.

I. The cash custodian must refuse acceptance of post-dated checks (checks dated after the current date) or stale dated checks (checks that have a date in excess of 180 days prior to the current date).

J. The cash custodian must only accept checks for the exact amount of service.

K. Foreign checks are not accepted.

L. Two party checks are not accepted

M. Custodians are not authorized to make changes to checks written by a customer.

N. The cash custodian must avoid writing in the area of the MICR (imprinted account number) on the face of the check.

O. Cash cannot be cashed in excess of service provided.

P. Personal or employee checks may not be cashed from cash drawer, change fund or petty cash fund.

Q. Employees will not process payments for family members or close friends for county functions.

R. Endorsement stamps should be applied on reverse of check.

S. The Administrative Programs Specialist must verify that the endorsement stamp reads: FOR DEPOSIT ONLY, FLUVANNA CO VA, PARKS AND RECREATION

T. Checks should always be placed in a secure environment out of the reach of the public or customers.

U. All Cash custodians are responsible for the cash drawers.

V. Customers who register and pay for classes, rentals, deposits or any other service provided by Parks & Recreation must complete a registration form. These forms should be completed in their entirety. The bottom of the form indicated by "Office Use Only," should be completed at the time of registration including the initials of the custodian, date, check or credit card number or cash amount.

W. CASH TRANSACTIONS SHOULD INCLUDE A RECEIPT TO THE PAYOR FOR THEIR RECORD OF PAYMENT. Paper clip the check, cash or other form of payment to the appropriate registration form and place it in the safe. In the event staff is unavailable to accept money for Parks and Recreation Services, customers may place their registrations and payments in the locked "Payments" box located outside.

X. Cash custodians shall always complete a transaction in its entirety before proceeding to another transaction or offering assistance to another customer.

Y. When a cash drawer, box, etc. begins to get full, paper clip or rubber band excess currency. Large sums of money should be removed every 2 hours and secured in the safe or locked drawer. This is a safety precaution in case of a robbery.

Z. Lock all monies in the safe, except when in use. Never leave money unattended.

AA. Never let anyone touch the drawer, box, etc., except under the direct supervision of the cash custodian.

### **9.3.7. Closing Activities**

A. Cash /custodians shall balance their cash drawer, cash register, etc. at the end of their work shift. Balancing requires the counting of all collected monies, completing a Revenue Transmittal and preparing a deposit slip. All counting and/or balancing should occur out of public view in a location away from the collection area.

B. The cash operation in which you work should have a collection record such as a cash register tape that records all transactions including voids, and cancels. These records should be maintained by your department for a period of three (3) years as a permanent collection record.

C. County cash custodians shall record all corrections of previously recorded transactions, such as voids and cancels on their Revenue Transmittal. Any correction shall be reported to the Administrative Programs Specialist and/or Parks & Recreation Director. The cash custodian and the supervisor shall initial and date the correction on the receipt, cash register tape, and the revenue transmittal or other permanent documentation.

D. Receipts must be written immediately for all money received. It is important to verify that all items listed are received. All funds and receipts must be placed in a lockable drawer, cash register, box, safe, etc. The drawer, cash register, box safe, etc. must be secured at all times when vacating the cashiering area.

E. County money must be deposited in the County Treasurer's office on a weekly basis. The Administrative Programs Specialist, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him/her with the Parks & Recreation office or the County Treasurer once every week. The Parks & Recreation Director and/or County Treasurer may in his/her discretion grant an exception where such weekly transfers would not be administratively practical or feasible.

F. All money should be deposited within the same calendar month as received as stated on receipts, to facilitate bank reconciliation.

#### **9.3.8. Deposit Procedures**

A. Receipts for classes and attached payments are retrieved from the safe, sorted into revenue accounts and posted into a pay in voucher form by the Administrative Programs Specialist. The amount of the monies must match the deposit amount that is recorded and printed on a pay in voucher form by listing each individual check and cash amounts, the customer's names and check numbers. Upon agreement of these two processes and copying of all checks, monies are placed in a plastic bag supplied by the bank along with the completed deposit slip. The bag is sealed.

B. Deposits must be completed in duplicate and distributed as follows:

C. Original deposit slip lists the cash and checks and delivered to the treasurer's office in the bank bag.

D. A copy of the original deposit slip and checks that are deposited are maintained in the P&R Office

E. The payments are classified by account revenue numbers and are summed up on a pay in voucher and hand-delivered to the Finance and Treasurer's Departments for Posting.

F. The deposit bag is hand delivered to the Treasurer's Office who initials copies of the transmittal sheet. The transmittal sheet is merely a copy of the front of the deposit bag that states the date, Administrative Programs Specialist's initials and amount enclosed. One copy is left

with the Treasurer's Office and the other is returned to Parks & Recreation with signature from Treasurer's Office for filing with all other papers pertaining to the deposit.

G. Once back at the Parks and Recreation office; the copy of the deposit bag, the receipt from the cash register, and a copy of the pay in voucher form is all stapled together and put into the binder.

### **9.3.9. Refunds**

A. A refund is granted after the original collection transaction has been cancelled. The refund is written to the original payer in the form of a county check or credited back to the credit card used.

B. Refunds may be granted when requested provided the request is made prior to the start of the activity. A \$10 service charged will be deducted from the refund unless the cause is due to a change in the class schedule. If supplies have been purchased on the participant's behalf, this amount may be deducted from the refund.

### **9.3.10. Enforcement of Rules and Regulations**

- A. On-site inspections and unexpected cash drawer counts.
- B. Restricting the cash custodian's authority if failure to comply with procedures.
- C. Having a Group II offense written according to the Fluvanna County Personnel Policy.
- D. Further disciplinary action taken if cash discrepancies persist.

### **9.3.11. Departmental Receipts (required information)**

- A. Department name must be stamped or written on receipt.
- B. Date of transaction.
- C. Name of persons from whom money is received.
- D. Signature of receiving cash custodian.
- E. Amount of receipt (cash, check, check number).
- F. Description of item or service.
- G. Voided receipts will not be destroyed. Original and copies will be kept on file in the respective department.



## H. Reporting Losses

1. Any person who discovers a loss or theft of County funds shall immediately notify the Parks and Recreation Director, who in turn will notify the County Administrator and the Board of Supervisors.
2. Do not attempt to correct the loss. Report it as previously stated.
3. Do not make a restitution agreement with the suspect.
4. Do not destroy any pertinent records. All original records should be secured in a safe place such as the vault in the P&R Director's office main office until the auditor has completed the investigation.

## I. Safe Procedures

1. Only the FCPR Director, Administrative Programs Specialist, and the Program Coordinators will have access to the safe combination.
2. The safe combination should always be kept in a safe place and never given to anyone other than those assigned the combination.
3. The safe should never be left open.
4. No one other than those with authority shall be allowed inside the safe or remove any contents from the safe without prior approval from one of the individuals listed above.
5. Monies or other valuables should be delivered to the P&R office by 3:30PM each day. Items may be retrieved from the safe between 8:00 AM and 5:00 PM during the normal workweek.
6. Safe combinations will be changed as needed when a key employee is replaced.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	March 7, 2018				
<b>AGENDA TITLE:</b>	<b>Policy 9.4. - Carysbrook Performing Arts Center Use</b>				
<b>MOTION(s):</b>	<b>I move to approve Fluvanna County Policy 9.4. - Carysbrook Performing Arts Center Use, as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		x			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>PRESENTER(S):</b>	Aaron Spitzer, Parks and Recreation Director				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The policy has been rewritten in its entirety and updated to reflect current practice.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Updates policy previously adopted by the BOS in 2005				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	New Policy				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## 04. PARKS AND RECREATION

### 9.4. Carysbrook Performing Arts Center Use

BOS Approved – ~~October 1, 2008~~ (*Pending*)

#### 9.4.1. Purpose

A. The Fluvanna County Board of Supervisors (hereinafter referred to as "County") and the Fluvanna Arts Council, (hereinafter referred to as "Council") desire to provide a performing arts facility for the use and enjoyment of the citizens of Fluvanna County.

B. The County and the Council recognize the mutual benefits of operating this facility utilizing the collective resources of both organizations.

C. With regard to scheduling, the Carysbrook Performing Arts Center (hereinafter referred to as "CPAC") shall be available for reasonable use by the Council, the County government, schools, community groups, and commercial groups according to guidelines established herein and administered by the Department of Parks & Recreation (hereinafter referred to as "DPR") as delegated to the DPR by the Department of Public Works.

D. The CPAC is available to rent to responsible organizations for reasonable and appropriate activities.

#### 9.4.2. Fees

A. Fees for uses other than lighting and sound will be set by the Board of Supervisors.

B. Fees associated with rental of the lighting or sound equipment will be recommended by the Council and adopted by the Board of Supervisors.

C. The adopted fees shall be detailed on a fee schedule maintained by the DPR.

D. Building rental fees and security deposits shall be collected by the DPR with checks made payable to County of Fluvanna.

E. Fees collected for use of the lighting and sound equipment will be collected by the DPR with checks made payable to "Fluvanna County Arts Council, Inc." These payments will be given to the Council along with a copy of the application.

F. All fees must be paid 30 days in advance.

G. In no event shall the Board of Supervisors and Departments reporting to the Board of Supervisors be subject to these fees.

H. Box office fees collected at Council events are collected by and remain the property of the Council.

I. All fees and charges associated with Council bookings shall be the responsibility of the Council per their agreement with the performers.

#### **9.4.3. Facility Maintenance and Security**

A. The County will provide normal building maintenance, custodial care, electrical service, heating and air-conditioning, and general building security.

B. Council will maintain the equipment and furnishings, stage lights, sound system, intercom system, dressing room furnishings, seating, carpeting, stage curtains, window drapes, equipment security, piano, box office, and the outdoor sign bearing the Council's logo.

C. Security is the sole responsibility of the Department of Public Works. No other County agency may issue or loan keys to the CPAC.

D. Keys to the CPAC will be issued by the Supervisor of Buildings and Grounds who may exercise any measures necessary to maintain control over the security of the CPAC. He may, among other things, request individuals to verify possession of their key or revoke keys at his sole discretion.

E. Keys are assigned to individuals (not organizations) and are non-transferable.

F. Security related to opening and closing of the facility for Council events shall be handled by the Council.

G. Security related to opening and closing of the facility for non-Council events shall be the responsibility of the Department of Public Works and delegated to the DPR as applicable.

#### **9.4.4. Scheduling**

A. All scheduling will be the responsibility of the DPR.

B. Events of the Council and the County will have first priority followed by community groups and finally out-of-county groups.

C. The annual Council schedule shall run on the fiscal year -July I through June 30.

D. The Council will submit the list of its annual events to Parks & Recreation as soon as the dates are booked but not later than June 30.

E. The calendar for non-Council and non-County bookings shall be opened on July 1 for the July I through June 30 time period.

F. For groups requesting the services of a Council technician for lighting or sound, DPR will coordinate with the appointed representative of the Council to confirm availability.

G. Application Process:

1. DPR will review each application for use of the CPAC as to availability, applicant qualification, and appropriateness of intended use.

2. Applicants that are denied may appeal the decision as detailed in this policy.

3. All applications receiving initial approval shall be sent to the designated Council representative for review. The Council shall generally have 30 days in which to respond, however, in instances where that would prohibit the event from taking place, the Council shall respond more immediately or the recommendation of the DPR shall go forward. The Council shall provide the DPR with a written recommendation and justification of denial if so recommended.

4. If the Council recommend denial, the DPR will work with the applicant and the Council to attempt to address the Council's concern.

5. If DPR continues to hold the position that the applicant should be allowed to use the facility, the decision may be appealed as detailed in this policy.

**9.4.5. Sound and Lighting Technicians.** The Council will approve, certify and issue an operator's card to people who qualify to use the Sound and Light systems according to the Council's expectations of appropriate use of the systems. The DPR, in cooperation with the Council will endeavor to offer technical workshop classes to provide this training. The training may be offered through some combination of sitting alongside a technician during another performance, attending a scheduled training session, or some other means as may be appropriate.

**9.4.6. Appeal of a Decision.** Decisions of the Director of Parks & Recreation can be appealed to the Department of Public Works or County Administrator.

**9.4.7. Signage**

A. Use of the sign bearing the Council's logo shall be at the sole discretion of the Council.

B. Use of the sign at Carysbrook not bearing the Council's logo shall be at the sole discretion of the Director of Parks & Recreation.

**9.4.8. Ownership of Property Items.** All items of personal property installed as fixtures on the property, regardless of the origin of such property, are the property of the County, except as outlined in the attached "Carysbrook Inventory" which lists the property of the Council.

## **Carysbrook Inventory**

The following items have been purchased by or donated to the Arts Council, and are fully maintained by the Arts Council volunteers. These items are located in the theater, storage rooms, box office, or balcony.

- a. Piano
- b. Stepladders: 1 each 6, 8, and 10 foot
- c. Stools: 5 wooden
- d. Sound system: All speakers, microphones, cable, stands, operating board, CD player, music. Body microphones, TASCAM 102, intercom, fbx 2020 dual feedback monitor, QSC MX 1000A Amplifier, QSC Audio RMX 850 Amplifier. Case for electronics.
- e. Lighting: IDEA 48 operating board and monitor, gobos, gels, harness, took kit, lamps, (replacements), boom box.
- f. Christmas decor, including wreaths and trees
- g. Door flags
- h. 4 office chairs at console in balcony
- i. Folding tables, 2 6' (1 wood, 1 plastic), 3 4" tables, 4 chairs at rear of auditorium, 19 padded folding chairs, 4 solid portable chairs.
- j. 4 stanchions, 3 velvet ropes, display quilt,
- k. Lobby: 11 performers publicity photos, lighted stained glass palette.
- l. Box office: Name badges, and holder, water, cooler, cash register, ticket holders, adding machine cash box, first aid kit, assorted office supplies, signs outside box office reading "reservations" "purchases".
- m. Theater: 2 artificial ficus trees
- n. Outside dressing rooms: 21 photos
- o. Dressing room # 1: refrigerator, 4 photo frames, First Aid kit, 2 chairs
- p. Electronic room: 5 piece dance floor mats, 8 floor microphone stands, 3 music stands, box of black tape (for dance floor), file cabinet and contents, 2 boom stands in cases, 3 table microphone stands, aluminum easel, projector screen, sensor lighting control system, piano dehumidifier equipment.

- q. Dressing Room# 2: Refrigerator, 5 chairs, 1 folding chair, easel, storage cabinet and contents, ironing board and iron, 9 storage tubs and contents, letters for exterior sign with cases containing letters, 2 coffee urns, vacuum cleaner, several coat hangers, blue tablecloths, white tablecloths.
- r. Stage: Stage piano and cover, 6 monitors, projector,
- s. Stage lamps, fresnel, ellipsoidal, scoops, 2 spotlights, totaling 46 pieces,
- t. All photos and records of past performances throughout theater.
- u. Exterior: Exterior sign, exterior canopy and blue flags.
- v. Balcony also contains 12 replacement seat backs and 6 seat bottoms which county can use in the event of need for replacements.





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

January 10, 2018

No.	Item
1	FY18 BOS Contingency Balance report – 2018-03-07
2	FY18 Capital Reserve Memo – 2018-09-07
3	Unassigned Fund Balance Report – 2018-03-07
4	VDOT Monthly Report – February
5	
6	
7	
8	
9	
10	



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# COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

P.O. Box 540  
 Palmyra, VA 22963  
 (434) 591-1910  
 Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** March 7, 2018  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 BOS Contingency Balance

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The FY18 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000</b>
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520
Less: Reimbursement of Legal Fees to Linda Lenherr – 09.20.17	-\$18,132
Less: Reimbursement to Fire for Transfer of Brush 10 to Public Works – 11.01.17	-\$20,000
Less: Lucas 3 Chest Compression System – 12.20.17	-\$14,735.50
Less: FY18 Reassessment Contract Cost Increase – 02.07.18	-\$11,474
Less: ARC Building Repair and Maintenance – 02.21.18	-\$30,000
<b>Available:</b>	<b>\$43,638.50</b>



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## MEMORANDUM

**Date:** March 7, 2018  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 Capital Reserve Balances

The FY18 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY17 Carryover	\$134,975
<b>FY18 Allocation:</b>	<b>\$175,000</b>
Plus: Projects Completed July 2017	\$31
Less: Courts Building Well Repairs – 08.02.17	-\$7,800
Less: Bobcat Skid-Steer Major Repairs – 08.02.17	-\$2,400
Less: Additional Historic Courthouse Roof Repairs – 09.06.17	-\$10,000
Less: Courts Building Records Room HVAC – 09.06.17	-\$55,000
Less: Palmyra Rescue Asphalt and Concrete Slab – 09.20.17	-\$39,000
Less: Demolish Old Maintenance Shop and Dispose of Debris – 11.01.17	-\$40,000
Less: Design and Construction of Foundation Underpinning Along Front of Pleasant Grove House – 11.01.17	-\$27,500
Less: Secure Evidence Storage at Public Safety Building – 11.01.17	-\$8,550
Less: Replace Fencing and Expand Impound Lot at Public Safety Building – 11.01.17	-\$15,000
<b>Available:</b>	<b>\$104,756</b>

### Schools Capital Reserve:

FY17 Carryover - Corrected	\$229,097
<b>FY18 Allocation:</b>	<b>\$75,000</b>

Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
Less: Bus Motor Repair – 10.04.17	-\$20,000
Less: Repair and Resurface FCHS Tennis Courts and Track – 10.04.17	-\$44,400
Less: Replace FCHS Baseball Bleachers – 10.04.17	-\$36,200
Less: Maintenance of Fire Extinguishers – 10.04.17	-\$7,980
Less: Middle School Painting – 12.20.17	-\$32,450
Less: Roof Repairs, Carysbrook Elementary, West Central Primary, FCHS – 12.20.17	-\$8,770
<b>Available:</b>	<b>\$149,230</b>

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## MEMORANDUM

**Date:** March 7, 2018  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY17 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$15,855,959</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$8,342,826</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$7,513,133</b>
Less: FY17 to FY18 Automatic Carryovers	-\$23,862
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
Less: ZXR Water & Sewer Sys. Amend. to Agrmt. #6 (Dewberry) – 09.06.17	-\$13,870
Less: ZXR Water & Sewer Sys. Project FY18 Interest Payments – 09.06.17	-\$224,852
Less: ZXR Water & Sewer Sys. Project Agreement #6 (Bowman) – 10.18.17	-\$6,550
Less: FY17-18 Department Carryovers – 11.15.17	-\$105,481
Less: FY17-18 Schools Carryovers – 11.15.17	-\$515,000
Less: Farm Heritage Museum – 11.15.17	-\$54,470
Less: Image Trend Software – 12.20.17	-\$29,750
Less: The Local Choice Adverse Exp. Adj. – 01.31.18	-\$83,033
Less: Updates and Repairs at Carysbrook Field – 02.21.18	-\$25,000
<b>Current FY18 Unassigned Fund Balance– Excess Above Policy Target:</b>	<b>\$6,345,605</b>





**Culpeper District, Louisa Residency**  
**Fluvanna County Monthly Report: March 2018**

**Fluvanna Mileage, Structures**

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

**Fatal Accidents**

DATE	LOCATION	ALCOHOL	RESTRAINT
01/23/2017	Route 15 (North of RTE 656 Brema Rd (3 fatalities)	No	Yes
07/17/2017	Route 15 (0.1-MI from RTE 644)	Yes	No
10/23/2017	Route 659, North of Venable Road (Pedestrian)	No	N/A
12/06/2017	Route 659 (Near Perkins Rd; Rte. 623)	No	Yes

[Link to SmartScale information](#)

[Link to SmartScale Projects \(Filter for Fluvanna Co. Projects\)](#)



Key Dates:

- March 1, 2018 – SMART Portal Open;
- May 30, 2018 – Full Application Refresher Training, Webex 10:00 AM;
- June 1, 2018 – Pre-Application Submission Deadline;
- Aug. 1, 2018 – Full Application Submission Deadline;

**Projects in Development: Preliminary Engineering**

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Public Hearing (JUN 2017)	Authorize ROW (JUL 2018)	Anticipated NOV 2019
Route 680 – Rural Rustic (UPC:107558)	Adopted SSYP	Authorize PE (Anticipated 2020 based on SSYP)	----
Route 600-618 Intersection Improvements (UPC 111739)	Adopted SSYP	Authorize PE/Scoping (JAN 2018)	2022

**Projects under Construction**

**Road Projects:**

PROJECT	LAST MILESTONE	NEXT MILESTONE	STATUS
None	----	----	----

**Bridge Projects:**

PROJECT	LAST MILESTONE	NEXT MILESTONE	STATUS
Route 15 Over Carys Creek, Deck Repair and Roadside Drainage Improvements (UPC: 109133)	Construction Complete	-----	Complete
Route 623 (Perkins Rd) Bridge Over Venable Creek Replacement	Begin Construction (NOV 2017)	Completion (MAR 2018)	Under Construction
Route 759 Bridge Replacement	--	Project Scope	-----

#### Additional Road Projects:

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)
- **On-Call District Wide Pavement Marking** (UPC 108282)
- **Rumble-stripes** (VDOT installing rumble-stripes on all County primary routes and high-volume secondary routes)

#### State-Force and District-Wide Bridge Projects:

- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek**, closed November 13<sup>th</sup> and remained closed through late Spring 2018;

#### Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2018 resurfacing schedule. customers can review routes to be resurfaced and their status through the following link:

Link to <http://www.virginiaroads.org/> (Select "MAINTENANCE & CONSTRUCTION")

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$ 1,093,410.60	2017	52.29	\$ 587K
2018	6.38	\$ 1,015,295.62	2018	73.86	\$ 847K

### Traffic Engineering

#### Studies under Review:

- Route 616, Union Mills Rd: VDOT received a request to evaluate the safety of the passing zone near S. Keswick Dr., VDOT Traffic Engineers are performing a roadway safety analysis and will submit recommendations for County review.

#### Completed Studies:

- Route 600 (S. Boston Road) between Route 618 and Slice/Abbey: VDOT Traffic Engineers performed site-visit on 12/21/17 with Cpt. Wells, VDOT installed additional warning

signs and plans to improve pavement markings install rumble-strips along the entire length of RTE 600 in 2018;

- Route 620, Rolling Rd: VDOT replaced existing chevrons with new signs, replaced missing chevrons with new signs, and installed additional curve warning signage to improve safety at this location. In addition, VDOT plans to install rumble-strips and refresh pavement markings along entire length of Route 620 in early 2018;
- Route 683, Rockfish Run Rd: VDOT repaired (and shifted) existing intersection signage and plans to install rumble strips along the length of the Route 06 corridor, the rumble strips will further delineate the curve and pavement markings at this location;
- Route 637/773 (The Crossroad): VDOT traffic engineers performed a speed study to determine the sufficiency of the existing 45-MPH speed limit. Engineers noted that the 85<sup>th</sup> percentile of traffic traveling this section of roadway was traveling approximately 8 – 13-MPH faster than the posted limit. The average speed as recorded by traffic counter was approximately 46-MPH and the 10 mile pace speed was shown to be an average of 45-MPH. Two accidents were recorded in the proximity; however, speed was not shown to be a factor in either of these accidents according to reports filed by law enforcement. The current posted speed of 45-MPH was determined to be appropriate due to reasonable compliance, low crash volumes and posted speed on surrounding routes;

#### **County Safety and Operational Improvements:**

- Route 600 (S. Boston Rd.), Slice Rd/Abbey Rd. intersection: VDOT installing Crosswalk, Sidewalk, ADA Ramps, Pedestrian safety improvements. Sidewalk installation is complete. Traffic Engineering scheduling signal and pedestrian devices, the crosswalks will follow after the new signals are installed (anticipated late Spring);
- Village of Palmyra Traffic Circle: County hosted a community meeting seeking input from area residents. Prior to finalizing pavement marking plans, the County and VDOT staff plan to simulate EMS response with proposed changes to ensure the County's largest firetrucks and response vehicles can safely navigate the proposed traffic circle. Proposed markings, signage, parking spot locations will be adjusted accordingly to accommodate EMS and local resident concerns;
- RTE 600 (S. Boston Road) at RTE 616 (Union Mills Rd) VDOT received a request to relocate Stop Bar on Route 600 to improve traffic flow. VDOT Traffic Engineers performed site-visit and identified sight-distance as a primary concern, VDOT has surveyed the intersection and is scheduling a contractor to clear vegetation within ROW on southeast corner to improve sight-distance and re-position stop bar on S. Boston Rd.;
- Route 600 (S. Boston Road) at Route 618 (Lake Monticello Rd): VDOT is scheduling interim safety improvements (trimming and clearing) at this location prior to the full intersection reconstruction (see Projects in Development);
- Route 53 at Village Blvd: VDOT installed a stop bar at Village Blvd to help motorists identify Route 53 travel lanes (please report any additional locations where stop bars will improve safety);
- Route 53 at Route 619 (Cunningham): VDOT evaluating intersection for interim and long-term safety improvements;

**Area Land Use: 5 Land Use Permits Issued**

**Private Entrances: 3**

**Utility: 1**

**Commercial: 1**

**Existing Entrance Inspections: (2)**

### **Secondary Street Acceptance**

- River Oaks – under review
- Panorama – under review
- Country Creek Way, Fox Hollow – Official acceptance date 1/19/2018

<b>Fluvanna County Review Status for Plans/Plats Received the Month of January 2018</b>								
Locality	Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Fluvanna	Payne Property Boundary Adjustment	659-Stage Junction Road, Columbia	Preliminary Plat Review,	Mark Wood	1/5/2018	2/16/2018	1/9/2018	Review Complete - Acceptable
Fluvanna	Ja-Zan, Zion Station Parcel 8	1022 - Zion Station Court, Troy	Site Plan,	Mark Wood	1/9/2018	2/22/2018	1/10/2018	Review Complete - Acceptable
Fluvanna	Proffitt Family Subdivision	605-Shannon Hill Road	Final Plat Review,	Mark Wood	1/19/2018	3/2/2018		Review Underway
Fluvanna	Wilson Redi Mix Concrete Batch Plant Revised	250-Richmond Road, Troy	Site Plan,	Mark Wood	1/19/2018	3/2/2018	2/2/2018	Review Complete - Acceptable
Fluvanna	Acree/Rivanna Properties 2 LLC	663-Georges Mill Road	Preliminary Plat Review,	Mark Wood	1/25/2018	3/9/2018	2/1/2018	Review Complete - Acceptable

### **Maintenance Activities**

VDOT crews in Palmyra and Zion Crossroads Area Headquarters responded to **325** Work Orders in FY18. The top five activities completed by VDOT Area Headquarter crews during FY18:

- Dead Animal (122)
- Tree and Brush Removal (55)
- Debris Removal (26)
- Pavement Repair (32)
- Signs (38)

### **BOS Manual:**

[http://www.virginiadot.org/business/resources/local\\_assistance/BOSManual\\_2017.pdf](http://www.virginiadot.org/business/resources/local_assistance/BOSManual_2017.pdf)

Alan Saunders, P.E.  
Resident Engineer  
VDOT Louisa Residency  
540-967-3710



### Culpeper District

### Louisa Residency

### Fluvanna County 2018 Pavement Resurfacing

Route	Name	From	To	Type	District	Cost
15	James Madison	N of Int. Rte. 6	Rte 6 N. Int.	Plant Mix	Multiple	\$ 266 K
15	James Madison	Rte 6 N. Int.	Rte. 673	Plant Mix	Multiple	\$ 523 K
15	James Madison	Rt. 655	N of Int. Rte. 6	Plant Mix	Multiple	\$ 226 K
608	Wilmington Rd	Route 659	Route 601	Surface Treatment	Multiple	\$ 29 K
608	Barnaby Rd	Route 632	Route 613	Surface Treatment	Columbia	\$ 14 K
610	Community House	Route 659	Goochland CL	Surface Treatment	Columbia	\$ 40 K
612	Winnsville Dr	Route 15	Route 6	Surface Treatment	Fork Union	\$ 17 K
613	Bybees Church	Route 15	Route 630	Surface Treatment	Columbia	\$ 39 K
619	Ruritan Lake	Route 660	Albemarle CL	Surface Treatment	Multiple	\$ 71 K
623	Perkins Rd	Route 659	Route 653	Surface Treatment	Columbia	\$ 22 K
626	Jordan Store	Route 659	Route 626	Surface Treatment	Columbia	\$ 18 K
627	Zion Rd	Route 250	Louisa CL	Surface Treatment	Multiple	\$ 8 K
630	Hollands Rd	Route 629	Route 613	Surface Treatment	Columbia	\$ 24 K
630	Mt. Laurel Rd	Route 601	Route 629	Surface Treatment	Columbia	\$ 33 K
631	Dogwood Dr	Route 601	Route 629	Surface Treatment	Columbia	\$ 23 K
631	Dogwood Dr	Route 629	Route 613	Surface Treatment	Columbia	\$ 37 K
631	Troy Rd	Route 15	Route 250	Surface Treatment	Columbia	\$ 30 K
632	Ridge Rd	Route 608	Route 613	Surface Treatment	Columbia	\$ 16 K
637	Poplar Springs	Route 6	Route 773	Surface Treatment	Multiple	\$ 18 K
640	Haden Martin	Route 6	Route 15	Surface Treatment	Fork Union	\$ 76 K
641	Lone Oak Rd	Route 650	End State Main.	Surface Treatment	Fork Union	\$ 8 K
659	Stage Junction	Route 608	Route 630	Surface Treatment	Multiple	\$ 33 K
660	Scaters Ford	Route 640	Route 619	Surface Treatment	Fork Union	\$ 38 K
662	Dobby Creek	Route 645	Route 611	Surface Treatment	Cunningham	\$ 17 K
664	Edd Ridge Ln	Route 627	End State Main.	Surface Treatment	Multiple	\$ 2 K
667	Old Columbia	Route 6	Goochland CL	Surface Treatment	Columbia	\$ 2 K
671	Cabel Ln	Route 6	Route 612	Surface Treatment	Fork Union	\$ 3 K
678	Miles Jackson	Route 625	Route 663	Surface Treatment	Columbia	\$ 15 K
695	Creasy Town	Route 15	End State Main.	Surface Treatment	Fork Union	\$ 3 K
761	Briery Creek	Route 620	Albemarle CL	Surface Treatment	Cunningham	\$ 11 K
1101	Cameron St	Route 667	Route 1104	Surface Treatment	Columbia	\$ 1 K
1104	Washington St	Route 6	Route 1102	Surface Treatment	Columbia	\$ 1 K
1107	Leigh St	Route 667	End State Main.	Surface Treatment	Columbia	\$ 1 K
1109	Tammany St	Route 6	Route 1101	Surface Treatment	Columbia	\$ 1 K

Highlighted Routes are Subdivision

**Total**

**\$ 1667 K**



## **Purpose**

SMART SCALE is a statewide program that distributes funding based on a transparent and objective evaluation of projects that will determine how effectively they help the state achieve its transportation goals.

## **Funding**

There are two main pathways to funding within the SMART SCALE process—the Construction District Grant Program (DGP) and the High Priority Projects Program (HPPP). A project applying for funds from the DGP is evaluated against other projects within the same construction district. A project applying for funds from the HPPP is evaluated against projects statewide. The Commonwealth Transportation Board (CTB) then makes a final decision on which projects to fund.

## **Eligible Projects**

Projects must address improvements to a Corridor of Statewide Significance, Regional Network, or Urban Development Area (UDA) that meet a need identified in the statewide multimodal long-range transportation plan, VTrans. Project types can include highway improvements such as widening, operational improvements, access management, intelligent transportation systems, transit and rail capacity expansion, and transportation demand management, including park and ride facilities. Projects may also address a documented safety need.

## **Eligible Applicants**

Applications may be submitted through the SMART Portal by regional entities including Metropolitan Planning Organizations (MPOS) and Planning District Commissions (PDCs), along with public transit agencies, and counties, cities, and towns that maintain their own infrastructure. Projects pertaining to UDAs and safety needs can only be submitted by localities. Applications may be for eligible project types only and sufficiently developed such that benefits can be calculated.

## **Evaluation Criteria**

There are five factors evaluated for all projects: Safety, Congestion Mitigation, Accessibility, Environmental Quality, and Economic Development. Projects in MPOs with a population greater than 200,000 are also evaluated by a land use factor.

## **Funding Cycle**

Beginning with the FY2018-FY2023 SYIP Update, the application cycle will alternate every other year with funding generally applied to projects in the last two years of the SYIP. Applications are generally accepted beginning in the Spring through July. Approximately \$500-600 million in each program is expected to be available per cycle. Funding includes both state and federal sources. Projects that can be developed as federal projects will follow the federal process.

## **Website**

<http://www.vasmartscale.org/>



## **Purpose**

This federal transportation program is structured and funded to identify and improve locations where there is a high concentration, or risk, of vehicle crashes that result in deaths or injuries and to implement strategies to attain Virginia's Towards Zero Deaths vision.

## **Funding**

There are several core safety programs, including Highway Safety, Systemic Safety, Bicycle and Pedestrian Safety, and Highway-Rail Safety.

## **Eligible Projects**

Projects involve the identification of high-crash spots or corridor segments, an analysis of crash trends and existing conditions, and the prioritization and scheduling of improvement projects. Submitted projects must demonstrate a cost benefit and must:

- Be relevant to the program purpose of reducing severe crashes or risk to transportation users.
- Address hazardous situations through good safety planning and identified by safety data driven network screening.
- Demonstrate compliance with the appropriate VDOT design guideline and standards.

## **Eligible Applicants**

The Highway Safety Programs (HSP), Rail-At-Grade-Crossing (Rail) and the Bicycle Pedestrian Safety Program (BPSP) applications must be submitted through the SMART Portal by local governments, VDOT District and Regional Staff.

## **Evaluation Criteria**

The eligibility criteria and process for the safety programs are different. The Portal automatically scores each application based upon the various factors such as: Benefit/Cost ratio, PSI listing, supporting documents, complete cost estimate/schedule etc. The (HSP) application targets vehicle only crashes and requires a benefit-cost (B/C) ratio analysis, or the Systemic Safety Improvement (SSI) application can utilize a risk assessment methodology that addresses these risks throughout a network of roadways. The Rail Safety and Bicycle and Pedestrian Safety applications require a risk analysis due to the unpredictability of the crash types.

## **Funding Cycle**

The funding cycle for the Highway Safety program will be every year. Approximately \$60 million is available per year. Applications are generally accepted August through October of each year. All funding is federal.

## **Website**

[http://www.virginiadot.org/business/ted\\_app\\_pro.asp](http://www.virginiadot.org/business/ted_app_pro.asp)





## Purpose

This program is intended to help sponsors fund projects that expand non-motorized travel choices and enhance the transportation experience by improving the cultural, historical, and environmental aspects of transportation infrastructure. It focuses on providing pedestrian and bicycle facilities and other community improvements.

## Funding

TAP is not a traditional grant program and funds are only available on a reimbursement basis. The program will reimburse up to a maximum 80% of the eligible project costs and requires a minimum 20% local match. These are federal transportation funds and therefore require strict adherence to federal and state regulations including Americans with Disability Act (ADA) design standards. Funding is allocated statewide and to specific population areas as set forth in federal regulation. Funds are awarded by the CTB and the MPOs in Virginia's Transportation Management Areas (TMAs).

## Eligible Projects

- Pedestrian and bicycle facilities such as sidewalks, bike lanes, and shared use paths
- Infrastructure-related projects and systems that will provide safe routes for non-drivers to access daily needs
- Conversion and use of abandoned railway corridors for rails-to-trails facilities
- Construction of turnouts, overlooks and viewing areas
- Inventory, control or removal of outdoor advertising (billboards)
- Preservation and rehabilitation of historic transportation facilities including train depots, lighthouses and canals
- Vegetation management practices in transportation rights-of-way
- Archeological activities relating to impacts from implementation of a transportation project
- Environmental mitigation activities to decrease the negative impacts of roads on the natural environment
- Wildlife mortality mitigation activities to decrease negative impacts of roads on wildlife and habitat connectivity

## Eligible Applicants

Applications may be submitted through the SMART Portal by local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts, local educational agencies, schools, tribal governments, and any other local/regional entity with responsibility for oversight of transportation or recreational trails.

## Evaluation Criteria

- Project funding
- Project concept
- How the project improves the existing transportation network
- Sponsor's experience administering federal-aid projects
- Project's readiness to proceed

## Funding Cycle

Beginning with the FY2019-2024 SYIP Update, the application cycle will alternate every other year with allocations available in the first and second year of the SYIP. Approximately \$20 million is available per year with a maximum request of \$1M per year (\$2M per application). Applications are generally accepted August through October of every other year. All funding is federal.

## Website

<http://www.virginiadot.org/business/prenhancegrants.asp>



## Purpose

This program provides additional funding for use by a county, city, or town to construct, reconstruct, improve, or maintain the highway systems within such county, city, or town and for eligible rural additions in certain counties of the Commonwealth. Locality funds are matched, dollar for dollar, with state funds, with statutory limitations on the amount of state funds authorized per locality.

## Funding

Application for program funding must be made by resolution of the governing body of the jurisdiction requesting funds. Project funding is allocated by resolution of the CTB. The Revenue Sharing program will match, dollar for dollar, eligible project costs up to limitations specified in CTB Policy

## Eligible Projects

- Supplemental funding for projects listed in the adopted in the SYIP
- Construction, reconstruction, or improvement projects not including in the adopted SYIP
- Improvements necessary for the specific subdivision streets otherwise eligible for acceptance into the secondary system for maintenance (rural additions)
- Maintenance projects consistent with the department's operating policies
- New hardsurfacing (paving)
- Deficits on completed construction, reconstruction, or improvement projects

## Eligible Applicants

Applications may be submitted through the SMART Portal by any county, city, or town in the Commonwealth.

## Evaluation Criteria

- Priority 1: Construction projects that have previously received Revenue Sharing funding
- Priority 2: Construction projects that meet a transportation need identified in the Statewide Transportation Plan or projects that will be accelerated in a locality's capital plan
- Priority 3: Projects that address deficient pavement resurfacing and bridge rehabilitation
- Priority 4: All other projects

## Funding Cycle

Beginning with the FY2019-2024 SYIP Update, the application cycle will alternate every other year with allocations available in the first and second year of the SYIP. Approximately \$100 million in state funding is available per year. Applications are generally accepted August through October of every other year. All funding is non-federal.

## Website

[http://www.virginiadot.org/business/local-assistance-accessprograms.asp#Revenue\\_Sharing](http://www.virginiadot.org/business/local-assistance-accessprograms.asp#Revenue_Sharing)



**State of Good Repair**  
Locally Owned Bridges



**State of Good Repair**  
Primary Extensions

## Purpose

SGR provides funding for the Commonwealth of Virginia's pavements and bridges. The funds are used for the reconstruction and rehabilitation of deteriorated pavements on the Interstate and Primary Systems, including Primary Extensions, as well as the replacement and rehabilitation of structurally deficient bridges on all systems.

## Funding

Funding is allocated to each district based on needs for VDOT and locality owned bridges and pavements. Allocation of the funding is based on a needs prioritization methodology as approved by the CTB. All nine construction districts will receive funding in a given year, with no district receiving less than 5.5% or more than 17.5% of the funds in a given year.

The Code of Virginia allows for two waivers in the SGR. The first waiver allows the CTB to remove the cap and allocate the SGR funds to a key need or project. The second waiver allows the CTB to allocate 20% of the funds to secondary pavements if the Department does not meet its secondary pavement performance targets.

## Eligible Projects

Projects must meet the three tests as depicted in the following chart prior to receiving funding:

Tests	Pavement	Bridge
1	Improves to fair or better status	Removes from structurally deficient status
2	Meets definition of pavement rehabilitation and reconstruction in FHWA's memo dated 9/12/2005	Meets definition of bridge rehabilitation and replacement in FHWA's Bridge Preservation Guide dated August 2011
3	Adds or restores strength	
FHWA Memo Links	<a href="#">FHWA's Memo – September 12, 2005 - Pavement Preservation Definitions</a> <a href="#">FHWA's Memo - February 25, 2016 - Pavement Preservation</a>	<a href="#">FHWA's Bridge Preservation Guide – August 2011 – Maintaining a State of Good Repair Using Cost Effective Investment Strategies</a>

## Eligible Applicants

Localities may submit applications for primary extensions and work notification forms for structurally deficient bridges through the SMART Portal. If a locality has multiple structurally deficient bridges, the locality is required to submit work notification forms for all bridges to show what work will be completed in order to remove the deficiency.

## Evaluation Criteria

The SGR Program requires the prioritization process to consider mileage, condition and costs for pavements while considering number, condition and costs for bridges. For additional detail related to the prioritization process, refer to the following link: <http://www.ctb.virginia.gov/resources/2016/june/reso/Resolution1.pdf>

## Funding Cycle

The funding cycle for SGR will be every year. Approximately \$300 million is available per year beginning in FY 2021. Applications are generally accepted November through January. Funding includes both state and federal sources.

## Website

[http://www.virginiadot.org/business/local\\_assistance\\_division\\_funding\\_programs.asp](http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp)