



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### BUDGET ADOPTION MEETING AGENDA

Fluvanna County Library, 214 Commons Blvd.

Palmyra, VA 22963

April 21, 2021 at 7:00 pm

Due to the continuing Public Health Emergency, Board of Supervisors Meetings continue to meet with modifications. **Physical (in-person) access to meetings has been suspended.** Those wishing to participate via Zoom may call Fluvanna Clerk to the Board, Caitlin Solis, at (434) 591-1910 or email her at: [csolis@fluvannacounty.org](mailto:csolis@fluvannacounty.org) no later than 1 hour prior to the meeting or may go to [FluvannaCounty.org](http://FluvannaCounty.org) to find the Zoom link on the Board of Supervisors meeting page.

#### 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

- A SUP 20:03 Steven L. & Codie C. Peters – Douglas Miles, Community Development Director
- B ZMP 21:01 Christian & Associates Excavating – Douglas Miles, Community Development Director
- C SUP 21:01 Christian & Associates Excavating – Douglas Miles, Community Development Director
- D SUP 20:04 Cunningham Solar, LLC – Douglas Miles, Community Development Director
- E Public Hearing for A Temporary Ordinance for the Postponement of Penalty and Interest on the First Half Taxes of 2021 – Eric Dahl, County Administrator

#### 7 – ACTION MATTERS

- F Fiscal Year 2022 Operations Budget and Tax Rates – Liz Mclver, Management Analyst
- G Fiscal Year 2022 – 2026 Capital Improvements Plan – Liz Mclver, Management Analyst

#### 7A – APPOINTMENTS

- H Board, Commission, and Committee Appointments – Caitlin Solis, Clerk to the Board

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

#### 9 – CONSENT AGENDA

- I Minutes of April 7, 2021 – Caitlin Solis, Clerk to the Board
- J Minutes of April 14, 2021 – Caitlin Solis, Clerk to the Board
- K FY21 Animal Friendly Supplemental Appropriation – Liz Mclver – Management Analyst
- L FY21 3rd Quarter Voluntary Contributions – Liz Mclver, Management Analyst
- M FY21 Facilities Department Insurance Claim –2012 Ford F-250 VIN# 4087  
Liz Mclver, Management Analyst
- N FY21 Facilities Department Insurance Claim –2015 GMC Savannah VIN# 2486 – Liz Mclver,  
Management Analyst

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O FY21 Sheriff Department Insurance Claim – 2019 Dodge Charger VIN# 2558 – Liz Mclver, Management Analyst

P Accounts Payable Report for March 2021 – Liz Mclver, Management Analyst

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Q Fair Housing Month Proclamation – Eric Dahl, County Administrator

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**10 – UNFINISHED BUSINESS**

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R Redistricting 2021 Update – Eric Dahl, County Administrator

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**11 – NEW BUSINESS**

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TBD

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

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**13 – CLOSED MEETING**

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TBD

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**14 – ADJOURN**

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County Administrator Review

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

## 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.

## GENERAL RULES OF 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 defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
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.

## RULES OF PROCEDURE FOR PUBLIC HEARINGS

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.

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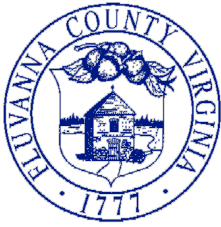


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	SUP 20:03 Steven L. & Codie C. Peters				
<b>MOTION(s):</b>	I move that the Board of Supervisors [approve/deny/defer] SUP 20:03, a request to permit both car wash and gas station uses with respect to 60.9 +/- acres of Tax Map 8 Section A Parcel A14A, subject to the seven (7) conditions listed in the staff report.				
<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>	Douglas Miles, Community Development Director				
<b>PRESENTER(S):</b>	Douglas Miles, Community Development Director				
<b>RECOMMENDATION:</b>	At its meeting on March 9, 2021, the Planning Commission <b>recommended Approval</b> of SUP 20:03 (4-0); Mrs. Murray-Key moved to recommend Approval and Mr. Lagomarsino seconded. AYES: Bibb, Johnson, Lagomarsino, Murray-Key; and Zimmer was absent.				
<b>TIMING:</b>	Normal Public Hearing review process				
<b>FISCAL IMPACT:</b>	Additional retail food and gas sales tax will be generated by this new land use				
<b>POLICY IMPACT:</b>	Regarding SUP 20:03, the Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the land uses to be constructed; OR</li> <li>• Deny this request, preventing the land uses from being constructed; OR</li> <li>• Defer this request and make a final decision at a later Board meeting date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Review of a proposed Special Use Permit in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. Application was received on February 1, 2021. Planning Commission reviewed the request on March 9, 2021.				
<b>ENCLOSURES:</b>	Peters Staff Report with recommended conditions				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





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# COUNTY OF FLUVANNA

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

## BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Request:** SUP for Car Wash and Gas Station

**From:** Douglas Miles, AICP, CZA  
**District:** Palmyra Election District

**General Information:** This Special Use Permit (SUP) request is to be heard by the Board of Supervisors on Wednesday, April 21, 2021 at 7:00 pm at the Fluvanna County Library.

**Applicant:** Steven L. & Codie C. Peters

**Representative:** Shimp Engineering / Justin Shimp, PE

**Requested Action:** **SUP 20:03 Steven L. & Codie C. Peters** – A Special Use Permit request in the R-3, Residential Planned Community District to permit both car wash and gas station uses with respect to 60.9 +/- acres of Tax Map 8, Section A, Parcel A14A. The property is located on the northeast corner of the intersection of Thomas Jefferson Parkway (Route 53) and Lake Monticello Road. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

**Existing Zoning:** R-3, Residential Planned Community District with conditions

**Existing Land Use:** Vacant

**Planning Area:** Rivanna Community Planning Area / Neighborhood Mixed-Use

**Neighborhood Meeting:** A Neighborhood Meeting was conducted virtually by Shimp Engineering on behalf of the developer for a proposed 4,500 square foot convenience store as a permitted by right land use in the R-3, Residential Planned Community (RPC) District. A Special Use Permit (SUP) is required for both a car wash and gas station in this district due to their higher commercial traffic patterns for the uses.

Specific questions were asked about pedestrian access from Effort Baptist Church using the new VDOT roundabout crosswalks and

the extended sidewalks. Effort Baptist Church was in support of the Colonial Circle R-3, Residential Planned Community (RPC) request to construct a new retail foodmart with gasoline sales and automated car wash facility. Effort Baptist Church has a JAUNT Shuttle stop and a Park and Ride location within the church's parking lot.

### **Comprehensive Plan:**

The Comprehensive Plan designates this property as within the Rivanna Community Planning Area which makes up approximately 40 percent of the county's population and mainly in the Lake Monticello community. The Rivanna Community Planning Area is the most developed area in the county and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office, civic and residential uses all combine to form a series of neotraditional developments that are interconnected with surrounding development at the Lake gate areas. The proposed request is located in the Neighborhood Mixed Use area which includes a mix of retail and office uses providing employment opportunities and goods and services to the surrounding County residents.

### **Planning Analysis:**

The proposed land use requests are classified as a car wash and gas station and are defined in the Zoning Ordinance as: Car Wash – facilities for the washing and cleaning of vehicles, including automatic and self-service car washes and Gas Station – any place of business for the storage, dispersal, sale or offering of fuels and oils for motor vehicles. Such uses may also include the retail sale of convenience items as a secondary activity which will be performed in the retail store.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance. First, the proposed use should not tend to change the character and established pattern of the area or community. The proposed car wash and gas sales will only further enhance the surrounding area as the first phase of the Colonial Circle Residential Planned Community development. There is a definite need for additional gasoline sales with the added opportunity to have a modern, automated car wash use to maintain your vehicles in the County.

Second, the proposed use should be compatible with the uses permitted by right in that zoning district and shall not adversely affect the use of or the value of neighboring property. The proposed car wash and gas sales will be companion uses to the 4,500 square foot retail foodmart. Fluvanna County currently does not have enough retail convenience food sales, gasoline sales and an automated car wash facility will only enhance the area by offering up a better consumer service in the Colonial Circle Residential Planned Community and serving the surrounding area.

### **Conclusion:**

The Planning Commission should consider any potential adverse impacts, such as limited service vehicle traffic entering and exiting the site, noise and whether the Zoning Ordinance requirements will effectively mitigate any potential impacts. Please be advised that during the

Neighborhood Meeting, held virtually on February 25th, that only a few comments were provided and they came from the immediate adjacent church complex that was in support of the Colonial Circle commercial development uses that will further enhance the surrounding community along with the completed VDOT roundabout with crosswalks and a sidewalk system.

**Planning Commission and Staff Recommended Conditions:**

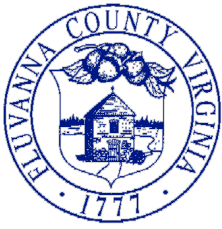
1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance shall be submitted for administrative approval.
2. The site shall be screened from view in accordance with the requirements of Section 22-24-7 of the Fluvanna County Zoning Ordinance.
3. Any lighting shall not be directed toward the adjacent properties and it shall comply with Article 25 Outdoor Lighting Control of the Fluvanna County Zoning Ordinance.
4. Any noise shall comply with Chapter 15.1 of the Fluvanna County, Virginia Code.
5. The site shall be maintained in a neat and orderly manner so that the visual appearance from the public right-of-way and adjacent properties is acceptable to County officials.
6. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
7. Under Section 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.

**Suggested Motion:**

I move that the Board of Supervisors (approve / deny / defer) SUP 20:03, a request to permit both car wash and gas station uses with respect to 60.9 +/- acres of Tax Map 8, Section A, Parcel A14A, subject to the seven (7) conditions listed in the staff report.

**Attachments:**

Application and APO letter  
 Aerial Vicinity Map  
 Conceptual Plan



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# COUNTY OF FLUVANNA

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BOS 2021-04-21 p.10/326  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## NOTICE OF PUBLIC HEARING

**April 12, 2021**

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

**RE: Public Hearing on SUP 20:03 – Steve L. & Codie C. Peters**

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Purpose: Board of Supervisors Public Hearing**  
**Date: Wednesday, April 21, 2021**  
**Time: 7:00 PM (Virtual Meeting)**  
**Location: Fluvanna County Library**

The applicant or applicant's representative will be available at the Board of Supervisors meeting for:

**SUP 20:03 Steven L. & Cody C. Peters** – A Special Use Permit request in the R-3, Residential Planned Community District to permit both car wash and gas station uses with respect to 60.9 +/- acres of Tax Map 8, Section A, Parcel A14A. The property is located on the northeast corner of the intersection of Thomas Jefferson Parkway (Route 53) and Lake Monticello Road. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

You are welcome to join the public hearing online and will have an opportunity to comment, if desired. The Board of Supervisors meeting is being held virtually due to the COVID-19 pandemic, instructions for participation in the Board of Supervisors public hearing will be available on the County's website <http://www.fluvannacounty.org> along with the Agenda and staff report. You can also contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding the application or the public hearing, please contact me at 434.591.1910 or by e-mail [dmiles@fluvannacounty.org](mailto:dmiles@fluvannacounty.org) for further information on this planning request.

Sincerely,

*Douglas Miles*

Douglas Miles, AICP, CZA  
Community Development Director



Shimp Engineering  
Kelsey Schlein, Project Representative  
912 E High St. Charlottesville, VA 22902  
kelsey@shimp-engineering.com  
(434) 227-5140

RE: **VIRTUAL** Community Meeting | Colonial Circle Gas Station + Car Wash Special Use Permit

Dear Neighbor,

On behalf of the property owner of the proposed Colonial Circle development, Steve L. Peters, we, Shimp Engineering, invite you to review information and provide comments during a virtual community meeting regarding our request for a special use permit on tax parcel 8-A-A14A. The 60.93- acre property was rezoned in 2019 from B-1 Business and A-1 Agriculture to R-3 Residential Planned Community which allows for a mixture of residential units and commercial services. Within this R-3 district, the owner respectfully requests for a special use permit to allow for a gas station and car wash on a 2.96-acre commercially designated portion of the 60.93-acre property. The proposed gas station and car wash site is located directly northwest of the Route 53/Route 618 roundabout. Included with this letter is a context map identifying the property and the portion of the property subject to the special use permit request.

To help prevent the transmission of COVID-19, we invite you to ask questions and share comments about the proposed special use permit request and County review procedures at a virtual community meeting. **The virtual meeting will be held through an online video stream on Thursday, February 25 at 5:00 p.m.**

There are several ways that you can learn more about this project, share your comments, or ask questions about this proposal:

1. Attend the live virtual community meeting using the “Virtual Meeting Instructions” included with this letter
2. Contact me directly to review the full application packet and I will coordinate with you on the best way for you to view the application. You can contact me by phone or email using the contact information provided at the top left corner of this letter. To help prevent the transmission of COVID-19, it is preferred that I share these plans with you digitally.
3. Contact the County Planning and Zoning Department (434)591-1910

We look forward to hearing from you.

Sincerely,

*Kelsey Schlein*

Kelsey Schlein

Virtual Meeting Instructions:

ONLINE

Download the Zoom application.

Please visit the link below to join the webinar:

<https://us02web.zoom.us/j/89482899383>

BY PHONE/CALL-IN

Dial (301) 715-8592

Type in the Webinar ID: 894 8289 9383

If you have any questions about logging into the virtual meeting, please contact me directly, [kelsey@shimp-engineering.com](mailto:kelsey@shimp-engineering.com)









RECEIVED  
BOS 2021-04-21 p. 43/326

NOV 30 2020

Fluvanna County  
Planning Dept



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

Application for Special Use Permit (SUP)

Owner of Record: Steven L. & Codie C. Peters

Applicant of Record: Steven L. & Codie C. Peters

Address: 2390 Auburn Hill Farm, Charlottesville, VA 22902

Address: 2390 Auburn Hill Farm, Charlottesville, VA 22902

Phone: 434-990-7626 Fax:

Phone: same as

Fax:

Email: auburnhillfarm@earthlink.net

Email: owner

Representative: Shimp Engineering

Address: 912 E High Street, Charlottesville, VA 22902

Phone: 434-227-5140 Fax:

Email: kelsey@shimp-engineering.com

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

Tax Map and Parcel(s) 8-A-A14A

Acreege 60.93

Zoning R-3

Deed Book and Page: 799-429

Location of Parcel: Route 53/Route 618 intersection

If any Deed Restrictions, please attach a copy

Request for an SUP for the purpose of: Gas station and car wash

\*Ten copies of a sketch plan (8.5x11 inches or 11x17 inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 20 OCTOBER 2020 Signature of Owner/Applicant:

Subscribed and sworn to before me this 2

day of October, 2020

Notary Public:

Register # 7776374

My commission expires: 3/31/2022

Certification: Date: 10/2/2020



Office Use Only

Date Received: 11-30-2020	Pre-Application Meeting:	PH Sign Deposit Received: 11-30-2020	Application #: SUP 20-03
\$800.00 fee plus mailing costs paid: 43073		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower fee plus mailing costs paid:		Telecom Consultant Review fee paid:	
Election District: Palmyra	Planning Area: Fluvanna Community		
Planning Commission		Board of Supervisors	
Advertisement Dates:	Advertisement Dates:		
APO Notification:	APO Notification:		
Date of Hearing:	Date of Hearing:		
Decision:	Decision:		

RECEIPT (REC-001693-2020)  
FOR FLUVANNA COUNTY BUILDING AND PLANNING DEPARTMENT

BOS 2021-04-21 p.14/326

**BILLING CONTACT**

Steven Peters  
2390



Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
SUP20:0003	Special Use Permit	Fee Payment	Check #3073	\$800.00
			<b>SUB TOTAL</b>	<b>\$800.00</b>
			<b>TOTAL</b>	<b>\$800.00</b>



Commonwealth of Virginia  
County of Fluvanna  
Public Hearing Sign Deposit

Name: Steven L. & Codie C. Peters  
Address: Intersection of Route 53/Route 618  
City: Charlottesville  
State: Virginia Zip Code: 22902

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

[Signature] Applicant Signature      2 Oct 2020 Date

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY

Application #: BZA \_\_\_\_\_ : CPA \_\_\_\_\_ : SUP 20 : 03 ZMP \_\_\_\_\_ : ZTA \_\_\_\_\_ :

\$90 deposit paid per sign\*: V#3074      Approximate date to be returned:

BOS 2021-04-21 p.16/326

**RECEIPT (REC-001694-2020)**  
**FOR FLUVANNA COUNTY BUILDING AND PLANNING DEPARTMENT**

**BILLING CONTACT**

Steven Peters  
2390



Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
SUP20:0003	Sign Deposit for Public Hearing	Fee Payment	Check #3074	\$90.00
			<b>SUB TOTAL</b>	<b>\$90.00</b>
			<b>TOTAL</b>	<b>\$90.00</b>

NOV 30 2020

Fluvanna County  
Planning Dept**SHIMP ENGINEERING, P.C.**  
Design Focused Engineering

November 30, 2020

Douglas Miles, Director  
Fluvanna County Planning and Zoning  
132 Main Street  
P.O. Box 540  
Palmyra, VA22963

**RE: Special Use Permit | Colonial Circle Car Wash and Gas Station**

Dear Douglas,

Please find the initial submission of a special use permit request for a car wash and gas station at Colonial Circle for review. Included in this submission are:

1. 10 copies of the special use permit concept plan
2. Application form
3. Sign payment and special use permit fee payment

If you have any questions, please do not hesitate to contact me at [kelsey@shimp-engineering.com](mailto:kelsey@shimp-engineering.com) or by phone at 434-227-5140. You can also contact Justin Shimp at [Justin@shimp-engineering.com](mailto:Justin@shimp-engineering.com).

Best regards,

Kelsey Schlein  
Planner  
Shimp Engineering, P.C.

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

Gas station & car wash use. Site is currently vacant, unimproved land. New structures to be constructed.

**NECESSITY OF USE:** Describe the reason for the requested change.

To supplement the operations of a proposed by-right convenience market within the R-3 district.

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

Landscaping and screening will comply with the Fluvanna County Zoning Ordinance. Stormwater management and erosion & sediment control measures will comply with all applicable local and state regulations. Any lighting will comply with applicable county regulations.

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The proposed car wash and gas station would be advantageous to the County of Fluvanna because these uses would support the by-right convenience market operation and offer Fluvanna County residents a convenient business service on a heavily traveled commuter route. The proposed gas station and car wash is located within a designated growth area on a site designated for commercial development. Additionally, the car wash and gas station would generate local tax revenues.

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

[Empty box for Remarks]

**Commonwealth of Virginia**  
**County of Fluvanna**  
**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
Ten (10) copies of a Site Plan for any expansion or new construction Include: <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting photographs are not required, but suggested for evidence	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content: <ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to: <ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

Page 5 of 5  
**For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

**Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

**Process:**

1. Placed on next available Technical Review Committee Agenda.
2. Placed as a Public Hearing on the next available agenda of the Planning Commission the following month. Staff Report and Planning Commission recommendation forwarded to the Board.
3. Placed as a Public Hearing on the next available agenda of the Board of Supervisors (usually the same month as the Planning Commission).

**Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

**Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*

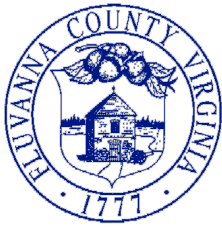


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	ZMP 21:01 Christian & Associates Excavating				
<b>MOTION(s):</b>	I move that the Board of Supervisors [Approve/deny/defer] ZMP 21:01, a request to amend the Fluvanna County Zoning Map on Tax Map 9 Section A Parcel 12A to rezone from A-1 Agricultural, General to B-1, Business, General and subject to the proffers dated March 19, 2021.				
<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>	Douglas Miles, Community Development Director				
<b>PRESENTER(S):</b>	Douglas Miles, Community Development Director				
<b>RECOMMENDATION:</b>	At its meeting on March 9, 2021, the Planning Commission <b>recommended Approval</b> of ZMP 21:01 (3-1); Mr. Johnson moved to recommend Approval and Mrs. Murray-Key seconded. AYES: Bibb, Johnson, Murray-Key; NAY: Lagomarsino and Zimmer was absent. Mr. Lagomarsino did not agree that a contractor's storage yard belonged in a mixed-use commercial corridor even by operating it under a Special Use Permit.				
<b>TIMING:</b>	Normal Public Hearing review process				
<b>FISCAL IMPACT:</b>	Commercial business taxation rates will apply to this Fluvanna County business				
<b>POLICY IMPACT:</b>	Regarding ZMP 21:01, the Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the land use to be constructed; OR</li> <li>• Deny this request, preventing the land use from being constructed; OR</li> <li>• Defer this request and make a final decision at a later Board meeting date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Review of a proposed Zoning Map Amendment in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. Application was received on February 1, 2021. Planning Commission reviewed the request on March 9, 2021.				
<b>ENCLOSURES:</b>	Christian & Associates Excavating Staff Report with submitted case proffers				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





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# COUNTY OF FLUVANNA

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BOS 2021-04-21 p.23/326  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Board of Supervisors      **From:** Douglas Miles, AICP, CZA  
**Request:** B-1, General Business Zoning District      **District:** Palmyra Election District

**General Information:**      This Conditional Rezoning (ZMP) request is to be heard by the Board of Supervisors on Wednesday April 21, 2021 at 7:00 pm in the Fluvanna County Library Meeting Room.

**Owner/Applicant:**      Christian & Associates Excavating / Timothy Christian

**Representative:**      Shimp Engineering / Justin Shimp, PE

**Requested Action:**      **ZMP 20:01 Christian & Associates Excavating** – A Conditional Rezoning from A-1, Agricultural, General to the B-1, Business, General District on 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north line of Lake Monticello Road and 0.1 miles west of River Run Road. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

**Location:**      The property is located along the north line of Lake Monticello Road (Route 618) and west of River Run Drive and it is in the Palmyra Election District.

**Existing Zoning:**      A-1, General Agricultural Zoning District

**Proposed Zoning:**      B-1, General Business Zoning District

**Existing Land Use:**      Vacant

**Comprehensive Plan:**      Rivanna Community Planning Area – Neighborhood Mixed Use

**Neighborhood Meeting:**

A virtual neighborhood meeting was held on February 25, 2021. There were no adjacent property owners in attendance but one did contact Planning earlier in the week to indicate that they were in support of the request to have a Fluvanna-based business to locate on Lake Monticello Road.

**Comprehensive Plan:**

**Land Use Chapter:**

The Comprehensive Plan designates this property as within the Rivanna Community Planning Area which makes up approximately 40 percent of the county's population and mainly in the Lake Monticello community. The Rivanna Community Planning Area is the most developed area in the county and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office, civic and residential uses all combine to form a series of neotraditional developments that are interconnected with surrounding development at the Lake gate areas. The proposed request is located in the Neighborhood Mixed Use area which includes a mix of retail and office uses providing employment opportunities to the surrounding residents.

The proposed B-1 zoning could contain professional and medical office uses, barber shops and beauty salons, churches, and other similar neighborhood mixed use type land uses. The applicant has proffered out higher B-1 land uses such as retail convenience stores and fast food restaurants. These land uses tend to be more obtrusive to surrounding residential uses and generate higher amounts of traffic beyond neighborhood land use types serving the surrounding neighborhoods.

**Conclusion:**

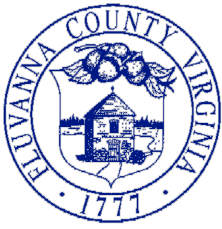
When reviewing this conditional rezoning application, the Board of Supervisors should take into consideration any potential adverse impacts that the development may have on the Lake Monticello area. Traffic will be an important consideration since the Rivanna CPA is the most populated planning area in the county. The proposed land uses will be properly screened from view and could provide additional employment to the surrounding residential homeowners to not have to commute greater distances to the larger employment centers outside of Fluvanna County.

**Suggested Motion:**

I move that the Board of Supervisors (Approve / Deny / Defer) ZMP 21:01, a request to amend the Fluvanna County Zoning Map on 14 +/- acres of Tax Map 9, Section A, Parcel 12A to rezone the same from A-1, Agricultural, General, to B-1, Business, General and subject to the proffers dated March 19, 2021.

**Attachments:**

Application and Proffers  
Aerial Vicinity Map  
Conceptual Plan



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# COUNTY OF FLUVANNA

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BOS 2021-04-21 p.25/326  
132 Main Street  
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Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## NOTICE OF PUBLIC HEARING

April 9, 2021

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

### RE: Public Hearing on ZMP 21:01 & SUP 21:01

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Purpose:** Board of Supervisors Public Hearing  
**Date:** Wednesday, April 21, 2021  
**Time:** 7:00 PM (Virtual Meeting)  
**Location:** Fluvanna County Library

The applicant or applicant's representative will be available at the Board of Supervisors meeting for:

**ZMP 21:01 Christian & Associates Excavating** – A Conditional Rezoning from A-1, General Agricultural to B-1, General Business on 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north side of Lake Monticello Road (State Route 618) and 0.1 miles west of River Run Drive. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

**SUP 21:01 Christian & Associates Excavating** – A Special Use Permit request in the B-1, General Business District to permit a contractor's storage yard with respect to 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north side of Lake Monticello Road (State Route 618) and 0.1 miles west of River Run Drive. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

You are welcome to join the public hearing online and will have an opportunity to comment, if desired. The Board of Supervisors meeting is being held virtually due to the COVID-19 pandemic, instructions for participation in the Board of Supervisors public hearing will be available on the County's website <http://www.fluvannacounty.org> along with the Agenda and staff reports. You can also contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding the applications or the public hearing, please contact me at 434.591.1910 or at [dmiles@fluvannacounty.org](mailto:dmiles@fluvannacounty.org) for further information on this planning request.

Sincerely,

*Douglas Miles*

Douglas Miles, AICP, CZA  
Community Development Director



# CHRISTIAN + ASSOCIATES EXCAVATING

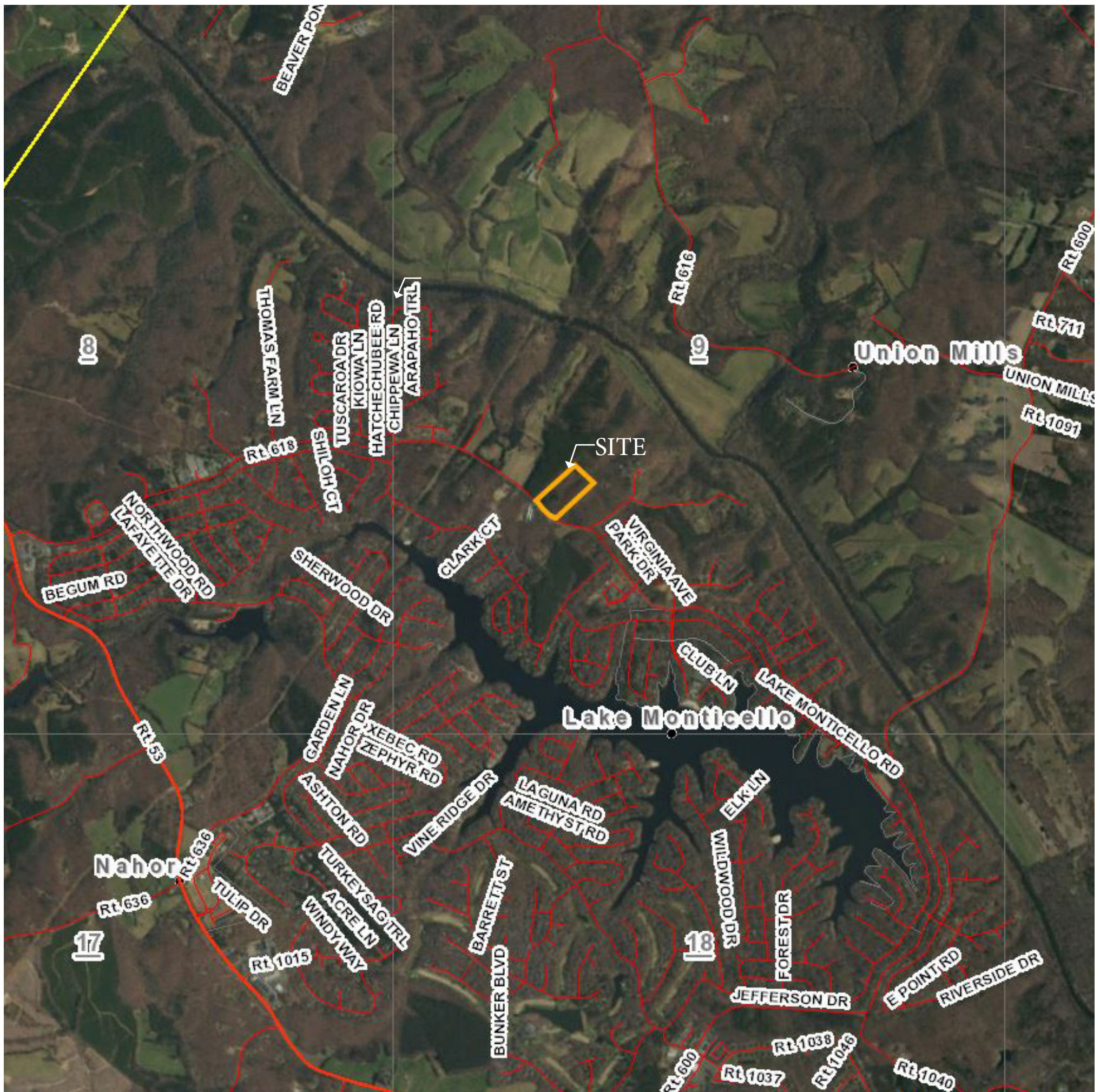
TMP 9-A-12A  
project ID: 21.003

## INDEX OF SHEETS

- 1 - Cover & Context Map
- 2 - Site Plan Sketch

SUBMITTED 06 JANUARY 2021

Context Map  
Sheet 1 of 2





# CHRISTIAN + ASSOCIATES EXCAVATING

SITE PLAN SKETCH  
Sheet 2 of 2

TMP-9-10-1  
NEWMAN, CAROLE A  
10 Ac  
Zone : A-1

607.55' S44D50'02"E  
REAR 25' SETBACK

TMP-9A-12A  
CHRISTIAN TIMOTHY  
14 Ac  
Zone : A-1

EXISTING  
WOODED AREA  
RESERVED FOR  
FUTURE  
DEVELOPMENT

TMP-9-14-2  
SYCAMORE SQUARE  
LLC  
10.95 Ac  
Zone : R-3

TMP-9-2-2  
HIGGINBOTHAM  
70 Ac  
Zone : A1

974.55' N54D25'23"E  
SIDE 25' SETBACK

1023.77' S54D46'28"W  
SIDE 25' SETBACK

EXISTING  
WOODED AREA  
RESERVED FOR  
FUTURE  
DEVELOPMENT

GRAVEL PARKING SPACE  
40,000 SQ FT

STORAGE  
BUILDING  
5000 SQ FT

WOODED AREA EXTENDING TO  
NEIGHBORING PROPERTIES

TMP-9-2-3A  
KRAMER, LOUIS A.  
NORMA C.  
1.5 Ac  
Zone : B-C

TMP-9A-9  
FLUVANNA  
SELF-STORAGE CORP  
13.4 Ac  
Zone : B-1

EXISTING ENTRANCE 279.79' N33D29'47"W

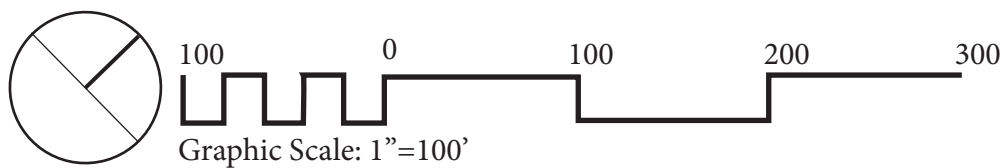
LAKE MONTICELLO RD  
40' ROW

321.60' N53D43'40"W

TMP 9-A-12A

SUBMITTED 06 JANUARY 2021

project: 21.003





RECEIVED  
BOS 2021-04-21 p.28/326

COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Application for Rezoning

Fluvanna County  
Planning Dept

Owner of Record: CHRISTIAN, TIMOTHY D  
Address: 93 BLUFF LANE PALMYRA VA 22963  
Phone: (434)981-4858 Fax: \_\_\_\_\_  
Email: dchristian1970@gmail.com

Applicant of Record: CHRISTIAN, TIMOTHY D  
Address: 93 BLUFF LANE PALMYRA, VA 22963  
Phone: (434)981-4858 Fax: \_\_\_\_\_  
Email: dchristian1970@gmail.com

Representative: SHIMP ENGINEERING, P.C.  
Address: 912 E HIGH ST CHARLOTTESVILLE VA 22902  
Phone: (434) 227-5140 Fax: \_\_\_\_\_  
Email: JUSTIN@SHIMP-ENGINEERING.COM

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

Tax Map and Parcel(s) 9-A-12A

Acreege 14 Acres Current Zoning A-1

Is parcel in Land Use Valuation Program?  No  Yes

Location of Parcel: ~685' west of the intersection of River Run and Lake Monticello Road

Deed Book and Page: 933/60  
If any Deed Restrictions, please attach a copy

Requested Zoning B-1 Proposed Use of Property CONTRACTOR'S STORAGE YARD

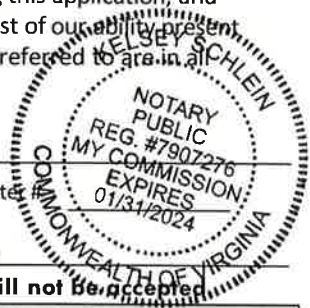
Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request. I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 2-1-21 Signature of Owner/Applicant: [Signature]

Subscribed and sworn to before me this 1st day of February, 2021 Registered

My commission expires: 1/31/2024 Notary Public: Kelsey Schlein



All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

Office Use Only			
Date Received: 2/2/2021	Pre-Application Meeting:	PH Sign Deposit Received: 2/2/2021	Application #: ZMP 21:01
\$1,000 fee paid: #5455		Mailing Costs: \$20.00 per Adjacent Property Owner after first 15, Certified. Paid:	
Proffer or Master Plan Amendment: \$750.00 plus mailing costs. Paid:			
Election District: Palmyra		Planning Area: Rivanna Community	
Planning Commission		Board of Supervisors	
Advertisement Dates:	Advertisement Dates:	APO Notification:	APO Notification:
Date of Hearing:	Date of Hearing:	Decision:	Decision:



**RECEIPT (REC-001843-2021)**  
**FOR FLUVANNA COUNTY BUILDING AND PLANNING DEPARTMENT**

BOS 2021-04-21 p.29/326

**BILLING CONTACT**

Timothy D Christian  
93 Bluff Lane  
Palmyra, Va 22963



Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
ZMP21:0001	Rezoning	Fee Payment	Check #5455	\$1,000.00
			<b>SUB TOTAL</b>	<b>\$1,000.00</b>
			<b>TOTAL</b>	<b>\$1,000.00</b>

**RECEIPT (REC-001844-2021)**  
**FOR FLUVANNA COUNTY BUILDING AND PLANNING DEPARTMENT**

BOS 2021-04-21 p.30/326

**BILLING CONTACT**

Timothy D Christian  
93 Bluff Lane  
Palmyra, Va 22963



Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
ZMP21:0001	Sign Deposit for Public Hearing	Fee Payment	Check #5457	\$90.00
			<b>SUB TOTAL</b>	<b>\$90.00</b>
			<b>TOTAL</b>	<b>\$90.00</b>



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Public Hearing Sign Deposit**

Name: CHRISTIAN, TIMOTHY D

Address: 93 BLUFF LANE

City: PALMYRA

State: VA Zip Code: 22963

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

Timothy Christian 02/01/2021  
 Applicant Signature Date

\*Number of signs depends on number of roadways property adjoins.

Office Use Only	
Application #: BZA _____ : _____ CPA _____ : _____ SUP _____ : _____ ZMP _____ : _____ ZTA _____ : _____	
\$90 deposit paid per sign*:	Approximate date to be returned:

**RECEIVED**

7-02

**Fluvanna County**  
**Planning Dept**

Fluvanna County Department of Planning & Community Development \* Box 540 \* Palmyra, VA 22963 \* (434)591-1910 \* Fax (434)591-1911

This form is available on the Fluvanna County website: [www.fluvannacounty.org](http://www.fluvannacounty.org)

Updated March 1, 2018



**Commonwealth of Virginia**  
**County of Fluvanna**  
**Rezoning Application Checklist**

EQS 2021-04-21 p. 32/326  
**RECEIVED**

702  
**Fluvanna County**  
**Planning Dept**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Rezoning Application signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
<ul style="list-style-type: none"> <li>• Statement on proposed use of property and reason for rezoning</li> <li>• Ten (10) copies of plats showing existing and proposed improvements (if applicable)</li> <li>• Deed restrictions (if applicable)</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting photographs are not required, but suggested for evidence	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content:	
<ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following:	
<ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to:	
<ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

## **For Applicant**

The Rezoning Application fee is made payable to the **County of Fluvanna**.

### **Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

#### **Process:**

1. Placed on next available Technical Review Committee Agenda.
2. Placed as a Public Hearing on the next available agenda of the Planning Commission the following month. Staff Report and Planning Commission recommendation forwarded to the Board.
3. Placed as a Public Hearing on the next available agenda of the Board of Supervisors (usually the same month as the Planning Commission).

#### **Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

#### **Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Rezoning for the same use at the same site may be made within one year after the denial.*



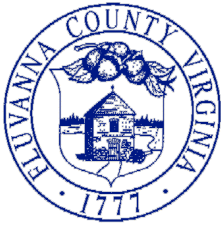
**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	SUP 21:01 Christian & Associates Excavating				
<b>MOTION(s):</b>	I move that the Board of Supervisors [Approve/deny/defer] SUP 21:01, a request to construct a contractor's storage yard on Tax Map 9 Section A Parcel 12A subject to the seven (7) conditions within the staff report.				
<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>	Douglas Miles, Community Development Director				
<b>PRESENTER(S):</b>	Douglas Miles, Community Development Director				
<b>RECOMMENDATION:</b>	At its meeting on March 9, 2021, the Planning Commission <b>recommended Approval</b> of SUP 20:04 (3-1); Mrs. Murray-Key moved to recommend Approval and Mr. Johnson seconded. AYES: Bibb, Johnson, Murray-Key; NAY: Lagomarsino and Zimmer was absent. Mr. Lagomarsino did not agree that a contractor's storage yard belonged in a mixed-use commercial corridor even by operating it under a Special Use Permit.				
<b>TIMING:</b>	Normal Public Hearing review process				
<b>FISCAL IMPACT:</b>	Commercial business taxation rates will apply to this Fluvanna County business				
<b>POLICY IMPACT:</b>	Regarding SUP 21:01, the Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the land use to be constructed; OR</li> <li>• Deny this request, preventing the land use from being constructed; OR</li> <li>• Defer this request and make a final decision at a later Board meeting date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Review of a proposed Special Use Permit in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. Application was received on February 1, 2021. Planning Commission reviewed the request on March 9, 2021.				
<b>ENCLOSURES:</b>	Christian & Associates Excavating Staff Report with recommended conditions				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X







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# COUNTY OF FLUVANNA

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BOS 2021-04-21 p.37/326  
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[www.fluvannacounty.org](http://www.fluvannacounty.org)

## BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Request:** SUP for Contractor's Storage Yard

**From:** Douglas Miles, AICP, CZA  
**District:** Palmyra Election District

**General Information:** This Special Use Permit (SUP) request is to be heard by the Board of Supervisors on Wednesday April 21, 2021 at 7:00 pm at the Fluvanna County Library.

**Applicant:** Christian & Associates Excavating / Timothy Christian

**Representative:** Shimp Engineering / Justin Shimp, PE

**Requested Action:** **SUP 21:01 Christian & Associates Excavating** – A Special Use Permit request in the B-1, Business, General District to permit a contractor's storage yard with respect to 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north line of Lake Monticello Road and 0.1 miles west of River Run Road. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

**Location:** The property is located along the north line of Lake Monticello Road (Route 618) and west of River Run Drive and it is in the Palmyra Election District.

**Existing Zoning:** A-1, General Agricultural Zoning District

**Existing Land Use:** Vacant

**Planning Area:** Rivanna Community Planning Area / Neighborhood Mixed-Use

**Neighborhood Meeting:**  
A virtual neighborhood meeting was held on February 25, 2021. There were no adjacent property owners in attendance but one did contact Planning earlier in the week to indicate that they were in support of the request to have a Fluvanna-based business to locate on Lake Monticello Road.

## **Comprehensive Plan:**

### **Land Use:**

The Comprehensive Plan designates this property as within the Rivanna Community Planning Area which makes up approximately 40 percent of the county's population and mainly in the Lake Monticello community. The Rivanna Community Planning Area is the most developed area in the county and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office, civic and residential uses all combine to form a series of neotraditional developments that are interconnected with surrounding development at the Lake gate areas. The proposed request is located in the Neighborhood Mixed Use area which includes a mix of retail and office uses providing employment opportunities to the surrounding residents.

The proposed B-1 zoning could contain professional and medical office uses, barber shops and beauty salons, churches, and other similar neighborhood mixed use type land uses. The applicant has proffered out higher B-1 land uses such as retail convenience stores and fast food restaurants. These land uses tend to be more obtrusive to surrounding residential uses and generate higher amounts of traffic beyond neighborhood land use types serving the surrounding neighborhoods. The applicant is requesting the B-1 land use as a contractor's storage yard to be permitted by Special Use Permit in a B-1 district.

### **Analysis:**

The proposed land use request is classified as a contractor's storage yard and it is defined in the Zoning Ordinance as: Storage yards operated by, or on behalf of, a contractor for storage of large equipment, vehicles, or other materials commonly used in the individual contractor's type of business; storage of materials used for repair and maintenance of contractor's own equipment; and buildings or structures for uses such as offices and repair facilities.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance. First, the proposed use should not tend to change the character and established pattern of the area or community. The proposed contractor's storage yard is a land use that has been operating within this corridor and this request would include the appropriate site screening and buffering of the limited contractor's storage yard activities and related office space needed to operate the existing business.

Second, the proposed use should be compatible with the uses permitted by right in that zoning district and shall not adversely affect the use of or the value of neighboring property. The owner has operated an excavation company in Central Virginia for 20 years and he bought this property, which is in close proximity to his personal residence, several years ago with the desire to one day expand his business and return it to Fluvanna County to operate his business on the premises.

The development along Lake Monticello Road over the years has evolved to serve both business and residential needs in the County. There are supporting businesses, such as across the street, Fluvanna Self-Storage II that was zoned commercial to serve the higher density residential homes

in the area. The owner proposes to construct a 5,000 square foot warehouse building to serve his contractor's storage yard business. The site design proposes a mounded landscape buffer within the fifty (50) foot front setback to screen the business improvements from Lake Monticello Road and continue to maintain the wooded character of the surrounding properties along the main road.

**Conclusion:**

The Planning Commission should consider any potential adverse impacts, such as limited service vehicle traffic entering and exiting the site, noise and whether the Zoning Ordinance requirements will effectively mitigate any potential impacts. Please be advised that during the Neighborhood Meeting, held virtually on February 25th, that no one from the general public called in with any concerns with the proposed contractor's storage yard land use request.

**Planning Commission and Staff Recommended Conditions:**

If approved, Staff recommends the following conditions:

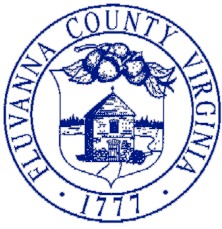
1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance shall be submitted for administrative approval.
2. The site shall be screened from view in accordance with the requirements of Section 22-24-7 of the Fluvanna County Zoning Ordinance.
3. Any lighting shall not be directed toward the adjacent properties and it shall comply with Article 25 Outdoor Lighting Control of the Fluvanna County Zoning Ordinance.
4. Any noise shall comply with Chapter 15.1 of the Fluvanna County, Virginia Code.
5. The site shall be maintained in a neat and orderly manner so that the visual appearance from the public right-of-way and adjacent properties is acceptable to County officials.
6. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
7. Under Section 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.

**Suggested Motion:**

I move that the Board of Supervisors (approve / deny / defer) SUP 21:01, a request to construct a contractor's storage yard on Tax Map 9, Section A, Parcel 12A, subject to the seven (7) conditions listed in the staff report.

**Attachments:**

Application and APO letter  
Aerial Vicinity Map  
Conceptual Plan



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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

BOS 2021-04-21 p.40/326  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## NOTICE OF PUBLIC HEARING

**April 12, 2021**

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

**RE: Public Hearing on ZMP 21:01 & SUP 21:01 – Christian & Associates Excavating**

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Purpose:** Board of Supervisors Public Hearing  
**Date:** Wednesday, April 21, 2021  
**Time:** 7:00 PM (Virtual Meeting)  
**Location:** Fluvanna County Library

The applicant or applicant's representative will be available at the Board of Supervisors meeting for:

**ZMP 21:01 Christian & Associates Excavating** – A Conditional Rezoning from A-1, General Agricultural to B-1, General Business on 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north side of Lake Monticello Road (State Route 618) and 0.1 miles west of River Run Drive. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

**SUP 21:01 Christian & Associates Excavating** – A Special Use Permit request in the B-1, General Business District to permit a contractor's storage yard with respect to 14 +/- acres of Tax Map 9 Section A Parcel 12A. The property is located on the north side of Lake Monticello Road (State Route 618) and 0.1 miles west of River Run Drive. The subject parcel is within the Rivanna Community Planning Area and the Palmyra Election District.

You are welcome to join the public hearing online and will have an opportunity to comment, if desired. The Board of Supervisors meeting is being held virtually due to the COVID-19 pandemic, instructions for participation in the Board of Supervisors public hearing will be available on the County's website <http://www.fluvannacounty.org> along with the Agenda and staff reports. You can also contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding the applications or the public hearing, please contact me at 434.591.1910 or by e-mail [dmiles@fluvannacounty.org](mailto:dmiles@fluvannacounty.org) for further information on this planning request.

Sincerely,

*Douglas Miles*

Douglas Miles, AICP, CZA  
Community Development Director



# CHRISTIAN + ASSOCIATES EXCAVATING

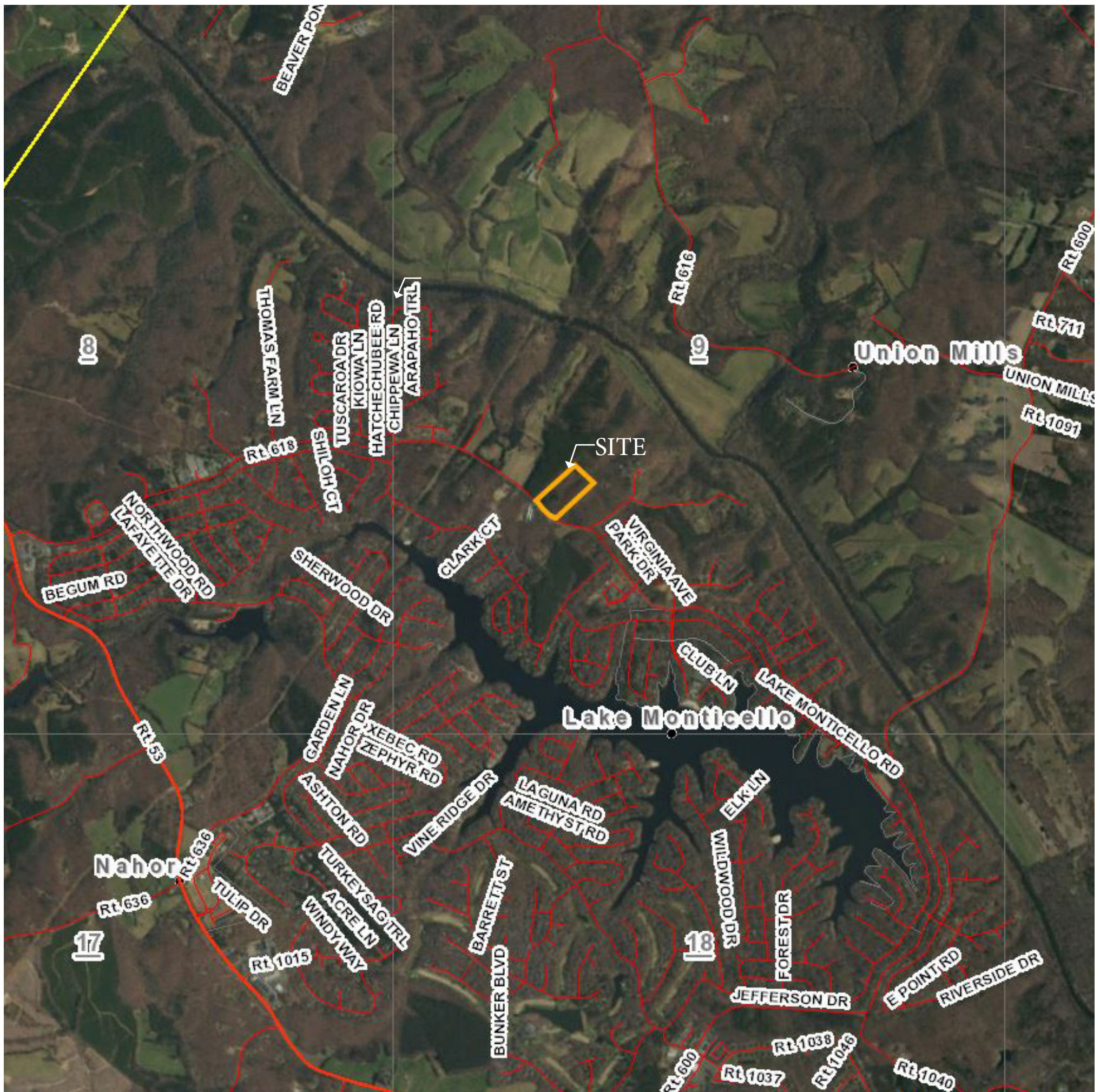
TMP 9-A-12A  
project ID: 21.003

## INDEX OF SHEETS

- 1 - Cover & Context Map
- 2 - Site Plan Sketch

SUBMITTED 06 JANUARY 2021

Context Map  
Sheet 1 of 2





# CHRISTIAN + ASSOCIATES EXCAVATING

SITE PLAN SKETCH  
Sheet 2 of 2

TMP-9-10-1  
NEWMAN, CAROLE A  
10 Ac  
Zone : A-1

607.55' S44D50'02"E  
REAR 25' SETBACK

TMP-9A-12A  
CHRISTIAN TIMOTHY  
14 Ac  
Zone : A-1

EXISTING  
WOODED AREA  
RESERVED FOR  
FUTURE  
DEVELOPMENT

TMP-9-14-2  
SYCAMORE SQUARE  
LLC  
10.95 Ac  
Zone : R-3

TMP-9-2-2  
HIGGINBOTHAM  
70 Ac  
Zone : A1

974.55' N54D25'23"E  
SIDE 25' SETBACK

1023.77' S54D46'28"W  
SIDE 25' SETBACK

EXISTING  
WOODED AREA  
RESERVED FOR  
FUTURE  
DEVELOPMENT

GRAVEL PARKING SPACE  
40,000 SQ FT

STORAGE  
BUILDING  
5000 SQ FT

WOODED AREA EXTENDING TO  
NEIGHBORING PROPERTIES

TMP-9-2-3A  
KRAMER, LOUIS A.  
NORMA C.  
1.5 Ac  
Zone : B-C

TMP-9A-9  
FLUVANNA  
SELF-STORAGE CORP  
13.4 Ac  
Zone : B-1

EXISTING ENTRANCE 279.79' N33D29'47"W

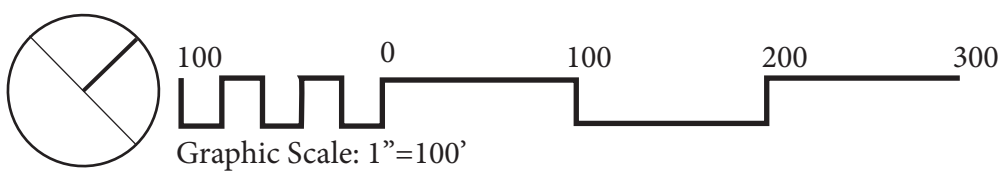
LAKE MONTICELLO RD  
40' ROW

321.60' N53D43'40"W

TMP 9-A-12A

SUBMITTED 06 JANUARY 2021

project: 21.003



RECEIVED  
BOS 2021-04-21 p.43/326



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

Application for Special Use Permit (SUP)

Fluvanna County  
Planning Dept

Owner of Record: CHRISTIAN, TIMOTHY D

Applicant of Record: same as owner

Address: 93 BLUFF LANE PALMYRA VA 22963

Address:

Phone: (434)981-4858

Fax:

Phone:

Fax:

Email: dchristian1970@gmail.com

Email:

Representative: SHIMP ENGINEERING, P.C.

Address: 912 E HIGH ST CHARLOTTESVILLE VA 22902

Phone: (434) 227-5140

Fax:

Email: JUSTIN@SHIMP-ENGINEERING.COM

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

Tax Map and Parcel(s) 9-A-12A

Acreage 14 Acres

Zoning A-1

Deed Book and Page: 933/60

Location of Parcel: ~685' west of the intersection of River Run and Lake Monticello Road

If any Deed Restrictions, please attach a copy

Request for an SUP for the purpose of: CONTRACTOR'S STORAGE YARD

\*Ten copies of a sketch plan (8.5x11inches or 11x17inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 2-1-21

Signature of Owner/Applicant:

Subscribed and sworn to before me this 1st

day of February, 2021

Notary Public: Kelsey Schlein

Register # 7907276

My commission expires: 1/31/2024

City of Charlottesville, Va

Certification: Date:



Office Use Only

Date Received: 2/2/2021 Pre-Application Meeting: PH Sign Deposit Received: part of 2/2/21:01 Application #: SUP 21: 01

\$800.00 fee plus mailing costs paid: #5456 Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail

Amendment of Condition: \$400.00 fee plus mailing costs paid:

Telecommunications Tower fee plus mailing costs paid:

Telecom Consultant Review fee paid:

Election District: Palmyra

Planning Area: Fluvanna Community

Public Hearings

Planning Commission

Board of Supervisors

Advertisement Dates:

Advertisement Dates:

APO Notification:

APO Notification:

Date of Hearing:

Date of Hearing:

Decision:

Decision:





Commonwealth of Virginia  
County of Fluvanna  
Public Hearing Sign Deposit

Fluvanna County  
Planning Dept

Name: CHRISTIAN, TIMOTHY D  
Address: 93 BLUFF LANE  
City: PALMYRA  
State: VA Zip Code: 22963

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

Timothy Christian Applicant Signature Date 02/01/2021

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY

Application #: BZA : CPA : SUP : ZMP : ZTA :

\$90 deposit paid per sign\*: \_\_\_\_\_ Approximate date to be returned: \_\_\_\_\_



Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

A new 100 ft x 50 ft (5000 sq ft) contractor's equipment storage building is being proposed on the site. There are no existing structures on the property.

**NECESSITY OF USE:** Describe the reason for the requested change.

The property is currently zoned A-1 which does not allow for a contractor's storage yard use by-right on the property, therefore the applicant requests to rezone the property from A-1 to B-1 with a special use permit to allow for a contractor's storage yard. The property owner has operated an excavating company serving Central Virginia for a number of years and hopes to establish a contractor's storage yard on this property in Fluvanna so that he can service, repair, and store company machines closer to his primary residence. The applicant purchased the property in the hopes of one day securing the necessary entitlements to locate some of his business operations on this property.

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

As a parcel with a business zoning designation adjacent to residential and agriculturally zoned properties, the property will have increased side and rear setbacks of 50' which will provide a buffer between the subject property and adjacent properties. Additionally, within the 50' front setback, there is a mounded landscape buffer proposed to provide additional screening between the property and Lake Monticello Road.

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The requested change would be advantageous to the County of Fluvanna because a rezoning of this property to allow for business uses would result in a higher property assessment that would generate more real estate tax than the current property assessment. Additionally, there is room to grow an operation on this property which may result in additional jobs or property taxes at some point in the future.

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

[Empty box for remarks]

**Commonwealth of Virginia**  
**County of Fluvanna**  
**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
Ten (10) copies of a Site Plan for any expansion or new construction Include: <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting photographs are not required, but suggested for evidence	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content: <ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to: <ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

Page 5 of 5  
**For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

**Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

**Process:**

1. Placed on next available Technical Review Committee Agenda.
2. Placed as a Public Hearing on the next available agenda of the Planning Commission the following month. Staff Report and Planning Commission recommendation forwarded to the Board.
3. Placed as a Public Hearing on the next available agenda of the Board of Supervisors (usually the same month as the Planning Commission).

**Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

**Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*

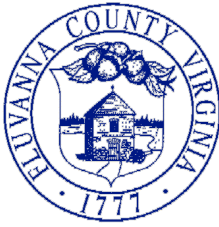


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	SUP 20:04 Cunningham Solar, LLC				
<b>MOTION(s):</b>	I move that the Board of Supervisors [approve/deny/defer] SUP 20:04, a request to construct a major utility (solar energy facility) on Tax Map 18 Section A Parcel 44, subject to the nine (9) conditions within the staff report.				
<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>	Douglas Miles, Community Development Director				
<b>PRESENTER(S):</b>	Douglas Miles, Community Development Director				
<b>RECOMMENDATION:</b>	At its meeting on March 9, 2021, the Planning Commission <b>recommended Approval</b> of SUP 20:04 (4-0); Mrs. Murray-Key moved to recommend Approval and Mr. Lagomarsino seconded. AYES: Bibb, Johnson, Lagomarsino, Murray-Key; and Zimmer was absent.				
<b>TIMING:</b>	Normal Public Hearing review process				
<b>FISCAL IMPACT:</b>	Solar Energy Facility requests will have machinery and tool taxes				
<b>POLICY IMPACT:</b>	Regarding SUP 20:04, the Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the land use to be constructed; OR</li> <li>• Deny this request, preventing the land use from being constructed; OR</li> <li>• Defer this request and make a final decision at a later Board meeting date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Review of a proposed Special Use Permit in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. Application was received on December 29, 2020. Planning Commission reviewed the request on March 9, 2021.				
<b>ENCLOSURES:</b>	Cunningham Solar, LLC Staff Report with recommended conditions				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





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## COUNTY OF FLUVANNA

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BOS 2021-04-21 p.51/326  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

### BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Request:** Major Utility Special Use Permit

**From:** Douglas Miles, AICP, CZA  
**Districts:** Fork Union and Palmyra

**General Information:**

A Special Use Permit for a five (5) megawatt major utility / solar energy facility request for a Board of Supervisors Public Hearing on Wednesday, April 21, 2021 at 7:00 pm in the Fluvanna County Library Meeting Room.

**Applicant:**

Cunningham Solar, LLC / Sun Tribe Development - Charlottesville

**Requested Action:**

**SUP 20:04 Cunningham Solar, LLC** - A request for a Special Use Permit in the A-1, Agricultural, General District to construct a utility, major use (solar energy facility) on 62.4 +/- acres, Tax Map 18 Section A Parcel 44. The property is located on the east side of South Boston Road (SR 600) approximately 0.2 miles north of its intersection with Thomas Jefferson Parkway (Route 53). The subject parcel is within the Rivanna Community Planning Area and the Fork Union and Palmyra Election Districts.

**Existing Zoning:**

A-1, General Agricultural Zoning District

**Planning Area:**

Rivanna Community Planning Area

**Adjacent Land Uses:**

Adjacent properties are zoned A-1, General Agricultural and contain single-family dwellings or are vacant parcels. There is also a rural cluster major subdivision known as Houchins Acres that is currently under development by Fluvanna Habitat for Humanity located nearby with access off South Boston Road and near the site planned for the solar energy facility.

**Comprehensive Plan:**

The Rivanna Community Planning Area is a designated growth area in the 2015 Comprehensive Plan that contains a section about Green Infrastructure and Energy Efficiency where clean energy requests such as solar energy facilities help to support and implement such planning concepts to become an integral part of the built infrastructure like renewable energy within Fluvanna County.

Preservation of wetlands, wildlife corridors and similar sensitive habitats lessens a new proposed project's environmental impact and improves the final product in this case a solar energy facility. Renewable resources such as solar energy production helps to conserve natural resources and the promotion of growth and limited solar development within community planning areas it helps to preserve farmland, wildlife habitats and future recreational and environmental County amenities.

### **Analysis:**

The proposed request is classified as a major utility and it is defined in the Zoning Ordinance as: facilities for the distribution, collection, treatment, production, transmission and generation of public, private and central utilities including, but not limited to, transmission lines, production plants, electrical substations, pumping stations, treatment facilities, information and communication facilities. A major utility is permitted by special use permit in the A-1 zoning district and it is subject to site development plan approval prior to site clearing and construction.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance. First, the proposed use should not tend to change the character and established pattern of the area or community. The proposed solar energy facility land use would be adjacent to the existing CVEC Cunningham substation that currently provides electrical power service to this portion of Fluvanna County. The property has been used for hay farming and it contains several barns and sheds that are in disrepair due to age and lack of use on the premises. The applicant proposes to demolish the out buildings on the premises to install new solar panels. The new solar energy facility would work together with the existing electrical substation to be able to supply clean, renewable energy to the residents and business owners of Fluvanna County.

Second, the proposed use should be compatible with the uses permitted by right in that zoning district and shall not adversely affect the use of or the value of neighboring property. Sun Tribe Solar has already been partnering with the Fluvanna County School System at each school site with long term power purchase agreements supplying solar power energy to operate our schools. The Cunningham Solar Project is following the main intent of the A-1 District by requesting a land use that will require minimal traffic impact with monthly service visits to their site facility. The proposed land use will be habitat friendly to local wildlife, will produce very little noise and it will be properly screened from view from the public right-of-ways and adjoining landowners.

### **Neighborhood Meeting:**

A Neighborhood Meeting was conducted virtually on Thursday, February 25, 2021 at 6:00 pm by the Sun Tribe Development Team. They presented their proposed solar energy facility request to three adjacent property owners online and answered site development questions relative to site access and screening. They explained it was a request by Sun Tribe Solar – Charlottesville to construct a five (5) megawatt (MW) photovoltaic (PV) solar energy facility directly adjacent to the Central Virginia Electric Cooperative (CVEC) Cunningham substation. Sun Tribe Solar will enter into a power purchase agreement with CVEC to produce energy to then be purchased and supplied to CVEC customers and the online meeting lasted 20 minutes with very brief questions.



**Planning Commission Meeting:**

At the March 9, 2021 Planning Commission Public Hearing, one adjacent property owner spoke briefly during the hearing, by requesting clarification about the proposed buffering and setback requirements for screening the solar panels. Sun Tribe Solar indicated that they would install the proper screening by utilizing the existing vegetation or by supplementing it with new landscaping materials. The Planning Commission recommended Approval with the recommended conditions that included Conditions 6. Fifty (50) foot setback and 7. Twenty (25) foot vegetative buffering. Planning Staff recommended that the applicant work towards upgrading the existing entrance onto South Boston Road that will serve as the construction and future operations site entrance.

**Planning Commission and Staff Recommended Special Use Permit Conditions:**

1. This Special Use Permit is granted for a five (5) megawatt photovoltaic solar energy facility / major utility use to Cunningham Solar, LLC or any successors as the owner or operator of such use located on Tax Map 18 Section A Parcel 44.
2. All site activity required for construction, expansion and operation of the solar energy facility / major utility use shall be limited to the following days and times: All pile driving and site deliveries shall be limited to the hours from sunrise to sunset Monday through Saturday. All other site construction and expansion activity may occur Monday through Sunday from sunrise to sunset and be in compliance with the noise ordinance.
3. A Construction Traffic Management Plan, including certain mitigation measures shall be developed by the applicant, owner or operator and shall be submitted to the Virginia Department of Transportation (VDOT) and the County Administrator or his designee for review and approval. The Plan shall address traffic control measures along South Boston Road (SR 600) pre-and post-construction road evaluation and any necessary repairs to the public roads that are required as a result of any damage from the solar energy facility construction and/or expansion. All VDOT permits must be received and be approved by VDOT and an approved copy provided to the County Administrator or his designee prior to site construction or expansion occurring on the premises.
4. A Site Parking and Staging Plan shall be submitted as a part of the Site Development Plan approval process that demonstrates a site access plan directing both employee and delivery traffic to minimize conflicts with local traffic on South Boston Road (SR 600) and state roads leading to the site such as Thomas Jefferson Parkway (SR 53) and the VDOT Cunningham Roundabout to avoid traffic delays during peak construction times.
5. A Construction Mitigation Plan shall be submitted as a part of the Site Development Plan approval process that addresses dust mitigation where all construction roads and areas shall remain dust-free by the use of a water truck or other approved method to keep soil and sediment on the premises. Burning operations must follow all local and state burning restrictions and distances from property lines and combustibles. The plan must address both dust and smoke migration so as not to be of a general nuisance to adjoining property owners during site construction, expansion and/or burning operations on the premises.
6. A minimum fifty (50) foot setback shall be maintained from all public right-of-ways and all agriculturally and residentially zoned properties, either occupied or unoccupied, until

such time that the property is converted to commercial or industrial uses, at such time the setback can become the underlying zoning district setback amount for such district.

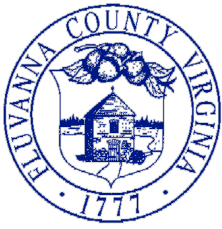
7. A twenty-five (25) foot vegetative buffer utilizing double staggered rows of evergreen trees planted every ten (10) feet on center with a minimum planting height of four (4) feet and achieving eight (8) feet in height within three (3) years shall be installed when there is not mature vegetation on the perimeter of the premises along the public right-of-way or adjacent to agricultural or residential land uses. Site groundcover for the use should consist of a variety of native groundcovers that benefit bees, birds and beneficial insects and the use of any synthetic herbicides to control and maintain groundcover areas post-construction or post-expansion shall not be permitted on the premises.
8. The applicant, owner or operator shall coordinate directly with the Fluvanna County Fire Chief to provide solar energy educational information and/or training to the respective County personnel responding to the solar energy facility use in regards to how to respond to any emergencies that may occur on the premises. The Fire Chief shall be provided with the construction manager's direct contact information during construction or expansion and the remote manager's direct contact information during site operations.
9. A decommissioning plan shall be approved by the County Administrator or his designee prior to approval of a site development plan or any building permits being issued for the solar energy facility use. If the solar energy facility use is inactive completely or substantially discontinuing the delivery of electricity to an electrical grid for a continuous twenty-four (24) month period it shall be considered abandoned. The applicant, owner or operator shall provide notice to the County Administrator or his designee in writing once the property becomes inactive as a solar energy facility use. The decommissioning of the site shall commence within six (6) months of receipt of such notice from the applicant, owner or operator with Fluvanna County and a name and physical address of such entity that would perform such decommissioning of the site shall be provided for the premises.

**Suggested Motion:**

I move that the Board of Supervisors (Approve / deny / defer) SUP 20:04, a special use permit request to allow for a major utility / solar energy facility on 62.4 +/- acres known as Tax Map 18 Section A Parcel 44 and subject to the nine (9) recommended conditions within the Staff Report.

**Attachments:**

Application and APO Letter  
Aerial Vicinity Map  
Conceptual Plan



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# COUNTY OF FLUVANNA

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BOS 2021-04-21 p.55/326  
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## NOTICE OF PUBLIC HEARING

**April 12, 2021**

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

### **RE: Public Hearing on SUP 20:04 – Cunningham Solar LLC**

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Purpose:** Board of Supervisors Public Hearing  
**Date:** Wednesday, April 21, 2021  
**Time:** 7:00 PM (Virtual Meeting)  
**Location:** Fluvanna County Library

The applicant or applicant's representative will be available at the Board of Supervisors meeting for:

**SUP 20:04 Cunningham Solar, LLC**– A request for a Special Use Permit in the A-1, Agricultural, General District to construct a utility, major use (solar energy facility) on 62.4 +/- acres, Tax Map 18, Section A, Parcel 44. The property is located on the east side of South Boston Road (State Route 600), approximately 0.2 miles north of its intersection with Thomas Jefferson Parkway (State Route 53). The subject parcel is within the Rivanna Community Planning Area and the Fork Union and Palmyra Election Districts.

You are welcome to join the public hearing online and will have an opportunity to comment, if desired. The Board of Supervisors meeting is being held virtually due to the COVID-19 pandemic, instructions for participation in the Board of Supervisors public hearing will be available on the County's website <http://www.fluvannacounty.org> along with the Agenda and staff report. You can also contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding the application or the public hearing, please contact me at 434.591.1910 or by e-mail [dmiles@fluvannacounty.org](mailto:dmiles@fluvannacounty.org) for further information on this planning request.

Sincerely,

*Douglas Miles*

Douglas Miles, AICP, CZA  
Community Development Director

**Fluvanna County Neighborhood Meeting**  
**Virtual Neighborhood Meeting Letter**

Sun Tribe Development  
300 East Main Street,  
Suite 200  
Charlottesville, VA 22902  
Bobby.Jocz@Suntribedevelopment.com  
800-214-4579 Ext. 726

Dear Neighbor,

We, Sun Tribe, in partnership with the Central Virginia Electric Cooperative (CVEC), invite you to attend a virtual community meeting hosted by Sun Tribe Development and Fluvanna County to share comments and ask questions regarding our request for construction of a 5-megawatt solar-energy electrical generation facility occupying approximately 30 acres on a 62-acre parcel. This proposed project is located on Tax Map 18-A- 44 which is located off Fluvanna County's Route 600.

Sun Tribe is proud to partner with your member-owned, not-for-profit electric utility on this project. Sun Tribe is excited for the opportunity to help CVEC meet its goal to provide dependable low-cost electric service throughout its Central Virginia service area. CVEC subscribes to an energy portfolio strategy that balances energy purchases from a diversity of sources including gas-fired plants, solar, wind and hydro generators, and market purchases with the goal of stabilizing power costs that impact electricity rates.

The Sun Tribe team, established just up the road in Charlottesville, combines national expertise with local solutions – working with landowners, schools, businesses, state and municipal governments, and leading utilities to transition to a twenty-first-century energy economy, create educational opportunities for students, and save taxpayers and businesses tens of millions of dollars.

Whether building the first solar array to sit on an abandoned coal mine in Virginia's history, powering the first 100 percent solar school district east of the Mississippi, installing solar on flagship state government buildings, or working with Fortune 200 companies to help meet their

sustainability goals, Sun Tribe specializes in creating a brighter energy future through long-lasting, sustainable partnerships.

To help prevent the transmission of COVID-19, we invite you to ask questions and share comments about the proposed project at a virtual Neighborhood meeting. The virtual meeting will be held through an online video stream on **February 18th, 2021 at 6:00 p.m.**

The Meeting will be held via Zoom and can be attended either by phone or over the computer at the following address:

<https://us02web.zoom.us/j/82340760851>

Meeting ID: 823 4076 0851

Passcode: 146695

One tap mobile

+13126266799,,82340760851#,,,,\*146695# US (Chicago)

+16465588656,,82340760851#,,,,\*146695# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 4076 0851

Passcode: 146695

If you would like us to email you the zoom link directly, please call, or send me an email with your address at the following address:

**Email:** [Bobby.jocz@suntribedevelopment.com](mailto:Bobby.jocz@suntribedevelopment.com)

**Phone #:** 540-229-1116

We look forward to hearing from you.

Sincerely,





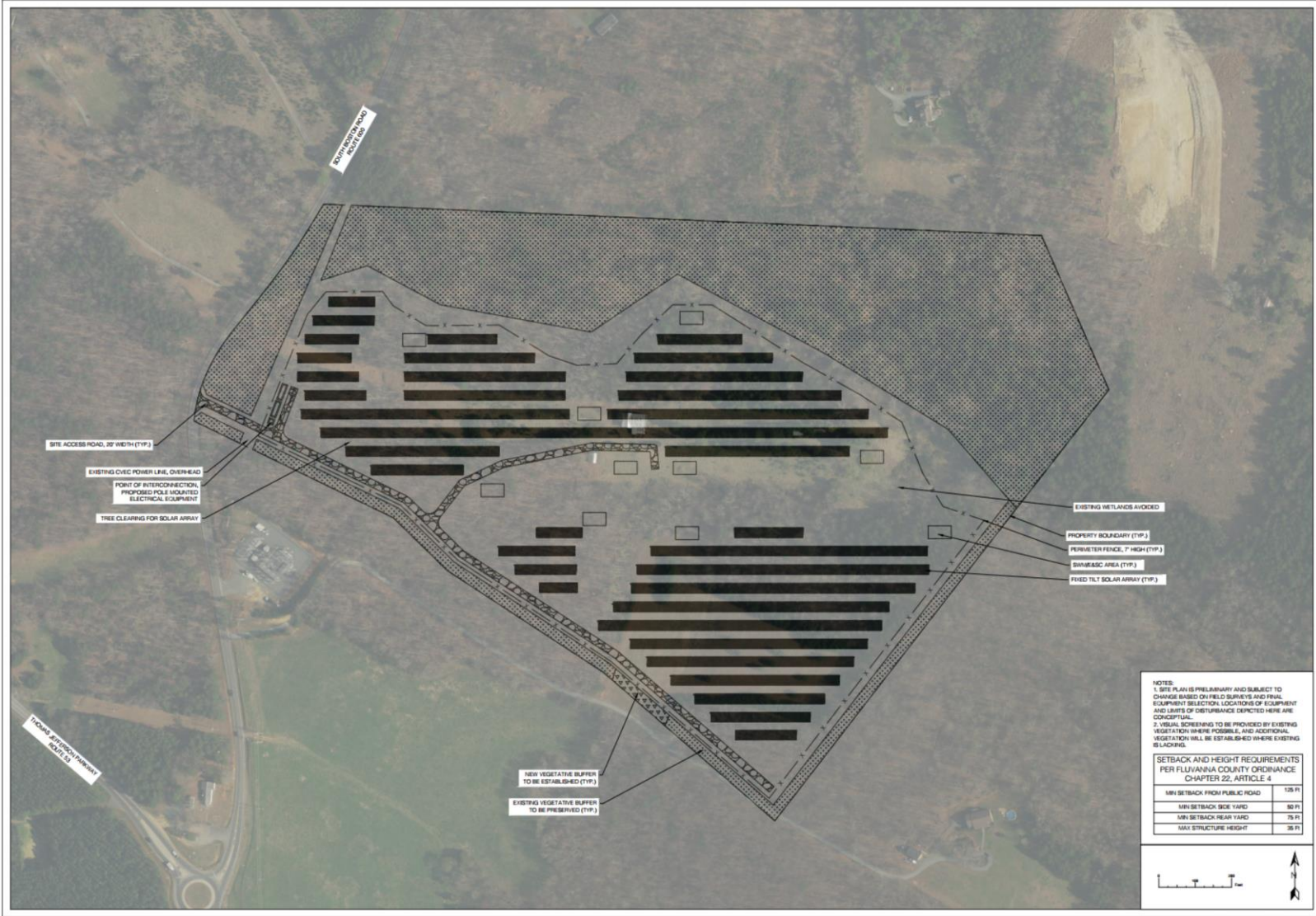
Bobby Jocz

Attached: Preliminary Site Design for the Cunningham Solar Project





Building Solar. Reimagining Tomorrow.



NOTES:  
 1. SITE PLAN IS PRELIMINARY AND SUBJECT TO CHANGE BASED ON FIELD SURVEYS AND FINAL EQUIPMENT SELECTION, LOCATIONS OF EQUIPMENT AND LIMITS OF DISTURBANCE DEPICTED HERE ARE CONCEPTUAL.  
 2. VISUAL SCREENING TO BE PROVIDED BY EXISTING VEGETATION WHERE POSSIBLE, AND ADDITIONAL VEGETATION WILL BE ESTABLISHED WHERE EXISTING SCREENING.  
 3. VISUAL SCREENING TO BE PROVIDED BY EXISTING VEGETATION WHERE POSSIBLE, AND ADDITIONAL VEGETATION WILL BE ESTABLISHED WHERE EXISTING SCREENING.

SETBACK AND HEIGHT REQUIREMENTS PER FFLUVANNA COUNTY ORDINANCE CHAPTER 22, ARTICLE 4	
MIN SETBACK FROM PUBLIC ROAD	125 FT
MIN SETBACK SIDE YARD	50 FT
MIN SETBACK REAR YARD	75 FT
MAX STRUCTURE HEIGHT	35 FT



**Sun Tribe DEVELOPMENT**  
 300 EAST MAIN ST., 200  
 CHARLOTTEVILLE, VA 22902  
 WWW.SUNTRIBESOLAR.COM

**PRELIMINARY**

**CUNNINGHAM SOLAR**  
 S.O. 10W AC, 65 MW DC  
 37°52'16.66"N, 78°10'11.84"W

CONCEPTUAL SITE PLAN

C01







COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**

**Application for Special Use Permit (SUP)**

**Owner of Record:** Central Virginia Electric Cooperative

**Applicant of Record:** Cunningham Solar

Address: 800 Cooperative Way

Address: 300 E. Main Street, Ste 200, Charlottesville, VA 22902

Phone: 434-263-8336 Fax: \_\_\_\_\_

Phone: 540-229-1116 Fax: N/A

Email: bmaurhoff@mycvec.com

Email: Bobby.Jocz@suntribedevlopment.com

**Representative:** Bruce Maurhoff

**Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.**

Address: 800 Cooperative Way

Phone: 434-263-8336 Fax: \_\_\_\_\_

Email: bmaurhoff@mycvec.com

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

**Tax Map and Parcel(s)** 18-A-44

**Acreage** 62.385 **Zoning** A-1

**Deed Book and Page:** \_\_\_\_\_

**Location of Parcel:** Route 600

**If any Deed Restrictions, please attach a copy**

Request for an SUP for the purpose of: Construction of a solar energy generating facility

\*Ten copies of a sketch plan (8.5x11inches or 11x17inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 12/14/2020 **Signature of Owner/Applicant:** \_\_\_\_\_

Subscribed and sworn to before me this 14 day of December, 2020

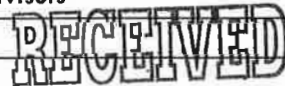
Notary Public: \_\_\_\_\_ Register # 7889527

My commission expires: 9/30/2024

Certification: Date: 12/14/2020



Office Use Only			
Date Received: <u>12/21/2020</u>	Pre-Application Meeting:	PH Sign Deposit Received: <u>12/21/2020</u>	Application #: SUP <u>20</u> ; <u>04</u>
\$800.00 fee plus mailing costs paid: #1345		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower fee plus mailing costs paid:		Telecom Consultant Review fee paid:	
Election District: <u>Palmyra</u>		Planning Area: <u>Rivanna Community Planning Area</u>	
Public Hearings			
<b>Planning Commission</b>		<b>Board of Supervisors</b>	
Advertisement Dates:	Advertisement Dates:		
APO Notification:	APO Notification:		
Date of Hearing:	Date of Hearing:		
Decision:	DEC 21 2020		





**Commonwealth of Virginia  
County of Fluvanna  
Public Hearing Sign Deposit**

Name: Bobby Jocz  
Address: 300 E. Main Street, Ste 200  
City: Charlottesville  
State: Virginia Zip Code: 22902

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

[Signature] Applicant Signature      12/14/2020 Date

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: <b>BZA</b> _____ : _____ <b>CPA</b> _____ : _____ <b>SUP</b> _____ 20: 04 _____ <b>ZMP</b> _____ : _____ <b>ZTA</b> _____ : _____	
\$90 deposit paid per sign*: #118 \$90.00	Approximate date to be returned:

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

Please see Attached Supplementary Application Document

**NECESSITY OF USE:** Describe the reason for the requested change.

Please see Attached Supplementary Application Document

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

Please see Attached Supplementary Application Document

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

Please see Attached Supplementary Application Document

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

**Commonwealth of Virginia**  
**County of Fluvanna**  
**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
Ten (10) copies of a Site Plan for any expansion or new construction Include: <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting photographs are not required, but suggested for evidence	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content: <ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to: <ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

Page 5 of 5  
**For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

**Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

**Process:**

1. Placed on next available Technical Review Committee Agenda.
2. Placed as a Public Hearing on the next available agenda of the Planning Commission the following month. Staff Report and Planning Commission recommendation forwarded to the Board.
3. Placed as a Public Hearing on the next available agenda of the Board of Supervisors (usually the same month as the Planning Commission).

**Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

**Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*



December 11, 2020

County of Fluvanna  
132 Main Street  
Palmyra, VA 22963  
Telephone: (434) 591-1910  
Fax: (434) 591-1911

Re: SUP Application of Cunningham Solar, LLC  
Fluvanna County parcel 18-A-44.

To Whom It May Concern:

As owner of record of the parcel of real property that is subject of the application referenced above, I hereby designate Cunningham Solar, LLC, a wholly owned subsidiary of Sun Tribe Development, LLC, as owner's authorized agent for all matters concerning the application for Special Use Permit on Fluvanna County parcel 18-A-44.

Central Virginia Electric Cooperative

By:   
Bruce Maurhoff  
Senior Vice President and Chief Operating Officer





Special Use Permit Application  
**Cunningham Solar Center**  
**Fluvanna County, Virginia**

Submitted By:  
Cunningham Solar, LLC  
300 East Main Street  
Suite 200  
Charlottesville, VA 22902

**RECEIVED**

DEC 21 2020

**Fluvanna County  
Planning Dept**

Submitted To:  
Fluvanna County, Virginia  
Planning and Zoning Department  
132 Main Street  
Palmyra, VA 22963

10/20/2021 10:00 AM

10/20/2021 10:00 AM

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## About Sun Tribe

As Sun Tribe's provider of large-scale renewable energy solutions, Sun Tribe Development partners with landowners, local governments, and leading utilities as they move towards a cleaner energy future. With an emphasis on quality, community-focused projects, Sun Tribe Development specializes in sustainable solar solutions. Sun Tribe Development has built one of the most experienced teams in the business, with over 20 gigawatts of collective renewable energy experience.

## Introduction

This application for special use is submitted to Fluvanna County (the "County") by Cunningham Solar, LLC, (the "Applicant"), a wholly owned subsidiary of Sun Tribe Development ("Sun Tribe"), to construct a five (5) megawatt photovoltaic ("PV") solar energy generating system on Parcel 18-A-44 in the Cunningham District of Fluvanna County. The Project Site is located on Virginia State Route 600 (South Boston Road), approximately 1/3 of a mile from the intersection of Route 600 and State Road 53, and is directly adjacent to Central Virginia Electric Cooperative's Cunningham Substation. The project company is party to a Power Purchase Agreement with Central Virginia Electric Cooperative ("CVEC") and will produce energy that will be purchased by CVEC for delivery to their members for at least two decades. Serving almost 37,000 accounts, Central Virginia Electric Cooperative is a member-owned, not-for-profit electric utility headquartered in Colleen, Virginia.

## Zoning

The Project Site is currently zoned A-1. The development and construction of solar energy facilities is allowable within the A-1 zoning district as a Major Utility via the County's Special Use Permitting process. The Project Site has historically been used for a residence and for hay farming, but has been vacant in the recent past. There are several outbuildings on the Project Site which, in their current state of disrepair, are a safety hazard. These structures will be removed from the Project Site.

Cunningham Solar will provide clean, renewable energy to the residents of Central Virginia. Cunningham Solar has consulted and will continue to consult with State and Federal agencies to ensure all environmental protection measures are met and exceeded during the construction and throughout the life of the facility. An operating solar facility has virtually no impact on stormwater runoff as the site, including areas under the panels, will retain high permeability. Appropriate stormwater and erosion and sediment control best management practices will be utilized as required by Fluvanna County and the Department of Environmental Quality. Areas disturbed during construction will be replanted with species that will prevent erosion and will increase the biodiversity on site.

At the end of life of the Project, the Project will be decommissioned including removal of all equipment from the Project Site. The site will be returned to a pre-construction condition which will allow future agricultural use.

The Cunningham Solar Project is in line with the intention of the A-1 District by providing a land use which will require minimal traffic impact (1 visit per month after construction), by allowing habitat for local wildlife, by producing extremely low levels of noise, and by introducing minimal-to-no visual impact on the surrounding area.

Project setbacks, in accordance with Fluvanna County Ordinance Chapter 22 Article 4, will allow the area to retain a rural appearance and protect the property from commercial development as seen farther north on Route 600.

## **Comprehensive Plan**

### **Rivanna Community Planning Area:**

The Rivanna Community Planning Area is a designated growth area in Fluvanna's Comprehensive Plan. Cunningham Solar meets the desired goals of the planning district by:

- "Diversifying the tax base through economic development"

Cunningham Solar will provide a tax base that comes without the same burden on County resources as a residential development or commercial business (public schools, road use, police use, fire, and rescue).

- "Investing wisely in infrastructure which can facilitate desirable growth"

Businesses looking to invest and relocate to a county are historically attracted to areas with renewable energy infrastructure. 50% of Fortune 500 companies currently have sustainability and renewable energy targets. Small to medium businesses are following suit. When choosing the county in which to make their home, businesses are giving priority to areas with access to renewable energy and improved energy infrastructure.

- "To protect against overcrowding of land":

Cunningham Solar will utilize approximately 30 acres of the parcel for the solar facility, utilizing only approximately 50% of the parcel for the Project Site. Once the useful life of the facility has been met, the Project Site will be returned to its current rural condition.

## Quantification and Mitigation of Potential Impacts

### Neighboring Parcels

Nine parcels border the Project Site. Two adjacent parcels are occupied and the remaining are vacant land.

*Table 1 Adjacent Parcels*

Landowner	Parcel ID	Parcel Address	Occupancy
Brian & Shannon Taylor	18-2-1	South Boston Road	Vacant
James & Liana Haseltine	18-2-5	540 S. Boston Road	Dwelling
Fluvanna County Habitat for Humanity	18-A-46	South Boston Road	Vacant
Matthew Bryant	18-A-45	120 S. Boston Road	Dwelling
Anne E. Luniewski	18-A-27	Thomas Jefferson Parkway	Vacant
Anne E. Luniewski	18-A-28	South Boston Road	Vacant
Anne E. Luniewski	18-A-43	South Boston Road	Vacant

The proposed Project will mitigate impacts to neighboring parcels through the installation and maintenance of adequate setbacks and vegetative buffering.

### Visual

Recognizing the importance of conservation of scenic resources, great care was taken to design Cunningham Solar in a way that protects the viewshed of the neighboring properties and roadways. This is accomplished by adhering to all setback requirements, leaving mature vegetative buffering in place, and supplementing with additional native buffering where appropriate.

The racking and panels which comprise the solar generating facility will not exceed the 35-foot height restriction, measured from the base of the structure to its highest point. There will be no signage on site, except for that required for safety and security and any required by the interconnecting utility. Existing slopes, mature vegetation, and supplemental vegetation will further reduce the visual impact.

Vegetative screening will adhere to the requirements set out in Chapter 22, Article 24 section 7, of the Zoning Ordinance.

### Real Estate

Solar generating facilities have shown to have no impact, positive or negative, on the value of neighboring properties across the Commonwealth of Virginia. In August 2020, a matched-pair real estate impact analysis was performed on Midway Solar, a similarly sized solar facility in Albemarle County. This analysis showed that the project will have no impact on home values on abutting or adjoining properties and no impact on adjacent vacant residential or agricultural land. It is important to note that the analysis also determined that solar farms using fixed or tracking panels are a passive use of the land that is in keeping with a rural/residential area. The results of a real estate matched-pair analysis performed by Kirkland Appraisals can be found in Appendix D.



## **Glint and Glare**

Glint, momentary flashes of light, and glare, continuous source of excessive brightness, are caused when sunlight is reflected off a flat, shiny surface. While solar panels are flat and somewhat shiny, they are designed to capture light, rather than reflect it. Research shows solar panels produce less glare than standard residential window glass, snow, or concrete. Photovoltaic panels are covered in anti-reflective coating to mitigate any low levels of glare and glint.

Using the Federal Aviation Administration's Notice Criteria Tool, which takes into consideration the Project Site latitude, longitude, horizontal datum, site elevation, and structure height, it was determined that Cunningham Solar introduces no risk to air traffic and no further glint and glare study would be necessary.

## **Noise**

An operating solar facility produces negligible noise when operating. Any noise produced by the operating facility becomes inaudible at approximately 50 feet from the noise-producing components. These noise-producing components, such as inverters, have few moving parts and do not produce noise at decibel levels that will be heard from adjacent properties. Since the facility will only operate during the day, there will be no noise produced at night.

There will be a short-term increase in noise levels of the area surrounding the site during construction of the facility. It is estimated construction will take six months. However, noise-producing construction activities which will occur during short increments of time throughout the construction schedule and will not be ongoing. Noise-producing construction activities will be limited to daytime hours. The Applicant wishes to be a good neighbor and will work with the County and adjacent landowners to minimize any impact construction noise may have on the surrounding community.

## **Lighting**

The Applicant recognizes and appreciates the County's efforts to protect the county's dark skies. To that end, all lighting at Cunningham Solar will comply with all applicable sections of the Fluvanna County Code of Ordinance (Zoning Ordinance) and will be kept to the minimum illumination necessary to ensure the safe operation of the facility. All lighting will be designed to prevent spillover lighting and will be arranged or shielded to reflect light away from adjoining residences and roads.

## **Public Need and Benefit**

### **Direct Revenue to the County**

Fluvanna County will benefit directly from the project in the form of increased tax revenue from real property taxation, permitting and administrative fees, and induced spending from construction and procurement of the project.

After construction of the solar project, we anticipate the real property tax to increase to more than \$13,500 in year 1 of operation. This represents a more than five times increase in real property tax revenue for Fluvanna County.

Accounting for the additional Tax revenue associated with the construction of this project, Fluvanna County could be expected to receive over \$320,000 in additional tax over the life of the facility. In comparison to the current tax base for this parcel, which would be expected to result in approximately \$135,000 over the next 40 years. Another consideration here is the amount of public services that accompany this additional tax revenue base. The project will not have any significant draw on public resources such as schools, emergency services, or roads. Because of this, the benefits of the additional tax revenue are amplified by the lack of additional public costs to support them.

### **Economic Development**

In addition to direct revenue from taxes, there are other economic benefits to consider. The largest of these is jobs directly attributable to the facility.

Because of the local nature of the Cunningham Solar Project, Fluvanna County residents are already employed in the development of the project. From the team here at Sun Tribe Development, to the team at Central Virginia Electric Cooperative, and even to local consultants, this project is already contributing jobs to the local economy in Fluvanna County.

Upon reaching construction, the project would continue to support local jobs. Sun Tribe Solar is contracted to build the project. In addition, we work to hire as many local sub-contractors as possible to ensure that the project is having a positive economic impact locally. From fence installers, to panel electricians, to civil and stormwater engineers, there are significant local jobs created during the detailed engineering and construction of a solar.

### **Public Facilities & Public Infrastructure**

Cunningham Solar will require minimal to no use of County services and infrastructure such as schools, police and fire, roadways, and other public utilities such as water and sewer. At the conclusion of the approximately six-month construction timeline, visits to the site will be limited to approximately two times per month. Therefore, the Cunningham Solar Project will not introduce a burden to County roads or facilities.

### **Environmental Features**

#### **Wildlife**

As part of the environmental due diligence performed on the Cunningham Solar project site, the Applicant engaged with industry-expert consulting firm, Timmons Group, to perform a review to determine the likelihood of encountering any species on the State or Federal list of Threatened and Endangered Species. The complete Threatened and Endangered Review conducted on the Cunningham Solar site is available in Appendix B. A comprehensive review of the following databases was conducted to determine potential impact to Threatened and Endangered Species:

Table 2 Threatened and Endangered Species Review

Agency	Database
U.S. Fish and Wildlife Services	Information, Planning and Consultations System
Virginia Department of Game and Inland Fisheries	Virginia Fish and Wildlife Information System
Virginia Department of Game and Inland Fisheries	Wildlife Environmental Review Map Services
Virginia Department of Game and Inland Fisheries	Northern Long-eared Bat Winter Habitat and Roost Locator
Virginia Department of Game and Inland Fisheries	Little Brown Bat and Tri-colored Bat Winter Habitat and Roosts Locator
Virginia Department of Game and Inland Fisheries	Division of Natural Heritage Database
The Center for Conservation Biology	Virginia Eagles Nest Locator

The comprehensive review identified the potential for the following species to be present on the Cunningham Solar Project Site:

Common Name	Scientific Name	Status	Agency Source
Northern Long-eared Bat	Myotis septentrionalis	Federal Threatened	USFWS
Atlantic pigtoe	Fusconaia masoni	State Threatened	VDWR
Green floater	Lasmingona subviridis	State Threatened	VDWR

After the identification of potential species on the site, a field investigation and evaluation of the probability of their presence was conducted. The results of the detailed field review determined:

- Northern long-eared bat: Review of the Virginia Department of Game and Inland Fisheries Northern Long-eared Bat Winter Habitat and Roost Indicator determined there were no maternity roosts or hibernacula located within or near the Project Site. Therefore, it was determined that the Project is unlikely to have any effect on any known northern long-eared bat areas.
- Atlantic pigtoe: The Atlantic pigtoe inhabits medium to large, fast-moving, minimally polluted streams with sandy and gravelly bottoms. It was determined the closest suitable habitat for this species was the Rivanna River. As the Rivanna River is located approximately one mile east of the Project Site, project activities will not impact the Atlantic pigtoe or its habitat.
- Green floater: The Green floater inhabits pools and calm waters that are minimally polluted with sandy and gravelly bottoms. It was determined the closest suitable habitat for this species was the Rivanna River. As the Rivanna River is located approximately one mile east of the Project Site, project activities will not impact the Green floater or its habitat.

Overall, it was determined that due to the conditions on site and the nature of the proposed project, no impacts to wildlife are expected on the site.

**Cultural and Historical Resources**

The Applicant engaged with a third-party expert, Timmons Group, to conduct a comprehensive desktop review to determine if any known historical and archaeological resources were present on the Project Site and within a one-half-mile buffer surrounding the Site. One architectural resource was identified within the one-half-mile buffer. This identified resource is not within the site boundaries. No archaeological resources were identified. The identified architectural resource,

Haden Chapel Methodist Church, has been evaluated by the Virginia Department of Historical Resources and has been determined to not be eligible for listing on the National Register of Historic Places. The complete Cultural and Historical Resource study can be viewed as Appendix B.

*Table 3 Historic/Cultural Resources Identified*

Resource ID	Site Description	Location	Site Evaluation Status
032-5025	Haden Chapel Methodist Church	Adjacent	Not Eligible

## Streams and Wetlands

A wetland delineation was performed by Timmons Group to identify all streams and wetlands on the Cunningham Project Site. The complete delineation can be reviewed as Appendix E. The Project was designed to ensure there will be no impact on any identified streams or wetlands. No tree clearing or land disturbance will occur within fifty (50) feet along both sides of all intermittent streams and within seventy-five (75) feet along both sides of all perennial streams.

The Applicant is currently coordinating with the U.S. Army Corps of Engineers (USACE) to confirm the stream and wetland areas identified in the delineation through a Jurisdictional Determination. The Project will not impact any delineated streams or wetlands. If USACE disagrees with the stream and wetland locations delineated by Timmons Group, the Project will be redesigned to ensure no impact to those streams and wetlands. In addition, the Project will be developed and constructed in conformance with all applicable federal, state, and local laws and regulations, including the Chesapeake Bay Act, Clean Water Act, and VA-DEQ Stormwater Management Program Regulations.

## Facility Considerations

### Design

The Cunningham Solar Project is a five megawatt (5 MW) alternating current ("AC") photovoltaic solar electric power generation facility.

The Project will utilize photovoltaic ("PV") panels to convert the sun's energy into electricity (direct current, "DC"). The PV panels are electrically connected and mechanically mounted on racking equipment. The electricity produced by the panels is collected by wires in both aboveground and underground conduits before connecting to inverters that convert the electricity from direct current to alternating current. The inverters are then connected through additional wiring in conduit to transformers that step up the power to a higher voltage for transmission and interconnection to the existing electrical grid.

All the equipment utilized for the Project will be UL listed (or equivalent) and the design will comply with the current version of the National Electric Code. Meters, safety switches, and combiner boxes will be utilized as necessary. The exact manufacturer and type of equipment and associated design is subject to change based on future availability and pricing.

### **Interconnection**

Interconnection of the Cunningham Solar Project will occur on the Central Virginia Electric Cooperative's 24.9kV distribution system via attachment facilities directly on the Cunningham Project Site. As such, no additional right-of-way easements will be necessary to accommodate interconnection of the facility.

An interconnection request was filed with Central Virginia Electric Cooperative on August 8, 2020. It is anticipated the interconnection studies will be completed in November 2020. Results of these interconnection studies will be made available to Fluvanna County upon request.

### **Project Site Access**

Access to the Project Site will occur by a single gravel access road off Route 600. Several small accessways will be installed within the Project Site boundary to allow access to site equipment. Minimum impact to traffic is expected during construction. Once operational, there will be no daily staff on site and operations and maintenance staff visits are expected to be limited to approximately two times per month.

### **Vegetative Buffer**

Currently existing, mature vegetation will be utilized as buffer wherever possible on the Project Site. Any needed additional vegetative screening will adhere to the requirements set out in Chapter 22, Article 24 Section 7 of the Zoning Ordinance and be no less than twenty-five (25) feet in depth, utilizing double staggered rows of evergreen trees planted every ten (10) feet on center with a minimum planting height of four (4) feet and achieve eight (8) feet in height within three (3) years. Native, non-invasive species will be utilized for all installed vegetative buffering. Vegetative buffering will be maintained throughout the life of the Project.

### **Fencing and Security**

All system components will be enclosed in a perimeter fencing of not-less-than seven (7) feet in height. When possible, non-adjacent system component areas will be fenced individually to allow for natural wildlife corridors through the Project Site. The fencing will serve to prevent unauthorized personnel from entering the Project Site and will protect the system components from damage by wildlife. A locked gate will be installed to allow for ingress and egress of authorized personnel. The security fencing will be installed interior of vegetative buffering in areas where the security fencing may impact the viewshed of neighboring properties.

Temporary fencing will be installed, as necessary for safety and security, during construction. Access will be limited to authorized personnel, including designated County officials.

### **Signage**

Safety and security signs will be located every one hundred (100) feet along the perimeter security fencing. Speed limit signs will be posted on Project Site interior access roads. Temporary instructional or safety signs will be posted during construction, as appropriate and necessary.

## Lighting

The Applicant recognizes and appreciates the County's efforts to protect the county's dark skies. To that end, all lighting at Cunningham Solar will comply with all applicable sections of the Fluvanna County Code of Ordinance (Zoning Ordinance) and will be kept to the minimum necessary to ensure the safe operation of the facility. All lighting will be designed to prevent spillover lighting and will be arranged or shielded to reflect light away from adjoining residences and roads.

## Facility Construction

Construction of the Cunningham Solar project is expected to take approximately six months, beginning early in the spring of 2022, and concluding in the summer of 2022.

A Sun Tribe construction manager will coordinate, direct, and manage all logistical and workforce aspects of construction of the facility. It is estimated that there will be approximately 20 personnel on site daily during construction, with some construction activities requiring fewer personnel to be on site. Personnel will park only in designated areas on the Project Site during construction of the facility.

On-site construction activities fall into the following main categories:

- Civil & Environmental: Temporary erosion and sediment control Best Management Practices (BMPs), permanent stormwater management BMPs, internal site road construction, construction entrances and material laydown area
- Fence: Permanent fence surrounding Project Site
- Mechanical: Racking foundation pile driving, metal racking assembly, and solar panel installation
- Electrical: Mounting of electrical equipment, trenching, and installation of conduit and wire

Materials and equipment necessary to construction Cunningham Solar will be manufactured off site but will be delivered to the Project Site by truck. Trucks delivering project materials will be both staged and unloaded on the Project Site. Major materials that may be stored on site prior to installation include PV modules, inverters, racking, and spooled wire. Other materials arriving by truck for more immediate installation include fencing, conduit, concrete, reinforcing steel, wire management hardware, communication equipment, and other electrical components.

Construction will occur during daylight hours. If scheduling anomalies require construction activities to occur outside of daylight hours, the Construction Manager will ensure these activities are limited in scope and do not include activities such as delivery of materials or pile driving.

## Facility Operations and Maintenance

Solar generating facilities such as Cunningham Solar are monitored and operated remotely. The facility will be monitored 24/7 for performance and safety. Cunningham Solar's remote monitoring system will alert project personnel of any system fault/failure. The interconnection utility, Central Virginia Electric Cooperative, will also have remote monitoring systems in place to notify of system

fault/failure. In the event of fault or failure, operations personnel will be dispatched to the facility to take appropriate actions to restore the facility.

Ongoing maintenance of facility components will occur at intervals and using the protocols prescribed by the equipment manufacturer. All maintenance activities will adhere to NFPA 70E safety standards.

All vegetative areas in and around the Project Site will be maintained by a qualified grounds maintenance crew.

## **Facility Permitting**

### **Stormwater Management Plan**

Recognizing and appreciating the importance of protecting clean water sources, the Applicant will coordinate with the Virginia Department of Environmental Quality ("DEQ"), as the designated program authority for the Virginia Stormwater Management Program ("VSMP"), for review and approval of Cunningham Solar's stormwater management plan.

### **Erosion and Sediment Control**

The Applicant places great value on the protection of Fluvanna County's water and soil resources. As such, the Applicant will ensure strict compliance with all applicable erosion and sediment control laws and regulations. Management practices utilized on site will be designed specifically to prevent the discharge of sediment and other pollutants into nearby streams. The Applicant will coordinate with Fluvanna County, as the designated Erosion and Sediment Control program ("VESCP") Authority, on submittal and review of the Project's erosion and sediment control plans.

### **Local Building and Electrical**

The Applicant will adhere to all County building and electrical codes. The Applicant will coordinate with the County to secure all applicable building and electrical permits prior to the start of construction.



## Appendix A - Conceptual Site Plan





Cunningham Solar Center  
Fluvanna County – Board of Supervisors Meeting  
April 21st, 2021





# OUR TEAM



**Bobby Jocz**

SENIOR DEVELOPER,  
PERMITTING LEAD



**Danny Van Clief**

CEO



**Mike Stanton**

VICE PRESIDENT OF  
DEVELOPMENT



**Becca Stoner**

DEVELOPMENT ENGINEER

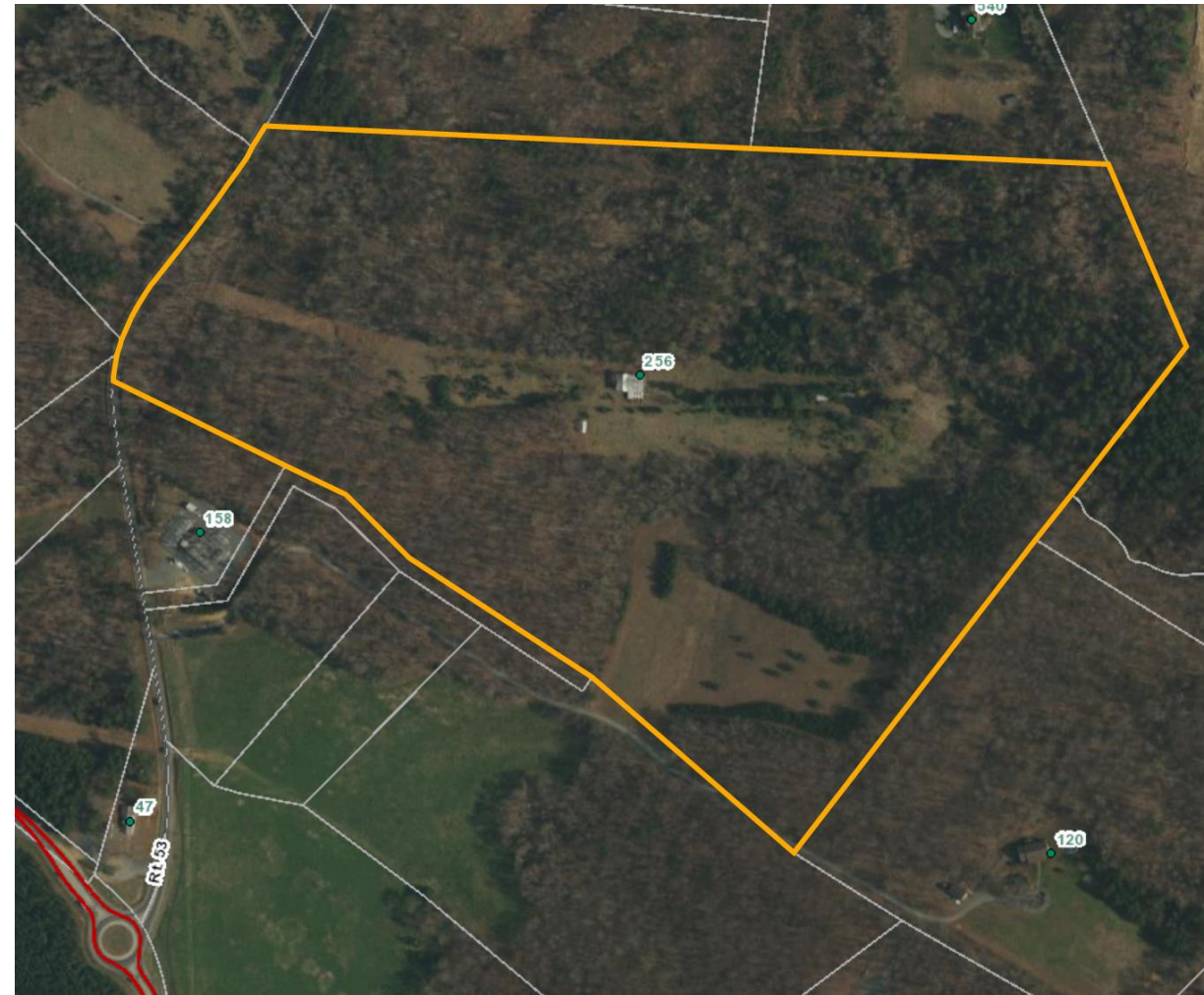
# ABOUT US

As Sun Tribe's provider of large-scale renewable energy solutions, Sun Tribe Development partners with Fortune 500 companies, landowners, governments, and leading utilities as they move towards a cleaner energy future. With an emphasis on quality, community-focused projects, Sun Tribe Development specializes in sustainable solar solutions. Sun Tribe Development has built one of the most experienced teams in the business, with over 5GW of collective renewable energy experience.

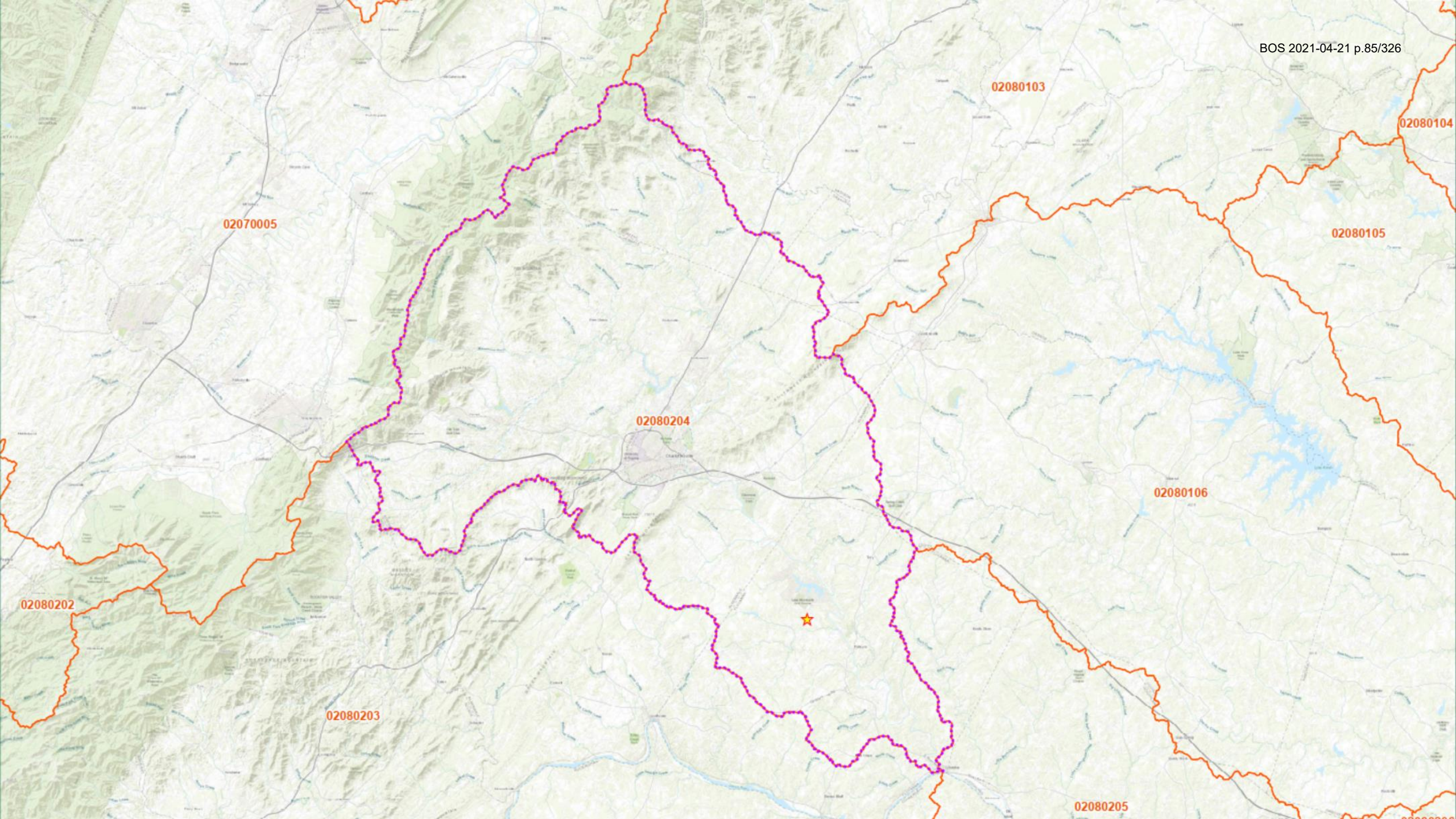
**At Sun Tribe, our mission is to reimagine what's possible: changing the way communities think about energy and unlocking the potential of a sustainable tomorrow, today.**

## Site/Parcel Details

- **Location:** Route 600, adjacent to CVEC's Cunningham Substation
- **Parcel:** 18-A-44
- **Owner:** CVEC
- **Size:** 62 Acres
- **Zoning:** A-1
- **Land use:** Vacant







02070005

02080103

02080104

02080105

02080204

02080106

02080202

02080203

02080205



THIS SURVEY WAS MADE AT THE STATION OFFICE  
28 S. Broad Street, Staunton, VA 24401  
TEL: 540.885.0297 FAX: 540.885.0196 www.timmons.com

YOUR VISION ADDED THROUGH OURS.

**TIMMONS GROUP**



LINE (DASHED) AS SHOWN AT D.B. 138, PG. 332 AS A 50' RIGHT-OF-WAY. NO CONVEYANCE TO THE COMMONWEALTH OF VIRGINIA FOUND.

LINE (DASHED) AS SHOWN AT D.B. 159, PG. 575 AS A 50' RIGHT-OF-WAY. NO CONVEYANCE TO THE COMMONWEALTH OF VIRGINIA FOUND.

- LEGEND**
- TELECOM PEDESTAL
  - TELCOM WITNESS / MARKER
  - UTILITY / POWER POLE
  - POWER TRANSMISSION TOWER
  - LIGHT POLE
  - SIGN
  - OVERHEAD POWER UTILITY
  - OVERHEAD UTILITY
  - FENCE LINE
  - EDGE OF PAVEMENT (EP)
  - FEMA FLOOD ZONE DELINEATION
  - GUARDRAIL
  - TREE (AERIAL SURVEY)
  - TREE LINE
  - WETLAND
  - DEAD BOOK
  - PAGE
  - INSTRUMENT
  - PROPERTY CORNER FOUND, AS NOTED
  - IRON IRON ROD (S&T) SET
  - CALCULATED POINT
  - S&T B EXCEPTION REFERENCE



**'ALT/NSPS LAND TITLE SURVEY'**  
OF THE LANDS OF  
**CENTRAL VIRGINIA ELECTRIC COOPERATIVE**  
TAX MAP PARCEL 18-A-44  
CUNNINGHAM DISTRICT  
FLUVANNA COUNTY, VIRGINIA

Date: February 04, 2021	Scale: 1" = 100'
Sheet 2 of 2	J.N.: 45853.005
Drawn by: KLC	Checked by: JCM

**CUNNINGHAM SOLAR**

TMP 18-2-1  
BRIAN S. TAYLOR AND  
SHANNON W. TAYLOR  
INST. 20030791  
D.B. 132, PG. 164 (PLAT)

TMP 18-2-5  
JAMES A. HASELTINE AND  
BRANDY HASELTINE  
D.B. 147, PG. 456

TMP 18-A-44  
CENTRAL VIRGINIA ELECTRIC COOPERATIVE  
INST. 20030801  
D.B. 138 AND 332 (PLAT)  
62.84 ACRES  
NO CONVEYANCE TO THE COMMONWEALTH OF VIRGINIA FOUND.

TMP 18-A-46  
FLUVANNA COUNTY HABITAT  
FOR HUMANITY  
D.B. 928, PG. 572  
P.B. 2, PG. 174

TMP 18-A-45  
MATTHEW D. BRYANT AND  
JULIE D. CASSELL-BRYANT  
D.B. 641, PG. 75

TMP 18-A-43B  
MATTHEW D. BRYANT AND  
JULIE D. BRYANT  
D.B. 641, PG. 73  
D.B. 172, PG. 4 (PLAT)

TMP 18-A-28/27  
ANNE ELIZABETH LUNIEWSKI  
D.B. 991, PG. 089  
D.B. 14, PG. 181 (PLAT, 2AC.)  
D.B. 26, PG. 118 (05)

TMP 18-A-31  
JEFFREY W. MEADOWS  
D.B. 965, PG. 104  
D.B. 461, PG. 51 (PLAT)

TMP 18-A-30  
JEFFREY W. MEADOWS  
D.B. 965, PG. 104  
D.B. 461, PG. 51 (PLAT)

TMP 18-A-43  
ANNE ELIZABETH LUNIEWSKI  
D.B. 991, PG. 089  
D.B. 14, PG. 181 (PLAT, 2AC.)

R=1408.98  
L=213.55  
CB=M34' 44" 09"E  
C=213.34

R=438.01  
L=460.58  
CB=M28' 33" 24"E  
C=159.68

24" CMP (F)  
NW = 354.5

S18°01'08"W  
L=10.83

N58°16'10"E  
L=68.40

IRON ROD (F)

R=391.60  
L=187.35

CB=M4' 21" 41"W  
C=185.58

SEE NOTE 11  
N4°36'07"E  
L=152.03

S7°14'12"E  
L=48.18

TULIP POPLAR (F)

N75°49'13"W  
L=64.18

IRON ROD (F)

S75°49'13"W  
L=64.18

SEE NOTE 11

N4°36'07"E  
L=152.03

S7°14'12"E  
L=48.18

IRON ROD (F)

N75°49'13"W  
L=64.18

IRON ROD (F)

N4°36'07"E  
L=152.03

S7°14'12"E  
L=48.18

IRON ROD (F)

N75°49'13"W  
L=64.18

IRON ROD (F)

## Project Details



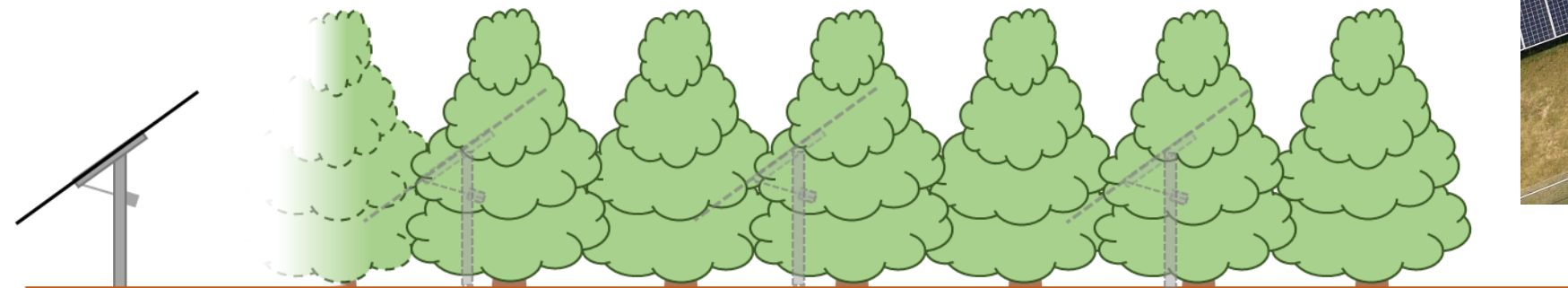
- **Project:** Five (5)-Megawatt AC - Solar Energy Facility
- **Clearing:** Approximately 27 acres
- **Site Area:** Approximately 30 Acres (48%)
- **Access:** Gravel Drive from Route 600
- Will produce enough energy to power approximately 1000 homes for a year
- Connects to distribution lines on the site, no new infrastructure needed for project



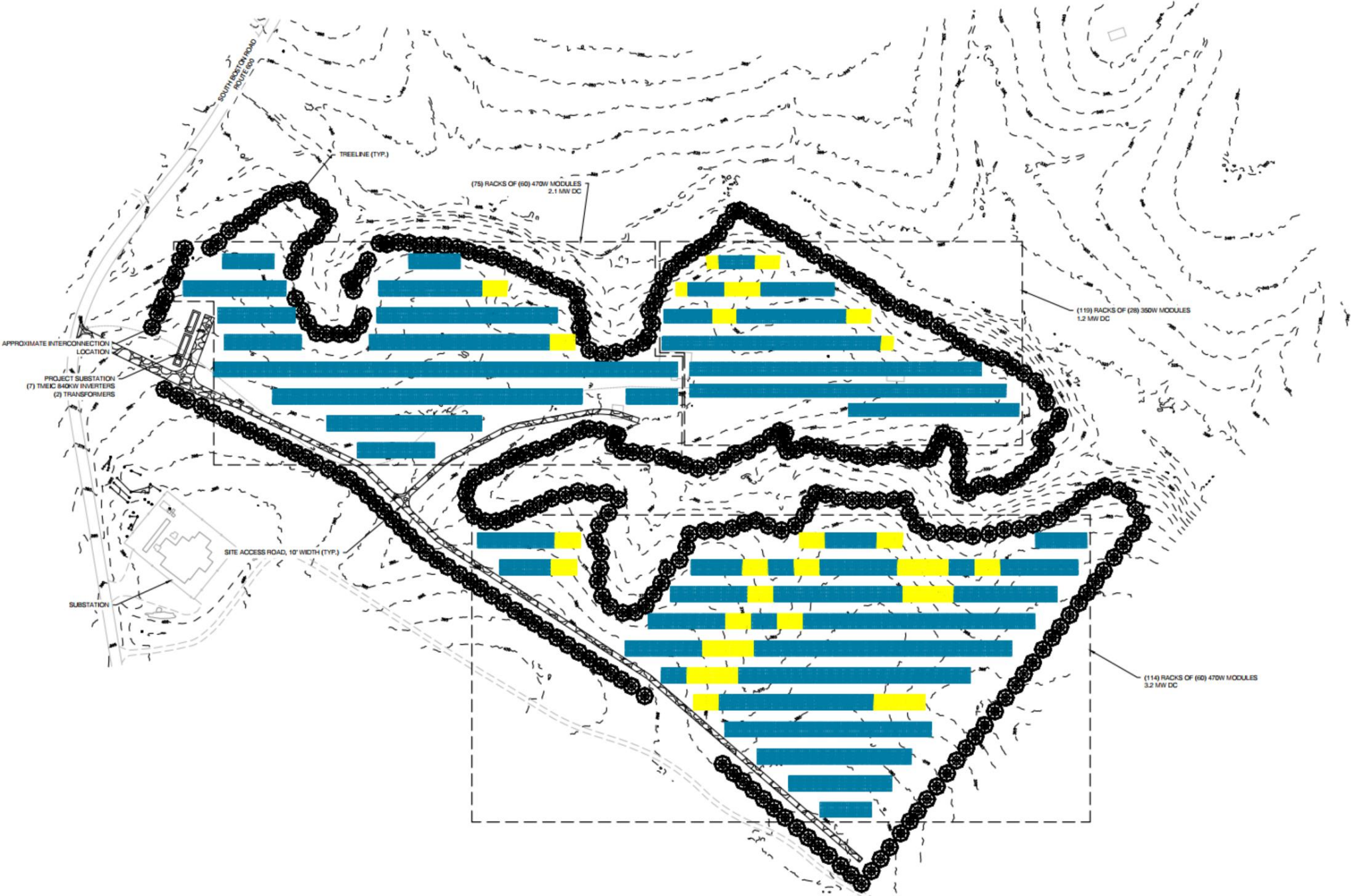
The Project will avoid sensitive environmental and historical resources

Vegetation will remain along route 600 and to the north of the project adjacent to residential areas

Where necessary to ensure neighboring parcels do not have a view of the project additional supplementary vegetation will be established where appropriate.







# ENVIRONMENTAL DUE DILIGENCE

## Stream and Wetland

6,429-Lf of Streams, 3.76-ac of wetlands.  
All wetland and streams will be avoided with vegetated buffer.

## Cultural/Historical

No NHR eligible archaeological or cultural resources identified on the site or within a half-mile buffer of the Cunningham Solar site.

## Wildlife

No suitable habitat was found on the Cunningham site for any species listed on either the Federal or the State Threatened and Endangered Species listings.





# COMMUNITY

In line with Fluvanna County's target industries.

Little to no use of County resources (water/sewer, schools, fire/rescue, police)

85% of Fluvanna County is served by Central Virginia Electric Cooperative (CVEC). Infrastructure improvement and addition of renewable energy will benefit County residents and businesses.

The project will utilize less than 50% of the project site, protecting against overcrowding of land while preserving it from conventional and roadside strip development.





# CONSTRUCTION, OPERATION, and DECOMMISSIONING

## Construction

- Approximately 6 months
- Approximately 20 construction and construction management personnel on site per day.
- Construction will occur during daylight hours

## Operation

- Operation of the facility will take place remotely.
- No staff on site daily.
- Maintenance visits to the site about once a month.

## Decommissioning

- Removal of PV equipment (Panels, inverters, racking, concrete pads, cabling)
- Site Restoration
- Removal and recycling (where possible) of all debris and components from site





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Charlottesville, VA 22902





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

**TAB E**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	Public Hearing for A Temporary Ordinance for the Postponement of Penalty and Interest on the First Half Taxes of 2021				
<b>MOTION(s):</b>	I move the Board of Supervisors approve "A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021."				
<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>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	This ordinance is designed to be temporary in nature and therefore will only apply to the payment of the first half taxes. It extends the time at which penalty and interest will be imposed until June 30 but not beyond. It does NOT extend the time for payment of taxes beyond June 5, merely suspending the penalty and interest. It will expire according to its terms after June 30. Since it is temporary in nature, it is not intended to be set out in the County Code.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				



**A TEMPORARY ORDINANCE TO PROVIDE FOR CERTAIN RELIEF FROM PENALTY AND INTEREST FOR LATE PAYMENT OF TAXES FOR THE FIRST HALF OF 2021**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS as follows:

WHEREAS the Commonwealth of Virginia and the County of Fluvanna are currently subject to a pandemic infection of the virus commonly known as COVID 19; and

WHEREAS the citizens of Fluvanna County have been greatly inconvenienced by the consequences of the said pandemic, including a significant disruption of their lives and economic activities; and

WHEREAS it is anticipated that such inconveniences will not be remedied prior to the date due for payment of real and tangible personal property taxes on June 5, 2021, as required by County Code Section 20-1-2; and

WHEREAS the Board of Supervisors has determined that, it is appropriate to postpone the imposition of penalty and interest for late payment of such taxes until June 30, 2021;

NOW THEREFORE BE IT ORDAINED

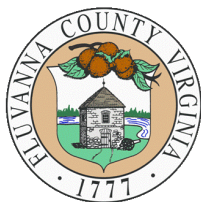
- (1) that the penalty and interest provisions for failing to pay real estate and tangible personal property taxes on June 5, 2021, as set out in Chapter 20, Article 1, Sec. 2.1, of the Fluvanna County Code shall not apply to the payment of such taxes made after June 5, 2021, but not later than June 30, 2021: provided that payment of such taxes after June 30, 2021, shall thereafter be subject to the penalty and interest provisions as set out in Chapter 20, Article 1, Sec. 2.1.
- (2) The foregoing amendment shall expire and shall be of no further effect after June 30, 2021.





<b>FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT</b>													
<b>MEETING DATE:</b>	April 21, 2021												
<b>AGENDA TITLE:</b>	Fiscal Year 2022 Operations Budget and Tax Rates												
<b>MOTION(s):</b>	<b>I move the Board of Supervisors adopt the resolution entitled “A Resolution to Adopt the FY22 Operations Budget, Set the Tax Rates and Appropriate Funds”.</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>	Liz McIver, Management Analyst												
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst												
<b>RECOMMENDATION:</b>	<p>Approve the resolution to set the tax rates with a revised Real Property tax rate of \$0.884 per \$100, a Personal Property tax rate of \$4.35 per \$100, a Business Personal Property Tax Rate of \$2.90 per \$100, a Machinery &amp; Tools tax rate of \$1.90 per \$100 and adopt the FY22 Operations Budget.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">General Fund Operations</td> <td style="text-align: right;">\$ 81,946,426</td> </tr> <tr> <td>Capital Improvements Plan</td> <td style="text-align: right;">\$ 25,500,000</td> </tr> <tr> <td>Enterprise Funds</td> <td style="text-align: right;">\$ 3,154,553</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td style="text-align: right;"><b>\$110,600,979</b></td> </tr> </table>					General Fund Operations	\$ 81,946,426	Capital Improvements Plan	\$ 25,500,000	Enterprise Funds	\$ 3,154,553	<b>TOTAL:</b>	<b>\$110,600,979</b>
General Fund Operations	\$ 81,946,426												
Capital Improvements Plan	\$ 25,500,000												
Enterprise Funds	\$ 3,154,553												
<b>TOTAL:</b>	<b>\$110,600,979</b>												
<b>TIMING:</b>	Effective Immediately												
<b>DISCUSSION:</b>	This action will allow adequate time to prepare for the June 5 <sup>th</sup> tax billing cycle. The Code of Virginia, § 15.2-2503, requires the governing body to approve the budget and set a tax rate for the budget year no later than the date on which the fiscal year begins.												
<b>FISCAL IMPACT:</b>	Adoption of the FY2022 operational budget and tax rates will establish authorization for receipt of revenues and disbursements of expenses.												
<b>POLICY IMPACT:</b>	Required by state code.												
<b>LEGISLATIVE HISTORY:</b>	N/A												
<b>ENCLOSURES:</b>	“A Resolution to Adopt the FY22 Operations Budget, Set the Tax Rates and Appropriate Funds”												
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other								
		X											





## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 10-2021

#### A RESOLUTION TO ADOPT THE FY22 OPERATIONS BUDGET, SET THE TAX RATES AND APPROPRIATE FUNDS

**WHEREAS**, it is the responsibility of the Fluvanna County Board of Supervisors to approve and control the County's fiscal plan for FY22; and,

**WHEREAS**, the Board of Supervisors has received numerous staff reports; received comments from residents at a duly advertised public hearing on April 14, 2021; and has reviewed each request for funding;

**NOW, THEREFORE, BE IT RESOLVED** by the Fluvanna County Board of Supervisors this 21<sup>st</sup> day of April 2021, that the Fluvanna County budget totaling **\$110,600,979** is adopted and the tax rates for FY22, the period July 1, 2021 through June 30, 2022, are set as given below:

#### COUNTY TAX RATES

Real Estate	\$0.884 per \$100 of assessed value
Mobile Homes	\$0.884 per \$100 of assessed value
Public Service Corps.	\$0.884 per \$100 of assessed value
Personal Property (Residential)	\$4.35 per \$100 of assessed value
Personal Property (Business)	\$2.90 per \$100 of assessed value
Personal Property (Public Utilities)	\$2.90 per \$100 of assessed value
Machinery & Tools	\$1.90 per \$100 of assessed value

**BE IT FURTHER RESOLVED** that the Board of Supervisors does hereby budget and appropriate to the COUNTY OPERATING BUDGET the following revenues and expenditures; this appropriation is also conditioned on the understanding that, with regard to the operating budget for the School system, revenues received from the Commonwealth will be expended prior to local dollars:

#### GOVERNMENTAL REVENUES

Local	\$47,407,608
State	32,357,556
Federal	<u>3,559,342</u>
<b>TOTAL</b>	<b>\$83,324,506</b>

#### GOVERNMENTAL EXPENDITURES

General Government Administration	\$ 3,036,447
Judicial Administration	1,234,176
Public Safety	9,507,116
Public Works	2,686,841
Health and Welfare	6,724,865
Education	44,948,630
Parks and Recreation	1,084,623
Community Development	1,227,394
Non-Departmental	888,238

Debt Service 10,608,096  
**TOTAL \$ 81,946,426**

**BE IT FURTHER RESOLVED** that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the Capital Improvements fund are set as follows:

Capital Fund Revenues\*  
 Local Use of General Fund Balance \$ 0  
 Grants 100,000  
 Proceeds from Indebtedness 25,000,000  
**TOTAL \$25,100,000**

Capital Fund Expenditures  
 Community Services \$ 685,000  
 Public Works 17,573,000  
 Public Safety 3,271,000  
 Schools 3,971,000  
**TOTAL \$ 25,500,000**

\*Capital fund revenues are supplemented by transfers from the General Fund.

**FINALLY BE IT RESOLVED** that for budgeting and accounting purposes the adopted budget revenues and expenditures for the Enterprise funds are set as follows:

	<b>Expenditures</b>	<b>Revenues</b>
School Food Service	\$1,597,046	\$1,597,046
Fork Union Sanitary District	408,645	408,645
Palmyra Sewer*	266,992	25,000
ZXR**	<u>881,870</u>	<u>145,782</u>
<b>TOTAL</b>	<b>\$3,154,553</b>	<b>\$2,176,473</b>

\*\*Utility fund & ZXR revenues are supplemented by transfers from the General Fund.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 21<sup>st</sup> day of April, 2021;

	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:

\_\_\_\_\_  
 John M. Sheridan, Chairman

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

**TAB G**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	Fiscal Year 2022 – 2026 Capital Improvements Plan				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors adopt the resolution entitled “Adoption of the FY2022-2026 Capital Improvements Plan”.</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>	Liz McIver, Management Analyst				
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst				
<b>RECOMMENDATION:</b>	Approval of the resolution to adopt Fiscal Year 2022-2026 Capital Improvements Plan as outlined.				
<b>TIMING:</b>	Effective Immediately				
<b>DISCUSSION:</b>	N/A				
<b>FISCAL IMPACT:</b>	FY22 Capital Improvements Plan outlines expenditures that are included in the FY22 budget. FY23-26 Capital Improvements Plan items are approved as planning projects only.				
<b>POLICY IMPACT:</b>	This action will allow administration and staff to plan projects and resources accordingly.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution entitled “Adoption of FY2022-2026 Capital Improvements Plan”				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			







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

**RESOLUTION No. 11-2021**

**A RESOLUTION TO ADOPT THE FY22-26 CAPITAL IMPROVEMENTS PLAN**

At a meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Administration Building at 7:00 PM on Wednesday, April 21, 2021, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

**WHEREAS**, it is the responsibility of the Fluvanna County Board of Supervisors to approve the County’s Capital Improvements Plan; and,

**WHEREAS**, the Capital Improvements Plan recommends the initiation and completion of numerous capital projects based upon staff recommendations and citizen input; and,

**WHEREAS**, the Board of Supervisors held a public hearing on the proposed Capital Improvements Plan on April 14, 2021; and,

**WHEREAS**, the Board of Supervisors has approved the FY2022 Capital Improvements Budget as part of the overall Fluvanna County Budget;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors that the FY 2022-2026 Capital Improvements Plan hereby be approved.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 21<sup>st</sup> day of April, 2021;

	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:

\_\_\_\_\_  
 John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**BCC APPOINTMENTS STAFF REPORT**

TAB H

<b>MEETING DATE:</b>	April 21, 2021		
<b>AGENDA TITLE:</b>	Board, Commission, and Committee Appointments		
<b>MOTION:</b>	<b>I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):</b>		
<b>Board/Commission/Committee</b>	<b>Appointees</b>	<b>Begins Term</b>	<b>Ends Term</b>
James River Water Authority - Fluvanna Citizen Representative		April 19, 2021	April 18, 2025
Fluvanna Partnership for Aging		April 21, 2021	December 31, 2023
Parks and Recreation Advisory Board (RAB) - Community Member		April 21, 2021	June 30, 2022

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
James River Water Authority - Fluvanna Citizen Representative	Mark Dunning	Reappt	<a href="#">Columbia</a>	Currently serving as JRWA Vice Chair, Fluvanna Citizen Representative. Seeking Reappointment.
Fluvanna Partnership for Aging	Joan T. Talley	Appt	<a href="#">Fork Union</a>	Unexpired term for Fork Union Representative
Parks and Recreation Advisory Board (RAB) – Community Member	Raghvendra Singh	Appt	<a href="#">Rivanna</a>	Filling Vacancy for Community Member on the Parks and Recreation Advisory Board (RAB)
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>- Mark Dunning is seeking reappointment as the Fluvanna Citizen Representative on the James River Water Authority.</li> <li>- Fluvanna Partnership for Aging currently has one unexpired term that began January 1, 2020 available.</li> <li>- Parks and Recreation Advisory Board (RAB) has one unexpired term for Community Member that began July 1, 2019</li> </ul>			
<b>ENCLOSURES:</b>	Candidate Applications			





## APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

### County of Fluvanna

Name (Last, First MI) <b>Dunning, Charles M "Mark"</b>			Election District <b>Columbia</b>	
Mailing Address (including City, State, & ZIP) <b>1110 Venable Rd., Palmyra, VA 22963</b>			Physical Address (if different)	
Home Phone <b>4345895569</b>	Cell Phone <b>7039662398</b>	Work Phone	Email <b>cmdun047@gmail.com</b>	
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: <ul style="list-style-type: none"> <li>* 30 yrs, Water Resources Planner, Division Chief, US Army Corps of Engineers</li> <li>* 7 Yrs, Project Manager, Water Resources, CDM Smith, Fairfax, VA</li> <li>* 3 Yrs, Water Resources Planner, Marstel Day Consultants, Fredericksburg, VA</li> <li>* Ph.D. Social Science, Washington University, St. Louis, MO</li> <li>* Federal Executive Institute, Charlottesville, VA</li> <li>* Fluvanna County Leadership Development Program</li> <li style="padding-left: 20px;">Engineering Project Manager for Fluvanna County Zion water project during 2019</li> </ul>				
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <ul style="list-style-type: none"> <li>President, American Water Resources Association, 2014</li> <li>Board of Directors, American Water Resources Association, 2009 - 2015</li> </ul>				
CIVIC ACTIVITIES AND MEMBERSHIPS (ROLES with fraternal, business, church, or social groups): <ul style="list-style-type: none"> <li>Founding Board Member, Northern VA Mediation Service</li> </ul>				
REASON(S) FOR WANTING TO SERVE: <p>I have extensive experience in all facets of water project development, particularly in public involvement and political interface, as well as in program development and evaluation activities. I believe some of my experience and insights may be relevant as Fluvanna moves forward on the important and vital water development projects that it is undertaking with Louisa County.</p>				
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b>  <small>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</small></p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>				
Signature <i>Mark Dunning</i>			Date <i>29 JAN 2016</i>	







# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: Joan T. Talley		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union	
District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other			
Mailing Address (including City, State, & ZIP) 15684 W. River Road, Bremono Bluff, VA 23022		Physical Address (if different)	
Years Lived in Fluvanna 18	Cell Phone – preferred? 434-842-9205	Home Phone – preferred?	Email joantalley1@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.): Former fulltime caregiver to father. License Practical Nurse. Worked in nursing homes in Pa & MD			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I formerly was on the Board for The Partnership Aging but had to resign because of full time duties as a caregiver to my father who passed 2017			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Chair of The Fluvanna County Farm Bureau Women's Committee.. 17 years. Present Secretary to The Board of The Fluvanna County Farm Bureau. Substitute driver for Meals on Wheels. Presently on hold because of husbands poor eyesight			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Because of full time care and assisting Hospice with my elderly father and former employment in the geriatrics field of nursing I wish to be an advocate for the elderly in Fluvanna County. I feel many times the caregivers/family members themselves are elderly and need to be recognized for their needs			
<b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b> Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. <b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b> <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b> By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature <b>Joan T. Talley</b>		Date <b>4-12-2021</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
X	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

<b>Office Use Only</b>		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Raghvendra Singh</b>		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 5 Barkley Ln Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 25	Cell Phone – preferred? 4342496748	Home Phone – preferred? 4345896256	Email raghsingh@hotmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): From 6/1989 through 4/2019 I have worked in US Department of Agriculture (Farmers Home Administration/ Farm Service Agency. I have worked from county office through national office, as assistant county supervisor, county supervisor, Farm Loan Manager and National Manager. I have implemented farm loan programs to many counties in New Jersey and Virginia including Fluvanna County. In national office I have implemented GIS program, Freedom to eFile act, and Government paper elimination act. Since 2001 through 2019, I was national manager for eAuthentication and eFile.			
Education: BS Honors Agriculture 1977 Kanpur University, UP India MBA 1986 University of New Haven, CT USA I have completed many government sponcers courecs related to management, Agriculture Development, Conservation and GIS			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: In US Department of Agriculture, I was member of many Committees including EEO, Stretigic Planning, E-Govenment Etc.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I advice agricultuere collages in education matters in India. I manage Kulbashkar Astram Degree Collage, Krish Sansar, Agriculture Graduate web sites to dissiminate ag information to public.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have invested most of my life to serve public; I wan to couninue public servie to my home county.			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b>  <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><b>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</b></p>			
Applicant's Signature <b>Raghvendra Singh</b>		Date <b>March 30, 2021</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
X	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
X	Community Policy & Management Team (CPMT)
X	Economic Development Authority (EDA)
X	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
X	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
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	Palmyra Area Revitalization Committee (PARC)
X	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
X	Youth Advisory Council (YAC)
X	OTHER:

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(Approved June 17, 2015)

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<b>Office Use Only</b>		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

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

**TAB I**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors April 7, 2021 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 7, 2021, 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>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, 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 April 7, 2021.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Fluvanna County Library, 214 Commons Blvd.  
Palmyra, VA 22963  
April 7, 2021  
Regular Meeting 4:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
Tony O'Brien, Rivanna District, Vice Chair *(entered meeting at 4:08pm)*  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Donald W. Weaver, Cunningham District

**ABSENT:**

None.

**ALSO PRESENT:**

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

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

At 4:00pm, Chair Sheridan called to order the Regular Meeting of April 7, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the April 7, 2021 Regular Meeting of the Board of Supervisors.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Dahl reported on the following topics:

**Announcements and Updates – NEW Employees**

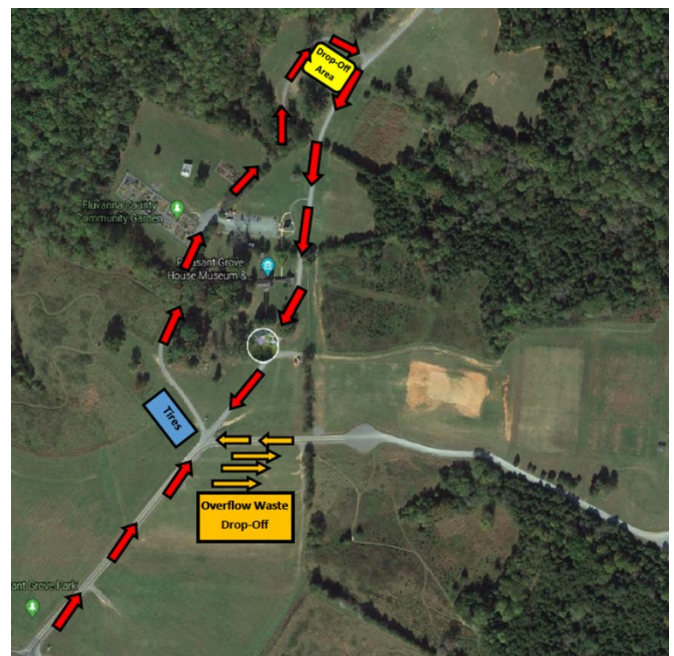
- Wendy Edwards, Communication's Officer, E911, Started March 29th
- Jasmine Hankins, Communication's Officer, E911, Started March 29th
- Ellen Mayoue, Part-time Clerk, Library, Started April 5th
- Stephanie Mayhew, Deputy Treasurer, Treasurer's Office, Started April 5th
- Jessica Melton, Human Services Assistant, Social Services Office, Started April 5th
- Rachel Lynn, Human Services Assistant, Social Services Office, Started April 5th

**Drive-thru Rabies Clinic**

- Saturday, April 24, 2021
- From 9:00 am to 12:00pm
- Fluvanna County High School
  - 1918 Thomas Jefferson Hwy, Palmyra, VA 22963
- \$10 CASH ONLY donation to FSPCA
- Pre-registration form must be picked up at FSPCA, FCSO, or <https://fspca.org> filled out, and returned PRIOR to rabies clinic

**Announcements and Updates**

- Fluvanna County Tire Drop Off and Hazardous Waste Collection
- Saturday, April 24 from 10am-2pm at Pleasant Grove Park
- No commercial vehicles, no moving trucks, no trailers
- Safe disposal of:
  - old tires (limit 12 per person and must be off rims, no tractor or big rig tires)
  - Gasoline
  - Paints
  - Thinners



## Board of Supervisors Minutes

- Solvents
- Lightbulbs

### Easter Event With COVID Restrictions

- Event was held on April 3, 2021.
- All participants had to pre-register for the event.
  - Deadline was March 29. We accepted no late registrations or walk-ins.
  - Current COVID protocols were followed during the event.
  - Offered three different times for hunts to space out participants.
    - 9am (thirty 1 - 3 yr olds & twenty-one 4 - 6 yr olds).
    - 10:30am (seventeen 4 - 6 yr olds & nineteen 7 - 9 yr olds).
    - 12pm (seven 7 - 9 yr olds & thirteen 10 - 12 yr olds).
  - Total of 107 children registered.

### Pleasant Grove Park Controlled Burn

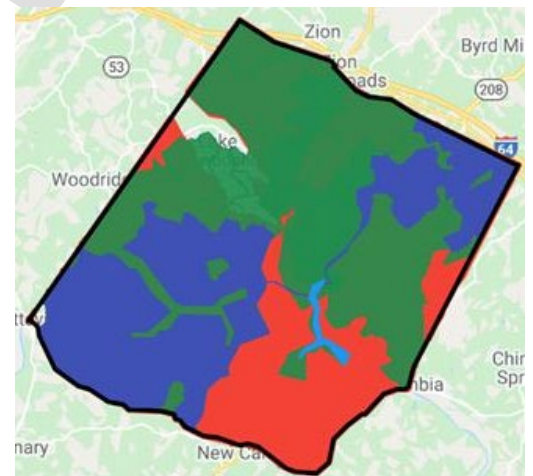
- Control burn happened on April 5, 2021.
  - Complete burn of the Meadow Area B.
  - About 1/3 of Meadow Area A burned.
    - Had to stop due to humidity levels.
    - Plan to complete rest on Thursday, April 8, 2021.
- Control burn performed by David Powell of the Virginia Department of Forestry.
  - Accompanying him with the control burn were three other local foresters.
- Each Meadow burned took approximately 90 minutes.

### Rt 656 Breomo Rd Bridges - Construction Begins April 5<sup>th</sup>

- The road will be closed to construction for the duration of the project, expected to last through September.
- Once construction is complete, the bridges will be able to carry all legal loads with an open roadway of 20 feet.
- The two projects will be completed consecutively while maintaining access to the driveway/service road located between them.
- The message boards will remain in place instructing drivers to "Use Alternate Routes" in lieu of a detour.

### Firefly and Dominion Update

- Staff had a meeting with Firefly representatives about expansion into the Dominion service territory.
- Firefly is on target to complete the original project by 2022.
- Firefly and Dominion are partnering to bring fiber to the home of all homes in the footprint.
- Dominion would own the "middle mile". Firefly would own the "last mile". Firefly would only expand into Dominion areas that are "underserved" (less than 25/3 mbps).
- Projected underserved areas in red.
- Firefly is asking Fluvanna County to consider an MOU between Firefly, Dominion and the County at the April 21 Board of Supervisors meeting. The MOU would allow a Project Development Study to be completed. There is no projected cost to completing the study. Staff assistance will be needed.
- Steps and Timeline:
  - Phase 1 – Sign the MOU authorizing the Project Development Study.
  - Phase 2 – Firefly and Dominion conduct the PDS.
    - Firefly will identify eligible areas, preliminary final design, and budget.
    - Firefly will present to Fluvanna County project, costs, and potential sources of funds.
    - The County then decides if it wants to move forward.
  - Phase 3 – Dominion files for SCC approval.
  - Construction begins in 2022.



### Spotlight on Business

TRACTOR SUPPLY is now open!

- Located at 1418 South Boston Rd, Palmyra, VA 22963
- Open 8:00am to 9:00pm every day

Board of Supervisors Minutes

**Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Apr 14	7:00 PM	Special Meeting – Public Hearings for FY22 Budget & CY21 Tax Rate	Library
Wed	Apr 21	7:00 PM	Regular Meeting – Adopt FY22 Budget & CY21 Tax Rate	Library
Wed	Apr 28	7:00 PM	Special Meeting –TBD – Adopt FY22 Budget & CY21 Tax Rate	Library

**5 - PUBLIC COMMENTS #1**

At 4:19pm, Chair Sheridan opened the first round of Public Comments.

- Patricia Eager, 1107 Mechunk Creek Drive, thanked the 22 volunteer fire fighters that saved her home from a chimney fire the previous week.
- John Gilbody, addressed the Board of Supervisors regarding the Ballenger Bluffs Subdivision.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:29pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*Community Service Award Resolution – Shawn O'Neal Collins, Sr – Eric Dahl, County Administrator*

Shawn O'Neal Collins, Sr. was posthumously honored for his extensive history of working closely with children and families in Fluvanna County as former vendor representative member of Fluvanna County Community Policy and Management Team CPMT.

<b>MOTION:</b>	Approve the Community Service Award Resolution honoring Shawn O'Neal Collins, Sr., as presented.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Child Abuse Prevention Month Proclamation – Rocky Reed, DSS CPS Supervisor*

- During State Fiscal Year (SFY) 2020, there were 52,554 children reported as possible victims of abuse or neglect.
- There were 33,880 completed reports that were accepted by Virginia's city and county departments of social services.
- There were 1,294 reports of substance-exposed newborns and 25 Human Trafficking Assessments conducted.
- In SFY 2020, the sources of reports were affected by the COVID-19 pandemic as seen by a decline of almost 4% of calls by educators, and a slight increase of 1% by law enforcement.
- In April 2020, the Department of Labor declared child welfare workers on its list of emergency responders as needed for the response to COVID-19.

**Additional Duties of CPS Workers**

- Family Support Cases-Low to moderate risk cases with short term support for families, requiring monthly visits to the home, monthly meeting with service providers
- In-Home Services Cases-High to very high risk cases where a child is at risk of future maltreatment or out of the home placement; requiring at least monthly visits to the home and service planning, monthly meeting with service providers
- Outreach Services- Invalid cases where the family can be informed of resources in the county; example the food banks, Region Ten, etc.
- Mandated Reporter training for law enforcement, Fluvanna County Public Schools, Effort School, and Fork Union Military Academy
- Investigate reports in conjunction with law enforcement and the commonwealth attorney
- On call during non-business hours, including holidays

Board of Supervisors Minutes  
 Virginia Department of Social Services  
 Mandated Safe Measures Monthly Reports

- In Home Monthly Case Contacts
- Family Support Monthly Case Contacts
- Timeliness of First Contact
- Time to First Meaningful Contact
- Timeliness of First Contact with Victim
- Time to Documentation of First Meaningful Contact
- Referral Time Open
- Time From Referral to Supervisor Approval

Fluvanna County Referral Reporter Source  
 7/1/2019-6/30/2020

Attorney	1
Alleged Victim	1
Self	2
Medical/Hospital	14
Social Worker/Staff	18
Family Member	42
Counselor/Therapist	42
Unknown/No Relation	46
School	60
Law Enforcement	82
<b>Total</b>	<b>308</b>

Fluvanna County Types of Abuse-Allegation Count  
 7/1/2019 to 6/30/2020

Referrals	Family Assessment	Investigation	Founded
Medical Neglect	1	-	-
Mental Abuse/Neglect	37	9	9
Physical Abuse	30	4	3
Physical Neglect	61	23	9
Sexual Abuse	-	14	11

Fluvanna County Victim's Age Group  
 7/1/2019-6/30/2020

AGE GROUP IN YEARS			
Under 4	4 to 11	12 to 17	Unknown
69	162	115	44

<b>MOTION:</b>	Proclaim the month of April 2021 as Celebrating Children Month in Fluvanna County in observation of Child Abuse Prevention Month.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Resolution for Transfer of Fire Truck – Cyndi Toler, Purchasing Officer*

- Kents Store Fire has received the new fire truck ordered in 2019 as part of the FY19 CIP.
- The 1992 Spartan Pumper is being replaced with the new truck
- It is general practice in Fluvanna that surplus property be sold at auction
- In the case of this vehicle, Cartersville Volunteer Fire Department has asked that we bypass the auction and sell them the surplus vehicle as they have an emergent need for the citizens in their community with limited resources to fill that need.

Board of Supervisors Minutes

- While this is a variation on Fluvanna’s normal practices, according to Virginia Code 15.2-953, Fluvanna may make gifts and donations of personal property to any association or other organization furnishing voluntary firefighting services such as Cartersville, the fair market value of the truck exceeds the Purchase Price so the excess is considered a gift and/or donation

<b>MOTION:</b>	Approve the resolution entitled “A Resolution to Transfer the Kents Store Spartan Fire Truck to Cartersville Volunteer Fire Department” Transferring surplus property used by Kents Store Fire to Cartersville Volunteer Fire Department for the amount of \$30,000.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Abstain	Yes
<b>RESULT:</b>	<b>4-0-1</b>				

*Central Absentee Precinct Location Change – Joyce Pace, Registrar*

- The previous Registrar’s Office, located at 181 Main Street, Palmyra, VA, was directly across the street from the Central Absentee Precinct (CAP.)
- The proximity to the CAP allowed Registrar’s Office staff to respond quickly if called to the CAP.
- The new location of the Registrar’s Office, at 265 Turkeysag Trail, Suite 115, Palmyra, VA, approximately 7 miles from the prior location, does not lend itself to the same quick response time.
- Moving the CAP reduces the time to respond, moves all equipment and supplies to one location, and overall improves efficiency.

<b>MOTION:</b>	Authorize staff to advertise a Public Hearing on May 19, 2021, entitled, “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 2-2-3(B) OF THE FLUVANNA COUNTY CODE TO DESIGNATE AS THE CENTRAL ABSENTEE PRECINCT THE OFFICE OF THE REGISTRAR, PALMYRA, VA, IN PLACE OF THE HISTORIC COURTHOUSE.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*2021 Strategic Initiatives – Eric Dahl, County Administrator, & Kelly Harris, Assistant County Administrator*

- Built from items remaining on 2018-2019 Strategic Initiatives
- Incorporates Supervisors concerns as raised at the February 10, 2021 Planning Retreat – Work Session
- Maintains the same categories as in previous years

<b>MOTION:</b>	Approve the 2021 Strategic Initiatives, as presented.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion				Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*FY21 CARES Act Budget Transfer - CSA – Bryan Moeller, CSA Coordinator*

- DocuSign is a web-based service that allows multiple types of documents to be signed electronically in a manner that is legally binding and enforceable, while also ensuring full confidentiality that it is in compliance with current state and federal statutes.
- Establishing this service would improve compliance with local, state, and federal guidelines and mandates related to the current COVID-19 pandemic, by reducing exposures through face-to-face contacts with CSA stakeholders, while also reducing disruptions in services funded for children and families served, caused by restrictions implemented by multiple public agencies that partner with Fluvanna County’s CSA program.
- Full utilization of this service for future fiscal years will create a new annual estimated expenditure of \$5,500. Implementing this service will also reduce other CSA’s expenditures by \$1,200.00, from savings in postage and mailing supplies; and would free up approximately 450 employee hours per year by reducing the amount of time needed to secure and execute contracts with up to 70 vendors per year, minimizing the amount of time and travel (and fuel costs) needed on a weekly basis to prepare purchase of service orders and invoices for mailing and processing, and reducing the time needed to execute



Board of Supervisors Minutes

April 7, 2021

contracts or process invoices for payment by up to 90%. This would not replace the need for a CSA Program Assistant.

<b>MOTION:</b>	Approve a budget transfer of \$6,500 from the FY21 CARES Act Contingency line to the FY21 CARES Act Contract Services line for the implementation of DocuSign.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Carysbrook Elementary Roof CIP – Don Stribling, FCPS & Travis Hamshar, FCPS*

- Fluvanna County Schools were able to complete the Carysbrook Roof Project under budget and would like to transfer and use the remaining funds in that specific CIP line to initiate a project repairing current roof issues at Fluvanna Middle School.
- There are multiple leaks that cover the main office, nurse’s clinic, Guidance Department, windows and offices on the second floor of FMS.
- Estimate:
  - Roof - \$63,000
  - Windows - \$6,500
  - The remaining amount could be needed if the initial window repair does not fix the leaking issue.
- Fiscal Impact:
  - Transfer \$88,527.00 from the under budget Carysbrook Elementary CIP project funds to a new project at the Middle School.

<b>MOTION:</b>	Approve the transfer of \$88,527.00 from the Carysbrook Roof CIP to be used on a new roof and window CIP project currently needed at Fluvanna Middle School.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>			Second		Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

*Economic Development and Tourism Advisory Council update – Bryan Rothamel, Economic Development Coordinator*

Andy Sorrell gave a brief update on Economic Development and Tourism Advisory Council’s activities throughout Fluvanna County since October 2020 including:

- Photo Competitions (#floatFluvanna and #fallFluvanna)
- #buyfromFluvanna campaign to encourage utilization of businesses from Fluvanna
- #Fluvanna365 campaign: a photo (or video) a day in 2021.

During Black History Month:

- Posted Fluvanna Black History Facts throughout the month.
- Podcasts of influential Black and African Americans from Fluvanna:
  - Bertha Armstrong
  - Carmen Smith
  - Elva Key (not yet released)
  - Helen Carter (not yet released)
- “Traditional Black and African American Family Recipes from Fluvanna”

In the Upcoming Year:

- Continue to tell the complete Fluvanna story
- Help enhance attendance to events the community puts on
- Welcoming signage to Palmyra

Board of Supervisors Minutes

- More wayfinding signs like at Pleasant Grove?
- LOVE Sign (one day we'll complete this!)

*Families First Coronavirus Response Act Extension* – Donna Snow, Human Resources Manager

The American Rescue Plan Act of 2021 extended and expanded the Families First Coronavirus Response Act

- Extended the FFCRA expiration deadline beyond March 31, 2021.
- FFCRA does remain optional for those with less than 500 employees, but now those employers may continue the program, if they desire, through September 30, 2021.
- Any employer that pays the FFCRA paid benefits during this period may continue to receive dollar-for-dollar tax credits for FICA taxes on wages paid, but there is also a lot of unknowns and strict provisions that could forfeit the tax credit.
- Employers with less than 500 employees should be aware that if they were to voluntarily opt-in to the FFCRA, the Act's substantive provisions have been expanded, and employees will have broader rights to take sick leave and family leave.
- The Act increased the number of weeks that an employee can seek paid Family leave under the FFCRA from Ten weeks to Twelve weeks.
- Thus, an employee now has Fourteen weeks of paid leave available, if he or she qualifies: Two weeks of sick leave and twelve weeks of family leave.
- The act also resets employees' FFCRA sick leave to zero on April 1, 2021. Therefore, if employees took FFCRA sick leave before April 1, 2021, that does not count against their future right to leave.

*The American Rescue Plan Act of 2021* – Eric Dahl, County Administrator

The American Response Plan Act of 2021

- \$1.9 Trillion TOTAL Stimulus Package
- \$350B to states and local governments
- The state portion of the funding is \$195 billion:
  - \$1.25 billion minimum will be distributed equally among the 50 States and the District of Columbia.
  - Remaining amount will be distributed according to a formula that takes into account each state's share of unemployed individuals.
- The local portion of the funding is \$130 billion
  - Equally divided between cities and counties.
  - For cities, \$45.5 billion of the \$65 billion will be allocated to metro cities (pop. over 50,000) utilizing a modified formula,
  - and the remaining amount for smaller jurisdictions (pop. under 50,000) will be allocated according to pop. share but will not exceed 75 percent of their most recent budget.
  - For counties, the \$65 billion will be allocated based on the county share of population. Counties that are CDBG recipients would receive the larger share between the population based on CDBG formula.
- Fluvanna Estimated Allocation: \$5,336,027
- Payments to local governments will be made in two tranches - first half 60 days after enactment, second half one year later.
- Two restrictions on eligible uses:
  - funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase; funds cannot be deposited into any pension fund.
  - Funding available through and must be spent by end of calendar year 2024 (December 31, 2024).
- Eligible uses include:
  - to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
  - to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the State, territory, or Tribal government that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
  - or the provision of government services to the extent of the reduction in revenue of such State, territory, or Tribal government due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the State, territory, or Tribal government prior to the emergency; or
  - to make necessary investments in water, sewer, or broadband infrastructure.
  - As more specific details are known and developed, action items and information will be brought back to the board.

**9 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for April 7, 2021:

- *Minutes of March 10, 2021* – Caitlin Solis, Clerk to the Board
- *Minutes of March 17, 2021* – Caitlin Solis, Clerk to the Board
- *CRMF - FCPS - Asphalt Repair Central Elementary* – Don Stribling, FCPS
- *FY21 Social Service Revenue Reduction* – Kim Mabe, Social Services Director
- *FY21 Social Service Additional Revenue* – Kim Mabe, Social Services Director
- *Approval of FY22 CSA Provider Agreement* – Bryan Moeller, CSA Coordinator
- *Accounts Payable Report for February 2021* – Liz McIver, Management Analyst

<b>MOTION:</b>	Approve the consent agenda, for the April 7, 2021 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for February 2021, in the amount of \$2,146,653.25.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**10 - UNFINISHED BUSINESS**

*FY21 Budget Discussion* – Eric Dahl, County Administrator

*Local Allocations for Federal CARES Coronavirus Relief Funds* – Eric Dahl, County Administrator

**11 - NEW BUSINESS**

None

**12 - PUBLIC COMMENTS #2**

At 6:12pm 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 6:13pm.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 6:13pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds, and Legal Matters.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second		Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 7:01pm, move 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.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, April 7, 2021 at 7:01pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

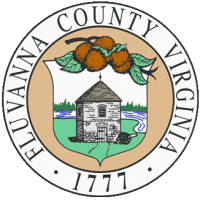
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Caitlin Solis  
Clerk to the Board

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John M. Sheridan  
Chair

DRAFT



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

**RESOLUTION No. 08-2021**

**COMMUNITY SERVICE AWARD RESOLUTION  
HONORING SHAWN O’NEAL COLLINS SR.**

**WHEREAS**, Shawn O’Neal Collins Sr, has been recognized by Fluvanna County’s Community Planning and Management Team and this Community for his selfless devotion to the welfare of the children and families of Fluvanna County and beyond, through Detour Mentoring; and

**WHEREAS**, Mr. Collins served the community through his work while being a vendor representative on Fluvanna County’s CPMT from 2017 – 2020, recognizing the value of having rural-based services available to Fluvanna County’s community; and

**WHEREAS**, Mr. Collins collaborated regularly closely with multiple public agencies and private providers in Fluvanna County, to ensure children and families served received and utilized the maximum levels of support for their success; and

**WHEREAS**, Mr. Collins has been an inspiration and guiding force for multiple mentoring agencies that currently work with Fluvanna County’s children and families through the Children’s Services Act program; and

**WHEREAS**, Mr. Collins’ spirit of service and personal investment in the community made Mr. Collins a true gift to Fluvanna County’s community and set Mr. Collins apart. Mr. Collins’ commitment and dedication to the children and families far surpassed the expectations of Detour Mentoring’s role in working with families.

**NOW, THEREFORE BE IT RESOLVED**, on this 7<sup>th</sup> day of April 2021, that the Fluvanna County Board of Supervisors does hereby recognize Shawn O’Neal Collins, Sr. for his many contributions to the County as seen through his Community Service, Civic Responsibility, and Innovation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a Regular Meeting of the Board held on the 7th day of April 2021, by the following vote:

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

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

Fluvanna County Board of Supervisors



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

**RESOLUTION No. 09-2021**

**A RESOLUTION TO TRANSFER THE KENTS STORE SPARTAN FIRE TRUCK TO CARTERSVILLE VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, Fluvanna County (“Fluvanna”) has right, title, and interest, in and to the following personal property: 1992 Spartan Truck Vehicle Identification Number 4S7PT9S07NC005949 (the “Fire Truck”) currently stored at the Kents Store Fire Department, 51 Kents Store Way, Kents Store, VA 23084; and

**WHEREAS**, Fluvanna has identified the Fire Truck as surplus property and wishes to sale, gift or dispose of the Fire Truck; and

**WHEREAS**, the Cartersville Volunteer Fire Department (“Cartersville”), a Virginia association or other organization furnishing voluntary firefighting services, whose address is 2298 Cartersville Road, Cartersville, VA 23027, wishes to purchase the fire truck for the agreed price of \$30,000.00 (the “Purchase Price”); and

**WHEREAS**, the Fluvanna County Board of Supervisors wishes to transfer the Fire Truck to Cartersville for the Purchase Price pursuant to the terms set forth in the Bill of Sale and Purchase Agreement attached hereto as Exhibit 1 and incorporated herein by reference; and

**WHEREAS**, pursuant to Virginia Code 15.2-953, Fluvanna may make gifts and donations of personal property to any association or other organization furnishing voluntary firefighting services such as Cartersville, and to the extent the fair market value of the Fire Truck exceeds the Purchase Price such excess is a gift and donation of the Fire Truck as personal property pursuant to Virginia Code 15.2-953;

**NOW, THEREFORE, BE IT RESOLVED** by the Fluvanna County Board of Supervisors, the Fire Truck shall be transferred to Cartersville for the Purchase Price and pursuant to the terms set forth in the Bill of Sale and Purchase Agreement attached hereto as Exhibit 1 and to the extent the fair market value of the Fire Truck exceeds the Purchase Price, the excess value is approved as a gift and donation of personal property to Cartersville pursuant to Virginia Code 15.2-953; and

**IT IS FURTHER RESOLVED AND ORDERED** that the County Administrator shall coordinate with Cartersville on a mutually agreeable Closing date and at Closing after receiving the Purchase Price shall deliver the Bill of Sale and Purchase Agreement and take any further actions required thereunder or which the County Administrator deems necessary or appropriate to effectuate such agreement after approval as to form by the County Attorney.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors of Fluvanna County on this 7th day of April 2021.

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

\_\_\_\_\_  
 John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors



**BILL OF SALE AND PURCHASE AGREEMENT**

**This Bill of Sale and Purchase Agreement (the “Bill of Sale”) is made as of the day of \_\_\_\_\_, 2021 (“Closing”). FOR GOOD AND VALUABLE CONSIDERATION OF THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00) (the “Purchase Price”), cash in hand paid, the receipt and sufficiency of which is hereby acknowledged, the undersigned County of Fluvanna, a political subdivision of the Commonwealth of Virginia, (“Seller”), whose address is 132 main Street, Palmyra, VA 22963, by these presents does bargain, sell, assign, transfer and deliver unto Cartersville Volunteer Fire Department, a Virginia association or other organization furnishing voluntary firefighting services (“Purchaser”), whose address is 2298 Cartersville Road, Cartersville, VA 23027, its right, title, and interest, in and to the following personal property: 1992 Spartan Truck Vehicle Identification Number 4S7PT9S07NC005949 (the “Fire Truck”) currently stored at the Kents Store Fire Department, 51 Kents Store Way, Kents Store, VA 23084. (“Pick-up Location”), TO HAVE AND TO HOLD the Fire Truck unto the Purchaser, its successors and assigns forever.**

**Purchaser acknowledges that the Fire Truck is used and is sold AS IS WITH NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

Closing is to take place the date set forth above, at the Pick-Up Location. Purchaser shall deliver the Purchase Price to the Seller by cashier’s check or wired funds payable to Seller prior to or at the time of Closing. Thereafter at Closing, Seller shall deliver the Fire Truck, original Bill of Sale and original title signed over to Purchaser. The Seller shall be provided a fully executed copy of this Bill of Sale for its records at Closing. As required by Virginia Code Section 15.2-953, by signing below Purchaser certifies that it is a tax-exempt Virginia association or other organization furnishing voluntary firefighting services able to receive tax-deductible donations and that its Tax Identification Number is 54-1821263. This Bill of Sale constitutes the entire agreement between the parties hereto.

**WITNESS** the following duly authorized signatures and seals as of the date set forth above:

SELLER: County of Fluvanna

PURCHASER: Cartersville Volunteer Fire Department

By: \_\_\_\_\_ (SEAL)  
Eric M. Dahl

By: \_\_\_\_\_ (SEAL)  
Danny Lightfoot

Title: Fluvanna County Administrator

Title: \_\_\_\_\_

Approved as to Form: \_\_\_\_\_  
Fluvanna County Attorney



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

**PROCLAMATION 01-2021**

**Child Abuse Prevention Month**

**WHEREAS**, in Federal fiscal year 2019, 4.3 million reports were made to child protective services; and

**WHEREAS** child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

**WHEREAS**, our children are our most valuable resources and will shape the future of the [State or jurisdiction]; and

**WHEREAS**, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children;

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare, education, health, community- and faith-based organizations, and businesses and law enforcement agencies; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families;

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment.

**WHEREAS**, Prevention remains the best defense for our children and families;

**NOW, THEREFORE**, the Fluvanna County Board of Supervisors does hereby proclaim April 2021 as **NATIONAL CHILD ABUSE AND NEGLECT PREVENTION MONTH** in Fluvanna County and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Passed and adopted this 7<sup>th</sup> day of April 2021.

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John M. Sheridan

Chair, Board of Supervisors



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

**TAB J**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors April 7, 2021 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 14, 2021, 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
				XX	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, 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 April 14, 2021.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
Fluvanna County Library, 214 Commons Blvd.  
Palmyra, VA 22963  
April 14, 2021  
Special Meeting 7:00pm**

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

**ABSENT:** None.

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

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

At 7:01pm, Chair Sheridan called to order the Special Meeting of April 14, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the April 14, 2021 Regular Meeting of the Board of Supervisors.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

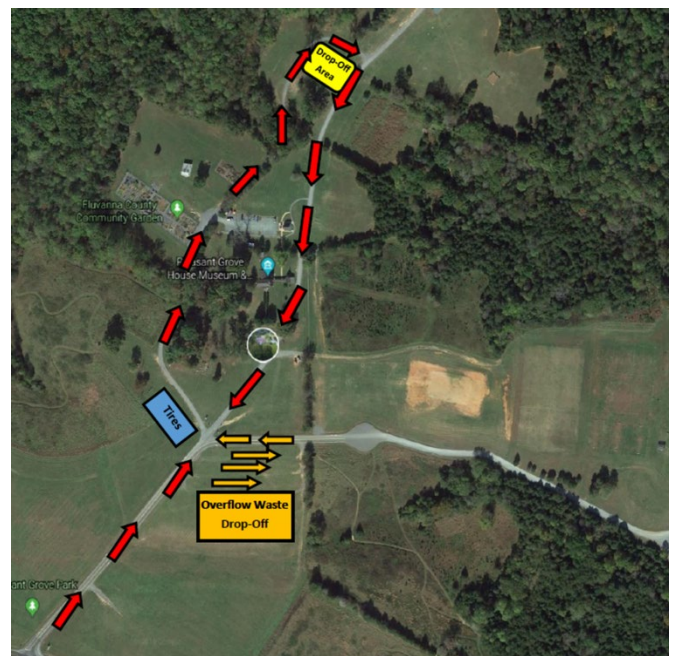
**Announcements and Updates:**

Drive-thru Rabies Clinic

- Saturday, April 24, 2021
- From 9:00 am to 12:00pm
- Fluvanna County High School
  - 1918 Thomas Jefferson Hwy, Palmyra, VA 22963
- \$10 CASH ONLY donation to FSPCA
- Pre-registration form must be picked up at FSPCA, FCSSO, or <https://fspca.org> filled out, and returned PRIOR to rabies clinic

**Announcements and Updates**

- Fluvanna County Tire Drop Off and Hazardous Waste Collection
- Saturday, April 24 from 10am-2pm at Pleasant Grove Park
- No commercial vehicles, no moving trucks, no trailers
- Safe disposal of:
  - old tires (limit 12 per person and must be off rims, no tractor or big rig tires)
  - Gasoline
  - Paints
  - Thinners
  - Solvents
  - Lightbulbs



**Dominion Energy Bremo Power Station Project**

- Dominion Energy has filed a rezoning application for an adjacent parcel to the Bremo Power Station. The rezoning and companion Special Use Permit (SUP) is to build a lined landfill to deposit the residual coal ash from the plant. This is federally and state regulated process.



## Board of Supervisors Minutes

April 14, 2021

- Dominion Energy has to move the 6.2 million cubic yards of coal ash to a lined landfill. The proposed process would eliminate coal ash transportation on public roads and move the ash from an unlined former coal ash pond to a lined landfill.
- This would be a decade long project.
- As future mitigation measures, Dominion Energy has proffered \$49.6 million in improvements:

Fluvanna County – Fork Union Sanitary District	Amount
James River Intake, Pump Station & Raw Water Line	\$7.6 million
Water Treatment Plant, Raw Water Storage Tank & Pump Station	\$15.4 million
New Waterlines and Elevated Storage Tank	\$11.9 million
Engineering	\$0.4 million
Unanticipated Water Project Costs	\$11.8 million
<b>Total</b>	<b>\$47.1 million</b>

Fluvanna County – Parks & Recreation	Amount
Public Amenity/Recreation and Green Infrastructure	\$0.5 million

Virginia Department of Transportation	Amount
Road Improvements Around <u>Bremo Rd.</u> (Route 656)	\$2 million

- Dominion Energy has a website for this project: [www.DominionEnergy.com/BremoCCR](http://www.DominionEnergy.com/BremoCCR) or you can email [BremoCCR@dominionenergy.com](mailto:BremoCCR@dominionenergy.com).
- Dominion Energy will be holding an open house information session on April 29, 2021 from 6-7:30 pm at the Fluvanna Community Center in Fork Union.

## Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Apr 21	7:00 PM	BOS Regular Meeting - Adopt FY22 Budget & CY21 Tax Rate	Library
Wed	Apr 28	7:00 PM	BOS Special Meeting - TBD - Adopt FY22 Budget & CY21 Tax Rate	Library
Wed	May 5	4:00 PM	BOS Regular Meeting	Library
Wed	May 19	7:00 PM	BOS Regular Meeting	Library

**5 - PUBLIC COMMENTS #1**

At 7:10pm, Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:10pm.

**6 - PUBLIC HEARING**

Calendar Year 2021 Tax Rates – Eric Dahl, County Administrator

**Assessment Year**

- When reassessment results in an increase of 1% or more in the total property tax levied, a public hearing must be held. Notice must be given at least 30 days before such hearing.\*
  - 1<sup>st</sup> advertisement ran in the Fluvanna Review on March 4, 2021

**Current and Proposed Tax Rate**

Tax Category	FY21 Adopted	FY22 Proposed
Real Property	\$0.925	<b>\$0.92</b>
Public Service Corp.	\$0.925	<b>\$0.92</b>
Mobile Homes	\$0.925	<b>\$0.92</b>

- Total assessed value of real property increased by 6.87%
- **Equalized Rate: \$0.865**
- **\*Current Advertised FY22 Real Property Tax Rate: \$0.884**

*Tax Rates are per \$100 of Assessed Value*

At 7:14pm, Chair Sheridan opened the Public Hearing.

With no one wishing to speak, Chair Sheridan closed Public Comments at 7:14pm.

Fiscal Year 2022 Budget – Eric Dahl, County Administrator

**Public Hearing Topics**

- FY22-26 Capital Improvements Plan (CIP)
- FY22 Operating Budget
- FY22 Tax Rates
- NOTE: All figures based upon the \$0.844 Advertised Tax Rate

**Total Capital Improvements Plan**

Fiscal Year	Capital Fund
2022	\$25,500,000
2023	\$4,242,540
2024	\$2,976,775
2025	\$5,833,033
2026	\$4,705,814
<b>TOTAL:</b>	<b>\$43,258,162</b>

**Governmental, Capital & Enterprise Summary**

	Adopted Budget FY21	Proposed Budget FY22	Increase/ (Decrease)	% Change
<b>GOVERNMENTAL</b>				
REVENUES	\$ 77,362,980	\$ 84,189,506	\$ 6,826,526	8.8%
EXPENDITURES	\$ 76,152,662	\$ 82,811,426	\$ 6,658,764	8.7%
<b>CAPITAL FUND</b>				
REVENUES	\$ 113,000	\$ 25,100,100	\$ 24,987,000	22,112.4%
EXPENDITURES	\$ 513,000	\$ 25,500,000	\$ 24,987,000	4,870.8%
<b>ENTERPRISE FUND</b>				
REVENUES	\$ 2,311,261	\$ 2,176,473	\$ (134,788)	(5.8)%
EXPENDITURES	\$ 3,121,579	\$ 3,154,553	\$ 32,974	1.1%
<b>TOTAL REVENUES</b>	<b>\$ 79,797,241</b>	<b>\$ 111,465,979</b>	<b>\$ 31,678,738</b>	<b>39.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 79,797,241</b>	<b>\$ 111,465,979</b>	<b>\$ (2,998,618)</b>	<b>39.7%</b>

**Current and Proposed Tax Rates**

Tax Category	FY21 Adopted	FY22 Proposed
Real Property	\$0.925	<b>\$0.884</b>
Mobile Homes	0.925	<b>0.884</b>
Personal Property (Residential)	4.35	<b>4.35</b>
Personal Property (Business)	2.90	<b>2.90</b>
Machinery & Tools	1.90	<b>1.90</b>

Tax Rates are per \$100 of Assessed Value

At 7:21pm, Chair Sheridan opened the Public Hearing.

- Perrie Johnson, 229 Pine Lane, Wrote in to speak in favor of the fiscal year 2022 budget and encouraged the Board to fully fund the School Board's original funding request.

With no one else wishing to speak, Chair Sheridan closed Public Comments at 7:23pm.

**7 - ACTION MATTERS***Firefly and Dominion Fiber Broadband MOU* – Bryan Rothamel, Economic Development Coordinator

- Firefly Fiber Broadband is constructing fiber to the home for residents in the Central Virginia Electric Cooperative footprint.
- Dominion Energy is interested in building fiber to its infrastructure and allowing Firefly Fiber to build laterals off Dominion Energy's planned fiber.

Board of Supervisors Minutes

- Firefly Fiber is interested in studying Fluvanna County’s Dominion Energy footprint for areas underserved by broadband (less than 25/3 mpbs service) for inclusion in its network.
  - This MOU allows Firefly Fiber to study Fluvanna County to a) identify underserved areas b) complete preliminary design to complete a fiber to the home system for universal coverage in Fluvanna County c) project costs and eligible funding mechanisms.
  - There is no projected cost to the County to complete the study. Staff will be available to assist in the project.
  - After completion of the study, the Board of Supervisors will review options to proceed.
- Mrs. Booker asked if there are homes that will not be served due to their location.
    - o If the homes are over 1,000ft from the line, they would ask for cost of labor to bury lines but would work to get fiber to each home.
  - Mr. O’Brien asked if firefly would be giving service to people in the lake
    - o The language of the MOU will only be including unserved or underserved homes.
  - Mr. Sheridan asked for clarification that all CVEC customers should be getting access to Fiber by end of the year
    - o All the major construction should be completed by the end of the first quarter of next year.

<b>MOTION:</b>	Approve the Phase I Memorandum of Understanding between Central Virginia Services, Inc. d/b/a Firefly Fiber Broadband, Virginia Electric and Power Company d/b/a Dominion Energy Virginia, Rappahannock Electric Cooperative and Fluvanna County, and further authorize the County Administrator to execute such agreement subject to the County Attorney’s approval as to form.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

None.

**9 - CONSENT AGENDA**

None.

**10 - UNFINISHED BUSINESS**

*FY22 Budget Discussion* – Eric Dahl, County Administrator

- Mr. Dahl informed the Board to a clerical error in the School Board budget that makes it lower than the amount advertised and does not affect the advertised tax rate of \$0.884.

*Redistricting Update 2021* – Eric Dahl, County Administrator & Kelly Belanger Harris, Assistant County Administrator

- Reapportionment and redistricting is required every 10 years
- Current Election districts and precinct boundaries were established from the 2010 census
- New districts are adopted by ordinance
- Columbia District will lose population equal to the incarcerated population at Fluvanna Women’s Correctional Center (~1000 on April 1, Census Day)
- Board can increase, decrease, or maintain the current number of voting district
- District population reapportionment must be +/- 5%
- County must reapportion and redraw election district boundaries every 10 years in the year ending in one following the decennial census
  - o Latest estimate for arrival of raw Census data is August; adjusted data in September
- Districts must: be compact, contiguous, and have clearly observable boundaries
  - o Waterways, utility easements, roads, Magisterial District boundary lines
- Apply equal population standard
  - o Estimated population: 30,439\*
  - o Five districts = 6,088/district
  - o Deviation: +/- 5% per district; no greater than +/- 10% overall
- 2020 Decennial Census population figures, as adjusted by the Division of Legislative Services

Board of Supervisors Minutes

- Women’s Prison population on April 1, 2020 = 1,062
- Local governing body members and redrawn/reapportioned districts

*\*Populations estimates updated to account for census blocks and additional addresses added since April 1, 2010. This estimate does not account for any housing vacancies.*

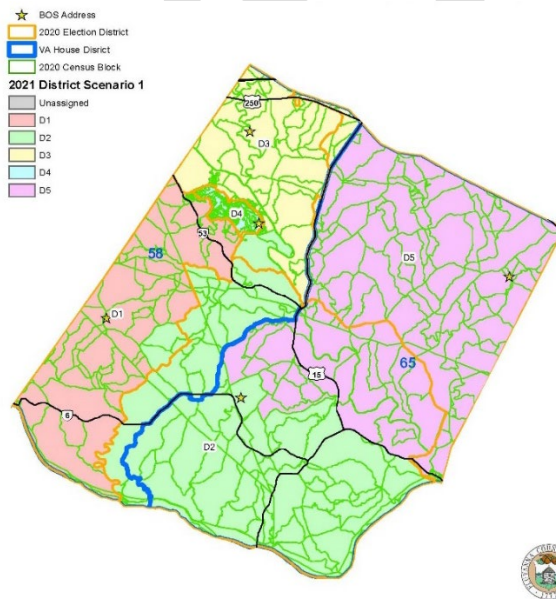
**Population Projection 2021**

Election District	New Addresses 2011-2020	2010 Population	2020 Projection	Population Added 2011 - 2020	Deviation from 5,570	% Deviation
Columbia	179	5,187	4,586	461.82	-984	17.66%
Cunningham	247	5,229	5,866	637.26	296	5.30%
Fork Union	227	4,650	5,236	585.66	-334	6.00%
Palmyra	499	5,355	6,642	1,287.42	1,072	19.24%
Rivanna	97	5,270	5,520	250.26	-50	0.01%
<b>TOTAL</b>	<b>1249</b>	<b>25,691</b>	<b>27,850</b>	<b>3222.42</b>		
	2.58 household					
				1062 prison		278.5

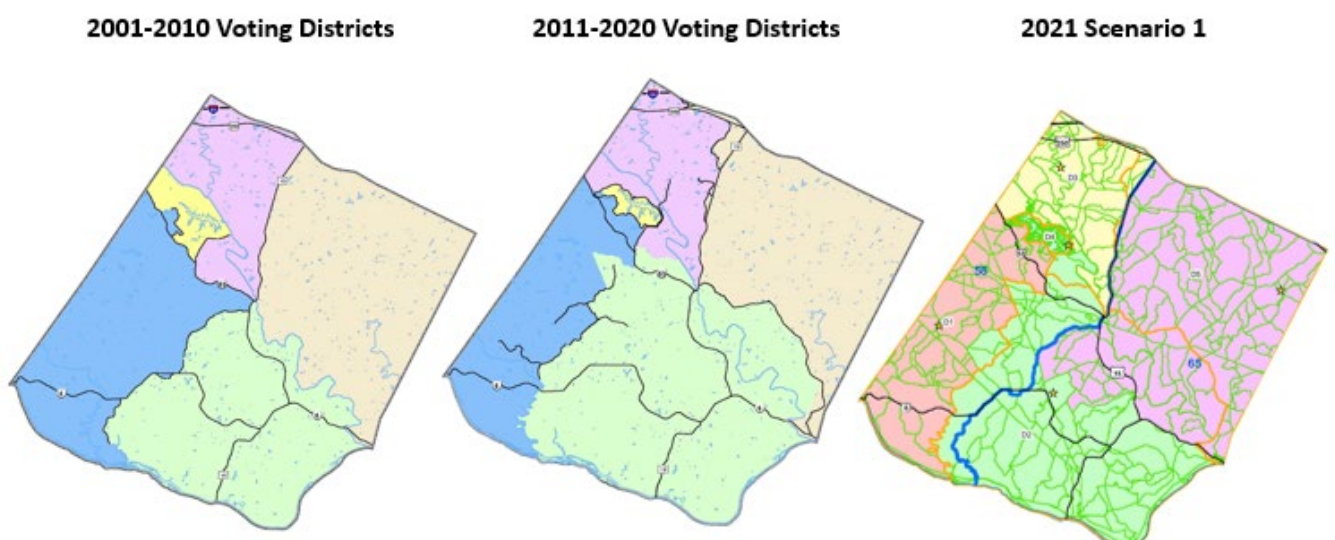
Voting Precincts must be wholly contained within Virginia State district lines

- Columbia District/Precinct: sits in two Virginia House Districts
  - Could potentially resolve by moving the county voting district boundary
- Fork Union District/Precinct: sits in two Virginia House Districts
  - Seems unlikely could be resolved into one House District
  - Would need to add an additional precinct in order to be in compliance with State law
  - \$30,000 1<sup>st</sup> year; \$10,000/year thereafter

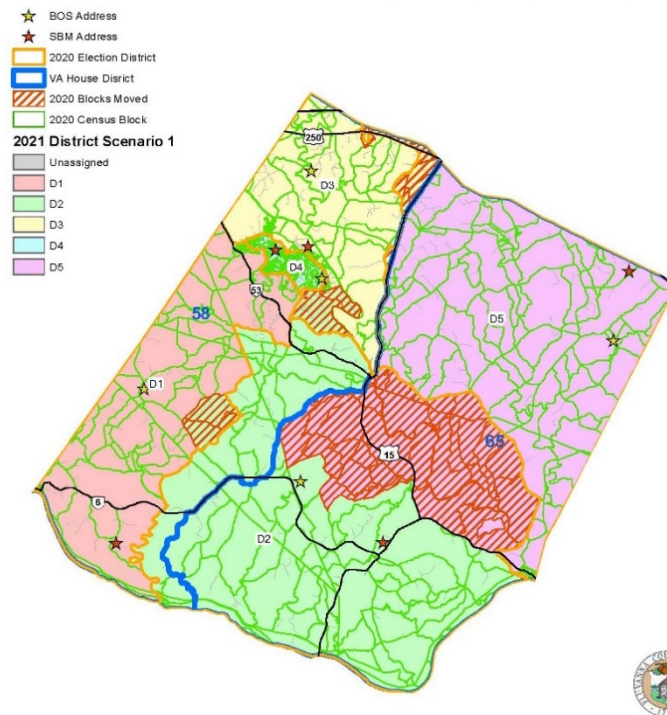
**2021 District Scenario 1**



**Voting Districts 2001 – present**



Board of Supervisors Minutes  
 Redistricting Scenario – Census Blocks Reassigned



After a lengthy discussion, the Board of Supervisors directed staff to continue exploring redistricting scenario #1, containing five districts. The Board took a poll to see who would like fine-tuning of the five districts already established, instead of exploring options with 6 or more districts due to lack of census information that will not be released until later this year. Mr. Weaver and Mr. O’Brien abstained due to their role on the Redistricting Committee. Mrs. Booker and Mrs. Eager voted to maintain the five districts and Mr. Sheridan voted no to the five to explore options with more districts.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 9:17pm 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 9:17pm.

**13 - CLOSED MEETING**

None.

**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, April 14, 2021 at 9:18pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion		Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
 Caitlin Solis  
 Clerk to the Board

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



Board of Supervisors Minutes  
Public Comments:

Please read the following comment during the FY 22 budget public hearing on April 14:

To the Fluvanna Board of Supervisors,

Though I am Chair of the Fluvanna County Public School Board, I submit this comment strictly on my own behalf.

Thank you all for your thoughtful consideration of the fiscal year 22 budget currently approved by the Fluvanna School Board. Each year at this time, I encourage you to fully fund our original request, but with absolute confidence that your final decision will reflect what you believe is best for the whole of Fluvanna. This year I encourage you to approve our original request just a little more fervently. As we finally bring students back full time next year, we have a lot of work to do, and we need your help. While you already make an enormous contribution toward our children's education, full funding for next year goes one step further and contributes toward our children's recovery. I hope you'll agree.

In appreciation,

Perrie Johnson  
229 Pine Lane  
Fork Union

DRAFT





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

**TAB K**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	FY21 Animal Friendly Supplemental Appropriation				
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors approve a supplemental appropriation of:</b></p> <ul style="list-style-type: none"> <li><b>\$320.46 to the Animal Shelter FY21 budget from the Commonwealth of Virginia Department of Motor Vehicles for Animal Friendly License plate receipts</b></li> </ul>				
<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>	Liz McIver – Management Analyst				
<b>PRESENTER(S):</b>	Liz McIver – Management Analyst				
<b>RECOMMENDATION:</b>	Recommend Approval				
<b>TIMING:</b>	Effective Immediately				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>The Virginia Department of Motor Vehicles collects fees from the sale of Animal Friendly plates. A portion of these fees are then remitted to the locality based on the number of registered vehicles in the locality utilizing the “special interest” plate. It is required these funds be used for dog and cat sterilization. These funds are passed through to the Fluvanna County SPCA for use in their sterilization program.</li> </ul>				
<b>FISCAL IMPACT:</b>	Approval of the motion will allow finance to increase the appropriate FY21 revenues and expenses.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



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

**TAB L**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	FY21 3rd Quarter Voluntary Contributions				
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors approve the following supplemental appropriations for FY21 3<sup>rd</sup> Quarter Voluntary Contributions:</b></p> <ul style="list-style-type: none"> <li>• <b>\$1,553.75 – Sheriff’s Office: Volunteer Programs: Other Oper. Supplies</b></li> </ul>				
<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>	Liz McIver, Management Analyst				
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The Board of Supervisors approved the “Fluvanna County Voluntary Contributions Program Policy” on August 7 <sup>th</sup> , 2013, with the program to become effective September 1 <sup>st</sup> , 2013				
<b>FISCAL IMPACT:</b>	This supplemental appropriation would authorize staff to increase donation revenue and Sheriff Office expenditures.				
<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
		X			



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

**TAB M**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	FY21 Facilities Department Insurance Claim –2015 GMC Savannah VIN# 2486				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$4,300.36 to the FY21 Facilities’ Vehicle Repair &amp; Maintenance Budget to reflect reimbursement from a VACORP insurance claim.</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>	Liz Mclver, Management Analyst				
<b>PRESENTER(S):</b>	Liz Mclver, Management Analyst				
<b>RECOMMENDATION:</b>	Recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<p>A 2015 GMC Savannah (VIN# 2486) hit a deer and was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$4,300.36.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY21 Facilities Budget by \$4,300.36.				
<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
		X			





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

**TAB N**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	FY21 Sheriff Department Insurance Claim – 2019 Dodge Charger VIN# 2558				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$1,402.50 to the FY21 Sheriff Vehicle Repair &amp; Maintenance Budget to reflect reimbursement from a VACORP insurance claim.</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>	Liz Mclver, Management Analyst				
<b>PRESENTER(S):</b>	Liz Mclver, Management Analyst				
<b>RECOMMENDATION:</b>	Recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<p>A 2019 Dodge Charger (VIN# 2558) hit a deer while on patrol and was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$1,402.50.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY21 Sheriff Budget by \$1,402.50.				
<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
		X			

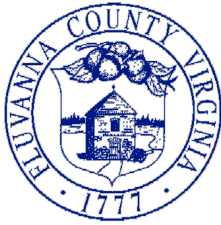


**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB O**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	FY21 Facilities Department Insurance Claim –2012 Ford F-250 VIN# 4087				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$3,021.47 to the FY21 Facilities’ Vehicle Repair &amp; Maintenance Budget to reflect reimbursement from a VACORP insurance claim.</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>	Liz McIver, Management Analyst				
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst				
<b>RECOMMENDATION:</b>	Recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<p>A 2012 Ford F-250 (VIN# 4087) was in an accident while plowing snow in the parking lot and was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$3,021.47.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY21 Facilities Budget by \$3,021.47.				
<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
		X			





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS 2021-04-21 p.151/326  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

**TAB P**

## MEMORANDUM

**Date:** April 21, 2021  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** **Accounts Payable Report for March 2021**

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

<b>CATEGORY</b>	<b>AMOUNT</b>
General	\$1,174,761.74
Capital Improvements	\$136,038.84
Debt Service	\$32,671.88
Sewer	\$1,988.99
Fork Union Sanitary District	\$14,331.46
Zion Crossroads Water & Sewer	\$259,649.34
<b>TOTAL AP EXPENDITURES</b>	<b>\$1,619,442.25</b>
Payroll	\$898,726.30
<b>TOTAL</b>	<b>\$2,518,168.55</b>


### MOTION

I move the Accounts Payable and Payroll be ratified for March 2021 in the amount of **\$2,518,168.55**.

Encl:  
AP Report





	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna</b>		<b>From Date: 3/1/2021</b>					
2	<b>Accounts Payable List</b>		<b>To Date: 3/31/2021</b>					
3								
4								
5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
6	<b>Fund # - 100 GENERAL FUND</b>							
7	<b>GENERAL FUND</b>							
8	D. KENT GILLIAM, P.C	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 020521	84609	2/5/2021	3/8/2021	279.42	
9	D. KENT GILLIAM, P.C	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 021921	84928	2/19/2021	3/8/2021	279.42	
10	D. KENT GILLIAM, P.C	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 030521	85224	3/5/2021	3/31/2021	279.42	
11	D. KENT GILLIAM, P.C	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 031921	85636	3/19/2021	3/31/2021	279.42	
12	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 021921	84926	2/19/2021	3/8/2021	237.43	
13	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 020521	84607	2/5/2021	3/8/2021	270.82	
14	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 030521	85222	3/5/2021	3/31/2021	243.14	
15	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 031921	85634	3/19/2021	3/31/2021	252.75	
16	JOSEPH & VONDA CRANE	CUSTOMERS	SIGN DEPOSIT REFUND	ZMP20:0003	3/1/2021	3/8/2021	90.00	
17	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 020521	84608	2/5/2021	3/8/2021	570.76	
18	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 021921	84927	2/19/2021	3/8/2021	599.32	
19	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 031921	85635	3/19/2021	3/31/2021	586.01	
20	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 030521	85223	3/5/2021	3/31/2021	587.03	
21						<b>Total:</b>	<b>\$4,554.94</b>	
22								
23	<b>REAL ESTATE TAXES</b>							
24	CORELOGIC CENTRALIZED REFUNDS	R E 2020 - 1ST	RE 2020 50-14-3	85852	3/26/2021	3/30/2021	16.13	
25	FREEDOM MORTGAGE	R E 2020 - 1ST	RE 2020 17-27-52	85842	3/26/2021	3/30/2021	404.39	
26	GAMAGE, JASON H & MICHELLE L	R E 2020 - 1ST	RE 2020 51A-1-15	85853	3/26/2021	3/30/2021	156.10	
27	JURICK, PATRICIA K	R E 2019 - 1ST	RE 2019 29-10-2	85030	2/25/2021	3/8/2021	47.64	
28	JURICK, PATRICIA K	R E 2019 - 2ND	RE 2019 29-10-2	85030	2/25/2021	3/8/2021	47.64	
29	JURICK, PATRICIA K	R E 2020 - 1ST	RE 2020 29-10-2	85032	2/25/2021	3/8/2021	47.64	
30	JURICK, PATRICIA K	R E 2020-2ND	RE 2020 29-10-2	85032	2/25/2021	3/8/2021	47.64	
31	MAYO, C RUSSELL & MARSHA	R E 2020 - 1ST	RE 2020 18A-5-197	85854	3/26/2021	3/30/2021	222.03	
32	WELLS FARGO	R E 2018 - 1ST	RE 2018 48-7-3	85841	3/26/2021	3/30/2021	94.05	
33	ZIEHM, DANIEL	R E 2020-2ND	RE 2020 53-12-17	85031	2/25/2021	3/8/2021	339.55	
34						<b>Total:</b>	<b>\$1,422.81</b>	
35								
36	<b>PERSONAL PROPERTY TAXES</b>							
37	CAB EAST LLC	P P 2018 - 1ST	PP 2018 200041-1FMCU0GX4EUB56445	85033	2/25/2021	3/8/2021	151.41	
38	CAB EAST LLC	P P 2018 - 2ND	PP 2018 200041-1FMCU0GX4EUB56445	85033	2/25/2021	3/8/2021	151.40	
39	VW CREDIT LEASING LTD	P P 2020 - 1ST	PP 2020 2825-3VWD67AJ6GM374827	85034	2/25/2021	3/8/2021	141.22	
40	VW CREDIT LEASING LTD	P P 2020 - 2ND	PP 2020 2825-3VWD67AJ6GM374827	85034	2/25/2021	3/8/2021	141.22	
41						<b>Total:</b>	<b>\$585.25</b>	



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42								
43	<b>OTHER LOCAL TAXES</b>							
44	CAB EAST LLC	ADMIN FEE VEHICLE LICENSE	PP 2018 200041-1FMCU0GX4EUB56445	85033	2/25/2021	3/8/2021	33.00	
45	ESTES, SHANIA LYNN	ADMIN FEE VEHICLE LICENSE	PP 2020 9584	85844	3/26/2021	3/30/2021	40.00	
46	ESTES, SHANIA	ADMIN FEE VEHICLE LICENSE	PP 2019 1902	85843	3/26/2021	3/30/2021	109.39	
47	ESTES, SHANIA	ADMIN FEE VEHICLE LICENSE	PP 2020 1902	85849	3/26/2021	3/30/2021	28.00	
48	FAULKNER, SETH ISAAC	ADMIN FEE VEHICLE LICENSE	PP 2020 25223	85021	2/24/2021	3/8/2021	40.67	
49	FREE, DANIEL CHRISTOPHER	ADMIN FEE VEHICLE LICENSE	PP 2020 18122	85845	3/26/2021	3/30/2021	41.65	
50	FUNCK, MADISON LYNN	ADMIN FEE VEHICLE LICENSE	PP 2020 25309	85846	3/26/2021	3/30/2021	45.00	
51	GODLEWSKI, CRISTINA MARIE	ADMIN FEE VEHICLE LICENSE	PP 2020 6599	85022	2/24/2021	3/8/2021	34.99	
52	KLAUDER, CHARLES HENRY	ADMIN FEE VEHICLE LICENSE	PP 2020 225829	85023	2/24/2021	3/8/2021	219.15	
53	LINDSEY, NICHOLAS	ADMIN FEE TRAILER LICENSE	PP 2020 225899	85847	3/26/2021	3/30/2021	19.24	
54	LOPEZ, MARIA R	ADMIN FEE VEHICLE LICENSE	PP 2020 19621	85848	3/26/2021	3/30/2021	215.04	
55	MCCULLIN JR, WILLIAM RAYMOND	ADMIN FEE VEHICLE LICENSE	PP 2020 19874	85024	2/24/2021	3/8/2021	9.62	
56	MCDANIEL, SETH ALAN	ADMIN FEE VEHICLE LICENSE	PP 2020 10474	85025	2/24/2021	3/8/2021	207.36	
57	MCDANIEL, SETH ALAN	ADMIN FEE VEHICLE LICENSE	PP 2020 26045	85026	2/24/2021	3/8/2021	37.95	
58	STANLEY, CHASE PHILLIP	ADMIN FEE VEHICLE LICENSE	PP 2020 7888	85850	3/26/2021	3/30/2021	32.83	
59	SUTPHIN, CHARLES THOMAS	ADMIN FEE VEHICLE LICENSE	PP 2020 226522	85027	2/24/2021	3/8/2021	35.00	
60	TRAUCO, OMAR ALEXANDER	ADMIN FEE VEHICLE LICENSE	PP 2020 26847	85028	2/24/2021	3/8/2021	14.82	
61	VW CREDIT LEASING LTD	ADMIN FEE VEHICLE LICENSE	PP 2020 2825-3VVD67AJ6GM374827	85034	2/25/2021	3/8/2021	33.00	
62	WATSON III, WILLIAM HENLEY	ADMIN FEE VEHICLE LICENSE	PP 2020 12056	85851	3/26/2021	3/30/2021	45.00	
63	WERMANN, JOSEPH CARL	ADMIN FEE VEHICLE LICENSE	PP 2020 212887	85029	2/24/2021	3/8/2021	328.06	
64								
65								
66	<b>MISCELLANEOUS</b>							
67	LAKE MONTICELLO FIRE & RESCUE	SALE OF SALVAGE AND	REIMB OF SALE OF VEHICLE THROUGH GOV	031021	3/10/2021	3/12/2021	8,300.00	
68								
69								
70	<b>BOARD OF SUPERVISORS</b>							
71	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	27.01	
72	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	102.29	
73	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	127.14	
74	DONALD WEAVER	MILEAGE ALLOWANCES	REIMBURSEMENT	030121	3/1/2021	3/8/2021	36.22	
75	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING/ZMP AD	2021F6-11	2/11/2021	3/8/2021	135.19	
76	FLUVANNA REVIEW	ADVERTISING	NOTICE OF PROPOSED REAL PROPERTY	2021F9-12	3/4/2021	3/12/2021	82.69	
77	FLUVANNA REVIEW	ADVERTISING	RATE NOTICE, AD	2021F11-10	3/18/2021	3/26/2021	82.69	

**Total: \$1,569.77**

**Total: \$8,300.00**

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78	FLUVANNA REVIEW	ADVERTISING	RATE NOTICE, AD	22021F10-9	3/11/2021	3/26/2021	82.69	
79	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	147.54	
80						<b>Total:</b>	<b>\$823.46</b>	
81								
82	<b>COUNTY ADMINISTRATOR</b>							
83	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	223.00	
84	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	223.00	
85	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	225.26	
86	MUNICIPAL CODE CORPORATION	CONTRACT SERVICES	MYMUNICODE 1/1/2021-12/31/2021	00353365	1/8/2021	3/8/2021	1,395.00	
87	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	11.79	
88	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	0016992100	2/23/2021	3/12/2021	589.17	
89	PITNEY BOWES	LEASE/RENT	FLUVANNA COUNTY ADMIN	3311343143	1/1/2021	3/19/2021	589.17	
90	SCOTT MILLER	OTHER OPERATING	ORANGE MARKING FLAGS	032421	3/24/2021	3/26/2021	4.20	
91	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	231.52	
92	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	62.43	
93	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	40.50	
94						<b>Total:</b>	<b>\$3,595.04</b>	
95								
96	<b>COUNTY ATTORNEY</b>							
97	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL GENERAL/REAL	030121	2/28/2021	3/8/2021	10,000.00	
98	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL GENERAL/REAL	030121	2/28/2021	3/8/2021	1,462.00	
99	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL- REAL	LEGAL GENERAL/REAL	030121	2/28/2021	3/8/2021	31.00	
100	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL SPECIAL	030121 01	3/1/2021	3/8/2021	215.00	
101	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL GENERAL/REAL	030121	2/28/2021	3/8/2021	5,071.50	
102						<b>Total:</b>	<b>\$16,779.50</b>	
103								
104	<b>COMMISSIONER OF THE REVENUE</b>							
105	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	8.73	
106	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE 02/01/21-02/15/21	SQLCD-663596	2/15/2021	3/8/2021	22.41	
107	NADA USED CAR GUIDE	PROFESSIONAL SERVICES	SERVICE BUREAU W/ M & A ADJ	INV-US73815	3/9/2021	3/12/2021	4,314.18	
108	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	NEW CONSTRUCTION WORKED AND DATA	#8-NEW	3/10/2021	3/19/2021	2,656.00	
109	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	0016652684	2/23/2021	3/12/2021	458.88	
110	RECTOR & VISITORS OF THE	DUES OR ASSOCIATION	COR RECERTIFICATION	10029	3/9/2021	3/12/2021	80.00	
111	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	83.79	
112	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	135.88	
113	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET PUBLIC SITE	9624	2/28/2021	3/12/2021	300.00	



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114	V.A.A.O.	DUES OR ASSOCIATION	VAAO MEMBERSHIP	031021	3/10/2021	3/19/2021	35.00	
115	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	40.50	
116						<b>Total:</b>	<b>\$8,135.37</b>	
117								
118	<b>BOARD OF EQUALIZATION</b>							
119	FLUVANNA REVIEW	ADVERTISING	REAL ESTATE ASSESSMENT PUBLIC NOTICE	2021F6-10	2/11/2021	3/8/2021	135.19	
120	FLUVANNA REVIEW	ADVERTISING	REAL ESTATE ASSESSMENT PUBLIC NOTICE	2021F7-14	2/18/2021	3/8/2021	135.19	
121	FLUVANNA REVIEW	ADVERTISING	PUBLIC NOTICE 2021 MEETING DATES	2021F8-9	2/25/2021	3/8/2021	135.19	
122						<b>Total:</b>	<b>\$405.57</b>	
123								
124	<b>TREASURER</b>							
125	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BOISE COLORED PAPER/OFFITECTURE	11K1-XTD6-3TV1	2/19/2021	3/8/2021	24.54	
126	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TONER CARTRIDGE REPLACEMENT	1N4D-X1K9-4K9Q	2/19/2021	3/8/2021	60.99	
127	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	ASSORTED FILE FOLDERS	19JQ-61LL-G16C	3/3/2021	3/12/2021	15.98	
128	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	RUBBER STAMP/PRINTER PAPER	1X4N-G9VX-N67Y	3/7/2021	3/19/2021	58.76	
129	BMS DIRECT	PRINTING AND BINDING	DATA PROCESSING TREASURER'S OFFICE	149283	2/28/2021	3/12/2021	79.88	
130	BMS DIRECT	PRINTING AND BINDING	DATA PROCESSING	149282	2/28/2021	3/12/2021	1,438.91	
131	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	125.00	
132	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	125.00	
133	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	125.00	
134	POSTMASTER	POSTAL SERVICES	POST OFFICE BOX SERVICE FEE ANNUAL	030921 001	3/5/2021	3/12/2021	212.00	
135	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	40.50	
136	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	CORRECT PAYMENT AMOUNT	031621	3/16/2021	3/26/2021	20.00	
137						<b>Total:</b>	<b>\$2,326.56</b>	
138								
139	<b>INFORMATION TECHNOLOGY</b>							
140	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	IT SUPPLIES	114-2022064-	2/16/2021	3/8/2021	30.22	
141	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	IT SUPPLIES	114-4342132-	2/17/2021	3/8/2021	33.13	
142	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	ESR TRIFOLD CASE FOR IPAD	1G1F-CNG4-JVHR	1/29/2021	3/19/2021	19.98	
143	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	CABLE/KELIYO HDMI SPLITTER	1NJR-9VM4-FHJ7	3/15/2021	3/19/2021	34.68	
144	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	10 PK QUANTUM TAPE CARTRIDGE	176W-LX77-4YH9	3/8/2021	3/26/2021	138.99	
145	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	SYNOLOGY 2 BAY NAS DISK STATION	1KWH-4K4D-XPXR	3/22/2021	3/26/2021	668.82	
146	ATLANTIC UNION BANK	LEASE/RENT	SAFE DEPOSIT BOX RENT 1YR	310000211	2/26/2021	3/12/2021	125.00	
147	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	19.00	
148	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	25.00	
149	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	52.99	





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150	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	62.56	
151	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	159.98	
152	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	167.94	
153	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	435.74	
154	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	57.00	
155	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	57.00	
156	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	57.00	
157	DELL MARKETING, L.P.	EDP EQUIPMENT	DELL M.2 SATA CLASS 2280 STATE DRIVE	10464893318	2/16/2021	3/8/2021	1,359.83	
158	DELL MARKETING, L.P.	EDP EQUIPMENT	DELL M.2 CLASS 35 2230 SOLID STATE DRIVE	10469791816	3/2/2021	3/12/2021	899.90	
159	DELL MARKETING, L.P.	EDP EQUIPMENT	DELL 24 MONITOR QTY 4 EA	10473344355	3/16/2021	3/26/2021	701.96	
160	DELL MARKETING, L.P.	EDP EQUIPMENT	OPTIPLEX 5080 SFF XCTO	10473112778	3/10/2021	3/26/2021	897.35	
161	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	(\$253.85)	
162	SUMMIT BUSINESS ASSOC., INC.	PROFESSIONAL SERVICES	TASK/TICKET	2021038	2/16/2021	3/26/2021	1,893.76	
163	TYLER TECHNOLOGIES	ADP SERVICES	APPLICATION SERVICES	045-330432	3/1/2021	3/8/2021	41,881.89	
164	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	3,058.78	
165	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	128.22	
166						<b>Total:</b>	<b>\$52,712.87</b>	
167								
168	<b>FINANCE</b>							
169	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	QTY 2 REMANU TONER	1KDW-J7L3-FPFT	3/1/2021	3/8/2021	241.38	
170	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	171.71	
171	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	171.71	
172	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	197.56	
173	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	302.97	
174	ROBINSON, FARMER, COX	PROFESSIONAL SERVICES	AUDIT FINANCIAL JUNE30 2020	73246	3/5/2021	3/12/2021	43,660.00	
175	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	(\$134.99)	
176	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	110.60	
177	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	40.50	
178						<b>Total:</b>	<b>\$44,761.44</b>	
179								
180	<b>REGISTRAR/ELECTORAL BOARD</b>							
181	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY BILLING 12/30/20-1/29/21	094448	2/25/2021	3/12/2021	155.00	
182	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	23.16	
183	PITNEY BOWES INC	POSTAL SERVICES	FLUVANNA CO REGISTRARS OFFICE	1016550089	1/17/2021	3/19/2021	65.74	
184	PITNEY BOWES INC	POSTAL SERVICES	FLUVANNA COUNTY REGISTRARS OFFICE	1016550088	1/1/2021	3/19/2021	598.43	
185	PITNEY BOWES	LEASE/RENT	FLUVANNA CO REGISTRAR'S OFFICE	3312248375	1/1/2021	3/19/2021	498.45	





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186	PITNEY BOWES	LEASE/RENT	FLUVANNA COUNTY REGISTRAR'S OFFICE	3312802658	1/1/2021	3/19/2021	498.45	
187	POSTMASTER	POSTAL SERVICES	PO BOX FEE PAYMENT ANNUAL	030921 003	3/11/2021	3/12/2021	56.00	
188	THE SUPPLY ROOM	OFFICE SUPPLIES	TRP POWER, UPS, 750, VA, USB	4148303-0	10/15/2020	3/19/2021	172.62	
189	TREASURY OF VIRGINIA	OTHER OPERATING	ELECTION CARES ACT GRANT FOR 2020	FLUVANNA	3/12/2021	3/12/2021	10,987.32	
190	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	210.81	
191	VEBA	CONVENTION AND	2021 MEMBERSHIP APPLICATION AND DUES	031221	3/12/2021	3/19/2021	180.00	
192	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	45.50	
193								
194						<b>Total:</b>	<b>\$13,491.48</b>	
195	<b>HUMAN RESOURCES</b>							
196	ANTHEM EAP	PROFESSIONAL SERVICES	EMPLOYEE ASSISTANCE PROGRAM MARCH	100188	3/1/2021	3/8/2021	25.80	
197	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	118.67	
198	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	19.99	
199	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	45.00	
200	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	114.00	
201	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	125.00	
202	BANK OF AMERICA	EMPLOYEE RECOGNITION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	90.00	
203	BANK OF AMERICA	MILEAGE ALLOWANCES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	6.16	
204	BANK OF AMERICA	MILEAGE ALLOWANCES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	11.71	
205	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	17.17	
206	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	17.17	
207	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	54.35	
208	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	54.35	
209	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	54.35	
210	FLUVANNA REVIEW	RECRUITMENT	AD CONVENIENCE CENTER ATTD/DIRECTOR	2021F11-11	3/18/2021	3/26/2021	166.00	
211	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	135.71	
212	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	753.29	
213	VIRGINIA EMPLOYMENT COMMISSION	FULL-TIME SALARIES &	JR LOWERY	012221	1/22/2021	3/8/2021	555.93	
214								
215						<b>Total:</b>	<b>\$2,364.65</b>	
216	<b>GENERAL DISTRICT COURT</b>							
217	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	134.00	
218	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	134.00	
219	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	134.00	
220	PITNEY BOWES	MAINTENANCE CONTRACTS	LEASING CHARGES	0011043397	2/23/2021	3/12/2021	171.15	
221	POSTMASTER	MAINTENANCE CONTRACTS	POST OFFICE BOX SERVICE FEE ANNUAL	030921 002	3/9/2021	3/12/2021	122.00	



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222							<b>Total:</b>	<b>\$695.15</b>
223								
224	<b>COURT SERVICE UNIT</b>							
225	POSTMASTER	POSTAL SERVICES	PO BOX FEE 1 YR/FLUVANNA CO COURT	030821	3/8/2021	3/12/2021		122.00
226							<b>Total:</b>	<b>\$122.00</b>
227								
228	<b>CLERK OF THE CIRCUIT COURT</b>							
229	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	OTECH BATTERY COMPATIBLE FOR MITEL	1VRR-3YY9-JDQ1	3/9/2021	3/19/2021		25.50
230	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SHARPIE ACCENT LIQUID PEN STYLE	1HX3-L6VP-CXVX	3/11/2021	3/19/2021		15.69
231	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	NOTE CARDS	143P-6DQL-CP93	3/11/2021	3/19/2021		78.59
232	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021		116.29
233	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021		116.29
234	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021		217.00
235	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021		217.00
236	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021		116.29
237	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021		217.00
238	CANON SOLUTIONS AMERICA, INC.	OFFICE SUPPLIES	SUPPLY COPIER	147194182	3/3/2021	3/12/2021		102.00
239	LEGAL DIRECTORIES PUBLISHING CO,	BOOKS/PUBLICATIONS	2020-21 VIRGINIA LEGAL DIRECTORY	0508089-IN	3/2/2021	3/26/2021		8.75
240	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES PER CONTRACT	54879	3/15/2021	3/19/2021		2,541.67
241	LOGAN SYSTEMS, INC.	TECHNOLOGY TRUST FUND	DAYFORWARDDEEDS, WILLS &	54880	3/15/2021	3/19/2021		1,191.40
242	LOGAN SYSTEMS, INC.	TECHNOLOGY TRUST FUND	REMOTE ACCESS (INTERNET) 7/1/20-6/30/21	54881	3/15/2021	3/19/2021		6,000.00
243	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021		115.02
244	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021		65.75
245	U.S. POSTAL SERVICE	POSTAL SERVICES	USPS (POSTAGE BY PHONE) METER	031621	3/16/2021	3/19/2021		1,500.00
246							<b>Total:</b>	<b>\$12,644.24</b>
247								
248	<b>CIRCUIT COURT JUDGE</b>							
249	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	ASTROBRIGHTS MEGA COLLECTION,	1KW3-GRYT-6LXR	3/4/2021	3/12/2021		29.58
250	ANTHONY SCOTT KIDD	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-3	2/22/2021	3/8/2021		30.00
251	DEBORAH S WADE	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-6	2/22/2021	3/8/2021		30.00
252	DONNA I SHERIDAN	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-5	2/22/2021	3/8/2021		30.00
253	MARY LYNN WEAVER	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-7	2/22/2021	3/8/2021		30.00
254	MARY NEIFEERT	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-4	2/22/2021	3/8/2021		30.00
255	STEPHEN ROBERT FEAGENS	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-2	2/22/2021	3/8/2021		30.00
256	WENDELL E BARKER	COMPENSATION-GRAND	GRAND JURY SERVICE: 02/22/2021	GJ022021-1	2/22/2021	3/8/2021		30.00
257							<b>Total:</b>	<b>\$239.58</b>



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258								
259	<b>COMMONWEALTH ATTY</b>							
260	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	LEXIS NEXIS (FEBRUARY 2021)	3093134946	2/28/2021	3/8/2021	145.00	
261	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	EQUIPMENT AND SERVICES	8000909009948667	3/15/2021	3/26/2021	63.15	
262	POSTMASTER	LEASE/RENT	PO BOX SERVICE FEE	BOX#116	3/5/2021	3/12/2021	76.00	
263	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	202.55	
264	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	87.58	
265	STAPLES CONTRACT & COMMERCIAL,	OTHER OPERATING	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	90.19	
266	TREASURER OF VIRGINIA	DUES OR ASSOCIATION	CERTIFICATE OF GOOD STANDING (VA	030221	3/2/2021	3/8/2021	20.00	
267	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	81.00	
268	VIRGINIA ASSOCIATION OF	DUES OR ASSOCIATION	VACA DUES	8822	3/3/2021	3/8/2021	700.00	
269						<b>Total:</b>	<b>\$1,465.47</b>	
270								
271	<b>SHERIFF</b>							
272	ABSOLUTE PLUMBING & DRAIN	BUILDING	SHERIFF'S OFFICE EVIDENCE TRAILOR	14989-IJE	2/24/2021	3/8/2021	800.00	
273	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BRAKE ROTOR SCREW	7306103952733	2/8/2021	3/8/2021	5.21	
274	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BRK ROTOR FRONTLINE	7306103952721	2/8/2021	3/8/2021	192.77	
275	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	PEAK-20 BKY WW/HEADLIGHT-SLVSTER ULT	7306107027299	3/11/2021	3/19/2021	40.60	
276	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SAMSUNG TAB BOOKCOVER KEYBOARD	1G4M-916L-31C4	2/15/2021	3/26/2021	69.99	
277	AMAZON CAPITAL SERVICES	POLICE SUPPLIES	SANDISK 8GB/VIDEOSECU/SEAGATE	16Y1-HW19-1F3M	1/4/2021	3/8/2021	376.75	
278	AMAZON CAPITAL SERVICES	POLICE SUPPLIES	POWER CORD	1KW3-GRYT-4V4C	3/4/2021	3/12/2021	12.12	
279	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	TROUSERS/FEE HEMMING TROUSERS	00057654	2/10/2021	3/8/2021	110.28	
280	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	PERFORMANCE POLO SHIRTS	00057742	3/3/2021	3/12/2021	100.77	
281	AT&T 286-3642	TELECOMMUNICATIONS	MONTHLY CHARGES	7305055828001	2/6/2021	3/8/2021	83.97	
282	AT&T 286-3642	TELECOMMUNICATIONS	SHERIFFS OFFICE MONTHLY CHARGES	7305055828001	3/6/2021	3/26/2021	134.89	
283	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	150.00	
284	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	185.68	
285	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	400.00	
286	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	75.00	
287	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	134.50	
288	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	73.62	
289	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	81.75	
290	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT/BALANCE SQUAD CAR	FCSD058	2/22/2021	3/8/2021	24.00	
291	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT/BALANCE/DISPOSAL	FCSD059	2/25/2021	3/8/2021	96.00	
292	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	ROTATE TIRES	FCSD060	3/4/2021	3/12/2021	20.00	
293	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	80.95	

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294	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	80.95	
295	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	80.95	
296	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	441.00	
297	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	441.00	
298	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	CONTRACT	26389497	3/13/2021	3/26/2021	441.00	
299	CENTRAL BATTERY SPECIALIST	POLICE SUPPLIES	FLUVANNA SHERIFF	38267	2/11/2021	3/8/2021	70.00	
300	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES SHERIFFS OFFICE	309797542 021621	2/16/2021	3/8/2021	1.46	
301	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES/SHERIFF'S OFFICE	310191749 021621	2/16/2021	3/8/2021	1,068.65	
302	CENTURYLINK	TELECOMMUNICATIONS	SHERIFFS OFFICE MONTHLY CHARGES	309903768 030721	3/7/2021	3/26/2021	161.57	
303	CENTURYLINK	TELECOMMUNICATIONS	FLUVANNA CO SHERIFFS OFFICE	309797542 031621	3/16/2021	3/26/2021	180.72	
304	CLEAR COMMUNICATIONS AND	PROFESSIONAL SERVICES	TUNING FORKS	123311	2/8/2021	3/8/2021	36.00	
305	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	DEPOT LEVEL REPAIR	123405	2/22/2021	3/8/2021	387.50	
306	COVERTTRACK GROUP	INVESTIGATIVE SERVICES	RENEWAL (1YR)	43411	3/22/2021	3/26/2021	720.00	
307	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	HAVIS, SIDE ARMREST	18879	1/25/2021	3/8/2021	47.68	
308	ERIC HESS	SUBSISTENCE & LODGING	TRAVEL AND BUSINESS EXPENSE	031921	3/19/2021	3/26/2021	150.44	
309	FLUVANNA REVIEW	ADVERTISING	FLUVANNA REVIEW PUBLIC NOTICE GOAT	2021F7-15	2/18/2021	3/8/2021	82.69	
310	FORK UNION ANIMAL CLINIC	PROFESSIONAL SERVICES	EUTHANASIA-PROFESSIONAL SERVICE	195828	3/6/2021	3/19/2021	71.25	
311	GALLS, LLC.	POLICE SUPPLIES	RIOT SHIELD	017839725	3/9/2021	3/26/2021	663.64	
312	GALLS, LLC.	UNIFORM/WEARING APPAREL	AVON MAX PRO POLICE IIIA HELMET W/F	017839726	3/9/2021	3/26/2021	697.84	
313	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	OIL CHANGE, TIRE ROTATION & ALIGNMENT	FLU18	2/5/2021	3/8/2021	124.90	
314	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	MOUNT AND BALANCE 1 TIRE/LP 206-930L	FLU19	2/27/2021	3/8/2021	15.00	
315	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	4,848.56	
316	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	MARTINS VEHICLE	031721	3/17/2021	3/26/2021	1,113.07	
317	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE 02/01/21-02/15/21	SQLCD-663596	2/15/2021	3/8/2021	56.88	
318	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE 2/16/21-2/28/21	SQLCD-666845	2/28/2021	3/8/2021	128.40	
319	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE 3/1/2021-	SQLCD-668447	3/15/2021	3/19/2021	90.77	
320	PAINT PERFECTIONS UNLIMITED LLC	VEHICLES REP & MAINT	PARTS/BODY LABOR/PAINT	7850	1/6/2021	3/8/2021	1,354.49	
321	PAINT PERFECTIONS UNLIMITED LLC	VEHICLES REP & MAINT	PARTS/LABOR/PAINT/MECHANICAL/FRAME/P	7898	3/18/2021	3/26/2021	1,112.30	
322	PORTER LEE CORPORATION	MAINTENANCE CONTRACTS	ANNUAL SOFTWARE (APRIL 2021-MARCH	25066	3/1/2021	3/12/2021	1,219.00	
323	POSTMASTER	POSTAL SERVICES	PO BOX FEE PAYMENT ANNUAL	031121 001	3/11/2021	3/12/2021	56.00	
324	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING/STEVE STROSNIDER,LPC	J-C-14492	3/4/2021	3/19/2021	90.00	
325	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING/STEVE STROSNIDER, LPC	M-C-23900	3/4/2021	3/19/2021	90.00	
326	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	COMPANY POLICE TESTING	E-C-25309	3/17/2021	3/26/2021	90.00	
327	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	COMPANY POLICE TESTING	H-C-25311	3/17/2021	3/26/2021	90.00	
328	SEAN L PETERSON	SUBSISTENCE & LODGING	TRAVEL & BUSINESS EXPENSE	030521	3/5/2021	3/12/2021	1,677.90	
329	SEAN L PETERSON	VEHICLE FUEL	TRAVEL & BUSINESS EXPENSE	030521	3/5/2021	3/12/2021	26.00	



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330	SHERIDAN FUNERAL HOME, INC.	PROFESSIONAL SERVICES	CREMEATION	1171	3/19/2021	3/12/2021	1,500.00	
331	SHERIDAN FUNERAL HOME, INC.	PROFESSIONAL SERVICES	CREMATION	1355	2/24/2021	3/12/2021	2,905.59	
332	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE TIRE ROTOR 216 997L	1002014	2/24/2021	3/8/2021	40.00	
333	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FLAT TIRE SEV CALL KENT STORE WAY	1002013	2/22/2021	3/8/2021	50.00	
334	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION/MOTORCYCLE	1002021	3/5/2021	3/12/2021	12.00	
335	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL/FILTER BISHOP	1002015	2/26/2021	3/12/2021	20.00	
336	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL/FILTER DODGE CHARGER #8	1002016	2/26/2021	3/12/2021	20.00	
337	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE DODGE/ FIELDING	1002018	3/3/2021	3/12/2021	20.00	
338	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1002020	3/4/2021	3/12/2021	20.00	
339	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	DODGE 2566	1002022	3/5/2021	3/12/2021	40.00	
340	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FORD PICK UP #35/FRONT ROTORS & BACK	1002019	3/3/2021	3/12/2021	150.00	
341	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	2017 HYUNDAI INSPEC, R-TIRES, OIL	1002017	3/1/2021	3/12/2021	160.00	
342	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE CHEVY TAHOE	1002023	3/11/2021	3/19/2021	20.00	
343	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FORD SUV OIL CHANGE	1002024	3/15/2021	3/26/2021	40.00	
344	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CHARGER OIL FILTER/TIRE ROTONEN	1002025	3/17/2021	3/26/2021	40.00	
345	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	187.46	
346	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	189.76	
347	STONEWALL JACKSON AREA	OTHER OPERATING	RIB EXPL LAW ENFR TRNG BA	EXPO1	2/22/2021	3/8/2021	23.98	
348	THE POLICE AND SHERIFFS PRESS	OFFICE SUPPLIES	SECURE ID CARDS	145065	3/9/2021	3/12/2021	17.55	
349	TOWN GUN SHOP, INC.	POLICE SUPPLIES	MAGPUL MAG	0023371-0	3/15/2021	3/26/2021	187.35	
350	TOWN GUN SHOP, INC.	POLICE SUPPLIES	GLOCK H 45 9MM AMGL BOL	0023372-0	3/15/2021	3/26/2021	857.00	
351	TRAFFIC SAFETY SUPPLIES, INC	POLICE SUPPLIES	ORION FLARES	40480	3/2/2021	3/12/2021	239.85	
352	UPS	POSTAL SERVICES	MARTHA 2 PACKAGES	0000Y9X292460	11/14/2020	3/8/2021	85.59	
353	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	211.49	
354	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	09552064	2/25/2021	3/12/2021	18.33	
355	VERIZON WIRELESS	TELECOMMUNICATIONS	FLUVANNA CO SHERIFFS OFFICE	921953702 030821	3/8/2021	3/19/2021	160.04	
356	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9872940698	1/25/2021	3/8/2021	80.02	
357						<b>Total:</b>	<b>\$28,552.47</b>	
358								
359	<b>E911</b>							
360	APRIL BADGETT	MILEAGE ALLOWANCES	TRAVEL AND BUSINESS EXPENSE	APRIL BADGETT	3/2/2021	3/8/2021	73.58	
361	APRIL BADGETT	SUBSISTENCE & LODGING	TRAVEL AND BUSINESS EXPENSE	APRIL BADGETT	3/2/2021	3/8/2021	247.50	
362	AT&T MOBILITY	TELECOMMUNICATIONS	WIRELESS	287284406274	2/18/2021	3/8/2021	2.00	
363	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	15.00	
364	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	125.00	
365	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	212.00	

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366	BRIAN DEANE	SUBSISTENCE & LODGING	TRAVEL AND BUSINESS EXPENSE	BD 022521	3/2/2021	3/8/2021	27.00	
367	CALEB PACE	SUBSISTENCE & LODGING	TRAVEL AND BUSINESS EXPENSE	030221	3/2/2021	3/12/2021	27.00	
368	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	80.95	
369	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	80.95	
370	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	80.95	
371	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES E911	310214091 021921	2/19/2021	3/8/2021	144.21	
372	COMCAST CORPORATION	TELECOMMUNICATIONS	MONTHLY CHARGES 160 COMMONS BLVD	8299600930046933	3/3/2021	3/12/2021	105.32	
373	GEO-COMM, INC.	MAINTENANCE CONTRACTS	GIS MAINTENANCE SERVICE	9064	2/23/2021	3/8/2021	12,802.56	
374	MICHAEL GRANDSTAFF	SUBSISTENCE & LODGING	TRAVEL AND BUSINESS EXPENSE	MG 022521	3/2/2021	3/8/2021	27.00	
375	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL SERVICES	TRUNK SOFTWARE/UPGRADE	022421	2/24/2021	3/26/2021	1,601.26	
376	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	VIVO BLACK WOOD 39" WIDE DESKTOP	1303235389	3/8/2021	3/19/2021	39.99	
377	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	ANKER DOCKING STATION	1303235912	3/8/2021	3/19/2021	1,259.93	
378	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	SEAGATE EXOS 16TB ENTERPRISE HDD	1303246073	3/17/2021	3/26/2021	2,639.92	
379	NEWEGG BUSINESS INC.	IT SERVICES	AC ADAPTER CHARGER FOR DELL OPTIPLEX	1303235486	3/8/2021	3/19/2021	30.52	
380	NEWEGG BUSINESS INC.	IT SERVICES	TP-LINK 5 PORT GIGABIT	1303234416	3/7/2021	3/19/2021	35.95	
381	NEWEGG BUSINESS INC.	IT SERVICES	QNAP TS-230/TOSHIBA 14TB ENTERPRISE	1303236169	3/9/2021	3/19/2021	750.97	
382	NEWEGG BUSINESS INC.	IT SERVICES	SANDISK 64 GB GRUZER FIT USB	1303253759	3/23/2021	3/26/2021	51.45	
383	NWG SOLUTIONS, LLC.	IT SERVICES	MANAGED SERVICES/FLUVANNA CO	53881	2/26/2021	3/8/2021	1,487.00	
384	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO CLOUD SERVICE/SUPPORT: DATTO	53889	2/26/2021	3/8/2021	1,168.70	
385	OLD BLUE RIDGE TURNPIKE	E911 NEW ROAD SIGNS	911 PLATES	1006	3/4/2021	3/12/2021	4,740.52	
386	SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES/SHERIFF'S OFFICE	313771602 022621	2/26/2021	3/8/2021	543.12	
387	SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES/SHERIFF'S OFFICE	313771602 022621	2/26/2021	3/8/2021	2,857.68	
388	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	58.07	
389	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	81.92	
390	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	211.49	
391								
392								
393	<b>FIRE AND RESCUE SQUAD</b>							
394	FLUVANNA COUNTY RESCUE SQUAD	VEHICLES REP & MAINT	INS REIMB FOR REPAIRS TO AMBULANCE	30321	3/10/2021	3/12/2021	430.62	
395	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	560.14	
396								
397								
398	<b>CORRECTION AND DETENTION</b>							
399	CENTRAL VIRGINIA REGIONAL JAIL	CVRJ COST OF PRISONERS	OPERATIONAL COSTS, FY 20/21,4TH	040121F	4/1/2021	3/12/2021	307,007.50	
400	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	JUVENILE DETENTION CENTER FY21 MARCH	FY2021-00000381	3/1/2021	3/8/2021	13,379.67	
401								
							<b>Total:</b>	<b>\$31,609.51</b>
							<b>Total:</b>	<b>\$990.76</b>
							<b>Total:</b>	<b>\$320,387.17</b>



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402								
403	<b>BUILDING INSPECTIONS</b>							
404	AMAZON CAPITAL SERVICES	UNIFORM/WEARING APPAREL	LACROSSE MEN'S GRANGE HUNTING BOOT	1R7L-L1JH-9RYT	2/22/2021	3/8/2021	79.99	
405	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	89.30	
406	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	3.32	
407	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	241.55	
408						<b>Total:</b>	<b>\$414.16</b>	
409								
410	<b>EMERGENCY MANAGEMENT</b>							
411	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	201.32	
412	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	34.12	
413	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	34.12	
414	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	39.26	
415	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	FEBRUARY 2021 EMS STAFFING	202102030	3/1/2021	3/8/2021	52,615.83	
416	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	60.12	
417	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	45.50	
418						<b>Total:</b>	<b>\$53,030.27</b>	
419								
420	<b>FACILITIES</b>							
421	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	M-D BUILDING PRODUCTS	1JLH-CPYL-7N49	2/13/2021	3/8/2021	44.84	
422	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	GUARDIAN SILVER SERIES INDOOR WALK	1FH6-PKW9-6F9V	3/18/2021	3/26/2021	54.45	
423	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	MASTER LOCK	1FMG-G7CY-DJVV	3/15/2021	3/26/2021	329.01	
424	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	OTTERBOX DEFENDER SERIES CASE FOR	19PL-4YNV-J7KK	2/17/2021	3/8/2021	32.32	
425	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	INGERSOLL RAND IMPACTOOL	1MXR-LGVD-FGFM	2/7/2021	3/8/2021	187.03	
426	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	ALPHACELL COVER IPHONE	1C9Y-QGKC-3NVV	3/7/2021	3/12/2021	25.88	
427	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	STAMP/KWIKSET INTERIOR DOOR	1QN1-VMPP-QF7N	3/21/2021	3/26/2021	39.97	
428	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	MASTER LOCK	14D1-L3GT-DYQN	3/13/2021	3/26/2021	44.45	
429	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	32.58	
430	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	225.08	
431	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	239.34	
432	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	139.98	
433	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	334.99	
434	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	29.46	
435	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	SUPPLIES	7619737	3/11/2021	3/19/2021	1,142.72	
436	BROWN'S LOCK & SAFE	BLDGS EQUIP REP & MAINT	RED KEYS FOR SOCIAL SERVICES	243574	3/11/2021	3/19/2021	37.91	
437	BROWN'S LOCK & SAFE	BLDGS EQUIP REP & MAINT	COPY KEY SOCIAL SERVICES RED KEYS	0000243574	3/11/2021	3/26/2021	36.00	



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438	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	2 LT245/75M7 CHEVY	FCPW057	2/5/2021	3/8/2021	417.98	
439	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	ANTHONY'S TRUCK	FCPW058	2/11/2021	3/8/2021	417.98	
440	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	LANDFILL TRUCK	FCPW059	2/26/2021	3/12/2021	113.99	
441	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	LIC #183-521L	FCPW060	3/2/2021	3/19/2021	835.96	
442	CAPITAL LIGHTING & SUPPLY, LLC	VEHICLES REP & MAINT	SYL PWR-SPLY	S043194236.001	2/9/2021	3/8/2021	238.55	
443	DODSON GLASS & MIRROR INC	BLDGS EQUIP REP & MAINT	SCATA ROOM	078498	2/8/2021	3/12/2021	2,074.63	
444	E.W. THOMAS	GENERAL MATERIALS AND	ITEMS NEEDED	030821	3/8/2021	3/12/2021	57.54	
445	FASTENAL COMPANY	BLDGS EQUIP REP & MAINT	10OZ FOODGRDSILICONE	VACHA127227	2/26/2021	3/19/2021	82.68	
446	FASTENAL COMPANY	GENERAL MATERIALS AND	3/8 SM MOUTH TOPBEAM	VACHA129496	3/8/2021	3/26/2021	49.24	
447	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	022821	2/28/2021	3/12/2021	64.04	
448	FLUVANNA ACE HARDWARE	VEHICLES REP & MAINT	SUPPLIES	022821	2/28/2021	3/12/2021	79.99	
449	GENSERV LLC	BLDGS EQUIP REP & MAINT	12/16/20 COURT HOUSE WELL	3846	12/19/2020	3/8/2021	255.00	
450	GENSERV LLC	BLDGS EQUIP REP & MAINT	02/15/21 SITE PALMYRA FIRE STATION	3905	2/21/2021	3/8/2021	263.00	
451	GENSERV LLC	BLDGS EQUIP REP & MAINT	02/17/21 FUSD SITES	3906	2/21/2021	3/8/2021	510.00	
452	GENSERV LLC	BLDGS EQUIP REP & MAINT	SITE FOR UNION FIRE STATION M#GGHG-	3904	2/21/2021	3/8/2021	716.25	
453	GENSERV LLC	BLDGS EQUIP REP & MAINT	2/28/21 SITE: RESCUE STATION 1	3929	3/7/2021	3/12/2021	402.50	
454	HILL MANUFACTURING COMPANY INC	JANITORIAL SUPPLIES	BIO-ZYME QT/SPRAYER TRIGGER	122120	12/21/2020	3/8/2021	445.70	
455	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	1,180.38	
456	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	SHOP	022721	2/27/2021	3/12/2021	363.64	
457	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	SHOP	022721	2/27/2021	3/12/2021	176.34	
458	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	SHOP	022721	2/27/2021	3/12/2021	380.27	
459	KOREN DIVERSIFIED HOLDINGS LLC	GENERAL MATERIALS AND	SOAPSTONE REFILL FLAT	123783	3/22/2021	3/26/2021	5.58	
460	KOREN DIVERSIFIED HOLDINGS LLC	VEHICLE/POWER EQUIP	BRAKE BAND ASSY/CALIPER	122930	3/9/2021	3/26/2021	586.20	
461	LOWE'S	BLDGS EQUIP REP & MAINT	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	874.34	
462	LOWE'S	GENERAL MATERIALS AND	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	372.89	
463	LOWE'S	UNIFORM/WEARING APPAREL	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	111.46	
464	LOWE'S	VEHICLE/POWER EQUIP	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	275.67	
465	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	SUPPLIES	8661906	2/24/2021	3/8/2021	509.86	
466	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	HARD-KUT/GLOVES	8643020	2/17/2021	3/8/2021	10.53	
467	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	CAP	8662054	2/24/2021	3/8/2021	11.76	
468	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	WHEEL/LIGHT	8413026-1	11/24/2020	3/12/2021	146.85	
469	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	COTTER PIN	8701612	3/10/2021	3/19/2021	55.85	
470	MIDWEST MOTOR SUPPLY CO. INC.	UNIFORM/WEARING APPAREL	HARD-KUT/GLOVES	8643020	2/17/2021	3/8/2021	131.64	
471	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	COURT HOUSE POWER TO KIOSK	9195	2/16/2021	3/8/2021	382.50	
472	RUHLMAN'S HAULING	CONTRACT SERVICES	PLEASANT GROVE MAIN RD 1/28/21/ 1/29/21	030821	2/8/2021	3/12/2021	2,793.44	
473	RUHLMAN'S HAULING	CONTRACT SERVICES	11.51 TONS CR PLEASANT GROVE	012621	3/9/2021	3/19/2021	227.19	





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474	SHADE EQUIPMENT COMPANY INC	BLDGS EQUIP REP & MAINT	4 FLAT TO 7-WAY FLAT PIN CONNECTOR	284677	3/18/2021	3/26/2021	27.33	
475	SHADE EQUIPMENT COMPANY INC	BLDGS EQUIP REP & MAINT	KEYSWITCH (6 POLE) W/HARDWARE	284678	3/18/2021	3/26/2021	52.54	
476	SHADE EQUIPMENT COMPANY INC	VEHICLE/POWER EQUIP	PLOW MARKERS	281535	2/13/2021	3/8/2021	49.54	
477	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION LIC 168-026L	002582	2/5/2021	3/8/2021	20.00	
478	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION F150 FORD 116579L	002583	2/8/2021	3/8/2021	20.00	
479	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	TRUCK & TRAILER 144 852L	0025181	2/3/2021	3/8/2021	40.00	
480	SKYLINE ROOFING INC	BLDGS EQUIP REP & MAINT	JOB NUMBER S021115	S021115-1	3/17/2021	3/26/2021	750.00	
481	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	81.91	
482	STRAIGHTEDGE INC	CONTRACT SERVICES	ADMINISTRATION BLDG/INSPECT CLEAN	12689	3/11/2021	3/26/2021	500.00	
483	TANNERS AUTO GLASS	VEHICLES REP & MAINT	DW 1580 INSTALL/2016 GMC VAN	2104	2/25/2020	3/12/2021	195.00	
484	TRANE U.S., INC.	BLDGS EQUIP REP & MAINT	SWITCH/PRESSURE 28 VA PILOT DUTY 24	9616231	2/9/2021	3/8/2021	110.08	
485	TRANE U.S., INC.	BLDGS EQUIP REP & MAINT	SUPPLIES	9599741	2/5/2021	3/8/2021	308.62	
486	TRANE U.S., INC.	BLDGS EQUIP REP & MAINT	PARTS FOR FIRESTATIONS INFRARED	3985222-1242978	2/28/2021	3/19/2021	418.70	
487	UNIFIRST CORP	LAUNDRY AND DRY	SHIRTS, PANTS & JACKETS	202 1142925	2/25/2021	3/8/2021	28.10	
488	UNIFIRST CORP	LAUNDRY AND DRY	SHIRTS, PANTS & JACKETS	2021141836	2/18/2021	3/8/2021	28.10	
489	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021141838	2/18/2021	3/8/2021	94.38	
490	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, JACKETS & SHIRTS	2021142927	2/25/2021	3/8/2021	94.38	
491	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021144058	3/4/2021	3/12/2021	28.10	
492	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021144060	3/4/2021	3/12/2021	94.38	
493	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021145142	3/11/2021	3/19/2021	28.10	
494	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021145144	3/11/2021	3/19/2021	94.38	
495	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	202 1146234	3/18/2021	3/26/2021	28.10	
496	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	486.00	
497	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	MATERIALS-BATTERY	31054	3/15/2021	3/26/2021	21.16	
498	W.W. GRAINGER INC	GENERAL MATERIALS AND	LOCKING WELDING CLAMP	9610112956	8/4/2020	3/12/2021	20.72	
499	W.W. GRAINGER INC	GENERAL MATERIALS AND	CIRCUIT BREAKER FINDER, 120VAC, ENRGZD	9785152613	1/26/2021	3/12/2021	58.93	
500	W.W. GRAINGER INC	GENERAL MATERIALS AND	ID KEY TAGS WITH FLAP	9839955987	3/17/2021	3/26/2021	39.48	
501	W.W. GRAINGER INC	GENERAL MATERIALS AND	LEVER LOCKSET	9842308984	3/19/2021	3/26/2021	81.10	
502	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS AND	ACETYLENE-SMALL	854840	2/28/2021	3/12/2021	8.96	
503	WINCHESTER EQUIPMENT CO	VEHICLE/POWER EQUIP	TRACK LOADER T190 SKID STEER	022721	2/27/2021	3/8/2021	2,037.00	
504						<b>Total:</b>	<b>\$24,442.52</b>	
505								
506	<b>GENERAL SERVICES</b>							
507	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	PREVENTIVE MAINTENANCE-COURTHOUSE	138958	2/25/2021	3/12/2021	100.00	
508	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	PREVENTATIVE MAINTENANCE-PALMYRA	138885	2/23/2021	3/12/2021	200.00	
509	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	PREVENTIVE MAINTENANCE-PALMYRA FIRE	138957	2/25/2021	3/12/2021	600.00	

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510	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	PREVENTIVE MAINTENANCE-FORK UNION	138959	2/25/2021	3/12/2021	600.00	
511	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	PREVENTIVE MAINTENANCE-KENTS STORE	138884	2/23/2021	3/12/2021	660.00	
512	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	FLUVANNA CO 28 STONE JAIL STREET,	6260143	2/4/2021	3/8/2021	85.00	
513	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	PEST CONTROL MONTHLY SERVICES (FEB	6258893	2/8/2021	3/8/2021	526.00	
514	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	QRTL Y PEST CONTROL/FLUV CO 15704	6226953	1/18/2021	3/19/2021	95.00	
515	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	PEST CONTROL MONTHLY SERVICES	6307750	3/8/2021	3/26/2021	526.00	
516	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE	0007929310552932	2/10/2021	3/8/2021	44.56	
517	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE	0015301850550900	2/10/2021	3/8/2021	46.08	
518	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN HCH 2BLDGS	0007929300552931	2/10/2021	3/8/2021	52.91	
519	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE	0007800100540828	2/10/2021	3/8/2021	175.23	
520	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE	0007970740556855	2/10/2021	3/8/2021	35.44	
521	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE	0007929310552932	3/9/2021	3/26/2021	45.22	
522	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE	0015301850550900	3/9/2021	3/26/2021	47.59	
523	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN HCH+2BLDS	0007929300552931	3/8/2021	3/26/2021	54.61	
524	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE	0007800100540828	3/9/2021	3/26/2021	192.44	
525	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE	0007970740556855	3/9/2021	3/26/2021	36.63	
526	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA COUNTY BOARD OF	203061001 021721	2/17/2021	3/8/2021	30.40	
527	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY-OUTLETS BEHIND BUILDING	085473-003 021721	2/17/2021	3/8/2021	98.99	
528	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-LANDFILL-11206 W RIVER RD	085473-05 021721	2/17/2021	3/8/2021	209.36	
529	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-COLUMBIA SCHOOL-563	085473-006 021721	2/17/2021	3/8/2021	209.97	
530	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-CVEC-1224 SALEM CHURCH RD	085473-007 021721	2/17/2021	3/8/2021	219.83	
531	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	REGISTRAR OFFICE SUITE 116	85473-009 21721	2/17/2021	3/8/2021	278.70	
532	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	HERITAGE FARM MUSEUM-271 PLEASANT	275904-011 21721	2/17/2021	3/12/2021	30.40	
533	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-POLE BARN-271	275904-006 21721	2/17/2021	3/12/2021	32.93	
534	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG KENNEL-W RIVER RD	275904-008 021721	2/17/2021	3/12/2021	121.00	
535	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-VFW HALL -2977 RIVER RD	275904-010 21721	2/17/2021	3/12/2021	159.08	
536	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	CONVENIENCE CENTER-LANDFILL-11206 W.	275904-002 021721	2/17/2021	3/12/2021	249.43	
537	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-PUBLIC SAFETY BLDG-	275904-009 21721	2/17/2021	3/12/2021	339.58	
538	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE HOUSE-271 PLEASANT	275904-004 21721	2/17/2021	3/12/2021	796.67	
539	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	214 COMMONS BLVD/MONTHLY CHARGES	275906-001 022621	2/26/2021	3/12/2021	2,057.80	
540	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD MONTHLY CHARGES	85473002 022621	2/26/2021	3/12/2021	2,383.04	
541	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA CO PARKS & REC	105221-006 021721	2/17/2021	3/19/2021	30.40	
542	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA CO PARKS & REC	105221-004 021721	2/17/2021	3/19/2021	31.11	
543	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA CO FIRE DEPT/MONTHLY	275907-002 030321	3/3/2021	3/19/2021	496.59	
544	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY-STREET LIGHTS NEAR BLDG	085473-001 021721	2/17/2021	3/8/2021	81.18	
545	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 021621	2/16/2021	3/8/2021	235.13	



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546	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 021621	2/16/2021	3/8/2021	782.52	
547	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-13 LINES-ELEVATORS & ALARMS	309363296 021621	2/16/2021	3/12/2021	643.04	
548	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-PW EMERG LINE	309428096 021621	2/16/2021	3/12/2021	50.02	
549	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-72 MAIN ST. ALARM STYSTEM	309697981 021621	2/16/2021	3/12/2021	61.86	
550	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-PERFORMING ARTS-MAIN & FIRE	309898636 021621	2/16/2021	3/12/2021	126.83	
551	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-CIRCUIT COURT-PANIC BUTTON	310338742 021621	2/16/2021	3/12/2021	136.03	
552	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA RESCUE SQUAD	310110229 021621	2/16/2021	3/12/2021	214.65	
553	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES FLUVANNA COUNTY	309762613 31621	3/16/2021	3/26/2021	235.53	
554	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-13 LINES-ELEVATORS & ALARMS	309363296 31621	3/16/2021	3/26/2021	680.04	
555	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES FLUVANNA COUNTY	309762613 31621	3/16/2021	3/26/2021	785.25	
556	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-PW EMERG LINE	309428096 31621	3/16/2021	3/26/2021	53.02	
557	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES-72 MAIN ST ALARM SYSTEM	309697981 31621	3/16/2021	3/26/2021	64.86	
558	CENTURYLINK	TELECOMMUNICATIONS	FACILITES-PEFROMING ARTS-MAIN & FIRE	309898636 31621	3/16/2021	3/26/2021	133.83	
559	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA RESCUE SQUAD	310110229 31621	3/16/2021	3/26/2021	217.89	
560	CINTAS	MAINTENANCE CONTRACTS	SUPPLIES	5053943210	3/3/2021	3/12/2021	143.89	
561	CINTAS	MAINTENANCE CONTRACTS	SUPPLIES	5055232607	3/15/2021	3/19/2021	518.86	
562	CINTAS	MAINTENANCE CONTRACTS	SUPPLIES	8405058956	3/19/2021	3/26/2021	43.26	
563	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	FEBRUARY 2021 VUPS LOCATING SERVICES-	022821	2/28/2021	3/8/2021	780.00	
564	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD LIGHTS	3023889169	2/23/2021	3/12/2021	6.59	
565	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION-FORK UNION-5753 JAMES	4834680458 22421	2/24/2021	3/12/2021	304.92	
566	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	1424085007 22321	2/23/2021	3/12/2021	337.17	
567	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH'S ATTORNEY-181 MAIN ST	6274752663 22621	2/26/2021	3/12/2021	345.59	
568	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION-PALMYRA	1005898992 22321	2/23/2021	3/12/2021	348.71	
569	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD-PALMYRA-90 RESCUE LANE	4894115007 22321	2/23/2021	3/12/2021	454.82	
570	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	4144237502	2/23/2021	3/12/2021	581.95	
571	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006	2/23/2021	3/12/2021	981.74	
572	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	1024205005 22321	2/23/2021	3/12/2021	1,032.50	
573	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BLDG	74032509 22321	2/23/2021	3/12/2021	1,258.03	
574	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BLDG	1404067504 22321	2/23/2021	3/12/2021	1,667.80	
575	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYMNASIUM (INCCLUDES	84297506 022321	2/23/2021	3/12/2021	1,695.76	
576	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER & EXTENSION OFFICE	4331888158 22421	2/24/2021	3/12/2021	1,851.53	
577	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	8895892548 22321	2/23/2021	3/12/2021	1,883.48	
578	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE (2 STORY BLDG)-222 MAIN	1134080009 22621	2/26/2021	3/19/2021	20.20	
579	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	REGISTRAR'S OFFICE-211 MAIN ST	1284152509 22621	2/26/2021	3/19/2021	42.07	
580	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD-CONCESSIONS & LIGHTS	274195007 22621	2/26/2021	3/19/2021	59.79	
581	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING (NEE CSA OFFICE)-196	1124090000 22621	2/26/2021	3/19/2021	64.46	





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582	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD-CONCESSIONS	692200942 22621	2/26/2021	3/19/2021	89.63	
583	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER@ FIRE STATION-14591 JAMES	5699060132 22621	2/26/2021	3/19/2021	98.41	
584	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE-197 MAIN ST	1304130006 22621	2/26/2021	3/19/2021	176.12	
585	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	7048771633	2/26/2021	3/19/2021	203.12	
586	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO RD	6260822157 22621	2/26/2021	3/19/2021	240.91	
587	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	2554330007 22621	2/26/2021	3/19/2021	431.13	
588	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE-14701 W RIVER RD	8866300000 22621	2/26/2021	3/19/2021	882.12	
589	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349	2/26/2021	3/12/2021	203.92	
590	DOMINION VIRGINIA POWER	STREET LIGHTS	MONTHLY CHARGES/JAMES MADISON HWY	9609027314	2/26/2021	3/19/2021	142.53	
591	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS-NORTH-NEAR	7080078962 22621	2/26/2021	3/19/2021	152.12	
592	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE-STREET LIGHTING	3595578927 22621	2/26/2021	3/19/2021	953.90	
593	E & F ELEVATOR INSPECTIONS &	MAINTENANCE CONTRACTS	PERFORMED PERIODIC CATEGORY	243296	3/17/2021	3/26/2021	375.00	
594	ENVIRO-KLEAN CO.	MAINTENANCE CONTRACTS	111 KENTS STORE ROAD KENTS STORE, VA	030421	3/4/2021	3/26/2021	500.00	
595	FORK UNION SANITARY DISTRICT	SEWER SERVICES	REGISTRAR 211 MAIN ST	201300-577	2/19/2021	3/8/2021	10.00	
596	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA PUBLIC WORKS 197 MAIN ST	201100575 021921	2/19/2021	3/8/2021	14.59	
597	FORK UNION SANITARY DISTRICT	SEWER SERVICES	COMMONWEALTH ATTORNEY 181 MAIN ST	201000-574 021921	2/19/2021	3/8/2021	15.36	
598	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVO LIBRARY 214 COMMONS BLVD	206100-593 021921	2/19/2021	3/8/2021	15.36	
599	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PUBLIC SAFETY BLDG 160 COMMONS BLVD	206000-592 21921	2/19/2021	3/8/2021	23.01	
600	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PLEASANT GROVE HOUSE 1730 THOMAS	206800-18318	2/19/2021	3/8/2021	23.77	
601	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA ADMIN BLDG 132 MAIN ST	200300-567 21921	2/19/2021	3/8/2021	28.36	
602	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA COURTS BUILDING 72 MAIN ST	200200-565 021921	2/19/2021	3/8/2021	34.48	
603	FORK UNION SANITARY DISTRICT	SEWER SERVICES	REGISTRAR 211 MAIN ST	201300-577 31521	3/15/2021	3/19/2021	10.00	
604	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA PUBLIC WORKS 197 MAIN ST	201100-575 31521	3/15/2021	3/19/2021	13.83	
605	FORK UNION SANITARY DISTRICT	SEWER SERVICES	COMMONWEALTH ATTORNEY 181 MAIN ST	201000-574 031521	3/15/2021	3/19/2021	15.36	
606	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA ADMIN BLDG 132 MAIN ST	200300-567 31521	3/15/2021	3/19/2021	22.24	
607	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUCO LIBRARY 214 COMMONS BLVD	206100-593	3/15/2021	3/19/2021	23.01	
608	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PLEASANT GROVE HOUSE 1730 THOMAS	206800-18318	3/15/2021	3/19/2021	26.83	
609	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PUBLIC SAFETY BLDG 160 COMMONS BLVD	206000-592 31521	3/15/2021	3/19/2021	31.42	
610	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA COURTS BUILDING 72 MAIN ST	200200-565 31521	3/15/2021	3/19/2021	37.54	
611	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY-FORK UNION 5725	11120-134 21921	2/19/2021	3/8/2021	21.00	
612	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BASEBALL FIELD (GYM) 8878	11259-3956 021921	2/19/2021	3/8/2021	21.00	
613	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA GYM 8878 JAMES MADISON HWY	11260-143 021921	2/19/2021	3/8/2021	21.00	
614	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK SOFTBALL FIELD 8880 JAMES	112663955 021921	2/19/2021	3/8/2021	21.00	
615	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BUILDING 8880 JAMES	11265-131 021921	2/19/2021	3/8/2021	29.80	
616	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY-FIRE HOUSE 5753	11121-139 21921	2/19/2021	3/8/2021	377.40	
617	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY-FORK UNION 5725	11120-134 31521	3/15/2021	3/19/2021	21.00	





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618	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BASEBALL FIELD (GYM) 8878	11259-3956 31521	3/15/2021	3/19/2021	21.00		
619	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA GYM 8878 JAMES MADISON HWY	11260-143 31521	3/15/2021	3/19/2021	21.00		
620	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK SOFTBALL FIELD 8880 JAMES	11266-3955 31521	3/15/2021	3/19/2021	21.00		
621	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BUILDING 8880 JAMES	11265-131 31521	3/15/2021	3/19/2021	39.70		
622	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY-FIRE HOUSE 5753	11121-139 31521	3/15/2021	3/19/2021	57.30		
623	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	MARCH FLUVANNA COUNTY RENT	030121	3/1/2021	3/8/2021	3,491.67		
624	MOJOHNS, INC.	MAINTENANCE CONTRACTS	CLEAN AND RESTOCK	134597	3/2/2021	3/12/2021	160.50		
625	NATIONAL COMMUNICATION TOWERS,	LEASE/RENT	VFW TOWER ANNUAL LEASE PAYMENT	FLUVANNA	3/12/2021	3/23/2021	20,259.16		
626	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	PICKUP SERVICE	0410-000716211	2/28/2021	3/19/2021	974.30		
627	SHRED-IT USA LLC	LEASE/RENT	MONTHLY CHARGES	8181421978	2/7/2021	3/12/2021	168.67		
628	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	EMS TOWER 14591 JAMES MADISON HWY	16031859	2/17/2021	3/8/2021	177.28		
629	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE 8788 JAMES MADISON HWY-FORK	15905489	2/25/2021	3/8/2021	603.82		
630	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	5753 JAMES MADISON HIGHWAY-FORK	15512534	2/19/2021	3/8/2021	874.18		
631	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE 51 KENTS STORE WAY, PO BOX	15988841	2/25/2021	3/8/2021	1,110.70		
632	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	5753 JAMES MADIOSN HIGHWAY FORK	16263638	3/1/2021	3/12/2021	21.00		
633	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	REGISTER OFFICE-211 MAIN ST-PALMYRA,	15871860	3/4/2021	3/12/2021	153.69		
634	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	W RIVER RD-15704 W RIVER-PALMYRA VA	16064501	3/5/2021	3/12/2021	569.69		
635	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	51 KENTS STORE WAY-PO BOX 540-	16308512	3/4/2021	3/12/2021	1,011.54		
636	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PALMYRA FIRE HOUSE-14567 JAMES	15988868	3/4/2021	3/12/2021	1,950.78		
637	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE 5753 JAMES MADISON HIGHWAY-	16232186	3/19/2021	3/26/2021	548.26		
638	THE SUPPLY ROOM	LEASE/RENT	WATER BOTTLE 5GA	4232080-0	2/1/2021	3/19/2021	459.54		
639	THE SUPPLY ROOM	WATER SERVICES	WATER BOTTLE 5GA	4232080-0	2/1/2021	3/19/2021	289.42		
640	TIGER FUEL COMPANY	HEATING SERVICES	FLUVANNA CO-CARYBRKMTNSH HEATING	664746	3/4/2021	3/12/2021	827.52		
641	TIGER FUEL COMPANY	HEATING SERVICES	FLUVANNA CO PUBLIC WORKS HEATING OIL	670902	3/11/2021	3/19/2021	475.97		
642	TIGER FUEL COMPANY	HEATING SERVICES	FLUVANNA CO NEW COURTH HEATING OIL	670923	3/11/2021	3/19/2021	1,494.91		
643	VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	TRANSMISSIONS	02210163	2/28/2021	3/8/2021	24.15		
644									
645									
646	<b>PUBLIC WORKS</b>								
647	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	220.00		
648	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	220.00		
649	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	235.30		
650	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	45.73		
651	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	162.00		
652	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STANDARD PAYMENT	28651121	1/28/2021	3/12/2021	93.04		
653	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STANDARD PAYMENT	28840916	2/25/2021	3/12/2021	93.04		
						<b>Total:</b>	<b>\$71,935.81</b>		

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654						<b>Total:</b>	<b>\$1,069.11</b>	
655								
656	<b>CONVENIENCE CENTER</b>							
657	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	RECYCLABLES/MSW	4347-000006557	2/28/2021	3/26/2021	4,812.17	
658	CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	DISPOSALS/DISMOUNTS	FCPW061	3/24/2021	3/26/2021	91.00	
659	CENTURYLINK	TELECOMMUNICATIONS	CONVENIENCE CENTER	310392717 21621	2/16/2021	3/12/2021	83.23	
660	CENTURYLINK	TELECOMMUNICATIONS	CONVENIENCE CENTER	310392717 31621	3/16/2021	3/26/2021	86.99	
661	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES THROUGH	2021020213	3/28/2021	3/19/2021	3,900.00	
662	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	2/17/21 TECHS TRAVELED TO SITE	1536865	2/19/2021	3/12/2021	913.00	
663	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	45.30	
664	REPUBLIC SERVICES #410	CONTRACT SERVICES	PICK UP SERVICE	0410-000715902	2/28/2021	3/19/2021	5,550.00	
665	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	80.70	
666						<b>Total:</b>	<b>\$15,562.39</b>	
667								
668	<b>PUBLIC UTILITIES</b>							
669	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG PARK WELL	203061-001 031721	3/17/2021	3/26/2021	30.50	
670	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG PARK WELL	105221-001 021721	2/17/2021	3/26/2021	128.94	
671	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES/PALMYRA	309433290 021921	2/19/2021	3/12/2021	73.52	
672	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA-PUMP STATION ALARM CALL-OUT	310089744 021921	2/19/2021	3/12/2021	123.07	
673	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL-4308 JAMES MADISON HWY	90042000003	2/24/2021	3/12/2021	201.47	
674	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE-COURTS BUILDING WELL	4501632147 22321	2/23/2021	3/12/2021	276.13	
675	E.W. THOMAS	CHEMICAL SUPPLIES	ITEMS NEEDED	030821	3/8/2021	3/12/2021	14.37	
676	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING WWTP	72029	2/9/2021	3/8/2021	100.00	
677	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING-CENTRAL	72027	2/9/2021	3/8/2021	130.00	
678	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	651.86	
679	LOWE'S	BLDGS EQUIP REP & MAINT	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	351.51	
680	LOWE'S	GENERAL MATERIALS AND	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	181.19	
681	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	107.36	
682	RUMMEL, KLEPPER, & KAHL, LLP.	PROFESSIONAL SERVICES	PROFESSIONAL ENGINEERING SERVICES	030821	3/8/2021	3/26/2021	300.00	
683	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FLUVANNA CO SEWAGE PUMP STATION	654098	2/22/2021	3/8/2021	61.32	
684	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021141837	2/18/2021	3/8/2021	42.35	
685	UNIFIRST CORP	LAUNDRY AND DRY	SHIRTS, PANTS & JACKETS	2021142926	2/25/2021	3/8/2021	42.35	
686	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021144059	3/4/2021	3/12/2021	42.35	
687	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS & JACKETS	2021146235	3/18/2021	3/26/2021	42.35	
688	UNIFIRST CORP	LAUNDRY AND DRY	PANTS, SHIRTS AND JACKETS	2021145143	3/11/2021	3/26/2021	42.36	
689	UNIFIRST CORP	LAUNDRY AND DRY	SHIRTS, PANTS & JACKETS	202 1146236	3/18/2021	3/26/2021	94.38	







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690	USABBLUEBOOK	GENERAL MATERIALS AND	FLEXI-HINGE BLOWER VALVE	500261	2/10/2021	3/12/2021	57.69	
691	USABBLUEBOOK	GENERAL MATERIALS AND	FLEXI-HINGE BLOWER CK VALVE	523496	3/5/2021	3/26/2021	72.09	
692	USABBLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	523539	3/5/2021	3/26/2021	232.92	
693	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	09552064	2/25/2021	3/12/2021	18.33	
694	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	702.55	
695	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9874296586	2/27/2021	3/26/2021	153.01	
696	VIRGINIA UTILITY PROTECTION	DUES OR ASSOCIATION	TRANSMISSIONS	02210218	2/28/2021	3/8/2021	79.80	
697	VSI SUPPLY	GENERAL MATERIALS AND	SMITH-COOPER PIPE	S9743	1/27/2021	3/12/2021	6.48	
698	VSI SUPPLY	GENERAL MATERIALS AND	51665 1-1/4 IN. S-TRAP IN WHITE	S10105	2/10/2021	3/12/2021	7.67	
699	VSI SUPPLY	GENERAL MATERIALS AND	SUPPLIES	S9785	1/28/2021	3/12/2021	11.25	
700	VSI SUPPLY	GENERAL MATERIALS AND	TEST CAP/STAINLESS STEEL HOSE CLAMPS	S10113	2/10/2021	3/12/2021	11.81	
701	VSI SUPPLY	GENERAL MATERIALS AND	SUPPLIES	S9753	1/27/2021	3/12/2021	14.12	
702	VSI SUPPLY	GENERAL MATERIALS AND	SUPPLIES	S10126	2/11/2021	3/12/2021	17.04	
703	VSI SUPPLY	GENERAL MATERIALS AND	3" STAINLESS STEEL BALL VALVE	S9886	2/1/2021	3/12/2021	55.06	
704	VSI SUPPLY	GENERAL MATERIALS AND	GLOVEWORKS GLOVES	S9539	1/19/2021	3/12/2021	85.64	
705	VSI SUPPLY	GENERAL MATERIALS AND	SUPPLIES	S10219	2/16/2021	3/12/2021	128.46	
706						<b>Total:</b>	<b>\$4,691.30</b>	
707								
708	<b>JAMES RIVER WATER AUTHORITY</b>							
709	JAMES RIVER WATER AUTHORITY	JRWA DEBT PAYMENT	FY21 INTEREST PAYMENT 04/01/21	JRWAF040121	4/1/2021	3/26/2021	78,396.13	
710						<b>Total:</b>	<b>\$78,396.13</b>	
711								
712	<b>CARES ACT</b>							
713	AMAZON.COM	EMERGENCY SUPPLIES	SUPPLIES	604578781012190	2/10/2021	3/12/2021	200.61	
714	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	37.89	
715	EAST COAST EMERGENCY VEHICLES	VEHICLE	EXTRA LABOR TO INSTALL PROGARD REAR	18956	1/30/2021	3/8/2021	480.00	
716	STANLEY STEEMER	JANITORIAL SUPPLIES	PUBLIC WORKS DISINFECT/SANITIZE	915628	12/28/2020	3/26/2021	756.00	
717	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	809.94	
718						<b>Total:</b>	<b>\$2,284.44</b>	
719								
720	<b>HEALTH</b>							
721	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309762613 021621	2/16/2021	3/8/2021	104.10	
722	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES FLUVANNA COUNTY	309762613 31621	3/16/2021	3/26/2021	104.41	
723						<b>Total:</b>	<b>\$208.51</b>	
724								
725	<b>VJCCCA</b>							




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726	STEVEN WELSH, LPC	PROFESSIONAL SERVICES	COUNSELING COPAY 2/10/2021	1001	2/19/2021	3/12/2021	40.00	
727						<b>Total:</b>	<b>\$40.00</b>	
728								
729	<b>CSA</b>							
730	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	57.00	
731	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	57.00	
732	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	57.00	
733	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	50.72	
734	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	89.77	
735						<b>Total:</b>	<b>\$311.49</b>	
736								
737	<b>CSA PURCHASE OF SERVICES</b>							
738	1VISION MENTORING LLC	COMM SVCS		P02925137197	2/28/2021	3/26/2021	780.00	
739	1VISION MENTORING LLC	COMM SVCS		P11925116500	11/30/2020	3/26/2021	1,265.00	
740	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P12925139470	12/31/2020	3/19/2021	450.00	
741	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P12925139571	12/31/2020	3/19/2021	450.00	
742	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P01925139475	1/31/2021	3/19/2021	600.00	
743	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P01925139576	1/31/2021	3/19/2021	600.00	
744	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P02925139673	2/28/2021	3/19/2021	600.00	
745	ABUNDANT LOVE CHILD	FF4E-COMM SVCS		P02925139772	2/28/2021	3/19/2021	600.00	
746	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P02925108768	2/28/2021	3/8/2021	480.00	
747	ANDRE KEY	COMM SVCS		P10925120220	10/31/2020	3/8/2021	110.00	
748	ANDRE KEY	COMM SVCS		P02925140591	2/28/2021	3/8/2021	192.50	
749	ANDRE KEY	COMM SVCS		P12925120482	12/31/2020	3/8/2021	192.50	
750	ANDRE KEY	COMM SVCS		P12925120683	12/31/2020	3/8/2021	192.50	
751	ANDRE KEY	COMM SVCS		P12925124281	12/31/2020	3/8/2021	192.50	
752	ANDRE KEY	COMM SVCS		P02925140492	2/28/2021	3/8/2021	220.00	
753	ANDRE KEY	COMM SVCS		P01925120605	1/31/2021	3/8/2021	247.50	
754	ANDRE KEY	COMM SVCS		P01925124304	1/31/2021	3/8/2021	247.50	
755	ANDRE KEY	COMM SVCS		P02925131593	2/28/2021	3/8/2021	385.00	
756	ANDRE KEY	COMM SVCS		P12925124384	12/31/2020	3/8/2021	385.00	
757	ANDRE KEY	COMM SVCS		P11925115913	11/30/2020	3/8/2021	398.75	
758	ANDRE KEY	COMM SVCS		P11925116014	11/30/2020	3/8/2021	398.75	
759	ANDRE KEY	COMM SVCS		P01925120406	1/31/2021	3/8/2021	412.50	
760	ANDRE KEY	COMM SVCS		P11925124315	11/30/2020	3/8/2021	440.00	
761	ANDRE KEY	COMM SVCS		P01925131507	1/31/2021	3/8/2021	605.00	

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762	ANDRE KEY	COMM SVCS		P12925131585	12/31/2020	3/8/2021	632.50	
763	ANDRE KEY	COMM SVCS		P02925138094	2/28/2021	3/8/2021	660.00	
764	ANDRE KEY	COMM SVCS		P11925113516	11/30/2020	3/8/2021	660.00	
765	ANDRE KEY	COMM SVCS		P01925124208	1/31/2021	3/8/2021	687.50	
766	ANDRE KEY	COMM SVCS		P11925124217	11/30/2020	3/8/2021	715.00	
767	ANDRE KEY	COMM SVCS		P02925140695	2/28/2021	3/8/2021	825.00	
768	ANDRE KEY	COMM SVCS		P02925140796	2/28/2021	3/8/2021	825.00	
769	ANDRE KEY	COMM SVCS		P01925120509	1/31/2021	3/8/2021	1,100.00	
770	ANDRE KEY	COMM SVCS		P01925120710	1/31/2021	3/8/2021	1,100.00	
771	ANDRE KEY	COMM SVCS		P11925120518	11/30/2020	3/8/2021	1,100.00	
772	ANDRE KEY	COMM SVCS		P11925120719	11/30/2020	3/8/2021	1,100.00	
773	ANDRE KEY	COMM SVCS		P12925120586	12/31/2020	3/8/2021	1,100.00	
774	ANDRE KEY	COMM SVCS		P12925120787	12/31/2020	3/8/2021	1,100.00	
775	ANDRE KEY	FF4E-COMM SVCS		P11925122632	11/30/2020	3/8/2021	137.50	
776	ANDRE KEY	FF4E-COMM SVCS		P11925122933	11/30/2020	3/8/2021	137.50	
777	ANDRE KEY	FF4E-COMM SVCS		P12925122621	12/31/2020	3/8/2021	137.50	
778	ANDRE KEY	FF4E-COMM SVCS		P12925122922	12/31/2020	3/8/2021	137.50	
779	ANDRE KEY	FF4E-COMM SVCS		P01925122130	1/31/2021	3/8/2021	220.00	
780	ANDRE KEY	FF4E-COMM SVCS		P02925139126	2/28/2021	3/8/2021	220.00	
781	ANDRE KEY	FF4E-COMM SVCS		P02925139827	2/28/2021	3/8/2021	220.00	
782	ANDRE KEY	FF4E-COMM SVCS		P02925139928	2/28/2021	3/8/2021	220.00	
783	ANDRE KEY	FF4E-COMM SVCS		P11925122134	11/30/2020	3/8/2021	220.00	
784	ANDRE KEY	FF4E-COMM SVCS		P12925122123	12/31/2020	3/8/2021	220.00	
785	ANDRE KEY	FF4E-COMM SVCS		P11925122035	11/30/2020	3/8/2021	275.00	
786	ANDRE KEY	FF4E-COMM SVCS		P12925122024	12/31/2020	3/8/2021	275.00	
787	ANDRE KEY	FF4E-COMM SVCS		P01925122231	1/31/2021	3/8/2021	550.00	
788	ANDRE KEY	FF4E-COMM SVCS		P02925139229	2/28/2021	3/8/2021	550.00	
789	ANDRE KEY	FF4E-COMM SVCS		P11925122236	11/30/2020	3/8/2021	550.00	
790	ANDRE KEY	FF4E-COMM SVCS		P12925122225	12/31/2020	3/8/2021	550.00	
791	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P02925143615	2/28/2021	3/26/2021	1,800.00	
792	CEDAR ROW FARM, LLC	FF4E-COMM SVCS		P11925122453	11/30/2020	3/12/2021	375.00	
793	CEDAR ROW FARM, LLC	FF4E-COMM SVCS		P02925139316	2/28/2021	3/26/2021	375.00	
794	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P12925125788	12/31/2020	3/8/2021	243.75	
795	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P12925125989	12/31/2020	3/8/2021	617.50	
796	DIXIE ALLEY	POS MANDATED FFOP		P02925119277	2/28/2021	3/19/2021	721.00	
797	ELK HILL	POS MANDATED SPED-		P01925110169	1/31/2021	3/8/2021	4,151.12	

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798	ELK HILL	POS MANDATED SPED-		P01925110271	1/31/2021	3/8/2021	4,151.12	
799	ELK HILL	POS MANDATED SPED-		P01925110370	1/31/2021	3/8/2021	4,151.12	
800	ELK HILL	POS MANDATED SPED-		P01925110472	1/31/2021	3/8/2021	6,573.62	
801	ELK HILL	POS MANDATED SPED-		P02925110182	2/28/2021	3/26/2021	4,369.60	
802	ELK HILL	POS MANDATED SPED-		P02925110283	2/28/2021	3/26/2021	4,369.60	
803	ELK HILL	POS MANDATED SPED-		P02925110384	2/28/2021	3/26/2021	4,369.60	
804	ELK HILL	POS MANDATED SPED-		P02925110485	2/28/2021	3/26/2021	6,919.60	
805	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P09925103560	9/30/2020	3/12/2021	721.00	
806	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P10925103558	10/31/2020	3/12/2021	721.00	
807	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P11925103556	11/30/2020	3/12/2021	721.00	
808	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P11925103957	11/30/2020	3/12/2021	4,718.00	
809	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P10925103959	10/31/2020	3/12/2021	4,823.00	
810	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P09925146601	9/22/2020	3/26/2021	487.00	
811	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P01925146799	1/27/2021	3/26/2021	1,487.00	
812	HALLMARK YOUTHCARE	EDUC SVCS CONG CARE		P02925134550	2/8/2021	3/12/2021	513.00	
813	HALLMARK YOUTHCARE	EDUC SVCS CONG CARE		P01925135751	1/31/2021	3/12/2021	2,740.00	
814	HALLMARK YOUTHCARE	EDUC SVCS CONG CARE		P01925134552	1/31/2021	3/12/2021	3,420.00	
815	HALLMARK YOUTHCARE	RES. CONG. CARE		P02925134454	2/8/2021	3/12/2021	1,498.50	
816	HALLMARK YOUTHCARE	RES. CONG. CARE		P01925134455	1/31/2021	3/12/2021	15,484.50	
817	HALLMARK YOUTHCARE	RES. CONG. CARE		P11925126879	11/30/2020	3/19/2021	10,489.50	
818	HALLMARK YOUTHCARE	RES. CONG. CARE		P12925126878	12/31/2020	3/19/2021	15,484.50	
819	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P10925111579	10/31/2020	3/8/2021	5,900.00	
820	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P10925111680	10/31/2020	3/8/2021	5,900.00	
821	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P02925111586	2/28/2021	3/26/2021	5,310.00	
822	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P02925111687	2/28/2021	3/26/2021	5,310.00	
823	INTERCEPT HEALTH	POS MAND THER FC 4E		P02925139018	2/3/2021	3/26/2021	292.94	
824	KEYSTONE NEWPORT NEWS, LLC.	EDUC SVCS CONG CARE		P02925137969	2/28/2021	3/19/2021	3,100.00	
825	LIVE OAK MENTORING LLC	COMM SVCS		P02925136297	2/28/2021	3/8/2021	400.00	
826	LIVE OAK MENTORING LLC	COMM SVCS		P02925132798	2/28/2021	3/8/2021	450.00	
827	LIVE OAK MENTORING LLC	COMM SVCS		P02925135999	2/28/2021	3/8/2021	600.00	
828	LIVE OAK MENTORING LLC	COMM SVCS		P02925126600	2/28/2021	3/8/2021	1,000.00	
829	LIVE OAK MENTORING LLC	COMM SVCS		P02925136101	2/28/2021	3/8/2021	1,050.00	
830	LIVE OAK MENTORING LLC	COMM SVCS		P02925132902	2/28/2021	3/8/2021	1,250.00	
831	LIVE OAK MENTORING LLC	COMM SVCS		P02925140068	2/28/2021	3/19/2021	1,500.00	
832	LIVE OAK MENTORING LLC	COMM SVCS		P02925141598	2/28/2021	3/26/2021	1,500.00	
833	LIVE OAK MENTORING LLC	FF4E-COMM SVCS		P02925138874	2/28/2021	3/19/2021	150.00	



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834	LIVE OAK MENTORING LLC	NON-MAND COMM BASED		P02925126739	2/28/2021	3/8/2021	1,000.00	
835	LIVE OAK MENTORING LLC	POS MANDATED WSS		P01925137863	1/31/2021	3/12/2021	1,000.00	
836	LIVE OAK MENTORING LLC	POS MANDATED WSS		P02925137861	2/28/2021	3/12/2021	1,000.00	
837	LIVE OAK MENTORING LLC	POS MANDATED WSS		P02925141962	2/28/2021	3/12/2021	1,500.00	
838	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P02925133143	2/28/2021	3/8/2021	1,800.00	
839	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P02925133280	2/28/2021	3/19/2021	375.00	
840	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P02925133981	2/28/2021	3/19/2021	3,080.00	
841	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P10925127838	10/31/2020	3/8/2021	1,350.00	
842	REGION TEN	COMM SVCS. TRANSITION		P01925129206	1/31/2021	3/26/2021	326.50	
843	REGION TEN	COMM SVCS. TRANSITION		P01925130007	1/31/2021	3/26/2021	326.50	
844	REGION TEN	COMM SVCS. TRANSITION		P07925129708	7/31/2020	3/26/2021	326.50	
845	REGION TEN	COMM SVCS. TRANSITION		P08925128902	8/31/2020	3/26/2021	326.50	
846	REGION TEN	COMM SVCS. TRANSITION		P08925129703	8/31/2020	3/26/2021	326.50	
847	REGION TEN	COMM SVCS. TRANSITION		P09925128913	9/30/2020	3/26/2021	326.50	
848	REGION TEN	COMM SVCS. TRANSITION		P09925129814	9/30/2020	3/26/2021	326.50	
849	REGION TEN	COMM SVCS. TRANSITION		P10925129011	10/31/2020	3/26/2021	326.50	
850	REGION TEN	COMM SVCS. TRANSITION		P10925129812	10/31/2020	3/26/2021	326.50	
851	REGION TEN	COMM SVCS. TRANSITION		P11925129109	11/30/2020	3/26/2021	326.50	
852	REGION TEN	COMM SVCS. TRANSITION		P11925129910	11/30/2020	3/26/2021	326.50	
853	REGION TEN	COMM SVCS. TRANSITION		P12925129204	12/31/2020	3/26/2021	326.50	
854	REGION TEN	COMM SVCS. TRANSITION		P12925130005	12/31/2020	3/26/2021	326.50	
855	SHERRY DRUMHELLER	POS MANDATED FFOP		P12925137237	12/31/2020	3/8/2021	1,606.00	
856	SHERRY DRUMHELLER	POS MANDATED FFOP		P01925141417	1/31/2021	3/26/2021	1,606.00	
857	THE FAISON CENTER, INC	POS MANDATED SPED-		P02925107488	2/28/2021	3/26/2021	5,400.00	
858	THE FAISON CENTER, INC	POS MANDATED SPED-		P02925107289	2/28/2021	3/26/2021	6,782.00	
859	THE FAISON CENTER, INC	POS MANDATED SPED-		P02925107390	2/28/2021	3/26/2021	6,896.00	
860	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P08925133464	8/31/2020	3/8/2021	1,200.00	
861	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P12925118865	12/31/2020	3/8/2021	4,200.00	
862	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P12925118967	12/31/2020	3/8/2021	4,200.00	
863	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P12925119066	12/31/2020	3/8/2021	4,200.00	
864	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P11925118778	11/30/2020	3/8/2021	4,800.00	
865	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P01925118873	1/31/2021	3/8/2021	5,100.00	
866	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P01925118774	1/31/2021	3/8/2021	5,700.00	
867	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P01925118976	1/31/2021	3/8/2021	5,700.00	
868	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P01925119075	1/31/2021	3/8/2021	5,700.00	
869	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P02925118764	2/28/2021	3/19/2021	5,700.00	



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870	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P02925118865	2/28/2021	3/19/2021	5,700.00	
871	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P02925118967	2/28/2021	3/19/2021	5,700.00	
872	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P02925119066	2/28/2021	3/19/2021	5,700.00	
873	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P09925119096	9/30/2020	3/26/2021	6,300.00	
874	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P10925119095	10/31/2020	3/26/2021	6,600.00	
875	UNITED METHODIST FAMILY SERVICES	COMM SVCS		P01925126511	1/31/2021	3/8/2021	1,707.48	
876	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E		P02925127319	2/28/2021	3/26/2021	2,756.04	
877	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P01925107777	1/31/2021	3/8/2021	8,223.39	
878	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P02925107591	2/28/2021	3/26/2021	8,656.20	
879	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P02925107693	2/28/2021	3/26/2021	8,656.20	
880	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P02925107792	2/28/2021	3/26/2021	8,656.20	
881	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P02925107894	2/28/2021	3/26/2021	9,761.20	
882	XTRA MILE, LLC	COMM SVCS		P01925126012	1/31/2021	3/8/2021	1,500.00	
883	XTRA MILE, LLC	COMM SVCS		P02925126003	2/28/2021	3/8/2021	1,500.00	
884	XTRA MILE, LLC	COMM SVCS		P12925126090	12/31/2020	3/8/2021	1,500.00	
885	XTRA MILE, LLC	POS MANDATED WSS		P02925132444	2/28/2021	3/8/2021	200.00	
886	XTRA MILE, LLC	POS MANDATED WSS		P12925132440	12/31/2020	3/8/2021	350.00	
887	XTRA MILE, LLC	POS MANDATED WSS		P01925135147	1/31/2021	3/8/2021	400.00	
888	XTRA MILE, LLC	POS MANDATED WSS		P01925132448	1/31/2021	3/8/2021	600.00	
889	XTRA MILE, LLC	POS MANDATED WSS		P02925135145	2/28/2021	3/8/2021	800.00	
890	XTRA MILE, LLC	POS MANDATED WSS		P01925132349	1/31/2021	3/8/2021	875.00	
891	XTRA MILE, LLC	POS MANDATED WSS		P02925132346	2/28/2021	3/8/2021	1,000.00	
892	XTRA MILE, LLC	POS MANDATED WSS		P12925128841	12/31/2020	3/8/2021	1,000.00	
893	XTRA MILE, LLC	POS MANDATED WSS		P12925135142	12/31/2020	3/8/2021	1,400.00	
894								
895								
896	<b>PARKS &amp; RECREATION</b>							
897	AMAZON CAPITAL SERVICES	RECREATIONAL SUPPLIES	6FT EASTER INFLATABLE BUNNY WITH BUILD	1KLQTQKX-JCQR	3/3/2021	3/12/2021	73.97	
898	AMAZON CAPITAL SERVICES	RECREATIONAL SUPPLIES	LIQUID GAS OIL BOTTLE/SWINGLINE PAPER	1R7L-L1JH-MN9P	3/23/2021	3/19/2021	94.76	
899	ATWOOD REPROGRAPHICS, INC	PRINTING AND BINDING	FULL COLOR 16PT RACK CARD	159743	3/5/2021	3/19/2021	195.78	
900	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY BILLING FOR 1/31/21 TO 2/27/21	094459	2/25/2021	3/12/2021	35.37	
901	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	60.00	
902	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	18.44	
903	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	34.46	
904	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	34.46	
905	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	138.25	
						<b>Total:</b>	<b>\$340,559.78</b>	



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906	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	138.25	
907	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	34.45	
908	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	182.54	
909	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309373828 021621	2/16/2021	3/8/2021	341.85	
910	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309373828 031621	3/16/2021	3/26/2021	356.90	
911	FLUVANNA REVIEW	ADVERTISING	CONTROLLED BURN PUBLIC NOTICE AD	2021F6-12	2/11/2021	3/8/2021	174.56	
912	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	18.98	
913	LAKESHORE MANAGERS, LLC	RECREATIONAL SUPPLIES	KAYAK TRAILER	49642	2/5/2021	3/8/2021	1,438.00	
914	MJC DESIGNS, LLC.	RECREATIONAL SUPPLIES	CUSTOM DECALS REPAIR PLEASANT GROVE	2250	2/23/2021	3/8/2021	45.00	
915	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET 2/1/21-2/28/21	134828	3/2/2021	3/12/2021	70.00	
916	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET 2/1/2021-2/28/2021	134829	3/2/2021	3/12/2021	70.00	
917	NATIONAL ENTERTAINMENT	RECREATIONAL SUPPLIES	EASTER CANDY FILLED EGGS	210310012	3/10/2021	3/12/2021	500.00	
918	POSTMASTER	POSTAL SERVICES	PURCHASE OF STAMPS 500X.55=275.00	030321	3/3/2021	3/8/2021	275.00	
919	SAMS CLUB	RECREATIONAL SUPPLIES	EASTER BIN	030821	3/8/2021	3/12/2021	79.92	
920	SAMS CLUB	RECREATIONAL SUPPLIES	SUPPLIES	030421	3/4/2021	3/12/2021	180.52	
921	THE SUPPLY ROOM	OFFICE SUPPLIES	MMF BAG, DEPOSIT, TAMP-EV, 13X16, WHT	4157108-0	10/20/2020	3/19/2021	51.66	
922	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	09552064	2/25/2021	3/12/2021	18.32	
923	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	202.50	
924	VIRGINIA ASSOCIATION OF FAIRS	DUES OR ASSOCIATION	MEMBERSHIP DUES	010421	3/11/2021	3/19/2021	100.00	
925	VIRGINIA CORRECTIONAL	PRINTING AND BINDING	ITEM: 99EN 0469 BK	9598482	2/10/2021	3/12/2021	61.38	
926								
927								
928	<b>LIBRARY</b>							
929	AMAZON.COM	BOOKS/PUBLICATIONS	SUPPLIES	604578781012190	2/10/2021	3/12/2021	8,429.06	
930	AMAZON.COM	OFFICE SUPPLIES	SUPPLIES	604578781012190	2/10/2021	3/12/2021	53.37	
931	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	10.00	
932	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	11.99	
933	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	18.00	
934	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	19.99	
935	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	20.00	
936	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	44.95	
937	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	79.00	
938	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY	200608269	2/8/2021	3/8/2021	1,917.75	
939	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES/FLUVANNA COUNTY	309647441 021621	2/16/2021	3/8/2021	168.94	
940	CENTURYLINK	TELECOMMUNICATIONS	FLUVANNA CO 214 COMMONS BLVD	89826470 030821	3/8/2021	3/19/2021	1,893.24	
941	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES FLUVANNA CO LIBRARY	309647441 031621	3/16/2021	3/26/2021	168.98	
						<b>Total:</b>	<b>\$5,025.32</b>	

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942	DEMCO	OFFICE SUPPLIES	CTN DURAFOLD 10"H 21" JACKET	6923791	3/17/2021	3/26/2021	124.73	
943	GALE	BOOKS/PUBLICATIONS	BOOKS	73690350	2/9/2021	3/8/2021	33.98	
944	GALE	BOOKS/PUBLICATIONS	BOOKS	73404378	1/28/2021	3/8/2021	61.18	
945	GALE	BOOKS/PUBLICATIONS	BOOKS	73594367	2/4/2021	3/8/2021	122.36	
946	GALE	BOOKS/PUBLICATIONS	COTTAGE AT THE BEACH	73792840	2/17/2021	3/8/2021	26.34	
947	GALE	BOOKS/PUBLICATIONS	TAKE THE LEAD/RALPH COMPTON BROKEN	73793004	2/17/2021	3/8/2021	53.53	
948	GALE	BOOKS/PUBLICATIONS	CALDER BRAND/JANET DAILEY	73911085	3/3/2021	3/19/2021	32.29	
949	GALE	BOOKS/PUBLICATIONS	EGG SHOOTERS/LAURA CHILDS	73919541	3/4/2021	3/26/2021	28.89	
950	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100CO21051900	2/10/2021	3/8/2021	1,093.92	
951	SHOWCASES	OFFICE SUPPLIES	POLY 12 CD ALBUM QTY 30	319291	2/19/2021	3/8/2021	245.10	
952	THE PENWORTHY COMPANY	BOOKS/PUBLICATIONS	BOOKS	0570177-IN	3/9/2021	3/26/2021	499.73	
953	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	ACCT: 3065 FLUVANNA CO PUBLIC LIBRARY	T438533	3/1/2021	3/8/2021	8.48	
954						<b>Total:</b>	<b>\$15,165.80</b>	
955								
956	<b>COUNTY PLANNER</b>							
957	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	STANDING DESK CONVERTER SIT STAND	1WMH-VJVP-JQRT	1/27/2021	3/8/2021	277.60	
958	BROOKBINDERS, LTD.	OFFICE SUPPLIES	1-PLANNING COMMISSION MINUTE BOOK #7	54702	1/27/2021	3/8/2021	351.67	
959	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	320.00	
960	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	320.00	
961	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	19.76	
962	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	320.00	
963	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY FUEL	030121	3/1/2021	3/8/2021	66.46	
964	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	15.73	
965	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES/FURNITURE	8061120712	1/30/2021	3/8/2021	90.47	
966	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8061419118	2/27/2021	3/19/2021	67.97	
967	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	81.00	
968						<b>Total:</b>	<b>\$1,930.66</b>	
969								
970	<b>PLANNING COMMISSION</b>							
971	FLUVANNA REVIEW	ADVERTISING	MARCH 9 PUBLIC HEARING AD	2021F8-10	2/25/2021	3/12/2021	177.19	
972	FLUVANNA REVIEW	ADVERTISING	MARCH 9 PUBLIC HEARING	2021F9-14	3/4/2021	3/12/2021	177.19	
973	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	6.43	
974						<b>Total:</b>	<b>\$360.81</b>	
975								
976	<b>ECONOMIC DEVELOPMENT</b>							
977	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	12.00	





	A	B	C	D	F	G	H	J
1	<b>County of Fluvanna</b>		<b>From Date: 3/1/2021</b>					
2	<b>Accounts Payable List</b>		<b>To Date: 3/31/2021</b>					
3								
4								
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
978	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	69.66	
979	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	118.37	
980	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	175.00	
981	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	209.97	
982	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26031011	1/12/2021	3/12/2021	57.00	
983	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY CHARGES	26221347	2/9/2021	3/12/2021	57.00	
984	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONTRACT	26389497	3/13/2021	3/26/2021	57.00	
985	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000909001515654	2/18/2021	3/12/2021	1.68	
986	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	721970783-00001	2/19/2021	3/8/2021	40.50	
987								
988								
989						<b>Total:</b>		<b>\$798.18</b>
					<b>100 GENERAL FUND</b>	<b>Fund Total:</b>		<b>\$1,174,761.74</b>
990	<b>Fund # - 302 CAPITAL IMPROVEMENT</b>							
991	<b>FIRE &amp; RESCUE CAP PROJ</b>							
992	CRABTREE, ROHRBAUGH &	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES JAN 1 21/JAN 31	013121	1/31/2021	3/12/2021	2,364.95	
993	CRABTREE, ROHRBAUGH &	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES 2/1/21-2/28/21	3461	2/28/2021	3/26/2021	8,410.00	
994								
995						<b>Total:</b>		<b>\$10,774.95</b>
996	<b>FACILITIES CAP PROJ</b>							
997	AERO HYDRAULIC LLC	CONTRACT SERVICES	REPAIR CYLINDERS, TEAR DOWN, CLEAN &	10487	3/2/2021	3/12/2021	712.28	
998	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	389.08	
999	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	462.72	
1000	DAIKIN APPLIED	CONTRACT SERVICES	HEAT KIT/AIR HANDLER/SLIT AC/HEAT PUMP	5468681	1/26/2021	3/8/2021	2,433.81	
1001								
1002						<b>Total:</b>		<b>\$3,997.89</b>
1003	<b>SCHOOL TRANSPORT CAP PROJ</b>							
1004	BLUE BIRD BUS SALES	VEHICLE	FY2021 CIP-FLEET-BUSES	R00600393801	2/23/2021	3/8/2021	10,550.00	
1005	BLUE BIRD BUS SALES	VEHICLE	FY2021 CIP-FLEET REPLACEMENT, BUSES	M0060000274/273	3/5/2021	3/12/2021	98,921.00	
1006	BLUE BIRD BUS SALES	VEHICLE	FY2021 CIP-BUSES	R006004057:01	3/19/2021	3/26/2021	10,550.00	
1007								
1008						<b>Total:</b>		<b>\$120,021.00</b>
1009	<b>SCHOOL OPS &amp; MAINT CAP PROJ</b>							
1010	GENERATOR SERVICE COMPANY	CONTRACT SERVICES	FY2021 CRM-GENERATOR FOR SBO	18060/18105	2/23/2021	3/8/2021	560.00	
1011	GENERATOR SERVICE COMPANY	CONTRACT SERVICES	FY2020 CRM-GENERATOR FOR SBO	18057	1/12/2021	3/26/2021	110.00	
1012								
1013						<b>Total:</b>		<b>\$670.00</b>



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1	<b>County of Fluvanna</b>			<b>From Date: 3/1/2021</b>				
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3								
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5	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
1014	<b>PLANNING CAPITAL PROJECT</b>							
1015	BLUE RIDGE SPACE INNOVATORS LTD	CONTRACT SERVICES	REPAIR MEGASTAR	107-21	1/15/2021	3/26/2021	575.00	
1016						<b>Total:</b>	<b>\$575.00</b>	
1017								
1018						<b>302 CAPITAL IMPROVEMENT</b>	<b>Fund Total:</b>	<b>\$136,038.84</b>
1019	<b>Fund # - 401 DEBT SERVICE</b>							
1020	<b>DEBT SERVICE - COUNTY</b>							
1021	U.S. BANK OPERATIONS CENTER	2014 FIRE TRUCK - PALMYRA	DEBT SERVICE INT COURTHOUSE, LIBRARY	2103	2/24/2021	3/31/2021	4,991.80	
1022	U.S. BANK OPERATIONS CENTER	2014C - COURTHOUSE INT	DEBT SERVICE INT COURTHOUSE, LIBRARY	2103	2/24/2021	3/31/2021	19,961.92	
1023	U.S. BANK OPERATIONS CENTER	2014C - LIBRARY INT	DEBT SERVICE INT COURTHOUSE, LIBRARY	2103	2/24/2021	3/31/2021	7,718.16	
1024						<b>Total:</b>	<b>\$32,671.88</b>	
1025								
1026						<b>401 DEBT SERVICE</b>	<b>Fund Total:</b>	<b>\$32,671.88</b>
1027	<b>Fund # - 502 SEWER</b>							
1028	<b>PALMYRA SEWER OPER EXPENSES</b>							
1029	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MONTHLY CHARGES/JAMES MADISON HWY	7712348080	2/26/2021	3/12/2021	61.20	
1030	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP	7129524547	2/23/2021	3/12/2021	812.12	
1031	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING WWTP	72028	2/9/2021	3/8/2021	100.00	
1032	SUEZ TREATMENT SOLUTIONS INC	GENERAL MATERIALS AND	LAMP 58", SEAL, JAKET, DOUBLE LIP, FLANG	900141790	2/19/2021	3/12/2021	599.40	
1033	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD)	DIESEL FLUVANNA CO SEWAGE PLANT GEN	654043	2/22/2021	3/8/2021	416.27	
1034						<b>Total:</b>	<b>\$1,988.99</b>	
1035								
1036						<b>502 SEWER</b>	<b>Fund Total:</b>	<b>\$1,988.99</b>
1037	<b>Fund # - 505 FORK UNION SANITARY DISTRICT</b>							
1038	<b>FORK UNION SANITARY DISTRICT</b>							
1039	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	032521	3/25/2021	3/25/2021	3,834.07	
1040						<b>Total:</b>	<b>\$3,834.07</b>	
1041								
1042	<b>FUSD OPERATIONAL EXPENSES</b>							
1043	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	550.00	
1044	BANK OF AMERICA	PERMITS AND FEES	P-CARD PURCHASES	022821	2/28/2021	3/19/2021	80.00	
1045	CENTURYLINK	TELECOMMUNICATIONS	FUSD-SANITARY DISTRICT-OFFICE-FAX	309719161 21621	2/16/2021	3/12/2021	230.69	
1046	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309719161 031621	3/16/2021	3/26/2021	235.69	
1047	CORE & MAIN LP	GENERAL MATERIALS AND	STOCK	168616 012921	1/29/2021	3/12/2021	2,352.75	
1048	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL-RT 15	9594215007	2/24/2021	3/12/2021	21.86	
1049	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL-2622 BREMO ROAD	7224360003 22421	2/24/2021	3/12/2021	158.29	





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1050	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL-RT 666	8434345008	2/25/2021	3/12/2021	393.58	
1051	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMUHUNDRO WELL-WTP-TANK-14349 W	9346182505 22421	2/24/2021	3/12/2021	1,025.91	
1052	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL/WTP-41 EMERALD RD	9501772108 22421	2/24/2021	3/12/2021	1,501.29	
1053	LOWE'S	GENERAL MATERIALS AND	MONTHLY CHARGES	99000330383	2/25/2021	3/26/2021	219.89	
1054	MOJOHNS, INC.	PURCHASE OF SERVICES	PORABLE TOILET 2/26/21-2/28/21 DELIVER	134827	3/2/2021	3/26/2021	31.43	
1055	MOJOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET 2/1/21-2/28/21	134459	3/2/2021	3/26/2021	60.00	
1056	REPUBLIC SERVICES #410	BLDGS EQUIP REP & MAINT	1 WASTE CONTAINER 20 CU YD	0410-000715644	2/28/2021	3/19/2021	203.17	
1057	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	WET CHEMISTRY ANALYSIS	404970	2/17/2021	3/12/2021	30.00	
1058	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	WET CHEMISTRY ANALYSIS	022821	2/28/2021	3/26/2021	60.00	
1059	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FLUVANNA COUNTY MORRIS WELL GENERA	653931	2/22/2021	3/8/2021	566.01	
1060	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FLUVANNA COUNTY-VARIOUS GENERATO	663911	3/4/2021	3/12/2021	120.00	
1061	TRUSTPOINT INSURANCE, LLC	PROPERTY INSURANCE	SURETY-RENEW POLICY	286991	2/3/2021	3/8/2021	100.00	
1062	USABLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	523539	3/5/2021	3/26/2021	1,345.51	
1063	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	032521	3/25/2021	3/25/2021	1,125.93	
1064	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T438448	3/1/2021	3/8/2021	85.39	
1065						<b>Total:</b>	<b>\$10,497.39</b>	
1066								
1067								
1068	<b>Fund # - 510 ZION XR WATER &amp; SEWER</b>							
1069	<b>ZION XR W&amp;S EXPENSES</b>							
1070	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS-RICHMOND (PRISON BOOSTER	275904-017 022621	2/26/2021	3/12/2021	362.05	
1071	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS-JAMES MADISON HWY (ZXCR)	275904-015 22621	2/26/2021	3/12/2021	395.00	
1072	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WATER TANK-JAMES MADISON HWY	275904-013 22621	2/26/2021	3/12/2021	978.28	
1073	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	PA 7-XROADS WATERLINE PROJ	1914493	1/29/2021	3/12/2021	490.00	
1074	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	TASK 19 W&S PS CONA INSP 2ND	1914491	1/29/2021	3/12/2021	780.00	
1075	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	TASK 21 W&S LINES CONA 2ND YR	1914492	1/29/2021	3/12/2021	15,985.00	
1076	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	TASK 21 W&S LINES ONA 2ND YR	1924576	2/26/2021	3/12/2021	18,077.50	
1077	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	SURVEYING	1924577	2/26/2021	3/12/2021	29,195.00	
1078	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL- REAL	LEGAL GENERAL/REAL	030121	2/28/2021	3/8/2021	2,799.00	
1079	U.S. BANK OPERATIONS CENTER	REDEMPTION OF INTEREST	DEBT SERVICE INT-ZXR WATER & SEWER	32521	2/24/2021	3/31/2021	145,212.51	
1080	U.S. BANK OPERATIONS CENTER	REDEMPTION OF INTEREST	DEBT SERVICE INT-ZXR WATER & SEWER	032521	2/24/2021	3/25/2021	45,375.00	
1081						<b>Total:</b>	<b>\$259,649.34</b>	
1082								
1083						<b>510 ZION XR WATER &amp; SEWER</b>	<b>Fund Total:</b>	<b>\$259,649.34</b>
1084						<b>Total Expenditures by Fund:</b>	<b>\$1,619,442.25</b>	

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

**TAB Q**

<b>MEETING DATE:</b>	April 14, 2021				
<b>AGENDA TITLE:</b>	Fair Housing Month Proclamation				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the proclamation of April to be Fair Housing Month in Fluvanna County.</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, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Annual Proclamation declaring April to be Fair Housing Month in Fluvanna County.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	02-2021 Fair Housing Month Proclamation				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>





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

**PROCLAMATION 02 - 2020**

**FAIR HOUSING MONTH PROCLAMATION**

**WHEREAS**, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

**WHEREAS**, The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

**WHEREAS**, Fluvanna County is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

**WHEREAS**, Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

**WHEREAS**, More than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

**WHEREAS**, Acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

**NOW, THEREFORE BE IT RESOLVED**, the Fluvanna County Board of Supervisors does hereby **PROCLAIM** the month of April, 2021 as Fair Housing Month in the County of Fluvanna and as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Fluvanna County.

Passed and adopted this 14th day of April 2021.

---

John M. Sheridan  
Chair, Board of Supervisors



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

**TAB R**

<b>MEETING DATE:</b>	April 21, 2021				
<b>AGENDA TITLE:</b>	Redistricting 2021 Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	<p>The County Attorney, County Administration and the Registrar met April 16, 2021 to discuss Redistricting in 2021, following the Board of Supervisors guidance to look into 5 districts. After further review by the County Attorney of relevant case law and like opinion by the Attorney General, strict interpretation of the Constitution of Virginia, Code of Virginia and guidance from the Department of Elections, it has been determined that the Board of Supervisors have 3 options for their consideration. After further review, the 5 District Scenario 1 presented to the Board of Supervisors on April 14, 2021 is not a viable option. To understand the options, it is important to understand the law guiding the options.</p> <p>Requirements and considerations for the 3 redistricting options are as follows:</p> <ul style="list-style-type: none"> <li>• Article VII, Section 5 of the Constitution of Virginia requires any locality that conducts elections by district to change its district boundaries every 10 years in the year ending in one. <ul style="list-style-type: none"> <li>○ The County <u>must</u> redistrict in 2021</li> </ul> </li> <li>• Virginia Code 24.2-304.1 Section C. states “For the purposes of redistricting and reapportioning representation in 2021 and every 10 years thereafter, the governing body of a county, city, or town shall use the most recent decennial population figures for such county, city, or town from the United States Bureau of the Census, as adjusted by the Division of Legislative Services pursuant to § 24.2-314”.</li> </ul>				



- 2020 census data is currently not available and is not projected to be available until September 2021.
- The only census data currently available is the 2010.
- Virginia Code 24.2-314, Population data; reallocation of prison population, Section 1. "A person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located within the Commonwealth shall be deemed to reside at such address".
  - Fluvanna must now remove the roughly ~1,000 Fluvanna Women's Correctional Center population from its 2021 redistricting numbers.

3 options for consideration:

**1. Redistrict Prior to June 8<sup>th</sup> Filing Date.**

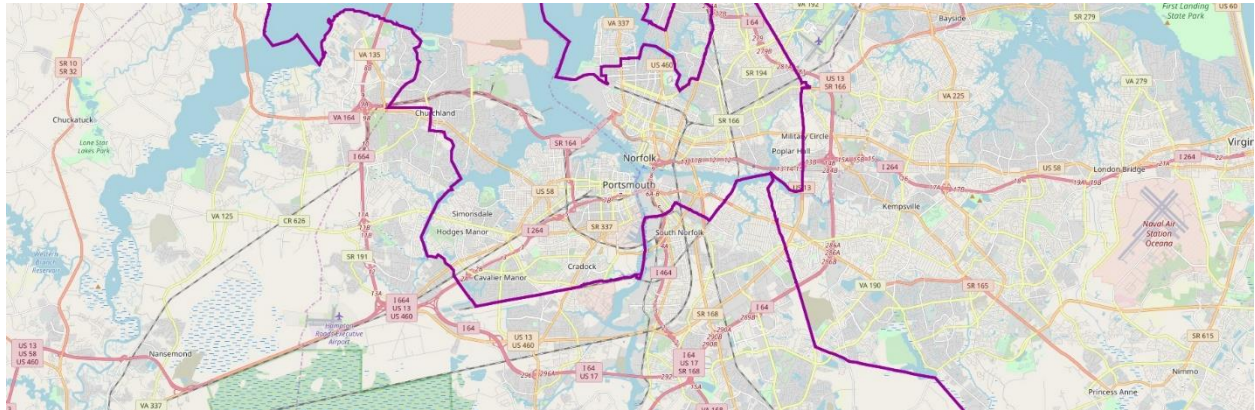
- a. Per Article VII, Section 5 of the Constitution of Virginia, Fluvanna must redistrict in 2021, but it does not specify when.
- b. Per Virginia Code 24.2-304.1, the most recent decennial population figures must be used.
  - i. 2010 census data is the most recent decennial population figures available (26,591 - 2010 census population).
- c. Per Virginia Code 24.2-314, the incarcerated population would need to be removed. (~1,000)
  - i. The districts would have to be reallocated, since the Columbia district is losing ~1,000 from the prison population.
- d. Time is of the essence with this option, since this requires an ordinance change, which also requires a public hearing and 2 weeks of advertising for the public hearing.
  - i. The Board of Supervisors would need to call a Special Meeting on April 28, 2021 to authorize staff to advertise for a Public Hearing
  - ii. Staff and the Redistricting Committee would need to meet to configure the reallocated district based upon the above criteria for the April 28, 2021 meeting.
  - iii. To meet timing requirements, the Board of Supervisors would hold a Public Hearing on the May 19, 2021 regular meeting.
  - iv. Staff would need to hold community meetings on the new redrawn districts between April 28<sup>th</sup> and May 19<sup>th</sup>.
- e. As stated, it is possible that actual 2020 census data could still be received in 2021.
- f. With the unknown changes or legislation from the Commonwealth due to the 2021 census data, it is also possible that the County could have to redistrict again next year.

**2. Wait for the 2021 Census Data to come out in September 2021 and still redistrict in 2021.**

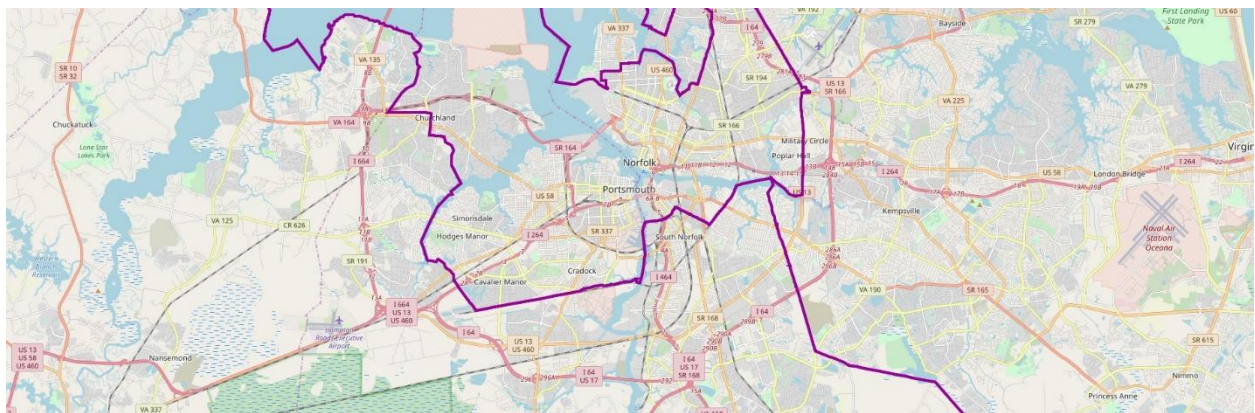
- a. This would meet Article VII, Section 5 of the Constitution of Virginia, for Fluvanna to redistrict in 2021.

	<p>b. The County would still need to determine district numbers, reallocate districts, hold public hearings and make ordinances changes prior to the end of calendar year 2021.</p> <p>c. It is highly possible that this would not be accomplished prior 60 days before the General Election in November.</p> <p>d. Any local elections would be based on the current 5 districts.</p> <p><b>3. Wait for the 2021 Census Data to come out in September 2021 and if it does not, the County could still redistrict based upon the criteria under option #1 above.</b></p> <p>a. This would meet Article VII, Section 5 of the Constitution of Virginia, for Fluvanna to redistrict in 2021.</p> <p>b. The County would still need to determine district numbers, reallocate districts, hold public hearings and make ordinances changes prior to the end of calendar year 2021 based upon 2010 census data, with the prison population removed.</p> <p>c. It is highly possible that this would not be accomplished prior 60 days before the General Election in November.</p> <p>d. Any local elections would be based on the current 5 districts.</p> <p>e. <u>The County Attorney, County Administration and the Registrar recommend this option.</u></p> <p>This same issue effects many localities (some with prison populations), there are many unknowns at this point and law affecting this very issue could be forth coming in the months to come.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	See discussion section above.				
<b>ENCLOSURES:</b>	Guide to Local Redistricting for 2021				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				<b>X</b>





# Guide to Local Redistricting for 2021





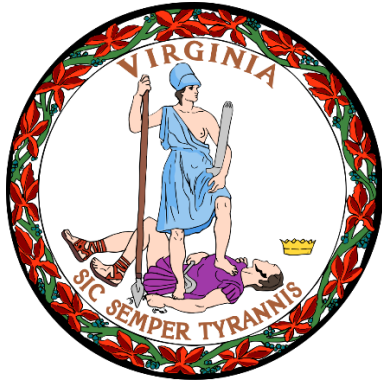
# Guide to Local Redistricting for 2021

## **A Few Caveats About This Guide**

This Guide and the information contained in it are not legal advice. The Guide is intended to be informative and provide an overview of the law and the process of redistricting to serve as a starting point for those undertaking redistricting at the local level.

This Guide and its description of the law and schedule for redistricting are current as of the date of publication. However, the law and schedule are always changing in response to new developments. Each locality must pay close attention to developments at the 2021 Regular Session, and any special sessions, of the General Assembly, on the national scene concerning the 2020 census, and in case law.





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Amigo R. Wade, *Acting Director*  
Meg Lamb, *Senior Attorney*  
Brooks Braun, *Attorney*  
Lilli Hausenfluck, *Chief Editor*  
Sandy Adkins, *Editor*  
Mark Newton, *Editor*

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For information, please contact:  
Division of Legislative Services  
900 E. Main Street  
Richmond, Virginia 23219  
(804) 698-1800

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*For Jack Austin, my mentor and friend.  
He would want you to know that the precincts listed  
in the district descriptions in the Code of Virginia are just a snapshot in time.  
- M.L.*





# Guide to Local Redistricting for 2021

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# Guide to Local Redistricting for 2021

## 1. Introduction to Redistricting

### 1.1. What Is Redistricting?

Redistricting is the process of redrawing the boundaries of districts that elect representatives who serve specific geographic areas. Redistricting occurs every 10 years following the United States decennial census and is the responsibility of state and local governments. It is governed by federal and state constitutional and statutory laws.

### 1.2. Basic Principles of Redistricting

While the laws governing redistricting are vast, complex, and ever evolving, here are a few basic principles that guide the process:

***Redistricting must be done every 10 years in the year ending in one.*** Prior to the 1960s, many states did not redraw their election district boundaries on a regular basis despite the occurrence of shifts in population, which often led to districts with wide variations in population numbers. Due to a series of rulings by the U.S. Supreme Court in this matter, states must redistrict every 10 years following the United States decennial census.

***Article VII, Section 5*** of the Constitution of Virginia specifically requires any locality that conducts elections by district to change its district boundaries every 10 years in the year ending in one.

***Districts must be drawn using census data.*** The United States decennial census is the primary data source on population, age, and race used in redistricting. While there is no federal requirement that census data be used for redistricting, § ***24.2-304.1*** of the Code of Virginia requires local governments to use the most recent decennial population figures for such county, city, or town for the purposes of redistricting and reapportioning representation.

During the 2011 cycle, this Code section required the use of those “figures [that were] identical to those from the actual enumeration conducted by the United States Census Bureau (the Census Bureau) for the apportionment of representatives in the United States House of Representatives.” However, the 2020 Regular Session of the General Assembly amended this requirement so that in the 2021 redistricting cycle the data to be used will be the census data as adjusted by the Division of Legislative Services to reflect the reallocation of prison populations. See **Section 4.2** for more about this reallocation process.

***Districts must be equal in population.*** The same U.S. Supreme Court cases that require districts be redrawn every 10 years also require those districts to be equal in population. This is the “one-person, one-vote” principle. For congressional districts, this means that the population of one congressional district must be essentially equal to another. For other districts, the standard is not as strict, instead requiring “substantially” equal populations in like districts. The Constitution of Virginia requires local election districts to use the substantially equal population standard.





***Districts cannot be drawn to discriminate based on race.*** One of the most complicated and, as a result, frequently litigated areas of redistricting law relates to race-based redistricting. See **Section 5.4** for more detail on this issue. Generally, though, the Equal Protection Clause of the ***Fourteenth Amendment*** to the Constitution of the United States has been interpreted as prohibiting districts from being drawn to segregate citizens into districts based on race. This is racial gerrymandering. In addition, the Voting Rights Act of 1965 (P.L. 89-110), as amended, prohibits districts from being drawn in such a way that the result is a denial or abridgement of the right to vote on account of race, color, or status as a member of a language minority group.

A proposed amendment to the Constitution of Virginia will be submitted to the voters at the November 2020 general election and, if approved, ***Article II, Section 6*** will include a requirement for racial and ethnic fairness:

Every electoral district shall be drawn in accordance with the requirements of federal and state laws that address racial and ethnic fairness, including the Equal Protection Clause of the ***Fourteenth Amendment*** to the Constitution of the United States and provisions of the Voting Rights Act of 1965, as amended, and judicial decisions interpreting such laws. Districts shall provide, where practicable, opportunities for racial and ethnic communities to elect candidates of their choice.

This addition to the Constitution of Virginia, if approved at the November 2020 general election, will become effective January 1, 2021.

***Districts must be contiguous and compact.*** ***Article VII, Section 5*** of the Constitution of Virginia requires local election districts to “be composed of contiguous and compact territory.”

### 1.3. Introduction to the Guide to Local Redistricting for 2021

For the four previous redistricting cycles, the Division of Legislative Services has published a Guide to Local Redistricting like this to assist local governing bodies in understanding and preparing for the redistricting process.

While every possible issue and question cannot be predicted or addressed, this Guide provides a thorough introduction to the fundamental aspects and foundational principles of redistricting to equip the localities of Virginia as they begin the redistricting process.

The Guide to Local Redistricting for 2021 is organized into the following sections:

- Section 1. Introduction to Redistricting
- Section 2. Local Election Districts
- Section 3. Precincts and Polling Places
- Section 4. The 2020 Census
- Section 5. Legal Standards Applicable to Local Redistricting
- Section 6. After Redistricting



Additionally, Appendices A and B set out the relevant constitutional and statutory provisions:

- Appendix A. Relevant Constitutional Provision
- Appendix B. Relevant Code of Virginia Sections

### **A Few Caveats About This Guide**

This Guide and the information contained in it are not legal advice. The Guide is intended to be informative and provide an overview of the law and the process of redistricting to serve as a starting point for those undertaking redistricting at the local level.

This Guide and its description of the law and schedule for redistricting are current as of the date of publication. However, the law and schedule are always changing in response to new developments. Each locality must pay close attention to developments at the 2021 Regular Session, and any special sessions, of the General Assembly, on the national scene concerning the 2020 census, and in case law.







# Guide to Local Redistricting for 2021

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## 2. Local Election Districts

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### 2.1. Introduction

The Constitution of Virginia requires popular elections for the members of a locality's governing body. How these elections happen—at large or by district—is left to the governing bodies, but if the members are elected by district, the Constitution of Virginia requires:

1. That a county, city, or town must redistrict in 2021 if it elects any members of its governing body from districts;
2. That the districts must be drawn to comply with the one-person, one-vote standard;
3. That the districts must be contiguous and compact; and
4. That any citizen of a locality can go to court to compel the governing body to redraw its district boundaries if the governing body fails to do so.

For the constitutional language, see *Article VII, Section 5* as set out in full in **Appendix A**.

### 2.2. Code of Virginia Requirements for Local Redistricting

Just as the General Assembly is responsible for the reapportionment and redistricting of congressional and state legislative districts, local governing bodies are responsible for the local election districts. While *Article VII, Section 5* of the Constitution of Virginia sets forth the basic principles of this responsibility, the Code of Virginia expands on it with additional requirements and necessary details for the reapportionment and redistricting of local election districts. All local governing bodies undertaking this important endeavor should understand the following key provisions:

***Reapportionment and redistricting is required every 10 years for certain localities.***

Subsection A of § *24.2-304.1* authorizes local governing bodies to provide by ordinance for single-member districts, multi-member districts, at-large districts, or any combination of such districts. Any locality that does not elect its governing body entirely at large is subject to the provisions of subsection B of § *24.2-304.1*, which repeats the constitutional requirement that any county, city, or town that elects members of its governing body from districts must reapportion and redraw the election district boundaries every 10 years in the year ending in one.

***Local election districts must comply with certain criteria.*** Subsection B of § *24.2-304.1* repeats the constitutional requirement that local election districts be composed of contiguous and compact territory and give, “as nearly as is practicable, representation in proportion to the population of the district or ward.” This is the equal population standard. Section *24.2-305* restates the contiguous and compact requirement and further provides that each election district must have clearly defined and clearly observable boundaries. See the defined term, “clearly observable boundary,” in § *24.2-305* as set out in full in **Appendix B**. For further discussion regarding equal population, contiguity, and compactness, see **Section 5**.



***The most recent decennial population figures for each locality, as adjusted by the Division of Legislative Services, are to be used.*** Subsection C of § [24.2-304.1](#) requires the use of adjusted census data for reapportionment and redistricting purposes. This is a new requirement, the result of legislation enacted by the 2020 Regular Session of the General Assembly. Beginning with the 2021 redistricting, any person incarcerated in a federal, state, or local correctional facility within the Commonwealth is to be counted as a resident of the locality where his address at the time of incarceration is located. Because the Census Bureau counts such persons at the facilities in which they are incarcerated and reports the population as such, this requires the population data received from the census to be adjusted. By law, the Division of Legislative Services is tasked with adjusting this data and making it available within 30 days of receipt of the census data.

***Local decennial redistricting measures take effect immediately but do not cut short the term of any governing body member.*** Subsection B of § [24.2-311](#) provides that ordinances adopted by local governing bodies to accomplish the decennial redistricting required by [Article VII, Section 5](#) of the Constitution of Virginia take effect immediately. It further provides that governing body members in office on the effective date of a decennial redistricting measure are to complete their terms of office. As provided by § [24.2-304.6](#), local officials, including members of school boards or planning commissions, complete their terms of office regardless of loss of residency in their districts due to the redistricting measure.

***Each locality is responsible for determining its obligations from multiple sources.*** It's important for each locality to review the sections of the Code of Virginia set out in full in [Appendix B](#), as there are many requirements and provisions in addition to those addressed in this Guide.

For example, § [24.2-304.3](#) requires a copy of the ordinance adopting the redistricting plan to be recorded in the official minutes of the governing body, along with a description of the boundaries and a map showing the boundaries of the districts. A requirement new for the 2021 redistricting is that a Geographic Information System (GIS) map that shows the district boundaries must be sent to the local elected board, the Secretary of the Commonwealth, the Department of Elections, and the Division of Legislative Services.

Additionally, each city and town should review its charter in order to determine whether it contains provisions related to redistricting. Any county with a charter or an optional form of government should review its charter or the statutes applicable to its form of government for possible special provisions applicable to redistricting.

### 2.3. Elected School Boards

For the localities that have made the switch from appointed to elected school boards, the dates of elections, terms of office, and election districts for school board members will generally mirror those for members of the governing body. As such, most of the counties and cities that elect their governing bodies from districts will be redrawing those district lines for both their governing bodies and their school boards. Section [22.1-57.3](#) provides in pertinent part:

Elections of school board members in a county, city, or town shall be held to coincide with the elections for members of the governing body of the county, city, or town at the regular general election in November or the regular general election in May, as the case may be . . .



. . . The terms of the members of the elected school board for any county, city, or town shall be the same as the terms of the members of the governing body for the county, city, or town. In any locality in which both the school board and the governing body are elected from election districts, as opposed to being elected wholly on an at-large basis, the elections of the school board member and governing body member from each specific district shall be held simultaneously except as otherwise provided . . .

. . . In any case in which school board members are elected from election districts, as opposed to being elected from the county, city, or town at large, the election districts for the school board shall be coterminous with the election districts for the county, city, or town governing body, except as may be specifically provided for the election of school board members in a county, city, or town in which the governing body is elected at large.

Each locality is responsible for determining whether any applicable charter provision, special law, or optional form of government provision applies to the redrawing of elected school board districts during this decennial process of redistricting.









# Guide to Local Redistricting for 2021

## 3. Precincts and Polling Places

### 3.1. Introduction

While the establishment of election districts is provided for specifically in the Constitution of Virginia, the establishment of precincts is not. However, precincts do show up in the Constitution in a significant way: the qualification of voters.

*Article II, Section 1* of the Constitution of Virginia sets forth the qualifications of voters. One such qualification is to fulfill the residence requirements set forth in that section, which are residency in the Commonwealth and the precinct where one votes. In this way, precincts are a foundational element of democracy.

So what is a precinct? The Code of Virginia defines a “precinct” to be the territory designated by the governing body of a county, city, or town to be served by one polling place.<sup>1</sup> A “polling place” is defined as the structure that contains the one place provided for each precinct at which the qualified voters who are residents of the precinct may vote.<sup>2</sup>

Precincts are subject to a number of statutory provisions, present a variety of issues in elections administration, and are a key part of the redistricting process.

### 3.2. Code of Virginia Requirements for Precincts and Polling Places

First, a few basic points from the Code of Virginia about precincts:

***The establishment of precincts is the responsibility of local governing bodies.*** Section *24.2-307* directs the governing body of each county and city to establish by ordinance as many precincts as the governing body deems necessary. These governing bodies are also authorized to increase or decrease the number of precincts and to alter the boundaries of precincts, subject to requirements and restrictions in the Code of Virginia. Section *24.2-308* directs the establishment of one precinct for each town unless the town council establishes more than one precinct by ordinance.

***Precincts must comply with certain criteria.*** Section *24.2-305* requires precincts to “be composed of compact and contiguous territory” and to “have clearly defined and clearly observable boundaries.” See **Section 5** for further discussion regarding contiguity and compactness and see the defined term, “clearly observable boundary,” set out in full in **Appendix B**.

***Precincts are subject to requirements for minimum and maximum numbers of registered voters.***<sup>3</sup> Section *24.2-307* provides that at the time a precinct is established, it cannot have more

<sup>1</sup> VA. CODE § *24.2-101*.

<sup>2</sup> *Id.*

<sup>3</sup> For the purposes of this requirement, “registered voter” includes only persons maintained on the Virginia voter registration system with active status. See VA. CODE § *24.2-101*.



than 5,000 registered voters. The general registrar is responsible for notifying the governing body whenever the number of voters who actually voted in a precinct in a presidential election exceeds 4,000, and the governing body must then revise the precinct boundaries. Additionally, § 24.2-307 sets a minimum number of registered voters for precincts. At the time a precinct is established, it can have no fewer than 100 registered voters for a county precinct and no fewer than 500 registered voters for a city precinct.

***Precincts must be wholly contained within certain types of election districts.*** Section 24.2-307 requires each county and city precinct to be wholly contained within a single congressional district, state Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board. Section 24.2-308 provides that each town precinct must be wholly contained within any election district used for the election of one or more town council or school board members. See the following **Section 3.3** for more discussion on this “wholly contained” requirement and the issue of split precincts.

### 3.3. Split Precincts

A split precinct is one in which not all voters in the precinct have the same candidates for a particular type of office on their ballots. Split precincts create confusion for voters and headaches for election officials.

The law has long required precincts to be wholly contained within a single local election district. This was easily attainable since the same authority was responsible for establishing both. Precincts split among congressional and state legislative districts, on the other hand, were inevitable. While the General Assembly was drawing the congressional and state legislative districts, using the previous decade’s precincts as the basis for the maps, local governing bodies were making changes to those very precinct lines. When those new precinct boundaries were then laid on top of the congressional and state legislative districts, the result was often a split precinct. The common practice to address these split precincts was by adopting legislation in the following legislative sessions to make technical adjustments to the congressional or state legislative district lines so that the district lines and precinct boundaries aligned. This is no longer viewed to be an option, so other efforts to address the split precinct issue have been made.

The 2020 Regular Session of the General Assembly passed legislation<sup>4</sup> amending § 24.2-307 to require county and city precincts to be wholly contained within a single congressional district, state Senate district, and House of Delegates district, in addition to local election districts. Recognizing the practical realities of how the redistricting process unfolds, the law requires the governing body to establish precincts to be consistent with those election districts adopted by the appropriate authority by June 15 in the year ending in one. However, if congressional or state legislative districts have not been adopted by that date, the governing bodies may use the districts as they existed on June 15 of that year as the basis for establishing the precinct boundaries for the November elections held that year. Precinct boundaries must be established to be consistent with any subsequent changes to the congressional, state Senate, House of Delegates, and local election districts and such new boundaries will apply to future elections.

If the governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct, the State Board of Elections may grant a waiver

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<sup>4</sup> *Chapter 1268* of the Acts of Assembly of 2020.



to administer a split precinct or direct the governing body to establish a precinct with fewer than the minimum number of voters.

### 3.4. Precinct Boundaries and the Census Bureau’s Voting District Project

Section *24.2-305* requires precincts to have clearly defined and clearly observable boundaries. This standard was adopted in the 1980s so that (i) precinct boundaries can be readily identified by voters, candidates, and those administering elections and (ii) census population counts can be reported for each individual precinct. The Census Bureau will not give a population count for a precinct unless the boundaries of the precinct meet the Bureau’s standards for census blocks and can be used as the boundaries of a census tabulation block.

In preparing for the 2020 census, Virginia participated in the Voting District Project, Phase II of the 2020 Census Redistricting Data Program.<sup>5</sup> The state worked with the Census Bureau to identify, update, and verify the precinct boundaries of Virginia’s 2,465 active precincts on the census maps. This work was done through the nonpartisan census liaisons with the Division of Legislative Services in consultation with general registrars and other local officials and personnel. The precinct boundaries in place at the end of this project are the precincts used to provide census population counts for use in redistricting.

This project is the reason for the “precinct freeze” enacted every 10 years in preparation for redistricting. The current precinct freeze set out in § *24.2-309.2* prohibits the creation, division, abolishment, or consolidation of any precinct or any change to the boundaries of a precinct between February 1, 2019, and May 15, 2021, except in certain circumstances.

At the conclusion of this precinct freeze, localities should review their precincts. During the nearly 2.5-year period in which the precincts are frozen, population shifts may have occurred, resulting in precincts that are now oversized or undersized, and it may be necessary to increase or decrease the number of precincts in the locality, as permitted by § *24.2-307*.

### 3.5. Polling Places

The requirements for polling places are provided in §§ *24.2-310* and *24.2-310.1*. There must be one polling place for each precinct. The polling place for a county, city, or town precinct must (i) be located in the precinct or within one mile of the precinct boundary, (ii) meet accessibility requirements, and (iii) be located in a public building whenever practicable. It is important to consider the availability of appropriate polling place facilities when drawing local election district and precinct boundaries. For towns holding elections in November, the town uses the county’s polling places.

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<sup>5</sup> This project provides states the opportunity to submit their voting districts, or precincts, for inclusion in the 2020 Census Redistricting Data Program tabulation, in addition to submitting suggested legal boundary updates and updates to their geographic areas. More information on this project and the Census Redistricting Data Program can be found at <https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html> [last visited October 19, 2020].





# Guide to Local Redistricting for 2021

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## 4. The 2020 Census

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### 4.1. Introduction

The 2020 census, conducted by the U.S. Department of Commerce through the Census Bureau, is the twenty-fourth census in U.S. history, and it will provide the basis for the reapportionment among the states of the 435 seats in the United States House of Representatives. It will also be used to redraw congressional, state legislative, and local election districts.

#### *Legal Basis*

The decennial census is a constitutional requirement. *Article I, Section 2, Clause 3* of the Constitution of the United States requires an “actual Enumeration” of all people in the United States. This enumeration is then used to determine the number of seats each state will have in the United States House of Representatives for the upcoming decade. Currently, Virginia has 11 seats, and it is predicted that Virginia will hold onto those seats.

Federal law requires that the census data be reported to the states in order for it to be used by the states to establish congressional, state legislative, and local election districts.<sup>6</sup> How that census data is used, however, is left to the states. Subsection C of § *24.2-304.1* of the Code of Virginia requires the use of the census data, as adjusted by the Division of Legislative Services, in the drawing of local election districts.

#### *Developments for the 2020 Census*

Like the 2010 census, the 2020 census is short form, collecting only basic information. The 2020 census is, however, the first to use the Internet as the primary response method.

The 2020 questions regarding race and ethnicity are different from previous years. Multiple Hispanic ethnicities, such as Mexican and Puerto Rican, are collected within the broader category. There is also a write-in option for the White racial and Black racial categories.

Because the census collects protected personal information, the Census Bureau must take steps to protect that data from disclosure in a way that allows individuals and their information to be identified while still providing data that can be used by states to conduct accurate redistricting. The 2020 census will utilize an algorithmic approach to privacy protection called *differential privacy*.<sup>7</sup> Differential privacy allows the Census Bureau to determine a mathematically precise balance between privacy protection and data accuracy and to ensure that that balance will stay constant into the future. The Census Bureau has continued to develop this Disclosure Avoidance System ahead of the release of redistricting data, with a focus on improving the accuracy of population data.

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<sup>6</sup> P.L. 94-171 (1975).

<sup>7</sup> More information on the Disclosure Avoidance System and the 2020 census can be found at [https://www.census.gov/about/policies/privacy/statistical\\_safeguards/disclosure-avoidance-2020-census.html](https://www.census.gov/about/policies/privacy/statistical_safeguards/disclosure-avoidance-2020-census.html) [last visited October 19, 2020].



In response to the COVID-19 pandemic, the Census Bureau has announced it is seeking permission from Congress to delay its 2020 census data delivery by 120 days. See **Section 4.4** for further discussion concerning this delay and its potential impact on Virginia’s redistricting process.

There are two basic pieces of information needed to redraw election district lines: population data (**Section 4.2**) and maps (**Section 4.3**). The Census Bureau provides both.

## 4.2. Population Data

### *P.L. 94-171 Data*

Public Law 94-171 is the federal law directing the Census Bureau to provide redistricting data needed by the states. P.L. 94-171 data, or redistricting data, is the data the localities will use to redistrict in 2021, just as the General Assembly will use the data to redraw congressional and state legislative districts.<sup>8</sup> This data gives total and voting age population counts and Hispanic and racial data for each geographic unit.

Under federal law, the Census Bureau is required to report this data to the 50 states by April 1, 2021. However, in light of the COVID-19 pandemic and its impact on the 2020 census operations, it is unclear when this data may be received in 2021 (see **Section 4.4** for further discussion).

### *Residence Criteria and Situations*

A perennial question regarding the decennial census is “who is counted where.” As a general rule, people are counted at their usual residence, the place where they live and sleep most of the time. Persons who live in “group quarters” are counted at that facility, and persons who do not have a usual residence are counted where they are on Census Day, or April 1, 2020. The Census Bureau has detailed guidance for determining where people should be counted.<sup>9</sup> A few examples:

- United States military personnel assigned to a United States military vessel with a United States homeport on Census Day are counted at the onshore United States residences where they live and sleep most of the time. If the personnel do not have onshore United States residences, they are counted at their vessel’s homeport.
- Any person incarcerated in a federal, state, or local correctional facility is counted at the facility where he is incarcerated.
- A college student living away from his parent’s or guardian’s home while attending college in the United States, living either on-campus or off-campus, is counted at the on-campus or off-campus residence where he lives and sleeps most of the time.
- A baby born on Census Day is counted at the residence where he will live and sleep most of the time, even if he is still in a hospital on Census Day.

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<sup>8</sup> As adjusted by the Division of Legislative Services to reflect the reallocation of prison populations; see subsection C of § [24.2-304.1](#) of the Code of Virginia.

<sup>9</sup> *Federal Register*, Vol. 83, No. 27 (February 8, 2018).



### *Reallocation of Prison Populations*

The 2020 Regular Session of the General Assembly enacted legislation that will adjust the P.L. 94-171 data to reflect the reallocation of the prison populations in the Commonwealth.<sup>10</sup> Any person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located within the Commonwealth will be deemed to reside at such address. Any incarcerated person whose address at the time of incarceration was located outside of the Commonwealth or cannot be determined will be deemed to reside at the location of the facility in which he is incarcerated. The Division of Legislative Services is responsible for adjusting the P.L. 94-171 data to reflect this reallocation based on residency and is required to make the adjusted data available within 30 days of receipt of the P.L. 94-171 data from the Census Bureau.

### *Race and Ethnicity*

Questions about race and ethnicity are included in the decennial census in order to gather data necessary to facilitate enforcement of the Voting Rights Act, which prohibits the enactment of redistricting plans that result in a denial or abridgement of the right of any citizen of the United States to vote on account of race or color or membership in a language minority group.

The U.S. Office of Management and Budget standards<sup>11</sup> specify five minimum categories for data on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. It also provides two categories for data on ethnicity: Hispanic or Latino and Not Hispanic or Latino.

### *Total and Voting Age Population*

As in 2011, the Census Bureau will report the total population and the voting age population for each geographic unit.

## 4.3. Census Geography and Maps

### *Geographic Units*

The Census Bureau will report the state's population data using the following geographic units, meaning each geographic unit will have population data assigned to it. The geographic units used are a combination of legal/administrative geography and Bureau-defined geography.

- **Counties, cities, and towns**—the primary legal subdivision of Virginia; the geography of these governmental units is defined by the state and local governments and reported to the Census Bureau. See **Getting the Geography Right** later in this section for further discussion.
- **Voting tabulation districts or VTDs**—precincts and wards; these are defined by the state and local governments and reported to the Census Bureau. Each precinct will be coded with a six-digit number that represents the census locality census code and the Virginia Department of Elections precinct code. See **Getting the Geography Right** later in this section for further discussion.

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<sup>10</sup> VA. CODE § 24.2-314.

<sup>11</sup> *Federal Register*, Vol. 62, No. 210 (October 30, 1997).





- **Census tract**—a combination of census block tracts that is a statistical and relatively permanent subdivision of a locality. Census tract boundaries typically follow visible features but may follow governmental unit boundaries. Census tracts always nest within counties and cities.
- **Census block group**—a combination of census blocks that is a subdivision of a census tract. These are defined by the Census Bureau.
- **Census block**—Census blocks are king; they are the smallest entity for which the Census Bureau collects and tabulates decennial census information. The Census Bureau defines census blocks, using only visible or nonvisible boundaries shown on census maps as the blocks' boundaries.

Additionally, the Census Bureau will make population data available by congressional and state legislative districts.

### ***TIGER/Line Shapefiles***

A shapefile is a geospatial data format for use in geographic information system (GIS) software. The TIGER/Line Shapefiles are the fully supported core geographic product from the Census Bureau. They are extracts of selected geographic and cartographic information from the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database. These shapefiles include polygon boundaries of geographic areas and features, but they do not contain any demographic data from the decennial census. Instead, the shapefiles contain a standard geographic identifier for each geographic entity that links to the geographic identifier in the census data.

To use these shapefiles, a user must have mapping or GIS software that can import the TIGER/Line Shapefiles. The shapefiles are not provided by the Census Bureau in any vendor-specific format. With the appropriate software, a user can produce maps ranging in detail from a neighborhood street map to a map of the United States. To date, many local governments have used the TIGER data in applications requiring digital street maps. Software companies have created products for the personal computer that allow consumers to produce their own detailed maps. Localities will want to work with their planning departments and local planning commissions to use TIGER data.

### ***Getting the Geography Right***

Because redistricting done by both the General Assembly and local governments will use population data assigned by geographic unit, it is vitally important that the geography that the Census Bureau uses reflects what the state and each local government understands it to be. Fortunately, there are opportunities throughout each decade to get the geography right. For the 2021 redistricting cycle, two such opportunities are the Boundary and Annexation Survey and the 2020 Census Redistricting Data Program.

***Boundary and Annexation Survey.*** The Census Bureau conducts the Boundary and Annexation Survey (the BAS) annually to collect information about select legally defined geographic areas.<sup>12</sup> The BAS is used to update information about legal boundaries and names of all governmental units in the United States. It provides local governments the opportunity to

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<sup>12</sup> More information on the Boundary and Annexation Survey can be found at <https://www.census.gov/programs-surveys/bas.html> [last visited October 19, 2020].



review the Census Bureau's boundary data to ensure that the Bureau has the correct legal boundary, name, and status information of the various geographic areas. The legal boundaries collected through the BAS are used by the Census Bureau to tabulate data for the decennial census.

Each year, the Census Bureau sends the BAS Annual Response email to key contacts in local government. This includes:

- The government's highest elected official, such as the mayor or county executive; and
- A GIS staff person, planner, clerk, or other contact.

By responding to the BAS, local governments are able to ensure that the legal boundaries of the various geographic units for which the Census Bureau reports population data are correct. For example, if the Census Bureau uses the boundary between two counties as the boundary of several census blocks and, as a result, several VTDs, it is important that that boundary be what those two counties understand it to be.

***The 2020 Census Redistricting Data Program.*** The first two phases of the 2020 Census Redistricting Data Program<sup>13</sup> also present opportunities for state and local governments to review and submit changes to various geographic and governmental area boundaries. As opposed to the BAS, which is conducted annually, this program is conducted in the run-up to the decennial redistricting.

- Phase 1 was the Block Boundary Suggestion Project. It provided states the opportunity to submit suggested legal boundary updates as well as updates to other geographic areas. Participation in Phase 1 was conducted for Virginia through the Division of Legislative Services in two stages, the first being the initial identification (December 2015 through May 31, 2016) and the second being the verification of updates (December 2016 through May 31, 2017).
- Phase 2 was the Voting District Project. It provided states the opportunity to submit their voting districts for inclusion on the P.L. 94-171 Redistricting Data, in addition to allowing states to submit suggested legal boundary updates as well as updates to other geographic areas. Participation in Phase 2 was conducted for Virginia through the Division of Legislative Services in three stages, the first being an initial identification (December 2017 through May 31, 2018), the second and third being verification of updates (December 2018 through May 31, 2019, and December 2019 through March 31, 2020). During these stages, local government officials were contacted by the Division of Legislative Services to provide shapefiles or GIS maps of the locality's precinct boundaries and to review any errors or mismatches identified by the Census Bureau.

#### 4.4. P.L. 94-171 Data Delivery Delay: Let's Panic!

On April 13, 2020, the Census Bureau announced it was delaying its census field operations due to the COVID-19 pandemic and, at the same time, requested from Congress the authority to delay the delivery of census data.

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<sup>13</sup> More information on the 2020 Census Redistricting Data Program management and each of these two stages can be found at <https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html#P1> [last visited October 19, 2020].



Under current law, the data used to reapportion the number of congressional seats among the 50 states is required to be delivered to the President of the United States by December 31, 2020, and the data used by the states to redraw congressional and state legislative districts is due to the states no later than March 31, 2021. The Census Bureau's request was for an additional 120 days, delaying delivery of data to the President until April 30, 2021, and delivery of data to the states until July 31, 2021. This delay would obviously have a major impact on Virginia and its ability to redistrict in time for the elections scheduled for November 2021.

However, later in the summer, the Administration requested additional funding to complete the census on time, in lieu of the deadline delay, and on August 3, 2020, the Secretary of Commerce approved a new schedule that would end field operations by September 30, 2020, and the initial data processing stage by December 31, 2020.

A lawsuit was soon filed in a federal district court and that court ordered the 2020 census count to continue through October 31, 2020. The Administration, in response, filed with the U.S. Supreme Court an application for a stay pending an appeal, and on October 13, 2020, the Court granted the stay pending disposition of the appeal in the U.S. Court of Appeals for the Ninth Circuit, meaning the Court granted the Administration's request to discontinue the census count.

This information is current as of the date of publication. For more up-to-date information, please refer to the *Ross v. National Urban League* case page on the SCOTUS blog website<sup>14</sup>.

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<sup>14</sup> See <https://www.scotusblog.com/case-files/cases/ross-v-national-urban-league/> [last visited November 2, 2020].





# Guide to Local Redistricting for 2021

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## 5. Legal Standards Applicable to Local Redistricting

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### 5.1. Introduction

There are a number of legal tests and standards that are used to measure the validity of redistricting plans. The following sections outline and provide a general overview of those standards that should be kept in mind when drawing plans and that will be used to evaluate the plans after the fact.

### 5.2. Equal Population

Equal population is the most fundamental requirement of redistricting for congressional, state legislative, and local election districts, rooted in the Constitution of the United States and the Constitution of Virginia.

#### *Congressional Districts*

The equal population requirement for congressional districts is based on *Article 1, Section 2* of the Constitution of the United States and is a strict standard of equality. The U.S. Supreme Court first articulated the “one-person, one-vote” principle in its ruling in *Wesberry v. Sanders*<sup>15</sup>, determining that the language of *Article 1, Section 2* that says representatives in the United States House of Representatives are to be chosen “by the people of the several States” means that one person’s vote in a congressional district should carry the same weight as another’s.

#### *State Legislative Districts*

The equal population requirement for state legislative districts is based on the Equal Protection Clause of the *Fourteenth Amendment* to the Constitution of the United States and requires “substantial equality” among legislative districts. The U.S. Supreme Court distinguished the population standards for state legislative districts from congressional districts in *Reynolds v. Sims*.<sup>16</sup>

#### *Local Election Districts*

The U.S. Supreme Court has held that the substantially equal population requirement of the Equal Protection Clause applies to local election districts, as well.<sup>17</sup> *Article VII, Section 5* of the Constitution of Virginia also contains an equal population requirement for local election districts, requiring districts to be constituted to give “as nearly as is practicable, representation in proportion to the population of the district.” This requirement is repeated in subsection B of § *24.2-304.1* of the Code of Virginia.

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<sup>15</sup> *Wesberry v. Sanders*, 376 U.S. 1 (1964).

<sup>16</sup> *Reynolds v. Sims*, 377 U.S. 533 (1964).

<sup>17</sup> *Avery v. Midland County*, 390 U.S. 474 (1968).



***Substantial equality and permitted deviations.*** The U.S. Supreme Court has held that local election districts are subject to the substantially equal population standard, meaning the populations of local election districts do not have to be precisely equal. With this standard of substantial equality and permitted deviations, the question is, then, how much deviation is permitted and under what circumstances. Case law answering this question has evolved over the decades and, in 2016, the U.S. Supreme Court provided a clear and concise summation of where the standard stands now:

States must draw congressional districts with populations as close to perfect equality as possible. But, when drawing state and local legislative districts, jurisdictions are permitted to deviate somewhat from perfect population equality to accommodate traditional districting objectives, among them, preserving the integrity of political subdivisions, maintaining communities of interest, and creating geographic compactness. When the maximum population deviation between the largest and smallest district is less than 10 percent, the Court has held, a state or local legislative map presumptively complies with the one-person, one-vote rule. Maximum deviations above 10 percent are presumptively impermissible.<sup>18</sup>

Therefore, the answer to the question is that local election districts should have populations that are substantially equal to each other, with a plus or minus five percent deviation from the ideal district population. For example, if the ideal district population is 1,000 persons, a district may have as many as 1,050 persons or as few as 950 persons in it.

Local election district plans with an overall deviation of 10 percent or less are presumptively constitutional, but that does not mean the plans are immune from challenge and invalidation. The U.S. Supreme Court has specifically rejected both (i) regional protectionism, versus protection of political subdivisions, and (ii) incumbent protection when not applied in a consistent and neutral way as rational state policies when invalidating legislative district maps in Georgia that had an overall deviation of less than 10 percent.<sup>19</sup>

On the other hand, local election district plans with an overall deviation of more than 10 percent are presumed to violate the Equal Protection Clause, but that does not mean such plans will not be upheld. In these types of challenges, the local governing body has the burden of proving that there was a rational policy that was advanced by this higher deviation.

### 5.3. Contiguity and Compactness

*Article VII, Section 5* of the Constitution of Virginia requires local election districts to be composed of contiguous and compact territory. This requirement is repeated in subsection B of § 24.2-304.1 and in § 24.2-305 of the Code of Virginia.

Two cases related to state legislative districts and the identical requirement that they be contiguous and compact<sup>20</sup> provide guidance on what this requirement means for local election

<sup>18</sup> *Evenwel v. Abbott*, 136 S. Ct. 1120 (2016).

<sup>19</sup> *Larios v. Cox*, 542 U.S. 947 (2004).

<sup>20</sup> See VA. CONST. *Art. II, § 6*.



districts. In *Jamerson v. Womack*, the Supreme Court of Virginia held that the constitutional requirement of compactness is limited to spatial restrictions and does not mean that the districts must be compact in content as well.<sup>21</sup> A decade later, in *Wilkins v. West*, the Supreme Court of Virginia found that while a voting district that contains two sections completely severed by another land mass would not satisfy the constitutional requirement of contiguity and compactness, the geography and population of Virginia necessitates that some electoral districts include water.<sup>22</sup> Significantly, the Court held that landmasses separated by water may still meet the contiguity requirement.

### *Compactness Measures*

There are several statistical methods to measure the comparative compactness of districts. These measures may produce different results and are offered by expert witnesses in litigation. The courts have not agreed on one single measure of compactness and have often relied on the appearance of a district—a visual or “eyeball” evaluation.

## 5.4. Race and Redistricting

And then there is the thorniest of issues: race and redistricting. As stated in the introduction to this Guide, this is the most complex area of redistricting law and, as such, is frequently litigated.

There are two primary bodies of law when it comes to race and redistricting, one constitutional and one statutory: the Equal Protection Clause of the *Fourteenth Amendment* to the Constitution of the United States and the Voting Rights Act of 1965, as amended.

Please note: In previous redistricting cycles, Virginia and most of its localities were subject to preclearance under Section 5 of the Voting Rights Act, meaning that any change to an election law, practice, or procedure, and all redistricting plans, had to be submitted for approval by the U.S. Department of Justice or a special U.S. District Court for the District of Columbia. However, in 2013, the U.S. Supreme Court found that the coverage formula used to determine which specific jurisdictions were subject to the preclearance requirement was unconstitutional.<sup>23</sup> As a result of this ruling, the Section 5 preclearance requirement is no longer enforceable.

### 5.4.1. Equal Protection Clause and Racial Gerrymandering

The Equal Protection Clause of the *Fourteenth Amendment* states, in relevant part, that no state shall deny to any person within its jurisdiction the equal protection of the laws. In the context of redistricting, this means a state cannot, without sufficient justification, separate its citizens into different voting districts on the basis of race.<sup>24</sup> To do so would be an impermissible racial gerrymander.

Prior to 1993, the concept of racial gerrymandering surfaced in cases against minority groups. In *Shaw v. Reno*, however, the U.S. Supreme Court held that plaintiffs could challenge a North Carolina congressional plan as an impermissible racial gerrymander under the Equal

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<sup>21</sup> *Jamerson v. Womack*, 423 S.E.2d 180 (Va. 1992)

<sup>22</sup> *Wilkins v. West*, 571 S.E.2d 100 (Va. 2002)

<sup>23</sup> *Shelby County v. Holder*, 570 U.S. 529 (2013).

<sup>24</sup> *Bethune-Hill v. Virginia State Board of Elections*, 137 S. Ct. 788 (2017).





Protection Clause.<sup>25</sup> The plaintiffs were residents of the challenged district but did not sue as members of a minority or protected class. Racial gerrymandering took on a completely new meaning.

### *Standing*

To challenge a race-based redistricting plan as an impermissible racial gerrymander, an individual must have standing. This requires the plaintiff to be a resident of the challenged district.

Where a plaintiff resides in a racially gerrymandered district, however, the plaintiff has been denied equal treatment because of the legislature’s reliance on racial criteria, and therefore has standing to challenge the legislature’s action.<sup>26</sup>

An individual who lives outside of a racially gerrymandered district will not have standing unless he is able to present specific supporting evidence that he personally has been subjected to a racial classification.

Once standing has been established, the burden is on the plaintiff to prove a racial gerrymandering claim.

### *Race May Be Considered*

The U.S. Supreme Court has recognized that race may be considered in the redistricting process. The Court has made it clear that it “never has held that race-conscious state decision making is impermissible in all circumstances,” and has recognized that a legislature will always be aware of race when it draws district lines, just as it is aware of other demographic factors, like age and economic status.<sup>27</sup> That race was considered in and of itself does not mean an impermissible racial gerrymander has occurred.

### *Race Cannot Predominate*

Proving a racial gerrymander requires proof that race was the predominant consideration in the drawing of the districts.

A plaintiff pursuing a racial gerrymandering claim must show that “race was the predominant factor motivating the legislature’s decision to place a significant number of voters within or without a particular district.” To do so, the “plaintiff must prove that the legislature subordinated traditional race-neutral districting principles . . . to racial considerations.”<sup>28</sup>

In *Bethune-Hill v. Virginia State Board of Elections*, the U.S. Supreme Court cautioned that a plan is not required to conflict with traditional redistricting principles as a threshold issue, but it also stated that a conflict or inconsistency could be persuasive circumstantial evidence in showing racial predomination.<sup>29</sup>

<sup>25</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).

<sup>26</sup> *United States v. Hayes*, 515 U.S. 737 (1995).

<sup>27</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).

<sup>28</sup> *Alabama Legislative Black Caucus v. Alabama*, 135 S. Ct. 1257 (2015).

<sup>29</sup> *Bethune-Hill v. Virginia State Board of Elections*, 137 S. Ct. 788 (2017).





In *Alabama Legislative Black Caucus v. Alabama*, the U.S. Supreme Court addressed how equal population requirements factor into a racial gerrymander challenge.

[A]n equal population goal is not one factor among others to be weighed against the use of race to determine whether race “predominates.” Rather, it is part of the redistricting background, taken as a given, when determining whether race, or other factors, predominate in a legislator’s determination as to how equal population objectives will be met.<sup>30</sup>

Any analysis of whether race was a predominant factor must be made on a district-by-district basis, rather than the state as a whole, and should not be limited to only those parts of a district line that conflict with traditional redistricting principles.

Racial predominance can be proven through circumstantial evidence of a district’s shape and demographics, direct evidence of legislative intent, or a combination of both.

An informative example of direct evidence of legislative intent is highlighted in Virginia’s own *Bethune-Hill*, in which the U.S. Supreme Court found the state had employed a mandatory black voting-age population (BVAP) floor of 55 percent in constructing the challenged districts and that, in doing so, race had predominated over traditional districting factors.<sup>31</sup>

If a plaintiff is able to prove that race was the predominant motive of the legislature in drawing a district, a racial gerrymander has been proven, but that does not mean the district will be invalidated.

### ***Strict Scrutiny, Narrowly Tailored To Achieve a Compelling Governmental Interest***

If a plaintiff shows that race predominated in the drawing of a district, the plan will be subject to a strict scrutiny analysis. This means the defendant (the state) must demonstrate that the plan was narrowly tailored to achieve a compelling interest if the district is to be upheld. This can be demonstrated by a showing that the mapmakers had a “strong basis in evidence” supporting their decision to make race-based choices.<sup>32</sup> This standard does not demand the state’s actions be “actually necessary” for statutory compliance to constitute a compelling state interest; the legislature just must have had “good reasons” to believe such use was required at the time.<sup>33</sup> This means, the U.S. Supreme Court has said, a functional analysis of the specific district is necessary.<sup>34</sup> The U.S. Supreme Court has previously held Virginia performed a sufficient inquiry under this standard when the state legislature’s “primary mapdrawer ‘discussed the [challenged] district with incumbents from other majority-minority districts . . . [and] considered turnout rates, the results of the recent contested primary and general elections,’ and the district’s large prison population.”<sup>35</sup> This analysis contrasts with the North Carolina legislature’s actions during the 2011 redistricting process, where the U.S. Supreme Court determined the state did not perform a sufficient analysis because it could “point to no meaningful legislative inquiry” into

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<sup>30</sup> *Alabama* at 1270.

<sup>31</sup> *Bethune-Hill*.

<sup>32</sup> *Alabama* at 1274.

<sup>33</sup> *Id.*

<sup>34</sup> *Id.* at 1272.

<sup>35</sup> *Abbott v. Perez*, 138 S. Ct. 2305 (2018). (quoting *Bethune-Hill*).



whether the use of race was required to prevent liability under Section 2 of the Voting Rights Act for a district.<sup>36</sup>

The Supreme Court has never held that compliance with the Voting Rights Act is a sufficiently compelling state interest to satisfy strict scrutiny. Rather, it has consistently “assumed” that compliance with Section 2 (or Section 5) of the Voting Rights Act was a compelling state interest and struck down redistricting plans on narrow tailoring grounds.

#### 5.4.2. Section 2 of the Voting Rights Act and Minority Vote Dilution

The Voting Rights Act was enacted by Congress in 1965 to give teeth to the *Fifteenth Amendment* to the Constitution of the United States, which provides that the right to vote is not to be denied or abridged by the United States or any state on account of race. Unlike Section 5 of the Voting Rights Act, Section 2 applies to all jurisdictions and remains in effect today. It prohibits any state or political subdivision from imposing any voting qualification, standard, practice, or procedure that results in the denial or abridgement of any U.S. citizen’s right to vote on account of race, color, or status as a member of a language minority group. In the context of redistricting, Section 2 prohibits minority vote dilution.

Plaintiffs filing a Section 2 challenge do not need to prove an intent to discriminate; rather, these claims are dependent on a showing of discriminatory *effects*.

Section 2(b) establishes the requirements for proving a Section 2 claim:

A violation . . . is established if based on the totality of circumstances, it is shown that the political processes leading to nomination or election in the State or political subdivision are not equally open to participation by members of a [protected] class of citizens . . . in that its members have less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice.

These requirements break down into two primary elements. First, the plaintiffs must prove that their minority group is eligible to bring a Section 2 claim. Second, the plaintiffs must prove that their votes were diluted under the totality of circumstances test.

#### *Gingles Preconditions*

In *Thornburg v. Gingles*<sup>37</sup>, the U.S. Supreme Court established three factors, or preconditions, that must be proven by plaintiffs as a threshold matter in establishing a preliminary vote dilution claim under Section 2. These preconditions establish whether the plaintiffs are members of a class of citizens protected by Section 2.

1. The racial or language minority group “is sufficiently numerous and compact to form a majority in a single-member district”;
2. The minority group is “politically cohesive,” meaning its members tend to vote similarly; and

<sup>36</sup> *Cooper v. Harris*, 137 S. Ct. 1455, 1471 (2017).

<sup>37</sup> *Thornburg v. Gingles*, 478 U.S. 30 (1986).



3. The “majority votes sufficiently as a bloc to enable it . . . usually to defeat the minority’s preferred candidate.”

The U.S. Supreme Court has offered some guidance on how these preconditions are to be applied in subsequent cases:

- These preconditions for a vote dilution claim apply to single-member districts, as well as multi-member and at-large districts.<sup>38</sup>
- The majority required by the first precondition means that the minority group be large enough to constitute at least half of the voting-age population in that district.<sup>39</sup>
- The minority group must be “culturally compact.” Connecting two disparate communities of the same race that otherwise constitute separate communities of interest is not sufficient to satisfy the first precondition.<sup>40</sup>

### *Totality of Circumstances Test*

If plaintiffs are able to prove each of the three *Gingles* factors, the court then examines the “totality of the circumstances” to determine whether the minority group’s opportunity to participate in the electoral process or elect its candidates of choice have been denied or abridged. The following factors that the court will consider have evolved from several cases and a United States Senate report accompanying the 1982 amendments to Section 2:

- The extent of the history of official discrimination touching on the minority group participating in the democratic process;
- Racially polarized voting;
- The extent to which the state or political subdivision has used unusually large election districts, majority vote requirements, anti-single-shot provisions, or other voting practices that enhance the opportunity for discrimination;
- Denial of access to the candidate slating process for members of the group;
- The extent to which the members of the minority group bear the effects of discrimination in areas such as education, employment, and health that hinder effective participation;
- Whether political campaigns have been characterized by racial appeals;
- The extent to which members of the protected class have been elected;
- Whether there is a significant lack of responsiveness by elected officials to the particular needs of the group; and
- Whether the policy underlying the use of the voting qualification, standard, practice, or procedure is tenuous.

### *Racially Polarized Voting*

Proof of legally significant racially polarized voting is a crucial element of a Section 2 vote dilution claim. Racially polarized voting, or racial bloc voting, is found where the race of a

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<sup>38</sup> *Grove v. Emison*, 507 U.S. 25 (1993).

<sup>39</sup> *Bartlett v. Strickland*, 556 U.S. 1 (2009).

<sup>40</sup> *League of United Latin American Citizens (LULAC) v. Perry*, 548 U.S. 399 (2006).



candidate determines how a voter votes. Expert evidence is frequently offered to prove or disprove a history of racially polarized voting and whether the majority votes as a bloc to the detriment of the minority. Evidence on racial bloc voting patterns is directed at proving or disproving the proposition that minority voters vote for minority candidates and white voters vote for white candidates—that racial voting patterns make it more difficult for minority groups to elect the candidates of their choice. There are a number of methods used to evaluate racial bloc voting patterns, and they can be complicated. The two most commonly used statistical methods for measuring racially polarized voting are homogeneous precinct analysis and bivariate regression analysis. The U.S. Supreme Court has avoided establishing any mathematical formula for determining when racial polarization exists, instead making clear that each challenged district has to be evaluated on its own, with a number of various factors considered.

### *Majority-Minority Districts.*

The U.S. Supreme Court’s Section 2 cases do not specify an exact percentage required to constitute a majority-minority district as required in a *Gingles* analysis. The courts conduct a fact-specific inquiry and weigh the facts concerning total population, voting age population, and other factors. No single percentage can be said to be the number needed to create a majority-minority district. The U.S. Supreme Court has rejected the proposition that a redistricting plan must “maximize” the number of majority-minority districts in Section 2 cases.<sup>41</sup>

## 5.5. Traditional and Emerging Districting Principles

The U.S. Supreme Court first articulated the concept of “traditional districting principles” in *Shaw v. Reno*, when it specifically recognized contiguity and compactness as traditional principles.<sup>42</sup> In the years that have followed, case law has recognized additional criteria as traditional districting principles. Today, there are six principles or criteria that are considered by the courts as race-neutral, traditional principles:

1. Contiguity;
2. Compactness;
3. Preservation of counties and other political subdivisions;
4. Preservation of communities of interest;
5. Preservation of cores of prior districts; and
6. Protection of incumbents.

There are also a number of emerging criteria being added to the districting landscape in states across the country. Some such criteria include:

- Prohibition on favoring or disfavoring an incumbent, candidate, or political party;
- Prohibition on the use of partisan data; and
- Competitiveness.

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<sup>41</sup> *Johnson v. De Grandy*, 512 U.S. 997 (1994).

<sup>42</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).



Additionally, the 2020 Regular Session of the General Assembly enacted legislation setting out the standards and criteria to be followed when drawing congressional and state legislative districts. While § *24.2-304.04* of the Code of Virginia does not specifically apply these criteria to local election districts, it merits review and is set out in full in **Appendix A**.

### 5.6. Balancing Competing Legal Interests

The difficult reality of redistricting is that there are a number of legal requirements that are not always compatible and it is only through litigation after the fact that the flaws in how those requirements were balanced are revealed. Traditional districting principles must be considered. Race may be considered but cannot predominate in map drawing. While localities are not subject to the Voting Rights Act Section 5 preclearance this time around, Section 2 does apply. Careful and thorough consideration of multiple factors, evidence-based decision making, and comprehensive records and documentation are keys to a successful redistricting effort at the local level.







# Guide to Local Redistricting for 2021

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## 6. After Redistricting

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### 6.1. Preparing for Elections

Once redistricting and any related reprecincting have been completed, the State Board of Elections, working with local registrars, must update the Virginia voter registration system to reflect such changes. Registrars are responsible for updating records to ensure that registered voters are assigned to their proper precincts and election districts. Registrars must notify voters affected by a precinct or district change at least 15 days before the next primary, special, or general election.<sup>43</sup>

The State Board of Elections will work with general registrars to schedule the large volume of work that must be completed to be ready to conduct orderly elections in 2021. Local officials involved in the redistricting process should keep in mind the time and resource requirements of local election officials who are responsible for notifying voters of the effects of the redistricting process.

### 6.2. Voting Rights Act Section 5 Preclearance No Longer Required

In previous redistricting cycles, Virginia and most of its localities were subject to preclearance under Section 5 of the Voting Rights Act, meaning that any change to an election law, practice, or procedure, and all redistricting plans, had to be submitted for approval by the U.S. Department of Justice or a special U.S. District Court for the District of Columbia. However, in 2013, the U.S. Supreme Court found that the coverage formula used to determine which specific jurisdictions were subject to the preclearance requirement was unconstitutional.<sup>44</sup> As a result of this ruling, the Section 5 preclearance requirement is no longer enforceable and, as such, no longer required.

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<sup>43</sup> VA. CODE § 24.2-306.

<sup>44</sup> *Shelby County v. Holder*, 570 U.S. 529 (2013).









# Guide to Local Redistricting for 2021

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## Appendix A: Relevant Constitutional Provision

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### Constitution of Virginia

#### *Article VII. Local Government.*

#### **Section 5. County, city, and town governing bodies.**

The governing body of each county, city, or town shall be elected by the qualified voters of such county, city, or town in the manner provided by law. If the members are elected by district, the district shall be composed of contiguous and compact territory and shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district. When members are so elected by district, the governing body of any county, city, or town may, in a manner provided by law, increase or diminish the number, and change the boundaries, of districts, and shall in 1971 and every ten years thereafter, and also whenever the boundaries of such districts are changed, reapportion the representation in the governing body among the districts in a manner provided by law. Whenever the governing body of any such unit shall fail to perform the duties so prescribed in the manner herein directed, a suit shall lie on behalf of any citizen thereof to compel performance by the governing body. Unless otherwise provided by law, the governing body of each city or town shall be elected on the second Tuesday in June and take office on the first day of the following September. Unless otherwise provided by law, the governing body of each county shall be elected on the Tuesday after the first Monday in November and take office on the first day of the following January.







# Guide to Local Redistricting for 2021

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## Appendix B: Relevant Code of Virginia Sections

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### Title 2.2. Administration of Government.

#### *Chapter 5. Department of Law.*

##### **§ 2.2-508. Legal service in certain redistricting proceedings.**

Upon notification by a county, city or town of a pending civil action challenging the legality of its election district boundaries as required by § 24.2-304.5, the Attorney General shall review the papers in the civil action and may represent the interests of the Commonwealth in developing an appropriate remedy that is consistent with requirements of law, including but not limited to *Article VII, Section 5* of the Constitution of Virginia, Chapter 3 (§ 24.2-302.2 et seq.) of Title 24.2, or Chapter 39 (§ 30-263 et seq.) of Title 30.

### Title 15.2. Counties, Cities and Towns.

#### *Chapter 12. General Powers and Procedures of Counties.*

##### *Article 1. Miscellaneous Powers.*

##### **§ 15.2-1211. Boundaries of magisterial and election districts.**

A. County magisterial district boundary lines and names shall be as the governing bodies may establish. Subject to the provisions of § 24.2-304.1, whenever the boundaries of a county have been altered, the governing body shall, as may be necessary, redistrict the county into magisterial districts, change the boundaries of existing districts, change the name of any district, or increase or diminish the number of districts.

B. Whenever redistricting of magisterial or election districts is required as a result of annexation, the governing body of such county shall, within a reasonable time from the effective date of such annexation, not to exceed ninety days, commence the redistricting process which shall be completed within a reasonable time thereafter, not to exceed twelve months.

C. A county may by ordinance provide that the magisterial districts of the county shall remain the same, but that representation on the governing body shall be by election districts, in which event all sections of this Code providing for election or appointment on the basis of magisterial districts shall be construed to provide for election or appointment on the basis of election districts, including appointment to a school board as prescribed by §§ 22.1-36 and 22.1-44.



## *Chapter 14. Governing Bodies of Localities.*

### *Article 1. General Provisions.*

#### **§ 15.2-1400. Governing bodies.**

A. The qualified voters of every locality shall elect a governing body for such locality. The date, place, number, term and other details of the election shall be as specified by law, general or special. Qualification for office is provided in Article 4 (§ 15.2-1522 et seq.) of Chapter 15 of Title 15.2.

B. The governing body of every locality shall be composed of not fewer than three nor more than eleven members.

C. Chairmen, mayors, supervisors and councilmen are subject to the prohibitions set forth in §§ 15.2-1534 and 15.2-1535.

D. A governing body may punish or fine a member of the governing body for disorderly behavior.

#### **§ 15.2-1414. Governing bodies may have a legal enumeration of the population.**

Any locality wishing to have a legal enumeration of the population of the locality, or part thereof, may make application therefor to the circuit court for the locality. When the application is made, the judge shall forthwith divide the locality, or part thereof, into such districts, with well-defined boundaries, as may appear advisable and shall appoint for each of the districts one enumerator. Before entering on their duties, such appointees shall take an oath before a notary public or other officer qualified to administer oaths under the laws of this Commonwealth, for the faithful discharge of their duties. The enumerators shall at once proceed to enumerate the actual bona fide inhabitants of their respective districts. They shall report to the judge the result of their enumeration and a list of the persons enumerated by them within a reasonable time after their appointment, and a copy of the list of persons so enumerated by them shall be furnished by the enumerators to the clerk of the court, who shall receive the list and keep it open to public inspection. Upon evidence produced before him, the judge may add to the list the name of any person improperly omitted and may strike from the list the name of any person improperly listed. If it appears advisable to the judge, he may order that the enumeration for any or all of the districts be retaken under all the provisions of this section by other enumerators, who shall be forthwith appointed by him. The judge shall cause to be tabulated and consolidated the lists and return to the governing body the results thereof, in accordance with the application of the governing body. The judge shall allow each enumerator a reasonable fee for each day actually employed by him in making the enumeration. He shall certify the allowance and costs to the governing body for payment out of the local treasury, and the allowance shall be a legal charge upon the governmental unit requesting the enumeration.



## Title 22.1. Education.

### *Chapter 5. School Boards; Selection, Qualification and Salaries of Members.*

#### *Article 7. Popular Election of School Board.*

##### **§ 22.1-57.3. Election of school board members; election of tie breaker.**

A. If a majority of the qualified voters voting in such referendum vote in favor of changing the method of selecting school board members to direct election by the voters, then the members of the school board shall be elected by popular vote. Elections of school board members in a county, city, or town shall be held to coincide with the elections for members of the governing body of the county, city, or town at the regular general election in November or the regular general election in May, as the case may be.

B. The initial elected board shall consist of the same number of members as the appointed school board it replaces, and the members shall be elected from the established county or municipal election districts, at large, or a combination thereof, on the same basis as the school board previously was appointed. If the appointed school board being replaced has not been appointed either on an at-large basis or on the basis of the established county or municipal election districts, or a combination thereof, the members shall be elected at large unless the governing body of the county, city, or town provides for the election of school board members on the basis of the established county or municipal election districts. If the appointed school board being replaced has been appointed at large, the governing body of the county, city, or town may establish school election districts for the election of school board members. The governing body may provide for a locality-wide district, one or more districts comprised of a part of the locality, or any combination thereof, and for the apportionment of one or more school board members to any district.

The terms of the members of the elected school board for any county, city, or town shall be the same as the terms of the members of the governing body for the county, city, or town. In any locality in which both the school board and the governing body are elected from election districts, as opposed to being elected wholly on an at-large basis, the elections of the school board member and governing body member from each specific district shall be held simultaneously except as otherwise provided in §§ [22.1-57.3:1](#), [22.1-57.3:1.1](#), and [22.1-57.3:1.2](#).

At the first election for members of the school board, so many members shall be elected as there are members to be elected at the regular election for the governing body. At each subsequent regular election for members of the governing body, the same number of members of the school board shall be elected as the number of members to be elected at the regular election to the governing body. However, if the number of members on the school board differs from the number of members of the governing body, the number of members elected to the school board at the first and subsequent general election shall be either more or less than the number of governing body members, as appropriate, to the end that the number of members on the initial elected school board is the same as the number of members on the appointed board being replaced.

Except as provided in §§ [22.1-57.3:1](#), [22.1-57.3:1.1](#), and [22.1-57.3:1.2](#), the terms of the members of the school board shall be staggered only if the terms of the members of the governing body are staggered. If there are more, or fewer, members on the school board than on the governing body, the number of members to be elected to the school board at the first and



subsequent election for school board members shall be the number required to establish the staggered term structure so that (i) a majority of the members of the school board is elected at the same time as a majority of the members of the governing body; (ii) if one-half of the governing body is being elected and the school board has an even number of members, one-half of the members of the school board is elected; (iii) if one-half of the governing body is being elected and the school board has an odd number of members, the majority by one member of the school board is elected at the first election and the remainder of the school board is elected at the second election; or (iv) if a majority of the members of the governing body is being elected and the school board has an even number of members, one-half of the members of the school board is elected.

If the school board is elected at large and the terms of the members of the school board are staggered, the school board members to be replaced at the first election shall include all appointed school board members whose appointive terms are scheduled to expire on December 31 or on June 30, as the case may be, next following the first election of county, city or town school board members. If the number of school board members whose appointive terms are so scheduled to expire is zero or less than the number of school board members to be elected at the first election, the appointed school board members to be replaced at the first election shall also include those whose appointive terms are scheduled to expire next subsequent to the date on which the terms of office of the first elected school board members will commence. If the appointive terms of more than one school board member are scheduled to expire simultaneously, but less than all of such members are to be replaced at the first election, then the identity of such school board member or members to be replaced at the first election shall be determined by a drawing held by the county or city electoral board at least ten days prior to the last day for a person to qualify as a candidate for school board member.

In any case in which school board members are elected from election districts, as opposed to being elected from the county, city, or town at large, the election districts for the school board shall be coterminous with the election districts for the county, city, or town governing body, except as may be specifically provided for the election of school board members in a county, city, or town in which the governing body is elected at large.

C. The terms of office for the school board members shall commence on January 1 or July 1, as the case may be, following their election. On December 31 or June 30, as the case may be, following the first election of county, city or town school board members, the terms of office of the members of the school board in office through appointment shall expire and the school board selection commission, if there is one, shall be abolished. If the entire school board is not elected at the first election of school board members, only the terms of the appointed members being replaced shall so expire and the terms of the appointed members being replaced at a subsequent election shall continue or be extended to expire on December 31 or June 30, as appropriate, of the year of the election of the school board members replacing them.

D. Except as otherwise provided herein, a vacancy in the office of any elected school board member shall be filled pursuant to §§ 24.2-226 and 24.2-228. In any county that has adopted the urban county executive form of government and that has adopted an elected school board, any vacancy on the elected school board shall be filled in accordance with the procedures set forth in § 15.2-802, mutatis mutandis. Notwithstanding any provision of law or charter to the contrary, if no candidates file for election to a school board office and no person who is qualified to hold the office is elected by write-in votes, a vacancy shall be deemed to exist in the office as of January





1 or July 1, as the case may be, following the general election. For the purposes of this subsection and Article 6 (§ 24.2-225 et seq.) of Chapter 2 of Title 24.2, local school boards comprised of elected and appointed members shall be deemed elected school boards.

E. In order to have their names placed on the ballot, all candidates shall be nominated only by petition as provided by general law pursuant to § 24.2-506.

F. For the purposes of this section, the election and term of the mayor or chairman of the board of supervisors shall be deemed to be an election and term of a member of the governing body of the municipality or county, respectively, whether or not the mayor or chairman is deemed to be a member of the governing body for any other purpose.

G. No employee of a school board shall be eligible to serve on the board with whom he is employed.

H. Any elected school board may have a position of tie breaker for the purpose of casting the deciding vote in cases of tie votes of the school board as provided in § 22.1-75. The position of tie breaker, if any, shall be held by a qualified voter who is a resident of the county, city, or town and who shall be elected in the same manner and for the same length of term as members of the school board and at a general election at which members of the school board are elected. A vacancy in the position of tie breaker shall be filled pursuant to §§ 24.2-226 and 24.2-228.

## Title 24.2. Elections.

### *Chapter 1. General Provisions and Administration.*

#### *Article 1. Applicability; Definitions.*

##### **§ 24.2-101. Definitions.**

As used in this title, unless the context requires a different meaning:

"Ballot scanner machine" means the electronic counting machine in which a voter inserts a marked ballot to be scanned and the results tabulated.

"Candidate" means a person who seeks or campaigns for an office of the Commonwealth or one of its governmental units in a general, primary, or special election and who is qualified to have his name placed on the ballot for the office. "Candidate" shall include a person who seeks the nomination of a political party or who, by reason of receiving the nomination of a political party for election to an office, is referred to as its nominee. For the purposes of Chapters 8 (§ 24.2-800 et seq.), 9.3 (§ 24.2-945 et seq.), and 9.5 (§ 24.2-955 et seq.), "candidate" shall include any write-in candidate. However, no write-in candidate who has received less than 15 percent of the votes cast for the office shall be eligible to initiate an election contest pursuant to Article 2 (§ 24.2-803 et seq.) of Chapter 8. For the purposes of Chapters 9.3 (§ 24.2-945 et seq.) and 9.5 (§ 24.2-955 et seq.), "candidate" shall include any person who raises or spends funds in order to seek or campaign for an office of the Commonwealth, excluding federal offices, or one of its governmental units in a party nomination process or general, primary, or special election; and such person shall be considered a candidate until a final report is filed pursuant to Article 3 (§ 24.2-947 et seq.) of Chapter 9.3.

"Central absentee voter precinct" means a precinct established by a county or city pursuant to § 24.2-712 for the processing of absentee ballots for the county or city or any combination of precincts within the county or city.



"Constitutional office" or "constitutional officer" means a county or city office or officer referred to in *Article VII, Section 4* of the Constitution of Virginia: clerk of the circuit court, attorney for the Commonwealth, sheriff, commissioner of the revenue, and treasurer.

"Department of Elections" or "Department" means the state agency headed by the Commissioner of Elections.

"Direct recording electronic machine" or "DRE" means the electronic voting machine on which a voter touches areas of a computer screen, or uses other control features, to mark a ballot and his vote is recorded electronically.

"Election" means a general, primary, or special election.

"Election district" means the territory designated by proper authority or by law which is represented by an official elected by the people, including the Commonwealth, a congressional district, a General Assembly district, or a district for the election of an official of a county, city, town, or other governmental unit.

"Electoral board" or "local electoral board" means a board appointed pursuant to § *24.2-106* to administer elections for a county or city. The electoral board of the county in which a town or the greater part of a town is located shall administer the town's elections.

"Entrance of polling place" or "entrance to polling place" means an opening in the wall used for ingress to a structure.

"General election" means an election held in the Commonwealth on the Tuesday after the first Monday in November or on the first Tuesday in May for the purpose of filling offices regularly scheduled by law to be filled at those times.

"General registrar" means the person appointed by the electoral board of a county or city pursuant to § *24.2-110* to be responsible for all aspects of voter registration, in addition to other duties prescribed by this title. When performing duties related to the administration of elections, the general registrar is acting in his capacity as the director of elections for the locality in which he serves.

"Machine-readable ballot" means a tangible ballot that is marked by a voter or by a system or device operated by a voter, is available for verification by the voter at the time the ballot is cast, and is then fed into and scanned by a separate counting machine capable of reading ballots and tabulating results.

"Officer of election" means a person appointed by an electoral board pursuant to § *24.2-115* to serve at a polling place for any election.

"Paper ballot" means a tangible ballot that is marked by a voter and then manually counted.

"Party" or "political party" means an organization of citizens of the Commonwealth which, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election. The organization shall have a state central committee and an office of elected state chairman which have been continually in existence for the six months preceding the filing of a nominee for any office.

"Person with a disability" means a person with a disability as defined by the Virginians with Disabilities Act (§ *51.5-1* et seq.).



"Polling place" means the structure that contains the one place provided for each precinct at which the qualified voters who are residents of the precinct may vote.

"Precinct" means the territory designated by the governing body of a county, city, or town to be served by one polling place.

"Primary" or "primary election" means an election held for the purpose of selecting a candidate to be the nominee of a political party for election to office.

"Printed ballot" means a tangible ballot that is printed on paper and includes both machine-readable ballots and paper ballots.

"Qualified voter" means a person who is entitled to vote pursuant to the Constitution of Virginia and who is (i) 18 years of age on or before the day of the election or qualified pursuant to § 24.2-403 or subsection D of § 24.2-544, (ii) a resident of the Commonwealth and of the precinct in which he offers to vote, and (iii) a registered voter. No person who has been convicted of a felony shall be a qualified voter unless his civil rights have been restored by the Governor or other appropriate authority. No person adjudicated incapacitated shall be a qualified voter unless his capacity has been reestablished as provided by law. Whether a signature should be counted towards satisfying the signature requirement of any petition shall be determined based on the signer of the petition's qualification to vote. For purposes of determining if a signature on a petition shall be included in the count toward meeting the signature requirements of any petition, "qualified voter" shall include only persons maintained on the Virginia voter registration system (a) with active status and (b) with inactive status who are qualified to vote for the office for which the petition was circulated.

"Qualified voter in a town" means a person who is a resident within the corporate boundaries of the town in which he offers to vote, duly registered in the county of his residence, and otherwise a qualified voter.

"Referendum" means any election held pursuant to law to submit a question to the voters for approval or rejection.

"Registered voter" means any person who is maintained on the Virginia voter registration system. All registered voters shall be maintained on the Virginia voter registration system with active status unless assigned to inactive status by a general registrar in accordance with Chapter 4 (§ 24.2-400 et seq.). For purposes of applying the precinct size requirements of § 24.2-307, calculating election machine requirements pursuant to Article 3 (§ 24.2-625 et seq.) of Chapter 6, mailing notices of local election district, precinct or polling place changes as required by subdivision 13 of § 24.2-114 and § 24.2-306, and determining the number of signatures required for candidate and voter petitions, "registered voter" shall include only persons maintained on the Virginia voter registration system with active status. For purposes of determining if a signature on a petition shall be included in the count toward meeting the signature requirements of any petition, "registered voter" shall include only persons maintained on the Virginia voter registration system (i) with active status and (ii) on inactive status who are qualified to vote for the office for which the petition was circulated.

"Registration records" means all official records concerning the registration of qualified voters and shall include all records, lists, applications, and files, whether maintained in books, on cards, on automated data bases, or by any other legally permitted record-keeping method.



"Residence" or "resident," for all purposes of qualification to register and vote, means and requires both domicile and a place of abode. To establish domicile, a person must live in a particular locality with the intention to remain. A place of abode is the physical place where a person dwells.

"Special election" means any election that is held pursuant to law to fill a vacancy in office or to hold a referendum.

"State Board" or "Board" means the State Board of Elections.

"Virginia voter registration system" or "voter registration system" means the automated central record-keeping system for all voters registered within the Commonwealth that is maintained as provided in Article 2 (§ 24.2-404 et seq.) of Chapter 4.

"Voting system" means the electronic voting and counting machines used at elections. This term includes direct recording electronic machines (DRE) and ballot scanner machines.

### *Article 2. State Board of Elections.*

#### **§ 24.2-103.1. Duties of Department of Elections related to redistricting.**

A. Upon receipt of any ordinance and Geographic Information System (GIS) map sent pursuant to § 24.2-304.3 or 24.2-306, the Department shall promptly review the ordinance and map and compare the boundaries contained within with the information in the voter registration system in order to ensure voters have been assigned to the correct districts. The Department shall notify the locality of any corrections that may be necessary.

B. The Department shall maintain and make available on its official website maps showing the current election district and precinct boundaries of each county and city.

### *Chapter 2. Federal, Commonwealth, and Local Officers.*

#### *Article 5. Constitutional and Local Officers.*

#### **§ 24.2-218. Election and term of county supervisors.**

The qualified voters of each county election district shall elect one or more supervisors at the general election in November 1995, and every four years thereafter for terms of four years, except as provided in § 24.2-219 or as provided by law for those counties having the optional form of government under the provisions of Article 2 (§ 15.2-702 et seq.) of Chapter 7 of Title 15.2.

#### **§ 24.2-219. Alternative for biennial county supervisor elections and staggered terms.**

A. The governing body of any county may by ordinance provide that the county board of supervisors be elected biennially for staggered four-year terms.

In lieu of an ordinance by the board of supervisors, the registered voters of the county may file a petition with the circuit court of the county requesting that a referendum be held on the question of whether the county board of supervisors should be elected biennially for staggered four-year terms. The petition shall be signed by registered voters equal in number to at least ten percent of the number registered in the county on the January 1 preceding its filing.

The court pursuant to §§ 24.2-682 and 24.2-684 shall order the election officials on a day fixed in the order to conduct a referendum on the question. The clerk of the court shall publish



notice of the referendum in a newspaper having general circulation in the county once a week for four consecutive weeks and shall post a copy of the notice at the door of the courthouse of the county. The question on the ballot shall be:

"Shall the members of the county board of supervisors be elected biennially for staggered four-year terms?

Yes

No"

The referendum shall be held and the results certified as provided in § 24.2-684.

B. If a majority of the voters voting in the referendum voted for biennial election of the members of the board of supervisors for staggered four-year terms, or if the governing body has so provided by ordinance, then the terms of supervisors elected at the next general election for supervisors shall be as follows:

1. If the number of supervisors elected in the county is an even number, half of the successful candidates shall be elected for terms of four years and half of the successful candidates shall be elected for terms of two years; or

2. If the number of supervisors in the county is an odd number, the smallest number of candidates which creates a majority of the elected supervisors shall be elected for terms of four years and all other successful candidates shall be elected for terms of two years.

Unless the number of members who volunteer to take two-year terms exactly equals the number of two-year terms to be assigned, the electoral board of the county shall assign the individual terms of members by lot at its meeting on the day following the election and immediately upon certification of the results. However, the electoral board may assign individual terms of members by election district in a drawing at a meeting held prior to the last day for a person to qualify as a candidate, if the governing body of the county so directs by ordinance or resolution adopted at least thirty days prior to the last day for qualification and members are elected by district. In all elections thereafter all successful candidates shall be elected for terms of four years.

In any county where the chairman of the board is elected from the county at large pursuant to § 15.2-503 or § 15.2-802, the provisions of this section shall not affect that office. The chairman of the board shall be elected for a term of four years in 1995 and every four years thereafter.

C. If the representation on the board of supervisors among the election districts is reapportioned, or the number of districts is diminished or the boundaries of the districts are changed, elections shall be held in each new district at the general election next preceding the expiration of the term of the office of the member of the board representing the predecessor district of each new district. If the number of districts is increased, the electoral board shall assign a two-year or four-year term for each new district so as to maintain as equal as practicable the number of members to be elected at each biennial election.

**§ 24.2-220. Reversion to quadrennial elections.**

The governing body of any county, by ordinance, may repeal an ordinance previously adopted to provide for the election of the board of supervisors biennially for staggered four-year terms and provide for the election of the board of supervisors quadrennially for four-year terms.



The qualified voters of the county, by petition and referendum in accordance with the requirements and procedures set forth in § 24.2-219, may repeal an ordinance of the board or a referendum previously adopted which authorized the election of the board of supervisors biennially for four-year terms. The question in the referendum to rescind shall be:

"Shall the members of the county board of supervisors be elected quadrennially for four-year terms?

Yes

No"

If a majority of the voters voting in the referendum voted for quadrennial election of the members of the board of supervisors for four-year terms, or if the governing body has so provided by ordinance, then the successors to those supervisors whose terms expire in 1995 or any fourth year thereafter shall be elected for a four-year term and immediate successors to those supervisors whose terms expire in 1993 or any fourth year thereafter shall be elected for a two-year term and all subsequent successors for a four-year term.

**§ 24.2-221. Time and frequency of referenda on election and term of supervisors.**

A referendum as provided in § 24.2-219 or § 24.2-220 shall be held only in the year preceding the year in which a general election for supervisors is to be held. Once a referendum on either question is held, no further referendum on either question may be held in the county for a period of four years.

**§ 24.2-222. Election and terms of mayor and council for cities and towns.**

The qualified voters of each city and town shall elect a mayor, if so provided by charter, and a council for the terms provided by charter. Except as provided in § 24.2-222.1, and notwithstanding any other provision of law, general or special: (i) any election of mayor or councilmen of a city or town whose charter provides for such elections at two-year or four-year intervals shall take place at the May general election of an even-numbered year and (ii) any election of mayor or councilmen of a city or town whose charter provides for such elections at one-year or three-year intervals shall take place at the general election in May of the years designated by charter. The persons so elected shall enter upon the duties of their offices on July 1 succeeding their election and remain in office until their successors have qualified.

**§ 24.2-222.1. Alternative election of mayor and council at November general election in cities and towns.**

A. Notwithstanding the provisions of § 24.2-222, and notwithstanding any contrary provisions of a city or town charter, the council of a city or town may provide by ordinance that the mayor, if an elected mayor is provided for by charter, and council shall be elected at the November general election date of any cycle as designated in the ordinance, for terms to commence January 1. No such ordinance shall be adopted between January 1 and the May general election date of the year in which city or town elections regularly are scheduled to be held therein.

B. Alternatively, the registered voters of a city or town may file a petition with the circuit court of the city or of the county within which the town is located asking that a referendum be held on the question of whether the city or town should elect the mayor, if an elected mayor is provided for by charter, and council members at the November general election date of any cycle





as designated in the petition. The petition shall be signed by registered voters equal in number to at least ten percent of the number registered in the city or town on the January 1 preceding the filing.

The court, pursuant to § 24.2-684, shall order the election officials on a day fixed in the order to conduct a referendum on the question, provided that no such referendum shall be scheduled between January 1 and the May general election date of the year in which city or town elections regularly are scheduled to be held therein. The clerk of the court shall publish notice of the referendum once a week for the three consecutive weeks prior to the referendum in a newspaper having general circulation in the city or town, and shall post a copy of the notice at the door of the courthouse of the city or county within which the town is located. The question on the ballot shall be:

"Shall the (city or town) change the election date of the mayor (if so provided by charter) and members of council from the May general election to the November general election (in even-numbered or odd-numbered years or as otherwise designated in the petition)?"

If members of the school board in the city or town are elected by the voters, the ballot question also shall state that the change in election date applies to the election of school board members.

The referendum shall be held and the results certified as provided in § 24.2-684. If a majority of the voters voting in the referendum vote in favor of the change, the mayor and council thereafter shall be elected at the November general election date for terms to commence January 1.

C. Except as provided in subsection D, no term of a mayor or member of council shall be shortened in implementing the change to the November election date. Mayors and members of council who were elected at a May general election and whose terms are to expire as of June 30 shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

D. In any city or town that elects its council biennially or quadrennially and that changes to the November general election date in odd-numbered years from the May general election date in even-numbered years, mayors and members of council who were elected at a May general election shall have their term of office shortened by six months but shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

#### **§ 24.2-223. Election and term of school board members.**

In any county, city or town wherein members of the school board are elected, pursuant to Article 7 (§ 22.1-57.1 et seq.) of Chapter 5 of Title 22.1, elections shall be held to coincide with the election of members of the governing body at the regular general election in November or the regular general election in May, as the case may be. Elected school board members shall serve terms which are the same as those of the governing body, to commence on January 1 following their election or July 1 following their election, as the case may be.

#### **§ 24.2-224. Local elections not otherwise provided for.**

The election to any public office required to be filled by the qualified voters of any county, city, town, or election district for which an election time is not provided by law shall be held at





the general election immediately preceding the time provided for the term of such office to commence.

*Chapter 3. Election Districts, Precincts, and Polling Places.*

*Article 2. Congressional, Senatorial, and House of Delegates Districts.*

**§ 24.2-304.04. Standards and criteria for congressional and state legislative districts.**

Every congressional and state legislative district shall be constituted so as to adhere to the following criteria:

1. Districts shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district. A deviation of no more than five percent shall be permitted for state legislative districts.
2. Districts shall be drawn in accordance with the requirements of the Constitution of the United States, including the Equal Protection Clause of the *Fourteenth Amendment*, and the Constitution of Virginia; federal and state laws, including the federal Voting Rights Act of 1965, as amended; and relevant judicial decisions relating to racial and ethnic fairness.
3. No district shall be drawn that results in a denial or abridgement of the right of any citizen to vote on account of race or color or membership in a language minority group. No district shall be drawn that results in a denial or abridgement of the rights of any racial or language minority group to participate in the political process and to elect representatives of their choice. A violation of this subdivision is established if, on the basis of the totality of the circumstances, it is shown that districts were drawn in such a way that members of a racial or language minority group are dispersed into districts in which they constitute an ineffective minority of voters or are concentrated into districts where they constitute an excessive majority. The extent to which members of a racial or language minority group have been elected to office in the state or the political subdivision is one circumstance that may be considered. Nothing in this subdivision shall establish a right to have members of a racial or language minority group elected in numbers equal to their proportion in the population.
4. Districts shall be drawn to give racial and language minorities an equal opportunity to participate in the political process and shall not dilute or diminish their ability to elect candidates of choice either alone or in coalition with others.
5. Districts shall be drawn to preserve communities of interest. For purposes of this subdivision, a "community of interest" means a neighborhood or any geographically defined group of people living in an area who share similar social, cultural, and economic interests. A "community of interest" does not include a community based upon political affiliation or relationship with a political party, elected official, or candidate for office.
6. Districts shall be composed of contiguous territory, with no district contiguous only by connections by water running downstream or upriver, and political boundaries may be considered.
7. Districts shall be composed of compact territory and shall be drawn employing one or more standard numerical measures of individual and average district compactness, both statewide and district by district.



8. A map of districts shall not, when considered on a statewide basis, unduly favor or disfavor any political party.

9. The whole number of persons reported in the most recent federal decennial census by the United States Bureau of the Census shall be the basis for determining district populations, except that no person shall be deemed to have gained or lost a residence by reason of conviction and incarceration in a federal, state, or local correctional facility. Persons incarcerated in a federal, state, or local correctional facility shall be counted in the locality of their address at the time of incarceration, and the Division of Legislative Services shall adjust the census data pursuant to § *24.2-314* for this purpose.

*Article 2.1. Reapportionment of Local Election Districts.*

**§ 24.2-304.1. At-large and district elections; reapportionment and redistricting of districts or wards; limits.**

A. Except as otherwise specifically limited by general law or special act, the governing body of each county, city, or town may provide by ordinance for the election of its members on any of the following bases: (i) at large from the county, city, or town; (ii) from single-member or multi-member districts or wards, or any combination thereof; or (iii) from any combination of at-large, single-member, and multi-member districts or wards. A change in the basis for electing the members of the governing body shall not constitute a change in the form of county government.

B. If the members are elected from districts or wards and other than entirely at large from the locality, the districts or wards shall be composed of contiguous and compact territory and shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district or ward. In 1971 and every 10 years thereafter, the governing body of each such locality shall reapportion the representation among the districts or wards, including, if the governing body deems it appropriate, increasing or diminishing the number of such districts or wards, in order to give, as nearly as is practicable, representation on the basis of population.

C. For the purposes of redistricting and reapportioning representation in 2021 and every 10 years thereafter, the governing body of a county, city, or town shall use the most recent decennial population figures for such county, city, or town from the United States Bureau of the Census, as adjusted by the Division of Legislative Services pursuant to § *24.2-314*. The census data for these redistricting and apportionment purposes will not include any population figure that is not allocated to specific census blocks within the Commonwealth, even though that population may have been included in the apportionment population figures of the Commonwealth for the purpose of allocating United States House of Representatives seats among the states.

D. Notwithstanding any other provision of general law or special act, the governing body of a county, city, or town shall not reapportion the representation in the governing body at any time other than that required following the decennial census, except as (i) provided by law upon a change in the boundaries of the county, city, or town that results in an increase or decrease in the population of the county, city, or town of more than one percent, (ii) the result of a court order, (iii) the result of a change in the form of government, or (iv) the result of an increase or decrease in the number of districts or wards other than at-large districts or wards. The foregoing provisions notwithstanding, the governing body subsequent to the decennial redistricting may adjust district or ward boundaries in order that the boundaries might coincide with state legislative or congressional district boundaries; however, no adjustment shall affect more than



five percent of the population of a ward or district or 250 persons, whichever is lesser. If districts created by a reapportionment enacted subsequent to a decennial reapportionment are invalid under the provisions of this subsection, the immediately preexisting districts shall remain in force and effect until validly reapportioned in accordance with law.

**§ 24.2-304.2. Governing body authorized to expend funds for reapportionment.**

The governing body of each county, city, or town is authorized to expend funds and employ persons as it may deem necessary to carry out the responsibilities relating to reapportionment provided by law.

**§ 24.2-304.3. Recording reapportionment ordinance; notice requirements.**

A copy of the ordinance reapportioning representation in the governing body of a county, city, or town, including a description of the boundaries and a map showing the boundaries of the districts or wards, shall be recorded in the official minutes of the governing body.

The clerk of the county, city, or town shall send a certified copy of the ordinance, including a description of the boundaries and a Geographic Information System (GIS) map showing the boundaries of the districts or wards, to the local electoral board, the Secretary of the Commonwealth, the Department of Elections, and the Division of Legislative Services. Any county, city, or town that does not have GIS capabilities may request the Department of Elections to create on its behalf a GIS map showing the boundaries of the districts or wards as set out in the ordinance, and the Department of Elections shall create such a map.

**§ 24.2-304.4. Mandamus action for failure to reapportion districts or wards.**

Whenever the governing body of any county, city or town fails to perform the duty of reapportioning the representation on the governing body among the districts or wards of the county, city, or town, or fails to change the boundaries of districts or wards, as prescribed by law, mandamus shall lie in favor of any citizen of such county, city, or town, to compel the performance of such duty.

Whenever the governing body of any county, city or town changes the boundaries, or increases or diminishes the number of districts or wards, or reapportions the representation in the governing body as prescribed by law, the action shall not be subject to judicial review, unless it is alleged that the representation is not proportional to the population of the district or ward. If such allegation is made in a bill of complaint filed in the circuit court for the county, city or town, the court shall determine whether the action of the governing body complies with the constitutional requirements for redistricting and reapportionment. Appeals from the court's decision shall be as in any other suit.

**§ 24.2-304.5. Notification of certain civil actions.**

Any county, city, or town made a defendant in any civil action challenging the legality of its election district boundaries shall immediately notify the Attorney General of the pending civil action for review pursuant to § 2.2-508.

**§ 24.2-304.6. Effect of reapportionment on appointments and terms of local officers, school board and planning commission members.**

County, city, or town officers, including members of the school board or planning commission, in office on the effective date of a reapportionment or redistricting ordinance, shall



complete their terms of office, regardless of loss of residency in a particular district due to reapportionment or redistricting.

*Article 3. Requirements for Election Districts, Precincts, and Polling Places.*

**§ 24.2-305. Composition of election districts and precincts.**

A. Each election district and precinct shall be composed of compact and contiguous territory and shall have clearly defined and clearly observable boundaries.

B. A "clearly observable boundary" shall include (i) any named road or street, (ii) any road or highway which is a part of the federal, primary, or secondary state highway system, (iii) any river, stream, or drainage feature shown as a polygon boundary on the TIGER/line files of the United States Bureau of the Census, or (iv) any other natural or constructed or erected permanent physical feature which is shown on an official map issued by the Virginia Department of Transportation, on a United States Geological Survey topographical map, or as a polygon boundary on the TIGER/line files of the United States Bureau of the Census. No property line or subdivision boundary shall be deemed to be a clearly observable boundary unless it is marked by a permanent physical feature that is shown on an official map issued by the Virginia Department of Transportation, on a United States Geological Survey topographical map, or as a polygon boundary on the TIGER/line files of the United States Bureau of the Census.

**§ 24.2-306. Changes not to be enacted within 60 days of general election; notice requirements.**

A. No change in any local election district, precinct, or polling place shall be enacted within 60 days next preceding any general election. Notice shall be published prior to enactment in a newspaper having general circulation in the election district or precinct once a week for two successive weeks. The published notice shall state where descriptions and maps of proposed boundary and polling place changes may be inspected.

B. Notice of any adopted change in any election district, town, precinct, or polling place other than in the location of the office of the general registrar shall be mailed to all registered voters whose election district, town, precinct, or polling place is changed at least 15 days prior to the next general, special, or primary election in which the voters will be voting in the changed election district, town, precinct, or polling place. Notice of a change in the location of the office of the general registrar shall be given by posting on the official website of the county or city, by posting at not less than 10 public places, or by publication once in a newspaper of general circulation in the county or city within not more than 21 days in advance of the change or within seven days following the change.

C. Each county, city, and town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and send copies of enacted changes, including a Geographic Information System (GIS) map showing the new boundaries of the districts or precincts, to the local electoral board, the Department, and the Division of Legislative Services. Any county, city, or town that does not have GIS capabilities may request the Department of Elections to create on its behalf a GIS map showing the boundaries of the new districts or precincts, and the Department of Elections shall create such a map.



**§ 24.2-307. Requirements for county and city precincts.**

The governing body of each county and city shall establish by ordinance as many precincts as it deems necessary. Each governing body is authorized to increase or decrease the number of precincts and alter precinct boundaries subject to the requirements of this chapter.

At the time any precinct is established, it shall have no more than 5,000 registered voters. The general registrar shall notify the governing body whenever the number of voters who voted in a precinct in an election for President of the United States exceeds 4,000. Within six months of receiving the notice, the governing body shall proceed to revise the precinct boundaries, and any newly established or redrawn precinct shall have no more than 5,000 registered voters.

At the time any precinct is established, each precinct in a county shall have no fewer than 100 registered voters and each precinct in a city shall have no fewer than 500 registered voters.

Each precinct shall be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city. In each year ending in one, the governing body of each county and city shall establish the precinct boundaries to be consistent with any congressional district, Senate district, House of Delegates district, and local election district that was adopted by the appropriate authority by June 15 of that year. If congressional districts, Senate districts, House of Delegates districts, or local election districts have not been adopted by the appropriate authority by June 15 of a year ending in one, the governing body may use the congressional districts, Senate districts, House of Delegates districts, or local election districts as such districts existed on June 15 of that year as the basis for establishing the precinct boundaries to be used for the elections to be held in November of that year. Such governing body shall establish precinct boundaries to be consistent with any subsequent changes to the congressional districts, Senate districts, House of Delegates districts, or local election districts. If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it shall apply to the State Board for a waiver to administer a split precinct. The State Board may grant the waiver or direct the governing body to establish a precinct with fewer than the minimum number of registered voters as permitted by § 24.2-309. A governing body granted a waiver to administer a split precinct or directed to establish a precinct with fewer than the minimum number of registered voters may use such a precinct for any election held that year.

The governing body shall establish by ordinance one polling place for each precinct.

**§ 24.2-308. Requirements for town precincts.**

There shall be one precinct for each town unless the council by ordinance establishes more than one precinct.

Each town precinct shall be wholly contained within any election district used for the election of one or more council or school board members.

The council shall establish by ordinance one polling place for each precinct.





**§ 24.2-309. Establishment of precinct with less than minimum number of voters; conduct of elections where all voters do not have same choice of candidates.**

A precinct may be established with fewer than the minimum number of registered voters required by this article if a larger precinct cannot be established in which all persons are voting at any general election for the same candidates for the governing body and school board of the county or city, House of Delegates, state Senate, and United States House of Representatives. The governing body may select a polling place within one mile of the boundaries of that precinct if a suitable polling place is not available within that precinct.

The State Board shall make regulations setting procedures by which elections may be conducted in precincts in which all voters do not have the same choice of candidates at a general election.

**§ 24.2-309.2. Election precincts; prohibiting precinct changes for specified period of time.**

No county, city, or town shall create, divide, abolish, or consolidate any precincts, or otherwise change the boundaries of any precinct, effective during the period from February 1, 2019, to May 15, 2021, except as (i) provided by law upon a change in the boundaries of the county, city, or town, (ii) the result of a court order, (iii) the result of a change in the form of government, or (iv) the result of an increase or decrease in the number of local election districts other than at-large districts. Any ordinance required to comply with the requirements of § 24.2-307 shall be adopted on or before February 1, 2019.

If a change in the boundaries of a precinct is required pursuant to clause (i), (ii), (iii), or (iv), the county, city, or town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and send copies of the ordered or enacted changes to the State Board of Elections and the Division of Legislative Services.

This section shall not prohibit any county, city, or town from adopting an ordinance revising precinct boundaries after January 1, 2021. However, no revisions in precinct boundaries shall be implemented in the conduct of elections prior to May 15, 2021.

**§ 24.2-310. Requirements for polling places.**

A. The polling place for each precinct shall be located within the county or city and either within the precinct or within one mile of the precinct boundary. The polling place for a county precinct may be located within a city (i) if the city is wholly contained within the county election district served by the precinct or (ii) if the city is wholly contained within the county and the polling place is located on property owned by the county. The polling place for a town precinct may be located within one mile of the precinct and town boundary. For town elections held in November, the town shall use the polling places established by the county for its elections.

B. The governing body of each county, city, and town shall provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections. Each polling place shall be located in a public building whenever practicable. If more than one polling place is located in the same building, each polling place shall be located in a separate room or separate and defined space.

C. Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and



Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.

D. If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, subject to the prior approval of the State Board. The general registrar shall provide notice to the voters appropriate to the circumstances of the emergency. For the purposes of this subsection, an "emergency" means a rare and unforeseen combination of circumstances, or the resulting state, that calls for immediate action.

E. It shall be permissible to distribute campaign materials on the election day on the property on which a polling place is located and outside of the building containing the room where the election is conducted except as specifically prohibited by law including, without limitation, the prohibitions of § 24.2-604 and the establishment of the "Prohibited Area" within 40 feet of any entrance to the polling place. However, and notwithstanding the provisions of clause (i) of subsection A of § 24.2-604, and upon the approval of the local electoral board, campaign materials may be distributed outside the polling place and inside the structure where the election is conducted, provided that the "Prohibited Area" (i) includes the area within the structure that is beyond 40 feet of any entrance to the polling place and the area within the structure that is within 40 feet of any entrance to the room where the election is conducted and (ii) is maintained and enforced as provided in § 24.2-604. The local electoral board may approve campaigning activities inside the building where the election is conducted when an entrance to the building is from an adjoining building, or if establishing the 40-foot prohibited area outside the polling place would hinder or delay a qualified voter from entering or leaving the building.

F. Any local government, local electoral board, or the State Board may make monetary grants to any non-governmental entity furnishing facilities under the provisions of § 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for the sole purpose of meeting the accessibility requirements of this section. Nothing in this subsection shall be construed to obligate any local government, local electoral board, or the State Board to appropriate funds to any non-governmental entity.

**§ 24.2-310.1. Polling places; additional requirement.**

The requirement stated in this section shall be in addition to requirements stated in §§ 24.2-307, 24.2-308, and 24.2-310, including the requirement that polling places be located in public buildings whenever practical. No polling place shall be located in a building which serves primarily as the headquarters, office, or assembly building for any private organization, other than an organization of a civic, educational, religious, charitable, historical, patriotic, cultural, or similar nature, unless the State Board has approved the use of the building because no other building meeting the accessibility requirements of this title is available.





*Article 4. Effective Dates of Redistricting Measures.*

**§ 24.2-311. Effective date of decennial redistricting measures; elections following decennial redistricting.**

A. Legislation enacted to accomplish the decennial redistricting of congressional and General Assembly districts required by *Article II, Section 6* of the Constitution of Virginia shall take effect immediately. Members of Congress and the General Assembly in office on the effective date of the decennial redistricting legislation shall complete their terms of office. The elections for their successors shall be held at the November general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the legislation to accomplish the decennial redistricting. However, (i) if the decennial redistricting of congressional districts has not been enacted and approved for implementation pursuant to § 5 of the United States Voting Rights Act of 1965 before January 1 of the year of the election for statewide office, the previously enacted congressional districts shall remain in effect for the purpose of meeting the petition signature requirements set out in §§ *24.2-506, 24.2-521, 24.2-543, and 24.2-545* and (ii) any reference on a petition to the usual primary date of the second Tuesday in June shall not be cause to invalidate the petition even though the date of the primary may be altered by law.

B. Ordinances adopted by local governing bodies to accomplish the decennial redistricting of districts for county, city, and town governing bodies required by *Article VII, Section 5* of the Constitution of Virginia shall take effect immediately. Members of county, city, and town governing bodies in office on the effective date of a decennial redistricting measure shall complete their terms of office. The elections for their successors shall be held at the general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the measures to accomplish the decennial redistricting.

C. If a vacancy in any such office occurs after the effective date of a decennial redistricting measure and a special election is required by law to fill the vacancy, the vacancy shall be filled from the district in the decennial redistricting measure which most closely approximates the district in which the vacancy occurred.

D. If a decennial redistricting measure adopted by a local governing body adds one or more districts and also increases the size of the governing body, an election for the additional governing body member or members to represent the additional district or districts for the full or partial term provided by law shall be held at the next November general election in any county or in any city or town that regularly elects its governing body in November pursuant to § *24.2-222.1*, or at the next May general election in any other city or town, which occurs at least 120 days after the effective date of the redistricting measure.

E. In the event of a conflict between the provisions of a decennial redistricting measure and the provisions of the charter of any locality, the provisions of the redistricting measure shall be deemed to override the charter provisions to the extent required to give effect to the redistricting plan.



**§ 24.2-312. Effective date of other redistricting measures; elections following annexation.**

A. Any redistricting, other than the decennial redistricting, of any county, city, or town shall be effective at midnight December 31 of the year in which the redistricting occurs.

B. Members of county, city, and town governing bodies in office when any such redistricting measure is adopted shall complete their terms of office. The elections for their successors shall be held at the general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the measures to accomplish the redistricting.

C. When a county has been redistricted as a result of annexation and the redistricting occurs in the year of a regularly scheduled November general election for members of the county's board of supervisors, the November general election shall be conducted from the newly established districts so long as the redistricting measure has been adopted prior to March 15 of the year of the election.

D. When a city or town has been redistricted as a result of annexation and the redistricting occurs prior to a regularly scheduled May general election for members of the city's or town's governing body, the May general election shall be conducted from the newly established districts so long as the redistricting measure has been adopted prior to the November 15 immediately preceding the election.

**§ 24.2-313. Rescheduling of certain local elections following the decennial redistricting of districts for the governing body.**

A. Notwithstanding any other provision of law to the contrary, elections for members of the governing body or school board of any county, city, or town that would be held on a regularly scheduled date for a general election, but are delayed because the decennial redistricting plan of such county, city, or town is not precleared by the Attorney General of the United States pursuant to § 5 of the federal Voting Rights Act at least thirty days prior to the general election, shall be held as provided in this section, unless otherwise provided by a court of competent jurisdiction. In the event the Attorney General grants preclearance at least thirty days prior to the general election, the election shall be held as scheduled and shall be conducted from the newly established districts. The provisions of this section shall not apply to any county, city, or town election scheduled to be held entirely on an at-large basis.

B. In each such county, city, or town, such election shall be held on the first Tuesday (i) that is more than sixty days after the Attorney General of the United States issues a letter stating that he interposes no objection to a decennial redistricting plan approved and submitted by the county, city, or town; (ii) that is not the scheduled date of a primary election; and (iii) that is not within the sixty days before or the thirty-five days after a primary or general election.

C. Independent candidates for such rescheduled elections shall qualify in the manner provided by §§ 24.2-505 and 24.2-506, and party nominees shall be nominated and certified at least thirty days before the new election date.

D. All candidates shall file the statements required by §§ 24.2-501 and 24.2-502 at least thirty days before the new election date.



E. Notwithstanding the provisions of subsections C and D, any candidate who qualified to have his name printed on the ballot for the original election date, pursuant to § 24.2-504, shall be automatically qualified to have his name printed on the ballot for the delayed election date and shall not have to refile the required documents, provided that the boundaries of the district in which he is seeking office are the same as when he was originally qualified. In any district in which the boundaries have been changed, candidates shall requalify for the ballot; however, at the request of any candidate who filed as an independent, his original petitions shall be reviewed by the registrar, previously verified signatures of voters who reside in the new district shall be counted toward the number needed to qualify to run in the new district, and the candidate may supplement such petitions when he refiles under § 24.2-505.

F. Notwithstanding any provision of law to the contrary, the term of members of any governing body or school board elected under the provisions of this act shall commence on the first day of the second month following the election and shall terminate on the day on which the term would have expired had the general election been held on its regularly scheduled day.

G. The term of members of any governing body affected by this act that would otherwise expire prior to the commencement of the term of their successors elected pursuant to this section shall be extended until the date that the term of members elected pursuant to this section commences, notwithstanding any provision of law to the contrary.

#### *Article 5. Population Data.*

##### **§ 24.2-314. Population data; reallocation of prison populations.**

A. Persons incarcerated in federal correctional facilities and in state and local correctional facilities, as those terms are defined in § 53.1-1, shall be counted and reallocated for redistricting and reapportionment purposes in accordance with the provisions of this section and the following:

1. A person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located within the Commonwealth shall be deemed to reside at such address.
2. A person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located outside of the Commonwealth or whose address at the time of incarceration cannot be determined shall be deemed to reside at the location of the facility in which he is incarcerated.

B. By July 1 of any year in which the decennial census is taken, the Department of Corrections and the State Board of Local and Regional Jails shall provide to the Division of Legislative Services, in a format specified by the Division of Legislative Services, the following information for each person who was incarcerated in a state or local correctional facility on April 1 of that year:

1. A unique identifier, other than his name or offender identification number, assigned by the Department of Corrections or the State Board of Local and Regional Jails for this purpose;
2. His residential street address at the time of incarceration, or other legal residence, if known;
3. His race, his ethnicity as identified by him, and whether he is 18 years of age or older; and



4. The street address of the correctional facility in which he was incarcerated on April 1 of that year.

C. The Division of Legislative Services shall request each agency operating a federal correctional facility in the Commonwealth that incarcerates persons convicted of a criminal offense to provide to the Division of Legislative Services by July 1 of any year in which the decennial census is taken a record containing the information specified in subsection B for each person who was incarcerated in the facility on April 1 of that year. Any person incarcerated in a federal correctional facility for whom a record is not received by the Division of Legislative Services shall be deemed to have an address at the time of incarceration that cannot be determined.

D. The Division of Legislative Services shall prepare adjusted population data, including race and ethnicity data, in a manner that reflects the inclusion of incarcerated persons in the population count of the locality in which he is deemed to reside pursuant to subdivision A 1 or 2.

This adjusted population data shall be used for purposes of redistricting and reapportionment and shall be the basis for congressional, state Senate, House of Delegates, and local government election districts. This adjusted population data shall not be used in the distribution of any federal or state aid.

E. The Division of Legislative Services shall make the adjusted population data available no later than 30 days following receipt of population data from the United States Bureau of the Census pursuant to P.L. 94-171. In making this data available, the Division of Legislative Services shall ensure no information regarding a specific incarcerated person's address at the time of incarceration is made public.

## Title 30. General Assembly.

### *Chapter 39. Joint Reapportionment Committee.*

#### **§ 30-264. Staff to Joint Reapportionment Committee; census liaison.**

A. The Division of Legislative Services (the Division) shall serve as staff to the Joint Reapportionment Committee. The Director of the Division, or his designated representative, shall serve as the state liaison with the United States Bureau of the Census on matters relating to the tabulation of the population for reapportionment purposes pursuant to United States Public Law 94-171. The governing bodies, electoral boards, and registrars of every county and municipality shall cooperate with the Division in the exchange of all statistical and other information pertinent to preparation for the census.

B. The Division shall maintain the current election district and precinct boundaries of each county and city as a part of the General Assembly's computer-assisted mapping and redistricting system. Whenever a county or city governing body adopts an ordinance that changes an election district or precinct boundary, the local governing body shall provide a copy of its ordinance, along with Geographic Information System (GIS) maps and other evidence documenting the boundary, to the Division.

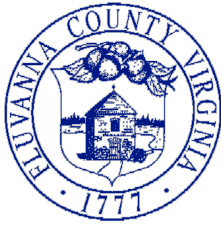
C. The provisions of Article 2 (§ 24.2-302 et seq.) of Chapter 3 of Title 24.2, including the statistical reports referred to in that article, shall be controlling in any legal determination of a district boundary.



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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	CARES Fund Balance Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input checked="" type="checkbox"/>	CARES Act Memo to Localities - 1st Round
<input checked="" type="checkbox"/>	CARES Act Memo to Localities - 2nd Round
<input checked="" type="checkbox"/>	Updated CARES Act US Treasury Guidance
<input type="checkbox"/>	





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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

BOS 2021-04-21 p.255/326  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** April 7, 2021  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY21 BOS Contingency Balance

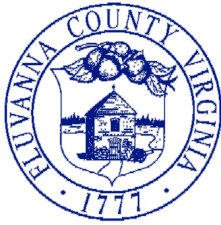
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The FY21 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$150,000</b>
Less: Registrar's Office Relocation – 07.01.20	-\$20,000
Less: Fire & Rescue Fleet Study – 08.05.20	-\$1,500
Less: Registrar's Office Relocation – 08.19.20	-\$5,400
Less: Fluvanna Hiring Event – 11.04.20	-\$2,000
Less: Drug Court County Match – 12.02.20	-\$45,000
Less: Fork Union Training Building Design – 01.20.21	-\$22,460
<b>Available:</b>	<b>\$53,640</b>







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

## MEMORANDUM

BOS 2021-04-21 p.257/326  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

**Date:** April 21, 2021  
**From:** Liz McIver - Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY21 Capital Reserve Balances

The FY21 Capital Reserve account balances are as follows:

### County Capital Reserve:

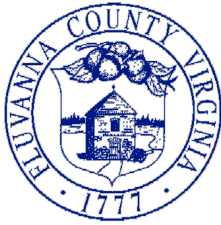
<b>FY21 Budget Allocation:</b>	<b>\$200,000</b>
FY20 Carryover	\$267,970
<b>Total FY21 Budget:</b>	<b>\$467,970</b>
Add: FY20 Closed CRM Projects -06-26-20	\$11,308
Less: SCADA System Room HVAC – 07.01.20	-\$30,300
Less: Public Safety Building HVAC – 07.01.20	-\$9,325
Less: Carysbrook Gym Heating System Replacement – 12.17.20	-\$34,347
Less: FUSD Roof Replacement - 01.06.21	-\$5,700
Less: HVAC Unit Replacement at The Old Stone Jail – 02.03.21	-\$3,166
Less: Replacement Roof for Pleasant Grove Summer Kitchen – 02.03.21	-\$11,200
Less: Lektriever Filing System Repair – 03.17.21	-\$3,723
<b>FY21 Available:</b>	<b>\$381,517</b>

**Schools Capital Reserve:**

<b>FY21 Budget Allocation:</b>	<b>\$200,000</b>
FY20 Carryover	\$224,903
<b>Total FY21 Budget:</b>	<b>\$424,903</b>
Less: FCHS Compressor Replacement – 07.01.20	-\$6,000
Less: FCHS HVAC Condenser Replacement – 08.05.20	-\$24,000
Less: FCHS Cooling Tower – 08.19.20	-\$10,975
Add: Closed CRM Projects -09.24.20	\$1,231
Less: Two Bus Engine Replacements – 03.17.21	-50,000
Less: Central Elementary Asphalt Repair – 04.07.21	-5,000
<b>FY21 Available:</b>	<b>\$330,159</b>







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS 2021-04-21 p.261/326  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** April 21, 2021  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY20 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$19,939,645</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$9,522,851</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$10,416,794</b>
Add: FY21 Reassessment Budget Transfer	\$66,515
Less: FY20-21 County Carryover Request – 11.04.20	-\$153,447
Less: FY20-21 Schools Carryover Request – 11.04.20	-\$400,000
Less: FY20-21 Sheriff's Office Volunteer Funds Carryover – 11.18.20	-\$3,575
Less: FY21 Fork Union Property Site Development – 01.20.21	-\$111,360
Less: FY20-21 Broadband Grant Carryover Request – 02.03.21	-\$375,000
Less: FY21 Admin Building Basement Remodel Prep Work – 03.03.21	-\$60,794
<b>Current Unassigned Fund Balance</b>	<b>\$9,379,133</b>





**Culpeper District, Louisa Residency  
Fluvanna County Monthly Report: April 2021**

**Fluvanna Mileage, Structures**

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

**Fatal Accidents**

DATE	LOCATION	ALCOHOL	RESTRAINT
<p>*Of the 819 fatalities in VA in 2018, 126 were related to distracted driving and 298 were motor vehicle occupants not wearing a seatbelt.  **10% of all drivers do not wear a seatbelt. Of all driver fatalities, 50% are from the 10% that do not wear a seatbelt if the option was available.</p>			

[Link to Smart Scale Information](#)

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

**Fluvanna County Smart Scale Projects:**

- Rt. 53/1015 Turkeysag Roundabout
- Rt. 600/618 Lake Monticello Left Turn Lane
- Rt. 250/631 Troy Rd Roundabout

**Smart Scale Round 4 Key Dates:**

- February 2020, Project Review
- March 1 - April 17, 2020, Pre-application Deadline
- August 17, 2020, Application Deadline
- June 2021, CTB approval of Six Year Improvement Plan



**Projects:**

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 1001 – PE Study (UPC 115895)	PE Authorization	Study in Development*	
Route 659 – PE Study (UPC 115896)	PE Authorization	Study in Development*	
Route600/618Intersection Improvements (UPC 111739)	Floodplain Analysis	Scoping	Anticipated FEB 2022
Rt. 656 Bridge Rehabilitation (0656-032-6070, SR01)	Utility Relocation	CN Begins	Anticipated Completion September 2021

\*working with County and District L&D Staff to develop TAP application documents

**Additional Road Projects:**

- **On-Call Pipe Replacements** PR07-967-255, (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** GR07-967-269, (UPC 106849)
- **District Wide ADA Compliance** ADA7-967-317, (UPC 108027)
- **On-Call District Wide Pavement Marking** TS07-967-325 (UPC 108282)

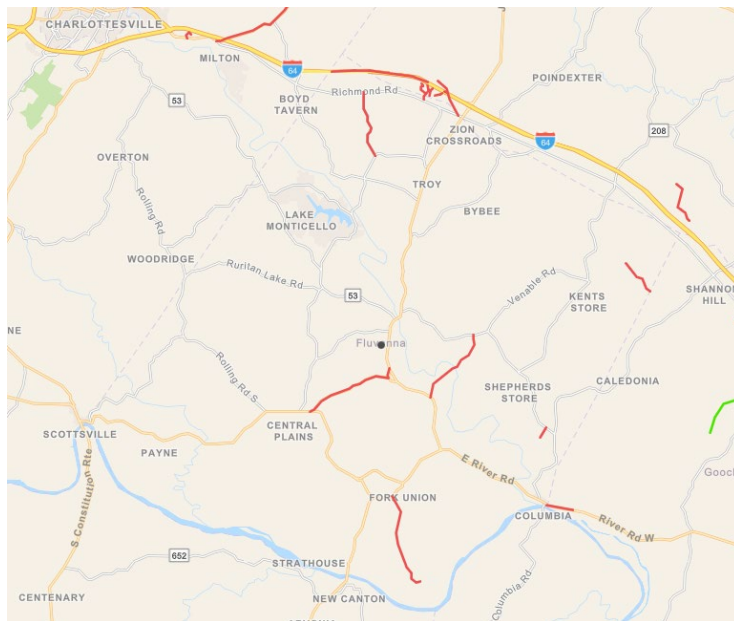
**State-Force and District-Wide Bridge Projects:**

- **District Wide Bridge Deck Cleaning and Washing** BRDG-967-241, (UPC 105980);
- **District Wide Bridge Maintenance** BRDG-967-240, (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement; Completed;**
- **Route 616 Soil Nailing Slope Repair; Completed;**
- **Rt. 15 N and S of CVEC – Pipe Replacements; Completed;**
- **Rt. 250 W of Correctional Center – Pipe Replacement; Completed;**
- **Rt. 15 Entrance Pipe over Raccoon Creek; In Design**
- **Rt. 6 E of Rt. 624 – Pipe Replacement; In Design;**

**Resurfacing Projects:**

The list for the 2021 Resurfacing Schedule has been finalized, and the map is located below. Customers can view VDOT’s resurfacing schedule and route status on VDOT’s public website via the following link: <http://www.virginiaroads.org/> (Select "Web Maps" and “Statewide Paving Status”)

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2019	4.94	\$863.675	2019	43.65	\$590,849
2020	---	---	2020	55.52	\$421,558
2021	---	---	2021	16.07	\$229,394



### Legend

#### Statewide Paving Status Map (Public View) 2021

- Scheduled
- In Progress
- Completed
- Rescheduled

## Traffic Engineering

### Studies under Review:

- Route 250 speed study, from Route 631 to Route 15
- Route 1040, Broken Island Rd Centerline Removal due to installment issues
- Route 600 speed study, from Abbey Rd to Broken Island Rd
- Route 616 safety study, from Rt. 15 to County line

### Completed Studies:

- Route 250/708 Right Turn Lane Warrant Analysis review completed
  - Turn lane not warranted
  - Shoulder Widening project completed Dec 2020
- Routes 652, 655, 656 Centerline Pavement Markings review completed
  - Routes 655 & 656 do not meet minimum width (18ft) or minimum VPD (500)
  - Route 652 does not meet minimum VPD
- Route 53 shoulder safety improvements (proximity 4800 block +/-); Curve warning signs installed
- Fire Station signs along roadway by Fork Union Fire Station on Route 15 installed
- Speed limit and signage study at intersection of Route 761 and Route 620 installed
- Route 15 at Route 644 Speed Study;
  - Speed limit reduction not warranted
- Centerline Marking on Rt. 613, Bybees Church Rd; Approved, Installation completed, 8/17/2020
- Route 1066, Rosewood Drive- 25 speed limit sign installed 3/31/2020
- Route 53 High School Speed Limit Reduction; pursuing study agreements from School Board

### County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): grading to improve sight distance is completed

- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve; Larger chevron signs and puppy track pavement markings have been installed
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 660 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Route 629/631 intersection review and grading work completed
- Digital Speed Display Signs (ongoing)
- Route 1037 Lexie Lane No Outlet Sign to be resized and relocated; completed 7/7/2020
- Route 53 at Turkey Trail white delineator posts replaced on 6/23/2020
- Route 656/624: Request for curve warning signage and improvements to visibility
  - Unable to reach property owner
- Rt. 6/659 Sight Distance Review; in progress

**Area Land Use**

Residency Area Land Use Staff have issued 9 permits in 2021

Fluvanna County Plan/ Plat Reviews Received Feb- March 2021							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Village Oaks Subdivision Phase IV	618-Opposite 100 Crofton Place, Palmyra, VA	Site Plan,	John Wilson	3/22/2021	5/6/2021		Review Underway

- [Zion Crossroads Corridor Improvement Study \(link\)](#) – The webpage is live for the Zion Crossroads Corridor Improvement Study (Routes 15 and 250), Fluvanna & Louisa Counties. This small area study, which is supported by stakeholders from VDOT, Fluvanna and Louisa counties and the Thomas Jefferson Planning District Commission. The study is evaluating vehicle, transit, bicycle, and pedestrian accommodations along Route 15 (James Madison Highway) between the intersections of Sommerfield Drive and Starlite Park as well as along Route 250 (Three Notch Road/Richmond Road) between Route 631 (Troy Road) and Route 613 (Poindexter Road). The purpose of the study is to develop short-, mid-, and long-term community-supported transportation solutions to provide safe travel for all uses and users of the roadway. The results from this study will be reviewed and potential transportation projects will be developed and presented for feedback in early 2021. The study is scheduled for completion in mid-2021.

**Maintenance Activities**

- VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **435** Work Orders in FY21. Top activities have been dead animal removal and fallen tree/limb clearing.

**BOS Manual:**

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

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



## ***COMMONWEALTH of VIRGINIA***

Aubrey L. Layne, Jr., MBA, CPA  
Secretary of Finance

P.O. Box 1475  
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.  
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

### **Background**

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately \$3.1 billion as its share of the CRF total. This amount does not include approximately \$200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

County and City Elected Officials and Administrators  
Cabinet Secretaries  
May 12, 2020  
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At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

### **Allocation of CRF Funds to Localities**

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

### **Requirements for Use of Funds and Certifications**

#### General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

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Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you “up front” rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

### For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

### Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

In order to receive your locality’s allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: [GACCT@DOA.Virginia.gov](mailto:GACCT@DOA.Virginia.gov)

By US Mail to: Department of Accounts  
Attention: Local CRF Certification  
P.O. Box 1971  
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at [Melinda.Pearson@DOA.Virginia.gov](mailto:Melinda.Pearson@DOA.Virginia.gov) or by phone at 804-225-2376.



## Appendix A – Local Allocations

<b>Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019</b>	<b>Statewide Total = 8,535,519</b>	<b>% of Total <sup>1</sup></b>	<b>Current Allocation Base = \$744,691,122</b>
<b>Locality</b>	<b>Population</b>		
.Accomack County, Virginia	32,316	0.3786%	\$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	\$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	\$1,296,478
.Amelia County, Virginia	13,145	0.1540%	\$1,146,851
.Amherst County, Virginia	31,605	0.3703%	\$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	\$1,388,173
.Arlington County, Virginia	236,842	2.7748%	\$20,663,551
.Augusta County, Virginia	75,558	0.8852%	\$6,592,144
.Bath County, Virginia	4,147	0.0486%	\$361,810
.Bedford County, Virginia	78,997	0.9255%	\$6,892,184
.Bland County, Virginia	6,280	0.0736%	\$547,906
.Botetourt County, Virginia	33,419	0.3915%	\$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	\$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	\$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	\$1,496,097
.Campbell County, Virginia	54,885	0.6430%	\$4,788,505
.Caroline County, Virginia	30,725	0.3600%	\$2,680,638
.Carroll County, Virginia	29,791	0.3490%	\$2,599,150
.Charles City County, Virginia	6,963	0.0816%	\$607,495
.Charlotte County, Virginia	11,880	0.1392%	\$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	\$30,780,614
.Clarke County, Virginia	14,619	0.1713%	\$1,275,451
.Craig County, Virginia	5,131	0.0601%	\$447,660
.Culpeper County, Virginia	52,605	0.6163%	\$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	\$866,529
.Dickenson County, Virginia	14,318	0.1677%	\$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	\$2,490,354
.Essex County, Virginia	10,953	0.1283%	\$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	\$6,213,845
.Floyd County, Virginia	15,749	0.1845%	\$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	\$2,379,202
.Franklin County, Virginia	56,042	0.6566%	\$4,889,448

.Frederick County, Virginia	89,313	1.0464%	\$7,792,215
.Giles County, Virginia	16,720	0.1959%	\$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	\$3,258,469
.Goochland County, Virginia	23,753	0.2783%	\$2,072,358
.Grayson County, Virginia	15,550	0.1822%	\$1,356,678
.Greene County, Virginia	19,819	0.2322%	\$1,729,131
.Greensville County, Virginia	11,336	0.1328%	\$989,022
.Halifax County, Virginia	33,911	0.3973%	\$2,958,604
.Hanover County, Virginia	107,766	1.2626%	\$9,402,168
.Henrico County, Virginia	330,818	3.8758%	\$28,862,595
.Henry County, Virginia	50,557	0.5923%	\$4,410,903
.Highland County, Virginia	2,190	0.0257%	\$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	\$3,237,617
.James City County, Virginia	76,523	0.8965%	\$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	\$612,904
.King George County, Virginia	26,836	0.3144%	\$2,341,338
.King William County, Virginia	17,148	0.2009%	\$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	\$925,071
.Lee County, Virginia	23,423	0.2744%	\$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	\$36,079,596
.Louisa County, Virginia	37,591	0.4404%	\$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	\$1,064,054
.Madison County, Virginia	13,261	0.1554%	\$1,156,971
.Mathews County, Virginia	8,834	0.1035%	\$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	\$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	\$923,239
.Montgomery County, Virginia	98,535	1.1544%	\$8,596,799
.Nelson County, Virginia	14,930	0.1749%	\$1,302,585
.New Kent County, Virginia	23,091	0.2705%	\$2,014,601
.Northampton County, Virginia	11,710	0.1372%	\$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	\$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	\$1,328,933
.Orange County, Virginia	37,051	0.4341%	\$3,232,557
.Page County, Virginia	23,902	0.2800%	\$2,085,357
.Patrick County, Virginia	17,608	0.2063%	\$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	\$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	\$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	\$1,989,387
.Prince George County, Virginia	38,353	0.4493%	\$3,346,151
.Prince William County, Virginia	470,335	5.5103%	\$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	\$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	\$643,004
.Richmond County, Virginia	9,023	0.1057%	\$787,222
.Roanoke County, Virginia	94,186	1.1035%	\$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	\$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	\$7,149,647
.Russell County, Virginia	26,586	0.3115%	\$2,319,526
.Scott County, Virginia	21,566	0.2527%	\$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	\$3,805,328
.Smyth County, Virginia	30,104	0.3527%	\$2,626,458
.Southampton County, Virginia	17,631	0.2066%	\$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	\$11,884,234
.Stafford County, Virginia	152,882	1.7911%	\$13,338,365
.Surry County, Virginia	6,422	0.0752%	\$560,295
.Sussex County, Virginia	11,159	0.1307%	\$973,580
.Tazewell County, Virginia	40,595	0.4756%	\$3,541,757
.Warren County, Virginia	40,164	0.4706%	\$3,504,154
.Washington County, Virginia	53,740	0.6296%	\$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	\$1,571,739
.Wise County, Virginia	37,383	0.4380%	\$3,261,523
.Wythe County, Virginia	28,684	0.3361%	\$2,502,568
.York County, Virginia	68,280	0.8000%	\$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	\$13,909,478
.Bristol city, Virginia	16,762	0.1964%	\$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	\$565,181
.Charlottesville city, Virginia	47,266	0.5538%	\$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	\$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	\$1,515,466
.Covington city, Virginia	5,538	0.0649%	\$483,169
.Danville city, Virginia	40,044	0.4691%	\$3,493,685
.Emporia city, Virginia	5,346	0.0626%	\$466,418
.Fairfax city, Virginia	24,019	0.2814%	\$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	\$1,275,277
.Franklin city, Virginia	7,967	0.0933%	\$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	\$2,533,279
.Galax city, Virginia	6,347	0.0744%	\$553,751
.Hampton city, Virginia	134,510	1.5759%	\$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	\$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	\$1,965,568
.Lexington city, Virginia	7,446	0.0872%	\$649,635
.Lynchburg city, Virginia	82,168	0.9627%	\$7,168,841
.Manassas city, Virginia	41,085	0.4813%	\$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	\$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	\$1,095,288
.Newport News city, Virginia	179,225	2.0998%	\$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	\$21,178,304
.Norton city, Virginia	3,981	0.0466%	\$347,327
.Petersburg city, Virginia	31,346	0.3672%	\$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	\$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	\$8,235,862
.Radford city, Virginia	18,249	0.2138%	\$1,592,155
.Richmond city, Virginia	230,436	2.6997%	\$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	\$8,649,844
.Salem city, Virginia	25,301	0.2964%	\$2,207,415
.Staunton city, Virginia	24,932	0.2921%	\$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	\$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	\$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	\$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	\$1,304,679
.Winchester city, Virginia	28,078	0.3290%	\$2,449,697
<b>Total Funds Distributed (excludes Fairfax County)</b>			<b>\$644,573,383</b>
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

<sup>1</sup> **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

## Appendix B - Guidance From U.S. Treasury

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### Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>1</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

#### *Necessary expenditures incurred due to the public health emergency*

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

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officials responsible for spending Fund payments.

<sup>1</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

- connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
  4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
    - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
    - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
    - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
    - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
    - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
    - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
  5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
  6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.



*Nonexclusive examples of ineligible expenditures<sup>2</sup>*

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>3</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

<sup>2</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>3</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

<sup>1</sup> The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

## Appendix C - Frequently Asked Questions

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*The content below was provided by the US Department of the Treasury.*

### **Coronavirus Relief Fund Frequently Asked Questions April 22, 2020**

#### ***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

#### ***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

#### ***May governments retain assets purchased with these funds?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

#### ***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

***Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

***The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

***The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax



requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.



***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

## **Questions Related to Administration of Fund Payments**

### ***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

### ***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

### ***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

### ***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

### ***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

<sup>1</sup> The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

# Appendix D - Certification for Use of Coronavirus Relief Fund

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*Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>*

**CERTIFICATION for RECEIPT of  
CORONAVIRUS RELIEF FUND PAYMENTS  
by  
INSERT NAME OF LOCAL GOVERNMENT**

We the undersigned represent insert name of local government (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

**For counties only**

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____





## COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA  
Secretary of Finance

P.O. Box 1475  
Richmond, Virginia 23218

July 28, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.  
Secretary of Finance

Subject: Second and Final Allocation of Federal Coronavirus Relief Funds

### Overview

On May 12, 2020, I advised you of Governor Northam's decision to provide the first round of allocations to local governments from the federal Coronavirus Relief Fund (CRF) authorized pursuant to the federal *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act). On June 1, 2020, each locality received its share of the first half, or fifty (50) percent, of the locally-based allocations (not including Fairfax County that received its funds directly).

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities continue to experience the same COVID-19 related expenses as the Commonwealth.

Therefore, the Governor recently announced the second and final round to allocate the remaining fifty (50) percent of the locally-based allocations from the CRF to local governments. When completed, the state will have distributed 100 percent of the local allocations the Commonwealth received under the CARES Act providing a total of \$1.3 billion for local governments.

Just like the first round, the second round will be based on population. Consequently, the second round of allocations will be for the same amount that you received in the first round on June 1, 2020. In order to receive the second allocation, localities are required to submit a new certification form and complete an online survey regarding the use of the CRF funds.

As soon as these two documents are fully completed and submitted, the Department of Accounts will initiate the transfer of funds to the local Treasurer. Localities may expect to receive the transfer by the state Comptroller within five business days following confirmation of receipt of these completed documents.

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## Guidance

It is extremely important for you to know that all of the same conditions that existed for the first round of CRF allocations continue for the second round of allocations. To that end, I encourage you to refer to my May 12, 2020, memorandum and to the federal guidance and frequently asked questions located at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

This information is routinely updated and has been revised several times since my May 12, 2020, memorandum. Compliance with the federal guidance is your responsibility and failure to do so could result in disallowed expenses requiring you to repay the associated funds to the federal government. As stated previously, if you fail to repay any funds spent for nonqualifying expenses as required by the federal government, the state Comptroller will recover such amounts from future state payments to your locality via the State Aid Intercept Program.

In addition to the revised federal guidance, on July 2, 2020, the U.S. Treasury's Office of the Inspector General issued information related to reporting and audit requirements that had not been published at the time of my original communication to you. Information regarding the audit and reporting requirements can be found at the same link provided above. Further, the State Comptroller's office has subrecipient monitoring responsibilities that will necessitate evaluation and additional correspondence with localities regarding the use of funds.

As a reminder, the overarching federal guidance states that these funds must be used for qualifying expenses of state and local governments. Specifically, the CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The federal guidance continues to state that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.



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### **Allocation of CRF Funds to Localities**

The remaining fifty (50) percent of the locally-based allocations will be distributed to counties and cities by the Department of Accounts (DOA) after receipt from the locality of a new, signed certification form and after completion of a survey on the locality's actual and planned uses of the CRF funds. This distribution will be made to the local treasurer in the same manner that the first round of funds were distributed within five business days following receipt of the completed documents.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by U.S. Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the remaining distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

### **Requirements: Survey on the Use of Funds and Certifications**

#### General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after:

1. completion of an online survey located at: (NOTE: *the link to this survey will be provided by separate communication later this week*), and
2. receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer (Treasurer), and the chief elected officer.

Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you "up front" rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government.

You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements. The State Comptroller is responsible for all subrecipient monitoring and may require additional information in the future from each locality to address that responsibility.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

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### For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with each town's documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

### Completion of Survey

The Commonwealth has partnered with Accenture to create a survey to collect data on how each locality has used or plans to use its allocation of CRF funds. The survey instrument, which must be completed online, will be made available later this week by separate communication. This communication will include instructions regarding access to and completion of the survey. For questions about completion of the survey, please contact Jason Saunders, General Government Coordinator, Department of Planning and Budget, at [jason.saunders@dpb.virginia.gov](mailto:jason.saunders@dpb.virginia.gov).

We are requesting that this survey be completed no later than **5:00pm, Monday, August 10, 2020**, so that we may provide a report on the use of the CRF by locality to the General Assembly when it convenes for a special session beginning on August 18, 2020. For surveys that are not received by this due date, this report will reflect that the survey results were not received from that locality by the requested due date. More importantly, the survey must be completed, along with submission of the certification form, in order to receive the second distribution of CRF funds.

### Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>

The signed certification form should be submitted no later than **August 10, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: [GACCT@DOA.Virginia.gov](mailto:GACCT@DOA.Virginia.gov)

By US Mail to: Department of Accounts  
Attention: Local CRF Certification  
PO Box 1971  
Richmond, VA 23218-1971

If you have any questions regarding the appropriate use of CRF funds, please refer to the U.S. Treasury Website and guidance. For questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of

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the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at [melinda.pearson@doa.virginia.gov](mailto:melinda.pearson@doa.virginia.gov) or by phone at 804-225-2376.

## Appendix A – Local Allocations

<b>Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019</b>	<b>Statewide Total = 8,535,519</b>	<b>% of Total <sup>1</sup></b>	<b>Current Allocation Base <sup>2</sup>= \$744,691,122</b>
<b>Locality</b>	<b>Population</b>		
.Accomack County, Virginia	32,316	0.3786%	\$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	\$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	\$1,296,478
.Amelia County, Virginia	13,145	0.1540%	\$1,146,851
.Amherst County, Virginia	31,605	0.3703%	\$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	\$1,388,173
.Arlington County, Virginia	236,842	2.7748%	\$20,663,551
.Augusta County, Virginia	75,558	0.8852%	\$6,592,144
.Bath County, Virginia	4,147	0.0486%	\$361,810
.Bedford County, Virginia	78,997	0.9255%	\$6,892,184
.Bland County, Virginia	6,280	0.0736%	\$547,906
.Botetourt County, Virginia	33,419	0.3915%	\$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	\$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	\$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	\$1,496,097
.Campbell County, Virginia	54,885	0.6430%	\$4,788,505
.Caroline County, Virginia	30,725	0.3600%	\$2,680,638
.Carroll County, Virginia	29,791	0.3490%	\$2,599,150
.Charles City County, Virginia	6,963	0.0816%	\$607,495
.Charlotte County, Virginia	11,880	0.1392%	\$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	\$30,780,614
.Clarke County, Virginia	14,619	0.1713%	\$1,275,451
.Craig County, Virginia	5,131	0.0601%	\$447,660
.Culpeper County, Virginia	52,605	0.6163%	\$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	\$866,529
.Dickenson County, Virginia	14,318	0.1677%	\$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	\$2,490,354
.Essex County, Virginia	10,953	0.1283%	\$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	\$6,213,845
.Floyd County, Virginia	15,749	0.1845%	\$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	\$2,379,202
.Franklin County, Virginia	56,042	0.6566%	\$4,889,448
.Frederick County, Virginia	89,313	1.0464%	\$7,792,215
.Giles County, Virginia	16,720	0.1959%	\$1,458,756

## Appendix A – Local Allocations

.Gloucester County, Virginia	37,348	0.4376%	\$3,258,469
.Goochland County, Virginia	23,753	0.2783%	\$2,072,358
.Grayson County, Virginia	15,550	0.1822%	\$1,356,678
.Greene County, Virginia	19,819	0.2322%	\$1,729,131
.Greensville County, Virginia	11,336	0.1328%	\$989,022
.Halifax County, Virginia	33,911	0.3973%	\$2,958,604
.Hanover County, Virginia	107,766	1.2626%	\$9,402,168
.Henrico County, Virginia	330,818	3.8758%	\$28,862,595
.Henry County, Virginia	50,557	0.5923%	\$4,410,903
.Highland County, Virginia	2,190	0.0257%	\$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	\$3,237,617
.James City County, Virginia	76,523	0.8965%	\$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	\$612,904
.King George County, Virginia	26,836	0.3144%	\$2,341,338
.King William County, Virginia	17,148	0.2009%	\$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	\$925,071
.Lee County, Virginia	23,423	0.2744%	\$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	\$36,079,596
.Louisa County, Virginia	37,591	0.4404%	\$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	\$1,064,054
.Madison County, Virginia	13,261	0.1554%	\$1,156,971
.Mathews County, Virginia	8,834	0.1035%	\$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	\$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	\$923,239
.Montgomery County, Virginia	98,535	1.1544%	\$8,596,799
.Nelson County, Virginia	14,930	0.1749%	\$1,302,585
.New Kent County, Virginia	23,091	0.2705%	\$2,014,601
.Northampton County, Virginia	11,710	0.1372%	\$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	\$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	\$1,328,933
.Orange County, Virginia	37,051	0.4341%	\$3,232,557
.Page County, Virginia	23,902	0.2800%	\$2,085,357
.Patrick County, Virginia	17,608	0.2063%	\$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	\$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	\$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	\$1,989,387
.Prince George County, Virginia	38,353	0.4493%	\$3,346,151
.Prince William County, Virginia	470,335	5.5103%	\$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	\$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	\$643,004
.Richmond County, Virginia	9,023	0.1057%	\$787,222

## Appendix A – Local Allocations

.Roanoke County, Virginia	94,186	1.1035%	\$8,217,365
.Rockbridge County, Virginia	22,573	0.2645%	\$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	\$7,149,647
.Russell County, Virginia	26,586	0.3115%	\$2,319,526
.Scott County, Virginia	21,566	0.2527%	\$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	\$3,805,328
.Smyth County, Virginia	30,104	0.3527%	\$2,626,458
.Southampton County, Virginia	17,631	0.2066%	\$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	\$11,884,234
.Stafford County, Virginia	152,882	1.7911%	\$13,338,365
.Surry County, Virginia	6,422	0.0752%	\$560,295
.Sussex County, Virginia	11,159	0.1307%	\$973,580
.Tazewell County, Virginia	40,595	0.4756%	\$3,541,757
.Warren County, Virginia	40,164	0.4706%	\$3,504,154
.Washington County, Virginia	53,740	0.6296%	\$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	\$1,571,739
.Wise County, Virginia	37,383	0.4380%	\$3,261,523
.Wythe County, Virginia	28,684	0.3361%	\$2,502,568
.York County, Virginia	68,280	0.8000%	\$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	\$13,909,478
.Bristol city, Virginia	16,762	0.1964%	\$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	\$565,181
.Charlottesville city, Virginia	47,266	0.5538%	\$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	\$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	\$1,515,466
.Covington city, Virginia	5,538	0.0649%	\$483,169
.Danville city, Virginia	40,044	0.4691%	\$3,493,685
.Emporia city, Virginia	5,346	0.0626%	\$466,418
.Fairfax city, Virginia	24,019	0.2814%	\$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	\$1,275,277
.Franklin city, Virginia	7,967	0.0933%	\$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	\$2,533,279
.Galax city, Virginia	6,347	0.0744%	\$553,751
.Hampton city, Virginia	134,510	1.5759%	\$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	\$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	\$1,965,568
.Lexington city, Virginia	7,446	0.0872%	\$649,635
.Lynchburg city, Virginia	82,168	0.9627%	\$7,168,841
.Manassas city, Virginia	41,085	0.4813%	\$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	\$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	\$1,095,288

## Appendix A – Local Allocations

.Newport News city, Virginia	179,225	2.0998%	\$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	\$21,178,304
.Norton city, Virginia	3,981	0.0466%	\$347,327
.Petersburg city, Virginia	31,346	0.3672%	\$2,734,818
.Poquoson city, Virginia	12,271	0.1438%	\$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	\$8,235,862
.Radford city, Virginia	18,249	0.2138%	\$1,592,155
.Richmond city, Virginia	230,436	2.6997%	\$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	\$8,649,844
.Salem city, Virginia	25,301	0.2964%	\$2,207,415
.Staunton city, Virginia	24,932	0.2921%	\$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	\$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	\$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	\$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	\$1,304,679
.Winchester city, Virginia	28,078	0.3290%	\$2,449,697
<b>Total Funds Distributed (excludes Fairfax County)</b>			<b>\$644,573,383</b>
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

<sup>1</sup> **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

<sup>2</sup> **Note:** The total allocation base includes Fairfax County in order to correctly calculate the allocation for the remaining localities.



## Appendix B: Coronavirus Relief Fund – Guidance from U.S. Treasury

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### Guidance for State, Territorial, Local, and Tribal Governments Updated June 30, 2020<sup>1</sup>

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>2</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

#### ***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

#### ***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

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<sup>1</sup> This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

<sup>2</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

## Appendix B: Coronavirus Relief Fund – Guidance from U.S. Treasury

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cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

### ***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise.

Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

## Appendix B: Coronavirus Relief Fund – Guidance from U.S. Treasury

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This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

### *Nonexclusive examples of eligible expenditures*

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

## Appendix B: Coronavirus Relief Fund – Guidance from U.S. Treasury

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- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
  6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

### *Nonexclusive examples of ineligible expenditures*<sup>3</sup>

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>4</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

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<sup>3</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>4</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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The content below was provided by the U.S. Department of the Treasury.

### Coronavirus Relief Fund Frequently Asked Questions Updated as of July 8, 2020

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

#### Eligible Expenditures

##### *Are governments required to submit proposed expenditures to Treasury for approval?*

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

##### *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?*

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

##### *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?*

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

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<sup>1</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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### ***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

### ***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

### ***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

### ***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

### ***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

### ***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.



## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.



## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contract tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

***Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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### ***Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

### ***May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

### ***If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

### ***May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

### ***Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

### ***May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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***May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

***May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

***May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

***May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

***Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

***May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

***May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

### ***May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

### ***The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

### ***May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?***

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

## **Questions Related to Administration of Fund Payments**

### ***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.



## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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### ***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

### ***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

### ***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

### ***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

### ***Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

### ***Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

### ***Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

### ***Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.

### ***If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-



## Appendix C: Coronavirus Relief Fund – Frequently Asked Questions

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specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

***Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

***If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

# Appendix D: Certification for Use of Coronavirus Relief Fund

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*Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>*

**CERTIFICATION for RECEIPT of  
CORONAVIRUS RELIEF FUND PAYMENTS  
by  
INSERT NAME OF LOCAL GOVERNMENT**

We the undersigned represent insert name of local government (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

- invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
  9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
  10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
  11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

**For counties only**

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of August 10, 2020<sup>1</sup>**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>2</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**A. Eligible Expenditures**

**1. *Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

**2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

**3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

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<sup>1</sup> On August 10, 2020, these Frequently Asked Questions were revised to add Questions 49–52. The previous revision was made on July 8.

<sup>2</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

**4. *May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

**5. *May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

**6. *Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

**7. *Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

**8. *Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

**9. *Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

**10. *Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

**11. *The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

**12. *In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

**13. *If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

**14. *May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

**15. *May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

**16. *Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contact tracing are eligible.

**17. *To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

**18. *May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

**19. *May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

**20. *Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.



**21. *May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**22. *May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

**23. *May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

**24. *The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

**25. *The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

**26. *May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

**27. *May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

**28. *Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

**29. *The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

**30. *The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**31. *May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

**32. *Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

**33. *Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

**34. *May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

**35. *If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

**36. *May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

**37. *Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

**38. *May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

**39. *May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

**40. *May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

**41. *May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

**42. *May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

**43. *Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

**44. *May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

**45. *May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

**46. *May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

**47. *The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

**48. *May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?***

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

**49. *Are States permitted to use Coronavirus Relief Fund payments to satisfy non-federal matching requirements under the Stafford Act, including “lost wages assistance” authorized by the Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019 (August 8, 2020)?***

Yes. As previous guidance has stated, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund’s eligibility criteria and the Stafford Act. States are fully permitted to use payments from the Fund to satisfy 100% of their cost share for lost wages assistance recently made available under the Stafford Act.

**50. *At what point would costs be considered to be incurred in the case of a grant made by a State, local, or tribal government to cover interest and principal amounts of a loan, such as might be provided as part of a small business assistance program in which the loan is made by a private institution?***

A grant made to cover interest and principal costs of a loan, including interest and principal due after the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”), will be considered to be incurred during the covered period if (i) the full amount of the loan is advanced to the borrower within the covered period and (ii) the proceeds of the loan are used by the borrower to cover expenses incurred during the covered period. In addition, if these conditions are met, the amount of the grant will be considered to have been used during the covered period for purposes of the requirement that expenses be incurred within the covered period. Such a grant would be analogous to a loan provided by the Fund recipient itself that incorporates similar loan forgiveness provisions. As with any other assistance provided by a Fund recipient, such a grant would need to be determined by the recipient to be necessary due to the public health emergency.

**51. *If governments use Fund payments as described in the Guidance to establish a grant program to support businesses, would those funds be considered gross income taxable to a business receiving the grant under the Internal Revenue Code (Code)?***

Please see the answer provided by the Internal Revenue Service (IRS) available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

**52. *If governments use Fund payments as described in the Guidance to establish a loan program to support businesses, would those funds be considered gross income taxable to a business receiving the loan under the Code?***

Please see the answer provided by the IRS available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

**B. Questions Related to Administration of Fund Payments**

**1. *Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

**2. *What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**3. *May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

**4. *May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

**5. *What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

**6. *Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

**7. *Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**8. *Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**9. *Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.



**10. *If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

**11. *Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

**12. *If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.