



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Fluvanna County Library
214 Commons Blvd, Palmyra, Virginia 22963
July 6, 2022 at
5:00 pm and 7:00pm

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
7	ACTION MATTERS
A	Renewal of County Attorney Contract – Eric Dahl, County Administrator & Frederick Payne, County Attorney
B	Compensation Study and Implementation Costs– Eric Dahl, County Administrator
C	Authorization to Advertise a Public Hearing on the Proposed Third Amendment to a Structure Lease Agreement with New Cingular Wireless PCS, LLC – Eric Dahl, County Administrator
D	FY23 School Resource Officer (SRO) Incentive Grant (Second Round) – Captain Von Hill, Fluvanna County Sheriff's Office
7A	APPOINTMENTS
8	PRESENTATIONS (normally not to exceed 10 minutes each)
E	Voting District Name Change – Kelly Harris, Assistant County Administrator
F	Fluvanna – Albemarle Boundary Line Clarification – Fred Payne, Fluvanna County Attorney
9	CONSENT AGENDA
G	Minutes of June 15, 2022 – Caitlin Solis, Clerk to the Board
H	Resolution Recognizing Joseph O'Connor– Eagle Scout – Eric Dahl, County Administrator
I	VDOT Secondary Road Acceptance - Village Oaks – Douglas Miles, Community Development Director
J	Virginia Department of Emergency Management FY24 E-911 PSAP Education Program Grant Award – Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff
K	CRMF - Mobile Radios for Schools and Departments – Don Stribling, FCPS
L	CRMF - FCHS Tennis Courts – Don Stribling, FCPS
M	CRMF - Court House Sound System – Dale Critzer, Assistant Director of Public Works
N	Temporary Staff Stipend for Additional Duties – Tanner – Eric Dahl, County Administrator
O	Tyler Technologies Software as a Service (SaaS) Agreement Amendment #3 – Donna Allen, Purchasing Officer

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P FY22 Aid to Localities Funding – Fire Department – Tori Melton, Management Analyst/Acting Finance Director

Q FY22 Voluntary Contributions – Tori Melton, Management Analyst/Acting Finance Director

13 – CLOSED MEETING

TBD

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

RECONVENE

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

6 – PUBLIC HEARINGS

7 – ACTION MATTERS

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

10 – UNFINISHED BUSINESS

R SUP 22:01 Johnston & Co LLC – Douglas Miles, Community Development Director

S ZTA 21:03 R-4 Zoning District – Multi-family Dwellings from 2.9 to 5.5 Dwelling Units – Douglas Miles, Community Development Director

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING

TBD

14 – ADJOURN

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

MEETING DATE:	July 6, 2022																												
AGENDA TITLE:	Renewal of County Attorney Contract																												
MOTION(s):	I move the Board of Supervisors approve the renewal of the annual contract for County Attorney's Services for Fiscal Year 2023, effective July 1, 2022, with no change in rates from FY22.																												
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																										
		X																											
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																								
		X																											
STAFF CONTACT(S):	Eric Dahl, County Administrator & Frederick Payne, County Attorney																												
PRESENTER(S):	Eric Dahl, County Administrator & Frederick Payne, County Attorney																												
RECOMMENDATION:	Approve																												
TIMING:	Effective July 1, 2022																												
DISCUSSION:	<p>The county attorney serves at the pleasure of the board in accordance with an annual contract. This latest renewal leaves the "flat" monthly payment for routine services at \$10,000; the hourly rates for non-routine services are flat as follows:</p> <table border="0"> <thead> <tr> <th align="left"><u>Position</u></th><th align="right"><u>Prior</u></th><th align="right"><u>New</u></th></tr> </thead> <tbody> <tr> <td>Frederick W. Payne, County Attorney</td><td align="right">\$310</td><td align="right">\$310</td></tr> <tr> <td>Donna R. DeLoria, Dep County Attorney</td><td align="right">\$275</td><td align="right">\$275</td></tr> <tr> <td>William W. Tanner, Dep County Attorney</td><td align="right">\$255</td><td align="right">\$255</td></tr> <tr> <td>Kristina M. Hofmann, Dep County Attorney</td><td align="right">\$230</td><td align="right">\$230</td></tr> <tr> <td>Jeremy L. Boggs, Assistant County Attorney</td><td align="right">\$165</td><td align="right">\$165</td></tr> <tr> <td>Paralegals</td><td align="right">\$105</td><td align="right">\$105</td></tr> <tr> <td>Assistants (when applicable)</td><td align="right">\$ 75</td><td align="right">\$ 75</td></tr> </tbody> </table>					<u>Position</u>	<u>Prior</u>	<u>New</u>	Frederick W. Payne, County Attorney	\$310	\$310	Donna R. DeLoria, Dep County Attorney	\$275	\$275	William W. Tanner, Dep County Attorney	\$255	\$255	Kristina M. Hofmann, Dep County Attorney	\$230	\$230	Jeremy L. Boggs, Assistant County Attorney	\$165	\$165	Paralegals	\$105	\$105	Assistants (when applicable)	\$ 75	\$ 75
<u>Position</u>	<u>Prior</u>	<u>New</u>																											
Frederick W. Payne, County Attorney	\$310	\$310																											
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Jeremy L. Boggs, Assistant County Attorney	\$165	\$165																											
Paralegals	\$105	\$105																											
Assistants (when applicable)	\$ 75	\$ 75																											
FISCAL IMPACT:	No change in fees for routine or non-routine services.																												
POLICY IMPACT:	N/A																												
LEGISLATIVE HISTORY:	Latest contract renewal																												
ENCLOSURES:	<ul style="list-style-type: none"> County Attorney Services Contract 																												
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																								
	X	X			X																								

FLUVANNA COUNTY ATTORNEY**Deputy County Attorneys:**

Donna R. DeLoria
 William W. Tanner
 Kristina M. Hofmann

Frederick W. Payne

414 East Jefferson Street
 Charlottesville, Virginia 22902
 Telephone: (434) 977-4507
 Facsimile: (434) 977-6574
 E-mail: fwpayne@fluvannacounty.org

Assistant County Attorney:

Jeremy L. Boggs

COUNTY ATTORNEY SERVICES

Effective July 1, 2022

The Fluvanna County Attorney is appointed by the governing body and serves at the pleasure of the governing body. He shall serve at a rate of compensation as set forth hereinafter and shall be allowed to recover his reasonable costs expended. When serving at an hourly rate, the County Attorney shall provide the County with an itemized list of fees and expenses.

The County Attorney shall have the duty in civil matters of advising the governing body and all boards, departments, agencies, officials and employees of the County, of drafting or preparing ordinances, of defending or bringing actions in which the County or any of its boards, departments or agencies, or officials or employees, thereof, shall be a party, and in any other manner advising or representing the County, its boards, departments, agencies, officials and employees, and the County Attorney shall be accountable to the governing body in the performance of his duties.

The County Attorney is the primary risk management officer for the County and works daily with leadership, staff and citizens to resolve problems. The County Attorney and Deputy/Assistant County Attorneys work collaboratively with County leadership to accomplish the essential functions outlined below with an emphasis on creative solutions to the County's desired goals within the limits of state law.

ESSENTIAL FUNCTIONS: This information is of a general nature, and is not intended to be a comprehensive description of every role and responsibility.

I. For routine services, the County Attorney will be paid a flat fee of \$10,000 per month. "Routine services" shall include such matters as (a) regular advice and support to members of the Board, the County Administrator and other members of the County staff, as well as constitutional officers upon their request; (b) reviewing/drafting of ordinary documents, including, but not limited to, private road maintenance agreements, development bonds, zoning and subdivision staff reports, tax refund letters, legal notices, etc.; (c) drafting of routine ordinance amendments and regular maintenance of the County Code to maintain compliance with state enabling legislation; (d) support of staff in enforcement of zoning, subdivision and other County Code violations (but not including court proceedings except as directed by the Commonwealth's Attorney); (e) assistance to staff regarding compliance with the Freedom of Information Act, and policies for records retention and policies for procurement; (f) preparation, review and execution of simple leases, simple deeds and other simple contracts which are not subject to the Virginia Public Procurement Act; and (g) occasional briefing/educational activities, including such things as updating the Board, Planning Commission and staff on matters such as zoning procedures and other legal matters. It shall also include attendance at regular meetings of the Board of Supervisors, the Planning Commission, the Board of Zoning Appeals and the building code board of appeals, with occasional attendance at special meetings and work sessions as directed by their respective chairmen or the County Administrator. It shall also include

attendance at occasional staff and other meetings, approximately twice per week, as scheduled in consultation with the County Administrator.

II. For other, non-routine services, which are particularly time-intensive and unpredictable, the County Attorney will bill the County by the hour at the rates set out below and will provide a monthly itemized list of fees and expenses. The additional services would include such things as the following:

- (a) real estate (including sales, acquisitions and other non-routine matters, such as the negotiation of telecommunications leases, etc., not covered in Section I. (f), above);
- (b) general procurement, reviewing/drafting contracts, memoranda of understanding/agreement, requests for proposals/bids not covered by Section I. (f), above;
- (c) litigation; and
- (d) special projects (such as comprehensive review/revision of major legislative projects including land use ordinances, comprehensive plan, exercises of the County's power of eminent domain, appearance before governmental bodies other than as provided in Section I., above, etc.).

Frederick W. Payne, county attorney	\$310
Donna R. DeLoria, deputy county attorney	\$275
William W. Tanner, deputy county attorney	\$255
Kristina M. Hofmann, deputy county attorney	\$230
Jeremy L. Boggs, assistant county attorney/associate	\$165
Paralegals	\$105
Assistants (when applicable)	\$ 75

When a matter involves travel outside the immediate Charlottesville area, the County will be charged for travel time (at the above-listed hourly rates) and mileage (at rates approved by the federal IRS) **except** that there will be no such charges for attendance at regular meetings of the Board of Supervisors and Planning Commission.

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

TAB B

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Compensation Study and Implementation Costs				
MOTION(s):	<p>I move the Board of Supervisors approve the Pay Plan for General Government and Law Enforcement as presented, the Title and Grade Assignments for General Government and Law Enforcement as presented and select Implementation Scenario for General Government and Law Enforcement:</p> <ul style="list-style-type: none"> • Option 1: Employees would move to the minimum of their new pay range if their existing salary were below their new minimum. Total Cost: \$48,966 salary and benefits • Option 2: Employees would receive the greater of moving to the minimum of their new pay range or a 2% increase to their existing salary. Total Cost: \$214,042 salary and benefits • Option 3: Employees would move to the minimum of their new pay range, plus receive a 3% increase to their existing salary. Total Cost: \$325,985 salary and benefits • Option 4: Employees would receive 0.5% for each year in their title (position), up to the maximum of their new pay range. Total Cost: \$329,868 salary and benefits • Option 5: Employees would maintain the same compa-ratio from the prior pay plan. Total Cost: \$840,404 salary and benefits 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator & Donna Snow, HR Manager				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	It is recommended that the board approve the Pay Plan, Title and Grade Assignments for General Government and Law Enforcement and select Implementation Scenario Option 3 above to have a greater impact on County positions included in this Compensation Study.				
TIMING:	Immediate				
DISCUSSION:	In November 2021, the board approved for staff to move forward with a comprehensive compensation and classification study, to provide recommendations to ensure that the County remains competitive in the marketplace and can continue to attract and retain a talented workforce at market rates. This included an overall evaluation of the County's current grade structure, actual salaries compared with that of other relevant competitors and a recommended restructuring of the County's compensation structure for administrative classifications and recommendations for implementing proposed changes. Baker Tilly was the consultant selected to perform				

the compensation and classification study. The last compensation and classification study approved by the Board of Supervisors was September 3, 2008.

The Compensation Study:

- One of the components of this study is to pull data from Public Peer Organizations (attachment 1) to get a baseline of how Fluvanna's current pay grade structure compares to its peers.
- Through Markey Survey Results (attachment 2) average minimums, average midpoints and average maximums were benchmarked. A benchmark was achieved if the position matched a number of comparable positions with the Public Peer Organizations, otherwise the benchmark received "Insufficient Data".
- The Market Comparison (attachment 3) compares Fluvanna's current pay grade midpoints with the results of the Public Peer Organization midpoints to determine if a Fluvanna position midpoint was above, below or in line with others.
- In addition to the Market Comparison, Baker Tilly Utilized the Systematic Analysis and Factor Evaluation (SAFE®), which is a point factor evaluation process comprised of nine (9) compensable factors and was developed specifically for the measurement of local government positions. See the chart below:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

- The Market Comparison results provided the comparative data, based upon market midpoints, to create updated Pay Plans (attachment 4) for General Government and Law Enforcement.
- Between using the Market Comparison, SAFE, internal equity and comparing our current pay grades, the Title and Pay Grade Assignments (attachment 5) were created. The new Title and Pay Grade Assignment is important for if we need to hire new positions for the future and getting current positions up to market.
- Once positions were placed on the Title and Pay Grade Assignments, this formed the basis for if individual employees are below or above the minimum for the Grade Assignments.
- Once it was determined where individual positions/employees were in reference to the new Pay Grade Assignments, this then formed the Implementation Scenario costs (attachment 7) for Options 1 through 5. One thing to keep in mind, the Implementation Scenario does not contain costs for taxes, VRS and workers compensation associated with the increased salaries. All Options in the motion contain those associated increased costs based upon a realistic and standard 20%.
- In the FY23 Budget, the Board of Supervisors approved \$365K for implementation costs associated with the Compensation Study.

	<p>Implementation Scenario's Analysis:</p> <ul style="list-style-type: none"> Option 1: If a position is currently not above the current Pay Grade Minimum, it gets the position up to market. Those employees that are currently above market stay at their current salary, which may not be in line with their years of service in a position. The downfall to this option is it will leave the County dealing with compression, meaning employees that may have been here for some years could potentially be at similar salaries to new employees that come on board. Option 2: Similar to Option 1, in that it gets employees that are below minimum up to minimum for a Pay Grade, but it still could lead to compression issues. Employees that are currently above the minimum get a 2% increase. Option 3 (RECOMMENDED): Moves all employees that are currently below the minimum Pay Grade to the minimum and gives them a 3% increase. Employees that are currently above the minimum also get a 3% increase. The 5% COLA that the board approved starting July 1, 2022 was a cost that either pushed employees closer to the new minimum Pay Grade, pushed them above the new Pay Grade or they received an increase above market. With a Consumer Price Index (CPI) of 8.6% over the last 12 months, this gets staff closer to having salary increases that was neutral to CPI. Option 4: This gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service in their current position. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service in a position. The downfall with this option is it concentrates the increases and overall cost (one-third) to small number of employees. Option 5: This puts employees in the same percentage tier as they are on the current Pay Grade and increases them to the same percentage tier on the new Pay Grade. From a cost standpoint, this is not feasible. <p>A couple items to note:</p> <ul style="list-style-type: none"> The Constitutional Officers are not included in the chart for Pay Grade Assignments, but they <u>are included</u> in the Implementation Scenario costs for the different options. In most surrounding localities, Constitutional Officers are not on a County's Pay Grade chart. Also in January 2017, the Board of Supervisors approved Personnel Policy 2.8.6, Constitutional Officer Pay setting "The starting salary for newly elected Constitutional Officers will be set at the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly and reimbursed by the State's Compensation Board". The County Administrator position has not been on the County's Pay Grade chart in the last 10 years and is not included in the new Pay Grade chart. The County Administrator position is not included in costs for the Implementation Scenarios.
FISCAL IMPACT:	Option 1-4 is currently in the FY23 budget, no additional funding is required. Option 5 would require \$475K additional funding.
POLICY IMPACT:	N/A

LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Compensation and Classification Study Report • Attachment 1: Peer Organization List • Attachment 2: Market Survey Results • Attachment 3: Market Comparison • Attachment 4: Pay Plan • Attachment 5: Title and Grade Assignments • Attachment 6: Regression Analysis • Attachment 7: Implementation Scenarios 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	

Baker Tilly US, LLP
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Plano, TX 75093

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June 29, 2022

Eric Dahl, County Administrator
Fluvanna County, VA
132 Main Street
Post Office Box 540
Palmyra, VA 22963

Dear Mr. Dahl,

Baker Tilly US, LLP ("Baker Tilly") is pleased to provide Fluvanna County, Virginia ("Fluvanna County") with results from the completed Classification and Compensation Study. This report documents the approach, findings, and recommendations resulting from the study.

We would like to thank you, as well as Donna Snow for aiding us in bringing this study to its successful completion. We understand that your employees are your greatest asset and without a competitive pay program Fluvanna County may struggle to attract qualified candidates and retain/reward experienced employees. We have created a classification and compensation system that, if implemented, will ensure that the Fluvanna County's positions are externally competitive and internally equitable.

It has been a pleasure working with Fluvanna County and we hope to provide you with professional assistance in the future. Further, we would be happy to answer any questions or points of clarity to the findings and recommendations of this study.

Sincerely,



Jada Kent, CCP
Senior Manager



Brenda Turner, CCP
Manager

Project Methodology

Baker Tilly approached the classification and compensation study for Fluvanna County by completing each of the following phases or milestones:

- Data Collection - Baker Tilly initiated the study by conducting a planning meeting with Fluvanna County's project team to discuss the current classification and compensation system, goals for conducting the study, and to walk through each phase of the process. Next, Baker Tilly collected documentation from Fluvanna County, to include job descriptions, organization charts, pay structure, personnel policies, and any other documentation describing how work is performed or compensated. Finally, Baker Tilly facilitated communication meetings with department heads and employees to inform them about the study, answer questions, and review the position analysis questionnaire (PAQ) they were asked to complete. Once PAQ responses were compiled, Fluvanna County's leadership was tasked with reviewing and revising PAQ submissions, as necessary, to ensure accurate and complete responses were provided.
- Position review – employee completed PAQs were the basis for a classification review in which Baker Tilly reviewed position titles and made recommendations, as necessary, to ensure titles appropriately reflected the nature and level of work performed. Next, Baker Tilly conducted a job evaluation using our point factor evaluation tool, called SAFE®, resulting in a hierarchy of jobs reflective of County's internal equity.
- Market Assessment - Baker Tilly assisted Fluvanna County in identifying appropriate and relevant peer organizations to collect market competitive values (base pay salaries) for benchmark positions from. The results were analyzed and reviewed with Fluvanna County's project team to determine the organizations desired position within the market.
- Pay Plan Development – Baker Tilly updated the existing pay plan and established grade assignments for positions with consideration of internal and external equity. After grade assignments were finalized, implementation costs were calculated and reviewed with you.
- Project Completion - At the conclusion of the study, Baker Tilly prepared this final report documenting the methodology used throughout the classification and compensation study, findings and results of the study, as well as our recommendations based on those results. Going forward, Baker Tilly will provide training to target Fluvanna County's staff members that would be responsible for the maintenance and administration of the new classification and compensation system. This includes instructions for utilizing our SAFE® Job Evaluation system going forward.

Position Review

Title Review

Titles were reviewed to ensure consistency in formatting and spelling as well as to ensure titles appropriately reflected the nature and level of work performed. Baker Tilly worked with Fluvanna County's project team to review and finalize title adjustments.

Job Evaluation

Job evaluation is the process of comparing a job against other jobs within the organization as a means for determining the relative value of each job. In other words, job evaluation is a tool for identifying the internal value within the organization.

The Systematic Analysis and Factor Evaluation (SAFE®) is a point factor evaluation process comprised of nine (9) compensable factors and was developed specifically for the measurement of local government positions. Job evaluation is often the preferred method for reviewing jobs internally because, as an approach, it tends to be systematic, objective, and – therefore - defensible. For that reason, job evaluation is often a tool used to comply with federal, state, local regulations related to Pay Equity.

All positions were evaluated against the following compensable factors:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

In using a point factor job evaluation system, the result is a total score for each position which represents the internal value of that position. Collectively, these total scores establish a hierarchy across the organization. It's important to emphasize that job evaluation is a measurement of the position and not the person in the position. Baker Tilly established preliminary job evaluation designations based on employee completed PAQs. Fluvanna County's project team reviewed and revised SAFE designations, as necessary, and worked with Baker Tilly to establish final scores for each position included in the study.

The following factors were not considered when evaluating positions with the SAFE methodology: employee performance, length of service with the organization, amount of time in the position, education or experience more than what is required by the position, current salary, or market rates.

Market Assessment

Public Peer Organizations

Understanding your labor market is key to selecting relevant peer organizations for a market study. Factors to consider include industry, organization size, geographic location, competition for talent, and published data available.

Fluvanna County identified 11 public peer organizations to be included in the study, listed below. Data was collected from 10 of those 11, shown in bold.

1. Albemarle County
2. Culpeper County
3. Goochland County
4. Greene County
5. Hanover County
6. Louisa County
7. Orange County
8. Powhatan County
9. City of Charlottesville
10. City of Richmond
11. *City of Waynesboro*

Published Sources

Published salary data was used as a private sector benchmark in this assessment with data from the following sources included in the study:

- Bureau of Labor Statistics (BLS). The Occupational Employment Statistics (OES) survey is a semiannual survey measuring wage rates by industry and is displayed nationally, by state, and/or metropolitan area. BLS data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range.
- Economic Research Institute (ERI) is a salary data resource reporting market data for more than 11,000 jobs in more than 9,000 different locations across more than 1,100 industry sectors. ERI data is updated quarterly. ERI data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range
- Robert Half 2021 Salary Guide – Robert Half Talent Solutions has been collecting and publishing the Salary Guide since 1950 and has become a leading source for comprehensive and highly accurate salary data. The salary ranges published are based on thousands of placements made by Robert Half staffing professionals.

Data Adjustments

The market data obtained was adjusted, as necessary, to account for the following:

- Differences in work week. For example, reported salaries for a 37.5-hour work week was adjusted to reflect that wage for a 40-hour work week.
- If the market data obtained did not reflect the year in which this study was conducted, the data was aged using World at Work's Annual Salary Budget Survey results.
- Geographic adjustments were applied to account for cost-of-labor differences between Fluvanna County and peer organizations. Baker Tilly uses cost-of-labor differentials reported by the ERI's Geographic Assessor tool. Where cost of living is a measurement of goods and services in each area, the cost of labor is a measurement of compensation paid. Cost of labor can be impacted by the cost of living, but also relates to the supply and demand of labor in each area (rate of unemployment and number of qualified laborers).

- Geographic differentials applied for each peer can be found in **Attachment 1**. A negative adjustment means the cost of labor in that peer’s location is greater than in Charlottesville, Virginia.

Quality Control

Baker Tilly prepared a summary of each benchmark position which included minimum education and experience requirements. Peer organizations were asked to match the position within their organization with at least a 70% overlap in duties and responsibilities. Baker Tilly reviewed peer responses and removed or replaced data that appeared to be an inappropriate match. Some organizations returned their data for Baker Tilly to match on their behalf.

Because market results are established by a calculation (such as an average of all midpoints), a larger sample size tends to yield greater confidence in those results. Therefore, Baker Tilly required at least four matches per benchmark position to determine a market value. Positions that had insufficient data (less than four matches) are identified as such in the market results.

Market Results

Baker Tilly requested pay ranges (minimum to maximum) for 86 of Fluvanna County’s positions included in the survey as benchmark positions and calculated for the midpoint of each collected range. Of those 86 benchmark positions, 18 received insufficient data and a market value was not calculated.

Average minimum, midpoint, and maximum data results can be found in **Attachment 2**. The market average midpoint is commonly observed to reflect “the market” value for a given position. A calculated comparison of Fluvanna County’s current midpoints and the market average midpoint for each benchmark position can be found in **Attachment 3**.

Pay Plan Development

Upon reviewing the market survey results with Fluvanna County, Baker Tilly led a discussion with the organization regarding desired position within market, pay plan design preferences, and an approach for classifying positions to the pay plan. Considering the alternatives, Fluvanna County elected to keep the current pay structure, but updating the salary ranges to reflect a competitive position in the market. The number of salary grades, range spread and midpoint differentials did not change.

Pay Plans

Fluvanna County has two pay plans, a “General” pay plan and a “Law Enforcement” pay plan. Both are open range plans, which means there is a minimum and maximum range but no defined steps in between. The General Plan has 29 grades, numbered 5 through 33, with range spreads of 50% and a 5% midpoint differential across all pay grades. The Law Enforcement pay plan has 11 grades, numbered 1 through 11, also with 50% range spreads and 5% midpoint differentials. The pay plans can be found in **Attachment 4**.

Positions were assigned to their respective pay plans referencing market values, and with consideration SAFE scores. Additional consideration was made for supervisor-subordinate relations, positions with highly technical or complex requirements but that did not supervise others, as well as internal equity alignment. The pay plans and grade assignments were

reviewed with the County's project team and then with department heads to collect feedback on initial position placements. The finalized grade assignments can be found in **Attachment 5**.

Regression Analysis

In statistical modeling, a regression analysis is used to measure the relationships between data sets and even predict one variable based on another. Here, Baker Tilly used a regression analysis to compare internal data to external data. More specifically, SAFE scores were compared against market average midpoints. The regression analysis for both pay plans, which can be found in **Attachment 6**, shows that the internal values for benchmark positions are very closely aligned to those external values.

As a result, Fluvanna County would be able to maintain the SAFE job evaluation system as a means for reclassifying positions that have changed over time, new positions, consolidated positions, etc. into the future.

Implementation Analysis

Baker Tilly developed 5 implementation scenarios for Fluvanna County to consider in its adoption of the new classification and compensation plan. Implementation calculations represent base pay only. Additionally, Baker Tilly calculated 1% incremental costs that could add flexibility in adopting any choice of implementation scenarios.

1. Employees would move to the minimum of their new pay range if their existing salary were below their new minimum. Employees whose salary is greater than their new minimum would retain their existing salary.
2. Employees would receive the greater of moving to the minimum of their new pay range or a 2% increase to their existing salary. Employees whose salary is greater than their new maximum would retain their existing salary.
3. Employees would move to the minimum of their new pay range, plus receive a 3% increase to their existing salary. Employees whose salary is greater than their new maximum would retain their existing salary.
4. Employees would receive 0.5% for each year in their title, up to the maximum of their new pay range. For example, an employee in their title for 10 years would receive a 5% increase. Employees whose salary is greater than their new maximum would retain their existing salary.
5. Employees would maintain the same compa-ratio from the prior pay plan. For example, an employee whose compa-ratio is 95% (of the current salary range midpoint), would receive an increase to get to 95% of the new salary grade midpoint). If an employee's current salary is greater, they would retain that salary. Employees whose salary is greater than their new maximum would retain their existing salary.

Recommendations

Fluvanna County, Virginia is a service-oriented organization. The organization delivers services through its employees who are a major investment in the organization's infrastructure. This report contains information which has been gathered from a variety of sources, objectively analyzed, and structured in a way that will provide a fair and defensible system for Fluvanna County to compensate its employees. It is our independent judgment that has resulted in the following recommendations.

We urge Fluvanna County, Virginia to:

- Approve the recommended position title and classification adjustments.
- Approve the proposed pay plan and position grade assignments.
- Approve an implementation scenario that addresses Fluvanna County's compensation philosophy and/or business goals, and that is fiscally attainable and sustainable.
- Continue efforts to maintain the classification and compensation system by routinely reviewing positions, descriptions, and market rates to determine appropriate market or COLA adjustments that will assist the County in keeping pace with the market.
- Continuing merit increase annually to advance employees through their pay ranges.

Client Name	Location	Geo Adjust	Client Avg Base
Fluvanna County, VA	Charlottesville, VA	97.1	49,500

Peer Organization	Locality Used	ERI Indicator	GeoDiff %
Albermarle County	Charlottesville, VA	97.1	0.0%
Culpeper County	Culpeper, VA	98.8	-1.7%
Goochland County	Laurel, VA	97.8	-0.7%
Greene County	Charlottesville, VA	97.1	0.0%
Hanover County	Mechanicsville, VA	98.6	-1.5%
Louisa County	Ashland, VA	99.3	-2.2%
Orange County	Culpeper, VA	98.8	-1.7%
Powhatan County	Bon Air, VA	98.3	-1.2%
Charlottesville City	Charlottesville, VA	97.1	0.0%
Richmond City	Richmond City	99.6	-2.5%
BLS	Virginia Commonwealth Average	101.8	-4.7%
ERI	Charlottesville, VA	97.1	0.0%
Robert Half	National Average	100	-2.9%

Attachment 2: Market Survey Results
Fluvanna County, VA

Department	Benchmark Position	Matches	Avg Minimum	95% of Midpoint	Average Midpoint	105% of Midpoint	Avg Maximum	% Range Spread
BUILDING INSPECTOR	Building Official	6	\$64,532.85	\$79,605.59	\$83,795.36	\$87,985.13	\$103,057.86	60%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	11	\$42,801.08	\$51,213.63	\$53,909.08	\$56,604.53	\$65,233.50	52%
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Plan Reviewer	0	Insufficient Data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	6	\$51,167.90	\$65,198.09	\$68,629.57	\$72,061.05	\$87,035.63	70%
CLERK OF CIRCUIT COURT	Deputy Clerk I	9	\$30,114.46	\$36,898.75	\$38,840.79	\$40,782.83	\$47,567.11	58%
CLERK OF CIRCUIT COURT	Deputy Clerk II	6	\$34,027.55	\$42,096.33	\$44,311.93	\$46,527.53	\$54,596.31	60%
CLERK OF CIRCUIT COURT	Deputy Clerk III	4	\$38,942.07	\$48,093.53	\$50,624.77	\$53,156.01	\$62,307.47	60%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	3	Insufficient Data					
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	4	\$31,866.29	\$47,619.58	\$50,125.88	\$52,632.17	\$50,968.74	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	3	\$36,403.69	\$44,949.98	\$47,315.77	\$49,681.56	\$58,227.84	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	0	Insufficient Data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	11	\$68,125.18	\$89,966.67	\$94,701.75	\$99,436.84	\$121,278.32	78%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	8	\$34,937.48	\$42,547.91	\$44,787.28	\$47,026.64	\$58,493.17	67%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	10	\$39,347.33	\$48,458.02	\$51,008.44	\$53,558.87	\$62,669.55	59%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	6	\$42,559.30	\$53,648.76	\$56,472.37	\$59,295.99	\$70,385.44	65%
COUNTY ADMINISTRATION	Administrative Programs Assistant	0	Insufficient Data					
COUNTY ADMINISTRATION	Assistant County Administrator	3	\$72,396.49	\$94,836.94	\$99,828.36	\$104,819.78	\$127,260.23	76%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board of Supervisors	8	\$44,914.11	\$55,767.92	\$58,703.08	\$61,638.23	\$72,492.05	61%
COUNTY PLANNER	Administrative Program Specialist	6	\$42,309.71	\$52,177.01	\$54,923.17	\$57,669.33	\$67,536.63	60%
COUNTY PLANNER	Code Inspector / Code Enforcement Officer	5	\$44,043.31	\$55,416.27	\$58,332.92	\$61,249.56	\$72,622.53	65%
COUNTY PLANNER	Director of Community Development	9	\$89,585.66	\$113,190.48	\$119,147.88	\$125,105.27	\$148,710.09	66%
COUNTY PLANNER	Planner	6	\$45,474.19	\$57,145.63	\$60,153.29	\$63,160.96	\$74,832.40	65%
COUNTY PLANNER	Senior Planner	8	\$49,044.19	\$62,115.16	\$65,384.38	\$68,653.60	\$81,724.58	67%
CSA	CSA Program Assistant	2	Insufficient Data					
CSA	CSA Program Coordinator	8	\$45,320.10	\$55,623.07	\$58,550.60	\$61,478.13	\$75,971.56	68%
E911	Communications Officer	10	\$36,500.69	\$44,742.24	\$47,097.09	\$49,451.95	\$57,693.49	58%
E911	Communications Operations Coordinator	1	Insufficient Data					
E911	Communications Supervisor	5	\$45,345.46	\$54,804.33	\$57,688.77	\$60,573.21	\$71,948.02	59%
E911	Communications Team Lead	2	Insufficient Data					
E911	Director of Communications	6	\$63,679.60	\$82,332.42	\$86,665.70	\$90,998.99	\$102,287.62	61%
ECONOMIC DEVELOPMENT	Director of Economic Development	6	\$87,772.15	\$99,850.66	\$105,105.96	\$110,361.26	\$135,229.95	54%
EMERGENCY MANAGEMENT	Emergency Services Coordinator	3	Insufficient Data					
FACILITIES	Building Services Supervisor	5	\$37,902.93	\$53,260.22	\$56,063.39	\$58,866.56	\$63,341.63	67%
FACILITIES	Building Services Worker I	10	\$25,840.64	\$31,091.12	\$32,727.49	\$34,363.87	\$39,614.34	53%
FACILITIES	Equipment & Fleet Maintenance Technician	4	\$34,040.52	\$42,783.49	\$45,035.25	\$47,287.02	\$56,029.99	65%
FACILITIES	Facility Maintenance Specialist	4	\$37,252.08	\$44,744.49	\$47,099.46	\$49,454.44	\$56,946.85	53%
FACILITIES	Facility Maintenance Technician	7	\$32,000.81	\$38,685.01	\$40,721.06	\$42,757.12	\$49,441.32	55%
FACILITIES	Grounds Maintenance Supervisor	6	\$41,212.41	\$50,003.49	\$52,635.25	\$55,267.02	\$65,248.48	58%
FACILITIES	Grounds Maintenance Worker I	7	\$28,858.29	\$34,880.24	\$36,716.04	\$38,551.84	\$44,573.79	54%
FACILITIES	HVAC Specialist	3	Insufficient Data					
FINANCE	Accountant	11	\$47,580.47	\$58,661.68	\$61,749.14	\$64,836.59	\$77,376.38	63%
FINANCE	Finance Director	8	\$93,517.25	\$118,668.49	\$124,914.20	\$131,159.91	\$156,311.15	67%
FINANCE	Financial Services Specialist	4	\$42,705.93	\$51,113.75	\$53,803.95	\$56,494.14	\$64,901.96	52%
FINANCE	Financial Services Technician	5	\$32,335.71	\$40,030.08	\$42,136.92	\$44,243.77	\$51,938.13	61%
FINANCE	Management Analyst I	4	\$46,358.35	\$61,068.92	\$64,283.08	\$67,497.23	\$82,207.81	77%
FINANCE	Procurement Officer	5	\$50,944.86	\$64,735.36	\$68,142.48	\$71,549.61	\$85,340.11	68%
FUSD	Assistant Director Utilities	3	Insufficient Data					
FUSD	Utilities System Operator III	4	\$50,911.54	\$56,464.25	\$59,436.06	\$62,407.86	\$79,529.16	56%
HUMAN RESOURCES	Human Resources Assistant	8	\$38,108.26	\$44,224.38	\$46,551.98	\$48,879.58	\$58,897.84	55%
HUMAN RESOURCES	Human Resources Manager	4	\$59,876.97	\$76,308.49	\$80,324.73	\$84,340.97	\$101,511.74	70%
INFORMATION TECHNOLOGY	Director of Information Technology	7	\$83,376.22	\$105,895.85	\$111,469.32	\$117,042.78	\$136,028.70	63%
INFORMATION TECHNOLOGY	IT Technician	10	\$41,217.04	\$50,914.93	\$53,594.66	\$56,274.40	\$68,524.76	66%
LIBRARY	Children's Program Specialist - Library	4	\$36,872.84	\$43,591.97	\$45,886.28	\$48,180.60	\$54,899.73	49%
LIBRARY	Library Assistant I	6	\$28,666.95	\$34,082.19	\$35,875.99	\$37,669.79	\$43,085.03	50%
LIBRARY	Library Assistant II	4	\$28,875.14	\$36,746.05	\$38,680.05	\$40,614.05	\$48,484.95	68%
LIBRARY	Library Clerk	6	\$25,143.83	\$29,882.59	\$31,455.36	\$33,028.12	\$37,766.89	50%
LIBRARY	Library Director	5	\$76,779.29	\$94,378.40	\$99,345.68	\$104,312.96	\$116,953.71	52%
PARKS & RECREATION	Active Seniors and Therapeutic Recreation Coordinator	0	Insufficient Data					
PARKS & RECREATION	Athletics and Special Events Coordinator	4	\$36,941.49	\$45,573.98	\$47,972.61	\$50,371.24	\$59,003.72	60%
PARKS & RECREATION	Director of Parks and Recreation	7	\$69,463.79	\$85,240.44	\$89,726.78	\$94,213.12	\$109,989.76	58%
PARKS & RECREATION	Facilities Assistant	4	\$29,096.27	\$34,720.54	\$36,547.94	\$38,375.33	\$43,999.60	51%
PARKS & RECREATION	Museum Attendant PT	2	Insufficient Data					
PARKS & RECREATION	P&R Camp Counselor Seasonal	2	Insufficient Data					

Attachment 2: Market Survey Results
Fluvanna County, VA

Department	Benchmark Position	Matches	Avg Minimum	95% of Midpoint	Average Midpoint	105% of Midpoint	Avg Maximum	% Range Spread
PARKS & RECREATION	Park Maintenance Worker	7	\$28,749.80	\$33,620.78	\$35,390.30	\$37,159.81	\$42,030.80	46%
PARKS & RECREATION	Recreational Programs and Special Events Coordinator	5	\$38,672.57	\$46,955.34	\$49,426.67	\$51,898.01	\$60,180.77	56%
PUBLIC WORKS	Administrative Program Specialist	6	Insufficient Data					
PUBLIC WORKS	Assistant Public Works Director	4	\$76,159.03	\$90,748.11	\$95,524.33	\$100,300.54	\$133,747.84	76%
PUBLIC WORKS	Director of Public Works	5	\$88,823.07	\$112,634.67	\$118,562.81	\$124,490.95	\$148,302.55	67%
REGISTRAR/ELECTORAL BOARD	Registrar Clerk	4	\$38,758.49	\$47,873.08	\$50,392.72	\$52,912.35	\$62,026.94	60%
SEWER	Utilities Specialist	4	\$37,557.24	\$43,453.37	\$45,740.39	\$48,027.41	\$53,923.53	44%
SEWER	Utilities System Operator II	4	\$37,510.42	\$45,719.93	\$48,126.24	\$50,532.55	\$58,742.06	57%
SHERIFF	Chief Deputy Sheriff - Major	6	\$71,055.49	\$90,259.42	\$95,009.92	\$99,760.41	\$118,964.34	67%
SHERIFF	Deputy Sheriff	6	\$44,879.04	\$55,705.25	\$58,637.11	\$61,568.96	\$72,395.18	61%
SHERIFF	Deputy Sheriff Captain	4	\$62,849.11	\$78,219.71	\$82,336.54	\$86,453.36	\$101,823.97	62%
SHERIFF	Deputy Sheriff Investigator	5	\$51,924.75	\$67,265.71	\$70,806.01	\$74,346.31	\$89,687.26	73%
SHERIFF	Deputy Sheriff Lieutenant	7	\$61,638.32	\$77,019.38	\$81,073.04	\$85,126.69	\$100,507.75	63%
SHERIFF	Deputy Sheriff Lieutenant Investigations	1	Insufficient Data					
SHERIFF	Deputy Sheriff Sergeant	7	\$52,845.84	\$64,716.21	\$68,122.33	\$71,528.45	\$84,334.16	60%
SHERIFF	Law Enforcement Support Technician	3	Insufficient Data					
SHERIFF	School Resource Officer	2	Insufficient Data					
SHERIFF	Sheriff Administrative Assistant	11	\$34,244.04	\$42,635.14	\$44,879.10	\$47,123.05	\$55,514.15	62%
TREASURER	Chief Deputy Treasurer	7	\$46,541.07	\$57,353.51	\$60,372.11	\$63,390.72	\$74,203.15	59%
TREASURER	Deputy Treasurer II	5	\$32,814.68	\$40,038.24	\$42,145.52	\$44,252.79	\$51,476.36	57%
TREASURER	Deputy Treasurer III	2	Insufficient Data					

Attachment 3: Market Comparison
Fluvanna County, VA

Department	Position Title	Current Midpoint	95% of Mkt	+ / (-) Mkt	Avg. Midpoint	+ / (-) Mkt	105% of Mkt	+ / (-) Mkt
BUILDING INSPECTOR	Building Official	\$70,881.50	\$79,605.59	▲12.3%	\$83,795.36	▲18.2%	\$87,985.13	▲24.1%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	\$50,573.50	\$51,213.63	▲1.3%	\$53,909.08	▲6.6%	\$56,604.53	▲11.9%
BUILDING INSPECTOR	Codes Inspector / State and County Erosi	\$53,355.00	Insufficient data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	\$59,514.00	\$65,198.09	▲9.6%	\$68,629.57	▲15.3%	\$72,061.05	▲21.1%
CLERK OF CIRCUIT COURT	Deputy Clerk I	\$39,507.00	\$36,898.75	▼(6.6%)	\$38,840.79	▼(1.7%)	\$40,782.83	▲3.2%
CLERK OF CIRCUIT COURT	Deputy Clerk II	\$43,069.00	\$42,096.33	▼(2.3%)	\$44,311.93	▲2.9%	\$46,527.53	▲8.0%
CLERK OF CIRCUIT COURT	Deputy Clerk III	\$45,438.00	\$48,093.53	▲5.8%	\$50,624.77	▲11.4%	\$53,156.01	▲17.0%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	\$59,514.00	Insufficient data					
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	\$43,069.00	\$47,619.58	▲10.6%	\$50,125.88	▲16.4%	\$52,632.17	▲22.2%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	\$45,438.00	\$44,949.98	▼(1.1%)	\$47,315.77	▲4.1%	\$49,681.56	▲9.3%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	\$50,573.50	Insufficient data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	\$94,856.00	\$89,966.67	▼(5.2%)	\$94,701.75	▼(0.2%)	\$99,436.84	▲4.8%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	\$43,069.00	\$42,547.91	▼(1.2%)	\$44,787.28	▲4.0%	\$47,026.64	▲9.2%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	\$47,937.50	\$48,458.02	▲1.1%	\$51,008.44	▲6.4%	\$53,558.87	▲11.7%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	\$59,514.00	\$53,648.76	▼(9.9%)	\$56,472.37	▼(5.1%)	\$59,295.99	▼(0.4%)
COUNTY ADMINISTRATION	Administrative Programs Assistant	No Information	Insufficient data					
COUNTY ADMINISTRATION	Assistant County Administrator	\$70,881.50	\$94,836.94	▲33.8%	\$99,828.36	▲40.8%	\$104,819.78	▲47.9%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board o	\$59,514.00	\$55,767.92	▼(6.3%)	\$58,703.08	▼(1.4%)	\$61,638.23	▲3.6%
COUNTY PLANNER	Administrative Program Specialist	\$43,069.00	\$52,177.01	▲21.1%	\$54,923.17	▲27.5%	\$57,669.33	▲33.9%
COUNTY PLANNER	Code Inspector / Code Enforcement Offic	\$47,937.50	\$55,416.27	▲15.6%	\$58,332.92	▲21.7%	\$61,249.56	▲27.8%
COUNTY PLANNER	Director of Community Development	\$84,421.50	\$113,190.48	▲34.1%	\$119,147.88	▲41.1%	\$125,105.27	▲48.2%
COUNTY PLANNER	Planner	\$50,573.50	\$57,145.63	▲13.0%	\$60,153.29	▲18.9%	\$63,160.96	▲24.9%
COUNTY PLANNER	Senior Planner	\$56,023.00	\$62,115.16	▲10.9%	\$65,384.38	▲16.7%	\$68,653.60	▲22.5%
CSA	CSA Program Assistant	\$43,069.00	Insufficient data					
CSA	CSA Program Coordinator	\$59,514.00	\$55,623.07	▼(6.5%)	\$58,550.60	▼(1.6%)	\$61,478.13	▲3.3%
E911	Communications Officer	\$43,069.00	\$44,742.24	▲3.9%	\$47,097.09	▲9.4%	\$49,451.95	▲14.8%
E911	Communications Operations Coordinator	\$58,824.00	Insufficient data					
E911	Communications Supervisor	\$50,573.50	\$54,804.33	▲8.4%	\$57,688.77	▲14.1%	\$60,573.21	▲19.8%
E911	Communications Team Lead	\$45,438.00	Insufficient data					
E911	Director of Communications	\$70,881.50	\$82,332.42	▲16.2%	\$86,665.70	▲22.3%	\$90,998.99	▲28.4%
ECONOMIC DEVELOPMENT	Director of Economic Development	\$66,870.00	\$99,850.66	▲49.3%	\$105,105.96	▲57.2%	\$110,361.26	▲65.0%
EMERGENCY MANAGEMENT	Emergency Services Coordinator	\$66,870.00	Insufficient data					
FACILITIES	Building Services Supervisor	\$45,438.00	\$53,260.22	▲17.2%	\$56,063.39	▲23.4%	\$58,866.56	▲29.6%
FACILITIES	Building Services Worker I	\$36,873.50	\$31,091.12	▼(15.7%)	\$32,727.49	▼(11.2%)	\$34,363.87	▼(6.8%)
FACILITIES	Equipment & Fleet Maintenance Technici	\$43,069.00	\$42,783.49	▼(0.7%)	\$45,035.25	▲4.6%	\$47,287.02	▲9.8%
FACILITIES	Facility Maintenance Specialist	\$45,438.00	\$44,744.49	▼(1.5%)	\$47,099.46	▲3.7%	\$49,454.44	▲8.8%
FACILITIES	Facility Maintenance Technician	\$40,824.00	\$38,685.01	▼(5.2%)	\$40,721.06	▼(0.3%)	\$42,757.12	▲4.7%
FACILITIES	Grounds Maintenance Supervisor	\$45,438.00	\$50,003.49	▲10.0%	\$52,635.25	▲15.8%	\$55,267.02	▲21.6%
FACILITIES	Grounds Maintenance Worker I	\$36,873.50	\$34,880.24	▼(5.4%)	\$36,716.04	▼(0.4%)	\$38,551.84	▲4.6%
FACILITIES	HVAC Specialist	No Information	Insufficient data					
FINANCE	Accountant	\$58,824.00	\$58,661.68	▼(0.3%)	\$61,749.14	▲5.0%	\$64,836.59	▲10.2%
FINANCE	Finance Director	\$89,486.50	\$118,668.49	▲32.6%	\$124,914.20	▲39.6%	\$131,159.91	▲46.6%
FINANCE	Financial Services Specialist	\$50,573.50	\$51,113.75	▲1.1%	\$53,803.95	▲6.4%	\$56,494.14	▲11.7%
FINANCE	Financial Services Technician	\$43,069.00	\$40,030.08	▼(7.1%)	\$42,136.92	▼(2.2%)	\$44,243.77	▲2.7%
FINANCE	Management Analyst I	\$59,514.00	\$61,068.92	▲2.6%	\$64,283.08	▲8.0%	\$67,497.23	▲13.4%
FINANCE	Procurement Officer	\$56,023.00	\$64,735.36	▲15.6%	\$68,142.48	▲21.6%	\$71,549.61	▲27.7%
FUSD	Assistant Director Utilities	\$66,870.00	Insufficient data					
FUSD	Utilities System Operator III	\$45,438.00	\$56,464.25	▲24.3%	\$59,436.06	▲30.8%	\$62,407.86	▲37.3%
HUMAN RESOURCES	Human Resources Assistant	\$43,069.00	\$44,224.38	▲2.7%	\$46,551.98	▲8.1%	\$48,879.58	▲13.5%

Attachment 3: Market Comparison
Fluvanna County, VA

Department	Position Title	Current Midpoint	95% of Mkt	+ / (-) Mkt	Avg. Midpoint	+ / (-) Mkt	105% of Mkt	+ / (-) Mkt
HUMAN RESOURCES	Human Resources Manager	\$70,881.50	\$76,308.49	▲7.7%	\$80,324.73	▲13.3%	\$84,340.97	▲19.0%
INFORMATION TECHNOLOGY	Director of Information Technology	\$75,135.00	\$105,895.85	▲40.9%	\$111,469.32	▲48.4%	\$117,042.78	▲55.8%
INFORMATION TECHNOLOGY	IT Technician	\$53,355.00	\$50,914.93	▼(4.6%)	\$53,594.66	▲0.4%	\$56,274.40	▲5.5%
LIBRARY	Children's Program Specialist - Library	\$39,507.00	\$43,591.97	▲10.3%	\$45,886.28	▲16.1%	\$48,180.60	▲22.0%
LIBRARY	Library Assistant I	\$36,873.50	\$34,082.19	▼(7.6%)	\$35,875.99	▼(2.7%)	\$37,669.79	▲2.2%
LIBRARY	Library Assistant II	\$39,507.00	\$36,746.05	▼(7.0%)	\$38,680.05	▼(2.1%)	\$40,614.05	▲2.8%
LIBRARY	Library Clerk	\$31,605.60	\$29,882.59	▼(5.5%)	\$31,455.36	▼(0.5%)	\$33,028.12	▲4.5%
LIBRARY	Library Director	\$70,881.50	\$94,378.40	▲33.1%	\$99,345.68	▲40.2%	\$104,312.96	▲47.2%
PARKS & RECREATION	Active Seniors and Therapeutic Recreatic	\$39,507.00	Insufficient data					
PARKS & RECREATION	Athletics and Special Events Coordinator	\$43,069.00	\$45,573.98	▲5.8%	\$47,972.61	▲11.4%	\$50,371.24	▲17.0%
PARKS & RECREATION	Director of Parks and Recreation	\$79,642.50	\$85,240.44	▲7.0%	\$89,726.78	▲12.7%	\$94,213.12	▲18.3%
PARKS & RECREATION	Facilities Assistant	\$31,605.60	\$34,720.54	▲9.9%	\$36,547.94	▲15.6%	\$38,375.33	▲21.4%
PARKS & RECREATION	Museum Attendant PT	\$33,342.40	Insufficient data					
PARKS & RECREATION	P&R Camp Counselor Seasonal	\$31,605.60	Insufficient data					
PARKS & RECREATION	Park Maintenance Worker	\$33,342.40	\$33,620.78	▲0.8%	\$35,390.30	▲6.1%	\$37,159.81	▲11.4%
PUBLIC WORKS	Administrative Program Specialist	\$43,069.00	\$52,177.01	▲21.1%	\$54,923.17	▲27.5%	\$57,669.33	▲33.9%
PUBLIC WORKS	Assistant Public Works Director	\$66,870.00	\$90,748.11	▲35.7%	\$95,524.33	▲42.9%	\$100,300.54	▲50.0%
PUBLIC WORKS	Director of Public Works	\$84,421.50	\$112,634.67	▲33.4%	\$118,562.81	▲40.4%	\$124,490.95	▲47.5%
REGISTRAR/ELECTORAL BOARD	Registrar Clerk	\$31,605.60	\$47,873.08	▲51.5%	\$50,392.72	▲59.4%	\$52,912.35	▲67.4%
SEWER	Utilities Specialist	\$47,937.50	\$43,453.37	▼(9.4%)	\$45,740.39	▼(4.6%)	\$48,027.41	▲0.2%
SEWER	Utilities System Operator II	\$43,069.00	\$45,719.93	▲6.2%	\$48,126.24	▲11.7%	\$50,532.55	▲17.3%
SHERIFF	Chief Deputy Sheriff - Major	\$95,680.00	\$90,259.42	▼(5.7%)	\$95,009.92	▼(0.7%)	\$99,760.41	▲4.3%
SHERIFF	Deputy Sheriff	\$61,260.50	\$55,705.25	▼(9.1%)	\$58,637.11	▼(4.3%)	\$61,568.96	▲0.5%
SHERIFF	Deputy Sheriff Captain	\$86,975.00	\$78,219.71	▼(10.1%)	\$82,336.54	▼(5.3%)	\$86,453.36	▼(0.6%)
SHERIFF	Deputy Sheriff Investigator	\$66,699.00	\$67,265.71	▲0.8%	\$70,806.01	▲6.2%	\$74,346.31	▲11.5%
SHERIFF	Deputy Sheriff Lieutenant	\$76,709.50	\$77,019.38	▲0.4%	\$81,073.04	▲5.7%	\$85,126.69	▲11.0%
SHERIFF	Deputy Sheriff Lieutenant Investigations	\$80,537.00	Insufficient data					
SHERIFF	Deputy Sheriff Sergeant	\$69,724.50	\$64,716.21	▼(7.2%)	\$68,122.33	▼(2.3%)	\$71,528.45	▲2.6%
SHERIFF	Law Enforcement Support Technician	\$43,069.00	Insufficient data					
SHERIFF	School Resource Officer	\$61,260.50	Insufficient data					
SHERIFF	Sheriff Administrative Assistant	\$43,069.00	\$42,635.14	▼(1.0%)	\$44,879.10	▲4.2%	\$47,123.05	▲9.4%
TREASURER	Chief Deputy Treasurer	\$59,514.00	\$57,353.51	▼(3.6%)	\$60,372.11	▲1.4%	\$63,390.72	▲6.5%
TREASURER	Deputy Treasurer II	\$43,069.00	\$40,038.24	▼(7.0%)	\$42,145.52	▼(2.1%)	\$44,252.79	▲2.7%
TREASURER	Deputy Treasurer III	\$45,438.00	Insufficient data					

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
5	\$26,040	\$32,550	\$39,060	50%	5%
6	\$27,342	\$34,178	\$41,013	50%	5%
7	\$28,710	\$35,887	\$43,065	50%	5%
8	\$30,145	\$37,681	\$45,218	50%	5%
9	\$31,652	\$39,565	\$47,478	50%	5%
10	\$33,234	\$41,543	\$49,851	50%	5%
11	\$34,896	\$43,620	\$52,344	50%	5%
12	\$36,641	\$45,801	\$54,962	50%	5%
13	\$38,473	\$48,091	\$57,710	50%	5%
14	\$40,397	\$50,496	\$60,596	50%	5%
15	\$42,417	\$53,021	\$63,626	50%	5%
16	\$44,538	\$55,672	\$66,807	50%	5%
17	\$46,765	\$58,456	\$70,148	50%	5%
18	\$49,103	\$61,379	\$73,655	50%	5%
19	\$51,558	\$64,448	\$77,337	50%	5%
20	\$54,136	\$67,670	\$81,204	50%	5%
21	\$56,843	\$71,054	\$85,265	50%	5%
22	\$59,686	\$74,607	\$89,529	50%	5%
23	\$62,670	\$78,337	\$94,005	50%	5%
24	\$65,803	\$82,254	\$98,705	50%	5%
25	\$69,094	\$86,367	\$103,641	50%	5%
26	\$72,548	\$90,685	\$108,822	50%	5%
27	\$76,175	\$95,219	\$114,263	50%	5%
28	\$79,984	\$99,980	\$119,976	50%	5%
29	\$83,983	\$104,979	\$125,975	50%	5%
30	\$88,182	\$110,228	\$132,273	50%	5%
31	\$92,591	\$115,739	\$138,887	50%	5%
32	\$97,221	\$121,526	\$145,832	50%	5%
33	\$102,082	\$127,602	\$153,123	50%	5%

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
1	\$46,800	\$58,500	\$70,200	50%	5%
2	\$49,120	\$61,400	\$73,680	50%	5%
3	\$51,576	\$64,470	\$77,364	50%	5%
4	\$54,155	\$67,694	\$81,233	50%	5%
5	\$56,863	\$71,079	\$85,295	50%	5%
6	\$59,706	\$74,633	\$89,559	50%	5%
7	\$62,692	\$78,365	\$94,038	50%	5%
8	\$65,826	\$82,283	\$98,739	50%	5%
9	\$69,118	\$86,397	\$103,677	50%	5%
10	\$72,574	\$90,717	\$108,861	50%	5%
11	\$76,202	\$95,253	\$114,303	50%	5%

Attachment 5: Title and Grade Assignments
Fluvanna County, VA General Government

Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Minimum	Midpoint	Maximum
FINANCE	Finance Director	Director of Finance		695	31	\$92,591	\$115,739	\$138,887
COUNTY PLANNER	Director of Community Development	Director of Community Development	\$113,190	530	30	\$88,182	\$110,228	\$132,273
ECONOMIC DEVELOPMENT	Economic Development Coordinator	Director of Economic Development	\$99,851	460	29	\$83,983	\$104,979	\$125,975
ELECTION/GENERAL REGISTRAR	Director of Election/General Registrar	Director of Election/General Registrar			29	\$83,983	\$104,979	\$125,975
HUMAN RESOURCES		Director of Human Resources		490	29	\$83,983	\$104,979	\$125,975
INFORMATION TECHNOLOGY	Director of Information Technology	Director of Information Technology	\$105,896	510	29	\$83,983	\$104,979	\$125,975
PUBLIC WORKS	Director of Public Works	Director of Public Works	\$112,635	530	29	\$83,983	\$104,979	\$125,975
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	Assistant Commonwealth Attorney	\$89,967	408	27	\$76,175	\$95,219	\$114,263
COUNTY ADMINISTRATION	Assistant County Administrator	Assistant County Administrator	\$94,837	640	27	\$76,175	\$95,219	\$114,263
PARKS & RECREATION	Director of Parks and Recreation	Director of Parks and Recreation	\$85,240	580	27	\$76,175	\$95,219	\$114,263
E911	Director of Communications	Director of Communications	\$82,332	470	26	\$72,548	\$90,685	\$108,822
LIBRARY	Library Director	Director of Library		545	26	\$72,548	\$90,685	\$108,822
BUILDING INSPECTOR	Building Official	Building Official	\$79,606	260	25	\$69,094	\$86,367	\$103,641
FUSD	Assistant Director Utilities	Assistant Director of Public Utilities		345	23	\$62,670	\$78,337	\$94,005
PUBLIC WORKS	Assistant Public Works Director	Assistant Director of Public Works		340	23	\$62,670	\$78,337	\$94,005
CSA	CSA Program Coordinator	CSA Program Manager		240	21	\$56,843	\$71,054	\$85,265
EMERGENCY MANAGEMENT	Emergency Services Coordinator	Emergency Services Coordinator		278	21	\$56,843	\$71,054	\$85,265
FINANCE	Management Analyst II	Management Analyst II			20	\$54,136	\$67,670	\$81,204
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	Chief Deputy Clerk	\$65,198	233	19	\$51,558	\$64,448	\$77,337
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	Chief Deputy Commissioner of Revenue		178	19	\$51,558	\$64,448	\$77,337
TREASURER	Chief Deputy Treasurer	Chief Deputy Treasurer	\$57,354	288	19	\$51,558	\$64,448	\$77,337
FUSD		Utilities System Manager		19		\$51,558	\$64,448	\$77,337
COMMONWEALTHS ATTORNEY	Victim Witness Manager	Victim Witness Manager	\$53,649	235	19	\$51,558	\$64,448	\$77,337
E911	Communications Operations Coordinator	Communications Operations Coordinator		315	18	\$49,103	\$61,379	\$73,655
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board	Executive Assistant / Clerk to the Board of Supervisors	\$55,768	238	18	\$49,103	\$61,379	\$73,655
FACILITIES	HVAC Specialist	HVAC Specialist		245	18	\$49,103	\$61,379	\$73,655
FINANCE	Management Analyst I	Management Analyst I	\$61,069	210	18	\$49,103	\$61,379	\$73,655
FINANCE	Purchasing Officer	Procurement Officer	\$64,735	285	18	\$49,103	\$61,379	\$73,655
COUNTY PLANNER	Senior Planner	Senior Planner	\$62,115	225	18	\$49,103	\$61,379	\$73,655
FINANCE	Accountant	Accountant	\$58,662	170	17	\$46,765	\$58,456	\$70,148
E911	Communications Supervisor	Communications Supervisor	\$54,804	195	17	\$46,765	\$58,456	\$70,148
COUNTY PLANNER	Planner	Planner	\$57,146	185	17	\$46,765	\$58,456	\$70,148
COUNTY PLANNER	Code Inspector / Code Enforcement Officer	Code Inspector / Code Enforcement Officer	\$55,416	125	16	\$44,538	\$55,672	\$66,807
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Prevention	Codes Inspector / State and County Erosion Prevention		205	16	\$44,538	\$55,672	\$66,807
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	Deputy Commissioner IV		215	16	\$44,538	\$55,672	\$66,807
SEWER	Utilities Specialist	Utilities Specialist	\$43,453	215	16	\$44,538	\$55,672	\$66,807
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	Codes Inspector / Buildings and Sites	\$51,214	160	15	\$42,417	\$53,021	\$63,626
E911	Communications Team Lead	Communications Team Lead		158	15	\$42,417	\$53,021	\$63,626
FINANCE	Financial Services Specialist	Financial Services Specialist	\$51,114	180	15	\$42,417	\$53,021	\$63,626
HUMAN RESOURCES	Human Resources Generalist	Human Resources Generalist			15	\$42,417	\$53,021	\$63,626

Attachment 5: Title and Grade Assignments
Fluvanna County, VA General Government

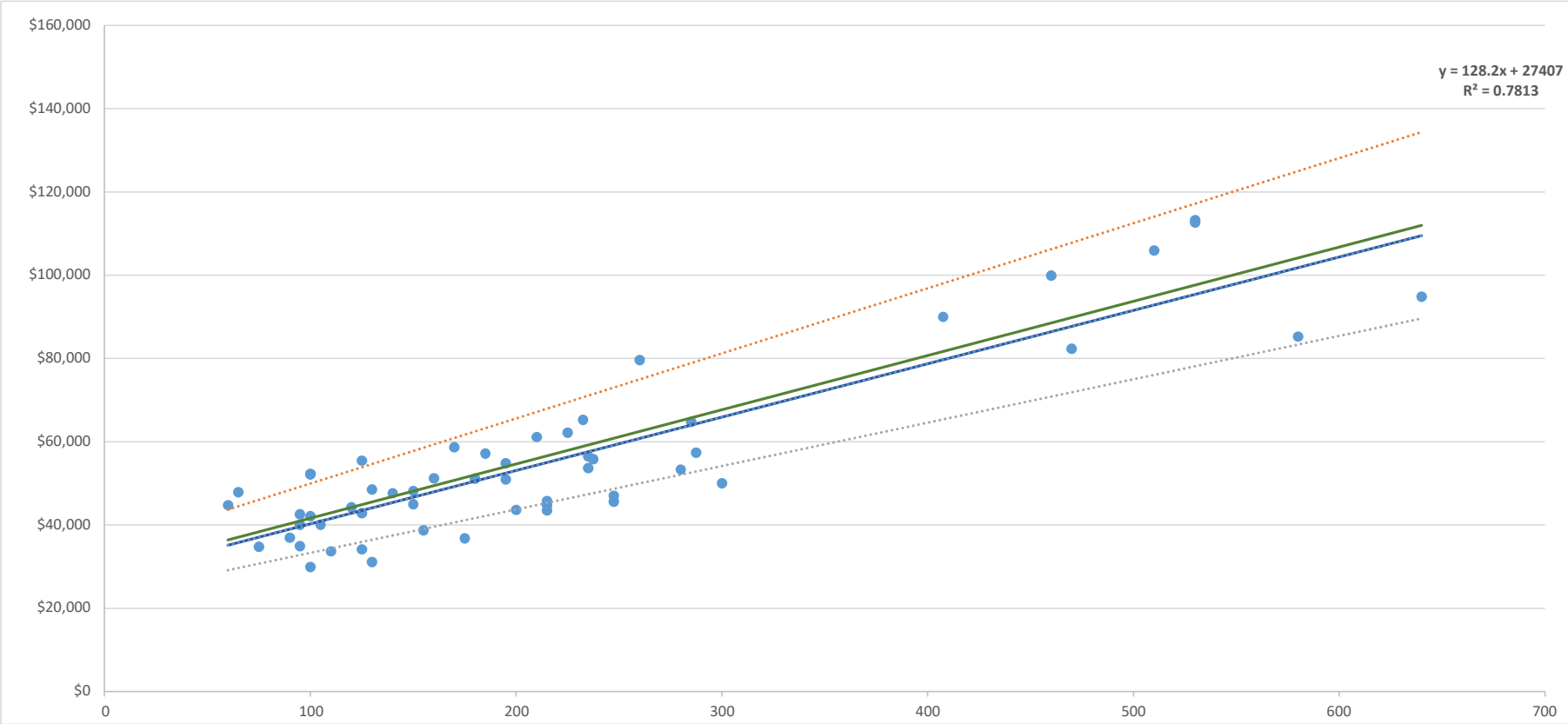
Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Minimum	Midpoint	Maximum
INFORMATION TECHNOLOGY	IT Technician	IT Technician	\$50,915	195	15	\$42,417	\$53,021	\$63,626
FUSD	Utilities System Operator III	Utilities System Operator III	\$56,464	235	15	\$42,417	\$53,021	\$63,626
COUNTY PLANNER	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
PUBLIC WORKS	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
BUILDING INSPECTOR	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
FACILITIES	Building Services Supervisor	Building Services Supervisor	\$53,260	280	14	\$40,397	\$50,496	\$60,596
E911	Communications Officer	Communications Officer	\$44,742	60	14	\$40,397	\$50,496	\$60,596
CLERK OF CIRCUIT COURT	Deputy Clerk III	Deputy Clerk III	\$48,094	150	14	\$40,397	\$50,496	\$60,596
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	Deputy Commissioner III	\$44,950	150	14	\$40,397	\$50,496	\$60,596
TREASURER	Deputy Treasurer III	Deputy Treasurer III		190	14	\$40,397	\$50,496	\$60,596
FACILITIES	Grounds Maintenance Supervisor	Grounds Maintenance Supervisor	\$50,003	300	14	\$40,397	\$50,496	\$60,596
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	Paralegal/Legal Assistant	\$48,458	130	14	\$40,397	\$50,496	\$60,596
PARKS & RECREATION		Parks and Recreation Services Specialist			14	\$40,397	\$50,496	\$60,596
E911	Communications Officer In Training	Communications Officer In Training			13	\$38,473	\$48,091	\$57,710
PUBLIC WORKS		Convenience Center Manager			13	\$38,473	\$48,091	\$57,710
PARKS & RECREATION	Active Seniors & Therapeutic Recreation Coordinator	Active Seniors and Therapeutic Recreation Coordinator		208	12	\$36,641	\$45,801	\$54,962
PARKS & RECREATION	Athletics and Special Events Coordinator	Athletics and Special Events Coordinator	\$45,574	248	12	\$36,641	\$45,801	\$54,962
CLERK OF CIRCUIT COURT	Deputy Clerk II	Deputy Clerk II	\$42,096	100	12	\$36,641	\$45,801	\$54,962
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	Deputy Commissioner II	\$47,620	140	12	\$36,641	\$45,801	\$54,962
TREASURER	Deputy Treasurer II	Deputy Treasurer II	\$40,038	105	12	\$36,641	\$45,801	\$54,962
FACILITIES	Facility Maintenance Specialist	Facility Maintenance Specialist	\$44,744	215	12	\$36,641	\$45,801	\$54,962
PARKS & RECREATION	Recreational Programs and Special Events Coordinator	Recreational Programs and Special Events Coordinator	\$46,955	248	12	\$36,641	\$45,801	\$54,962
ELECTION/GENERAL REGISTRAR		Deputy Registrar			12	\$36,641	\$45,801	\$54,962
SEWER	Utilities System Operator II	Utilities System Operator II	\$45,720	215	12	\$36,641	\$45,801	\$54,962
COUNTY ADMINISTRATION	Admin Programs Assistant	Administrative Programs Assistant		125	11	\$34,896	\$43,620	\$52,344
SHERIFF	Administrative Assistant	Administrative Assistant			11	\$34,896	\$43,620	\$52,344
LIBRARY	Children's Program Specialist - Library	Children's Program Specialist - Library	\$43,592	200	11	\$34,896	\$43,620	\$52,344
COMMONWEALTHS ATTORNEY	Administrative Assistant	Commonwealth Administrative Assistant	\$42,548	95	11	\$34,896	\$43,620	\$52,344
CSA	CSA Program Assistant	CSA Program Assistant		105	11	\$34,896	\$43,620	\$52,344
FACILITIES	Equipment & Fleet Maintenance Technician	Equipment & Fleet Maintenance Technician	\$42,783	125	11	\$34,896	\$43,620	\$52,344
FINANCE	Financial Services Technician	Financial Services Technician	\$40,030	95	11	\$34,896	\$43,620	\$52,344
HUMAN RESOURCES	Human Resources Assistant	Human Resources Assistant	\$44,224	120	11	\$34,896	\$43,620	\$52,344
SHERIFF	Law Enforcement Support Technician	Law Enforcement Support Technician		85	11	\$34,896	\$43,620	\$52,344
CLERK OF CIRCUIT COURT	Deputy Clerk I	Deputy Clerk I	\$36,899	90	10	\$33,234	\$41,543	\$49,851
COMMISSIONER OF THE REVENUE	Deputy Commissioner I	Deputy Commissioner I			10	\$33,234	\$41,543	\$49,851
TREASURER	Deputy Treasurer I	Deputy Treasurer I		95	10	\$33,234	\$41,543	\$49,851
FACILITIES	Facilities Maintenance Technician	Facilities Maintenance Technician	\$38,685	155	10	\$33,234	\$41,543	\$49,851
FUSD	Utility System Technician	Utility System Operator I			10	\$33,234	\$41,543	\$49,851
FACILITIES		Grounds Maintenance Worker II			9	\$31,652	\$39,565	\$47,478
FACILITIES	Grounds Maintenance Worker I	Grounds Maintenance Worker I	\$34,880	95	8	\$30,145	\$37,681	\$45,218
LIBRARY	Library Assistant II	Library Assistant II	\$36,746	175	8	\$30,145	\$37,681	\$45,218
FACILITIES	Building Services Worker	Building Services Worker II			7	\$28,710	\$35,887	\$43,065
PUBLIC WORKS	Convenience Ctr Mgr/R Coord	Convenience Center Attendant		70	7	\$28,710	\$35,887	\$43,065
LIBRARY	Library Assistant I	Library Assistant I	\$34,082	125	7	\$28,710	\$35,887	\$43,065
PARKS & RECREATION	Park Maintenance Worker	Park Maintenance Worker	\$33,621	110	7	\$28,710	\$35,887	\$43,065

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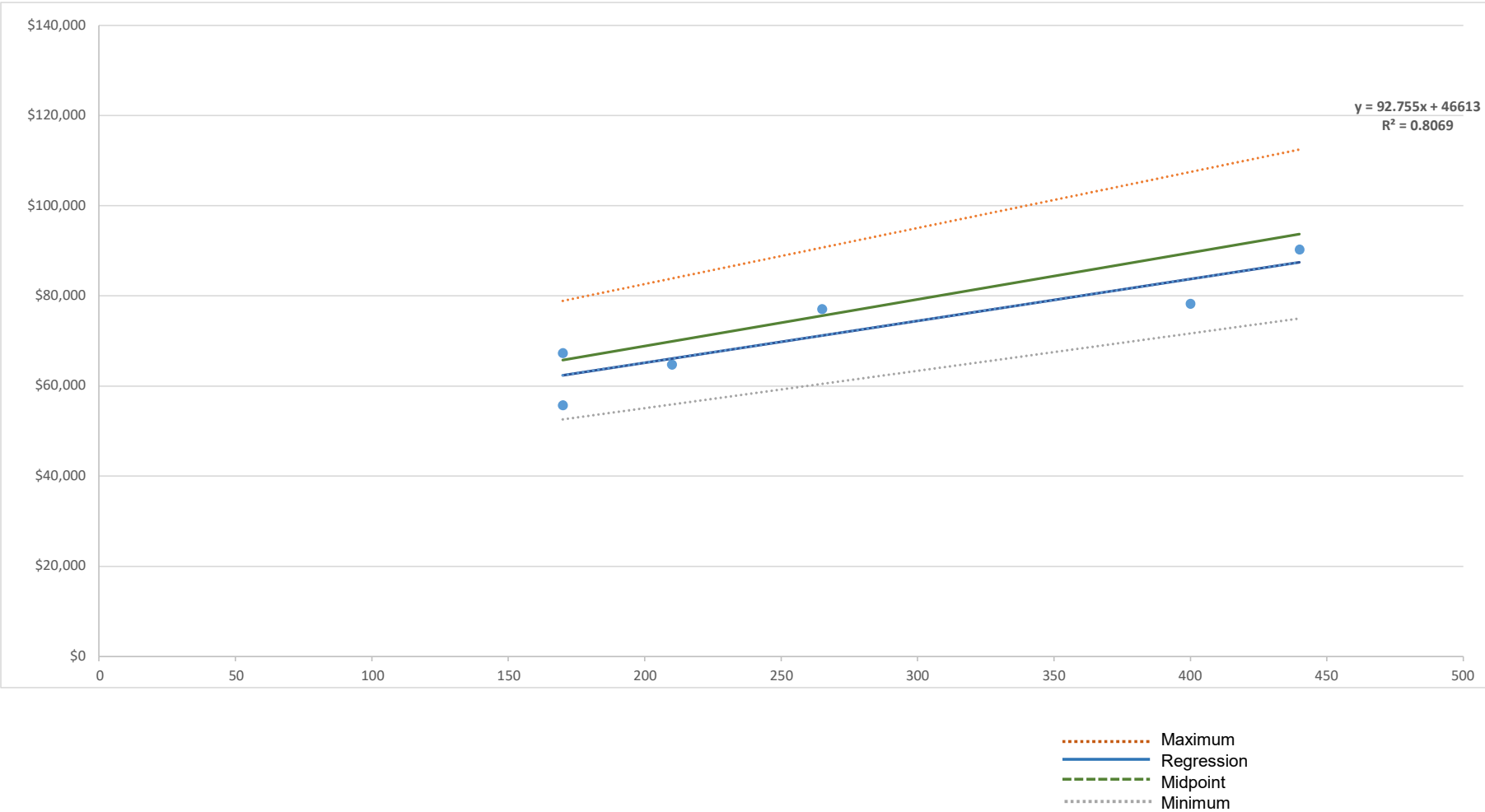
6/29/2022

Attachment 5: Title and Grade Assignments
Fluvanna County, VA Law Enforcement

Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Slot Grade	Minimum	Midpoint	Maximum
SHERIFF	Chief Deputy Sheriff - Major	Chief Deputy Sheriff - Major	\$90,259	440	11	11	\$76,202	\$95,253	\$114,303
SHERIFF	Deputy Sheriff Captain	Deputy Sheriff Captain	\$78,220	400	9	9	\$69,118	\$86,397	\$103,677
SHERIFF	Deputy Sheriff Lieutenant Investigator	Deputy Sheriff Lieutenant Investigations		250	8	8	\$65,826	\$82,283	\$98,739
SHERIFF	Deputy Sheriff Lieutenant	Deputy Sheriff Lieutenant	\$77,019	265	7		\$62,692	\$78,365	\$94,038
SHERIFF	Deputy Sheriff Sergeant	Deputy Sheriff Sergeant	\$64,716	210	5	5	\$56,863	\$71,079	\$85,295
SHERIFF	Deputy Sheriff Investigator	Deputy Sheriff Investigator	\$67,266	170	4		\$54,155	\$67,694	\$81,233
SHERIFF	Deputy Sheriff	Deputy Sheriff	\$55,705	170	2	2	\$49,120	\$61,400	\$73,680
SHERIFF	School Resource Officer	School Resource Officer		165	2	2	\$49,120	\$61,400	\$73,680
SHERIFF	Deputy Sheriff in Training	Deputy Sheriff in Training			1	1	\$46,800	\$58,500	\$70,200



- Maximum
- Regression
- Midpoint
- Minimum



Option 1 - Move to Min

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	119	\$5,380,149.47	\$5,420,456.01	\$40,306.54	0.7%
Employees Below Minimum	18	\$646,303.71	\$686,610.25	\$40,306.54	6.2%
Employees Within Range	100	\$4,684,960.24	\$4,684,960.24	\$0.00	0.0%
Employees Above Maximum	1	\$48,885.52	\$48,885.52	\$0.00	0.0%

Option 2 - Greater of Minimum or 2% Increase

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	119	\$ 5,380,149.47	\$ 5,514,155.21	\$ 134,005.75	2.5%
Employees Below Minimum	18	\$ 646,303.71	\$ 686,610.25	\$ 40,306.54	6.2%
Employees Within Range	100	\$ 4,684,960.24	\$ 4,778,659.44	\$ 93,699.20	2.0%
Employees Above Maximum	1	\$ 48,885.52	\$ 48,885.52	\$ -	0.0%

Option 3 - Move to Minimum + 3%

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	119	\$ 5,380,149.47	\$ 5,581,603.12	\$ 201,453.66	3.7%
Employees Below Minimum	18	\$ 646,303.71	\$ 707,208.56	\$ 60,904.85	9.4%
Employees Within Range	100	\$ 4,684,960.24	\$ 4,825,509.04	\$ 140,548.81	3.0%
Employees Above Maximum	1	\$ 48,885.52	\$ 48,885.52	\$ -	0.0%

Option 4 - Move to Minimum + .5% per Years of Service in Position

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	119	\$ 5,380,149.47	\$ 5,603,232.22	\$ 223,082.76	4.1%
Employees Below Minimum	18	\$ 646,303.71	\$ 695,063.52	\$ 48,759.81	7.5%
Employees Within Range	100	\$ 4,684,960.24	\$ 4,859,283.18	\$ 174,322.95	3.7%
Employees Above Maximum	1	\$ 48,885.52	\$ 48,885.52	\$ -	0.0%

Option 5 - Greater of maintain current compa-ratio or current rate

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	119	\$ 5,380,149.47	\$ 5,948,028.65	\$ 567,879.19	10.6%
Employees Below Minimum	18	\$ 646,303.71	\$ 814,808.73	\$ 168,505.03	26.1%
Employees Within Range	100	\$ 4,684,960.24	\$ 5,084,334.40	\$ 399,374.16	8.5%
Employees Above Maximum	1	\$ 48,885.52	\$ 48,885.52	\$ -	0.0%

Incremental Increases (after increase to minimum, no increases for "Above"

1%	\$53,715.70	
2%	\$107,431.41	\$53,715.70
3%	\$161,147.11	\$53,715.70
4%	\$214,862.82	\$53,715.70
5%	\$268,578.52	\$53,715.70

Option 1 - Move to Min

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	36	\$2,322,915.92	\$2,323,414.18	\$498.26	0.0%
Employees Below Minimum	3	\$129,689.74	\$130,188.00	\$498.26	0.4%
Employees Within Range	32	\$2,066,226.58	\$2,066,226.58	\$0.00	0.0%
Employees Above Maximum	0	\$0.00	\$0.00	\$0.00	#DIV/0!

Option 2 - Move to Minimum or 2% Increase

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	36	\$ 2,322,915.92	\$ 2,367,278.71	\$ 44,362.78	1.9%
Employees Below Minimum	3	\$ 129,689.74	\$ 130,188.00	\$ 498.26	0.4%
Employees Within Range	32	\$ 2,066,226.58	\$ 2,107,551.11	\$ 41,324.53	2.0%
Employees Above Maximum	0	\$ -	\$ -	\$ -	#DIV/0!

Option 3 - Move to Minimum plus 3% Increase

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	36	\$ 2,322,915.92	\$ 2,393,116.61	\$ 70,200.68	3.0%
Employees Below Minimum	3	\$ 129,689.74	\$ 134,093.64	\$ 4,403.90	3.4%
Employees Within Range	32	\$ 2,066,226.58	\$ 2,128,213.38	\$ 61,986.80	3.0%
Employees Above Maximum	0	\$ -	\$ -	\$ -	#DIV/0!

Option 4 - Move to Minimum + .5% per Years of Service in Position

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	36	\$ 2,322,915.92	\$ 2,374,723.39	\$ 51,807.47	2.2%
Employees Below Minimum	3	\$ 129,689.74	\$ 130,986.30	\$ 1,296.56	1.0%
Employees Within Range	32	\$ 2,066,226.58	\$ 2,111,657.51	\$ 45,430.92	2.2%
Employees Above Maximum	0	\$ -	\$ -	\$ -	#DIV/0!

Option 6 - Greater of current rate or same Compa-ratio

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	36	\$ 2,322,915.92	\$ 2,455,373.48	\$ 132,457.56	5.7%
Employees Below Minimum	3	\$ 129,689.74	\$ 140,751.03	\$ 11,061.28	8.5%
Employees Within Range	32	\$ 2,066,226.58	\$ 2,187,622.86	\$ 121,396.28	5.9%
Employees Above Maximum	0	\$ -	\$ -	\$ -	#DIV/0!

Incremental Increases (after increase to minimum, no increases for "Above")

1%	\$23,234.14	
2%	\$46,468.28	\$23,234.14
3%	\$69,702.43	\$23,234.14
4%	\$92,936.57	\$23,234.14
5%	\$116,170.71	\$23,234.14

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

TAB C

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Authorization to Advertise a Public Hearing on the Proposed Third Amendment to a Structure Lease Agreement with New Cingular Wireless PCS, LLC				
MOTION(s):	I move the Board of Supervisors authorize staff to advertise a Public Hearing to be held on August 17, 2022, for the proposed Third Amendment of the Structure Lease Agreement between Fluvanna County and New Cingular Wireless PCS, LLC, for the purposes of adding additional ground space in order to install a generator and related equipment.				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>This proposed lease amendment is on a County-owned Monopole Tower. In this Third Amendment, the Tenant requests an amendment in order to enhance its wireless communication facility by adding a generator, which requires that the Tenant lease additional ground space from the Landlord (the County) under the Lease in order to install the generator and related equipment.</p> <p><u>History:</u> The First Amendment to the Lease, approved August 16, 2017, ended the 75% rent abatement during the Initial Term of the Lease, allowed the Tenant to modify the Monopole for additional equipment while also requiring them to correct certain deficiencies, identified by the County's telecommunication consultant, CityScape, in the Monopole's original construction such that the County could lease two additional spaces as initially contemplated to other users whose equipment loading is the same or less than Tenant's. It also modified the renewal provisions such that renewals are at the option of Tenant, with no right for the County to opt out of such renewal if exercised, and does not increase the actual renewal term length.</p> <p>The Second amendment, approved June 20, 2018, allowed the Tenant to construct improvements and modifications to the Monopole as required under the First Amendment and, at the same time, install additional improvements, equipment, and items as more specifically described in the Requested Modifications. This</p>				

	amendment also required a \$100,000 performance bond from the tenant to secure the modifications.				
FISCAL IMPACT:	The proposed third amendment would increase the monthly rent by \$800/month, in addition to the annual 3% increase already established by the original agreement.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Fluvanna County Notice of Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

**FLUVANNA COUNTY
NOTICE OF PUBLIC HEARING**

On Wednesday, August 17, 2022, the Board of Supervisors of Fluvanna County, Virginia, will hold a public hearing on the proposed Third Amendment to that Structure Lease Agreement dated October 20, 2009 with New Cingular Wireless PCS, LLC (“Tenant”) of County real property including a Monopole with current addressing of 14591 James Madison Highway. The proposed Third Amendment allows the Tenant to enhance its wireless communication facility by adding a generator which requires that Tenant lease additional ground space from the Landlord under the Lease and install the generator and related equipment as detailed in this Third Amendment and the associated documents. Said proposed Third Amendment will be available at the County Administration Building at 132 Main Street Palmyra, Virginia building for public inspection.

The public hearing will be conducted at 7:00 p.m. in the Carysbrook Performing Arts Center, 8880 James Madison Highway, Fork Union, VA 23055. Interested persons may appear at such time and place and present their views.

**Clerk to the Board of Supervisors
of Fluvanna County, Virginia**

TO BE PUBLISHED IN THE FLUVANNA REVIEW AUGUST 4 and AUGUST 11, 2022.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	FY23 School Resource Officer (SRO) Incentive Grant (Second Round)				
MOTION(s):	I move the Board of Supervisors approve the application for the FY 23 School Resource Officer Grant Program and Fund administered by the Department of Criminal Justice Services in the amount of up to \$125,000.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Captain Von Hill, Fluvanna County Sheriff's Office				
PRESENTER(S):	Captain Von Hill, and Sheriff Eric B. Hess of the Fluvanna County Sheriff's Office				
RECOMMENDATION:	I recommend approval of the motion, as stated above.				
TIMING:	Effective Immediately				
DISCUSSION:	<p>The Board of Supervisors consented for the Sheriff's Office to apply for the SRO Grant funding earlier this year. The FY23 SRO grant is not announced.</p> <p>An additional new grant opportunity is available from the Department of Criminal Justice Services due to Governor Youngkin's budget approval for additional SRO funding. The School Resource Officer Grant Program is offered by the Department of Criminal Justice Services.</p> <p>The requested grants will fund two full-time SROs. The Officers will work directly with the Elementary School Principals, and other school system administration to promote a safer school environment through proactive efforts with the students and staff. The new SRO positions will augment the current SROs by assisting with the increased call volume of the SROs, while conducting safety and crime prevention activities throughout the entire school year. This position will promote a closer working relationship between students, parents, and the Office of the Sheriff. Grant funds will provide fringe and salary for the Officer assigned. The grant provides level funding up to 12 months. The grant does not require a match of any kind for the first term of the grant. The grant deadline for submission of an application is July 15, 2022.</p>				
FISCAL IMPACT:	No local new funding required for FY23.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	School Resource Officer Grant Program and Fund Application				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	

498213 - FLUVANNA COUNTY (CENTRAL/WEST CENTRAL SRO) NEW GRANT FY23**Application Details**

Funding Opportunity: 497436-FY23-SRO-SRO Grant Program and Fund
Funding Opportunity Due Date: Jul 15, 2022 5:01 PM
Program Area: School Resource Officers
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information**Primary Contact Information**

Name*: Capt. Von L Hill Suffix
 Salutation First Name Middle Name Last Name
Title*: Chief of Judicial Operations
Email*: vhill@fluvannasheriff.com
Address*: PO Box 113
 Palmyra Virginia 22963 Zip +4
 City State/Province Postal Code/Zip
Phone*: (434) 996-9815 Ext. Phone
 ###-###-####
Fax: ###-###-####

Organization Information

Federal ID Number*: 546001282
Organization Name*: Fluvanna
Organization Type*: County Government
Unique Entity Identifier (UEI): GVKNCPJ2LJU7
SAM Validation: Inactive
SAM Expiration Date:
Organization Website:
 http://www.fluvannacounty.org For example: http://www.dcjs.virginia.gov
Address*: Fluvanna County
 P. O. Box 540
 Palmyra Virginia 22963 1001
 City State/Province Postal Code/Zip Zip +4
Phone*: (434) 591-1910 Ext. ###-###-####
Fax: (434) 591-1913 ###-###-####
Faith Based Organization*: No
FIPS Code (Only Required for Local Government): 065-Fluvanna

Face Sheet**Face Sheet**

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 5th
 Choose all that apply.

Best Practice?: No
 For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: FLUVANNA CO
 Choose all that apply.

Program Title: SRO- Central / West Central Elementary School

Click here to see if you are certified.

Certified Crime Prevention Community?* No

Type of Application*: New

Check the box(s) that best describes the applicant service area.

Community Setting*: Rural

In this space, provide a short description of the project.

Brief Project Overview*:

Fluvanna County is requesting new grant funds for a full-time SRO (School Resource Officer). The officer will work directly with the Central and West Central Elementary School's Principals and staff to promote a safer school environment through proactive efforts with students, staff, faculty, and parents. The SRO will assist with the safety and crime prevention activities throughout the entire year, promoting a closer working relationship with students, parents, schools, and the Office of the Sheriff. Grant will provide fringe and salary for the officer assigned to the Central and West Central Primary Elementary Schools.

Project Director

Name: Captain Von L Hill Suffix
 Prefix First Name Middle Name Last Name
Title*: Chief of Judicial Operations

BOS2022-07-06 p.44/186

Project Administrator

Name:

Mr. Eric M. Dahl Suffix

Prefix First Name Middle Name Last Name

Title*:

County Administrator

Address*:

132 Main Street

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Phone Number*:

434-591-1910

Fax Number:

434-591-1911

Email Address*:

edahl@fluvannacounty.org

Is the mailing address the same as the physical address?

Mailing Address*:

No

Mailing Address:

P.O. Box 540

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Finance Officer

Name:

Ms. Victoria P Melton Suffix

Prefix First Name Middle Name Last Name

Title*:

Management Analysis

Address*:

132 Main Street

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Phone Number*:

434-591-1923

Fax Number:

434-591-1931

Email Address*:

vmelton@fluvannacounty.org

Is the mailing address the same as the physical address?

Mailing Address*:

No

Mailing Address:

P.O. Box 540

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Budget

Budget						
Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00

Match Percentage

Match Percentage: 0.00%

498159 - FLUVANNA COUNTY (CARYSBROOK SRO) NEW GRANT FY23**Application Details**

Funding Opportunity: 497436-FY23-SRO-SRO Grant Program and Fund
Funding Opportunity Due Date: Jul 15, 2022 5:01 PM
Program Area: School Resource Officers
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information**Primary Contact Information**

Name*: Capt. Von L Hill Suffix
 Salutation First Name Middle Name Last Name
Title*: Chief of Judicial Operations
Email*: vhill@fluvannasheriff.com
Address*: PO Box 113
 Palmyra Virginia 22963 Zip +4
 City State/Province Postal Code/Zip
Phone*: (434) 996-9815 Ext.
 Phone
 ###-###-####
Fax: ###-###-####

Organization Information

Federal ID Number*: 546001282
Organization Name*: Fluvanna
Organization Type*: County Government
Unique Entity Identifier (UEI): GVKNCJPJ2LJU7
SAM Validation: Inactive
SAM Expiration Date:
Organization Website:
 http://www.fluvannacounty.org For example: http://www.dcjs.virginia.gov
Address*: Fluvanna County
 P. O. Box 540
 Palmyra Virginia 22963 1001
 City State/Province Postal Code/Zip Zip +4
Phone*: (434) 591-1910 Ext.
 ###-###-####
Fax: (434) 591-1913
 ###-###-####
Faith Based Organization*: No
FIPS Code (Only Required for Local Government): 065-Fluvanna

Face Sheet**Face Sheet**

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 5th
 Choose all that apply.

Best Practice?: No
 For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: FLUVANNA CO
 Choose all that apply.

Program Title: SRO- Carysbrook Elementary School

Click here to see if you are certified.

Certified Crime Prevention Community?* No

Type of Application*: New

Check the box(s) that best describes the applicant service area.

Community Setting*: Rural

In this space, provide a short description of the project.

Brief Project Overview*:

Fluvanna County is requesting new grant funds for a full-time SRO (School Resource Officer). The officer will work directly with the Carysbrook Principals and staff to promote a safer school environment through proactive efforts with students, staff, faculty, and parents. The SRO will assist with the safety and crime prevention activities throughout the entire year, promoting a closer working relationship with students, parents, schools, and the Office of the Sheriff. Grant will provide fringe and salary for the officer assigned to the Carysbrook Elementary School.

Project Director

Name: Captain Von L Hill Suffix
 Prefix First Name Middle Name Last Name
Title*: Chief of Judicial Operations
Address*: PO Box 113

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

434-589-8211

434-591-2009

vhill@fluvannasheriff.com

Is the mailing address the same as the physical address?

Yes

Address Line 2

City Virginia 0 +4

State Zip Code

Project Administrator

Name: Mr. Eric M. Dahl Suffix

Prefix First Name Middle Name Last Name

Title*: County Administrator

Address*: 132 Main Street

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

434-591-1910

434-591-1911

edahl@fluvannacounty.org

Is the mailing address the same as the physical address?

No

P.O. Box 540

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Finance Officer

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

434-591-1923

434-591-1931

vmelton@fluvannacounty.org

Is the mailing address the same as the physical address?

No

P.O. Box 540

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Ms. Victoria P. Melton Suffix

Prefix First Name Middle Name Last Name

Title*: Management Analysis

Address*: 132 Main Street

Address Line 2

Palmyra Virginia 22963 +4

City State Zip Code

Budget

Budget						
Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00

Match Percentage

Match Percentage:

0.00%

Funds From Other Sources



Fiscal Year 2023 School Resource Officer Grant Program and Fund

**Guidelines and Application Procedures for
School Resource Officers
Second Round Funding Opportunity**

***Application Due Date
July 15, 2022***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued June 22, 2022

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering state grants to provide funding for School Resource Officer (SRO) positions to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions.

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee of a law enforcement agency.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application.

II. Eligibility

These instructions are applicable to School Resource Officer Grant Program applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SRO positions on a 4-year grant cycle. Funding is also available for grantees whose funding ended in FY22 for continuation on an annual basis, as funding is available, but priority is given to new positions. Grantees whose funding ended prior to FY22 can apply for a new 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO. If the locality is applying for a new SRO position and a continuing position then they must be on separate applications.

Units of local government are eligible to apply for and receive these funds. A police department or sheriff's office will manage an SRO position, however, the grant application must be submitted by, and the funds awarded to, a local unit of government.

III. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application may not exceed \$125,000 per SRO position. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO positions to provide coverage during routine school hours, which does not include school-sponsored activities outside the instructional day.

Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill.

V. Priorities for New Applications

Priority will be given to localities that meet one or more of the following criteria:

- Localities requesting SRO positions for middle schools and high schools.
- Localities requesting SRO positions in a school where no such personnel are currently in place.
- Localities without existing positions currently funded by this grant program.

1. SROs must be certified law enforcement officers as defined in Va. Code § 9.1-101, and employed by a public police department or sheriff's office.
2. SROs must be 21 years of age or older and have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must comply with the minimum training standards established by the Board as required under § 9.1-114.1 of the *Code of Virginia* within the first 120 days of the grant period. A list of current available training sessions is on the [DCJS VCSCS Training website](#).
4. Each SRO must serve one designated school but may provide assistance to other schools.
5. A Memorandum of Understanding (MOU), pursuant to § 22.1-280.2:3 of the *Code of Virginia*, must be established between the school division and the law enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the [DCJS Model MOU](#). The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and that the principal will consider alternatives to suspension for incidents of student misconduct.
6. If an MOU is not in place at the time of application submission, the applicant must submit letters signed by the chief of police or sheriff and the school superintendent indicating the intent to have an MOU in place within 30 days after the grant start date. DCJS must receive the executed MOU within 30 days of the grant start date.
7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:

- **Law enforcement officer**

The SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when appropriate.

- **Law-related educator**

SROs should strive to offer presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over educational presentations.

- **Informal mentor and role model**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* The program title must include the assigned school's name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* Choose "New" or "Continuation of Grant." Please note, continuation funding is only available for grantees whose full grant ended in FY22. Grantees whose funding ended prior to FY22 can apply for a "New" 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.
- *Grant Number:* If this is a **continuation** of a 4-year cycle that ended in FY22, provide the grant number.
- *Performance Statement:* For **continuation** grants, provide a brief description of the accomplishments for the FY22 grant year.
- *Community Setting:* Check the box(s) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the project including the name of the assigned school(s).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* List the person who has authority to formally commit the locality to complying with all the terms of the grant applications. **This must be the local unit of government's chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested state amount under the "**Special**" column. Local match is not required for FY23 but will be required in subsequent continuation years.
- *Match Percentage:* Match is not required for FY23. The percentage should equal zero (0).

Priority for New Applications: All questions in this section are **required**.

- *SRO Program Information:* Provide the following information on the current SRO program in your agency.

- *Assigned School Name:* Enter the name of the school where the SRO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the position is full-time or part-time. Under this grant program, a full time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.
- *Total Hours Per Week:* Include the number of hours the SRO will be dedicated to the school per week.
- *Total Hours Per Year:* Enter the total number of hours the SRO works per year. **Do not include overtime or general security hours or other unallowable activities (See VIII. Restrictions above).**
- *Total Annual Salary:* Enter the **total annual salary** for the SRO to include grant-funded and other funding sources. This figure **should not** include fringe benefits.
- *Total Salary Amount Requested from Grant:* Enter the total annual salary you are requesting the grant to cover. **Do not** include fringe benefits.
- *Percent being requested:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Total Salary Amount Requested from Grant.”
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Total Salary Amount Requested from Grant.”
- *New Position:* If this is a continuation grant, the response should be “No.” For new grant applications, the response should be “Yes.”
- *Personnel Funding:* Enter the “Total Salary Amount Requested from Grant” into **Special Funds**. The “Personnel Total” will auto calculate when you save the row.

Employee Fringe Benefits: To request fringe benefits click “Add Row.”

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other,” you will need to describe and breakdown the costs of the benefits in the text box labeled. “If Other, Please Describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Enter the “Requested Employee Fringe Benefits Total” into Special Funds. The “Employee Fringe Benefits Total” will auto calculate when you save the row.

Position and Justification: This section is required and you click “Add Row.”

- *Employee Name:* Choose the name of the employee from the drop down box.

XIII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIV. Technical Assistance

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- Michelle Miles: email michelle.miles@dcjs.virginia.gov or telephone (804) 225-1846

For specific questions regarding SRO/SSO training, certification, and/or their roles and responsibilities, please contact the following DCJS staff:

- Kim Simon: email kim.simon@dcjs.virginia.gov or telephone (804) 997-1717

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the [DCJS website](#).

For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.

XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. Grant applications will be reviewed as part of a competitive review process. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, and the listed funding priorities (see V. Priorities for New Applications). Reviewers may consider geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SROs in the agency, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Funding decisions will be made by DCJS staff by August 1, 2022 and presented to the Criminal Justice Services Board (CJSB) for final approval. Funding decisions made are final and may not be appealed.

XVI. Grant Submission Advisory

Please read all grant guidance carefully. Because funding is limited, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding.

- Failure to provide all requested grant components.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Voting District Name Change				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Kelly Harris, Assistant County Administrator				
PRESENTER(S):	Kelly Harris, Assistant County Administrator				
RECOMMENDATION:	N/A				
TIMING:	Normal				
DISCUSSION:	<p>At its April 20, 2022 meeting, the Board directed Staff to investigate the process by which the names of voting districts might be changed. The Palmyra District, as redrawn following 2020 Census and Redistricting, is no longer located near the village of Palmyra.</p> <p>Changes to Voting Precincts must take place not less than 60 days prior to an election. Early voting begins 45 days prior to the election.</p> <p>Notice of changes must be mailed no later than 15 days prior to election.</p>				
FISCAL IMPACT:	<p>Varies according to the number of district names changed.</p> <p># of Registered Voters per District (as of June 1, 2022):</p> <p style="padding-left: 40px;">Columbia: 3,802</p> <p style="padding-left: 40px;">Cunningham: 4,136</p> <p style="padding-left: 40px;">Fork Union: 3,998</p> <p style="padding-left: 40px;">Palmyra: 4,075</p> <p style="padding-left: 40px;">Rivanna: 4,579</p> <p>Postage: \$.55/letter (\$2,242 Palmyra District only; \$11,325 for all districts)</p> <p>Envelopes, paper, staff costs: TBD</p> <p>Legal ad (for public hearing): \$144 x 2</p> <p>Publication in newspaper of notice of change: \$115 x 2</p>				
POLICY IMPACT:	Update to County Code; requires a public hearing				

LEGISLATIVE HISTORY:	Redistricting Ordinance adopted Dec 15, 2021				
ENCLOSURES:	Voter Registration Counts by District Virginia Code §24.2-306 Changes not to be enacted within 60 days of general election; notice requirements				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

Report ID: CP-160

Commonwealth of Virginia
State Board of Elections
Registrant Counts By Locality
Voters registered as of 6/1/2022
All Localities

Locality: 065 FLUVANNA COUNTY

Precinct No.	Precinct Name	Active	Inactive	All	Military	Overseas	Federal		
0101	101 - PALMYRA	3,965	110	4,075	38	13	4		
0201	201 - COLUMBIA	3,732	70	3,802	19	7	3		
0301	301 - FORK UNION	3,895	103	3,998	24	9	3		
0401	401 - CUNNINGHAM	4,020	116	4,136	33	9	3		
0501	501 - RIVANNA	4,422	157	4,579	40	14	3		
# of Precincts in the Locality:		5	# of Voters:	20,034	556	20,590	154	52	16

Code of Virginia

Title 24.2. Elections

Chapter 3. Election Districts, Precincts, and Polling Places

Article 3. Requirements for Election Districts, Precincts, and Polling Places

§ 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. In addition to the requirements set forth in § 24.2-129, 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 30-395, 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.

Code 1950, §§ 24-49 through 24-51; 1970, c. 462, § 24.1-39; 1971, Ex. Sess., c. 119; 1993, c. 641; 1995, c. 249; 2003, c. 1015; 2004, c. 1000; 2012, cc. 328, 486; 2019, cc. 777, 778; 2020, Sp. Sess. I, c. 56; 2021, Sp. Sess. I, cc. 528, 533.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

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

TAB F

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Fluvanna – Albemarle Boundary Line Clarification				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Fred Payne, County Attorney				
PRESENTER(S):	Fred Payne, County Attorney				
RECOMMENDATION:	N/A				
TIMING:	Normal				
DISCUSSION:	An update on the process by which the legal boundary line between the counties of Fluvanna and Albemarle will be clarified.				
FISCAL IMPACT:	None				
POLICY IMPACT:	Clarifies the legal boundary line between the counties of Fluvanna and Albemarle.				
LEGISLATIVE HISTORY:	1777 - boundary established at the creation of Fluvanna County 1993 - Albemarle County surveyed the entire boundary line				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

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

TAB G

MEETING DATE:	JULY 7, 2022				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors June 15, 2022 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, June 15, 2022, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes for June 15, 2022.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library
214 Commons Blvd, Palmyra, VA 22963
June 15, 2022
Regular Meeting 7:00pm

MEMBERS PRESENT:

Tony O’Brien, Rivanna District, Vice Chair (*Attending via Zoom*)
Mozell Booker, Fork Union District
Patricia Eager, Palmyra District
Chris Fairchild, Cunningham District

ABSENT:

John M. (Mike) Sheridan, Columbia District, Chair

ALSO PRESENT:

Eric M. Dahl, County Administrator
Kelly Belanger Harris, Assistant 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 7:00pm, Supervisor Booker called to order the Regular Meeting of June 15, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- *Mr. O’Brien relinquished the gavel to Mrs. Booker*

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the June 15, 2022 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Summer Reading is in full swing at Fluvanna Library!

- We have had three large programs along with many workshops and drop-in events - including Tech Day, Star Wars Days, Kite Day and more!
- Mini Menagerie Petting Zoo - 250 + 181 did farm crafts
- Under the Sea (live animals) - 325 people
- Talewise - Pirates: Lost at Sea - 82

Virginia Association of Counties meeting with Regions 5 & 7

- July 12th, 4-6 pm, At Cunningham Creek Winery

5 - PUBLIC COMMENTS #1

At 7:10pm, Supervisor Booker opened the first round of Public Comments.

- Hal Morgan, 2 Shortwood Cir, spoke in reaction to an article in the Fluvanna Review and in support of Marta Keane and her request for Fluvanna to join the AARP Network of Livable Communities.
- Diane Kerr, 1 Laguna Rd., spoke in support of the Thomas Jefferson Regional Planning District Commission Regional Transit Vision Plan.

With no one else wishing to speak, Supervisor Booker closed the first round of Public Comments at 7:15pm.

6 - PUBLIC HEARING

SUP 22:02 Louisa County – Douglas Miles, Community Development Director

A Special Use Permit to allow for major utilities, with respect to Louisa County constructing new public water and sewer lines from Ferncliff to Shannon Hill and will be constructed within the limits of the US Route 250 right-of-way. The subject properties of the request are known as Tax Maps 24-3-2, 24-2-1A4, 24-A-11A, 24-A-11, 24-A-15B, 24-A-GL15 and 24-A-16. Parcels are zoned A-1, General Agricultural and are generally located along US Route 250 and at its intersection with Three Chopt Road in the Rural Preservation Area and in the Columbia Election District.

SUP 22:02 Louisa County Case Conditions

1. The construction, operation and maintenance of the Louisa County water and sewer lines located in Fluvanna County shall comply with all local, state and federal requirements.

2. Vehicular access to all of the residences and parcels along the Route 250 right-of-way shall be maintained at all times and Louisa County shall be responsible for returning all affected access points or mailboxes to equal or better conditions upon project completion.

SUP 22:02 Louisa County – VA Code 15.2-2232 Comp Plan

Fluvanna County: You can find these new proposed Louisa County public water and sewer lines to be in substantial accordance with our 2015 Comprehensive Plan under VA Code Section 15.2-2232 Legal Status of the Plan. As these proposed public lines they would provide for the public good in this area of Fluvanna County.

2015 Comprehensive Plan – Chapter 3 Infrastructure:

The cost effectiveness and efficiency of water and sewer infrastructure is critical to the county. These systems are carefully managed and require cooperation from the county and state with particular attention to future operations and maintenance needs.

At 7:27pm, Supervisor Booker opened the Public Hearing. With no one wishing to speak, Supervisor Booker closed the Public Hearing at 7:27pm.

MOTION:	Approve SUP 22:02 Louisa County, a Special Use Permit to allow for major utilities, with respect to Louisa County constructing new public water and sewer lines from Ferncliff to Shannon Hill, which will be constructed within the limits of the US Route 250 right-of-way. The subject properties of the request are known as Tax Maps 24-3-2, 24-2-1A4, 24-A-11A, 24-A-11, 24-A-15B, 24-A-GL15 and 24-A-16 along with the two conditions as found within the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ZMP 22:02 Johnston & Co LLC – Douglas Miles, Community Development Director

A Conditional Rezoning from A-1, General Agricultural to the B-1, General Business Zoning District on 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2.
The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

ZMP 22:02 Johnston & Co Case Proffers

1. B-1 Prohibited Land Uses: Automotive Sales and Repair, Boarding houses, RV sales, Fast Food restaurants; Large Scale retail stores, Neighborhood convenience retail stores, and Indoor shooting ranges by Right.
- B-1 Prohibited Land Uses: Adult entertainment uses, Commercial amusements, Dance halls, Halfway houses, Commercial kennels, Manufactured homes sales, Outdoor entertainment, Outdoor recreational facilities, Adult retail stores and Transportation terminals by Special Use Permit.
2. Architectural Detail: The front façade of any building fronting on State Route 53 must have a minimum of two material finishes, with each of the two minimum required finishes being applied to no less than 20% of the façade and one required material finish being brick or stone cladding.

Proffered Condition 2 has been added by the Applicant since the May 10th Planning Commission Public Hearing and he has submitted and signed his revised Statement of Final Proffers on June 6, 2022.

At 7:50pm, Supervisor Booker opened the Public Hearing for ZMP 22:02 and SUP 22:01

- Cyndra Kerley, Spoke against ZMP 22:02 and SUP 22:01.
- Corven Flynn, 319 Shiloh Church Rd., spoke against ZMP 22:02 and SUP 22:01.
- Craig McCormick, 5 Liebenow Ct., spoke against ZMP 22:02 and SUP 22:01.

With no one else wishing to speak, Supervisor Booker closed the Public Hearing at 8:03pm.

- *After some discussion, Supervisor Booker called for a motion.*

MOTION:	Defer ZMP 22:02, Johnston and Company, LLC a request to amend the Fluvanna County Zoning Map on 6.4 +/- acres of Tax Map 17, Section 2, Parcel 2 to conditionally rezone the same from A-1, General Agricultural, to B-1, General Business and subject to the revised proffers dated June 6, 2022.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion		
VOTE:					Absent
RESULT:	MOTION FAILED FOR LACK OF A SECOND				

MOTION:	Approve ZMP 22:02, Johnston and Company, LLC a request to amend the Fluvanna County Zoning Map on 6.4 +/- acres of Tax Map 17, Section 2, Parcel 2 to conditionally rezone the same from A-1, General Agricultural, to B-1, General Business and subject to the revised proffers dated June 6, 2022.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

SUP 22:01 Johnston & Co LLC – Douglas Miles, Community Development Director

A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2.
The applicant is proposing to operate an electrical contracting business and he would not have any outside contracting storage or have contractor equipment stored outside in the storage complex.

2015 Comprehensive Plan Summary

- The Rivanna Community Planning Area is the growth area of the county and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office and residential uses all combine to form a series of commercial shopping centers that are interconnected with the Lake mixed-use development.
- The proposed request is located in the Neighborhood Mixed Use Area, which includes a mix of retail and office uses. The applicant, he proposes to run his electrical contracting office along with potential office use that is located in the B-1 District which complies with the Plan.

SUP 22:01 Johnston & Co LLC Case Conditions

1. The administrative site development plans shall be in substantial conformance with the Johnston & Co LLC Self-Storage Rezoning / Special Use Permit Concept Plan, prepared by Shimp Engineering and last revised on May 23, 2022.
2. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, it shall be submitted for administrative approval.
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.
8. No outside storage of heavy equipment for earthwork operations affiliated with a contractor’s storage yard will be permitted; this does not preclude storage of heavy equipment for earthwork operations during construction activities on the property.

MOTION:	Defer SUP 22: 01 Johnston & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report until July 6, 2022 at 7:00pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

7 - ACTION MATTERS

2022 VATI Grant Three-Party Agreement – Eric Dahl, County Administrator

- The Virginia Department of Housing and Community Development (DHCD) has been authorized to distribute and administer funds awarded through the Virginia Telecommunications Initiative (“VATI”) grant-making process.
- Fluvanna entered into a multi-party, multijurisdictional cooperative agreement title “Phase One Memorandum of Understanding” and dated March 1, 2021, wherein Fluvanna agreed to support Firefly’s and other parties efforts to provide universal broadband coverage to the participating counties, which are Albemarle, Amherst, Appomattox, Buckingham, Campbell, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, and Powhatan.

- Fluvanna County unanimously participated in this regional project, to fully support the application, and to provide local matching funds up to \$601,500 at its August 18, 2021 Board of Supervisors meeting, with those funds to come from the County’s ARPA allocation.
- The participating counties cooperated in the VATI 2022 grant application process, with TJPDC as the primary applicant and FIREFLY as the co-applicant, and the parties understand the participating counties remain committed to bringing universal broadband internet access to their residents and businesses.
- The County now enters into this agreement (“TJPDC/FIREFLY Fluvanna County Agreement”) formally setting forth the respective roles regarding the work and project as the VATI grant has been awarded.

MOTION:	Approve the Agreement between Thomas Jefferson Planning District Commission, Firefly, and Fluvanna County Regarding Awarded VATI 2022 Funding (the "Grant Agreement") consistent with that prior resolution No. 18-2021 approved by the Board of Supervisors on August 18, 2021, approving up to \$601,500 in matching funding as further described therein using American Rescue Plan Funds, and as further anticipated by the Phase One Memorandum of Understanding dated March 1, 2021, and the Application for Funding, which the Grant Agreement formally sets forth the respective roles regarding the work and project as the VATI grant has been awarded, with such Grant Agreement being subject to reasonable modifications deemed appropriate by the County Administrator and the County Attorney and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

Burn Building Project Agreement #2 Amendment with Draper Aden Associates – Donna Allen, Purchasing Officer
The last Invitation for Bid (IFB) from September 2020, the low bid came in at \$987,721.00

- The total amount of the grant is \$480,000
 - \$450,000 for construction
 - \$30,000 for A&E
- Leaving \$537,721 in funding needed from the County
- This does not include a contingency fund, Special Inspections, Construction Administration, electric and water hookups.
- The Board decided at that time to reissue the IFB with no changes and hope for better results.

Burn Building New Design

- Over a year ago, the Burn Building Committee was made aware of a building completed in Harrisonburg using the same grant.
- Part of the Committee took a tour of the facility and was able to see how it functioned during a training activity.
- In an effort to save money in the overall construction cost, the Committee recommended to the board to change the design to the more economical version completed by Harrisonburg and the board approved the additional design costs in January 2021.

Current Request

- The current \$1,000 request for the Project Agreement Amendment with Draper Aden makes adjustments and revisions to the site development plans, making them separate of the building construction plans.
- Doing this will provide vendors the ability to bid on:
 1. Site Work Only
 2. Building Construction Only
 3. Both Site Work and Building Construction Combined

Next Steps

- Issue a third Invitation for Bid (IFB) for the Burn Building project within the next month.
- Allow 45 days for the IFB due date.
- Once bids come in, determine if additional funding is required.
- If additional funding is required, decide to provide the additional funding or not move forward with the project.

MOTION 1:	Approve the Amendment to Project Agreement # 2 Term Contract Between Fluvanna County and Draper Aden Associates for Professional Services for the Fork Union Fire Training Building to complete Site Development Plans and
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	further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION 2:	Approve a budget transfer of \$1,000 from the FY22 BOS Contingency budget to the FY22 Fire Training Building CIP budget for the Site Development Plan updates.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

Motorola Solutions Maintenance Support and Lifecycle Management Purchase Agreement – Donna Allen, Purchasing Officer

- The existing maintenance service agreement with Motorola Solutions, Inc. is set to expire on June 30, 2022 for our Public Safety Emergency Communications Radio System Maintenance Services.
- A new six-year agreement has been negotiated between Motorola, E911 and the County Attorney’s Office.
- The amount in the initial term of the proposed purchase agreement is included in the FY23 E911 budget.

Infrastructure Maintenance Services/Cost:

	FY 23	FY 24	FY 25	FY 26	FY 27	FY28
	YR 1 7/1/2022 – 6/30/2023	YR 2 7/1/2023 – 6/30/2024	YR 3 7/1/2024 – 7/25/2025	YR 4 7/1/2025 – 6/30/2026	YR 5 7/1/2026 – 6/30/2027	YR6 7/1/2027 - 6/30/2028
SERVICE INCLUDES: 24X7X365 TECHNICAL SUPPORT NETWORK HARDWARE REPAIR SECURITY PATCHING ONSITE SUPPORT (DISPATCH AND ONSITE RESPONSE) ANNUAL PREVENTIVE MAINTENANCE NETWORK EVENT MONITORING ADVANCE PLUS ADDS NETWORK UPGRADES						
	\$416,241.00	\$432,744.00	\$449,903.00	\$467,777.00	\$486,362.00	\$505,701.00
MICROWAVE REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NICE GOLD SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SERVICES PRICE	\$416,241.00	\$432,744.00	\$449,903.00	\$467,777.00	\$486,362.00	\$505,701.00
CORE ONLY SERVICES	\$168,521.00	\$173,649.00	\$178,934.00	\$184,377.00	\$189,989.00	\$195,774.00

The pricing above includes a multi-year discount, based on current Fluvanna equipment and configuration is subject to multi-year terms and conditions through June 30, 2028. With a 3.97% increase per year.

MOTION:	Approve the “Maintenance Support and Lifecycle Management Purchase Agreement” between Fluvanna County and Motorola Solutions, Inc. for the Public Safety Emergency Communications Radio System Maintenance Services and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

7A – BOARDS AND COMMISSIONS

- Catherine Tatro addressed the Board of Supervisors regarding her appointment to the Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative.
- Gene Ott addressed the Board of Supervisors regarding his appointment to the Social Services Board - Cunningham District Representative.

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):			
BOARD/COMMISSION/COMMITTEE	APPOINTEES	APPT/ REAPPT	BEGINS TERM	ENDS TERM
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Peggy Shanklin (I)	Reappt	7/1/2022	6/30/2025

Board of Supervisors Minutes

Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Angela Chainer (I)	Reappt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Kathleen Kilpatrick (I)	Reappt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Ben Shaw	Appt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Catherine Tatro	Appt	7/1/2022	6/30/2025	
Social Services Board - Columbia District Representative	Sandra Patterson (I)	Reappt	7/1/2022	6/30/2026	
Social Services Board - Cunningham District Representative	Gene Ott	Appt	7/1/2022	6/30/2026	
Parks and Recreation Advisory Board (RAB) – At-Large	Jon Bishop Larson (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Sandra Patterson (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Walter Hussey (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Raghvendra Singh (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Nelson H. Cook Jr.	Appt	7/1/2022	6/30/2025	
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

8 – PRESENTATIONS

Regional Transit Vision Plan – TJPDC – Lucinda Shannon, Senior Regional Planner, Thomas Jefferson Regional Planning District Commission

The Regional Transit Vision Plan is a collaborative effort to evaluate and establish a clear long-term vision for transit service in the region. This is a public and stakeholder led effort to identify transit priorities and goals for the region.

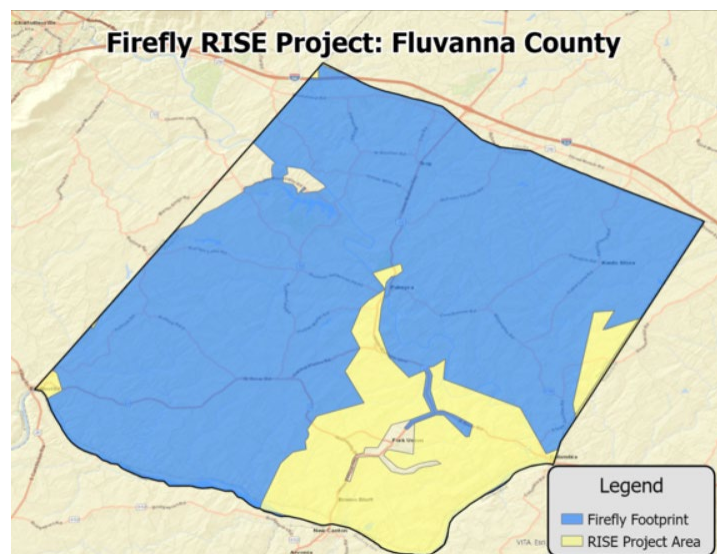
- Main Themes:
 - Equity – Expand opportunities for all residents and represents the needs of both the urban and rural communities
 - Multi-modality – Reduce reliance on automobiles
 - Climate Change – Help protect the environment

Firefly Broadband Update – Galen Creekmore, Key Accounts and Member Engagement Representative, Central Virginia Electric Cooperative

Gary Wood, Central Virginia Electric Cooperative gave an update on the Regional Internet Service Expansion (RISE) project.

Fluvanna Connection and Construction Status

- Fiber construction complete in CVEC area, splicing finished within six weeks, service extensions continue through fall
- All CVEC Areas in Service or connecting – Zion Crossroads, Columbia, Kidds Store, Henson's Store, Ferncliff, Cunningham
- Passings on CVEC electric system ~8,400
- Passings with service available today – 5,200
- Current Active Accounts – 2,979



Board of Supervisors Minutes

- Current Miles of fiber- 680 (will finish at over 700)
- Current Total investment - \$22 M (will exceed \$25 M)

Final RISE Project Figures in Fluvanna

- RISE Project Total Costs in county- \$8,116,505
- VATI Award Total for County- \$1,090,562
- Approved County VATI Match Contribution- \$601,500
- Total passings within RISE (844), CVEC, CARES and full Lake buildout- 12,000
- Total Miles of Fiber ~ 900 miles
- VATI Award Total for Regional RISE Project - \$79,027,930

What is next in Fluvanna?

1. Complete the service extensions in Ferncliff area
2. Complete build throughout Lake Monticello including the areas in Dominion Energy electric territory
3. Small firefly UG extension along River Road, Winnsville Drive and James Madison Highway through parts of Dominion territory (Residents will be contacted directly)
4. South-East portion of County covered by Dominion Energy (DE) – middle mile fiber routes are being reviewed
 - Bryasan Mealy-Norris, Marketing & Communications Coordinator- DE Rural Broadband Program

Steps of Fiber Construction and Timeline

- Generally, assume six months from start of construction until first in home connections. Will continue to work until all who would like service are connected.
- Each area requires several steps before connections can be made:
 - Data collection (Firefly - NTS)
 - Design (Firefly - Conexon)
 - Make ready engineering
 - Make ready construction
 - Fiber construction (Firefly - S&N)
 - Splicing (Firefly - S&N)
 - Service extensions to homes (Firefly - S&N)
 - Final connection (Firefly)

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for June 15, 2022:

- *Minutes of June 1, 2022* – Caitlin Solis, Clerk to the Board
- *Sheriff's Office Firing Range Improvements Funding* – Tori Melton, Acting Finance Director
- *Pleasant Grove Park Light Poles/Fixtures Donation from UVA* – Tori Melton, Acting Finance Director
- *Accounts Payable Report for May 2022* – Tori Melton, Acting Finance Director
- *VDOT Smart Scale Round 5 Applications* – Douglas Miles, Community Development Director

MOTION:	Approve the consent agenda, for the June 15, 2022 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for May 2022, in the amount of \$2,063,805.70.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	5-0				

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 10:16pm, Supervisor Booker opened the second round of Public Comments. With no one wishing to speak, Supervisor Booker closed the second round of Public Comments at 10:16pm.

13 - CLOSED MEETING

MOTION:	At 10:16pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – County Administrator performance evaluation, Real Estate – Fork Union real estate acquisition, Prospective Industry – prospective business.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan

ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	At 10:52pm, 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.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, June 15, 2022 at 10:54pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 11-2022

A RESOLUTION SUPPORTING THE SUBMISSION OF SMART SCALE APPLICATIONS REQUESTING TRANSPORTATION FUNDING

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, June 15, 2022 in Palmyra, Virginia, the following action was taken:

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (Smart Scale) which established new criteria for the allocation of transportation funding for new projects within the state; and

WHEREAS, for the FY2024 application period this Board approved the following projects for submission:

- 1. Turkeysag Trail (Route 1015) at Route 53 Intersection (Roundabout improvements)
- 2. Troy Road (Route 631) at Route 15 Intersection (Intersection improvements)
- 3. Route 53 at Martins King Road (Route 618) Intersection (Intersection improvements)

WHEREAS, proposed improvements will be a benefit to the county in the areas of public safety, traffic flow, and economic development; and

WHEREAS, these projects, if approved, will be fully funded by the Virginia Department of Transportation; and

WHEREAS, a resolution of support from the Fluvanna County Board of Supervisors is recommended for application.

NOW, THEREFORE, BE IT RESOLVED that this Board hereby supports the Smart Scale applications submitted by county staff for the above mentioned projects.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 15th day of June 2022, by the following vote:

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

Adopted this 15th Day of June 2022
by the Fluvanna County Board of Supervisors

ATTEST:

Mozell Booker, Fork Union District Supervisor
Fluvanna County Board of Supervisors

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

TAB H

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Resolution Recognizing Joseph O'Connor– Eagle Scout				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “Recognizing Joseph O'Connor for Award of Eagle Scout Status.”				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	Joseph has completed all requirements and has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout Award.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Resolution Recognizing Joseph O'Connor for Award of Eagle Scout Status				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 13-2021

A RESOLUTION RECOGNIZING JOSEPH O'CONNOR AWARD OF EAGLE SCOUT STATUS

The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, July 6, 2022:

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

WHEREAS, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

WHEREAS, Joseph O'Connor has completed all the requirements for becoming an Eagle Scout; and

WHEREAS, Joseph has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

WHEREAS, Boy Scout Troop 154 convened an Eagle Scout Court of Honor on June 25, 2022 at 2:00 p.m. at Cunningham Methodist Church, Palmyra, Virginia; and

WHEREAS, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors joins Joseph's family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

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 6th day of July 2022, by the following vote:

SUPERVISORS	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						
Chris Fairchild, Cunningham District						

Attest:

John M. Sheridan, Chair
Board of Supervisors

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

TAB I

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	VDOT Secondary Road Acceptance - Village Oaks				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled "A Resolution to Take Streets in the Village Oaks Subdivision into the Secondary System of Highways in Fluvanna County, Virginia."				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Douglas Miles, Community Development Director				
RECOMMENDATION:	Adoption of the Resolution				
TIMING:	Routine				
DISCUSSION:	N/A				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:					
ENCLOSURES:	<ul style="list-style-type: none"> • Draft Resolution • VDOT Secondary Road Acceptance AM-4.3 – Village Oaks 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 12-2022

A Resolution to Take Streets in the Village Oaks Subdivision into the Secondary System of Highways in Fluvanna County, Virginia

At a regular meeting of the Board of Supervisors of Fluvanna County held at the Carysbrook Performing Arts Center at 5:00 PM on Wednesday, July 6, 2022, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

WHEREAS, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk's office of the Circuit Court of Fluvanna County; and

WHEREAS, the streets described in the Village Oaks Subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

NOW, THEREFORE BE IT RESOLVED, on this 6th day of July, 2022, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

BE IT YET FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

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 6th day of July, 2022:

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

Attest:

John M. Sheridan, Chair
Board of Supervisors
Fluvanna County, Virginia

In Fluvanna County

38345008

by Resolution of the governing body adopted July 06, 2022

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Village Oaks

Addition - New subdivision street §33.2-705

Rte Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1114	Park Drive	Rt1115, Village Oaks Boulevard	0.20Miles North to Rt1118, Pine Knot Drive	0.2	2	PB3,P329-3 31	62
1118	Pine Knot Drive	RT1113, Virginia Avenue	.10Miles South to ESM	0.1	2	PB3,P329-3 31	62

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Virginia Department of Emergency Management FY'24 E-911 PSAP Education Program grant award.				
MOTION(s):	<p>1) I move to authorize submission of the Virginia Department of Emergency Management (VDEM) FY'24 E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$4,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'24 E 9-1-1 in the amount of \$4,000 to revenue and expenditure accounts assigned by Finance.</p>				
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):	Strategic Initiative E1	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda X	Other
STAFF CONTACT(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
RECOMMENDATION:	Ratify and accept the Virginia Department of Emergency Management FY'24 E-911 PSAP Education Program grant.				
TIMING:	Routine.				
DISCUSSION:	<ul style="list-style-type: none"> Grant funds will be used for education/training that is specific to 9-1-1 public safety communications. Grant funds may include conferences and/or coursework. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> State grant award of \$4,000. This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff. Award period: July 1, 2023 to June 30, 2024. No additional match funding is required. No extensions are allowed. 				
POLICY IMPACT:	Training will enhance the skill set of the E-911 staff.				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY'13, FY'14, FY'15, FY'16, FY'17, FY'18, FY'19, FY'20, FY'21, FY'22, and FY'23				
ENCLOSURES:	- FY24 PEP Grant Application - Fluvanna				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Virginia Department of
Emergency Management

PSAP Education Program Grant Application

FY24



FY24 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM (PEP) APPLICATION

HOW TO APPLY/DEADLINE

A copy of the [PEP grant application](https://www.vaemergency.gov/911-geospatial/psc-9-1-1-services/psap-grant-program/) is available from VDEM's NGS website (<https://www.vaemergency.gov/911-geospatial/psc-9-1-1-services/psap-grant-program/>). Completed grant applications should be sent to the psapgrants@vdem.virginia.gov electronic mailbox, along with any supporting documentation. Upon submission, an email receipt notification will be sent to the email address listed on the application received. After the close of the PEP application cycle, a Grant ID will be assigned and sent to the email address listed on the application received.

All funding requests **must** be submitted using the PEP grant application. **The FY24 PEP application cycle begins on July 1, 2022 and ends on September 30, 2022 at 5:00 pm.**

Technical assistance is available from VDEM's Public Safety Communications and Regional Outreach staff throughout the grant process.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY
OR THE APPLICATION WILL BE CONSIDERED
INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION**

FY24 PEP GRANT APPLICATION

GRANT APPLICANT PROFILE/PROJECT CONTACT

☒ INDIVIDUAL PEP GRANT

☐ MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: Fluvanna County Sheriff's Office - 911

CONTACT TITLE: Director

CONTACT FIRST NAME: Michael

CONTACT LAST NAME: Grandstaff

ADDRESS 1: PO BOX 113

ADDRESS 2: 160 Commons Blvd

CITY: Palmyra

ZIP CODE: 22963

CONTACT EMAIL: MGrandstaff@fluvannasheriff.com

CONTACT PHONE NUMBER: 4345912005

CONTACT MOBILE NUMBER: 4343050744

CONTACT FAX NUMBER: [Click here to enter text](#)

REGIONAL COORDINATOR: Michael Gobble

FINANCIAL DATA

AMOUNT REQUESTED: \$ 4,000

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, certification, and/or per diem (if applicable) for all anticipated participating personnel.)

HOST PSAP AND PARTICIPATING PSAPS (if a multi-jurisdictional PEP application)

STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP application is to send PSAP and or GIS personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:

☐ Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

☒ Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 5

NUMBER OF DAYS ATTENDING: 3

☒ Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 5

NUMBER OF DAYS ATTENDING: 3

☒ **By checking this box, the applicant acknowledges that the education/training is specific to 9-1-1 and/or GIS and it will benefit the employees and/or PSAP by using the funds to take advantage of opportunities to foster and enhance consistent knowledge and awareness of current and advancing 9-1-1 and GIS public safety communications standards, issues, procedures, practices, technologies and other relevant matters.**

OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a multi-jurisdictional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)

☐ **EDUCATION/TRAINING TITLE/EVENT:** Click here to enter text

DATES: Click here to enter text

LOCATION: Click here to enter text

ESTIMATED NUMBER OF PERSONNEL ATTENDING:

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:

PER DIEM REQUESTED (allowable meals only):

☐ **ONLINE TRAINING OPPORTUNITIES**

☐ **SUBSCRIPTION BASED TRAINING OPPORTUNITIES**

COMPREHENSIVE PROJECT DESCRIPTION

Describe how the education/training is 9-1-1 and/or GIS specific and how it will benefit the employees and/or PSAP.

Click here to enter text

EVALUATION

Describe the evaluation process to determine if participation in this 9-1-1/GIS education/training benefited the employees and/or PSAP.

Click here to enter text



Capital Reserve Maintenance Fund Request

TAB K

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$23,910.00** for the purpose(s) of:
purchasing emergency mobile radio units for our schools and departments that are linked in directly with the Sheriffs Office and Dispatch.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 06/17/2022
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY23
Reserve Fund Purpose Category: Non-recurring project		

Description of Project/Repair	Qty	Unit Price	Total Price
APX 900 Emergency Radios for FCPS Schools and Departments	10	\$2,391.00	\$23,910.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$23,910.00**

Description and justification for proposed use.

FCPS currently has three emergency mobile radios that are linked in directly with the Sheriffs Office and Dispatch. We would like to have a mobile radio at each school and department for use during situations should they arise.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 06/17/2022
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 12:04:21 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 12:04:27 -04'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

TAB L

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$63,100.00** for the purpose(s) of:
repairing the FCHS Tennis Courts.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 06/09/2022	
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY23	
Reserve Fund Purpose Category: Repair required due to weather-related events			
Description of Project/Repair	Qty	Unit Price	Total Price
Repair FCHS Tennis Courts	1	\$63,100.00	\$63,100.00
			\$0.00
			\$0.00
			\$0.00
Total Request:			\$63,100.00

Description and justification for proposed use.

See attachments.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 06/09/2022
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 11:53:12 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 11:53:18 -04'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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FCHS Tennis Courts

What year did we do a resurface on Tennis Courts? 2017

Who did the work?

American Tennis Courts

Does their work have any type of warranty?

No

When did we notice the updated cracks?

Spring season, 2022

Proposals:

Cooperative contract

Warranty:

TBD

TENNIS COURTS, INC.
 APRIL 26, 2022
 FLUORINAC COUNTY HIGH SCHOOL
 1516 THOMAS HENDERSON DRIVE
 FAIRMONT, VA 22603
 ATTN: SCOTT MORRIS smorris@tennisinc.com

P.O. Box 297, Aylett, Virginia 23009 Office (804) 769-3208
 400 WHITEHED ROAD, CHARLOTTESVILLE, VIRGINIA 22903
 CONTRACT SUBJECT: Goods & Services for Court Construction
 Repairs, Tennis and Pickleball
 CONTRACT NUMBER: UN231025
 CONTRACT PERIOD: March 28, 2022 through March 28, 2023

UNIVERSITY OF VIRGINIA
 PROCUREMENT & SUPPLIER DIVERSITY SERVICES
 400 WHITEHED ROAD, CHARLOTTESVILLE, VIRGINIA 22903
 VENDOR: TENNIS COURTS, INC.
 CONTRACT SUBJECT: Goods & Services for Court Construction
 Repairs, Tennis and Pickleball
 CONTRACT NUMBER: UN231025
 CONTRACT PERIOD: March 28, 2022 through March 28, 2023

ITEM	DESCRIPTION: PRESSURE WASH, RITEWAY CRACK REPAIR, PATCHING, COLOR	QTY	UNIT	UNIT COST	TOTAL COST
A. LINES ON SIX (6) TENNIS COURTS					
PREPARATION:					
1.	Pressure wash courts as needed:	4160	SF	\$0.98	4076.80
2.	Clean and fill cracks with industry standard acrylic crack filler - 1/2" wide by up to 3" deep:	240	LF	\$5.59	1341.60
3.	Pre-fill cleaned cracks approx. 1" or wider cracks with concrete:		LF	\$6.32	
4.	Apply one layer of 12" or 18" fiberglass membrane to shatter or hairline cracking and apply 2 coats of acrylic resurfacer to membrane:		LF	\$5.63	
5.	Apply flexible crack repair membrane system (ie: RiteWay) to filled cracks:	240	LF	\$11.49	2757.60
6.	Remove existing crack repair membrane as needed:		LF	\$4.72	
7.	Apply one layer of fiberglass membrane and two coats of acrylic resurfacer to the entire court area:		SF	\$15.85	
8.	Apply two layers of fiberglass membrane and two coats of acrylic resurfacer to the entire court area:		SF	\$18.19	
9.	Grind surface and apply one layer of fabric membrane overlay and apply two coats of acrylic resurfacer:		SF	\$23.61	
10.	Grind surface and apply two layers of fabric membrane overlay and apply two coats of acrylic resurfacer:		LF	\$78.00	
11.	Humps or ruts: remove fill with asphalt or concrete and patch with acrylic patch binder:		LF	\$108.00	
12.	Flood and patch standing water not in USTA - ASBA tolerance:	34	SF	\$30.00	1022.04
13.	Daily labor rate for two men crew for miscellaneous items:	2	DAY	\$2,187.00	4374.00
B. APPLICATION OF ACRYLIC COATINGS AND PLAYING LINES:					
1.	Apply one coat of acrylic resurfacer (existing courts or new asphalt):	4160	SF	\$2.58	10726.40
2.	Apply two coats of acrylic resurfacer (existing courts or new asphalt):	4160	SF	\$4.86	20217.60
3.	Apply two coats of acrylic color (includes two standard colors per court onto existing courts or new asphalt. Additional Add for Special Order Colors)	4160	SF	\$5.48	22796.80
4.	Apply three coats of acrylic color (includes two standard colors per court onto existing courts or new asphalt. Additional Add for Special Order Colors)		SF	\$7.79	
5.	Prepare and apply complete coating system onto new post tensioned concrete:		SF	\$35.86	
6.	Apply one line printing coat and two textured line paint coats for tennis court playing lines:	6	CRT	\$680.00	4080.00
7.	Apply one line printing coat and two textured line paint coats for pickleball playing lines:		CRT	\$495.00	
8.	Apply one line printing coat and two textured line paint coats for basketball playing lines:		CRT	\$575.00	
9.	Apply one line printing coat and two textured line paint coats for two basketball three point lines:		CRT	\$175.00	
10.	Apply one line printing coat and two textured line paint coats for Quickstart playing lines:		CRT	\$175.00	
11.	Miscellaneous Games (shuffletboard, volleyball, etc.) Playing lines:		CRT	\$175.00	

AMERICAN TENNIS COURTS ASSOCIATION

TENNIS COURTS, INC.
 APRIL 26, 2022
 FLUORINAC COUNTY HIGH SCHOOL
 1516 THOMAS HENDERSON DRIVE
 FAIRMONT, VA 22603
 ATTN: SCOTT MORRIS smorris@tennisinc.com

P.O. Box 297, Aylett, Virginia 23009 Office (804) 769-3208
 400 WHITEHED ROAD, CHARLOTTESVILLE, VIRGINIA 22903
 CONTRACT SUBJECT: Goods & Services for Court Construction
 Repairs, Tennis and Pickleball
 CONTRACT NUMBER: UN231025
 CONTRACT PERIOD: March 28, 2022 through March 28, 2023

UNIVERSITY OF VIRGINIA
 PROCUREMENT & SUPPLIER DIVERSITY SERVICES
 400 WHITEHED ROAD, CHARLOTTESVILLE, VIRGINIA 22903
 VENDOR: TENNIS COURTS, INC.
 CONTRACT SUBJECT: Goods & Services for Court Construction
 Repairs, Tennis and Pickleball
 CONTRACT NUMBER: UN231025
 CONTRACT PERIOD: March 28, 2022 through March 28, 2023

ITEM	DESCRIPTION: PRESSURE WASH, RITEWAY CRACK REPAIR, PATCHING, COLOR	QTY	UNIT	UNIT COST	TOTAL COST
C. RECONSTRUCTION OR CONSTRUCTION:					
1.	Remove and dispose of existing tennis or pickleball net post footers and center anchors and replace with new:		SET	\$7,946.00	
2.	Remove existing tennis or pickleball center strap anchor and concrete footer:		EACH	\$864.00	
3.	Remove existing tennis or pickleball net post foundations with PVC sleeves:		SET	\$3,712.00	
4.	F and I new tennis or pickleball center strap anchor and concrete footer:		EACH	\$672.00	
5.	F and I new tennis or pickleball net post foundations with PVC sleeves:		EACH	\$3,378.00	
6.	Remove and dispose of existing basketball goal and footing:		EACH	\$3,000.00	
7.	F and I Double 5-10" OD Gooseneck with 10' Overhang, Custom 22" x 42" Clear Acrylic Backboard, Pressure Flex Breakaway Goal II and Nylon Net:		EACH	\$7,893.00	
8.	F and I new angled 2" OD gooseneck galvanized pole with 4' overhang and aluminum fan shaped backboard basketball goal system:		EACH	\$9,031.00	
9.	Mill in place existing asphalt and stone base and pave with virgin mix asphalt:		SF	\$71.40	
10.	Mill in place existing asphalt and stone base, stabilize with cement and pave with virgin mix asphalt:		SF	\$75.60	
11.	Install post-tensioned concrete overlay system onto existing asphalt:		SF	\$180.00	
12.	New construction - asphalt: install 6" base stone and 3" virgin mix asphalt onto a finished sub-base (Cost for the sub-base to be provided and determined on a project by project basis by owner and contractor):		SF	\$55.52	
13.	New construction - Asphalt: install 6" base stone and 3.5" virgin mix asphalt onto a finished sub-base (Cost for the sub-base to be provided and determined on a project basis by owner and contractor):		SF	\$64.10	
14.	New construction - Post - Tensioned Concrete System: Install complete system onto a finished sub-base (Cost for the sub-base to be provided and determined on a project basis by owner and contractor):		SF	\$196.35	
15.	10' Tall black vinyl fence system with top rail and bottom tension wire:		LF	\$85.00	
16.	12' Tall black vinyl fence system with top rail, mid rail and bottom rail:		LF	\$110.00	
17.	Stave-over 10' Tall black vinyl fence system with top rail and bottom tension wire:		LF	\$68.00	
18.	Stave-over 10' Tall black vinyl fence system with top, middle and bottom rail:		LF	\$93.00	
19.	4' Tall black vinyl fence system with top rail and bottom tension wire:		LF	\$50.00	
20.	6' Tall black vinyl fence system with top rail and bottom tension wire:		LF	\$63.00	
9. Equipment:					
1.	One tournament caliber tennis net with center strap:		CRT	\$203.24	
2.	One set of Tournament caliber tennis net posts with internal wind system:		CRT	\$259.61	
3.	One center strap:		CRT	\$54.64	
4.	One set of pickleball / 10' & under tennis net:		CRT	\$191.37	
5.	One set of pickleball / 10' & under net posts with internal wind system:		CRT	\$312.39	
6.	36 foot (6') black windscreen - Prebuilt:		LF	\$6.25	
7.	New foot (F) black windscreen - Prebuilt:		LF	\$6.25	
8.	Professional series hitting 10' x 20' - practice wall:		UNIT	\$9,813.00	
9.	Shipping and handling fees will be based on equipment item(s) ordered:		Call for Price		
ADD					
ADD					
					TOTAL \$63,066.44

ACCEPTED BY: _____ DATE: _____

P.O. # _____

TENNIS COURTS, INC.
 HERBERT B. OSBURN, CTCB
 PRESIDENT

AMERICAN TENNIS COURTS ASSOCIATION

Pictures:













Capital Reserve Maintenance Fund Request

TAB M

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$5,963.00 for the purpose(s) of:
Fluvanna County District Court Microphone System Replacement..

Section 1 - REQUEST

Requesting Department/Agency Public Works PW22-010	Dept/Agency Contact Dale Critzer	Date of Request 06/22/2022
Phone (434) 591-1925	Fax (434) 591-1924	Fiscal Year FY22

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
Fluvanna County District Court Microphone System Replacement	1	\$4,963.00	\$4,963.00
Contingency For Unforeseen Issues	1	\$1,000.00	\$1,000.00
			\$0.00
			\$0.00

Total Request: **\$5,963.00**

Description and justification for proposed use.

The microphone system for the District Court has over the past several years has become a riddled with repair issues such as sound quality or no sound at all and will need to be replaced .

Department/Agency Head Name Assistant Director of Public Works	Signature Dale Critzer <small>Digitally signed by Dale Critzer Date: 2022.06.22 10:54:10 -04'00'</small>	Date 06/22/2022
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 11:48:18 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2022.06.24 11:48:26 -04'00'</small>	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB N

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	Temporary Staff Stipend for Additional Duties – Tanner				
MOTION(s):	I move the Board of Supervisors approve a temporary stipend for Anthony Tanner, Equipment and Fleet Maintenance Technician, at the rate of \$75 per week, retroactive to June 13, 2022, while serving as the Acting Grounds Maintenance Supervisor, with such funds to come from the FY23 personnel contingency budget.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator and Donna Snow, Human Resources Manager				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Effective June 13, 2022				
DISCUSSION:	Mr. Tanner will be serving as Acting Grounds Maintenance Supervisor, while the current supervisor is out on approved leave. Filling this role carries additional workload and supervisory responsibility. In addition to these additional responsibilities, Mr. Tanner has continued with regular Equipment and Fleet Maintenance Technician job tasks. I am recommending approval of a \$75 stipend per week to compensate him for the extra responsibilities. The temporary stipend will be in effect for approximately 3 months in total.				
FISCAL IMPACT:	\$75 stipend per week will come from FY23 personnel contingency budget.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	COAD

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB O

MEETING DATE:	July 6, 2022														
AGENDA TITLE:	Tyler Technologies Software as a Service (SaaS) Agreement Amendment #3														
MOTION(s):	I move the Board of Supervisors approve the “3rd Amendment To Software As A Service Agreement To Extend Term” between Fluvanna County and Tyler Technologies (MUNIS), for the purpose of continuing Software as a Service (SaaS) for both Fluvanna County and Fluvanna County Public Schools MUNIS system support, at a cost of \$916,110 for the period July 1, 2022 through June 30, 2027, and authorize the County Administrator to execute the amendment, subject to approval as to form by the County Attorney.														
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):												
		X													
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other										
				X											
STAFF CONTACT(S):	Donna Allen, Purchasing Officer and Eric Dahl, County Administrator														
PRESENTER(S):	Eric Dahl, County Administrator														
RECOMMENDATION:	Approve														
TIMING:	Effective July 1, 2022														
DISCUSSION:	<p>This 3rd Amendment to the Software as a Service (SaaS) agreement continues Tyler Technologies system support and hosting services for our MUNIS system (including Fluvanna County Public Schools), which shall be for five (5) years beginning July 1, 2022 through June 30, 2027. There is a 3% cost increase each year.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Year 1 (2022-2023)</td> <td style="padding: 2px; text-align: right;">\$172,554.00</td> </tr> <tr> <td style="padding: 2px;">Year 2 (2023-2024)</td> <td style="padding: 2px; text-align: right;">\$177,730.00</td> </tr> <tr> <td style="padding: 2px;">Year 3 (2024-2025)</td> <td style="padding: 2px; text-align: right;">\$183,062.00</td> </tr> <tr> <td style="padding: 2px;">Year 4 (2025-2026)</td> <td style="padding: 2px; text-align: right;">\$188,554.00</td> </tr> <tr> <td style="padding: 2px;">Year 5 (2026-2027)</td> <td style="padding: 2px; text-align: right;">\$194,210.00</td> </tr> </table>					Year 1 (2022-2023)	\$172,554.00	Year 2 (2023-2024)	\$177,730.00	Year 3 (2024-2025)	\$183,062.00	Year 4 (2025-2026)	\$188,554.00	Year 5 (2026-2027)	\$194,210.00
Year 1 (2022-2023)	\$172,554.00														
Year 2 (2023-2024)	\$177,730.00														
Year 3 (2024-2025)	\$183,062.00														
Year 4 (2025-2026)	\$188,554.00														
Year 5 (2026-2027)	\$194,210.00														
FISCAL IMPACT:	No additional funding is required, the contract amount of \$172,554 for the contract term starting July 1, 2022 has been budgeted for in the FY23 Information Technology (IT) budget.														
POLICY IMPACT:	N/A														
LEGISLATIVE HISTORY:	N/A														
ENCLOSURES:	<ul style="list-style-type: none"> Tyler Technologies Software as a Service (SaaS) Agreement Amendment #3 														
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other										

	X	X	X		X
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3RD AMENDMENT TO SOFTWARE AS A SERVICE AGREEMENT TO EXTEND TERM

This 3rd Amendment (“3rd Amendment”) to Software as a Service Agreement is made this _____ day of _____ 2022 (the “Amendment Effective Date”) by and between Tyler Technologies, Inc., with offices at 1 Tyler Drive, Yarmouth, Maine 04096, a Delaware corporation authorized to transact business in Virginia (“Tyler” or “Contractor”) and Fluvanna County, a political subdivision of the Commonwealth of Virginia, with offices at 132 Main Street, Palmyra, Virginia 22963 (“Client” or “County”). The County and the Contractor are referred to herein as the “Parties”, or each as a “Party”.

WHEREAS, Tyler and the County are Parties to an agreement dated June 9, 2010 (the “Original Agreement”), heretofore amended by the Addendum and Amendment dated May 22, 2014 (the “1st Amendment”) and that Addendum and Amendment dated December 21, 2016 (the “2nd Amendment”) (collectively the Original Agreement, as amended the 1st Amendment, 2nd Amendment and this 3rd Amendment is referred to herein as the “Agreement”);

WHEREAS, per the 2nd Amendment County and Tyler added certain hosting services and extended the term of the Agreement through July 1, 2020;

WHEREAS, the Parties agree that the Agreement was renewed and extended through July 1, 2022, and wish to further extend the Term of the Agreement and make other modifications to the Agreement as specifically set forth herein;

WHEREAS, the Parties wish to modify and amend the Agreement as laid out herein and further wish to formalize their agreement in writing with this 3rd Amendment;

THEREFORE, for good and valuable consideration, the sufficiency of which is acknowledged by each of the Parties, the Parties hereby agree as follows:

1. **PURPOSE:** The County wishes to renew the Term of the Agreement for existing services and Tyler wishes to continue providing the existing services for the renewal as more specifically set forth in Section 4 below. The Parties are entering into this 3rd Amendment to modify certain provisions of the Agreement as specifically set forth in this 3rd Amendment, including without limitation, extending the Term of the Agreement.

2. **FREEDOM OF INFORMATION ACT:** Tyler understands and acknowledges that this 3rd Amendment and all exhibits hereto, are NOT proprietary or confidential information. The 3rd Amendment, including all exhibits and attachments thereto, the Agreement, as amended, and all exhibits and attachments thereto are not confidential; and are each subject to the Virginia Freedom of Information Act and may be disclosed by the County, subject to Section E (18) of the Agreement. Section E (18) of the Agreement means as such provision was modified by that 1st Amendment and that 2nd Amendment (including specific reference to the 2nd Amendment, Exhibit D, Section 21).

3. **INVOICING AND TERM:** Tyler shall continue to provide all those services, hosting, software, and other labor, assistance, support, and other items pursuant to the terms of the Agreement for the Term as amended hereby. The Term of the Agreement, as previously amended, shall be extended until July 1, 2022; and shall be subject to annual renewals at the County’s option for five (5) additional renewal years through a final annual renewal term ending at 11:59:59 p.m. EST on June 30, 2027. “Term” as used herein includes the term of this Agreement, as amended, with all renewals. Such renewals shall be automatic unless the County notifies Tyler at least sixty (60) days prior to the annual renewal of its intention not to renew for that renewal year. The County may elect not to renew all or any portion of the services. If any portion of the service is not renewed, then the fee for that service shall no longer be charged by Tyler to the County and the County shall have no obligations to pay for any fees related to such services not renewed. See also the provisions of the Agreement and exhibits thereto related to termination by the County which are also applicable to this 3rd Amendment

a. As set forth in this 3rd Amendment, the fee for those existing services of any kind under the Agreement during the Term are:

SaaS Fees. The annual SaaS Fees (including specifically but without limitation “Hosting fees” as defined in the 2nd Amendment and referred to as SaaS Fees in the Munis Investment Summary of Exhibit A attached to the 2nd Amendment) for the existing services, as set forth in that Sales Quotation (the “Renewal

Quote”) attached hereto as **Exhibit 1**, for the five (5) additional renewal years, commencing on July 1, 2022 and ending on June 30, 2027, are as follows:

Year 1 (2022-2023)	\$172,554.00
Year 2 (2023-2024)	\$177,730.00
Year 3 (2024-2025)	\$183,062.00
Year 4 (2025-2026)	\$188,554.00
Year 5 (2026-2027)	\$194,210.00

Said SaaS Fees are to be paid in quarterly installments within 45 days of invoice as more specifically described in the Agreement. Thereafter, the annual SaaS Fees for the existing services shall be at Tyler’s then-current rates. All prior payments made by the County shall be applied as applicable and appropriate by Tyler.

4. **OTHER TERMS:** The Original Agreement, is further modified as follows: the County’s General Terms, Conditions and Instructions to Bidders and Contractors which were modified based on Tyler requests and attached as Exhibit D to the 2nd Amendment, apply to the Agreement and this 3rd Amendment. The County is a tax-exempt entity, and (a) tax-exempt certificate will be provided upon request. Whenever possible the terms of this 3rd Amendment, Attachment 1, the Agreement, and the Renewal Quote shall be read together. However, if the terms of this 3rd Amendment, and any exhibit hereto conflict, the following shall control in this order (with #1 being the document that controls over all others, and so on): (1) the 3rd Amendment; (2) the Renewal Quote; and (3) the Agreement. The headings of the sections of this 3rd Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number may extend and be applied to one person or thing, as well as to several persons or things. This 3rd Amendment may be executed in duplicate originals, any of which shall be equally authentic. Except as specifically modified hereby, this 3rd Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized Parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

Fluvanna County

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

Fluvanna County Attorney

EXHIBITS:

Exhibit 1- Renewal Quote

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB P

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	FY22 Aid to Localities Funding – Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$8,984.00 to the FY22 State Fire Program’s Aid to Localities pass-through funding.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Management Analyst/Acting Finance Director				
PRESENTER(S):	Tori Melton, Management Analyst/Acting Finance Director				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective June 17, 2022				
DISCUSSION:	<ul style="list-style-type: none"> Each locality in the Commonwealth receives annual funding to be passed on to the Fire Departments. Aid to Localities funding is a formula based allocation. So the amount allocated is different each year. The Commonwealth sends this funding to the County as a direct pass through to the Fire Departments. For FY22, the funding amount is \$103,984 which is \$8,984 over the budgeted amount of \$95,000. 				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

TAB Q

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	FY22 Voluntary Contributions				
MOTION(s):	I move the Board of Supervisors approve the following supplemental appropriations for FY22 Voluntary Contributions Program: 1. \$5,250.00 – Transfer to the Parks & Recreation FY23 Budget				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Management Analyst/Acting Finance Director				
PRESENTER(S):	Tori Melton, Management Analyst/Acting Finance Director				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	June 30, 2022				
DISCUSSION:	<p>The Board of Supervisors approved the “Fluvanna County Voluntary Contributions Program Policy” on August 7th, 2013, with the program to become effective September 1st, 2013.</p> <p>The Voluntary Contributions Program has 100% of your contribution going to the department/agency selected – The money donated goes to directly support the area selected after it is appropriated by the Board of Supervisors.</p> <p>Contributions can be designated for any one of the six department/agencies noted below.</p> <p>(1) County Government General Fund (2) Fluvanna County Public Schools (FCPS) (3) Parks and Recreation Department (4) Social Services Special Welfare Fund (5) Sheriff’s Department (6) County Library</p>				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the revenue to the specific donation general ledger account and expenditures as indicated above.				
POLICY IMPACT:	N/A				

LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB R

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	SUP 22:01 Johnston & Co LLC				
MOTION(s):	I move that the Board of Supervisors (approve/deny/defer) SUP 22: 01 Johnston & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Douglas Miles, Community Development Director				
PRESENTER(S):	Douglas Miles, Community Development Director				
RECOMMENDATION:	At its meeting on May 10, 2021, the Planning Commission recommended approval of SUP 22:01 Johnston & Co LLC (4-0); Mr. Zimmer he moved to recommend Approval and Mrs. Murray-Key seconded. AYES: Bibb, Zimmer, Lagomarsino and Murray-Key.				
TIMING:	Normal Public Hearing review process				
POLICY IMPACT:	Regarding SUP 22:01 Johnston & Co LLC, the Board of Supervisors may: <ul style="list-style-type: none"> Approve this request, allowing the land use to be constructed; OR Defer this request and make a final decision at a later Board meeting date. 				
LEGISLATIVE HISTORY:	Review of a proposed Special Use Permit in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. The Planning Commission reviewed this SUP case request on May 10, 2022 through the Public Hearing review process. The Board of Supervisors reviewed this request through the Public Hearing process, and Closed the Public Hearing and they deferred this zoning case onto July 6, 2022.				
ENCLOSURES:	<ul style="list-style-type: none"> Johnston & Co LLC Staff Report Applicant's Deferral letter. 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Fluvanna County Board of Supervisors
Mike Sheridan, Chair
c/o Clerk to the Board
PO Box 540
132 Main Street
Palmyra, Va 22963

Email: csolis@fluvannacounty.org

(sent via e-mail)

RE: DATE SPECIFIC DEFERRAL REQUEST FOR SUP22:01 | August 17, 2022 Requested

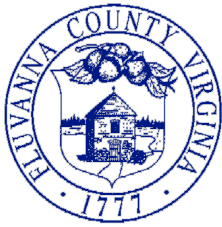
Dear Mr. Sheridan,

On June 15, 2022 the Fluvanna County Board of Supervisors held a public hearing on SUP22:01 and deferred voting on that item until a later meeting. As the applicant for SUP22:01, I respectfully request the Board defer consideration of that request until the August 17, 2022 Board meeting.

Regards,

A handwritten signature in black ink, appearing to read 'Cory Johnston', with a stylized flourish at the end.

Cory J. Johnston
498 Cunningham Meadows Dr.
Pamyra, VA 22963



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2022-07-06 p.119/186
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: Contractor's Storage Yard

From: Douglas Miles, AICP, CZA
District: Cunningham Election District

General Information: This Special Use Permit (SUP) request Public Hearing was closed on June 15, 2022 and action was deferred at that meeting to the Board of Supervisors meeting on July 6, 2022.

Owner/Applicant: Johnston & Co LLC / Cory Johnston, Owner

Note: The applicant has requested that this request be deferred to the August 17, 2022 Board of Supervisors meeting to allow for the additional time needed to work with the surrounding land owners.

Representative: Shimp Engineering / Justin Shimp, PE

Requested Action: **SUP 22:01 Johnston & Co LLC** – A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2. The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

Existing Zoning: A-1, General Agricultural Zoning District

Proposed Zoning: B-1, General Business Zoning District

Existing Land Use: Vacant

Applicant Summary:

The applicant owns an electrical contracting company and is seeking to establish a contractor's storage yard, to operate his electrical contracting business on-site with a proposed 1,000 square feet of office space for his business and potentially another office space tenant. The applicant plans to construct approximately 60,000 square feet of self-storage space on the premises. The site design proposes the required landscaping along the Route 53 frontage and along the adjacent properties that are zoned R-4, Lake Monticello to the rear and A-1, General Agricultural to north of the site to provide the required landscaped buffer area for this proposed, commercial land use.

Transportation Planning:

The applicant proposes a full access entrance onto Route 53 that has been reviewed by VDOT for the proposed B-1 land uses of self-storage facilities, an office building and then a specialty trade contractor under the ITE Trip Generation, 10th edition manual. The new vehicle trips generated by the applicant's proposed uses would not be a significant impact on a major corridor like Route 53 that experiences an average daily volume of 4,900 trips. The proposed site is located adjacent to one of the commercial shopping center areas on Turkeysag Trail at the Falcon Hills gate into the Lake Monticello development at its intersection with Thomas Jefferson Parkway (Route 53).

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 neo-traditional developments that are all interconnected with surrounding commercial development.

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 land 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 will involve an electrical contractor operating his business from this location and it is located in a commercial area along with the proper storage building space for his equipment.

This proposed use will provide the proper transition between the commercial shopping center and the surrounding residential homes and a remaining agricultural parcel located to the north. County Staff has worked with the applicant and his engineering consultant to further restrict the *contractor's storage yard* land use request to be more of a Contractor's storage use through the recommended Special Use Permit conditions relative to outside storage and overall site design.

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 case applicant has been searching for a proper business location and he also wanted to own the space where he is storing his contractor supplies and maintaining an office to perform paperwork and scheduling of the electrical contracting work to be performed in Palmyra and within the region.

The recommended Special Use Permit conditions relative to outside storage and the overall site design along with the Zoning Ordinance requirements relative to site landscaping and screening will properly buffer and screen the self-storage facility and contractor's storage yard from the adjacent properties. The Fluvanna County Zoning Ordinance does not require that B-1 land uses be buffered and screened from one another along common property lines as is done between both A-1 and R-4 zoned properties. The applicant he has added a proffered condition that will address the front façade along the Route 53 corridor to be aesthetically pleasing with brick or stone work. County staff believes that the applicant has addressed the community's design concerns that were expressed during the May 10th Planning Commission Public Hearing for his proposed business.

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 this portion of Fluvanna County and traffic generation issues have been analyzed by the applicant's engineering consultant. The proposed land uses will be generally screened from view and it will allow for an existing business owner to have his own contracting office and enclosed contractor storage areas.

The Board of Supervisors should take into consideration there are some additional B-1 by right land uses that could be constructed on the subject property other than what the case applicant has indicated that he will construct there for his business use and offering up the self-storage space. The slender parcel geometry does further restrict some of the additional B-1 by right land uses and those would include much higher water users such as car washes, hospitals and hotel uses.

The Planning Commission and Planning Staff recommend these Special Use Permit conditions and the **Bold** text has also been added relative to the applicant's own changes since the Planning Commission meeting. **ZMP 22:02 Johnston & Co LLC was approved by the Board of Supervisors with proffered conditions on June 15, 2022, the subject property is zoned B-1:**

1. **The administrative site development plans shall be in substantial conformance with the Johnston & Co. Self-Storage Rezoning / Special Use Permit Concept Plan, prepared by Shimp Engineering and last revised on May 23, 2022.**
2. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, it shall be submitted for administrative approval.
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.
8. **No outside storage of heavy equipment for earthwork operations affiliated with a contractor's storage yard will be permitted; this does not preclude storage of heavy equipment for earthwork operations during construction activities on the property.**

Suggested Motion:

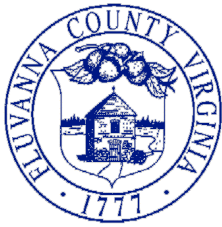
I move the Board of Supervisors (approve/deny/Defer to the August 17, 2022 regular meeting) SUP 22:01 Johnston & Co LLC, a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report.

Attachments:

Application
Adjacent Property Owner Letter
Applicant's Conceptual Plan
Applicant's Deferral Request Letter

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

MEETING DATE:	June 15, 2022				
AGENDA TITLE:	SUP 22:01 Johnson & Co LLC				
MOTION(s):	I move that the Board of Supervisors (Approve/deny/defer) SUP 22: 01 Johnson & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Douglas Miles, Community Development Director				
PRESENTER(S):	Douglas Miles, Community Development Director				
RECOMMENDATION:	At its meeting on May 10, 2021, the Planning Commission recommended Approval of SUP 22:01 Johnson & Co LLC (4-0); Mr. Zimmer he moved to recommend Approval and Mrs. Murray-Key seconded. AYES: Bibb, Johnson, Lagomarsino and Murray-Key.				
TIMING:	Normal Public Hearing review process				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Regarding SUP 22:01 Johnson & Co LLC, the Board of Supervisors may: <ul style="list-style-type: none"> Approve this request, allowing the land uses to be constructed; OR Deny this request, preventing the land uses from being constructed; OR Defer this request and make a final decision at a later Board meeting date. 				
LEGISLATIVE HISTORY:	Review of a proposed Special Use Permit in accordance with Chapter 22, Article 20 of the Fluvanna County Code Zoning Ordinance. The Planning Commission reviewed this SUP case request on May 10, 2022 through the Public Hearing review process.				
ENCLOSURES:	Johnson & Co LLC Staff Report with recommended conditions				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



COUNTY OF FLUVANNA

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BOS2022-07-06 p.124/186
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BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors
Request: Contractor's Storage Yard

From: Douglas Miles, AICP, CZA
District: Cunningham Election District

General Information: This Special Use Permit (SUP) request is to be heard by the Board of Supervisors on Wednesday, June 15, 2022 at 7:00 pm in the Fluvanna County Library meeting room.

Owner/Applicant: Johnson & Company LLC / Cory Johnson, Owner

Representative: Shimp Engineering / Justin Shimp, PE

Requested Action: **SUP 22:01 Johnston & Co LLC** – A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2. The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

Existing Zoning: A-1, General Agricultural Zoning District

Proposed Zoning: B-1, General Business Zoning District

Existing Land Use: Vacant

Neighborhood Meeting:

A virtual neighborhood meeting was held back on March 24, 2022 at 6:00 pm by the applicant's consultant, with the applicant and Community Development Director online with no comments provided by adjacent property owners. Subsequently, the adjacent property owner of Food Lion grocery store and tenant spaces contacted us relative to his existing retaining wall and the outside contractor storage requirements. The applicant has stated he will not adversely affect the Food Lion retaining wall and he does not plan on having any outside storage since his electrical service business will utilize the proposed storage buildings and there will be office space at the front of the complex. Shimp Engineering has provided additional information to the adjacent land owner.

The applicant owns an electrical contracting company and is seeking to establish a contractor's storage yard, to operate his electrical contracting business on-site with a proposed 1,000 square feet of office space for his business and potentially another office space tenant. The applicant

plans to construct approximately 60,000 square feet of self-storage space on the premises. The site design proposes the required landscaping along the Route 53 frontage and along the adjacent properties that are zoned R-4, Lake Monticello to the rear and A-1, General Agricultural to north of the site to provide the required landscaped buffer area for this proposed, commercial land use.

Transportation Planning:

The applicant proposes a full access entrance onto Route 53 that has been reviewed by VDOT for the proposed B-1 land uses of self-storage facilities, an office building and then a specialty trade contractor under the ITE Trip Generation, 10th edition manual. The new vehicle trips generated by the applicant's proposed uses would not be a significant impact on a major corridor like Route 53 that experiences an average daily volume of 4,900 trips. The proposed site is located adjacent to one of the commercial shopping center areas on Turkeysag Trail at the Falcon Hills gate into the Lake Monticello development at its intersection with Thomas Jefferson Parkway (Route 53).

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 neo-traditional developments that are all interconnected with surrounding commercial development.

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 land 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 will involve an electrical contractor operating his business from this location and it is located in a commercial area along with the proper storage building space for his equipment.

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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 case applicant has been searching for a proper business location and he also wanted to own the space where he is storing his contractor supplies and maintaining an office to perform paperwork and scheduling of the electrical contracting work to be performed in Palmyra and within the region.

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Conclusion:

When reviewing this conditional rezoning application, the Planning Commission should take into consideration any potential adverse impacts that the development may have on this portion of Fluvanna County and traffic generation issues have been analyzed by the applicant's engineering consultant. The proposed land uses will be generally screened from view and it will allow for an existing business owner to have his own contracting office and enclosed contractor storage areas.

The Planning Commission should take into consideration that there are additional B-1 by right land uses that could be constructed on the subject property other than what the case applicant has indicated that he will construct there for his business use and offering up self-storage space areas. The slender parcel geometry does further restrict some of the additional B-1 by right land uses and those would include much higher water users such as car washes, hospitals and hotel uses.

The Planning Commission and Planning Staff recommends these Special Use Permit conditions and the **Bold** text has been added relative to the applicant's changes since the Planning Commission's meeting:

1. The administrative site development plans shall be in substantial conformance with the **Johnson & Co. Self-Storage Rezoning / Special Use Permit Concept Plan, prepared by Shimp Engineering and last revised on May 23, 2022.**
2. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, it shall be submitted for administrative approval.
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6. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
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Suggested Motion:

I move that the Board of Supervisors (Approve/deny/defer) SUP 22: 01 Johnson & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report.

Attachments:

Application
Adjacent Property Owner Letter
Applicant's Conceptual Plan



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MEMORANDUM

Date: June 2, 2022
From: Valencia Porter
To: Douglas Miles
Subject: APO Memo Complete

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the June 15, 2022 Board of Supervisors meeting.



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PUBLIC HEARING NOTICE

June 2, 2022

RE: ZMP 22:02 Johnson & Co LLC / SUP 22:01 Johnson & Co LLC / Tax Map 17 Section 2 Parcel 2

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

Meeting: Board of Supervisors Public Hearing

Date: **Wednesday, June 15, 2022 at 7:00 pm**

Location: **Fluvanna County Library Meeting Room**
214 Commons Boulevard Palmyra, VA 22963

Note: This Public Hearing it will not be held at the Carysbrook Performing Arts Center location.

ZMP 22:02 Johnston & Co LLC – A Conditional Rezoning from A-1, General Agricultural to the B-1, General Business Zoning District on 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2. The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

SUP 22:01 Johnston & Co LLC – A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor's storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2. The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

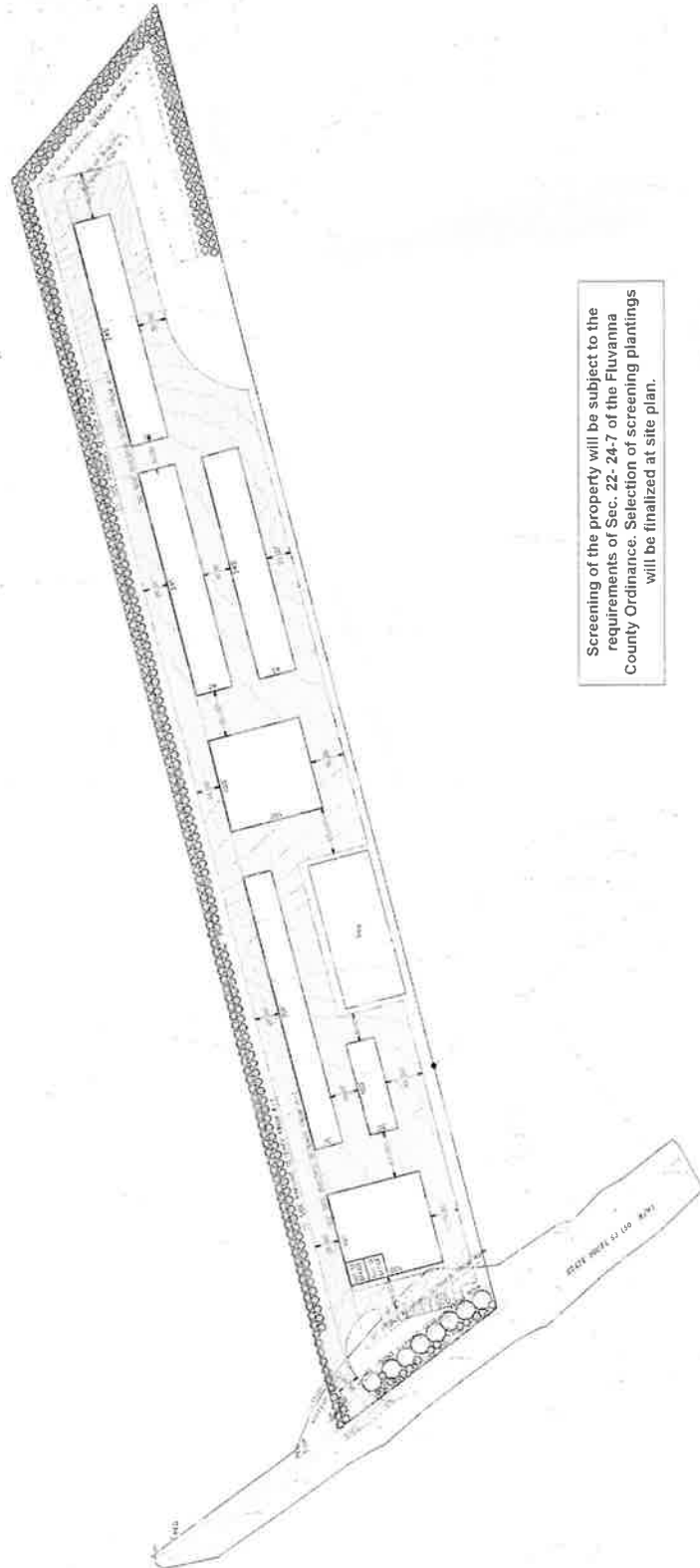
Please be advised that you can attend the meeting in person, join the meeting via Zoom or by a phone call where you will have an opportunity to provide any Public comments. Instructions for participation in the Public Hearing will be available on the County's website along with the Meeting Agenda and Staff Reports.

You can 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 this combined public hearing, please contact me at dmiles@fluvannacounty.org or call me at 434.591.1910 with questions. We have provided the applicant's proposed site layout diagram.

Sincerely,

Douglas Miles

Douglas Miles, AICP, CZA
Community Development Director



Screening of the property will be subject to the requirements of Sec. 22-24-7 of the Fluvanna County Ordinance. Selection of screening plantings will be finalized at site plan.

SHIMP ENGINEERING
shimp@shimpengineering.com

REZONING / SPECIAL USE PERMIT
FLUVANNA, VIRGINIA
JOHNSTON & CO.
SELF-STORAGE

SUBMISSION:
2022 03 16
REVISION:
2022 05 23

FILE NO.:
CONCEPT PLAN



ADJACENT PROPERTY OWNERS ZMP 22:02 & SUP 22:01

[illegible]



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA

Application for Special Use Permit (SUP)

RECEIVED
BOS2022-07106 p. 134/486

MAR 18 2022

Fluvanna County
Planning Dept

Owner of Record: JOHNSTON, CORY J

Applicant of Record: Same as Owner

Address: 498 CUNNINGHAM MEADOWS DR, PALMYRA, VA 22963

Address:

Phone: (434) 218-8707

Fax:

Phone:

Fax:

Email: contactcoryjohnston@gmail.com

Email:

Representative: Shimp Engineering, P.C.

Address: 912 E High Street, Charlottesville, VA 22902

Phone: 434-227-5140

Fax:

Email: rachel@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) 17-2-2

Acreage 6.35 Zoning A-1

Deed Book and Page: INST 210003288

Location of Parcel: 900' north of the Turksag Trail and Route 53 intersection

If any Deed Restrictions, please attach a copy

Request for an SUP for the purpose of: A-1 to B-1 Rezoning I Special Use Permit for Contractor's Storage Yard

*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: 3/16/22 Signature of Owner/Applicant:

Subscribed and sworn to before me this 16th

day of

March, 2022

Notary Public:

Register # 7559487

My commission expires: 12-31-25

Certification: Date:



Office Use Only

Date Received: 03/21/22 Pre-Application Meeting:

PH Sign Deposit Received: 03/21/22
Check #2163 \$90.00

Application #: SUP 22 : 01

\$800.00 fee plus mailing costs paid:

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: Cunningham

Planning Area: Rivanna 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

Name: Cory Johnston

Address: 498 Cunningham Meadows Dr

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.

 3/15/22
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:

March 15, 2022

Fluvanna County Planning and Zoning
132 Main Street
Palmyra, VA 22963

Re: AUTHORIZATION TO SUBMIT LAND USE APPLICATIONS

Cory J. Johnston (the “Owner”), is the Owner of Fluvanna County tax parcel 17-2-2 (the “Property”). The Owner desires to submit land use applications affecting the Property, such as, but not limited to, Rezoning Applications, Special Use Permit Applications, Site Plan Applications, and other similar land use applications affecting the Property (collectively, the “Land Use Applications”). The Owners hereby authorize the following individuals and entities to submit Land Use Applications on behalf of the Owner in connection with the Property: Justin M. Shimp, Rachel Moon, and Kelsey Schlein of Shimp Engineering, P.C. This authorization includes the authority to take any other steps, and submit any other documentation to Fluvanna County necessary to effectuate the Land Use Applications on behalf of the Owner.

By:  _____ Cory J. Johnston

Date: 3/16/22

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 narrative

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

Please see attached narrative

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 narrative

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 narrative

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"> • Plot plan or survey plat at an appropriate scale • Location and dimension of existing conditions and proposed development • <i>Commercial and Industrial Development</i>: parking, loading, signs, lighting, buffers and screening • Copy of the Tax Map showing the site (preferred) • General Location Map (preferred) 	
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"> • Technical Review Committee review and comment • Determine all adjacent property owners • Placed as a Public Hearing on the next available agenda of the Planning Commission. 	
Notification of the scheduled Public Hearing to the following:	
<ul style="list-style-type: none"> • Applicant • All adjacent property owners • Local Newspaper advertisement 	
Staff Report to include, but not be limited to:	
<ul style="list-style-type: none"> • General information regarding the application • Any information concerning utilities or transportation • Consistency with good planning practices • Consistency with the comprehensive plan • Consistency with adjacent land use • Any detriments to the health, safety and welfare of the community. 	

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.

REZONING | SPECIAL USE PERMIT CONCEPT PLAN

JOHNSTON & CO. SELF-STORAGE

TAX MAP 17, PARCEL 2-2
FLUVANNA COUNTY, VIRGINIA
ZMP 22:02 | SUP 22:01

LEGEND

EXISTING	NEW	DESCRIPTION
		BOUNDARIES
		BENCHMARK
		SITE PROPERTY LINE
		ADJACENT PROPERTY LINE
		BUILDING SETBACK
		PARKING SETBACK
		SITE TEXT
		PARKING COUNT
		TOPOGRAPHY
		INDEX CONTOUR
		INTERVAL CONTOUR
		SPOT ELEVATION
		TOP OF CURB ELEVATION
		TOP OF WALL ELEVATION
		BOTTOM OF WALL ELEVATION
		STREAM
		STREAM BUFFER
		100 YEAR FLOODPLAIN
		BUILDING
		BUILDING
		RETAINING WALL
		STAIRS
		EDGE OF PAVEMENT
		ROAD CENTERLINE
		FRONT OF CURB
		BACK OF CURB
		CG-12 TRUNCATED DOME
		SIDEWALK
		BIKE PARKING
		HANDICAP ACCESSIBLE AISLE
		HANDICAP PARKING
		MATERIAL
		CONCRETE
		RIPRAP
		ASPHALT
		EC-2 MATTING
		EC-3 MATTING
		WETLAND
		TREELINE
		FENCE
		UTILITY
		UTILITY POLE
		GUY WIRE
		OVERHEAD UTILITY
		UNDERGROUND UTILITY
		STORM
		STORM MANHOLE
		DROP INLET
		STORM SEWER
		ROOF DRAIN
		SANITARY
		SANITARY MANHOLE
		SANITARY SEWER MAIN
		SANITARY SEWER LATERAL
		WATER
		WATER
		WATER LINE
		WATER METER
		WATER METER VAULT
		FIRE HYDRANT
		FIRE DEPARTMENT CONNECTION
		GAS
		EASEMENTS
		GAS LINE
		EASEMENTS
		CONSTRUCTION
		GRADING
		ACCESS
		SIGHT DISTANCE
		UTILITY
		STORMWATER FACILITY MAINTENANCE
		STORMWATER ACCESS
		DRAINAGE
		SANITARY
		WATERLINE
		GASLINE

OWNER & APPLICANT

Cory J. Johnston
498 Cunningham Meadows Drive
Palmyra VA 22963

ZONING

A-1 - Agricultural
Request to rezone from A-1 Agricultural to B-1 Commercial
Request for special use permit for contractor's storage yard

SETBACKS

Front (building): 50' from ROW
Front (parking): 25' from ROW
Side Adj. to Agricultural/Residential District (building): 50'
Side Adj. to Agricultural/Residential District (parking): 25'

MAGISTERIAL DISTRICT

Palmyra

SOURCE OF TITLE

Inst. 210003288

SOURCE OF BOUNDARY AND TOPOGRAPHY

Boundary & topographic survey provided by: Foresight Survey P.C.
(2)-ft interval contours shown per LiDAR, Virginia Geographic Information Network, 2016

BENCHMARK

Vertical Datum for topography is NAVD 88

FLOODZONE

FEMA flood insurance rate map (community panel 51065C0065C), effective date May 16, 2008 shows this property is not within zone AE and no portion of the property lies within the 100-year flood plain.

WATER & SANITARY SERVICES

Property lies within AQUA Virginia service area; public water and sewer connections are proposed if easements exist or can be obtained for connections

GENERAL NOTES

This plan was created to accompany land use applications and is conceptual in nature. This plan is not approved for construction.

EXISTING USE

Vacant Land

PROPOSED USE

Contractor's Storage Yard & Self-Storage

PARKING SCHEDULE

PARKING SCHEDULE FOR TMP 17-2-2

(UNSPECIFIED) PARKING:	Sufficient parking for average number of employees and visitors
6 PARKING SPACES REQUIRED	10 PARKING SPACES PROVIDED
TOTAL REQUIRED: 6 PARKING SPACES	
TOTAL PROVIDED: 10 PARKING SPACES	

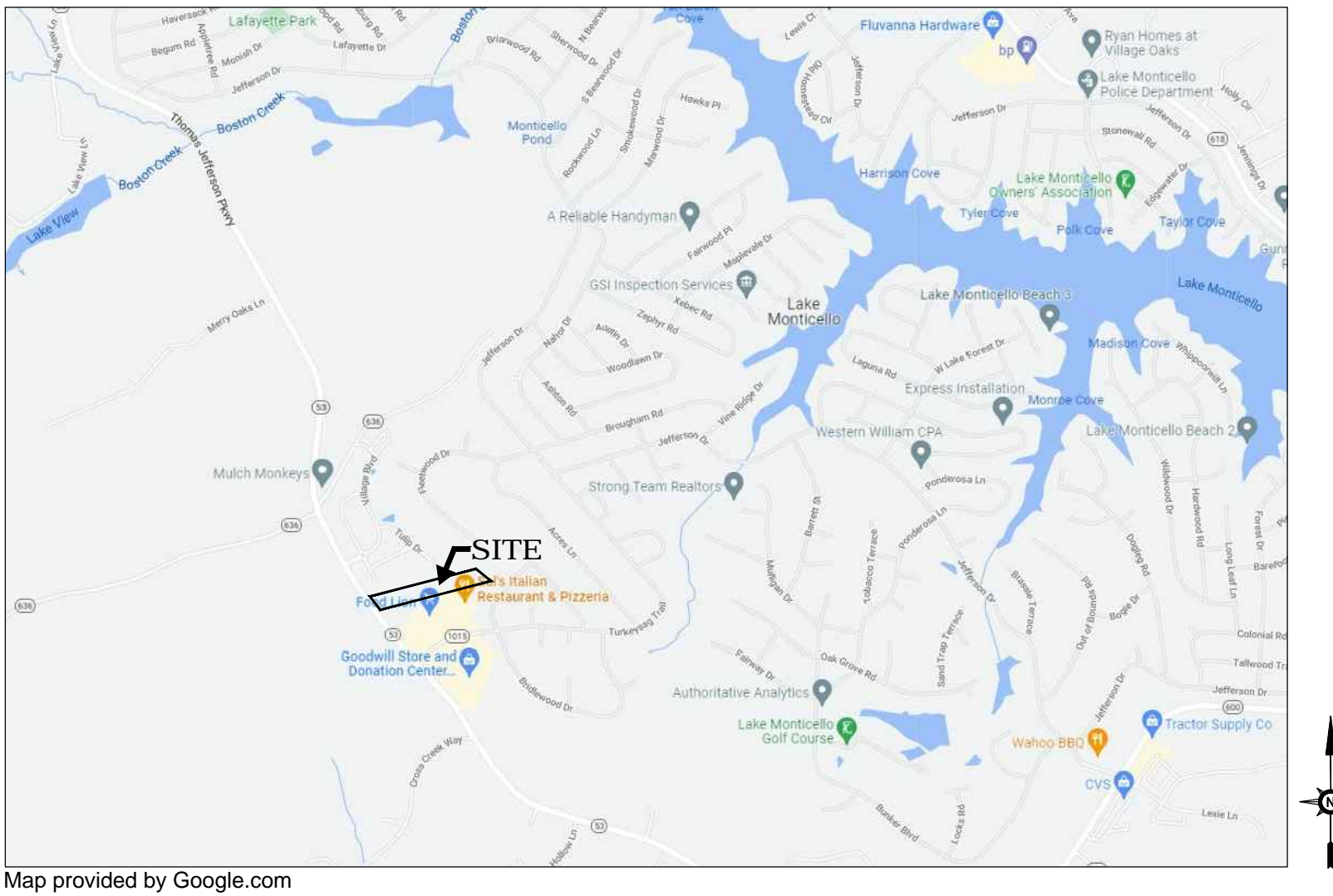
ITE Trip Generation

Trip Generation Manual, 10th Edition				AM			PM			Daily
Use Description	ITE	IV		In	Out	Total	In	Out	Total	Total
Mini-Warehouse	151	60,400 SF		4	2	6	5	5	10	91
Small Office Building	712	500 SF		1	0	1	1	0	1	8
Specialty Trade Contractor	180	500 SF		1	0	1	0	1	1	5
Total				4	2	8	5	5	12	104

Trip Generation reflects AM and PM peak hour traffic.

VICINITY MAP

SCALE : 1"=2000'



SHEET INDEX

- C1 COVER
- C2 EXISTING CONDITIONS
- C3 CONCEPT PLAN

SHIMP ENGINEERING
LAND PLANNING | SITE DESIGN | CIVIL ENGINEERING | PROJECT MANAGEMENT
Design Focused Engineering
912 East High Street
Charlottesville, VA 22902
Phone: 434-227-5140
shimp-engineering.com

REZONING | SPECIAL USE PERMIT
FLUVANNA COUNTY, VIRGINIA
**JOHNSTON & CO.
SELF-STORAGE**

SUBMISSION:
2022.03.16
REVISION:
2022.05.23

FILE NO.
21.078

COVER

C1

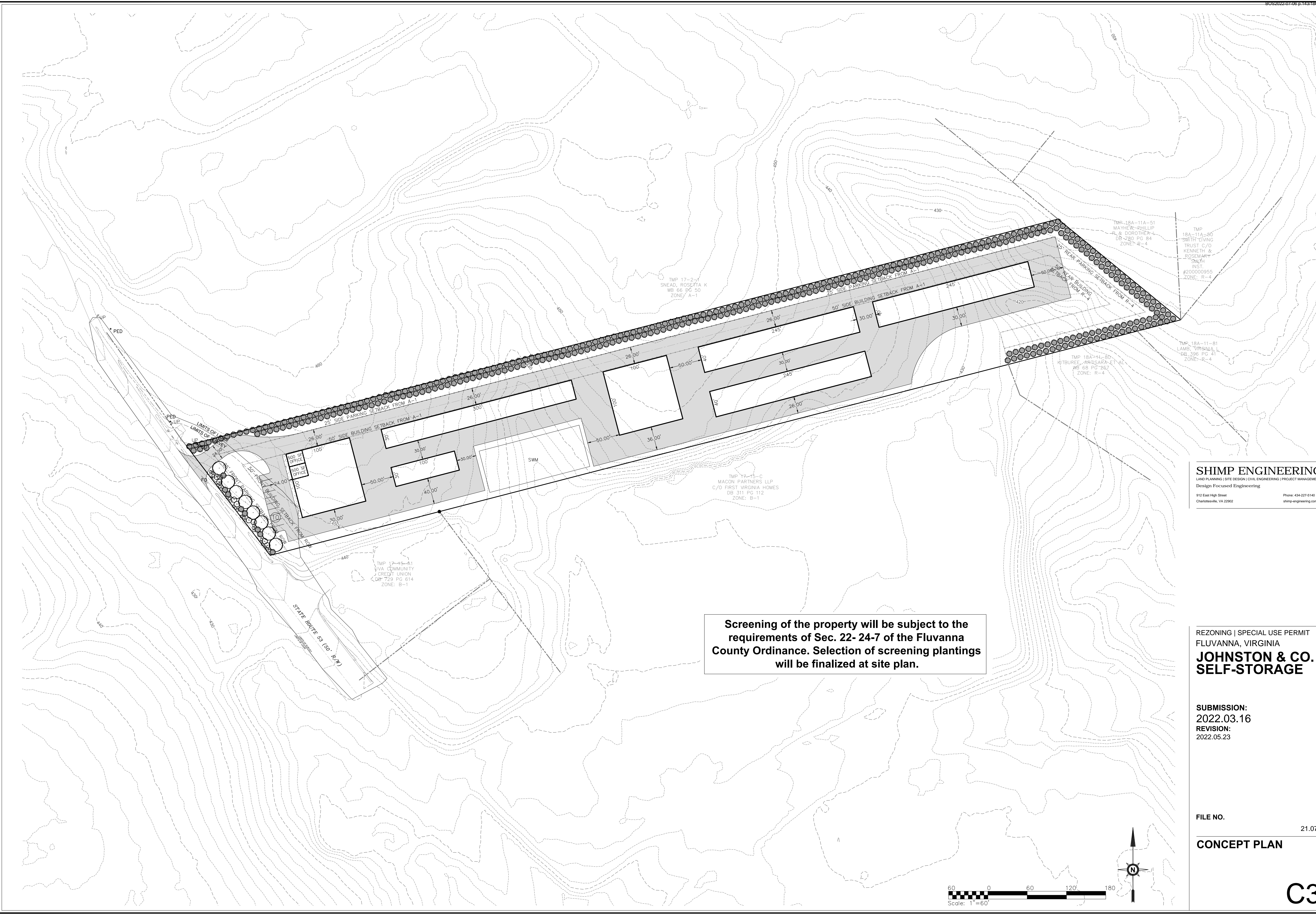


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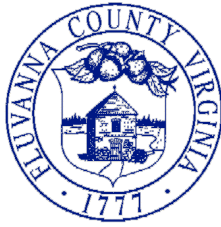
FILE NO.
21.078
CONCEPT PLAN

C3

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB S

MEETING DATE:	July 6, 2022				
AGENDA TITLE:	ZTA 21:03 R-4 Zoning District – Multi-family Dwellings from 2.9 to 5.5 dwelling units				
MOTION(s):	I move that the Board of Supervisors (approve/deny/defer) ZTA 21:03 an ordinance to amend Chapter 22 Zoning of the Fluvanna County Code by the addition of a uses permitted by right use under 22-8-2.1 in the R-4 zoning district: multi-family dwellings, with a density up to 5.5 dwelling units per acre, provided the property is within an area subjected to a common plan of development and such property is served by a central water and sewer system.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Douglas Miles, Community Development Director				
PRESENTER(S):	Douglas Miles, Community Development Director				
RECOMMENDATION:	Deferral to 2023				
DISCUSSION:	<p>At its meeting on July 13, 2021, the Planning Commission recommended Approval of ZTA 21:03 (3-0); Mr. Johnson moved to recommend Approval and Mr. Lagomarsino seconded. AYES: Johnson, Lagomarsino, Murray-Key; with Bibb and Zimmer Absent.</p> <p>At its meeting on August 18, 2021, the Board of Supervisors deferred Action on ZTA 21:03 until July 6, 2022 and the Public Hearing was closed on ZTA 21:03 on August 18.</p> <p>The County Attorney, Community Development Director and related, private sector Land Use attorneys suggested that this Zoning Text Amendment be deferred until such time that the new 2040 Comprehensive Plan is adopted by the Board members.</p>				
POLICY IMPACT:	<p>Regarding ZTA 21:03 R-4 Zoning Text Amendment the Board of Supervisors may:</p> <ul style="list-style-type: none"> • Approve this request, allowing the density to be increased from 2.9 dwelling units per acre up to 5.5 dwelling units per acre within a common plan of development and also being served by a central water and sewer system. • Defer this request and make a final decision at a later Board meeting date. 				
LEGISLATIVE HISTORY:	<p>The Planning Commission reviewed the Zoning Text Amendment on July 13, 2021.</p> <p>The Board of Supervisors reviewed the Zoning Text Amendment on August 18, 2021.</p>				
ENCLOSURES:	<ul style="list-style-type: none"> - Board of Supervisors Staff Report - Draft Ordinance Zoning Text Amendment ZTA 21:03 - Fluvanna County Housing chapter extracted from TJ PDC Regional Housing Plan 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2022-07-06 p.147/186
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
Case Number: ZTA 21:03 R-4 Zoning District

From: Douglas Miles, AICP, CZA
District: Countywide Amendment

General Information: This ZTA request is recommended to be Deferred to a later date in 2023 by the Fluvanna County Board of Supervisors on Wednesday, July 6, 2022 at 7:00 pm in the Fluvanna County Library.

Requested Action: Amend the Fluvanna County Zoning Ordinance

ZTA 21:03 AN ORDINANCE TO AMEND CHAPTER 22 ZONING OF THE FLUVANNA COUNTY CODE BY THE ADDITION OF A USES PERMITTED BY RIGHT USE UNDER 22-8-2.1 IN THE R-4 ZONING DISTRICT: MULTI-FAMILY DWELLINGS, WITH A DENSITY UP TO 5.5 DWELLING UNITS PER ACRE, PROVIDED THE PROPERTY IS WITHIN AN AREA SUBJECTED TO A COMMON PLAN OF DEVELOPMENT AND SUCH PROPERTY IS SERVED BY A CENTRAL WATER AND SEWER SYSTEM.

Zoning Ordinance Text

Sec. 22-8-2.1 (R-4) Uses permitted by right.

The following uses shall be permitted by right:

Residential Uses

Dwellings, accessory
Dwellings, multi-family
Dwellings, single-family attached
Dwellings, single-family detached
Dwellings, townhouse
Dwellings, two-family
Group Homes

Dwellings, multi-family, with a density up to 5.5 dwelling units per acre, provided the property is within an area subjected to a common plan of development and such property is served by a central water and sewer system.

Article 22 – Definitions:

Dwelling, multi-family: A building or portion thereof which contains two or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would

be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums. Note: This is an existing zoning definition in the Fluvanna Zoning Ordinance.

Comprehensive Plan:

The adopted 2015 Rivanna (Lake Monticello) Community Plan indicates that Fluvanna County encourages housing for seniors and for a growing workforce that helps to create healthier communities by including a variety of housing for County residents in a range of income levels and age groups.

Regional Housing Plan:

Note: This section has been added to this staff report since August 18, 2021 as the TJ PDC's Regional Housing Plan was adopted in August of 2021 and this text is from the TJ PDC website:

The purpose of this plan is to recommend housing strategies for each of the counties in Planning District 10 (Thomas Jefferson Planning District Commission) and that can be included in the housing chapters of their Comprehensive Plans. As Virginia State Code 15.2-2223-D requires that the comprehensive plan shall include "the designation of areas and implementation of measures for the construction, rehabilitation and maintenance of affordable housing, which is sufficient to meet the needs of residents of all levels of income in the locality while considering the current and future needs of the planning district within which the locality is situated" Note: A template affordable housing element for Comprehensive Plans will be created that may allow for an expedited way towards compliance for affordable housing. Note: Fluvanna County has been discussing with the TJ PDC Executive Director the best path forward in adopting our own Fluvanna County chapter, as a part of the regional housing plan "Planning for Affordability – A Regional Approach" that was adopted in August 2021. The Planning Commission and Board of Supervisors will have final input in 2023 with the Fluvanna County staff's overall plan guidance.

Suggested Motion:

I MOVE THAT THE BOARD OF SUPERVISORS [approve/deny/DEFER] **ZTA 21:03** AN ORDINANCE TO AMEND CHAPTER 22 ZONING OF THE FLUVANNA COUNTY CODE BY THE ADDITION OF A USES PERMITTED BY RIGHT USE UNDER 22-8-2.1 IN THE R-4 ZONING DISTRICT: MULTI-FAMILY DWELLINGS, WITH A DENSITY UP TO 5.5 DWELLING UNITS PER ACRE, PROVIDED THE PROPERTY IS WITHIN AN AREA SUBJECTED TO A COMMON PLAN OF DEVELOPMENT AND SUCH PROPERTY IS SERVED BY A CENTRAL WATER AND SEWER SYSTEM.

DRAFT ORDINANCE

AN ORDINANCE TO AMEND CHAPTER 22 ZONING OF THE FLUVANNA COUNTY CODE BY THE ADDITION OF A USES PERMITTED BY RIGHT USE UNDER 22-8-2.1 IN THE R-4 ZONING DISTRICT

BE IT ORDAINED BY THE FLUVANNA COUNTY BOARD OF SUPERVISORS, pursuant to Virginia Code Sections 15.2-2285, that the Fluvanna County Code be, and it is hereby, amended, in Section 22-8-2.1, as follows:

Sec. 22-8-2.1 (R-4) Uses permitted by right.

The following uses shall be permitted by right:

Residential Uses

Dwellings, accessory
Dwellings, multi-family
Dwellings, single-family attached
Dwellings, single-family detached
Dwellings, townhouse
Dwellings, two-family
Group Homes

Dwellings, multi-family, with a density up to 5.5 dwelling units per acre, provided the property is within an area subjected to a common plan of development and such property is served by a central water and sewer system.

Article 22 – Definitions

Dwelling, multi-family: A building or portion thereof which contains two or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums.



An aerial photograph showing a large body of water, likely a lake or reservoir, surrounded by dense green and yellow trees. A small building is visible in the lower-left corner of the image.

4 Fluvanna County

Fluvanna County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding one, culminating with the strategic set of recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that Fluvanna County is facing.

Introduction

The Introduction provides a brief overview of Fluvanna County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.



The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.



Recommendations

The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Fluvanna County in their pursuit of providing affordable housing.

Fluvanna County at a Glance

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Fluvanna County, is one of six localities in Planning District 10. The County is about thirty minutes away from the City of Charlottesville. The County is comprised of roughly 286 square miles. There are many striking natural sites, outdoor recreational activities, and points of historical interests in the county. The Rivanna River, designated as a state scenic River, has two points of entry that are located in Fluvanna: at Crofton Bridge and in Palmyra. Fluvanna is home to the Fluvanna Heritage Trail Foundation which consists of 22 miles of trails for all to enjoy. Fluvanna is an hour from Richmond, placing it near enough to the hustle and bustle to big-city life but far away enough to preserve its rural and small-town identities throughout the County.

Fluvanna County will experience growing pains. Therefore, as it grows, it will need to address barriers to county-wide access to broadband, transportation accessibility, increased development, and preservation of its rural character. Just as many communities in the area, Fluvanna attracts many retirees. Attention has to be paid to offering residents opportunities to age in place or find comfortable living situations within the County. Although attention to the retiree population is important, the needs of residents across the spectrum to support current and growing needs of homebuyers, homeowners—that includes home and financial literacy programs—and the construction of affordable rental units will have to be addressed.

These issues and the existing conditions of Fluvanna are examined further in the following sections. Goals and strategies targeted specifically to address Fluvanna's unique challenges are detailed later in this chapter.

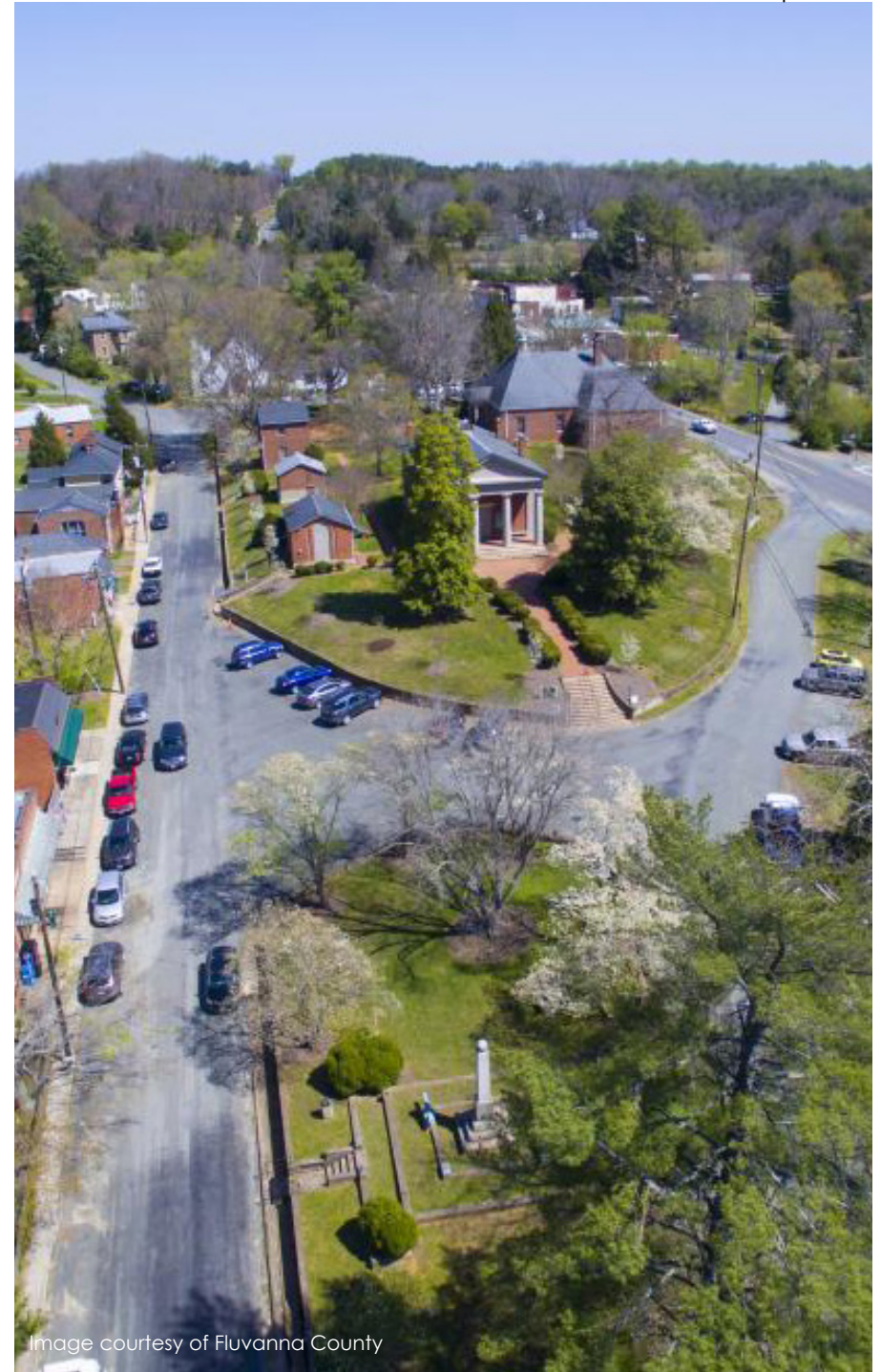


Image courtesy of Fluvanna County

Situation

Located in northwestern Fluvanna County, the private gated community Lake Monticello sits on the lake of the same name and was developed in the late 1960s. Its population quickly grew. Today, the community has been built out to its capacity. Fluvanna County had experienced a .66% growth between 2017 and 2018 according to the DATA USA website and a 5.88% growth between 2010 and 2019 according to estimates from the Weldon Cooper Center. The median age of the county is 43 years old. Fluvanna, as with many localities in the area, attracts many retirees. Therefore, the county will need to provide long-term housing solutions for that growing aging population, as well as addressing the growing demand for diverse housing options to cater to a residential population in different stages of life at varied income levels. Fluvanna's Comprehensive Plan was last updated in 2015.

Opportunity

In Fluvanna's next comprehensive plan update, the opportunity is there to explore creative solutions to expanding the housing stock across the spectrum with limited space. This can be done by specifically addressing zoning and subdivision ordinances, and adopting affordable housing policies and strategies that encourage varied housing and development. New investment opportunities within nearby Zion Crossroads creates an opportunity for more residents to have more job opportunities near where they reside. Fluvanna is in a good position for its economy to expand along with its population.

Fluvanna County strongly wants to preserve its rural character. Through considerate growth management strategies aimed at protecting its rural areas and a targeted approach to identifying the best areas for incorporating varied and inclusive housing development a balanced outcome can be achieved that benefits all of Fluvanna County's residents' needs. Fluvanna would benefit from partnering with local organizations for home rehabilitations. Also, promotion of community advocacy among the populations through specific programs centered around housing issues can possibly give local residents influence in what is happening within the area.



Community Engagement

Fluvanna County had a community engagement meeting on September 23, 2019. Some of the feedback received during that process is to manage growth and potential traffic. Also, addressing the housing needs of the aging population is a concern and offering an array of affordable housing. Repurposing the vacant houses was mentioned at the meeting and this can be used as senior housing. Some residents have also expressed the development of cluster housing to address dwelling needs that allow green space. Offering a wide array of housing options that addresses the various economic scale of the county, as well as the varied housing sizes and types needed, were recurring themes among those in attendance.

Other community concerns within Fluvanna are the lack of resources to serve its population's rehabilitation needs, repairs for its older housing stock that will allow seniors to age in place, and addressing the county's water supply that will be needed for more housing units. The Fluvanna/Louisa Housing Foundation has outstanding vouchers for residents waiting on safe and decent housing. The Habitat for Humanity of Fluvanna County does many rehabilitation projects that consists of exterior work, such as repairs of decks, porches, siding, trim, gutters, windows and the installation of ramps. Habitat and the Fluvanna/Louisa Housing Foundation (F/LHF) coordinate their efforts and normally build one house per year. Carpentry work, due to the expense, is something that F/LHF did not address but it is sorely needed.



Fluvanna Quick Facts

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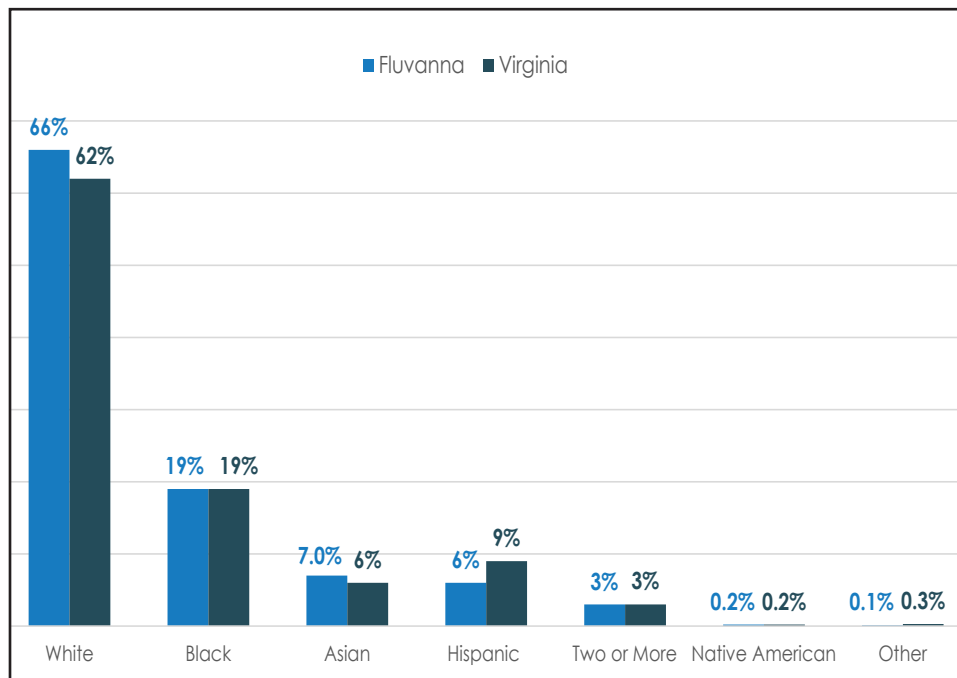
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Fluvanna County. The information presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Fluvanna County.

Fluvanna's population has shown a roughly 5.9% (0.59% increase per year) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 26,594 and 9,923 total households. The average household size is 2.6 persons. Fluvanna County's median age is 43.4 years old. 9% of Fluvanna's population does not hold a high school diploma, 24% of the population has graduated from high school, 33% have completed some college, and 34% have completed a bachelors degree or higher.

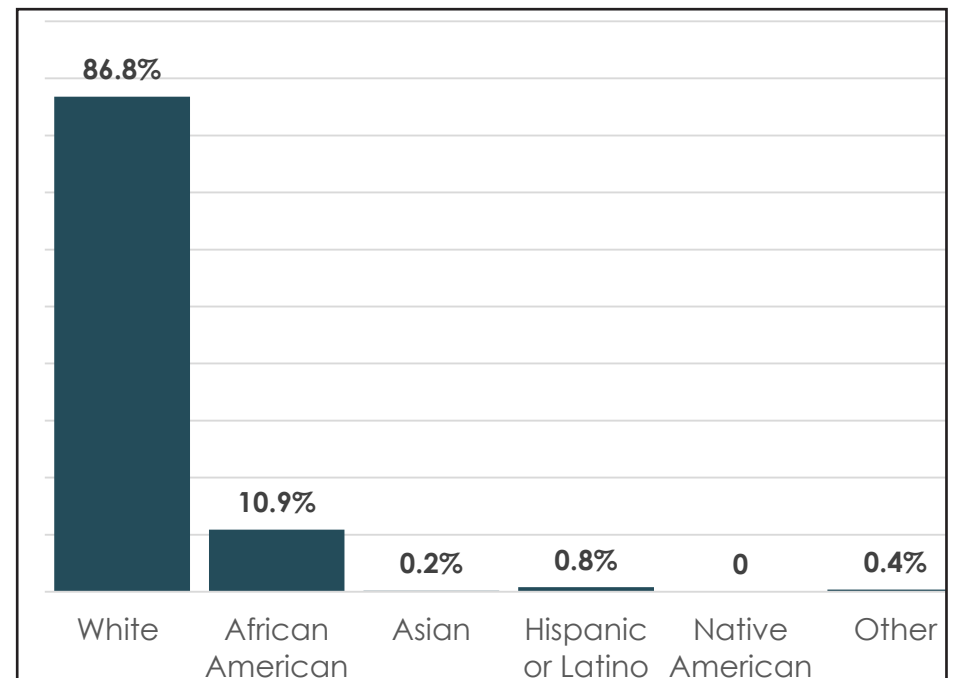
Fluvanna's median household income is \$76,873. The median home value in Fluvanna County is \$234,700. Median gross rent for Fluvanna County is approximately \$1,163 per month. Residents of Fluvanna primarily own their home (85%), while 15% are renters. 92% of the housing units in Fluvanna are single-unit structures, with 7% of structures being mobile homes, and 1% of structures containing multiple units. The breakdown of race and ethnicity for Fluvanna County compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Fluvanna County



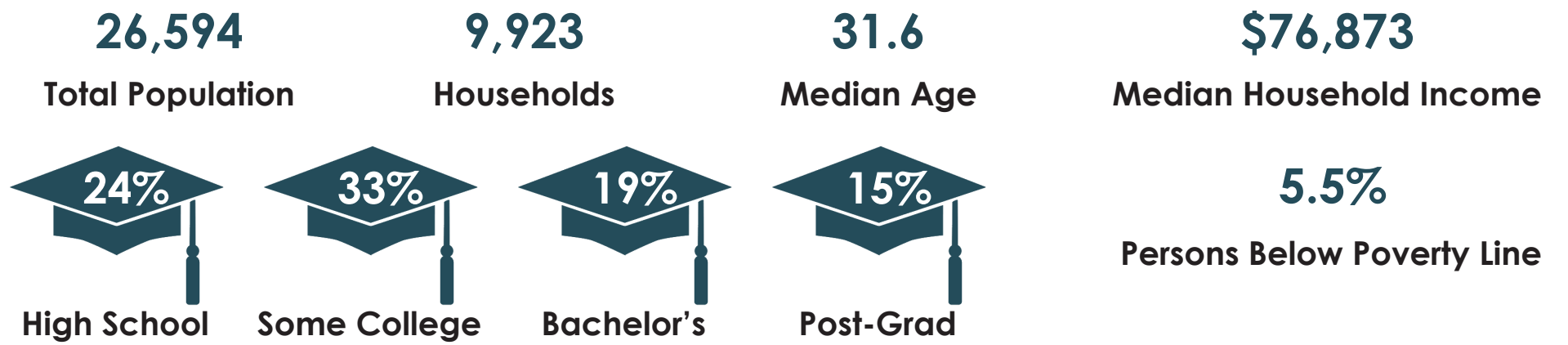
Homeownership Rate by Race



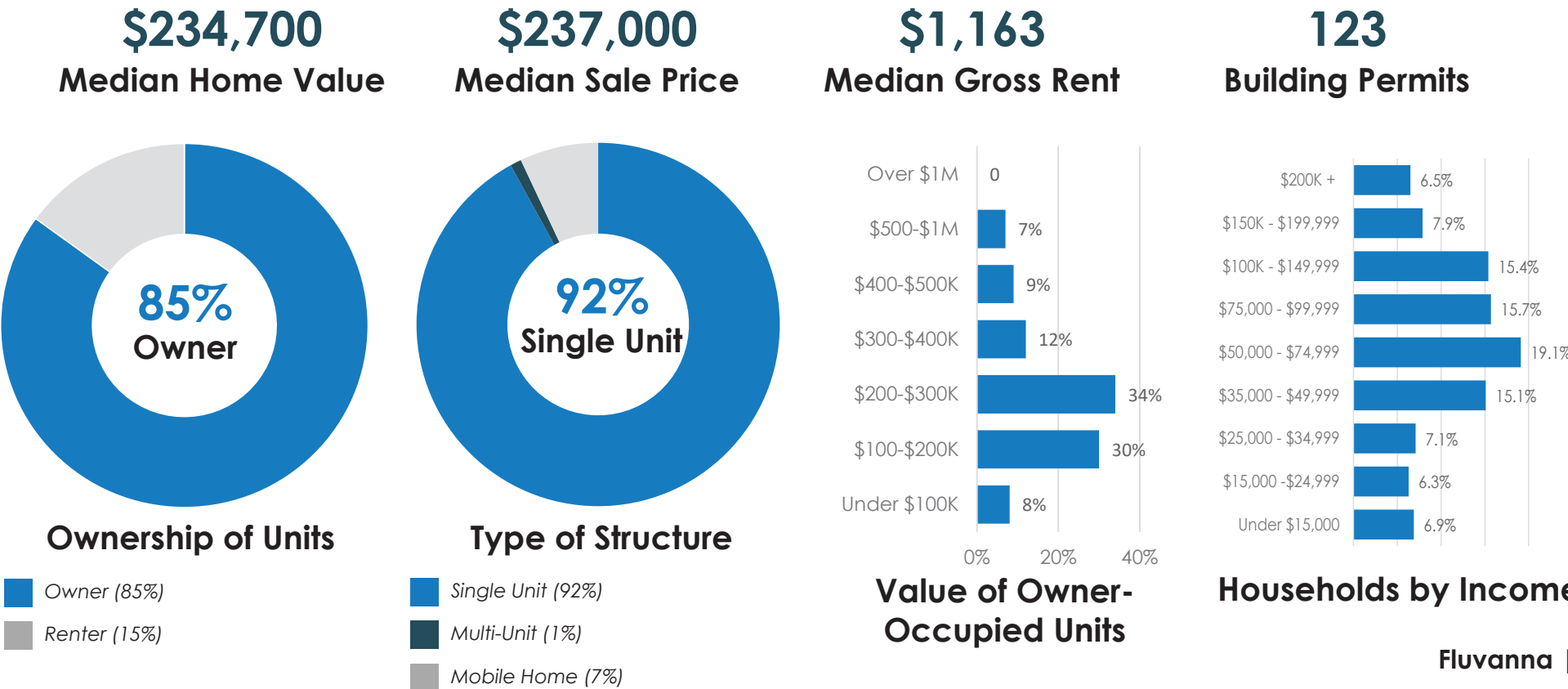
Fluvanna County Quick Facts - Continued

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Population Characteristics



Housing Characteristics



Existing Conditions: Housing & Transportation Costs

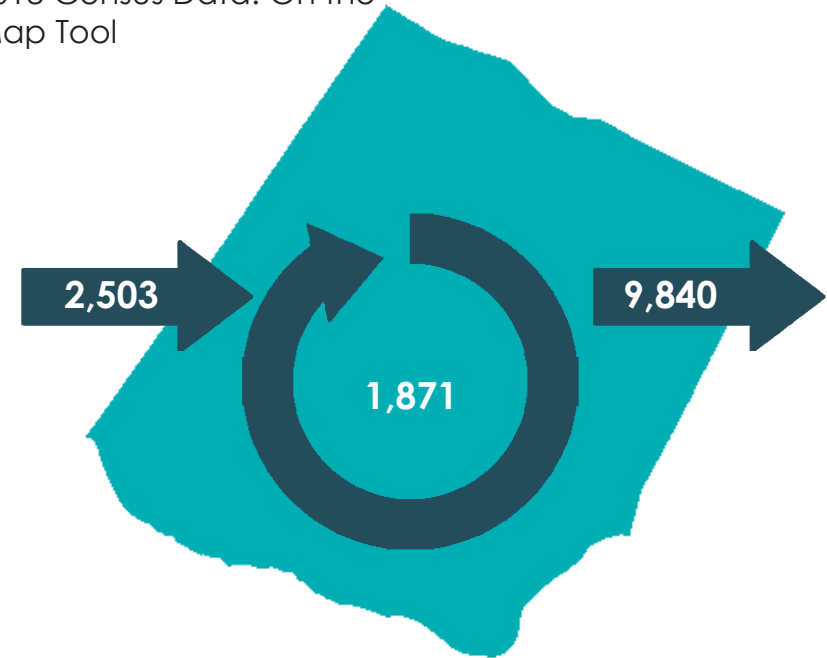
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Costs associated with housing take up the greatest portion of income. As of 2018, Fluvanna County currently has 220 renter households that spend greater than 30% of their income on housing while 960 households pay more than 50%. Three hundred ten owner households pay more than 50% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second biggest expenditure for typical households. Based on data from the U.S. Census on the Map tool, 84% of Fluvanna County residents commute outside of the County for work, 57% of people commute into Fluvanna County for work, and 16% both live and work within the County. Such a high proportion of daily out-commuters translates to more households having higher transportation costs. Fluvanna County workers have an average commute time of 45 minutes one way. Top out-commute destinations include Lake Monticello, Charlottesville, Hollymead, Richmond, Waynesboro, Crozet, Pantops, Rivanna, Tuckahoe, and Staunton. Assuming an average of 0.58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Fluvanna County residents' amount to an additional \$884 a month in transportation costs.

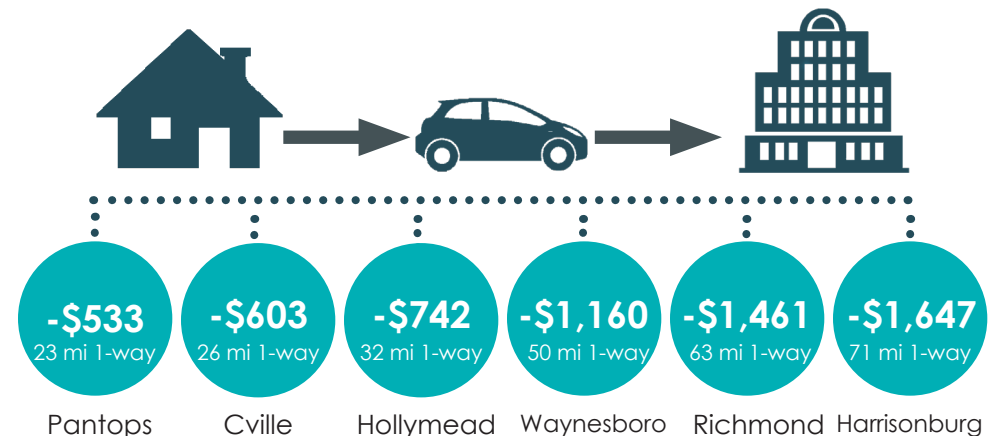


2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Existing Conditions: Current Land Use

The Comprehensive Plan, last updated in 2015, and the Zoning Ordinance form the underlying basis for land use decisions and policy guidance in Fluvanna County.

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing precise recommendations to address affordable housing concerns in Fluvanna County. The policy tools that are currently in place in the Comprehensive Plan and the Zoning Ordinance all play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

Agricultural District, A-1: The A-1 district permits limited residential development, and limited commercial and industrial uses directly related to agriculture, forestry, or other traditionally-rural uses (*Fluvanna County Zoning Ordinance*). Maximum residential density is one dwelling unit per two acres with a minimum lot size of two acres.

Residential, Limited R-1: This district permits low-density residential development including single-family detached dwellings, two-family dwellings, accessory dwellings, and group homes with a maximum residential density of one dwelling unit per acre and minimum lot size of one acre.

Residential, General R-2: The R-2 district permits low to medium-density residential development including single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of two dwelling units per acre and minimum lot size of 21,870 square feet.

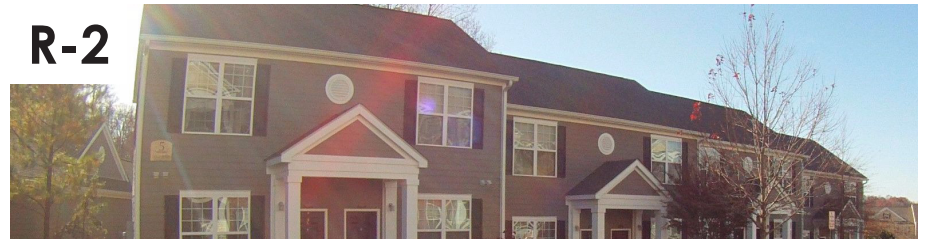
A-1



R-1



R-2



R-3

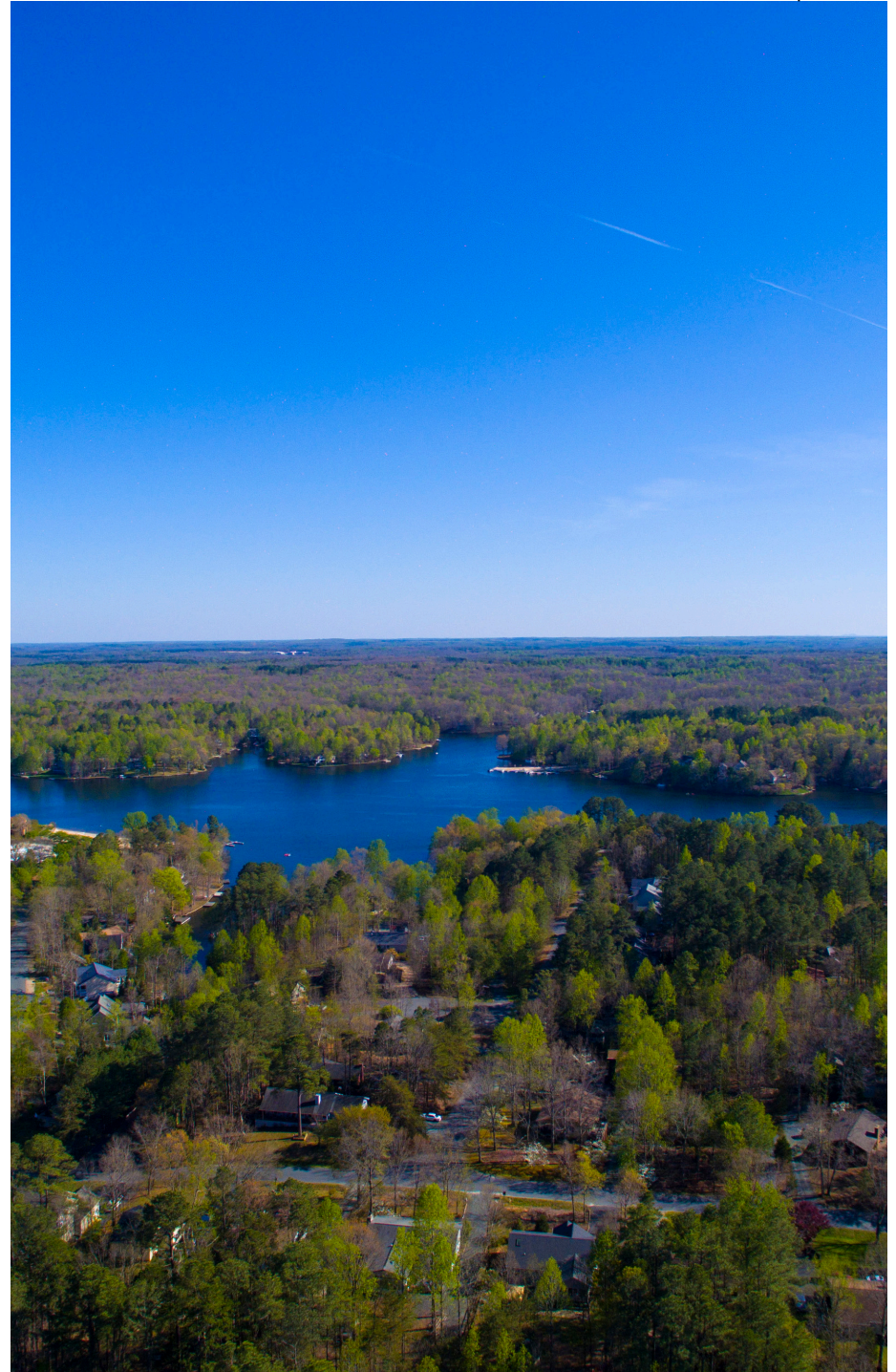


R-4

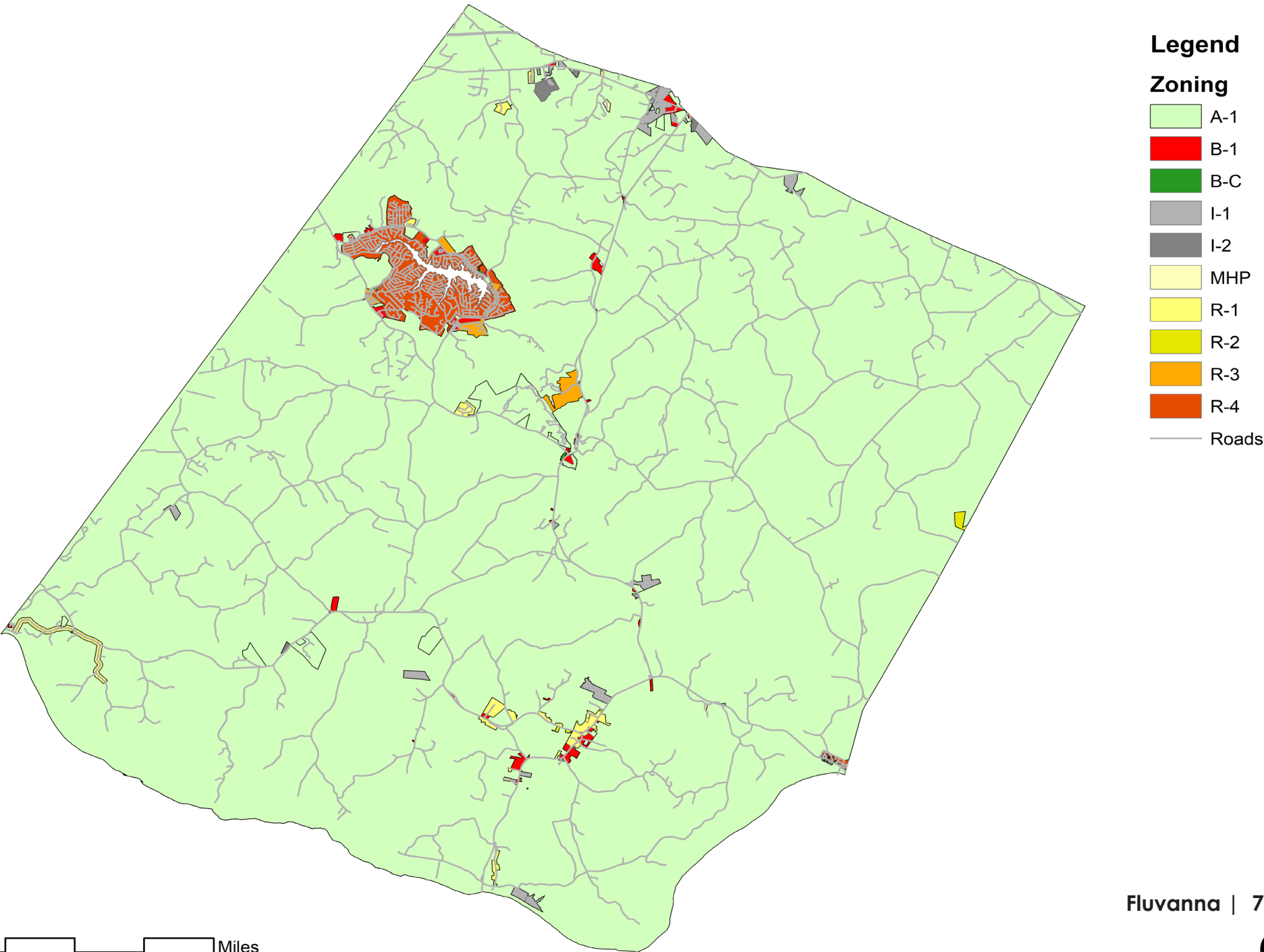


Residential, Planned Community R-3: This district permits low- to medium-density residential development in a village-style setting, with limited commercial uses serving the surrounding neighborhood (*Fluvanna County Zoning Ordinance*). Uses include single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of 2.9 dwelling units per acre and up to 10 residential units per acre with a special use permit.

Residential, Limited R-4: The R-4 district permits low- to medium-density residential development and is found within the Lake Monticello area of Fluvanna County (*Fluvanna County Zoning Ordinance*). Uses include single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of one dwelling unit per two acres if the property lacks access to central water and sewer with up to 2.9 dwelling units per acre if the property does have access to central water and sewer with minimum lot size of two acres for property lacking access to central water and sewer 15,000 square feet for those with access.



Existing Conditions: Zoning Map



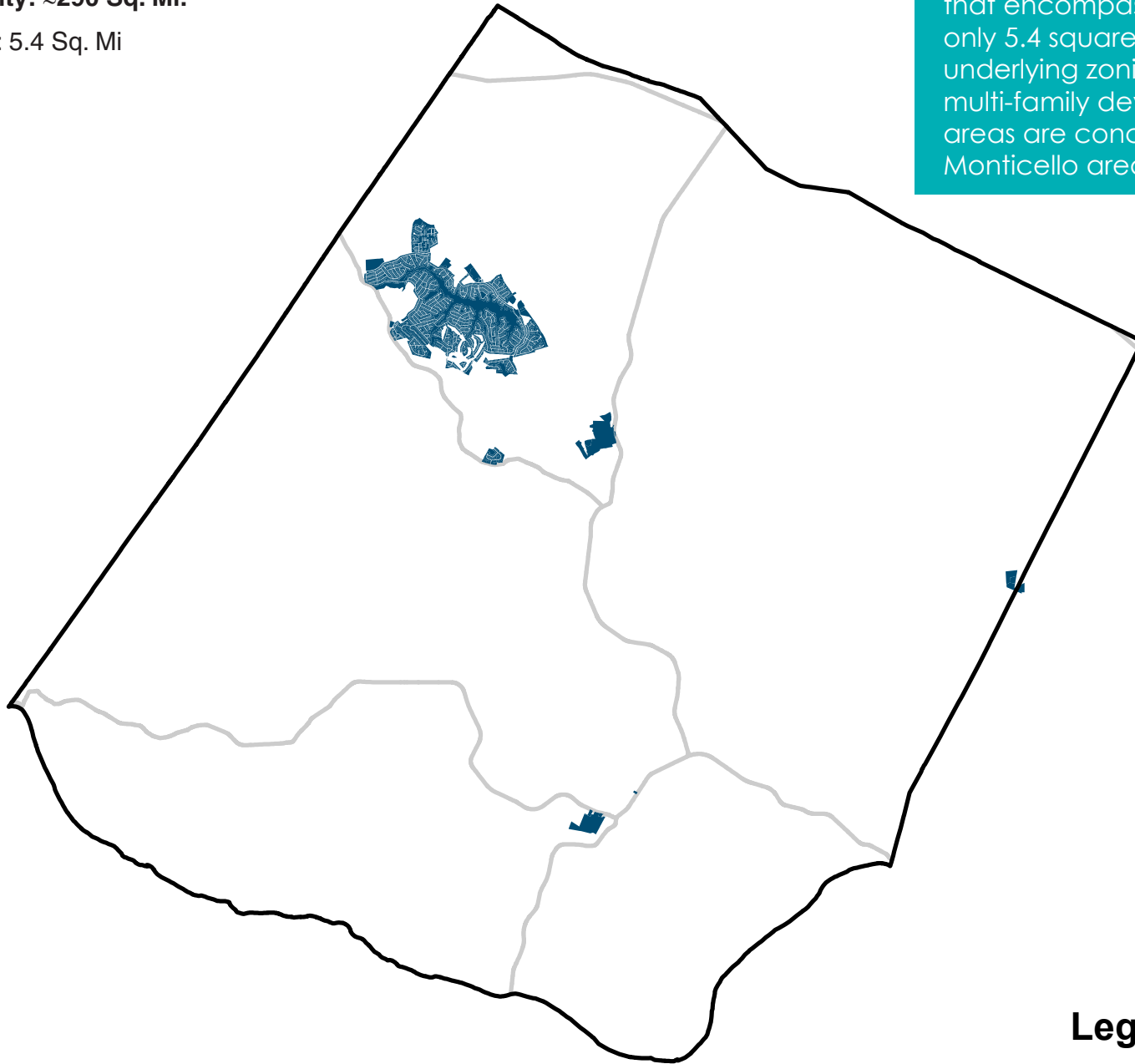
Existing Conditions: Current Multi-Family Zoning

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Fluvanna County: ≈290 Sq. Mi.

- Multi-Family: 5.4 Sq. Mi

Of the roughly 290 square miles that encompass Fluvanna County, only 5.4 square miles of land have underlying zoning that allows for multi-family development. These areas are concentrated in the Lake Monticello area.



Legend

 Multi-Family

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Fluvanna County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, a bonus density is available in the PUD zoning district along with an affordable housing incentive. Multi-family developments are allowed in the R-2, R-3, R-4 and PUD zoning districts but not in A-1m R-1, or MPH, however, duplexes are permissible in all of the zoning districts with the exception of MPH. The PUD zoning district allowed for the greatest density, at up to 16 dwelling units per acre for multi-family development.

FLUVANNA COUNTY ZONING ORDINANCE								
District	Density	Bonus Density	Duplex Allowed	Multi-Family	Mobile Home Allowed By-Right	Mobile Home Allowed by S/C	Accessory Uses	Affordable Income Housing Incentive
A-1 (Agriculture, General)	1 dwelling unit per 2 acres	No	Yes	No	Yes	Yes	Yes	No
R-1 (Residential, Limited)	1 dwelling unit per acre	No	Yes	No	No	No	Yes	No
R-2 (Residential, General)	2 dwelling units per acre	No	Yes	Yes	No	No	Yes	No
R-3 (Residential, Planned Community)	2.9 dwelling units per acre	No	Yes	Yes	No	No	Yes	No
R-4 (Residential, Limited)	2.9 dwelling units per acre	No	Yes	Yes	No	No	Yes	No
MPH (Manufactured Home Park)	1 manufactured home per 6,000 sq. ft. lot	No	No	No	Yes	Yes	Yes	No
PUD (Planned Unit Development)	6 dwelling units per acre for single family 9 dwelling units per acre for townhouse 16 units per acre for multi-family	Yes	Yes	Yes	No	No	Yes	Yes, if between 10-15% of total number of dwelling units are reserved for affordable housing, then a 20% increase in density may be permitted. If more than 15% of dwelling units are reserved for affordable housing, then a 30% density increase may be permitted

The Housing Continuum

Conversations with stakeholders and the public through community engagement and small group meetings led to the development of goals and strategies targeted at addressing the specific needs of Fluvanna County. Each goal addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. The system is fluid and allows for individuals and families to move throughout the housing spectrum whether it be by choice or necessity. For example, residents who would like to age in place but need small home modifications, such as ramp editions, may choose to do so. This scenario would be different for someone whose current home and physical situation will require a change in housing type. Many low to moderate-income individuals and families will encounter barriers that make it extremely difficult for them to easily move within the spectrum.



Identifying the Gap

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Unhoused
Experiencing
Homelessness in
Need of Housing

0

Point-in-time
count

Unstably Housed



Affordable Rental
Renter Households
at or below 80% AMI

310

Severely Cost-
Burdened

210

Cost-Burdened

64

Substandard Units

584



Affordable Ownership
Owner Households
at or below 80% AMI

930

Severely Cost-
Burdened

20

Substandard Units

950



Market Rate Rental
Renter Households
ABOVE 80% AMI

10

Cost-Burdened

10



Market Rate Ownership
Owner Households
ABOVE 80% AMI

30

Severely Cost-
Burdened

30

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Fluvanna County. These recommendations were identified through a series of stakeholder meetings of the Strategies and Analysis Committee of the Regional Housing Partnership, who provided their expertise to refine them.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:

- *Point-in-Time Count: Count of sheltered & unsheltered people on a single night in January.*
- *Unstably Housed: Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:

- *Severely Cost-Burdened: Households that pay more than 50% of their income towards housing costs.*
- *Cost-Burdened: Households that pay more than 30% of their income towards housing costs.*
- *Substandard Units: Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:

- *Severely Cost-Burdened: Households that pay more than 50% of their income towards housing costs.*
- *Substandard Units: Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:

- *Cost-Burdened: Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:

- *Cost-Burdened: Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

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Unhoused
Experiencing
Homelessness in
Need of Housing

0
Point-in-Time Count

Unstably Housed

#

ID	Recommendation	Type	Timeframe
UH-1	Dedicate per capita proportional cost of local funds to the Consortium of Care emergency shelter program	Capital	Mid-Term
UH-2	Dedicate local funds to the Continuum of Care Homeless prevention program to address Fluvanna County residents at risk of homelessness.	Capital	Mid-Term
UH-3	Apply for available programs such as the <i>Low Income Housing Tax Credit Program</i> , <i>Housing Choice Voucher Program</i> , <i>Mainstream Voucher Program</i> , and <i>Section 202 Supportive Housing Program</i> . Set aside units for people at risk of or experiencing homelessness.	Programmatic	Long-Term
UH-4	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness & provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term
UH-5	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term

Affordable Rental Recommendations

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**Affordable Rental
Renter Households at
or below 80% AMI**

310
Severely Cost-
Burdened

210
Cost-Burdened

64
Substandard Units

584

ID	Recommendation	Type	Timeframe
AFR-1	Reduce or waive tap fees for projects that include affordable housing units.	Policy	Short-Term
AFR-2	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, duplex, triplex and quadplex and manufactured and modular homes.	Policy	Long-Term
AFR-3	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
AFR-4	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
AFR-5	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness and provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term

Affordable Rental Recommendations - Continued

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**Affordable Rental
Renter Households at
or below 80% AMI**

310
Severely Cost-
Burdened

210
Cost-Burdened

64
Substandard Units

584

ID	Recommendation	Type	Timeframe
AFR-6	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AFR-7	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
AFR-8	Increase and strengthen water and sewer infrastructure to support affordable housing development.	Capital	Long-Term
AFR-9	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Affordable Ownership Recommendations

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**Affordable
Ownership
Owner Households at
or below 80% AMI**

930
Severely Cost-
Burdened

20
Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-1	Expand capacity of existing non-profit organizations that provide retrofit and rehabilitation supportive services, either through partnership or dedicated funding to rehab and preserve the aging housing supply.	Capital	Mid-Term
AO-2	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, duplex, triplex and quadplex and manufactured and modular homes.	Policy	Long-Term
AO-3	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
AO-4	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
AO-5	Expand capacity of existing non-profits to help residents clear non-title homes.	Programmatic	Long-Term

Affordable Ownership Recommendations - Continued

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**Affordable
Ownership
Owner Households at
or below 80% AMI**

930
**Severely Cost-
Burdened**

20
Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-6	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term
AO-7	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
AO-8	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AO-9	Create a set-aside fund to increase the supply of affordable homeownership units. This support could be used to partner with Community Land Trusts, neighborhood stabilization programs, shared equity programs, market-rate builders, and to provide down payment assistance.	Capital	Mid-Term

Affordable Ownership Recommendations - Continued

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**Affordable
Ownership
Owner Households at
or below 80% AMI**

930
Severely Cost-
Burdened

20
Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-10	Utilize set-aside fund and other forms of leverage to support community partnerships that focus on the creation of senior housing and retrofitting of aging in place.	Capital	Mid-Term
AO-11	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
AO-12	Expand non-profit capacity to enable aging in place with accessibility retrofit programs, such as the installation of ramps, especially for those who are cost-burdened and extremely cost-burdened.	Programmatic	Long-Term
AO-13	Increase and strengthen water and sewer infrastructure to support affordable housing development.	Capital	Long-Term
AO-14	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Market Rate Rental Recommendations

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**Market Rate Rental
Renter Households at
or ABOVE 80% AMI**

**10
Cost-Burdened**

10

ID	Recommendation	Type	Timeframe
MR-1	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
MR-2	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
MR-3	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
MR-4	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
MR-5	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Market Rate Ownership Recommendations

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**Market Rate
Ownership
Owner Households at
or ABOVE 80% AMI**

**30
Cost-Burdened**

30

ID	Recommendation	Type	Timeframe
MO-1	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
MO-2	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
MO-3	Expand capacity of existing non-profits to help residents clear non-title homes	Programmatic	Long-Term
MO-4	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term

Market Rate Ownership Recommendations - Continued

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**Market Rate
Ownership
Owner Households at
or ABOVE 80% AMI**

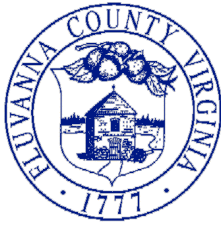
30
Cost-Burdened

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ID	Recommendation	Type	Timeframe
MO-5	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
MO-6	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
MO-7	Utilize set-aside fund and other forms of leverage to support community partnerships that focus on the creation of senior housing and retrofitting of aging in place.	Capital	Mid-Term
MO-8	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility	Programmatic	Mid-Term
MO-9	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input 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 type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	



COUNTY OF FLUVANNA

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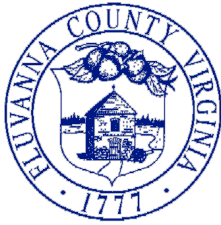
BOS2022-07-06 p.179/186
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: July 6, 2022
From: Tori Melton – Management Analyst/Acting Finance Director
To: Board of Supervisors
Subject: FY22 BOS Contingency Balance

The FY22 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$163,898
Less: Compensation Study – 11.17.21	-\$37,000
Less: Blue Ridge Cigarette Tax Board Startup Cost – 11.17.21	-\$17,218
Less: Tyler Technologies, Inc. Merchant Services Contract – 01.12.22	-1,368
Less: Carysbrook Softball Field Lighting	-9,000
Less: FY22 Kent Store ARC Funding Request	-3,600
Less: Village of Palmyra Sign	-2,000
Less: Fork Union Fire Training Building	-1,000
Less: Pleasant Grove Park Athletic Field Lighting	-50,000
Less: Sheriff's Office Firing Range Improvements	-3,000
Available:	\$39,712



COUNTY OF FLUVANNA

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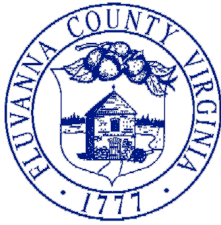
P.O. Box 540
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www.fluvannacounty.org

MEMORANDUM

Date: July 07, 2022
From: Tori Melton – Management Analyst/Acting Finance Director
To: Board of Supervisors
Subject: FY23 BOS Contingency Balance

The FY23 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$162,000
Available:	\$162,000



COUNTY OF FLUVANNA

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MEMORANDUM

Date: July 6, 2022
From: Tori Melton – Management Analyst/Acting Finance Director
To: Board of Supervisors
Subject: FY23 Capital Reserve Balances

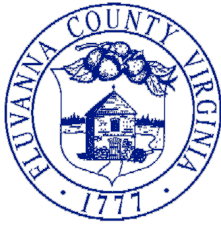
The FY23 Capital Reserve account balances are as follows:

County Capital Reserve:

FY22 Carryover	\$512,518
FY23 Budget Allocation:	\$250,000
FY23 Available:	\$762,518

Schools Capital Reserve:

FY22 Carryover	\$387,600
FY23 Budget Allocation:	\$250,000
FY23 Available:	\$637,600



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MEMORANDUM

Date: July 06, 2022
From: Tori Melton – Management Analyst/Acting Finance Director
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY22 Year End (Unaudited) Unassigned Fund Balance:	\$13,835,655
Current (Unaudited) Unassigned Fund Balance:	\$13,835,655

*Audited FY22 Year End Unassigned Fund Balance will be available upon completion of the FY22 Comprehensive Annual Financial Report

