



FLUVANNA COUNTY BOARD OF SUPERVISORS

BUDGET ADOPTION MEETING AGENDA

Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
April 17, 2024 at 6:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – APPOINTMENTS

- A Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
-

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

8 – ACTION MATTERS

- B Fiscal Year 2025 Operations Budget and Tax Rates – Tori Melton, Director of Finance
 - C Fiscal Year 2025 – 2029 Capital Improvements Plan – Tori Melton, Director of Finance
 - D Authorization to Advertise for a Public Hearing to Amend § 2-1-5 of the County Code to Increase Court Costs– Dan Whitten, County Attorney
 - E Authorization to Advertise for a Public Hearing to Enact § 2-1-6 of the County Code to Authorize a Regional Jail Processing Fee – Dan Whitten, County Attorney
 - F Authorization to advertise for a Public Hearing to amend §§ 20-6-1, 20-6-2 and 20-6-3 to authorize a recordation fee – Dan Whitten, County Attorney
 - G Authorization to Advertise for a Public Hearing to Amend §§ 4-2-2 and 4-2-5 of the County Code to add a definition of a violation – Dan Whitten, County Attorney
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9 – PUBLIC HEARING

10 – CONSENT AGENDA

- H Minutes of April 3, 2023 – Caitlin Solis, Clerk to the Board
 - I Creative Marketing and Design Services Term Contract- Deigra, Inc. – Dan Whitten, County Attorney
 - J Creative Marketing and Design Services Term Contract- Dorazio Communications, LLC. – Dan Whitten, County Attorney
 - K Services Term Contract- Inspired Electrical Solutions, Inc. – Dan Whitten, County Attorney
 - L Designation of Code Enforcement Officer under Chapter 10, Article 1 of the County Code – Dan Whitten, County Attorney
 - M Contract with Mid-Atlantic Controls Corp. for controller upgrades at the Courthouse – Dan Whitten, County Attorney
 - N Temporary Staff Stipend for Additional Duties – Critzer – Eric Dahl, County Administrator
 - O CRMF - Treasure & COR Upgrade Existing Camera System – Deborah Rittenhouse, Treasurer and Andrew M. Sheridan, Commissioner of the Revenue
-

11 – UNFINISHED BUSINESS

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING

TBD

15 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

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

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.

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT

TAB A

MEETING DATE:	April 17, 2024			
AGENDA TITLE:	Board, Commission, and Committee Appointments			
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):			
Board/Commission/Committee	Appointees	Begins Term	Ends Term	
Jefferson Area Board for Aging (JABA) Advisory Council - Citizen Representative	Jenna Gates	05/01/2024	04/30/2026	

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Jefferson Area Board for Aging (JABA) Advisory Council - Citizen Representative	Jenna Gates	Appt	Palmyra	Term to begin May 1, 2024 and April 30, 2026.

DISCUSSION:	<ul style="list-style-type: none"> Jefferson Area Board for Aging (JABA) Advisory Council - Citizen Representative – One position available with a term to begin May 1, 2024 and end April 30, 2026.
ENCLOSURES:	Candidate Application



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: Jenna Gates	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): 10 years of HR experience. MS degree in HR Management. Senior Professional in HR (SPHR) certification. Please see resume for more information	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: American Systems Corporation 401(k) Committee, Secretary (2019-2022) Foxhole Technology Employee Stock Ownership Plan (ESOP) Committee, Chairperson & Founder (2022 - Current)	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):): Member of Calvary Chapel Fluvanna SHRM Member	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: We just moved to the area in August 2023 and I'd like to be more involved in the community and apply my HR expertise where helpful. Resume, education, etc. (optional):	

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)	X	Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee	X	Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
X	Columbia Task Force (CARE)	X	Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
X	Community Policy & Management Team (CPMT)	X	Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
X	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

Submit by email (clerk@fluvannacounty.org) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Jenna Gates		2-20-24	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
55 Maplevaile Drive Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
1			

Office Use Only

Application Received On:	2-20-24	Application Received By:	Leontyne Peck
Acknowledgement Sent:	2-21-24		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

Jenna Gates, MSHR, SPHR

Human Resources Manager



Foxhole Technology

Human Resources Manager

Senior Human Resources Generalist

Jan 2023 – Present

Jun 2022 – Dec 2022

- Build strong relationships with leadership to advise on organizational people-related strategy.
- Proactively identify inter-departmental challenges, develop practical strategies and solutions, and coordinate effective implementation.
- Oversee and manage complex employee-relations issues while simultaneously coaching supervisors on management best practices.
- Coach and influence leaders in development of their people management skills to include facilitating the annual performance review process.
- Actively partnering with Finance to create and implement a compensation plan.
- Overhauled corporate training initiatives that has resulted in \$23k in annual operating costs and developed a HR budget to further track department spending and cost saving opportunities.
- Designed the first corporate onboarding program to encompass cross-functional capabilities and trained other senior staff members to drive retention efforts.
- Lead all employment law responsibilities (AAP, ADA, Interactive process, FMLA, leaves of absence, EEO1, VETS-4212, OFCCP, etc.).
- Vice Chair of the Employee Stock Ownership Plan (ESOP) Committee.

AMERICAN SYSTEMS

Senior Human Resources Generalist/HRBP

Jan 2019 - Jun 2022

- Prepared and executed all EEOC reporting, as well as ensured compliance for up to date legislation.
- Responsible for overseeing the full employee life-cycle from onboarding to termination.
- Administered employee benefits and all types of leaves of absence including a network disruption.
- Regularly provided training for all levels of employees and developed new trainings as needed.
- Counseled managers and assisted with employee relations issues to include Performance Improvement Plans, mediation calls and determining appropriate course(s) of action.
- Policy development and revision as corporate changes were implemented.
- Administered employee surveys and utilized information to improve operational effectiveness and efficiency.
- Appointed as the COVID-19 Compliance Officer to include the design of an internal case tracking system for 1,500+ employees, drafting corporate communications and policy changes based on newly issued and updated government guidance.
- Chairperson of Corporate Safety Committee and Secretary of 401(k) Committee.

In-Depth Engineering

Senior Human Resources Generalist & Corporate Recruiter

Jul 2014 – Sep 2018

- Oversight of Corporate Recruiter and HR Generalist
- Partnered with the HR Director to generate, introduce and administer corporate strategies, policies and procedures to support the company.
- Advised senior management on proposed changes to policies and procedures that adhere with forward-thinking initiatives and workforce planning.
- Traveled independently and with senior management to establish new business development opportunities and personally network with our employees and customers.
- Transitioned the company from a traditional, paper filing system to the first ever HRIS to streamline record-keeping and ensure confidentiality of employee personally identifiable information.
- Appointed to act as Corporate Document Control Officer to ensure all final documents are edited and approved for publication/official use.

- Awarded Superior Achievement recognition from COO as sole corporate recruiter for full life-cycle efforts of 60+ new employees.
- Compliance reporting to include EEO-1, VETS-4212.
- Led the planning and execution of all corporate events and employee team building activities.

J&A Painting & Home Improvements

Human Resources Business Partner (Temporary Assignment)

Feb 2014 – Jul 2014

- Temporary assignment to directly assist the CEO/President with HR and business tasks.
- Provided payroll support.
- Responsible for maintaining all personnel files and employment actions.

Foster Care to Success

Sep 2012 – Feb 2014

Human Resources Assistant

- Worked with management to support the administration of a multi-million-dollar federal grant fund and established a cohesive work environment that effectively sustained employee performance.
- Fielded all student transcripts and ensured accurate entry into the scholarship database.
- Created and maintained files for personnel and scholarship recipients.
- Counseled students on a regular basis to address questions and concerns.
- Performed data entry in Microsoft Office and prepared ad hoc reports for appropriate team members.

EDUCATION

Master of Science, Human Resources Management

Southern New Hampshire University, 2017

Bachelor of Science, Human Resource Management

University of Maryland University College, 2015

Bachelor of Science, Health Science

James Madison University, 2012

CERTIFICATIONS

Senior Professional of Human Resources (SPHR)

Human Resources Certification Institute (HRCI)

SHRM-Senior Professional (*expected February 2024*)

Society for Human Resources Management (SHRM)

SKILLS

ADP, Paycom, Microsoft Office Suite, Succession Planning, Compensation Planning, Employee Relations, Compliance and Training, Full HR Lifecycle

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT													
MEETING DATE:	April 17, 2024												
AGENDA TITLE:	Fiscal Year 2025 Operations Budget and Tax Rates												
MOTION(s):	I move the Board of Supervisors adopt the resolution entitled “A Resolution to Adopt the FY25 Operations Budget, Set the Tax Rates and Appropriate Funds.”												
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):										
		X											
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other								
		X											
STAFF CONTACT(S):	Tori Melton, Director of Finance												
PRESENTER(S):	Tori Melton, Director of Finance												
RECOMMENDATION:	<p>Approve the resolution to set the tax rates with a revised Real Property tax rate of \$0.844 per \$100, a Personal Property tax rate of \$4.10 per \$100, a Business Personal Property Tax Rate of \$2.90 per \$100, a Machinery & Tools tax rate of \$1.90 per \$100 and adopt the FY25 Operations Budget.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">General Fund Operations</td> <td style="text-align: right;">\$ 97,113,741</td> </tr> <tr> <td>Capital Improvements Plan</td> <td style="text-align: right;">\$ 6,157,326</td> </tr> <tr> <td>Enterprise Funds</td> <td style="text-align: right;">\$ 4,127,303</td> </tr> <tr> <td style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$107,398,370</td> </tr> </table>					General Fund Operations	\$ 97,113,741	Capital Improvements Plan	\$ 6,157,326	Enterprise Funds	\$ 4,127,303	TOTAL:	\$107,398,370
General Fund Operations	\$ 97,113,741												
Capital Improvements Plan	\$ 6,157,326												
Enterprise Funds	\$ 4,127,303												
TOTAL:	\$107,398,370												
TIMING:	Effective Immediately												
DISCUSSION:	This action will allow adequate time to prepare for the June 5 th tax billing cycle. The Code of Virginia, § 15.2-2503, requires the governing body to approve the budget and set a tax rate for the budget year no later than the date on which the fiscal year begins.												
FISCAL IMPACT:	Adoption of the FY2025 operational budget and tax rates will establish authorization for receipt of revenues and disbursements of expenses.												
POLICY IMPACT:	Required by state code.												
LEGISLATIVE HISTORY:	N/A												
ENCLOSURES:	“A Resolution to Adopt the FY25 Operations Budget, Set the Tax Rates and Appropriate Funds”												
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other								
		X											



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 18-2024

A RESOLUTION TO ADOPT THE FY25 OPERATIONS BUDGET, SET THE TAX RATES AND APPROPRIATE FUNDS

WHEREAS, it is the responsibility of the Fluvanna County Board of Supervisors to approve and control the County's fiscal plan for FY25; and,

WHEREAS, the Board of Supervisors has received numerous staff reports; received comments from residents at a duly advertised public hearing on April 10, 2024; and has reviewed each request for funding;

NOW, THEREFORE, BE IT RESOLVED by the Fluvanna County Board of Supervisors this 17th day of April 2024, that the Fluvanna County budget totaling **\$107,398,370** is adopted and the tax rates for FY25, the period July 1, 2024 through June 30, 2025, are set as given below:

COUNTY TAX RATES

Real Estate	\$0.844 per \$100 of assessed value
Mobile Homes	\$0.844 per \$100 of assessed value
Public Service Corps.	\$0.844 per \$100 of assessed value
Personal Property (Residential)	\$4.10 per \$100 of assessed value
Personal Property (Business)	\$2.90 per \$100 of assessed value
Personal Property (Public Utilities)	\$2.90 per \$100 of assessed value
Machinery & Tools	\$1.90 per \$100 of assessed value

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

GOVERNMENTAL REVENUES

Local	\$54,951,553
State	40,232,494
Federal	<u>3,386,006</u>
TOTAL	\$98,570,053

GOVERNMENTAL EXPENDITURES

General Government Administration	\$ 4,009,043
Judicial Administration	1,668,807
Public Safety	13,370,157
Public Works	3,145,108
Health and Welfare	6,899,746
Education	55,150,388
Parks and Recreation	1,371,550
Community Development	1,443,670
Non-Departmental	1,100,225

Debt Service	8,995,047
TOTAL	\$ 97,113,741

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

Capital Fund Revenues*	
Local Use of General Fund Balance	\$ 5,612,856
Grants	94,470
Proceeds from Indebtedness	0
TOTAL	\$ 5,707,326

Capital Fund Expenditures	
Governmental	\$ 0.00
Community Services	180,000
Public Works	1,051,600
Public Utilities	375,000
Public Safety	2,012,726
Schools	2,538,000
TOTAL	\$ 6,157,326

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

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

	Expenditures	Revenues
School Food Service	\$2,533,855	\$2,533,855
Fork Union Sanitary District	421,354	421,354
Palmyra Sewer*	220,512	20,000
ZXR**	951,582	145,782
TOTAL	\$4,127,303	\$3,120,991

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

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 17th day of April, 2024;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District						
John M. Sheridan, Columbia District						
Anthony P. O'Brien, Rivanna District						
Timothy M. Hodge, Palmyra District						
David M. Goad, Fork Union District						

Attest:

Christopher Fairchild, Chair

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

TAB C

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Fiscal Year 2025 – 2029 Capital Improvements Plan				
MOTION(s):	I move the Board of Supervisors adopt the resolution entitled “Adoption of the FY2025-2029 Capital Improvements Plan.”				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Tori Melton, Director of Finance				
PRESENTER(S):	Tori Melton, Director of Finance				
RECOMMENDATION:	Approval of the resolution to adopt Fiscal Year 2025-2029 Capital Improvements Plan as outlined.				
TIMING:	Effective Immediately				
DISCUSSION:	N/A				
FISCAL IMPACT:	FY25 Capital Improvements Plan outlines expenditures that are included in the FY25 budget. FY25-29 Capital Improvements Plan items are approved as planning projects only.				
POLICY IMPACT:	This action will allow administration and staff to plan projects and resources accordingly.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Resolution entitled “Adoption of FY2025-2029 Capital Improvements Plan”				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 19-2024

A RESOLUTION TO ADOPT THE FY25-29 CAPITAL IMPROVEMENTS PLAN

At a meeting of the Fluvanna County Board of Supervisors held in the Carysbrook Performing Arts Center at 7:00 PM on Wednesday, April 17, 2024, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

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

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

WHEREAS, the Board of Supervisors held a public hearing on the proposed Capital Improvements Plan on April 10, 2024; and,

WHEREAS, the Board of Supervisors has approved the FY2025 Capital Improvements Budget as part of the overall Fluvanna County Budget;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors that the FY 2025-2029 Capital Improvements Plan hereby be approved.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 17th day of April, 2024;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District						
John M. Sheridan, Columbia District						
Anthony P. O’Brien, Rivanna District						
Timothy M. Hodge, Palmyra District						
David M. Goad, Fork Union District						

Attest:

Christopher Fairchild, Chair
Fluvanna County Board of Supervisors

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

TAB D

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Authorization to advertise for a public hearing to amend Section 2-1-5 of the County Code to increase the costs in each criminal or traffic case in the district and circuit courts from \$10.00 to \$20.00, and the funds shall be used for courthouse security personnel, and, if requested by the Sheriff, equipment and other personal property used in connection with courthouse security.				
MOTION(s):	I move that the Board of Supervisors advertise the amendments to the County Code to amend Section 2-1-5 for a public hearing to be held May 15, 2024				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on May 15, 2024 to amend the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	Virginia Code Section 53.1-120 was amended in 2020 to increase the maximum amount of costs in each criminal or traffic case in the district and circuit courts from \$10.00 to \$20.00, and the funds shall be used for courthouse security personnel and, if requested by the Sheriff, equipment and other personal property used in connection with courthouse security.				
FISCAL IMPACT:	Estimated additional revenue \$10,000 - \$15,000				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Proposed Section 2-1-5 of the County Code • Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 2-1-5 TO INCREASE THE COSTS IN EACH CRIMINAL OR TRAFFIC CASE IN THE DISTRICT AND CIRCUIT COURTS FROM \$10.00 TO \$20.00 AND THE FUNDS SHALL BE USED FOR COURTHOUSE SECURITY PERSONNEL AND IF REQUESTED BY THE SHERIFF, EQUIPMENT AND OTHER PERSONAL PROPERTY USED IN CONNECTION WITH COURTHOUSE SECURITY

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by amending § 2-1-5, as follows:

CHAPTER 2 ADMINISTRATION

ARTICLE 1. – IN GENERAL

Sec. 2-1-5. - Assessment of costs in certain criminal and traffic cases.

Pursuant to section 53.1-120 of the Code of Virginia, there is hereby assessed, as part of the costs in each criminal or traffic case in the district and circuit courts of the County in which the defendant is convicted of a violation of any statute or ordinance, the sum of **\$20.00** ~~\$10.00~~.

Such assessment shall be collected by the Clerk of the Court in which the case is heard, remitted to the Treasurer of the County and held by such Treasurer subject to appropriation by the governing body to the sheriff's office for the funding of courthouse security personnel, **and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.**

The assessment provided for in this section shall be in addition to any other fees prescribed by law.

(Ord. 6-19-02; Ord. 2-20-08)

(2) That the Ordinance shall be effective after adoption.

§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment

- A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. A list of such designations shall be forwarded to the Director of the Department of Criminal Justice Services.
- B. The chief circuit court judge, the chief general district court judge and the chief juvenile and domestic relations district court judge shall be responsible by agreement with the sheriff of the jurisdiction for the designation of courtroom security deputies for their respective courts. If the respective chief judges and sheriff are unable to agree on the number, type and working schedules of courtroom security deputies for the court, the matter shall be referred to the Compensation Board for resolution in accordance with existing budgeted funds and personnel.
- C. The sheriff shall have the sole responsibility for the identity of the deputies designated for courtroom security.
- D. Any county or city, through its governing body, may assess a sum not in excess of \$20 as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. If a town provides court facilities for a county, the governing body of the county shall return to the town a portion of the assessments collected based on the number of criminal and traffic cases originating and heard in the town. The imposition of such assessment shall be by ordinance of the governing body that may provide for different sums in the circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the case is heard, remitted to the treasurer of the appropriate county or city and held by such treasurer to be appropriated by the governing body to the sheriff's office. The assessment shall be used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

Code 1950, § 53-168.1; 1972, c. 135; 1982, c. 636; 1986, c. 568; 1988, c. 119; 1989, c. 571; 2002, cc. 533, 756; 2003, cc. 26, 44; 2004, cc. 390, 432; 2006, c. 495; 2007, c. 377; 2020, c. 602.

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.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, May 15, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 2-1-5 TO INCREASE THE COSTS IN EACH CRIMINAL OR TRAFFIC CASE IN THE DISTRICT AND CIRCUIT COURTS FROM \$10.00 TO \$20.00 AND THE FUNDS SHALL BE USED FOR COURTHOUSE SECURITY PERSONNEL AND IF REQUESTED BY THE SHERIFF, EQUIPMENT AND OTHER PERSONAL PROPERTY USED IN CONNECTION WITH COURTHOUSE SECURITY

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: May 2 & 9, 2024

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
csolis@fluvannacounty.org
434-591-1910
434-591-1913

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

TAB E

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Authorization to advertise for a public hearing to enact Section 2-1-6 of the County Code to authorize a processing fee of \$25.00 on any individual admitted to a regional jail following conviction which shall be used to defray the costs of processing arrested persons into the regional jail.				
MOTION(s):	I move that the Board of Supervisors advertise the amendments to the County Code to enact Section 2-1-6 for a public hearing to be held May 15, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on May 15, 2024 to amend the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	Section 15.2-1613.1 of the Code of Virginia authorizes a processing fee of \$25.00 on any individual admitted to a regional jail following conviction.				
	The fee shall be ordered as a part of court costs collected by the clerk, deposited into the account of the Treasurer of the County and shall be used by the sheriff's office to defray the costs of processing arrested persons into the regional jail.				
FISCAL IMPACT:	Estimated revenue \$3,000 - \$5,000.				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Proposed Section 2-1-6 of the County Code • Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY ENACTING § 2-1-6 TO ASSESS A PROCESSING FEE OF \$25.00 ON ANY INDIVIDUAL ADMITTED TO A REGIONAL JAIL FOLLOWING CONVICTION, AND THE FUNDS SHALL BE USED BY THE SHERIFF’S OFFICE TO DEFRAY THE COSTS OF PROCESSING ARRESTED PERSONS INTO THE CENTRAL VIRGINIA REGIONAL JAIL

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by enacting § 2-1-6, as follows:

CHAPTER 2 ADMINISTRATION

ARTICLE 1. – IN GENERAL

Sec. 2-1-6. – Processing fee following conviction

Pursuant to section 15.2-1613.1 of the Code of Virginia, there is hereby assessed a processing fee of \$25.00 on any individual admitted to the Central Virginia Regional Jail following conviction in the General District Court or Circuit Court in Fluvanna County.

The fee shall be ordered as a part of court costs collected by the clerk, deposited into the account of the Treasurer and shall be used by the Sheriff's Office to defray the costs of processing arrested persons into the Central Virginia Regional Jail.

The assessment provided for in this section shall be in addition to any other fees prescribed by law.

(2) That the Ordinance shall be effective after adoption.

Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 16. Local Constitutional Officers, Courthouses and Supplies
Article 3. Sheriff

§ 15.2-1613.1. Processing fee may be imposed on certain individuals

Any county or city may by ordinance authorize a processing fee not to exceed \$25 on any individual admitted to a county, city, or regional jail following conviction. The fee shall be ordered as a part of court costs collected by the clerk, deposited into the account of the treasurer of the county or city and shall be used by the local sheriff's office to defray the costs of processing arrested persons into local or regional jails. If processing costs are incurred by a regional jail rather than a local sheriff's office, the fees collected pursuant to such ordinance may be used by the regional jail to defray the costs of processing arrested persons. Where costs are incurred by a sheriff's office and a regional jail the fees collected pursuant to such ordinance may be divided proportionately as determined by the local governing body or bodies, between the sheriff's office and the regional jail. Where costs are incurred by a police department for booking or fingerprinting services, the fees collected pursuant to such ordinance may be divided proportionately as determined by the local governing body or bodies, between the sheriff's office and the police department.

2002, c. [840](#);2003, c. [623](#);2011, cc. [300](#), [664](#).

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.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, May 15, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY ENACTING § 2-1-6 TO ASSESS A PROCESSING FEE OF \$25.00 ON ANY INDIVIDUAL ADMITTED TO THE CENTRAL VIRGINIA REGIONAL JAIL FOLLOWING CONVICTION, AND THE FUNDS SHALL BE USED BY THE SHERIFF’S OFFICE TO DEFRAY THE COSTS OF PROCESSING ARRESTED PERSONS INTO THE CENTRAL VIRGINIA REGIONAL JAIL

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: May 2 & 9, 2024

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
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434-591-1910
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB F

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Authorization to advertise for a public hearing an ordinance amendment to authorize a fee of \$25 per recordation of a list of heirs pursuant to § 64.2-509 or an affidavit pursuant to § 64.2-510				
MOTION(s):	I move that the Board of Supervisors advertise the amendments to County Code §§ 20-6-1, 20-6-2 and 20-6-3 for a public hearing to be held May 15, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Motion to approve advertisement for public hearing				
TIMING:	Advertise for public hearing on May 15, 2024				
DISCUSSION:	<ul style="list-style-type: none"> • The ordinance would authorize the Clerk of the Circuit Court to collect a fee of \$25 per recordation of a list of heirs pursuant to § 64.2-509 or an affidavit pursuant to § 64.2-510, to be paid to the County treasury. • Authorized by VA Code § 58.1-1718 				
FISCAL IMPACT:	Estimated annual revenue of \$1000				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Fluvanna County Code Amendments- §§ 20-6-1, 20-6-2, and 20-6-3 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING §§ 20-6-1, 20-6-2 AND 20-6-3 TO AUTHORIZE THE CLERK OF THE CIRCUIT COURT IN ACCORDANCE WITH VIRGINIA CODE SECTION 58.1-1718 TO COLLECT A FEE OF \$25 FOR EVERY RECORDATION OF A LIST OF HEIRS PURSUANT TO VIRGINIA CODE SECTION 64.2-509 OR AN AFFIDAVIT PURSUANT TO VIRGINIA CODE SECTION 64.2-510.

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by amending §§ 20-6-1, 20-6-2, and 20-6-3, as follows:

CHAPTER 20 TAXATION

ARTICLE 6. – PROBATE TAX AND RECORDATION FEES

Sec. 20-6-1. - Levied; amount.

There is hereby imposed and levied a tax on the probate of every will or grant of administration in an amount equal to one-third of the state tax on such probate of a will or grant of administration; **and (ii) a fee of twenty-five dollars (\$25.00) for every recordation of a list of heirs pursuant to § 64.2-509 or an affidavit pursuant to § 64.2-510, unless a will has been probated for the decedent or there has been a grant of administration on the decedent's estate.**

Sec. 20-6-2. - Collection; compensation of Clerk.

The tax **and fees** imposed by this article shall be collected by the Clerk of the Circuit Court. The Clerk shall pay such tax **or fee** into the treasury of the county and shall be entitled to compensation for such service in an amount equal to five percent of the amount collected and remitted. Such compensation shall be paid out of the county treasury.

Sec. 20-6-3. - Tax ~~is~~ **and fees are** additional.

The tax **and fees** provided for by this article shall be in addition to any other taxes and assessments prescribed by law.

(2) That the Ordinance shall be effective after adoption.

Code of Virginia
Title 58.1. Taxation
Subtitle I. Taxes Administered by the Department of Taxation
Chapter 17. Miscellaneous Taxes
Article 3. Tax on Wills and Administrations

§ 58.1-1718. City or county probate tax

In addition to the state tax and fee imposed by §§ [58.1-1712](#) and [58.1-1717.1](#), the governing body of any county and the council of any city may, as provided in § [58.1-3805](#), (i) impose a county or city tax in an amount equal to one-third of the amount of the state tax on the probate of a will or grant of administration on the probate of every such will or grant of administration and (ii) charge a \$25 fee for the recordation of a list of heirs pursuant to § [64.2-509](#) or an affidavit pursuant to § [64.2-510](#), as provided in § [58.1-1717.1](#).

Code 1950, § 58-67.1; 1960, c. 60; 1984, c. 675; 2010, c. [266](#).

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.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, May 15, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING §§ 20-6-1, 20-6-2 AND 20-6-3 TO AUTHORIZE THE CLERK OF THE CIRCUIT COURT IN ACCORDANCE WITH VIRGINIA CODE SECTION 58.1-1718 TO COLLECT A FEE OF \$25 FOR EVERY RECORDATION OF A LIST OF HEIRS PURSUANT TO VIRGINIA CODE SECTION 64.2-509 OR AN AFFIDAVIT PURSUANT TO VIRGINIA CODE SECTION 64.2-510.

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: May 2 & 9, 2024

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
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434-591-1910
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB G

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Authorization to advertise for a public hearing to amend Section 4-2-2 and Section 4-2-5 to clarify the definition of a violation under both the dog running at large ordinance and the unrestricted dog ordinance.				
MOTION(s):	I move that the Board of Supervisors advertise the amendments to the County Code to Section 4-2-2 and Section 4-2-5 for a public hearing to be held May 15, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney ACO Virginia Strong, Sheriff's Office				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on May 15, 2024 to amend the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	<p>Amendments to Section 4-2-2 of the County Code were made on September 20, 2023 regarding the prohibition on dogs running at large. Section 4-2-5 was enacted on January 17, 2024 regarding the prohibition on unrestricted dogs.</p> <p>When the first case was brought to court, the Judge had questions regarding the definition of a "violation." Was a violation when the person was found guilty in court or was a violation considered each time the sworn law enforcement officer completed a criminal incident report on the violation? The proposed definition of "violation" will clarify the intent of the ordinance that a violation means each criminal incident report filed by a sworn law enforcement officer for the violation.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	Updated Dog Running At Large Ordinance was approved on September 20, 2023. New Unrestricted Dog Ordinance was approved on January 17, 2024.				
ENCLOSURES:	<ul style="list-style-type: none"> • Proposed amendments to Section 4-2-2 and Section 4-2-5 of the County Code • Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 4-2-2 AND § 4-2-5 TO CLARIFY THE DEFINITION OF A VIOLATION UNDER BOTH THE DOG RUNNING AT LARGE ORDINANCE AND THE UNRESTRICTED DOG ORDINANCE

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) *That The Code of the County of Fluvanna, Virginia is amended by amending § 4-2-2 and § 4-2-5, as follows:*

Chapter 4. – IN GENERAL

ARTICLE 2. – DOGS

Sec. 4-2-2. – Dogs running at large

(A) **Definition. For purposes of this section, the following term shall have the meaning indicated:**

Violation means a violation of this section documented through an incident report filed by a sworn law enforcement officer.

(B) The running at large of all dogs at any time is hereby prohibited within the confines of the County.

(C) ~~It shall be the duty of a~~ **Only** sworn law enforcement officers **shall** ~~to~~ enforce the provisions of this section.

(D) For the purposes of this section a dog shall be deemed to run at large while roaming or running off the property of its owner or custodian and not under its owner's or custodian's immediate control; provided, however, that no dog shall be deemed to be running at large in violation hereof if it shall be engaged in lawful hunting or training for hunting under the direction of its owner or custodian and shall thereafter stray from lawful hunting or training for hunting; or if the dog shall be engaged to assist farming activity, which is defined as raising, managing and using agricultural animals to provide food, fiber, or transportation; provided, that such owner or custodian shall place such dog under his immediate control within a reasonable time.

(E) Any person who permits his dog to run at large within the confines of Lake Monticello subdivision may be subject to a civil penalty of not more than \$100.00.

(F) A **Violation** ~~violation~~ of this section by an offender in the County but outside the confines of Lake Monticello subdivision may result in such dog being taken into possession by **a** ~~the~~ sworn law enforcement officer and returned to the owner or custodian with a warning.

- (G) If the owner or custodian of the dog cannot be located to take custody of the dog in a reasonable amount of time, the dog may be transported to the Fluvanna County SPCA for impoundment, and the dog's owner shall be liable for all costs of impoundment.
- (H) **A third or subsequent Violation of this section within two years in the County but outside the confines of the Lake Monticello subdivision may result in a \$100.00 civil penalty.** ~~A violation of this section by a habitual offender in the County but outside the confines of Lake Monticello subdivision, defined as an owner or custodian having three or more violations of this section within two years, may result in a \$100.00 civil penalty.~~
- (I) A dog shall be deemed to be "running at large in a pack" if it is running at large in the company of one or more other dogs that are also running at large. The owner or custodian of a dog found while running at large in a pack shall be subject to civil penalty in the amount of \$100.00 per dog so found.

(Comp. 1974, ch. 4; Ord. 8-4-86; Ord. 11-18-15; Ord. of 09-20-2023)

State Law reference— Authority of County to prohibit dogs running at large, see Code of Va., § 3.2-6538.

Sec. 4-2-5. - Unrestricted dogs prohibited.
new

- (A) Definition. For purposes of this section, the following **terms** ~~term~~ shall have the meaning indicated:

Unrestricted means not under the control of the owner or his agent either by leash, cord, chain, or primary enclosure when off the property or premises of the owner or custodian. An electronic device does not qualify as a leash, cord or chain.

Violation means a violation of this section documented through an incident report filed by a sworn law enforcement officer.

- (B) Prohibition. No dog shall run unrestricted within the boundaries of any property owned, leased, controlled or operated by the County.
- (C) Enforcement. The provisions of this section shall be enforced only by sworn law enforcement officers.
- (D) Exceptions. This section shall not apply to any person who uses a dog as follows:
- (1) Dogs within areas designated by a resolution approved by the Fluvanna County Board of Supervisors as off-leash trails, dog parks and dog exercise areas.

- (2) Service dogs whose handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe effective performance of work or tasks.
 - (3) Dogs under the control of law enforcement.
 - (4) Dogs involved in county approved events including obedience training classes or shows, agility training or field trials, or similar activities where dogs are under the control of the owner or custodian.
- (E) Impoundment. Any dog found unrestricted shall be impounded, except that if the rightful owner of the dog can be immediately ascertained and located, then that owner shall be allowed to have custody of the animal, but may be subject to issuance of a civil penalty for **Violation** ~~violation~~ of this section.
- (F) Penalty. ~~A violation of this section by a habitual offender, defined as an owner or custodian having three or more violations~~ **A third or subsequent Violation of this section** within two years; may result in a civil penalty of \$50.00.

(Ord. of 01-17-2024)

(G) *That the Ordinance shall be effective upon adoption.*

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, May 15, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 4-2-2 AND § 4-2-5 TO CLARIFY THE DEFINITION OF A VIOLATION UNDER BOTH THE DOG RUNNING AT LARGE ORDINANCE AND THE UNRESTRICTED DOG ORDINANCE

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: May 2 & 9, 2024

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
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434-591-1910
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB H

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors April 3, 2024 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday April 3, 2024, be adopted.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(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 April 3, 2024.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
April 3, 2024
Regular Meeting 5:00pm
Budget Work Session 7:00pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair (*entered the meeting at 5:01pm*)
John M. (Mike) Sheridan, Columbia District, Vice Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
Tony O’Brien, Rivanna District

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

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

At 5:00pm, Vice Chair Sheridan called to order the Regular Meeting of April 3, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- Chair Fairchild entered the meeting at 5:01pm and Vice Chair Sheridan handed the gavel over.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the April 3, 2024 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Kayla Polychrones, Planning Department, Administrative Program Specialist, Started March 27th

New Scoreboards at Carysbrook Ball Fields

- Replaced old baseball scoreboard that was having issues and installed a new scoreboard and electricity for softball on March 26.

Partnering With FCPS

- The 2024 Pre-K field trip was a success. It had been five years since the kids from Central Elementary came to visit the Fork Union Active Adult Center, in March 2020 the planned event had to be canceled due to COVID 19.
- Three classes, plus a special needs class with their individual aides, visited the Fluvanna Community Center on Wednesday, March 27, 2024 arriving at 10:30am visiting for about 45 minutes. Because of the rain, plans had to change morning of: outside activities were into the stage room, the egg dyeing into the yoga room, bunny coloring in the Senior Room, and made Faith’s office the reading room.
- Two of the Fork Union members, Dolores Palmer and Rita Smith, read “The Berenstain Bears and the Real Easter Eggs” to each group.
- FCPR staff oversaw each station with some much-appreciated assistance from Brittany Redman of the Extension Office whom kept the kids engaged with egg hunting in the hallway.
- Thank you to Jack Durning from the Cunningham and Troy Centers who made and donated 60 tiny bunnies for the day. Thank you to the Fork Union Seniors that gave Easter buckets for the kids. Thank you to the teachers, the teachers’ aides, all the adults helping with the kids, and the bus drivers. We were very thankful for the visit. The Seniors only had positive things to say about the event plus some of the seniors were related to the visiting kids.

FCHS SGA Hands on Fluvanna Day

- FCHS SGA assisted with Parks and Recreation and VDOT to do a roadside cleanup in Fluvanna County on March 29, 2024. The approximately 1.5 mile stretch of road from Little Creek Road (closest we could start to Rt. 250 / Rt. 15 intersection) to Lake Road was removed of litter on both sides of the road totaling 3 miles of road frontage, working 9:30am - 11:30am. A total of 30 bags of trash was collected.
- Many “Thank You’s” go out to the following whom made this a safe success:
 - FCHS SGA students helping cleanup: Dylan, Sophia, Emmalyn, Summer, Junior, and Lauren.
 - VDOT Crews from Palmyra and Louisa.
 - Fluvanna Sheriff’s Office: Deputy Schoen for slowing and watching traffic for the cleanup crew’s safety. Also, Sergeant Bishop for slowing down traffic going the opposite way from the students work area.
 - Parks and Recreation: Malinda Payne and Aaron Spitzer for helping to provide a safe work environment for the cleanup.
- FCHS SGA students volunteered at the Dog Park on March 29, 2024 to spread mulch in the big dog pen where grass is gone to prevent mud when it rains. About 3 cubic yards of mulch was spread from 9:30am - 11am.
- Many “Thank You’s” go out to the following for this project:
 - FCHS SGA students: Noah, Olivia, Charlie, Zach, and Katie.
 - Parks and Recreation: Matt Stancil driving the tractor to make piles of mulch to spread saving most wheelbarrow work.

Easter Egg Hunt in the Park

- Parks & Recreation’s Annual Easter Egg Hunt was held on Saturday, March 30 at 10am promptly. Egg hunt lasted approximately 5 minutes with over 300 youth hunting eggs!
- There were 4 hunt zones with a total of 7,000 eggs spread out with one “Golden” egg in each zone worth an Easter basket if found.
- Special THANK YOU to the FUMA Interact club who assisted with various aspects of the event!
- FCPR also partnered with “Dolly Parton’s Imagination Library” to get children 0 - 5 years old registered to receive free books delivered to their house.

Drive-thru Rabies Clinic

- Pleasant Grove Park, 271 Pleasant Grove Drive, Palmyra, VA 22963, Saturday, April 27, 2024, 9:00am to 12:00pm, \$10 (cash only), Pre-registration form can be filled out and returned prior to clinic. Pick one up at FSPCA or scan code to register

Fluvanna County Earth Day Tire Drop Off Event

- Pleasant Grove Park, 271 Pleasant Grove Drive, Palmyra, VA 22963, Saturday, April 20, 2024, 9:00am to 11:00am, Must present Valid ID, Arrive early! When the trucks are full, the event will close.

Palmyra Arts Fest

- Stone Jail Street, Palmyra, Saturday, April 13, 2024 (rain date April 14), 10:00am to 4:00pm, there will be local artists and artisans, performers, food trucks, and children’s activities.

Spotlight on Business

- Ribbon cutting on April 6, 2024 at 11:00am to celebrate RDL Pool Supplies at 202 Turkeysag Trl, Palmyra
- Ribbon Cutting on April 6, 2024 at 12:00pm to celebrate Tropic Tan VA at 94 Joshua Ln, Palmyra.
- Ribbon Cutting on April 16, 2024, at 4:00pm, to celebrate Scarlett’s Flowers at 4321 James Madison Hwy, Fork Union.

Solar Eclipse Viewing Party

- Join the Fluvanna County Library for a Solar Eclipse Viewing party, Monday, April 8, 2024 2-4:30pm, There will be crafts and activities, live streaming, popcorn, and more!

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Apr 10	7:00 PM	BOS Special Meeting – Public Hearings for FY25 Budget & CY24 Tax Rate	Performing Arts Center
Wed	Apr 17	6:00 PM	Regular Meeting – Adopt FY25 Budget & CY24 Tax Rate	Performing Arts Center
Wed	Apr 24	6:00 PM	BOS Special Meeting – TBD – Adopt FY25 Budget & CY24 Tax Rate	Performing Arts Center

5 - PUBLIC COMMENTS #1

At 5:14pm, Chair Fairchild opened the first round of Public Comments.

- Rudy Garcia, 802 Rivanna Woods Dr, spoke in favor of fully funding the FLDP budget request.
- Charlie White, 55 Kendall Ct, spoke in favor of fully funding the FLDP budget request.
- Kathy Swenson Miller, 94 Fairview Ln, spoke in favor of fully funding the FLDP budget request.

- Linda Staiger, 2949 Ridge Rd, spoke in favor of fully funding the FLDP budget request.
- Mozell Booker, 258 Bass Ln, spoke in favor of fully funding the FLDP budget request.
- James Kelley, 363 Manor Blvd, commented on the budget process and spoke in favor of fully funding the FLDP budget request.
- James Schoenster, 843 Jefferson Dr, commented on the FY25 budget and spoke in favor of fully funding the FLDP budget request.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:45pm.

6 – BOARDS AND COMMISSIONS

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) - Business Representative Position	Maria Henry		Appt	04/03/2024	06/30/2025
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 – PRESENTATIONS

VPSA School Financing Refunding Bonds – Eric Dahl, County Administrator

Virginia Public School Authority (VPSA) is considering the refunding of its 2014C Pool bonds this spring. The savings from this potential refunding will be passed along as an annual credit to localities.

Potential annual savings, if the refunding occurs, are subject to market conditions and can change up until the sale date of the VPSA Refunding Bonds.

- FY25 estimated debt service savings annually - ~\$3K
- FY26-FY30 estimated debt service savings annually - ~\$20K
- Total Savings of ~\$105K

Some important dates to remember

1. April 4, 2024 – Certificate of Refunding of the Local School Bonds due to VPSA
2. April 23, 2024 – Tentative date of the pricing of the VPSA Refunding Bonds. We will be provided with more information on the refunding credits within a few days thereafter, including the amount of your annual savings.
3. May 14, 2024 – Tentative closing of the VPSA Refunding Bonds

Fluvanna County has been working with our local Bond Counsel and coordinating with the VPSA/Bond Counsel on timing and documents. The County will need to sign the Certificate of Refunding. No formal action is needed by the Board. One item to note and as a result of the refunding, the Local School Bond will not be prepayable by the Locality before it matures July 15, 2029.

8 - ACTION MATTERS

Child Abuse Prevention Month Proclamation – Rocky Reed, Family Services Supervisor Protection & Prevention, Fluvanna County Dept. of Social Services, provided a short presentation about local Child Protective Services numbers and what the Department of Social Services staff is experiencing.

MOTION:	Proclaim the month of April 2024 as Celebrating Children Month in Fluvanna County in observation of Child Abuse Prevention Month.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

CVEC Broadband Local Taxes Grant – Eric Dahl, County Administrator

Central Virginia Electric Cooperative (CVEC) approached the County in late 2017 on an aggressive broadband access plan to provide options to its 36,000 members in Central Virginia. Fluvanna County leaders supported the project early on for approximately 8,900 Fluvanna households to have access to broadband within the CVEC distribution system.

The Economic Development Authority of Fluvanna County, with support from the Fluvanna County Board of Supervisors, approved an agreement for grant payments with CVEC and Central Virginia Services, Inc. (CVSI).

The main components of the agreement were focused on the “Priority of work”, “Qualifications of schedule” and “Employment of workers within County”.

The Priority of work schedule:

- a. Area served by Zion Crossroads substation – completed not later than December 31, 2019;
- b. Area served by Hensons Store substation – completed not later than December 31, 2020;
- c. Area served by one other substation in an area of the County with very limited broadband options – completed not later than March 31, 2022;
- d. Area served by Cunningham substation – completed not later than March 31, 2023;
- e. Remainder of County – estimated to be completed by December 31, 2024.

Under Qualifications of schedule, it described work is deemed complete when service is available to qualifying customers within each service area, qualifying boundaries and provisions for time extensions on account of delays for weather and other causes.

Under Qualifications of schedule, it described an agreement by CVEC to establish not fewer than 10 permanent, full-time jobs in the county.

The below explanations are provided by Gary Wood from CVEC/CVSI/Firefly:

- You will note that the timeline for actual completion did not line up exactly with the agreement Priority of Works dates. There are several reasons for Zion and Hensons being slightly behind their dates.
- Zion was slowed due to weather issues along with some material supply issues in 2019. The work for the circuits feeding into Fluvanna west and south were completed first in January 2020, given the priority noted in the agreement. The eastern circuit was delayed slightly due to redesign to include the Henson Store circuit coming down Rt. 15, bringing more Fluvanna homes online earlier.
- When a VATI grant became possible for Columbia and the Cunningham circuit east of Rt. 15, this area with more low and moderate income households was bumped up in priority which pushed the remaining Henson Store station back a bit. COVID impacts on labor availability and supply chain issues slowed the construction of Henson Store and Kidds Store as well.

Firefly worked through those issues and sped up construction to complete the entire build in 2022 instead of 2024 and have exceeded the number of full-time positions, with more than 20 full-time positions in Fluvanna County before the end of 2024.

The agreement allows for some relaxation of the completion dates due to weather as well as unforeseen and uncontrollable causes. We would ask that the county consider the impacts of the weather, supply chain issues and COVID, and also consider the overall project acceleration that completed the entire county two years ahead of time. We would ask that the county consider these timing factors in accepting our work as meeting the spirit of the agreement.

MOTION:	Approve the Local Taxes Grant payment in the amount of \$500,000.00 to the Economic Development Authority of Fluvanna County (EDA), for the Agreement dated July 18, 2018 between the EDA and CVEC and CVSI, for the expansion of broadband in Fluvanna County, with the amount to come from unassigned fund balance.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Resolution to Appoint a Solar Ordinance Review Committee – Dan Whitten, County Attorney

- At the Board of Supervisor’s meeting on March 6, the Board approved a resolution of intention to amend § 22-4-2.2 to remove utility scale solar generation facilities as a use allowed by special use permit in the Agricultural, A-1 Zoning District.
- At the Board of Supervisor’s meeting on March 6, the Board approved a resolution of intention to enact § 22-17-21 to add supplemental regulations for small scale solar generation facilities, minor scale solar generation facilities and utility scale solar generation facilities.
- The Planning Commission discussed the two resolutions at its meeting on March 12, 2024 and suggested that the Board create a committee with two members of the Planning Commission and two members of the Board of Supervisors
- The Committee would consider the amendments to the County Code and provide suggested language for the consideration by the Planning Commission and Board of Supervisors.

MOTION:	approve the resolution to appoint the following two (2) members of the Board of Supervisors (i) Christopher Fairchild and (ii) Tony O’Brien, and allow the Planning Commission to appoint two members to the Solar Ordinance Review Committee.				
	<i>After some discussion by the Board, Mr. Goad amended his motion.</i>				
	approve the resolution to appoint the following two (2) members of the Board of Supervisors (i) Timothy Hodge and (ii) Tony O’Brien, and allow the Planning Commission to appoint two members to the Solar Ordinance Review Committee.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were discussed before approval:

M - Resolution to Rename Cabel Lane to Cabell Lane

The following items were approved under the Consent Agenda for April 3, 2024:

- Minutes of March 13, 2024 – Caitlin Solis, Clerk to the Board
- Minutes of March 20, 2024 – Caitlin Solis, Clerk to the Board
- Martha Brown-Snyder’s Social Services Term End Date Correction – Eric Dahl, County Administrator
- Requesting the Employee Appreciation and Recognition Program (2.26.) “Pride” to be Reclassified as the “Employee Impact Team” – Donna Snow, Director of Human Resources
- Director of Public Works Position Description Update – Donna Snow, Director of Human Resources
- Temporary Staff Stipend for Additional Duties – Overstreet – Eric Dahl, County Administrator
- Approval of FY25 CSA Provider Agreement – Bryan Moeller, CSA Program Manager
- Resolution to Rename Cabel Lane to Cabell Lane – Dan Whitten, County Attorney
- Services Term Contract - 1st Choice Electrical, Inc. – Dan Whitten, County Attorney
- Services Term Contract - Phillip Day DBA Day Electric – Dan Whitten, County Attorney
- Services Term Contract - Rafaly Electrical Contractors, Inc. – Dan Whitten, County Attorney
- Small Purchasing Procedures Amendment – Dan Whitten, County Attorney

MOTION:	Approve the consent agenda, for the April 3, 2024 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

None.

12 - NEW BUSINESS

Speed Study on Rt 53 – Mr. Hodge referenced a proposed speed study on Rt 53 that had not been completed by VDOT from Colonial Circle to the County line to reduce the speed from 55mph to 45mph.

GFL and Vandelinde Complaints – Mr. Hodge mentioned complaints received by constituents about the trash collection companies operating outside of normal hours.

BOS Task List – Mr. Fairchild asked if a BOS directive task list could be created.

13 - PUBLIC COMMENTS #2

At 6:50pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:50pm.

14 - CLOSED MEETING

MOTION:	At 6:51pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – employees of the Planning Department, Prospective Industry – prospective business update in the Fork Union District, Litigation – Gate Plaza, Aqua Virginia, and Legal Matters – Fluvanna Christian Services Society ground space lease, Chamber of Commerce agreement, agreement for delinquent taxes.
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MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:52 pm, 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:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

BUDGET WORK SESSIONHealth Insurance Update

Health insurance amount being covered by county from 11% to 8% which freed up some revenue.

Budget Discussion

Eric Dahl, County Administrator and Tori Melton, Finance Director, in response to questions and queries from the Board, presented FY25 Budget options.

- The Board discussed contributing to the FLDP program.
- The discussion continued and included the finalized CIP projects to be funded.

MOTION TO EXTEND

- *At 9:40pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the April 3, 2024 Regular Board of Supervisors meeting to 10:30pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

- After some discussion, the Board decided to hold a Budget Work Session at 5:00pm before the BOS Special Meeting - Public Hearing for FY25 Budget and CY24 Tax Rate on April 10, 2024.
- The Board asked for options and figures to be brought back at the April 10, 2024 meeting including Sheriff's proposal for deputies, COLA and bonus for employees.
- The Board agreed to move money from Hospice of the Piedmont and gave it to Fluvanna Louisa Housing.

15 - ADJOURN

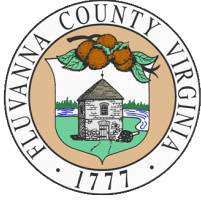
MOTION:	Adjourn the regular meeting of Wednesday, April 3, 2024 at 10:00pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

PROCLAMATION 01-2024

Child Abuse Prevention Month

WHEREAS, in Federal fiscal year 2021, 4 million reports were made to child protective services; and

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

WHEREAS, our children are our most valuable resources and will shape the future of Fluvanna County; and

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

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

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

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

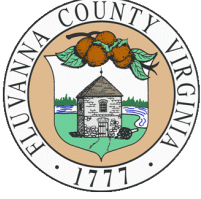
WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment.

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

NOW, THEREFORE, the Fluvanna County Board of Supervisors does hereby proclaim April 2024 as **NATIONAL CHILD ABUSE AND NEGLECT PREVENTION MONTH** in Fluvanna County and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Passed and adopted this 3rd day of April, 2024.

Christopher Fairchild
Chair, Board of Supervisors



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 16-2024

A RESOLUTION TO APPOINT SOLAR ORDINANCE REVIEW COMMITTEE

WHEREAS, the Fluvanna County Code (“County Code”) may from time to time be amended, supplemented, changed, modified or repealed by the Fluvanna County Board of Supervisors (“Board of Supervisors”) pursuant to § 15.2-2285 of the Code of Virginia; and

WHEREAS, in accordance with § 22-20-1 of the County Code, the Board of Supervisors adopted Resolution No. 11-2024 to propose an amendment to the County Code by amending § 22-4-2.2 to remove utility scale solar generation facilities as a use allowed by special use permit in the Agricultural, A-1 Zoning District; and

WHEREAS, in accordance with § 22-20-1 of the County Code, the Board of Supervisors adopted Resolution No. 12-2024 to propose an amendment to the County Code by enacting § 22-17-21 to add supplemental regulations for small scale solar generation facilities, minor scale solar generation facilities and utility scale solar generation facilities; and

WHEREAS, the Fluvanna County Planning Commission (“Planning Commission”) shall hold a public hearing on such proposed amendments after notice as required by §15.2-2204 of the Code of Virginia, and may make appropriate changes to the proposed amendments before making a recommendation to the Board of Supervisors; and

WHEREAS, the Board of Supervisors may appoint such advisory boards, committees and commissions as it may deem necessary pursuant to Virginia Code Section 15.2-1411; and

WHEREAS, the Board of Supervisors desires to appoint four (4) members to a Solar Ordinance Review Committee to consist of two (2) Board of Supervisors members and two (2) Planning Commission members; and

WHEREAS, the Solar Ordinance Review Committee will review the proposed amendments to the County Code to (i) amend § 22-4-2.2 to remove utility scale solar generation facilities as a use allowed by special use permit in the Agricultural, A-1 Zoning District; and (ii) enact § 22-17-21 to add supplemental regulations for small scale solar generation facilities, minor scale solar generation facilities and utility scale solar generation facilities.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors does hereby appoint the following two (2) members of the Board of Supervisors (i) Timothy M. Hodge and (ii) Anthony P. O’Brien to the Solar Ordinance Review Committee, and the Planning Commission shall choose two (2) members of the Planning Commission to be appointed to the Solar Ordinance Review Committee.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 3rd day of April 2024:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					X

Attest:

 Christopher Fairchild, Chair
 Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia
RESOLUTION No. 17-2024

**A RESOLUTION TO RENAME
 CABEL LANE TO CABELL LANE**

WHEREAS, the Board of Supervisors is empowered to rename streets, roads and alleys within the County in accordance with Section 18-2 of the Fluvanna County Code; and

WHEREAS, a resident on Cabel Lane requests that the Board of Supervisors rename the road Cabell Lane; and

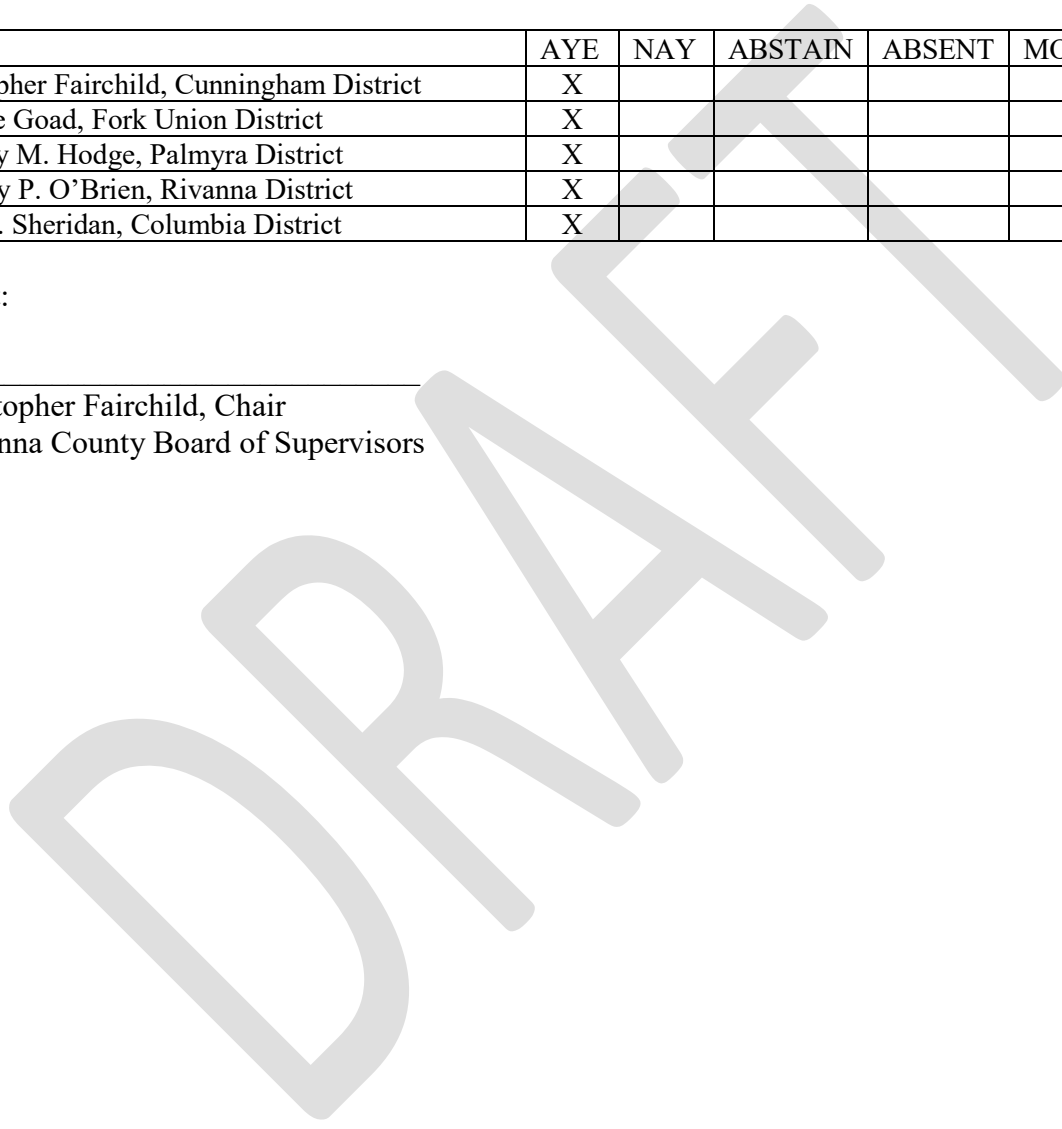
NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Supervisors of Fluvanna pursuant to Section 18-2 of the Fluvanna County Code, that Cabel Lane be, and is hereby, named, Cabell Lane; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors of Fluvanna County on this 3rd day of April 2024.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X					
Timothy M. Hodge, Palmyra District	X				X	
Anthony P. O'Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X					

Attest:

 Christopher Fairchild, Chair
 Fluvanna County Board of Supervisors



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

TAB I

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Creative Marketing and Design Services Term Contract- Deigra, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for creative marketing and design services with Deigra, Inc. and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • A RFP was issued on February 12, 2024 for creative marketing and design services. • Proposals were due on March 8, 2024. • The County received nine (9) proposals. • The County interviewed the three (3) firms. • The selected two firms, Deigra, Inc. and Dorazio Communications. • Task orders would be issued by the County to the selected firms as services are needed. • All county departments can utilize the firms on term contract. • Task orders will be used by County Staff on an as-needed basis to provide County with Creative Marketing and Design Services. • All task orders will be approved by the County Administrator prior to any work being done. • The initial contract term will be for one year with up to four (4) one-year renewal options 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Costs will be based on the attached rates sheet as well as # of hours expected to complete task order. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Term Contract with Deigra, Inc. • Proposal to include 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
DEIGRA, INC.**

This Term Contract for Services (the “Contract”) dated this _____ day of _____, 2024 is between the **COUNTY OF FLUVANNA** (the “COUNTY”), a political subdivision of the Commonwealth of Virginia and **DEIGRA, INC.** (the “FIRM”), a Virginia Corporation, and is binding among and between these parties as of the date of the COUNTY’s signature.

RECITALS:

1. The legal address for the COUNTY and for the FIRM and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

COUNTY:

Fluvanna County
ATTN: County Administrator
P.O. Box 540
Palmyra, VA 22963
Telephone: (434) 591-1910
Facsimile: (434) 591-1911

FIRM:

Deigra, Inc.
ATTN: Steven Swanson, President
3221 Sherwood Bluff Circle
Powhatan, VA 23139

2. On February 12, 2024, the COUNTY issued Request for Proposals #2024-06 (the “RFP”) for Creative Marketing and Design Services (“Services”) as more specifically set out in such RFP attached hereto as Exhibit 1, which is incorporated herein as a material part of this Contract. The proposals were due on March 8, 2024, and the original proposal submittal by the FIRM (the “Proposal”), is attached hereto as Exhibit 2 and is incorporated herein as a material part of this Contract. All the provisions and requirements, including, but not limited to, the purpose and scope, of the RFP and the Proposal are incorporated herein by reference.

3. Task orders (“Task Orders”) shall be issued by the COUNTY to a provider of such services as services are needed and may include the Services set forth in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the Task Order or particular project will be set forth in a Task Order executed by the COUNTY and the FIRM. Individual projects will be based on hourly rates (the “Rate Sheet”) as set forth in Exhibit 3 which is incorporated herein as a material part of this Contract. The hourly rates set forth in Exhibit 3 shall control for all Task Orders during the Term.

4. The rights and duties of the COUNTY and FIRM applicable to the COUNTY's projects under this Contract are set forth in the following Contract Documents: (i) this Contract including all Task Orders executed under this Contract; (ii) the RFP and all of the terms of the County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; (iii) the Proposal, and (iv) the Rate Sheet. In the event of any conflict between the terms of this Contract and any exhibit hereto, the following shall be the order of control in resolving such conflicts (i) controls over (ii), (iii) and (iv); and (ii) controls over (iii) and (iv). Whenever possible the documents shall be read together.

5. One or more Task Orders may be entered into with the FIRM during the contract term ("Contract Term"). Although the potential exists for multiple projects during the Contract Term, the COUNTY does not represent or guarantee that the FIRM will receive one or more task orders during the Contract Term. The COUNTY has no obligation to enter into any task order(s) with the FIRM.

6. The COUNTY specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the COUNTY, the COUNTY may (i) issue RFP's for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for services similar to this Contract; and (iii) specifically reserves the right to enter into Task Orders with other vendors under term contracts based on its evaluation of each vendor's qualifications, expertise, current workload, capabilities, performance record, and other factors as may be pertinent to the particular project.

THEREFORE, in consideration of the Recitals set forth above, and good and valuable consideration as set forth below, the parties agree as follows:

1. Recitals: The Recitals are incorporated herein by reference.
2. Scope of Services: The FIRM agrees that he is willing and able during the Contract term to provide the Services on an "as needed" basis during the Contract term. The Services may include certain on-call and as-needed task-based creative marketing and design services and related services as more specifically described in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a Task Order issued to the FIRM.
3. Task Orders; Limitation: Task Orders shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the COUNTY's project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed.
4. Contract Term: This Contract shall be in effect from the date of signature by the COUNTY for a one (1) year period (the "Initial Term"). This Contract shall renew at the option of the COUNTY

for four (4) additional one (1) year terms. The Term of the Contract is the Initial Term and all renewals thereof.

In witness whereof, the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

FIRM:
Deigra, Inc.

COUNTY:
County of Fluvanna, a political subdivision of the Commonwealth of Virginia

By: _____ Date: _____ By: _____ Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

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

TAB J

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Creative Marketing and Design Services Term Contract- Dorazio Communications, LLC.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for creative marketing and design services with Dorazio Communications, LLC. and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • A RFP was issued on February 12, 2024 for creative marketing and design services. • Proposals were due on March 8, 2024. • The County received nine (9) proposals. • The County interviewed the three (3) firms. • The selected two firms, Deigra, Inc. and Dorazio Communications. • Task orders would be issued by the County to the selected firms as services are needed. • All county departments can utilize the firms on term contract. • Task orders will be used by County Staff on an as-needed basis to provide County with Creative Marketing and Design Services. • All task orders will be approved by the County Administrator prior to any work being done. • The initial contract term will be for one year with up to four (4) one-year renewal options 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Costs will be based on the attached rates sheet as well as # of hours expected to complete task order. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Term Contract with Dorazio Communications, LLC. • Proposal to include 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
DORAZIO COMMUNICATIONS, LLC**

This Term Contract for Services (the “Contract”) dated this _____ day of _____, 2024 is between the **COUNTY OF FLUVANNA** (the “COUNTY”), a political subdivision of the Commonwealth of Virginia and **DORAZIO COMMUNICATIONS, LLC** (the “FIRM”), a Virginia limited liability company, and is binding among and between these parties as of the date of the COUNTY’s signature.

RECITALS:

1. The legal address for the COUNTY and for the FIRM and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

COUNTY:

Fluvanna County
ATTN: County Administrator
P.O. Box 540
Palmyra, VA 22963
Telephone: (434) 591-1910
Facsimile: (434) 591-1911

FIRM:

Dorazio Communications, LLC
ATTN: Gregory Dorazio
812 Harris Creek Road
Louisa, VA 23093

2. On February 12, 2024, the COUNTY issued Request for Proposals #2024-06 (the “RFP”) for Creative Marketing and Design Services (“Services”) as more specifically set out in such RFP attached hereto as Exhibit 1, which is incorporated herein as a material part of this Contract. The proposals were due on March 8, 2024, and the original proposal submittal by the FIRM (the “Proposal”), is attached hereto as Exhibit 2 and is incorporated herein as a material part of this Contract. All the provisions and requirements, including, but not limited to, the purpose and scope, of the RFP and the Proposal are incorporated herein by reference.

3. Task orders (“Task Orders”) shall be issued by the COUNTY to a provider of such services as services are needed and may include the Services set forth in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the Task Order or particular project will be set forth in a Task Order executed by the COUNTY and the FIRM. Individual projects will be based on hourly rates (the “Rate Sheet”) as set forth in Exhibit 3 which is incorporated herein as a material part of this Contract. The hourly rates set forth in Exhibit 3 shall control for all Task Orders during the Term.

4. The rights and duties of the COUNTY and FIRM applicable to the COUNTY's projects under this Contract are set forth in the following Contract Documents: (i) this Contract including all Task Orders executed under this Contract; (ii) the RFP and all of the terms of the County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; (iii) the Proposal, and (iv) the Rate Sheet. In the event of any conflict between the terms of this Contract and any exhibit hereto, the following shall be the order of control in resolving such conflicts (i) controls over (ii), (iii) and (iv); and (ii) controls over (iii) and (iv). Whenever possible the documents shall be read together.

5. One or more Task Orders may be entered into with the FIRM during the contract term ("Contract Term"). Although the potential exists for multiple projects during the Contract Term, the COUNTY does not represent or guarantee that the FIRM will receive one or more task orders during the Contract Term. The COUNTY has no obligation to enter into any task order(s) with the FIRM.

6. The COUNTY specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the COUNTY, the COUNTY may (i) issue RFP's for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for services similar to this Contract; and (iii) specifically reserves the right to enter into Task Orders with other vendors under term contracts based on its evaluation of each vendor's qualifications, expertise, current workload, capabilities, performance record, and other factors as may be pertinent to the particular project.

THEREFORE, in consideration of the Recitals set forth above, and good and valuable consideration as set forth below, the parties agree as follows:

1. Recitals: The Recitals are incorporated herein by reference.
2. Scope of Services: The FIRM agrees that he is willing and able during the Contract term to provide the Services on an "as needed" basis during the Contract term. The Services may include certain on-call and as-needed task-based creative marketing and design services and related services as more specifically described in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a Task Order issued to the FIRM.
3. Task Orders; Limitation: Task Orders shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the COUNTY's project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed.
4. Contract Term: This Contract shall be in effect from the date of signature by the COUNTY for a one (1) year period (the "Initial Term"). This Contract shall renew at the option of the COUNTY

for four (4) additional one (1) year terms. The Term of the Contract is the Initial Term and all renewals thereof.

In witness whereof, the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

FIRM:
Dorazio Communications, LLC.

COUNTY:
County of Fluvanna, a political subdivision of the Commonwealth of Virginia

By: _____ Date: _____ By: _____ Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

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

TAB K

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Services Term Contract- Inspired Electrical Solutions, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with Inspired Electrical Solutions, Inc. and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • An RFP was issued on February 5, 2024 for on-call electrical services. Task orders would be issued by the County to a provider of such services as services are needed. • All county departments can utilize the contractors on term contract. • We received 4 proposals. • Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Electrical Services. • All task orders will be approved by the County Administrator prior to any work being done. • The initial contract term will be for one year with up to two (2) one-year renewal options 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Costs will be based on the attached rates sheet as well as # of hours expected to complete task order. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Term Contract with Inspired Electrical Solutions, Inc. • Proposal to include 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
INSPIRED ELECTRICAL SOLUTIONS, INC.**

This Term Contract Between COUNTY and Contractor for Services (the “Contract”) dated this ____ day of _____, 2024 is between the **COUNTY OF FLUVANNA** (the “COUNTY”), a political subdivision of the Commonwealth of Virginia and **INSPIRED ELECTRICAL SOLUTIONS, INC.** (the “CONTRACTOR”), a Virginia Corporation, and is binding among and between these parties as of the date of the COUNTY’s signature.

RECITALS:

1. The legal address for the COUNTY and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

COUNTY:

Fluvanna County
ATTN: County Administrator
P.O. Box 540
Palmyra, VA 22963
Telephone: (434) 591-1910
Facsimile: (434) 591-1911

CONTRACTOR:

Inspired Electrical Solutions, Inc.
ATTN: Joe Clontz
31330 Constitution Hwy.
Locust Grove, VA, 22508
Telephone: (540) 854-1105

2. On February 5, 2024, the COUNTY issued Request for Proposals #2019-01 (the “RFP”) for On-Call Electrical Services as more specifically set out in such RFP attached hereto as Exhibit 1, which is incorporated herein as a material part of this Contract. The original proposal submittal by the Contractor, dated February 27, 2024 (the “Proposal”), is attached hereto as Exhibit 2 and is incorporated herein as a material part of this Contract. All the provisions and requirements, including, but not limited to, the purpose and scope, of the RFP and the Proposal are incorporated herein by reference. Task orders (“Task Orders”) shall be issued by the COUNTY to a provider of such services as services are needed and may include electrical services or other matters set forth in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the Task Order or particular project will be set forth in a Task Order executed by the COUNTY and the Contractor.

3. The rights and duties of the COUNTY and Contractor applicable to the COUNTY’s projects under this Contract are set forth in the following Contract Documents: (i) this Contract including

all Task Orders executed under this Contract; (ii) the RFP and all of the terms of the County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; (iii) the Proposal, and (iv) the rate sheet. In the event of any conflict between the terms of this Contract and any exhibit hereto, the following shall be the order of control in resolving such conflicts (i) controls over (ii), (iii) and (iv); and (ii) controls over (iii) and (iv). Whenever possible the documents shall be read together.

4. One or more Task Orders may be entered into with the Contractor during the contract term (“Contract Term”). Although the potential exists for multiple projects during the Contract Term, the COUNTY does not represent or guarantee that the Contractor will receive one or more task orders during the Contract Term. The COUNTY has no obligation to enter into any task order(s) with the Contractor.

5. The COUNTY specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the COUNTY, the COUNTY may (i) issue RFP’s for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for services similar to this Contract; and (iii) specifically reserves the right to enter into Task Orders with other contractors under term contracts based on its evaluation of each contractor’s qualifications, expertise, current workload, capabilities, performance record, locations or distance to the project and other factors as may be pertinent to the particular project.

THEREFORE, in consideration of the Recitals set forth above, and good and valuable consideration as set forth below, the parties agree as follows:

1. Recitals: The Recitals are incorporated herein by reference.

2. Scope of Services: The Contractor agrees that he is willing and able during the Contract term to provide the services (“Services”) on an “as needed” basis during the Contract term. The Services may include certain on-call and as-needed task-based electrical services and related services as more specifically described in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a Task Order issued to the Contractor.

3. Task Orders; Limitation: Individual projects will be negotiated at a lump sum amount or based on hourly rates as set forth in Exhibit 3, which is incorporated herein as a material part of this Contract. The hourly rates set forth in Exhibit 3 shall control for all Task Orders during the Term. Task Orders shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the COUNTY’s project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed.

4. Contract Term: This Contract shall be in effect from the date of signature by the COUNTY for a one (1) year period (the “Initial Term”). This Contract shall automatically renew thereafter for

two (2) additional one (1) year terms unless the COUNTY notifies the Contractor prior to the end of the current term that it does not intend to renew this Contract. The Term of the Contract is the Initial Term and all renewals thereof.

In witness whereof the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

CONTRACTOR:
Inspired Electrical Solutions, Inc.

COUNTY:
County of Fluvanna, a political subdivision of the Commonwealth of Virginia

By: _____ Date: _____ By: _____ Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

APPROVED AS TO FORM:

Fluvanna County Attorney

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of Inspired Electrical Solutions, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this 26th day of February, 2024.

Complete if Bidder is an Entity:

WITNESS the following duly authorized signature and seal:

Name of Entity: Inspired Electrical Solutions

By: [Signature] (SEAL)

Signature

Print Name: Joseph Robert Clontz

Print Title: Project Manager

STATE OF Virginia

COUNTY/CITY OF Orange, to-wit:

The foregoing instrument was acknowledged before me this 26th day of February (month), 2024 (year) by Joseph R. Clontz (Print Name), Project Manager (Print Title) on behalf of Inspired Electrical Solutions (Name of Entity).

[Signature]
Notary Public



My commission expires: 10/31/2027
Notary registration number: 8077484

Complete if Bidder is a Sole Proprietor:

Witness the following signature and seal:

(SEAL)

Signature

Print Name: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ (month), ____ (year) by _____ (Print Name), a sole proprietor.

Notary Public [SEAL]

My commission expires: _____

Notary registration number: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]

OFFEROR STATEMENT

The undersigned Bidder/Offeror (hereinafter "Bidder") hereby certifies that the Bidder has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Invitation for Bid or Request for Proposals and hereby submits this bid/proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a bid/proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; Certifies and warrants that the Bidder is properly licensed to provide the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If any Bidder shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered; Bidder further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all services agreed upon in strict accordance with the contract.

Complete if Bidder is an Entity: WITNESS the following duly authorized signature and seal:

Name of Entity: Inspired Electrical Solutions, Inc

By: [Signature] (SEAL)
Signature

Print Name: Joseph Robert Clontz Print

Title: Project Manager

STATE OF Virginia

COUNTY/CITY OF Orange, to-wit:

The foregoing instrument was acknowledged before me this 26th day of February (month), 2024 (year) by Joseph R. Clontz (Print Name), Project Manager (Print Title) on behalf of Inspired Electrical Solutions (Name of Entity).

[Signature]
Notary Public



My commission expires: 10/31/2027

Notary registration number: 8077484

Complete if Bidder is a Sole Proprietor: Witness the following signature and seal:

(SEAL)
Signature

Print Name: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ (month), _____ (year) by _____ (Print Name), a sole proprietor.

[SEAL]
Notary Public

My commission expires: _____

Notary registration number: _____

PLEASE RETURN THIS WITH BID SUBMISSION – [REQUIRED]

Pricing Worksheet:

The hourly labor rates shall be in the form of a firm price for the entire contract period. The hourly labor rates must include all charges required for performing the services, such as contractor provided tools, equipment, insurance, administrative, travel and all other related costs. Rates must conform to all terms specified in RFP to which this Pricing Worksheet is attached and to the Contract. Charges not specified in the proposal will not be honored.

1. Master Electrician:

- a. Regular Hourly Rate: \$75.00
- b. Overtime* Hourly Rate: \$115.50

2. Journeymen Electrician:

- a. Regular Hourly Rate: \$62.96
- b. Overtime* Hourly Rate: \$92.96

3. Electrician Helper:

- a. Regular Hourly Rate: \$37.04
- b. Overtime* Hourly Rate: \$52.00

10% markup usual charge
No material markup on
materials

Regular Rates: Monday through Friday, 7 a.m. to 5 p.m.

Overtime Rates: Federal Holidays, weekends, or Monday through Friday outside of regular rate hours (after 5 p.m. to before 7 a.m.)

If the Contractor is permitted to do work outside of regular hours at overtime rates on a project then such shall be specifically approved in writing in the Task Order signed by the County.

I certify the accuracy of this information

Signed: [Signature]

Title: Project Manager

Date: 2/26/2024

**APPENDIX II
VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Robby Clark Phone: 540-845-5338

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

20 Years _____ Months

4. Vendor Information:

FIN or FEI Number: 20-1605174 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: <u>City of Manassas</u>	Contact: <u>Scott Short</u>
Phone: <u>703-930-3355</u>	Email: <u>SShort@ci.Manassas.VA.US</u>
Dates of Service: <u>July 28, 2020 -</u>	\$\$ Value: <u>21,924.00</u>

Company: <u>VDOT of Culpeper</u>	Contact: <u>Richard Deane</u>
Phone: <u>540-229-3106</u>	Email: <u>lewin.deane@vdot.virginia.gov</u>
Dates of Service: <u>May 31, 2018 -</u>	\$\$ Value: <u>105,530.00</u>

Company: <u>VDOT of NOVA</u>	Contact: <u>Joel Muth</u>
Phone: <u>571-221-9135</u>	Email: <u>Joel.Muth@vdot.virginia.gov</u>
Dates of Service: <u>March 21, 2023 -</u>	\$\$ Value: <u>201,910.00</u>

Company: <u>Walmart Distribution</u>	Contact: <u>Randy Drumheller</u>
Phone: <u>434-566-5289</u>	Email: <u>Randy.Drumheller@walmart.com</u>
Dates of Service: <u>Aug-2016 -</u>	\$\$ Value: <u>300,000.00</u>

I certify the accuracy of this information

Signed: [Signature] Title: Project Manager

Date: 2/26/2024

PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is 06232912.

B. Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

C. Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9) Inspired Electrical Solutions, Inc.
Legal Name of Offeror/Bidder J.R.C.
Date 2/26/2024
Authorized Signature [Signature]
Print or Type Name and Title Joseph Robert Clarke Project Manager

PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

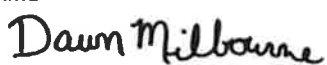
PRODUCER Adams Insurance Agency Inc 474 Prospect Blvd Frederick MD 21701	CONTACT NAME: Commercial Lines Service Team PHONE (A/C, No, Ext): (301) 662-0340 E-MAIL ADDRESS: col@adamsinsuranceagency.net	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Inspired Electrical Solutions Po Box 1006 Locust Grove VA 22508	INSURER A: Southern Insurance Co. of Virginia	NAIC # 26867
	INSURER B: Donegal Mutual Ins Co.	13692
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2023-2024 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPS9253756	11/09/2023	11/09/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 EPLI \$ 50,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAS9253756	11/09/2023	11/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CXS9253756	11/09/2023	11/09/2024	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			1000013911	11/09/2023	11/09/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER County of Fluvanna 132 Main Street PO Box 540 Palmyra VA 22963	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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☆ RFP-58265

RFP 2024-05 On Call Electrical Services

Round:

Status:

Open

Time Left:

4 days

Closing:

2/27/24 2:00 PM

Issued:

2/6/24 9:16 AM

Last Updated:

2/12/24

Buyer:

Steven McVey

smcvey@fluvannacounty.org (mailto:smcvey@fluvannacounty.org?subject=Solicitation (RFP-58265)).

434-591-1930 x 1124

Actions

Respond

Add to Favs

Print (IVDetailsPrint.jsp?rfp_id_lot=58265&rfp_id_round=1)

Email (mailto:subject=eVA On the Go&body=Check out eVA on the go 4Business https%3A%2F%2Fvendor.cgieva.com%2FVendor%2Fpublic%2FIVDetails.jsp%3FPageTitle%3D%26%26Details%26rfp_id_lot%3D58265%26rfp_id_rou

Solicitation only accepts paper responses.

Info Items B2B

Issued By:

Fluvanna County

Opportunity Type:

Request for Proposals (RFP)

Category:

Non-professional Services - Non-Technology

Work Location:

Fluvanna County, VA

Website:

Summary:

On-Call Electrical Services

Round Information:

Addendum 1 Q & A

Documents

[RFP 2024-05 Addendum Number 1 Q & A.pdf](#)

[2024-05 RFP for On-Call Electrical Services.pdf](#)

[RFP 2024-05 RFP General Terms and Conditions.pdf](#)

Bid Tab

Intent

Award

No Award

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

TAB L

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Designation of Code Enforcement Officer under Chapter 10, Article 1 of the County Code				
MOTION(s):	I move the Board of Supervisors designate the Code Enforcement Officer as the person with the authority to enforce Chapter 10, Article 1 of the County Code				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Chapter 10 Article 1 deals with Trash, Garbage, Etc. on Private Property. • When the ordinance was adopted in 2018, the County Administrator was given the authority to enforce the Article. • Section 10-1-1 states the Board may designate someone other than the County Administrator to enforce the article. • If the case goes to court, it is more convenient to call the Code Enforcement Officer as a witness. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Chapter 10, Article 1 of the County Code 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

Sec. 10-1-1. Duty of owners to remove; certain accumulations unlawful.

The owners of property within the County shall, from time to time, remove therefrom any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the County. It shall be unlawful for the owner of any property in the County to allow any such accumulation of such material as the County shall determine, from time to time, might endanger the health of other residents of the County. Except as the Board of Supervisors may otherwise designate from time to time, the County Administrator shall have authority to enforce this article on behalf of the County.

(Ord. 1-31-18)

Sec. 10-1-2. Removal of unlawful substances upon notice; mailing and posting notice.

Every owner of property in the County shall remove therefrom such trash, garbage, refuse, litter and other like substances which shall be determined by the County, through its own agents or employees, to be unlawful as provided in this article. The County, through its own agents or employees, shall notify such owner of such determination, in writing, specifying particularly the measures needed to eliminate such illegality. Such notice shall be mailed, by first class mail, to the address of such owner as shown on the tax records of the County and shall, in addition, be posted in a conspicuous place on the property complained of.

(Ord. 1-31-18)

Sec. 10-1-3. Removal by County upon failure of owner to comply with notice—Generally.

The County, through its own agents or employees, may cause to be removed any and all trash, garbage, refuse, litter and other like substances found to be unlawful as provided in this article, as to which the owner of such property, after notice as provided by Section 10-1-2 of this Code, has failed to so remove any and all such substances within thirty days of said notice, or such lesser reasonable time as the County may prescribe.

(Ord. 1-31-18)

Sec. 10-1-3.1. Same—Cost of removal—Liability of owner.

In the event that the County, through its own agents or employees, shall take action under Section 10-1-3 of this chapter, the cost or expenses thereof shall be charged to and paid by the owner of such property and may be collected by the County as taxes and levies are collected.

(Ord. 1-31-18)

Sec. 10-1-3.2. Same—Same—Constitutes lien against property.

Every charge authorized by this article with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property.

(Ord. 11-18-15; Ord. 1-31-18)

State law reference(s)—As to manner in which liens may be enforced, see Code of Va., §§ 58.1-3965 et seq. and 58.1-3940 et seq.

Sec. 10-1-3.3. Construction and demolition sites.

- (A) It shall be unlawful for any owner, agent or contractor to permit the accumulation of litter before, during or after completion of any construction or demolition project.
 - (B) It shall be the duty of the owner, agent or contractor in charge of a construction or development site to furnish litter receptacles and to collect, contain and prevent scattering of other bulk litter on a daily basis.
- (Ord. 6-20-18)

Sec. 10-1-4. Penalty for violation of article.

In addition to the foregoing provisions of this article, the owner of any property which shall be determined by the County to be unlawful as provided hereinabove who shall fail to correct the condition within such reasonable time as may be required by the County, through its own agents or employees as provided by this article, shall be deemed to be in violation hereof and shall be liable to a fine of \$50.00 for the first violation, or violations arising from the same set of operative facts.

The fine for subsequent violations not arising from the same set of operative facts within the 12 months of the first violation shall not exceed \$200.00. Each business day during which the same violation is found to have existed shall constitute a separate offense. Violations arising from the same operative facts shall not result in penalties exceeding \$3,000.00 in a 12 month period.

First Violation - \$50.00

Subsequent Violations (or business days of noncompliance) - \$200.00/per

\$3,000.00 maximum per 12 month period

(Ord. 1-31-18)

State law reference(s)—As to County authority to assess a fine for violations, see Code of Va., § 15.2-901.

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

TAB M

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Contract with Mid-Atlantic Controls Corp. for controller upgrades at the Courthouse				
MOTION(s):	I move the Board of Supervisors approve the contract with Mid-Atlantic Controls Corp. for \$173,676.00, and authorize the County Administrator to execute the contract, subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>Contract Terms the County should be aware of (highlights only, see contract for details):</p> <ul style="list-style-type: none"> • Pursuant to the Virginia Public Procurement Act, this a cooperatively procured contract off of the State Contract. • The contractor will install controller upgrades at the Courthouse • The contractor will install new supply and return fans. • There is a 1 year warranty. • The project will be completed by May 31, 2024. 				
FISCAL IMPACT:	No additional funding is required; the \$173,676 was budgeted in the FY23 CIP for the Courthouse.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Contract between Fluvanna County and Mid-Atlantic Controls Corp. • Exhibit 1 Proposal • Exhibit 2 Cooperative Contract • Exhibit 3 – Vendor Forms 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

Contract with Mid-Atlantic Controls Corp.

This **Contract** (the "**Contract**") dated the ____ day of _____, 2024 is between Mid-Atlantic Controls Corp. ("**Contractor**"), a Virginia Corporation with a Virginia Class A Contractor license number 2705019518, and **Fluvanna County ("County")**, a political subdivision of the Commonwealth of Virginia, and sets forth the terms and conditions for Contractor's provision of those Products and/or Services to the County.

Whereas, the County wishes to complete controller upgrades (the "Services"), to the Fluvanna County Circuit Court located at 72 Main Street, Palmyra, Virginia 22963; and

Whereas, the Contractor submitted its Project Proposal, dated February 8, 2024, (the "Proposal") to the County for the Services and associated options, warranties, associated work and services, and installation as more specifically described in such Proposal attached hereto as **Exhibit 1** and incorporated herein as a material part of this Contract;

Whereas, the County may cooperatively procure the Services from the DGS State Rider Contract #CTR005651, attached hereto as **Exhibit 2** and incorporated herein as a material part of this Contract, pursuant to Virginia Code Section 2.2-4304 and as a joint procurement as set forth in the Cooperative Solicitation; and

Whereas, the Services described in the Proposal are being purchased by the County pursuant to its small procurement policy procurement; and

Whereas, the Contractor wishes to provide the Services to County as described in the Proposal.

NOW THEREFORE, the parties hereby agree as follows:

1. **RECITATIONS AND WARRANTIES.** The foregoing recitations are incorporated herein by reference as material terms of the Contract between the County and Contractor. The Services are purchased as a small procurement. Contractor agrees to complete and attach the forms attached hereto as **Exhibit 3** which are material part hereof. In addition, all warranties required or offered under the Proposal or this Contract for the Services shall be assigned and delivered to the County with the Services.
2. **SERVICES.** The Contractor agrees that the Services shall meet or exceed: (i) all applicable industry standards so as to pass without exception in the trade; (ii) all requirements and provisions of this Contract and the Proposal; (iii) all requirements of the County's General Terms, Conditions and Instructions to Bidders and Contractors (the "County's General Terms") available at: https://www.fluvannacounty.org/sites/default/files/fileattachments/finance_department/page/1481/general-terms-and-conditions.pdf, which are incorporated herein by reference as a material part of this Agreement; and (iv) all requirements of Applicable Law. "Applicable Law" as used herein means all applicable federal, Commonwealth of Virginia and local laws, ordinances, rules and regulations or similar standards in any way related to the Services or performance under this Contract.. **The Contractor has reviewed and agrees to the County's General Terms: _____[Initial].**
3. **INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Contract with Mid-Atlantic Controls Corp.

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public General Liability	\$1,000,000	per occurrence; \$2,000,000 in the aggregate
Professional Liability	\$1,000,000	per occurrence; \$2,000,000 in the aggregate
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)

Worker's Compensation Amount required by Virginia law

These requirements are minimums. The Contract may specifically require the Contractor to carry additional or higher minimum amounts of insurance; and may include other additional requirements with respect to insurance and the provisions therefor.

The Contractor shall provide a copy of a Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the County prior to entering into any Contract with the County. On this Certificate of Insurance, the County shall be named or indicated as additional insureds for comprehensive general liability. No change, cancellation or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the County and such shall be noted in the policy. The Contractor shall furnish a new certificate prior to any change or cancellation date. Insurance required by this section shall be in full force and effect throughout any Contract term. If the Contractor fails to provide the County with acceptable evidence of current insurance within ten (10) days after written request from the County therefor during the any Contract term, then the County shall have the absolute right to terminate the Contractor without any further obligation to the Contractor.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

4. **LOCATION FOR SERVICES:** The Services are being completed on certain County Property briefly described as 72 Main Street, Palmyra, Virginia 22963. The Contractor must coordinate with the County on convenient times for the Services; and the contacts for the Services is Dale Critzer (434) 981-0196.
5. **NOTICE:** Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following

Contract with Mid-Atlantic Controls Corp.

methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

County:

Fluvanna County, Attn: Ms. Victoria Melton, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1923 (billing and service and product inquiries)

Fluvanna County, Attn: Mr. Eric Dahl, County Administrator, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1910 (contract inquiries)

With a Copy to: Fluvanna County Attorney, 132 Main Street Palmyra, VA 22963

Contractor:

Mid-Atlantic Controls Corporation
Attn: Richard Satchell, Vice President of Sales
8511 Oakview Avenue
Richmond, Virginia 23228

6. **PERFORMANCE: The Services shall be completed no later than May 31, 2024;** time being of the essence. Any warranties on the Services shall begin on the later of the date that the County accepts all the Services without reservation. All applicable warranties, promises and covenants relating to the Services provided for hereunder shall continue according to the terms thereof and shall survive any earlier termination of this Contract.
7. **DAMAGE TO COUNTY PROPERTY:** The Contractor shall repair and/or replace any damage done to any County property by their officers, employees or agents or resulting from Contractor's Services as soon as practicable, but in any event, no more than ten (10) calendar days after notification by the County. All such repairs or replacements shall be completed to the County's sole satisfaction. To protect the Contractor, the Contractor shall document any existing damage to the County property prior to commencing work in a writing to the County.
8. **COMPENSATION:** Consistent with the Proposal, the Contractor shall be paid a flat fee of One Hundred Seventy-three Thousand Six Hundred and Seventy-six and NO/100 DOLLARS (\$173,676.00) ("Contract Price") for the Services, being more specifically described in the Proposal.
9. **PAYMENTS:** Payment and Invoice terms are governed by the County's General Terms, but in no event will the Contractor be paid before the Completion Date (as defined below). Any additional products or services must be purchased only under a written amendment of this Contract signed by authorized representatives of both parties. Invoices should be directed to Fluvanna County. The date that all Services are completed in compliance with this Contract to the satisfaction of the County is the "Completion Date".
10. **EXHIBITS AND RESOLVING CONFLICTS.** The rights and duties of the County and Contractor under this Contract are set out herein and in Exhibit 1 through 3 (the "Exhibits") attached hereto. Whenever possible, the terms of the above Contract and the Exhibits shall be read together and where there are similar provisions both shall apply, however in the event of a direct conflict, the order of control shall be this Contract, the County's General Terms, then Exhibit 3, then Exhibit 2, and then Exhibit 1. To clarify, the Contract shall

Contract with Mid-Atlantic Controls Corp.

control over the Exhibits in the event of a direct conflict, the County's General Terms shall control over the attached Exhibits, and Exhibit 3 shall control over Exhibit 2 and Exhibit 1.

- 11. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only 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 only may extend and be applied to one person or thing, as well as to several persons or things. This contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. Applicable law and venue provisions of the County's General Terms apply.

Witness the following duly authorized signatures and seals:

Mid-Atlantic Controls Corp

Fluvanna County

By: _____(SEAL)

By: _____(SEAL)

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form:

Fluvanna County Attorney

February 8th, 2024

Clif Thomas

Fluvanna County Circuit Court

Re: Obsolete JCI Metasys Controller Upgrades Scope

DGS State Rider Contract #CTR005651 – This proposal meets all state contract requirements.

Based on our recent conversations, Mid-Atlantic Controls Corporation (MACC) is pleased to provide the following proposal. The existing system is obsolete and needs to be scheduled for an upgrade at the earliest time available. Replacement parts are not available unless they are used, and they are very unreliable. This system could go down at any time and cause discomfort and prolonged downtime of the HVAC & Lighting systems. An initiative-taking approach will allow for a scheduled upgrade and no downtime or discomfort to the courts staff and occupants. A brief scope of work follows.

AHU Controller Upgrades Qty.1:

- Provide and install new Distech BACnet controller mounted and wired on a new back plate to be installed in existing enclosure to replace the existing obsolete JCI DX9100 controller.
- All existing field devices will be reused and connected to the new controller.
- All existing wiring between the unit and the control panel will be reused.
- Provide and install new field mounted relays as needed.
- Install new BACnet MSTP network from the new controller back to the new Tridium N4 Jace that will be installed under this project.
- Provide new graphics, programming, alarms, trends & schedules to match existing sequences.

Ground Floor Induction VAV & FPB Controller Upgrades Qty. 16:

- Remove existing JCI controller and replace it with new Distech BACnet controller.
- All existing field devices will be reused and connected to the new controller.
- Provide and install new discharge air temperature sensor.
- Provide and install new space sensors with adjustment and display for each VAV.
- Existing thermostat wiring will be reused.
- Install new BACnet MSTP network from the new controller back to the new Tridium N4 Jace that will be installed under this project.
- Provide programming, graphics, and owner training on new controllers.

1st Floor Induction VAV & FPB Controller Upgrades Qty. 16:

- Remove existing JCI controller and replace it with new Distech BACnet controller.
- All existing field devices will be reused and connected to the new controller.
- Provide and install new discharge air temperature sensor.
- Provide and install new space sensors with adjustment and display for each VAV.
- Existing thermostat wiring will be reused.
- Install new BACnet MSTP network from the new controller back to the new Tridium N4 Jace that will be installed under this project.
- Provide programming, graphics, and owner training on new controllers.



Boiler & Pumps Controller Upgrades Qty.1:

- Provide and install new Distech BACnet controller mounted and wired on a new back plate to be installed in existing enclosure to replace the existing obsolete JCI DX9100 controller.
- All existing field devices will be reused and connected to the new controller.
- All existing wiring between the unit and the control panel will be reused.
- Install new BACnet MSTP network from the new controller back to the new Tridium N4 Jace that will be installed under this project.
- Provide new graphics, programming, alarms, trends & schedules to match existing sequences.

Lighting Panel Controller Upgrades Qty.1:

- Provide and install new Distech BACnet controller mounted and wired in a new enclosure to replace the existing obsolete controller.
- All existing field devices will be reused and connected to the new controller.
- Install new BACnet MSTP network from the new controller back to the new Tridium N4 Jace that will be installed under this project.
- Provide new graphics, programming, alarms, trends & schedules to match existing sequences.

Tridium N4 Jace 8000 Controller & Workstation PC:

- Provide and install the new Tridium Vykon Jace 9000 front end controller.
- The new controller will be installed in a new enclosure and mounted in the mechanical room.
- New Jace will have all open protocol drivers (Modbus, BACnet, LON, Etc.) available.
- All programming, trends, schedules, and alarms required will be furnished in the new Jace controller.
- Provide a new workstation PC to be located in the existing mechanical room.
- Provide and install Tridium N4 workbench software on the new PC.
- New Ethernet connections to the BAS (Building Automation System) will be installed. The owner is to provide the necessary IP and network settings. MACC will work with the owners IT department to establish all the necessary connection settings as allowed.

Note:

- All work within the existing mechanical room will be done during normal working hours.
- The 32 Induction VAV box controller replacements and network wiring will be done after normal working hours and weekends as requested by the owner. Escorts from the county are to be provided by the county for after-hours work if required.

Exclusions:

- All 120vac control power circuits are excluded. These circuits will be reused where they are available at the current control locations.
- All broken or worn parts will be excluded from this scope with the exception to what we are replacing within this scope.
- Testing and Balancing.



Owner Training:

- Up to 8 hours of owner training on the use of the new graphical system and control system.
- The owner will be furnished a complete set of control drawings for the new control system.

System Warranty:

- One year warranty will be provided for all components furnished and installed by MACC.

Total Base Price: \$158,752.00

AHU Supply & Return Fan VFD Replacement Add Option:

- Provide and install new ABB 25HP VFD to replace the existing supply fan VFD.
- Provide and install new ABB 5HP VFD to replace the existing return fan VFD.
- The new VFD's will be installed in the same location as the existing and all existing wiring will be reused.
- Install new BACnet MSTP network from the new VFD's back to the new Tridium N4 Jace that will be installed under this project.
- Provide new graphics, programming, alarms, trends & schedules to match existing sequences.

Total ADD Price: \$14,924.00

Total Base + Add Price: \$173,676.00

Richard Satchell
Vice President of Sales
Mid-Atlantic Controls Corporation
O – (804) 262-4923 ext.228
C – (804) 641-2018
rsatchell@midatlanticcontrols.com





COMMONWEALTH OF VIRGINIA

DIVISION OF PURCHASES & SUPPLY (DPS)
 1111 East Broad Street, Richmond, Virginia 23219

Contract Number CTR005651
Formerly Contract E194-90437
Building Automation Services: Maintenance and Repair

CONTRACT PERIOD	April 1, 2024 through March 31, 2025
CONTRACT TYPE	Optional Statewide
RENEWALS REMAINING	1 one-year
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & SUPPLIER ID #	Mid-Atlantic Controls Corp SUP104317
CONTRACTOR POINT OF CONTACT	Richard Satchell Phone: 804-641-2018 rsatchell@midatlanticcontrols.com
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	N/A
DPS CONTRACT OFFICER	Anna S Croak 804-786-5414 Anna.Croak@dgs.virginia.gov
COMMODITY CODE(S)	28728, 34016, 90963, 91052, 93664, 93673
LAST UPDATE & PURPOSE	March 20, 2024 Renewal

INFORMATION:

1. Ordering Method: All Authorized Users placing orders against this Contract must place purchase orders through eVA.
2. Non-Catalog Purchase Order Information: Click Other Actions from Contract → Select Create Requisition from Contract → Select the box for the line item → Click the Create Requisition from Contract Items → Upload quote → Enter total dollar amount in the Price field provided.
3. Authorized User Acceptance: Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.

Contract Summary: CTR005651

OVERVIEW:

Statewide term contract for use by all public bodies for inspection, testing, maintenance, and limited repairs and modifications of existing building automation systems. This contract is intended to support existing building automation systems, as described herein, within existing facilities. Installation in new facilities shall not be performed under this contract.

Limited repairs and modifications shall be understood to consist of all work on building automation systems, as described herein, not requiring a Building Permit to be issued by the Division of Engineering and Buildings (DEB). Work requiring a Building Permit shall not be executed by the resulting contract. Appendix P of the DEB Construction and Professional Services Manual (CPSM) describes the nature of work requiring Building Permit.

- A.** For work pertaining to fire alarm systems, the Contractor must also meet the criteria of NPFA72 (National Fire Alarm and Signaling Code) 2013 edition or current, Section 10.5 –Personnel Qualifications. Section 10.5 provides the minimum qualifications for the following three categories of fire alarm system personnel:

- 10.5.1 – System Designer
- 10.5.2 – System Installer
- 10.5.3 – Inspection, Testing, and Service Personnel

- B.** For work pertaining to security systems, door locking arrangements and other security features that do not have an impact on the means of egress and that do not involve a different door hardware configuration at any door within the existing facility may be addressed by this contract. In accordance with the DEB Construction and Professional Services Manual (CPSM) Section 4.6, access control-related personnel shall be a Virginia Department of Criminal Justice Services-licensed contractor.

- C.** Should any system referenced in the contract fail or require repairs due to improper testing, inspection and/or maintenance on the part of the Contractor, the Contractor shall pay for the necessary repairs to render the systems operational.

D. Contractors shall:

1. Comply with all applicable security requirements of the Authorized User where service is provided.
2. Provide factory/mannufacturer's trained service technicians only. The Contractor shall maintain a training program to assure that only currently knowledgeable technicians will service Authorized Users. The Contractor shall provide documentation upon request to support the technicians training.
3. Provide all tools, equipment, vehicles, labor, supervision and incidentals to perform the work. Replacement parts and new parts shall be priced by the Contractor under a work estimate, time and material as defined later in the solicitation.
4. Comply with the Virginia Uniform Statewide Building Code, 2015 edition or current edition.
5. If an Authorized User discovers a Contractor employee does not have the proper certification/license at the time services are rendered/performed, the Contractor shall incur a 2% deduction from the invoice for any month in which the Contractor employee was not properly licensed/certified.

E. BUILDING AUTOMATION SYSTEMS MAINTENANCE SERVICES:

The following activities are to support the systems and should be a minimum standard. The activities may be modified to support Authorized User's needs.

The Contractor shall provide the Authorized Users with completed checklists for all activities that

support the maintenance agreements.

Daily via dial-up or web-based technology:

- Complete overall inspection to assure all equipment is operating and safety systems are in place
- Verify in control software that schedules are accurate for the season, occupancy, etc.
- Verify in control software that set points are accurate for season, occupancy, etc.
- Reset time clocks after every power outage
- Exercise scan and command functions
- Verify displays, printouts, and logs
- Check displays of points in the system
- Check error log
- Test starts / stops, secure / access, test / reset, and alarm / return to normal

Weekly via dial-up or site visit:

- Check all gauges to assure readings are correct
- Calculate the amount of outside air introduced and compare to requirements
- Check set points and review rational for settings
- Check schedules and review for rational
- Assure that all dead bands are accurate (simultaneous heating and cooling shall only be allowed as detailed on permitted plans)
- Check all control tubing for leaks on pneumatic systems
- Check for excessive electronic noise on transmission loop
- Reduce electronic noise to acceptable level
- Check noise level on phone lines
- Coordinate phone line repair to reduce noise to acceptable level
- Check error indicator incidence level channel by channel

Semi-annual/annual services:

- Conduct a thorough check of all sensors, temperature, pressure, humidity, flow, etc for expected values and operation
- Check for accuracy
- Check and clean time clocks
- Perform all analysis, examinations, adjustments, and calibrations of all system equipment
- Maintain all software integrity and shall detect and correct data file corruption
- Provide a quarterly report of all maintenance actions to the Authorized User's Representative
- Provide training for any software upgrades

F. BUILDING SECURITY SYSTEMS MAINTENANCE SERVICES:

For work pertaining to security systems, door locking arrangements and other security features that do not have an impact on the means of egress and that do not involve a different door hardware configuration at any door within the existing facility may be addressed by this contract. In accordance with CPSM Section 4.6, access control-related personnel shall be a Virginia Department of Criminal Justice Services-licensed contractor.

The following activities are to support the systems and should be a minimum standard. The activities may be modified to support Authorized User's needs.

The Contractor shall provide the Authorized Users with completed checklists for all activities that support the maintenance agreements.

CCTV Maintenance:

Camera & Housing - For the system's camera and housing, verify the following:

- Camera/lens focus and auto iris is adjusted properly.
- Camera field of view is adjusted to customer's requirements.
- Camera/housing viewing window is clean, inside and out.
- Camera lens is dust free.
- Interior of camera enclosure is clean and dry.
- Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations.

Wiring & Cables - For the system's wiring and cables, verify the following:

- Check wiring and cable harnesses for wear and fray.
- Check to make sure cable is dressed properly.
- Check connectors and cable entry points for loose wiring.
- Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling.
- Make sure all coaxial connectors are insulated from conduit and pull boxes.

Control Equipment - For the system's control equipment, verify the following:

- Monitors are free from picture burn-in and distortion.
- Monitors have proper contrast and brightness.
- VCR's are functioning properly and providing distortion free recording.
- Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational.
- Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.
- Check all coaxial connectors on the back panels for loose connections.
- Check all power connections to ensure AC plugs are not loose.

Card Access Systems:

Wiring & Devices - For the system's wiring and cables, verify the following:

- Check wiring and cable harnesses for wear and fray.
- Check to make sure cable is dressed properly.
- Check connectors and cable entry points for loose wiring.
- Check card readers for operation
- Check door hardware for proper operation, especially doors tied to the egress paths
- Verify the interface of all contacts between security systems and fire alarm systems
- Check operations of gate arms and other parking deck related security access
- Check operations of elevators controlled by card readers
- Check for alarm issues on the system

Control Equipment - For the system's control equipment, verify the following:

- Monitors are free from picture burn-in and distortion.
- Monitors have proper contrast and brightness.
- VCR's are functioning properly and providing distortion free recording.
- Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational.
- Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.

- Check all coaxial connectors on the back panels for loose connections.
- Check all power connections to ensure AC plugs are not loose.

G. FIRE ALARM COMPONENTS:

For fire alarm systems, the provider of **inspection, testing, and maintenance services as well as design and installation services as permitted under this contract**, shall also provide monitoring services for dialers or web-based monitoring. These services shall support 24/7 operations with a priority to the public body and interface with local 911 services. The Contractor shall also provide notification services on all alarms in real time to the public body. This redundancy is critical to public body operations. If an Authorized User discovers a Contractor failed to keep fire alarm systems operational at all times, or failed to provide notification services as stated above, the Contractor shall incur a 5% deduction from the invoice for any month in which the services were not properly provided.

For work pertaining to fire alarm systems, the Contractor must also meet the criteria of NPFA72 (National Fire Alarm and Signaling Code) 2013 edition or current, Section 10.5 – Personnel Qualifications.

Section 10.5 provides the minimum qualifications for the following three categories of fire alarm system personnel:

- A) 10.5.1 – System Designer
- B) 10.5.2 – System Installer
- C) 10.5.3 – Inspection, Testing, and Service Personnel

Refer to the following sections in NFPA 72 (National Fire Alarm and Signaling Code) 2013 edition or current, Chapter 14 for the minimum inspection, testing, and maintenance services to be performed under this contract:

- A) 14.3 – Inspection
- B) 14.4 – Testing
- C) 14.5 – Maintenance

The above lists are activities that have been done to support the systems and should be a minimum standard. The goal is to establish maintenance plans for all three-service levels with on-call support for repairs.

The on-call support should be for all three-service levels as well be able to address the immediate emergency. The Contractor shall provide the public bodies completed checklists for all activity on this contract to support the maintenance agreements.

PRICING

Refer to document “Pricing and Manufacturer List” to obtain contract pricing and percentage discount for replacement and new parts.

Price quotes will be provided according to the specifications of each service required submitted by the Agency Authorized Users.

ORDERING PRIORITY

Authorized Users shall contact the Contractor listed for their Region to provide service for the manufacturer needed. **If more than one Contractor can provide service for the manufacturer for the Region, Authorized Users shall contact the Contractor with the lowest hourly rate first.** If that Contractor cannot provide the service, the Authorized User shall contact the Contractor with the second lowest hourly rate and so forth.

Contractor Name	Contract	Supplier ID#	Contact Information
Air Conditioning Equipment Sales Inc.	CTR005663	SUP001756	Louis Hite 7314 Impala Dr. Richmond, VA 23228 Phone: 804-357-8088 louis@aceshvac.com
Axis Global Enterprises, Inc. dba ASI Security	CTR005650	SUP203677	Ross Vierra 1439 Great N. Neck Rd. Ste 100 Virginia Beach, VA 23454 Phone: 757-989-0718 rvierra@axisge.com
BAS Control Systems LLC	CTR005654	SUP134399	Brianna Brubach 8420 Meadowbridge Rd., Ste C Mechanicsville, VA 23116 Phone: 804-569-2473 bbrubach@ba-cs.com
BFPE International	CTR005661	SUP052685	Becky Johnson 7512 Connely Dr. Hanover, MD 21076 Phone: 804-539-7157 beckyjohanson2016@gmail.com
Chesapeake Controls	CTR005652	SUP053030	Richard Evans 3819 Holland Boulevard Chesapeake, VA 23323 Phone: 757-485-7110 rickevans@chesapeakecontrols.com
Johnson Controls Fire Protection LP	CTR005653	SUP201454	Sean Suttles 8555 Magellan Pkwy., Ste 1000 Richmond, VA 23227 Phone: 804-727-3895 Cell: 804-400-0346 sean.suttles@jci.com

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.

Contract Summary: CTR005651

Mid-Atlantic Controls Corp	CTR005651	SUP104317	Richard Satchell 8511 Oakview Ave. Henrico, VA 23228 Phone: 804-641-2018 Fax: 804-262-5154 rsatchell@midatlanticcontrols.com
National Security & Door Corp.	CTR005660	SUP107254	Anthony Arduini 8142 Hull Street Rd. North Chesterfield, VA 23235 Phone: 804-745-4936 tarduini@nsandd.com
Siemens, Inc.	CTR005662	SUP101728	Brian Pendleton 5106 Glen Alden Dr. Richmond, VA 23231 Phone: 804-536-4447 Brian.pendleton@siemens.com
Signal Engineering Corp.	CTR005656	SUP005773	Kenneth Gately 503 Industry Dr. Hampton, VA 23661 Phone: 757-826-8210 kgately@signaleng.net

Exhibit 2
VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

_____ Years _____ Months

4. Vendor Information:

FIN or FEI Number: _____ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: _____ Title: _____

Date: _____

PLEASE RETURN THIS PAGE

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.***

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9) _____

Legal Name of Offeror/Bidder _____

Date _____

Authorized Signature _____

Print or Type Name and Title _____

PLEASE RETURN THIS PAGE

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this _____ day of _____, 20____.

Complete if Bidder is an Entity:

WITNESS the following duly authorized signature and seal:

Name of Entity: _____
By: _____ (SEAL)
Signature

Print Name: _____
Print Title: _____

STATE OF _____
COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____
(month), _____ (year) by _____ (Print Name),
_____ (Print Title) on behalf of _____
(Name of Entity).

_____ [SEAL]
Notary Public

My commission expires: _____
Notary registration number: _____

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

TAB N

MEETING DATE:	April 17, 2024				
AGENDA TITLE:	Temporary Staff Stipend for Additional Duties – Critzer				
MOTION(s):	I move the Board of Supervisors approve a temporary stipend for Dale Critzer, Asst. Director of Public Works, at the rate of \$150 per week, retroactive to April 16, 2024, until the Director of Public Works position is filled, with such funds to come from the FY24 Public Works Department personnel budget vacancy savings.				
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 April 16, 2024				
DISCUSSION:	Mr. Critzer will be serving as acting Director of Public Works, until the position is filled. Filling this role carries additional administrative and supervisory responsibility, as well as assisting to cover for any additional department vacancies. This is above and beyond the requirements of the Asst. Director of Public Works. In addition to these new responsibilities, Mr. Critzer will continue with regular job tasks. I am recommending approval of a \$150 stipend per week to compensate for the extra responsibilities.				
FISCAL IMPACT:	\$150 stipend per week will come from FY24 Public Works Department personnel budget vacancy savings.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	COAD



Capital Reserve Maintenance Fund Request

Form 3.10

TAB O

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$16,445.00** for the purpose(s) of:
 upgrading the existing camera system in the Treasurer's/Commissioner of the Revenue's building.

Section 1 - REQUEST

Requesting Department/Agency Treasurer/ Commissioner of the Revenue	Dept/Agency Contact Debbie Rittenhouse, Treasurer/ Mel Sheridan, Commissioner of the Rev.	Date of Request 03/22/2024
Phone (434) 591-1945 / (434) 591-1940	Fax (434) 591-1946 / (434) 591-1941	Fiscal Year FY2024

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

Description of Project/Repair	Qty	Unit Price	Total Price
Upgrade existing camera system in Treasurer's/COR Building	1	\$16,445.00	\$16,445.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$16,445.00**

Description and justification for proposed use.

The current video surveillance security system for the Treasurer/COR Building is antiquated and well beyond the usable life cycle of the equipment. The poor quality lens on the cameras have limited visual acuity with software that is no longer able to be updated. The current hardwiring is still viable to support the new cameras and will keep the cost considerably lower than a full replacement scenario. This joint request between the two Constitutional Officers occupying the facility is a high priority project necessary to ensure the security and safety of our staff personnel. This needs to be approved, so installation may be completed prior to the tax collection window starting in May 2024.

Department/Agency Head Name Debbie Rittenhouse & Mel Sheridan	Signature <i>Deborah A. Rittenhouse</i> <i>Mel Sheridan</i>	Date 03/22/2024
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Smelton</i>	Date 3.25.2024
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>[Signature]</i>	Date 3/25/24

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**MECHUMS RIVER
SECURITY SOLUTIONS**

P.O. BOX 5121
CHARLOTTESVILLE, VIRGINIA 22905
PHONE: (434) 975 - 0316
VIRGINIA DCJS LICENSE: # 11-1787

March 18, 2024

Attn: Debbie Rittenhouse
Re: Fluvanna County Treasurers Office
Palmyra, VA
drittenhouse@fluvannacounty.org
cc: msheridan@fluvannacounty.org; lroberts@fluvannacounty.org

Mechums River Security Solutions submits the following Camera System proposal for your consideration:


- One Hanwha 16 position network video recorder
- Two Seagate 4 Terabyte hard drives
- Seven Hanwha IP 4 MP 2.8 mm fixed lens interior dome cameras with built in IR
(Locations: 2-Treasurer lobby/exit Treasurer lobby/main hall/far end hall/Commissioner of Revenue entry/Commissioner of Revenue office)
- Three Hanwha IP 4 MP 2.8 mm fixed lens flat eye exterior turret cameras with built in IR
(Locations: main entry/air conditioner corner/back of building)
- One Hanwha IP 4 MP 2.8 mm varifocal bullet exterior camera with built in IR
(Location: looking at mailboxes)
- One Hanwha IP 4 MP 4 channel multi directional exterior camera with 2.8 mm varifocal lens and built in IR
(Location: main corner)
- All Hanwha wall brackets and/or back boxes for mounting cameras
- Two Wbox 32" monitors with tilt wall mounts
- Two Vanco HDMI extenders and HDMI cables
- All wire and miscellaneous material necessary to complete installation

Complete installation and one-year warranty on parts and labor.

System Cost: \$ 16,445.00

Pricing is Valid for 45 Days.

Mechums River Security has operated in Central Virginia since 1989. We appreciate this opportunity to be of service and feel confident you will find satisfaction in the MRSC Solution to your security concerns. Should you have any questions or wish to proceed please let me know.



Travis Toms
Mechums River Security
travis@mechumsriversecurity.com

Client Approval

03. FINANCE

3.10. Capital Reserve Maintenance Fund

BOS Adopted - January 18, 2017

3.10.1. Purpose. To provide funding support for ongoing, special, and unexpected maintenance and repair of Fluvanna County government and Fluvanna County Public School buildings, supporting infrastructure, and equipment.

3.10.2. Policy. Funds accumulated in the capital reserves are designated for planned and unplanned maintenance, repair, and renovation (MRR) projects. In addition, capital reserve expenses are for projects:

A. Costing up to \$50,000; higher cost projects meeting other CRM funding criteria may also be submitted for Board consideration;

B. Not funded in the adopted Capital Improvements Program (CIP) or in the requesting department's current operating budget; and

C. That meet one or more of the following criteria:

- Ongoing facility or equipment maintenance requirements
- Repairs required due to weather-related events
- Unexpected facility repairs or replacements
- Failure of equipment after warranty expiration but before expected lifecycle
- Non-recurring projects
- Projects that require initiation prior to the completion of the annual budget cycle
- Insurance deductible costs for a capital asset that has been damaged
- Other one-time, minor capital projects

3.10.3. Procedure

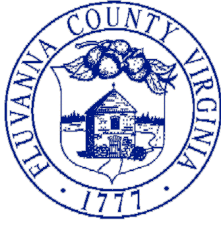
A. CRM funding requests will be submitted using the "Capital Reserve Maintenance Fund Request" form to the County Administrator via the Director of Finance.

B. The Finance Director and County Administrator will review requests and make recommendations for approval/disapproval based on this policy.

C. The County Administrator shall forward CRM requests, with his recommendations, to the Board of Supervisors for their review and action at an appropriate meeting, which may be on the Consent Agenda or otherwise.

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input checked="" 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 checked="" type="checkbox"/>	The Board of Supervisors Two Year Plan



COUNTY OF FLUVANNA

“Responsive & Responsible Government”

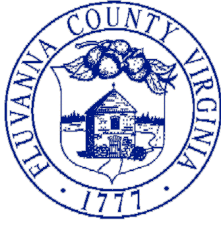
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: April 17, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 BOS Contingency Balance

The FY24 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$146,615
Less: Consulting Services Agreement with B.W. Murray, Inc. – Registrar – BOS Approval 07.05.23	-\$20,000
Less: Agreement with VDOT regarding “Watch for Children” signs – Public Works - BOS Approval 09.20.23	-850
Less: Annual Card Terminal Fees – Information Technology – BOS Approval 10.04.23	-2,736
Less: Additional Funding for Car 1 & Car 30 – BOS Approval 02.21.24	-29,982
Available:	\$93,047



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: April 17, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 Capital Reserve Balances

The FY24 Capital Reserve account balances are as follows:

County Capital Reserve:

FY23 Carryover	\$540,981.86
FY24 Budget Allocation:	\$250,000
Add: Closed CRM Projects 07.24.23	6,477.05
Add: Closed CRM Projects 08.21.23	3,769.97
Less: Lower Court Clerk's Office Mold Remediation. 11.01.23	-37,079
Less: Replace Turbo Assembly and minor repairs to Ambulance 49. 12.06.23	-6,198.36
Less: Commonwealth Attorney's Office Restoration. 12.20.23	-78,504
Less: Fluvanna County Attorney's Office Restoration. 12.20.23	-180,720
Less: Registrar Office Server. 02.21.24	-5,437.19
Less: Kent Store Firehouse Water Mitigation and Restoration. 03.06.24	-22,294.10
Less: Carysbrook Scoreboard Electricity. 03.06.24	-4,700.00
Less: Pleasant Grove Stage. 03.06.24	-2,450.00
FY24 Available:	\$463,846.23

Schools Capital Reserve:

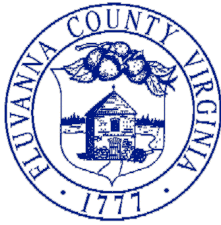
FY23 Carryover	\$296,395.57
FY24 Budget Allocation:	\$200,000
Add: Closed CRM Projects 07.24.23	365.93
Add: Closed CRM Projects 08.21.23	3,071
Add: Closed CRM Project 08.21.23	1,095.92
Less: Quality CCTV Systems Abrams Academy. 09.06.23	-11,800
Less: Bluebird Buses. 09.06.23	-9,994.74
Less: Central Elementary Capital and Budget Electric. 09.20.23	-5,785
Less: HAVTECH at FCHS. 09.20.23	-12,861.39
Less: Replace Transceiver and Supply Boards. 01.17.24	-10,570.82
Less: VPS Recreation. 01.17.24	-46,675.00
Less: Replace Pump and Motor at Pleasant Grove. 01.17.24	-7,864.81
Less: Carysbrook Elementary Playground. 02.21.24	-9,620
Less: Central Elementary new doors. 02.21.24	-21,065
Less FCHS Chiller. 02.21.24	-11,880.00
FY24 Available:	\$352,811.66

Fluvanna County Monthly Bank and Investment Account Balances and Earnings Report

Month	Wells Fargo Commercial Checking - Main Bank	Wells Fargo Analysis Interest Earned	BB&T - Cost Recovery Fund	Wells Fargo - Cost Recovery Fund	Multi-Bank Securities Brokerage (CD's)	MBS Earnings	Virginia Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable NAV Earnings	Virginia Investment Pool (VIP) 1-3 Year High Quality Bond Fund	VIP 1-3 Year Earnings	Ending Balance TOTAL	Virginia Investment Pool (VIP) CARES Fund	VIP CARES Fund Earnings	Virginia Investment Pool (VIP) ARPA Fund	VIP ARPA Fund Earnings
Jul-16	\$10,053,334		\$332,174						\$7,152,669	\$ (2,455.19)	\$17,538,177				
Aug-16	\$6,733,878		\$377,034						\$7,142,574	\$ (10,094.71)	\$14,253,486				
Sep-16	\$3,127,373		\$417,387						\$7,150,195	\$ 7,621.55	\$10,694,955				
Oct-16	\$2,408,014		\$465,326						\$7,144,306	\$ (5,889.09)	\$10,017,646				
Nov-16	\$6,337,061		\$511,779						\$7,111,653	\$ (32,653.42)	\$13,960,493				
Dec-16	\$10,222,656		\$568,084						\$7,112,980	\$ 1,327.35	\$17,903,720				
Jan-17	\$6,794,517		\$601,955						\$7,124,549	\$ 11,562.28	\$14,521,021				
Feb-17	\$6,276,766		\$648,260						\$7,131,495	\$ 6,946.85	\$14,056,520				
Mar-17	\$4,372,044		\$699,524						\$7,133,155	\$ 1,659.89	\$12,204,723				
Apr-17	\$1,856,533		\$734,130						\$7,147,486	\$ 14,330.93	\$9,738,149				
May-17	\$5,134,100		\$772,183						\$7,155,655	\$ 8,168.43	\$13,061,937				
Jun-17	\$14,272,459		\$815,451						\$7,155,722	\$ 67.31	\$22,243,632				
Jul-17	\$9,473,371		\$854,310				\$0	\$ -	\$7,178,718	\$ 12,851.95	\$17,506,399				
Aug-17	\$5,699,776		\$890,237				\$0	\$ -	\$7,185,438	\$ 11,236.88	\$13,775,452				
Sep-17	\$1,497,668		\$431,051				\$0	\$ -	\$7,192,355	\$ (4,927.96)	\$9,121,074				
Oct-17	\$3,270,241		\$35,223				\$135	\$ 135.11	\$4,170,653	\$ (4,229.52)	\$7,476,252				
Nov-17	\$7,739,856		\$79,183				\$135	\$ 0.05	\$4,162,255	\$ (8,398.39)	\$11,981,429				
Dec-17	\$13,640,973		\$144,416				\$135	\$ 0.15	\$4,160,490	\$ (1,764.68)	\$17,946,014				
Jan-18	\$9,813,762		\$195,944				\$135	\$ 0.26	\$4,149,498	\$ (10,992.66)	\$14,159,339				
Feb-18	\$8,302,311		\$183,287				\$50,138	\$ 2.40	\$4,146,305	\$ (3,192.31)	\$12,682,040				
Mar-18	\$4,474,342		\$89,291				\$2,224,967	\$ 1,829.22	\$4,153,316	\$ 7,010.76	\$10,941,916				
Apr-18	\$2,043,660		\$67,042				\$2,303,479	\$ 3,511.83	\$4,148,585	\$ (4,731.16)	\$8,562,767				
May-18	\$11,822,481		\$18,984				\$2,422,389	\$ 3,909.72	\$4,162,798	\$ 14,213.06	\$18,426,652				
Jun-18	\$9,675,143		\$73,593				\$9,435,967	\$ 13,577.88	\$4,161,567	\$ (1,231.29)	\$23,346,270				
Jul-18	\$4,394,222		\$114,515				\$9,435,966	\$ 20,600.47	\$ -	\$ -	\$13,944,703				
Aug-18	\$1,677,219		\$37,320				\$13,619,588	\$ 23,144.95	\$ -	\$ -	\$15,334,127				
Sep-18	\$2,615,110		\$37,723				\$11,767,732	\$ 13,986.26	\$ -	\$ -	\$14,420,565				
Oct-18	\$4,668,338		\$207,298				\$6,811,718	\$ 9,323.31	\$ -	\$ -	\$11,687,355				
Nov-18	\$9,679,741		\$62,912				\$3,821,042	\$ 7,419.84	\$ -	\$ -	\$13,563,695				
Dec-18	\$7,075,743		\$123,078				\$11,843,045	\$ 14,583.11	\$ -	\$ -	\$19,041,866				
Jan-19	\$2,232,580		\$50,291		\$1,725,979	\$ 1,979.11	\$11,031,090	\$ 25,045.47	\$ -	\$ -	\$15,039,941				
Feb-19	\$3,730,470		\$104,029		\$1,980,687	\$ 5,707.62	\$7,139,094	\$ 15,630.79	\$ -	\$ -	\$12,954,280				
Mar-19	\$2,731,676		\$67,493		\$1,985,056	\$ 4,368.89	\$7,048,463	\$ 17,372.03	\$ -	\$ -	\$11,832,687				
Apr-19	\$2,236,793		\$54,733		\$1,989,555	\$ 4,883.92	\$4,727,004	\$ 12,909.44	\$ -	\$ -	\$9,008,085				
May-19	\$6,356,355		\$109,062		\$1,991,072	\$ 6,111.86	\$2,234,471	\$ 7,467.31	\$ -	\$ -	\$10,690,960				
Jun-19	\$19,357,070		\$89,816		\$1,998,125	\$ 7,380.74	\$2,314,010	\$ 4,539.25	\$ -	\$ -	\$23,759,021				
Jul-19	\$7,232,465	\$ 2,785	\$84,893		\$3,004,197	\$ 21,072	\$5,396,774	\$ 7,765	\$ -	\$ -	\$15,718,329				
Aug-19	\$3,342,584	\$ 2,092	\$65,781		\$3,014,168	\$ 9,971	\$3,782,001	\$ 10,226	\$ -	\$ -	\$10,204,533				
Sep-19	\$2,084,930	\$ 505	\$95,173		\$3,015,338	\$ 1,169	\$1,225,490	\$ 5,489	\$ -	\$ -	\$6,420,931				
Oct-19	\$2,561,402	\$ -	\$91,132		\$1,244,422	\$ (247)	\$101,652	\$ 1,162	\$ -	\$ -	\$3,998,609				
Nov-19	\$10,747,977	\$ -	\$83,568		\$1,245,493	\$ 1,071	\$176,857	\$ 205	\$ -	\$ -	\$12,253,894				
Dec-19	\$17,627,078	\$ -	\$132,635		\$1,245,722	\$ 229	\$177,999	\$ 268	\$ -	\$ -	\$19,183,434				
Jan-20	\$9,002,916	\$ 1,570	\$43,598		\$1,258,082	\$ 12,361	\$5,308,087	\$ 5,962	\$ -	\$ -	\$15,612,683				
Feb-20	\$8,630,244	\$ 1,194	\$95,873		\$1,261,222	\$ 3,139	\$5,315,372	\$ 7,285	\$ -	\$ -	\$15,302,710				
Mar-20	\$4,518,186	\$ -	\$85,973		\$1,262,948	\$ 1,727	\$7,422,651	\$ 7,280	\$ -	\$ -	\$13,289,759				
Apr-20	\$5,094,401	\$ -	\$134,650		\$1,276,459	\$ 13,211	\$5,478,279	\$ 5,628	\$ -	\$ -	\$11,983,790				
May-20	\$3,725,617	\$ -	\$47,204		\$1,281,515	\$ 5,356	\$8,131,678	\$ 3,400	\$ -	\$ -	\$13,186,015				
Jun-20	\$8,191,916	\$ -	\$65,372		\$1,284,918	\$ 3,402	\$16,187,424	\$ 5,746	\$ -	\$ -	\$25,729,630	\$2,282,394	\$ 192		
Jul-20	\$4,467,288	\$ -	\$80,874		\$1,302,313	\$ 17,395	\$13,231,610	\$ 4,186	\$ -	\$ -	\$19,082,085	\$2,283,036	\$ 642	\$ -	\$ -
Aug-20	\$3,736,257	\$ -	\$55,998		\$1,305,132	\$ 2,819	\$9,334,256	\$ 2,645	\$ -	\$ -	\$14,431,643	\$4,662,978	\$ 740	\$ -	\$ -
Sep-20	\$3,654,125	\$ -	\$58,958		\$1,305,474	\$ 342	\$5,885,682	\$ 1,427	\$ -	\$ -	\$10,904,239	\$4,663,836	\$ 858	\$ -	\$ -
Oct-20	\$4,983,761	\$ -	\$122,294		\$1,306,854	\$ 1,380	\$5,886,627	\$ 945	\$ -	\$ -	\$12,299,536	\$1,742,401	\$ 582	\$ -	\$ -
Nov-20	\$4,667,760	\$ -	\$64,717		\$1,305,174	\$ (1,680)	\$11,987,611	\$ 984	\$ -	\$ -	\$18,025,261	\$1,742,630	\$ 229	\$ -	\$ -
Dec-20	\$3,889,191	\$ -	\$99,885	\$200	\$1,304,466	\$ (708)	\$18,989,664	\$ 2,053	\$ -	\$ -	\$24,283,406	\$1,612,568	\$ 198	\$ -	\$ -
Jan-21	\$1,751,766	\$ -	\$99,135	\$200	\$1,309,241	\$ 4,775	\$18,991,822	\$ 2,158	\$ -	\$ -	\$22,152,164	\$430,939	\$ 99	\$ -	\$ -
Feb-21	\$1,989,338	\$ -	\$57,086	\$200	\$1,306,248	\$ (2,993)	\$16,543,511	\$ 1,689	\$ -	\$ -	\$19,896,383	\$430,979	\$ 40	\$ -	\$ -
Mar-21	\$2,962,627	\$ -	\$106,719	\$200	\$1,300,469	\$ (5,779)	\$13,544,930	\$ 1,419	\$ -	\$ -	\$17,914,945	\$430,979	\$ 40	\$ -	\$ -
Apr-21	\$1,945,883	\$ -	\$28,130	\$19,991	\$1,303,317	\$ 2,849	\$7,645,934	\$ 1,004	\$3,000,000	\$ -	\$13,943,255	\$431,056	\$ 36	\$ -	\$ -
May-21	\$4,874,819	\$ -	\$52,401	\$32,599	\$1,306,022	\$ 2,705	\$8,646,497	\$ 563	\$3,001,937	\$ 1,937	\$17,914,276	\$431,089	\$ 34	\$ -	\$ -
Jun-21	\$3,914,524	\$ -	\$78,514	\$55,571	\$1,303,373	\$ (2,649)	\$21,647,501	\$ 1,004	\$2,997,340	\$ (4,597)	\$29,996,824	\$431,112	\$ 23	\$ 2,648,539	\$ 100

Fluvanna County Monthly Bank and Investment Account Balances and Earnings Report

Month	Wells Fargo Commercial Checking - Main Bank	Wells Fargo Analysis Interest Earned	BB&T - Cost Recovery Fund	Wells Fargo - Cost Recovery Fund	Multi-Bank Securities Brokerage (CD's)	MBS Earnings	Virginia Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable NAV Earnings	Virginia Investment Pool (VIP) 1-3 Year High Quality Bond Fund	VIP 1-3 Year Earnings	Ending Balance TOTAL	Virginia Investment Pool (VIP) CARES Fund	VIP CARES Fund Earnings	Virginia Investment Pool (VIP) ARPA Fund	VIP ARPA Fund Earnings
Jul-21	\$5,125,886	\$ -	\$47,455	\$91,684	\$1,302,183	\$ (1,190)	\$13,198,479	\$ 978	\$3,002,114	\$ 4,774	\$22,767,801	\$431,138	\$ 26	\$ 2,648,696	\$ 157
Aug-21	\$2,970,373	\$ -	\$70,754	\$124,240	\$1,298,055	\$ (4,129)	\$12,199,309	\$ 830	\$3,001,489	\$ (625)	\$19,664,220	\$263,756	\$ 17	\$ 2,648,854	\$ 158
Sep-21	\$2,928,487	\$ -	\$27,657	\$159,485	\$1,299,371	\$ 1,316	\$8,749,899	\$ 589	\$2,998,108	\$ (3,381)	\$16,163,007	\$3,767	\$ 11	\$ 2,649,004	\$ 150
Oct-21	\$5,314,123	\$ -	\$6,845	\$73,703	\$1,296,831	\$ (2,540)	\$6,925,371	\$ 473	\$2,988,742	\$ (9,366)	\$16,605,616	\$3,767	\$ 0	\$ 2,649,162	\$ 157
Nov-21	\$1,648,793	\$ -	\$8,922	\$116,159	\$1,291,602	\$ (5,228)	\$14,925,945	\$ 574	\$2,988,580	\$ 117	\$20,980,002	\$3,768	\$ 0	\$ 2,649,325	\$ 163
Dec-21	\$3,434,071	\$ -	\$9,343	\$51,378	\$1,290,205	\$ (1,398)	\$20,027,434	\$ 1,488	\$2,981,758	\$ (6,821)	\$27,794,188	\$3,768	\$ 0	\$ 2,649,530	\$ 205
Jan-22	\$3,604,750	\$ -	\$9,343	\$78,814	\$1,285,984	\$ (4,221)	\$17,029,182	\$ 1,748	\$2,961,937	\$ (19,821)	\$24,970,009	\$3,768	\$ 0	\$ 2,649,785	\$ 254
Feb-22	\$4,375,437	\$ -	\$9,343	\$121,240	\$1,271,947	\$ (14,037)	\$14,030,860	\$ 1,679	\$2,950,429	\$ (11,508)	\$22,759,256	\$3,769	\$ 0	\$ 2,650,071	\$ 286
Mar-22	\$2,220,258	\$ -	\$169,951	\$110,033	\$1,252,942	\$ (19,004)	\$13,508,484	\$ 2,624	\$2,911,526	\$ (38,902)	\$20,173,194	\$3,769	\$ 0	\$ 2,650,623	\$ 553
Apr-22	\$2,791,420	\$ -	\$70,818	\$176,195	\$1,242,775	\$ (10,167.08)	\$9,637,182	\$ 3,697.58	\$2,897,213	\$ (14,313.78)	\$16,815,603	\$3,771	\$ 1	\$ 2,651,497	\$ 873
May-22	\$4,247,725	\$ -	\$11,074	\$45,549	\$1,242,573	\$ (201.42)	\$14,403,969	\$ 6,786.37	\$2,912,488	\$ 15,275.10	\$22,863,378	\$3,773	\$ 2	\$ 2,653,130	\$ 1,633
Jun-22	\$4,058,525	\$ -	\$39,807	\$20,801	\$1,234,913	\$ (7,659.99)	\$23,099,261	\$ 20,814.77	\$2,896,942	\$ 2,148.91	\$31,350,249	\$3,777	\$ 4	\$ 4,508,891	\$ 4,315
Jul-22	\$2,595,941	\$ -	\$31,908	\$32,650	\$1,239,370	\$ 4,456.85	\$17,081,738	\$ 26,954.17	\$2,906,313	\$ 9,371.43	\$23,887,919	\$3,782	\$ 5	\$ 5,313,280	\$ 7,396
Aug-22	\$4,032,958	\$ -	\$21,196	\$26,679	\$1,241,527	\$ 2,157.19	\$10,708,241	\$ 26,503.02	\$2,886,810	\$ (19,503.26)	\$18,917,410	\$3,789	\$ 7	\$ 5,323,185	\$ 9,904
Sep-22	\$2,879,892	\$ -	\$59,371	\$77,234	\$1,223,646	\$ (17,881.27)	\$8,228,495	\$ 20,254.02	\$2,854,205	\$ (32,604.82)	\$15,322,843	\$3,797	\$ 8	\$ 5,334,388	\$ 11,203
Oct-22	\$5,023,270	\$ 406.50	\$32,146	\$116,592	\$1,219,985	\$ (3,660.92)	\$8,300,377	\$ 21,882.42	\$2,849,938	\$ (4,267.20)	\$17,542,309	\$3,807	\$ 10	\$ 5,348,496	\$ 14,108
Nov-22	\$4,217,877	\$ 827.14	\$8,915	\$21,384	\$1,219,829	\$ (156.49)	\$14,025,450	\$ 30,072.39	\$2,865,620	\$ 15,682.21	\$22,359,074	\$3,819	\$ 12	\$ 5,365,035	\$ 16,539
Dec-22	\$3,028,831	\$ 1,223.39	\$27,473	\$53,361	\$1,228,862	\$ 9,033.24	\$21,099,475	\$ 74,024.97	\$2,872,216	\$ 6,596.40	\$28,310,218	\$3,832	\$ 14	\$ 5,384,340	\$ 19,305
Jan-23	\$4,245,567	\$ 1,037.52	\$39,792	\$76,757	\$1,235,528	\$ 6,666.40	\$16,171,044	\$ 71,569.03	\$2,890,215	\$ 17,999.09	\$24,658,903	\$3,847	\$ 15	\$ 5,405,132	\$ 20,792
Feb-23	\$4,417,833	\$ 1,239.60	\$65,683	\$105,075	\$1,231,190	\$ (4,338.32)	\$14,226,145	\$ 55,101.51	\$2,870,029	\$ (20,186.10)	\$22,915,955	\$3,861	\$ 14	\$ 5,424,773	\$ 19,641
Mar-23	\$2,102,955	\$ 1,068.20	\$8,490	\$23,842	\$1,235,983	\$ 4,793.30	\$14,860,933	\$ 54,787.81	\$2,915,554	\$ 45,524.83	\$21,147,757	\$3,877	\$ 45	\$ 5,436,499	\$ 62,792
Apr-23	\$4,120,303	\$ 1,853.98	\$16,356	\$48,958	\$1,239,505	\$ 3,521.61	\$10,913,416	\$ 52,482.65	\$2,922,246	\$ 6,692.02	\$19,260,783	\$3,893	\$ 61	\$ 5,469,560	\$ 85,220
May-23	\$3,674,695	\$ 1,512.72	\$65,564	\$113,756	\$1,240,332	\$ 827.19	\$19,467,271	\$ 53,855.71	\$2,915,137	\$ (7,108.77)	\$27,476,755	\$3,902	\$ 78	\$ 5,493,555	\$ 109,215
Jun-23	\$3,251,786	\$ 1,862.62	\$86,089	\$153,229	\$1,241,964	\$ 1,632.49	\$29,585,960	\$ 118,688.69	\$2,900,871	\$ (14,266.74)	\$37,219,900	\$3,919	\$ 95	\$ 5,517,311	\$ 23,756
Jul-23	\$5,200,849	\$ 1,196.51	\$26,211	\$34,781	\$1,248,222	\$ 6,257.89	\$19,773,392	\$ 107,431.85	\$2,910,921	\$ 10,050.37	\$29,194,376	\$3,945	\$ 18	\$ 5,542,319	\$ 25,008
Aug-23	\$2,841,008	\$ 2,110.27	\$39,693	\$60,681	\$1,251,708	\$ 3,485.59	\$16,859,987	\$ 86,594.91	\$2,921,768	\$ 10,846.66	\$23,974,845	\$3,963	\$ 18	\$ 5,568,105	\$ 25,787
Sep-23	\$3,707,413	\$ 2,286.67	\$49,929	\$86,478	\$1,254,697	\$ 2,989.22	\$10,927,512	\$ 67,525.14	\$2,920,950	\$ (818.09)	\$18,946,978	\$3,981	\$ 18	\$ 5,593,409	\$ 25,304
Oct-23	\$4,569,016	\$ 1,411.42	\$2,089	\$10,792	\$1,258,944	\$ 4,246.80	\$10,024,861	\$ 47,349.48	\$2,930,601	\$ 9,651.43	\$18,796,303	\$4,000	\$ 19	\$ 5,619,732	\$ 26,324
Nov-23	\$5,880,320	\$ 1,802.11	\$28,877	\$71,496	\$1,269,105	\$ 10,161.35	\$15,077,245	\$ 52,383.37	\$2,960,874	\$ 30,272.89	\$25,287,916	\$4,018	\$ 18	\$ 5,645,467	\$ 25,735
Dec-23	\$3,027,332	\$ 2,283.71	\$34,064	\$32,644	\$1,281,808	\$ 12,703.10	\$24,781,577	\$ 104,332.71	\$2,994,672	\$ 33,797.87	\$32,152,097	\$4,037	\$ 19	\$ 5,672,158	\$ 26,691
Jan-24	\$5,221,107	\$ 1,677.73	\$162,785	\$95,558	\$1,293,012	\$ 11,204.09	\$20,884,095	\$ 102,517.69	\$3,005,280	\$ 10,608.18	\$30,661,838	\$4,056	\$ 19	\$ 5,698,808	\$ 26,649
Feb-24	\$5,450,567	\$ 1,199.52	\$6,880	\$25,746	\$1,293,659	\$ 646.97	\$19,320,430	\$ 90,482.19	\$2,992,118	\$ (13,161.87)	\$29,089,400	\$4,074	\$ 18	\$ 5,723,721	\$ 24,913
Mar-24	\$5,850,557	\$ 1,535.37	\$7,864	\$32,708	\$1,295,392	\$ 1,732.64	\$16,978,982	\$ 82,377.18	\$3,002,968	\$ 10,850.38	\$27,168,471	\$4,093	\$ 19	\$ 5,750,304	\$ 26,583
Apr-24											\$0				
May-24											\$0				
Jun-24											\$0				



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: April 17, 2024
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY23 Year End Audited Total Unassigned Fund Balance:	\$26,584,082
Unassigned Fund Balance – 12% Target Per Policy:	\$11,198,981
Unassigned Fund Balance – Excess Above Policy Target:	\$15,385,101
Less: Jaunt Increase – 07.01.23	-10,950
Less: Palmyra Village Streetscape Project – 08.02.23	-118,169
Less: School Carryover Request – 12.06.23	-488,891.92
Less: FY23 Carryover Request – 12.06.23	-236,378.83
Less: EMS for an Ambulance Purchase - 01.17.24	-184,093
Less: Live Fire Training Structure – 02.07.24	-550,000
Less: CVEC Broadband Local Taxes Grant – 04.03.24	-500,000
Current Unassigned Fund Balance – Excess Above Policy Target:	\$13,296,618.25

The Board of Supervisors Two Year Plan – Adopted September 21, 2022

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
A		SERVICE DELIVERY			
A1		Work with FRA to identify support options for Fire and Rescue volunteers.		X	
A2		Perform comprehensive review of existing partnerships with local area support and non-profit groups providing services to Fluvanna residents; review service gaps and identify needed partnerships.	X	X	Begin in Year 1; complete in Year 2
A3		Initiate comprehensive review of traffic throughout the county with a particular focus on high-traffic areas around the Lake Monticello community.		X	
A4		Community transportation options and alternatives.		X	Shared school buses/drivers providing transportation for county residents; TJPDC Rural Transportation work group; JAUNT
A5		Implement annual county volunteer recognition ceremony.		X	
A6		Design implementation plan for professional Fire Chief position.		X	
B		COMMUNICATION			
B1		Develop communication plan to inform residents of County projects, accomplishments, and where tax dollars are spent.		X	
C		PROJECT MANAGEMENT			
C1		Continue Columbia area renewal efforts.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
C2		Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	X		
C3		Continue Palmyra Village Streetscape	X	X	Phase I: project begins in 2025, street flow, sidewalks, and street parking on Stone Jail Street side of Civil War Park. Phase II: Crosswalks, sidewalks and parking on Main Street.
		C3.1 Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	X		2022 Smart Scale Grant Awarded.
		C3.2 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C4		Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	X	X	
C5		Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	X	X	
C6		Pursue Fork Union revitalization.		X	
		C6.1 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C7		Oversee New Administration Building project.	X	X	Multi-year project.
		C7.1 Create and Issue Request for Proposal for Design	X		
		C7.2 Select Design Firm for design of New Admin Building		X	
D		COMMUNITY DEVELOPMENT & ENRICHMENT			
D1		Draft and a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
		D1.1 Adopt Economic Development Strategic Plan.	X		
		D1.2 Implement five-year Economic Development Strategic Plan.		X	
D2		Seek opportunities to coordinate development activity at Fluvanna’s northern border with Louisa County.	X	X	
D3		Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	X		
D4		Investigate options for utilizing Dominion proffer - \$500,000 for recreation, green space.	X	X	
D5		Investigate opportunities to support expanded recreation opportunities, arts, and tourism.	X	X	Coordination with State agencies regarding the installation of additional boat ramps along the Rivanna and James Rivers. Fluvanna After Five @ Pleasant Grove.
D6		Research creating a “teaching farm” at PG Park.		X	Collaborative effort - FCPS? Cooperative Extension? Farm Bureau?
D7		Implement stronger Code Enforcement on the County’s Spot Blight Abatement program	X	X	
D8		Review the Subdivision Ordinance on Cluster subdivisions; large lot subdivisions.		X	
D9		Review the Zoning Ordinance to look at higher density options between CPA and R4.		X	
E		FINANCIAL STEWARDSHIP AND EFFICIENCY			

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
E1		Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	X		
E2		Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	X	X	
E3		Plan for ways to adequately fund, implement and standardize the Capital Improvement Plan, eliminating deferred CIP projects.		X	