



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

July 3, 2024 at

5:00 pm and 6:00pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – APPOINTMENTS

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

8 – ACTION MATTERS

- A Position Upgrades for the Commissioner of the Revenue’s Office – Mel Sheridan, Commissioner of the Revenue
- B Lafayette Trail Marker in Columbia – Jennifer Schmack, Director of Economic Development and Kathleen Kilpatrick, EDTAC/VA250 Committee Representative
- C TJPDC Spring Regional Housing Summit – Eric Dahl, County Administrator
- D Department of Emergency Services Organizational Changes – Eric Dahl, County Administrator
- E Authorization to Advertise a Public Hearing to consider waiver request for sign, Wawa at Zion Crossroads – Dan Whitten, County Attorney; Todd Fortune, Director of Planning
- F Authorization to Advertise for a public hearing to enact County Code Section 2-1-7 to assess an electronic summons system fee – Dan Whitten, County Attorney
- G Fork Union Water Supply Project Supplemental Appropriation – Eric Dahl, County Administrator
- H Board of Supervisors Leadership Retreat – Eric Dahl, County Administrator

13 – CLOSED MEETING

TBD

RECESS – DINNER BREAK

RECONVENE @ 6:00pm

RECONVENE

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

9 – PUBLIC HEARING (normally not to exceed 10 minutes each)

- I ZMP 24:02 BHL Group, LLC, et al - Amendment of the Fluvanna County Zoning Map to rezone 4.125 acres of Tax Map 5 Section A Parcel 22 from A-1, Agricultural, General to I-1, Industrial, Limited – Dan Whitten, County Attorney; Todd Fortune, Director of Planning
- J Approval of a Waiver Request for Mountain Hill Subdivision – Dan Whitten, County Attorney; Todd Fortune, Director of Planning

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.

- K Ordinance to Amend Section 6-1-5 of the County Code to Increase Erosion and Sediment Control Review Fees – Dan Whitten, County Attorney
- L ZTA 24:02 – An amendment to the Fluvanna County Zoning Ordinance, § 22-4-2.2, to remove Utility Scale Solar Generation Facilities as an approved use by special use permit under in the Agricultural, A-1 zoning district – Dan Whitten, County Attorney; Todd Fortune, Director of Planning

10 – CONSENT AGENDA

- M Minutes of June 19, 2024 – Caitlin Solis, Clerk to the Board
- Mc Resolution Recognizing Hayden Bridge - Eagle Scout – Eric Dahl, County Administrator
- N Approval of a Resolution to authorize Fluvanna County’s participation in the proposed settlement of opioid-related claims against Kroger – Dan Whitten, County Attorney
- O Services Term Contract - Colossal Contractors, Inc. – Dan Whitten, County Attorney
- P Services Term Contract - Historical Preservation and Restoration, Inc. – Dan Whitten, County Attorney
- Q Services Term Contract - J&A Painting & Home Improvements, Inc. – Dan Whitten, County Attorney
- R Services Term Contract – The Carpentry and Painting Experts, LLC – Dan Whitten, County Attorney
- S Services Term Contract - United Unlimited Construction, Inc. – Dan Whitten, County Attorney
- T FY24 Aid to Localities Fund – Fire Department – Tori Melton, Director of Finance
- U FY24 Treasurer’s Office Supplemental Appropriation – Tori Melton, Director of Finance
- V FY24 Sheriff’s Department Insurance Claim – 2022 Dodge Charger 9811 – Tori Melton, Director of Finance
- W CRMF - FMS Main Office HVAC Unit – Don Stribling, FCPS Executive Director
- XYZ Road Name Assignment - Still Waters Lane – Todd Fortune, Director of Planning and Zoning

11 – UNFINISHED BUSINESS

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING AND DINNER RECESS

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 AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Position Upgrades for the Commissioner of the Revenue's Office				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Deputy Commissioner of the Revenue II, to a Full-time Deputy Commissioner of the Revenue III in the Commissioner of the Revenue's office for FY25 at a cost of \$5,156.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #2:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Deputy Commissioner of the Revenue III, to a Full-time Deputy Commissioner of the Revenue IV in the Commissioner of the Revenue's office for FY25 at a cost of \$5,692.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #3:</u> I move the Board of Supervisors (approve/deny/defer) the position realignment for the Full-time Deputy Commissioner of the Revenue IV due to compression in the Commissioner of the Revenue's office for FY25 at a cost of \$5,153.00, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #4:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Chief Deputy Commissioner of the Revenue I, to a Full-time Chief Deputy Commissioner of the Revenue II in the Commissioner of the Revenue's office for FY25 at a cost of \$3,720.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p>				
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):	Mel Sheridan, Commissioner of the Revenue and Donna Snow, Director of Human Resources				
PRESENTER(S):	Mel Sheridan, Commissioner of the Revenue and Donna Snow, Director of Human Resources				
RECOMMENDATION:	Approve				
TIMING:	Effective for the first pay period in FY25.				

DISCUSSION:	<p>This request is for position upgrades and realignments for the following positions and to update position descriptions for:</p> <ul style="list-style-type: none">• A current Deputy Commissioner of the Revenue II moves to a Deputy Commissioner of the Revenue III;• A current Deputy Commissioner of the Revenue III moves to Deputy Commissioner of the Revenue IV.• A current Deputy Commissioner of the Revenue IV remains in the position.• The current Chief Deputy Commissioner of Revenue I moves to Chief Deputy Commissioner of the Revenue II; <p>These updates and requests are driven by the roles and responsibilities within the office.</p> <p>These requests do not change the amount of staff for the office, rather it changes the skill level of the positions in the office (see the below chart)</p>																																													
	<table><tr><th>Current</th><th>Deputy I</th><th>Deputy II</th><th>Deputy III</th><th>Deputy IV</th><th>Chief Deputy I</th><th>Chief Deputy II</th><th>Comm. of the Revenue</th><th>Total</th></tr><tr><td></td><td>0</td><td>1</td><td>1</td><td>1</td><td>1</td><td>0</td><td>1</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><th>Request</th><th>Deputy I</th><th>Deputy II</th><th>Deputy III</th><th>Deputy IV</th><th>Chief Deputy I</th><th>Chief Deputy II</th><th>Comm. of the Revenue</th><th>Total</th></tr><tr><td></td><td>0</td><td>0</td><td>1</td><td>2</td><td>0</td><td>1</td><td>1</td><td>5</td></tr></table>	Current	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total		0	1	1	1	1	0	1	5										Request	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total		0	0	1	2	0	1	1	5
	Current	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total																																					
		0	1	1	1	1	0	1	5																																					
Request	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total																																						
	0	0	1	2	0	1	1	5																																						
FISCAL IMPACT:	<ul style="list-style-type: none">• The proposed position upgrade of a full-time Deputy Commissioner II to a full-time Deputy Commissioner III from pay-band 12 to pay band 14 is a 10% increase; the fiscal impact for the salary increase of the employee in the position will be \$4,380.27, plus benefits brings the total to \$5,156.00• The proposed position upgrade of a full-time Deputy Commissioner III to a full-time Deputy Commissioner IV from pay-band 14 to pay band 16 is a 10% increase; the fiscal impact for the salary increase of the employee in the position will be \$4,833.92, plus benefits brings the total to \$5,692.00• Increase the salary of a current Deputy Commissioner IV by 8%, to avoid compression with the addition of a new Deputy Commissioner IV in the office; the fiscal impact for the salary increase of the employee in the position will be \$4,377.44, plus benefits brings the total to \$5,153.00• The proposed position upgrade of a full-time Chief Deputy Commissioner I to a full-time Chief Deputy Commissioner II from pay-band 19 to pay band 20 is a 5% increase; the fiscal impact for the salary increase of the employee in the position will be \$3,160.08, plus benefits brings the total to \$3,720.00																																													
POLICY IMPACT:	None																																													
LEGISLATIVE HISTORY:	None																																													
ENCLOSURES:	<p>Deputy Commissioner of the Revenue III</p> <ul style="list-style-type: none">• Current Deputy COR II Job Description• REDLINE – Deputy COR III Job Description• CLEAN – Deputy Commissioner III UPDATED Job Description <p>Deputy Commissioner of the Revenue IV</p> <ul style="list-style-type: none">• Current Deputy COR III Job Description• REDLINE – Deputy COR IV Job Description																																													

	<ul style="list-style-type: none"> CLEAN – Deputy Commissioner IV (2 positions) UPDATED Job Descriptions <ul style="list-style-type: none"> Deputy COR IV – Tax Relief Program Coordinator Job Description Deputy COR IV – Finance and Land Use Program Coordinator Job Description <p>Chief Deputy of the Commissioner of the Revenue</p> <ul style="list-style-type: none"> Current Chief Deputy COR I Job Description REDLINE – Chief Deputy COR I DRAFT – Chief Deputy COR II *New Position* 				
	Legal	Finance	Purchasing	HR	COAD
		X		X	X



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE II

Job Class #:	2040
Pay Grade:	12
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs semi-skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue I.
- Prepares and maintains real and personal property tax records.
- Maintains database of public service utility assets; coordinates with the State Corporation Commission to ensure integration of fiscal assets; corresponds with utilities to obtain supplemental payments or abatements as may be necessary.
- Assists in the management of personal property databases, including tax relief coding; ensures accuracy of updates and maintenance of the DMV Book.
- Assists in interpreting, applying, and ensuring compliance with all applicable codes, ordinances, and laws
- Assists citizens in person by telephone, etc. with resolving conflicts; conducting database queries and completing applications.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of laws and policies associated with property ownership and taxation.
- Ability to prepare and maintain detailed financial records and reports.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.
- Demonstrated strong customer service skills.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to high school graduation, supplemented by coursework in business, accounting, taxation, or related field
- One (1) year of experience in data management
- Two (2) years of customer service experience in an office environment

Preferred Qualifications:

- Associate's Degree in Business, Accounting, or related field of study
- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Notary Public

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR) Job
Description

Formatted Table

DEPUTY COMMISSIONER OF THE REVENUE III

Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs skilled clerical and technical work assisting with real estate and personal property databases. Manages the business personal property, Machinery & Tools and Transient Occupancy Tax databases. Assists in the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue II.
- Obtains new plats and updates County tax map; transfers changes to originals and coordinates for digital changes to be completed for map adjustments.
- Conducts survey of deed transaction to identify property owners qualifying for land use programs; calculates land use values and coordinates appropriate taxing changes; generates roll back taxes; notifies property owners of application requirements and changes.
- Administers tax relief initiatives.
- Performs research in response to requests from property owners, potential property owners, appraisers, attorneys, mortgage lenders & outside Commissioner of Revenue Offices and Finance Departments, both in person and telephone/email providing information regarding title issues, prior land use, assessment history, determining situs of property.
- Manage the Business Personal Property Database to include but not limited to manually entering all assessment values for each Business into billing system along with entering them separately into the BPP database. Manually calculating all assessment values for businesses, to include manually assessing all Businesses that aren't compliant with County requirements and do not return the yearly Business Personal Property Return form.
- Perform research on all Leased Vehicles that are loaded into the billing system to ensure the classification of Business or Personal use so the correct PPTRA can be applied.
- Research and Discover any Business(s) operating in Fluvanna County so that they may become compliant with County Code in regards to Business Personal Property.
- Process Real Estate, Personal Property & Business Personal Property address changes that are submitted via in person, phone or electronically.
- Performs any abatements needed to correct tax bills for current or past tax payers for Personal Property & Business Personal Property. While working closely with all other Commissioner of Revenue Offices located throughout the Commonwealth.
- Submits Personal Property refund requests to the COR Chief Deputy for processing.

Formatted: Not Expanded by / Condensed by

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

- Receive and respond to any FOIA requests that may come in, that pertain to the Commissioner of Revenues Office
- Conducts staff training on personal property program applications, applicable to position-
- Serves as customer service manager for the Commissioner's office,
- Serves as back up for Deputy IV responsibilities for inquires, applications & submissions.
- Performs related tasks as required.

Formatted: Not Expanded by / Condensed by

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of both state and local laws and policies associated with property ownership and taxation, affecting the classification of assessments, personal property, business personal property, transient occupancy tax & Real Estate.
- Ability to prepare and maintain detailed financial records, and reports, and databases,
- Working knowledge of Tyler Technologies (Munis)
- Working knowledge of VISION
- Working knowledge of Stonewall Technologies
- Working knowledge of DMV Mainframe, along with yearly re-certification,
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently & accurately,
- Ability to make sound judgments and decisions based on established office policies, state and county policies and the ability to explain those regulations to the public on a daily basis.
- Ability to resolve conflicts and disputes presented by customers
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.

Formatted: Not Expanded by / Condensed by

Formatted: Font: 11 pt, Font color: Auto

Formatted: Font: 11 pt, Font color: Auto

Formatted: Font: 11 pt, Font color: Auto

Formatted: Font: 11 pt, Font color: Auto

Formatted: Font: 11 pt, Font color: Auto

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (2) years of experience in data management
- Three (3) years minimum of customer service experience in an office environment

Preferred Qualifications:

- Demonstrated experience with GIS systems
- Prior Government experience in a Commissioner of the Revenue or Treasurer's office

- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or

Formatted: List Paragraph, Right: 0", Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

~~constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.~~

SPECIAL REQUIREMENTS

- Notary Public, [FOIA Officer](#)

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR) Job
Description

DEPUTY COMMISSIONER OF THE REVENUE III

Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs skilled clerical and technical work assisting with real estate and personal property databases. Manages the business personal property, Machinery & Tools and Transient Occupancy Tax databases. Assists in the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue II.
- Performs research in response to requests from property owners, potential property owners, appraisers, attorneys, mortgage lenders and outside Commissioner of Revenue Offices and Finance Departments, both in person and by telephone/email providing information regarding title issues, prior land use, assessment history, determining situs of property.
- Manages the Business Personal Property Database to include but not limited to manually entering all assessment values for each business into billing system along with entering them separately into the BPP database. Manually calculating all assessment values for businesses, to include manually assessing all Businesses that are not compliant with County requirements and do not return the yearly Business Personal Property Return form.
- Performs research on all Leased Vehicles that are loaded into the billing system to ensure the classification of Business or Personal use so the correct PPTRA can be applied.
- Researches and discovers any business(es) operating in Fluvanna County so that they may become compliant with County Code in regards to Business Personal Property.
- Processes Real Estate, Personal Property and Business Personal Property address changes that are submitted via in person, phone or electronically.
- Performs any abatements needed to correct tax bills for current or past taxpayers for Personal Property and Business Personal Property, while working closely with all other Commissioner of Revenue Offices located throughout the Commonwealth.
- Submits Personal Property refund requests to the COR Chief Deputy for processing.
- Receives and responds to requests for records made through the Freedom of Information Act as may pertain to records maintained by the Commissioner of Revenues Office. Directs requester to appropriate offices when request is not for COR records.
- Conducts staff training on personal property program applications, applicable to position
- Serves as customer service manager for the Commissioner's office.
- Serves as back up for Deputy IV responsibilities for inquiries, applications, and submissions.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES			
<ul style="list-style-type: none"> Thorough knowledge of state and local laws and policies , affecting the classification of assessments, personal property, business personal property, transient occupancy tax, and Real Estate. Ability to prepare and maintain detailed financial records, reports, and databases. Working knowledge of Tyler Technologies (Munis). Working knowledge of VISION. Working knowledge of Stonewall Technologies. Working knowledge of DMV Mainframe, along with yearly re-certification. Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. Ability to make sound judgments and decisions based on established office policies, state and county policies, and the ability to explain those regulations to the public on a daily basis. Ability to resolve conflicts and disputes presented by customers. Ability to establish and maintain effective working relationships with associates and the general public. Demonstrated strong computer skills. 			
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<p><u>Minimum:</u></p> <ul style="list-style-type: none"> Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field Two (2) years of experience in data management Three (3) years minimum of customer service experience in an office environment <p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none"> Demonstrated experience with GIS systems Prior Government experience in a Commissioner of the Revenue or Treasurer's office Certified Master Deputy Commissioner of the Revenue 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> Office environment exposure to computer screens; sitting for prolonged periods of time. Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds. Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain. Must be available to work some weekends and evenings for presentations, training, and meetings. Must possess an appropriate driver's license valid in the Commonwealth of Virginia. Local travel may be required for meetings and presentations. 			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> Notary Public, Freedom of Information Act (FOIA) Officer 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> Background check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE III

Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue II.
- Obtains new plats and updates County tax map; transfers changes to originals and coordinates for digital changes to be completed for map adjustments.
- Conducts survey of deed transaction to identify property owners qualifying for land use programs; calculates land use values and coordinates appropriate taxing changes; generates roll back taxes; notifies property owners of application requirements and changes.
- Administers tax relief initiatives.
- Conducts staff training on personal property program applications.
- Serves as customer service manager for the Commissioner's office.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with property ownership and taxation.
- Ability to prepare and maintain detailed financial records and reports.
- Ability to resolve conflicts and disputes presented by customers
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (2) years of experience in data management
- Three (3) years minimum of customer service experience in an office environment

Preferred Qualifications:

- Demonstrated experience with GIS systems
- Prior Government experience in a Commissioner of the Revenue or Treasurer's office

- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Notary Public

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV – TAX RELIEF PROGRAM COORDINATOR

Job Class #:	1542
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- May perform essential functions of Deputy Commissioner of the Revenue III.
- Provides administration support for the Commissioner of the Revenue.
- Maintains comprehensive knowledge of the state and local laws affecting the classification and assessments of personal property and real estate.
- Gathers data and conducts interviews to determine the process of Tax Relief for the elderly and Veterans Relief.
- Answers the telephone and greets visitors; provides customers service; responds to routine questions, researches problems and initiates problem resolutions.
- Communicates with local localities for tax collection.
- Provides assistance and information related the personal property, real estate, property assessments, provides information regarding assessment methods for sale/purchase of a vehicle, moves into or out of County, and high mileage adjustments; reviews documentation for accuracy and completeness.
- Submits refund request to the Chief Deputy for Personal Property and Real Estate
- Provides sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Responsible for preparing files and reports.

REAL ESTATE DUTIES:

- Processes database changes for Tax Relief for the elderly and disable; Veterans Relief.
- Communicates through writing of reports and correspondence to all Tax Relief and Veteran Relief Applicants.
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Document and process Real Estate abatements and corrections as needed for Tax Relief and Veterans Relief
- Responsible for import of data from Tax Relief and Veteran Relief Real Estate software to Munis billing system.
- Works with Department of Veterans Affairs interpreting state and city policies and procedures pertaining to tax collection.

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Indent: Left: 0.08", Right: 0", Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Left, Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Right: 0.15", Space Before: 0 pt, Bulleted + Level: 1 + Aligned at: 0.16" + Indent at: 0.41"

Formatted Table

Formatted: Right: 0.15", Space After: 0 pt, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.16" + Indent at: 0.41"

Formatted: Font: 11 pt

Formatted: Right: 0.15", Line spacing: single

Formatted: Right: 0.15", Space After: 0 pt, Line spacing: single

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

PERSONAL PROPERTY DUTIES:

- Process the personal property data for boat using Vessel Valuation
- Documents and process Personal Property abatements and corrections as needed
- Generates Personal Property Supplemental bills
- Generates Personal Property Refund requests in coordination with Chief Deputy
- Performs related tasks as required.

Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.

- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of State and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.

Demonstrated ability to manage multiple databases

- Demonstrated experience with GIS systems Working knowledge of Munis, VISION, DMV and Stonewall - Technologies software programs
- Knowledge of state and local tax regulations, procedures, and practices.
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.
- Ability to maintain effective working relationship with public, subordinate staff and county and state official as required.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**MINIMUM QUALIFICATIONS:**

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Work experience in a Commissioner of the Revenue Office is preferred
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Background Check

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

~~This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.~~

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

Formatted: Left, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold, Not Expanded by / Condensed by

Formatted: Normal, Left, No bullets or numbering

Formatted: Font:

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Justified

Formatted: Font: (Default) +Body (Calibri)

Formatted: Justified, Space Before: 0 pt

Formatted Table

Formatted: Font: (Default) +Body (Calibri), Underline, Condensed by 0.1 pt

Formatted: Justified, Indent: Left: 0.16", Right: 0", Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted: Font: (Default) +Body (Calibri), Underline, Condensed by 0.1 pt

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted: Font: (Default) +Body (Calibri), Underline, Condensed by 0.1 pt

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted: Font: (Default) +Body (Calibri), Underline, Condensed by 0.1 pt

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted: Font: (Default) +Body (Calibri), Underline, Condensed by 0.1 pt

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted ...

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted ...

Formatted: Font: (Default) +Body (Calibri), Underline

Formatted ...

Formatted: Font: (Default) +Body (Calibri)

Formatted: Justified, Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Justified, Space Before: 0 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt, Line spacing: single

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: 0 pt



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV – TAX RELIEF PROGRAM COORDINATOR

Job Class #:	1542
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- Provides administration support for the Commissioner of the Revenue.
- Maintains comprehensive knowledge of state and local laws affecting the classification and assessments of personal property and real estate.
- Gathers data and conducts interviews to determine the process of Tax Relief for the elderly and Veterans Relief.
- Answers the telephone and greets visitors; provides customers service; responds to routine questions, researches problems and initiates problem resolutions.
- Communicates with local localities for tax collection
- Provides assistance and information related the personal property, real estate, property assessments, provides information regarding assessment methods for sale/purchase of a vehicle, moves into or out of County, and high mileage adjustments; reviews documentation for accuracy and completeness.
- Submits refund request to the Chief Deputy for Personal Property and Real Estate
- Provides sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Responsible for preparing files and reports.

REAL ESTATE DUTIES

- Processes database changes for Tax Relief for the elderly and disable; Veterans Relief.
- Communicates through writing of reports and correspondence to all Tax Relief and Veteran Relief Applicants.
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Document and process Real Estate abatements and corrections as needed for Tax Relief and Veterans Relief
- Responsible for import of data from Tax Relief and Veteran Relief Real Estate software to Munis billing system
- Works with Department of Veterans Affairs interpreting state and city policies and procedures pertaining to tax collection.

PERSONAL PROPERTY DUTIES

- Process the personal property data for boats using Vessel Valuation

- Documents and process Personal Property abatements and corrections as needed
- Generates Personal Property Supplemental bills
- Generates Personal Property Refund requests in coordination with Chief Deputy
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws and policies associated with real property ownership and taxation.
- Demonstrated ability to manage multiple databases
- Demonstrated experience with GIS systems Working knowledge of Munis, VISION, DMV and Stonewall Technologies software programs
- Knowledge of state and local tax regulations, procedures, and practices.
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.
- Ability to maintain effective working relationship with public, subordinate staff and county and state official as required.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

MINIMUM QUALIFICATIONS

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Work experience in a Commissioner of the Revenue Office is preferred
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue
- **PREFERRED QUALIFICATIONS**
- Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV

Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.
- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of State and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Demonstrated ability to manage multiple databases
- Demonstrated experience with GIS systems
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue

Preferred Qualifications:

- Bachelor's Degree in Business, Accounting, or related field


WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

 <p>Fluvanna County, Virginia Department of Commissioner of the Revenue Job Description</p>	
DEPUTY COMMISSIONER OF THE REVENUE IV - FINANCE AND LAND USE PROGRAM COORDINATOR	
Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II
SUMMARY	
<p>Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.</p> <p>Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.</p>	
ESSENTIAL FUNCTIONS	
<ul style="list-style-type: none"> May perform essential functions of the Deputy Commissioner of the Revenue III. Manages the land use valuation program consisting of ~2,500 parcels including agricultural, horticultural, open space, and forestal aspects along with conservation easements. Review new applications, ensuring all necessary documentation is submitted, and process approval/denial decisions in a timely manner. Oversees the revalidation process by receiving completed forms and verifying property information to maintain accurate records. Issues rollback bills for properties no longer qualifying for a reduced tax rate due to changes in land use. Submits land use Open Space Agreements to the Board of Supervisors for approval and maintains current Open Space Agreements within the County to ensure compliance. Maintains conservation easements in the County and ensures appropriate tax assessments are applied to each property to reflect the easement. Serves as finance manager, managing budgets for the Commissioner of the Revenue and Reassessment, budgets through precise attention to detail, strong communication skills, and the ability to adapt to changing circumstances with financial planning, tracking expenses, and making strategic decisions to ensure funds are allocated efficiently. Helping the office stay on track financially and assuring all office needs, including security, are met by working with third party vendors. Assists Commissioner of the Revenue with development of State and local annual budgets and forecasting. Responsible for office purchases and monitoring department expenditures. Ensures transparency and accountability as a Freedom of Information (FOIA) officer by processing and responding to FOIA requests in a timely and efficient manner. Seeks out continued training and development opportunities yearly to maintain FOIA officer status. Serves the public by verifying the authenticity of signatures on legally binding documents by being a Notary Public of the Commonwealth of Virginia. 	

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Line spacing: single

Formatted Table

Formatted: Font: (Default) +Body (Calibri)

Formatted: Left

Formatted: Left, Space After: 0 pt

Formatted: Left, Space After: 0 pt

- Regularly updates the Commissioner of the Revenue's Office webpage on the Fluvanna County website with new tax rate information, updated tax maps, forms, etc.
- Works with the Virginia Department of Taxation to ensure state tax forms are available to the public in the Commissioner of the Revenue's Office.
- Provides administrative support to the Commissioner of the Revenue and Chief Deputy Commissioner of the Revenue; assumes responsibility of the office in the absence of both.
- Maintains elite Master Deputy Commissioner of the Revenue status through the University of Virginia's Weldon Cooper Center for Public Service by committing to ~~yearly continued annual~~ continued education.
- Assists in new software implementation/updates and receives training from third party software providers.
- Ensures cell towers and railroad property records sent by the Virginia Department of Taxation are properly taxed.
- Provides GIS mapping system training to staff and the public.
- Works closely with the GIS provider and Planning Department to ensure accuracy of the GIS records by ~~fixing any resolving~~ discrepancies or inaccuracies brought to their attention.
- Works with Information Technology and Public Works Departments by requesting support or submitting service requests for the Commissioner of the Revenue's Office.
- Completes essential Information Technology training monthly to stay up to date with the latest cybersecurity practices including password management, email phishing awareness, data encryption, etc.
- Retrieves mail from the post office, analyzes contents, and distributes to designated recipients ensuring each employee receives their correspondence promptly.
- Examines and verifies the accuracy of tax and account information.
- Communicates effectively with taxpayers (in person, via phone, and via email) regarding filing procedures and regulations.
- Performs related tasks as required.

REAL ESTATE DUTIES:

- Processes database changes in the land use valuation system to reflect changes in ownership and/or address. Issues new land use applications to update the records and validate eligibility.
- Monitors Board of Supervisors action reports for any changes in zoning or Special Use Permits issued. Updates real estate record to reflect new change; issues rollback bill if property is in the land use program.
- Thoroughly reviews building permits received from Building Inspections to see if in violation of the land use program; if so, issues a rollback bill.
- Performs research in response to inquiries from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Provides rollback bill estimates to taxpayers interested in further developing a property.
- Assists reassessment staff with any inquiries or issues that may arise and address promptly.

PERSONAL PROPERTY DUTIES:

- Contacts local volunteer Fire Departments, Rescue Squads and Reserve Deputy Sheriff Departments to obtain member/lifetime member listing information. Once received, processes license fee exemption for each qualifying Fluvanna resident member.
- Analyzes downloaded vehicle information from the Department of Motor Vehicles and categorizes for assessment.
- Updates vehicles eligible for high mileage, antique, veteran plate or salvage title status in database.

Formatted: Normal

Formatted: Left, Space After: 0 pt

Formatted: Left

Formatted: Indent: Left: 0"

Formatted: Left, Space After: 0 pt

- Confers often with other Virginia localities to ensure taxpayers are being correctly taxed in their respective locality and not double taxed within the Commonwealth of Virginia.
- Documents and processes personal property abatements and corrections as needed.
- Verifies mobile home information received from the Department of Motor Vehicles is being taxed correctly in Fluvanna County as personal property, or real estate if filed as such.
- Reviews January, February, and March Department of Motor Vehicle downloads each year to ensure vehicles purchased prior to January 1st are taxed the current year and vehicles sold prior to January 1st are removed.
- Works personal property data to ensure Personal Property Tax Relief (PPTR) vehicles are receiving eligible relief; export data if needed. Certifies business vehicles, motor homes, trailers, trucks with truck plates, vehicles with Farm Vehicle plate type tags, etc., are not receiving PPTR.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, heavy trucks, and vehicles over 20 years old and assesses property manually.
- Performs related tasks as required. May perform essential functions of the Deputy Commissioner of the Revenue III.
- Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.
- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of state and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

Formatted: Left

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Formatted: Font: (Default) +Body (Calibri)

- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Working knowledge of assessment procedures for real estate and personal property taxes.
- Demonstrated ability to manage multiple databases with working knowledge of Munis, VISION, and Stonewall Technologies software programs as well as being fluent in Microsoft Word and Excel.
- Demonstrated ~~experience~~ experience with GIS systems.
- Ability to train coworkers on complicated software platforms.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. As well as the ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Superior skills in customer service; ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Demonstrated experience with developing presentations and public speaking.

Formatted: Left

Formatted: Left, Space After: 0 pt

Formatted: Left

Formatted: Left, Space After: 0 pt

Formatted: Left

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Formatted: Font: (Default) +Body (Calibri)

- Associate's degree (Bachelor's degree preferred) in business, accounting, taxation, or related field supplemented by relevant experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through the University of Virginia's Weldon Cooper Center for Public Service.

Formatted: Left, Space After: 0 pt

- Three (3) years of experience in data management.
- Minimum of ~~Five (5) years~~ minimum of customer service experience in an office environment. Minimum:
 - Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
 - Three (3) years of experience in data management
 - Five (5) years minimum of customer service experience in an office environment
 - Certified Master Deputy Commissioner of the Revenue
 - Preferred Qualifications:
- Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Criminal background check and a Valid Driver's License

<u>DeDepartment Head</u> Recommended:	<u>HR Director</u> Approval as to Form:	<u>County Administrator</u> Recommended:	<u>Board of Supervisors</u> Approved:
	<u>May 8, 2019</u>	<u>May 8, 2019</u>	<u>May 15, 2019</u>

Formatted: Don't add space between paragraphs of the same style, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Left, Space After: 0 pt

Formatted: Left, Don't add space between paragraphs of the same style

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Don't add space between paragraphs of the same style, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font: (Default) +Body (Calibri)

Formatted: List Paragraph, Left, Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)



Fluvanna County, Virginia
Department of Commissioner of the Revenue
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV - FINANCE AND LAND USE PROGRAM COORDINATOR

Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of the Deputy Commissioner of the Revenue III.
- Manages the land use valuation program consisting of ~2,500 parcels including agricultural, horticultural, open space, and forestal aspects along with conservation easements. Review new applications, ensuring all necessary documentation is submitted, and process approval/denial decisions in a timely manner. Oversees the revalidation process by receiving completed forms and verifying property information to maintain accurate records. Issues rollback bills for properties no longer qualifying for a reduced tax rate due to changes in land use.
- Submits land use Open Space Agreements to the Board of Supervisors for approval and maintains current Open Space Agreements within the County to ensure compliance.
- Maintains conservation easements in the County and ensures appropriate tax assessments are applied to each property to reflect the easement.
- Serves as finance manager, managing budgets for the Commissioner of the Revenue and Reassessment, through precise attention to detail, strong communication skills, and the ability to adapt to changing circumstances with financial planning, tracking expenses, and making strategic decisions to ensure funds are allocated efficiently. Helping the office stay on track financially and assuring all office needs, including security, are met by working with third party vendors. Assists Commissioner of the Revenue with development of State and local annual budgets and forecasting. Responsible for office purchases and monitoring department expenditures.
- Ensures transparency and accountability as a Freedom of Information (FOIA) officer by processing and responding to FOIA requests in a timely and efficient manner. Seeks out continued training and development opportunities yearly to maintain FOIA officer status.
- Serves the public by verifying the authenticity of signatures on legally binding documents by being a Notary Public of the Commonwealth of Virginia.
- Regularly updates the Commissioner of the Revenue's Office webpage on the Fluvanna County website with new tax rate information, updated tax maps, forms, etc.
- Works with the Virginia Department of Taxation to ensure state tax forms are available to the public in the Commissioner of the Revenue's Office.

- Provides administrative support to the Commissioner of the Revenue and Chief Deputy Commissioner of the Revenue; assumes responsibility of the office in the absence of both.
- Maintains elite Master Deputy Commissioner of the Revenue status through the University of Virginia's Weldon Cooper Center for Public Service by committing to annual continued education.
- Assists in new software implementation/updates and receives training from third party software providers.
- Ensures cell towers and railroad property records sent by the Virginia Department of Taxation are properly taxed.
- Provides GIS mapping system training to staff and the public.
- Works closely with the GIS provider and Planning Department to ensure accuracy of the GIS records by resolving discrepancies or inaccuracies brought to their attention.
- Works with Information Technology and Public Works Departments by requesting support or submitting service requests for the Commissioner of the Revenue's Office.
- Completes essential Information Technology training monthly to stay up to date with the latest cybersecurity practices including password management, email phishing awareness, data encryption, etc.
- Retrieves mail from the post office, analyzes contents, and distributes to designated recipients ensuring each employee receives their correspondence promptly.
- Examines and verifies the accuracy of tax and account information.
- Communicates effectively with taxpayers (in person, via phone, and via email) regarding filing procedures and regulations.
- Performs related tasks as required.

REAL ESTATE DUTIES:

- Processes database changes in the land use valuation system to reflect changes in ownership and/or address. Issues new land use applications to update the records and validate eligibility.
- Monitors Board of Supervisors action reports for any changes in zoning or Special Use Permits issued. Updates real estate record to reflect new change; issues rollback bill if property is in the land use program.
- Thoroughly reviews building permits received from Building Inspections to see if in violation of the land use program; if so, issues a rollback bill.
- Performs research in response to inquiries from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Provides rollback bill estimates to taxpayers interested in further developing a property.
- Assists reassessment staff with any inquiries or issues that may arise and address promptly.

PERSONAL PROPERTY DUTIES:

- Contacts local volunteer Fire Departments, Rescue Squads and Reserve Deputy Sheriff Departments to obtain member/lifetime member listing information. Once received, processes license fee exemption for each qualifying Fluvanna resident member.
- Analyzes downloaded vehicle information from the Department of Motor Vehicles and categorizes for assessment.
- Updates vehicles eligible for high mileage, antique, veteran plate or salvage title status in database.
- Confers often with other Virginia localities to ensure taxpayers are being correctly taxed in their respective locality and not double taxed within the Commonwealth of Virginia.
- Documents and processes personal property abatements and corrections as needed.
- Verifies mobile home information received from the Department of Motor Vehicles is being taxed correctly in Fluvanna County as personal property, or real estate if filed as such.
- Reviews January, February and March Department of Motor Vehicle downloads each year to ensure vehicles purchased prior to January 1 are taxed the current year and vehicles sold prior to January 1 are removed.

- Works personal property data to ensure Personal Property Tax Relief (PPTR) vehicles are receiving eligible relief; export data if needed. Certifies business vehicles, motor homes, trailers, trucks with truck plates, vehicles with Farm Vehicle plate type tags, etc., are not receiving PPTR.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, heavy trucks, and vehicles over 20 years old and assesses property manually.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Working knowledge of assessment procedures for real estate and personal property taxes.
- Demonstrated ability to manage multiple databases with working knowledge of Munis, VISION, and Stonewall Technologies software programs as well as being fluent in Microsoft Word and Excel.
- Demonstrated experience with GIS systems.
- Ability to train coworkers on complicated software platforms.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. As well as the ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Superior skills in customer service; ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Demonstrated experience with developing presentations and public speaking.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Associate's degree (Bachelor's degree preferred) in business, accounting, taxation, or related field supplemented by relevant experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through the University of Virginia's Weldon Cooper Center for Public Service.
- Three (3) years of experience in data management.
- Minimum of five (5) years of customer service experience in an office environment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Criminal background check and a Valid Driver's License

Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

CHIEF DEPUTY COMMISSIONER OF THE REVENUE (COR)

Job Class #:	1551
Pay Grade:	19
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Commissioner of the Revenue

SUMMARY

Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS

Administering programs; preparing tax books; maintaining records and files; preparing reports.


(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees and participates in the recordation of real estate tax map parcel transfers; maintains a database of real estate cards for each property; monitors ownership changes of title by deed or will as well as changes of parcel acreages; develops the County Real Estate Book and subsequent Supplement Book and associated reference materials; ensures that recorded plats are entered into the database of real estate records and are reflected as such in the County Land Book.
- Develops and maintains database of real property; enters new construction into computer including entry of dimensions and sketch of new property; updates existing data by monitoring title changes.
- Oversees database management of all Department of Motor Vehicles entries; ensures accuracy of updates; reviews database updates for atypical information not found in the DMV listing and code relative to their qualification for tax relief; manages the personal property tax relief act as it relates to private vehicles; prepares necessary abatement actions making adjustments to both personal property and real estate assessments; coordinates actions with the County Attorney's office.
- Acts on behalf of the Commissioner of the Revenue as required.
- Manages tax relief program; maintains public information campaign designed to ensure eligible citizens are aware of the program; assists with application submission and monitors participation to ensure accuracy.
- Oversees office database management procedures to ensure accuracy of information and currency of software utilized.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment, including computer equipment; ability to plan and supervise the work of subordinates; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to establish and maintain effective working relationships with County officials, associates and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<ul style="list-style-type: none"> Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience. 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<p>This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.</p>			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> Notary Public 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> Background check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			June 2, 2004; PB 18 change Jan 2017

		Fluvanna County, Virginia Department of Commissioner of the Revenue (COR) Job Description
CHIEF DEPUTY COMMISSIONER OF THE REVENUE II (COR)		
Job Class #:	1551	
Pay Grade:	20	
Category:	Full-Time (with benefits)	
FLSA Status:	Exempt	
Reports To:	Commissioner of the Revenue	
SUMMARY		
<p>Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue. Provides assistance to taxpayers in person or by phone or email related to real estate and personal property records/assessments. Work is performed under limited supervision and requires attention to detail to maintain accurate records. <u>Limited supervision may be exercised over subordinate personnel.</u> This position is responsible for the office during the Commissioner of the Revenue's absence's absences. Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.</p>		
ESSENTIAL FUNCTIONS		
<ul style="list-style-type: none"> Oversees and monitors work of three Deputy Commissioners of the Revenues. Provides administrative support to the Commissioner of the Revenue and assumes responsibility in his/her absence. Assists the Commissioner of the Revenue with the budget process and compiles data for revenue projections. Assists the Commissioner of the Revenue with human resource decisions and oversees employee performance. Maintains COR office employee's payroll records and submits to the Finance Department in accordance with established policies and procedures. Generates and maintains statistical information for state agencies including, but not limited to, the tax ratio and market sale analysis for the Department of Taxation, the workload measures for the Commonwealth of Virginia Compensation Board, and the compilation of tax rates for the University of Virginia, Weldon Cooper Center for public service. Processes monthly Virginia Compensation Board reimbursement certification and yearly Compensation Board budget request. Verifies Bank Franchise tax assessments and ensures Commissioner certifies copy and returns to Department of Taxation by deadline. Implements new software and/or changes and receives technical training from third party software providers. Ensures Public Service and Railroad assessments are accurately billed and/or exonerated. Provides Notary Public services. Receives processes and responds to any FOIA requests that come in, that pertain to the Commissioner of Revenue Office. 		

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), Highlight

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Left, Indent: Left: 0", Line spacing: single, Hyphenate, Tab stops: Not at -0.5"

Formatted: Font: (Default) +Body (Calibri), 11 pt, Highlight

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Don't add space between paragraphs of the same style, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted Table

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

REAL ESTATE DUTIES:

- Processes database changes in the ownership of real estate by deed or will, as well as changes to acreage by plat.
- Documents changes for new subdivisions, parcels, and acreage on existing tax maps and creates data file to be sent to GIS provider for online updates.
- Reviews building permits for assignment to assessors and supplemental billing.
- Administrator for VISION Website Hosting
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Documents and processes Real Estate abatements and corrections as needed.
- Responsible for import of data from Real Estate software to Munis billing system.
- Generates annual Real Estate Land Book which produces tax bills for Treasurer's Office.
- Generates Real Estate Supplemental bills.
- Generates Real Estate Refund requests in coordination with the County Attorney.

PERSONAL PROPERTY DUTIES:

- Downloads vehicle information from the Division of Motor Vehicles into Munis software and code additions to database appropriately for correct taxation.
- Processes the personal property data file for assessment valuation using JD Power.
- Verifies current vehicle plate expiration in DMV and updates decal fee status in Munis.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, and heavy trucks and assesses property manually.
- Certifies qualifying vehicles for PPTR certification; Extracts any reports necessary to maintain and verify data.
- Documents and processes Personal Property abatements and corrections as needed.
- Calculates Personal Property Tax Relief percentage annually for billing.
- Generates annual Personal Property Book which produces tax bills for Treasurers Office.
- Generates Personal Property Supplemental bills
- Administering programs; preparing tax books; maintaining records and files; preparing reports.
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Oversees and participates in the recordation of real estate tax map parcel transfers; maintains a database of real estate cards for each property; monitors ownership changes of title by deed or will as well as changes of parcel acreages; develops the County Real Estate Book and subsequent Supplement Book and associated reference materials; ensures that recorded plats are entered into the database of real estate records and are reflected as such in the County Land Book.
- Develops and maintains database of real property; enters new construction into computer including entry of dimensions and sketch of new property; updates existing data by monitoring title changes.
- Oversees database management of all Department of Motor Vehicles entries; ensures accuracy of updates; reviews database updates for atypical information not found in the DMV listing and code relative to their qualification for tax relief; manages the personal property tax relief act as it relates to private vehicles; prepares necessary abatement actions making

Formatted: Line spacing: single**Formatted:** Font: (Default) +Body (Calibri), 11 pt, Not Bold**Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted:** Don't add space between paragraphs of the same style, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"**Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted****Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted****Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted:** Line spacing: single**Formatted:** Indent: Left: 0", Line spacing: single**Formatted:** Don't add space between paragraphs of the same style, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"**Formatted****Formatted****Formatted****Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted****Formatted****Formatted:** Font: (Default) +Body (Calibri), 11 pt**Formatted****Formatted:** Font: (Default) +Body (Calibri), Not Bold**Formatted:** List Paragraph, Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"**Formatted****Formatted:** Font: (Default) Times New Roman, 12 pt, Not Italic**Formatted:** List Paragraph, Left, Line spacing: single**Formatted:** Font:**Formatted:** Font: (Default) Times New Roman, 12 pt**Formatted:** List Paragraph**Formatted:** Font:**Formatted:** Font: (Default) Times New Roman, 12 pt**Formatted:** List Paragraph, Left, Space After: 0 pt, Line spacing: single, No bullets or numbering**Formatted:** Font:**Formatted:** Font: (Default) Times New Roman, 12 pt**Formatted:** List Paragraph, Left, Space After: 0 pt, No bullets or numbering**Formatted:** Font:**Formatted:** Font: (Default) Times New Roman, 12 pt**Formatted:** List Paragraph, Left, Space After: 0 pt, Line spacing: single, No bullets or numbering

<p>adjustments to both personal property and real estate assessments; coordinates actions with the County Attorney's office.</p> <ul style="list-style-type: none"> Acts on behalf of the Commissioner of the Revenue as required. Manages tax relief program; maintains public information campaign designed to ensure eligible citizens are aware of the program; assists with application submission and monitors participation to ensure accuracy. Oversees office database management procedures to ensure accuracy of information and currency of software utilized. Performs related tasks as required. 	
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES	
<ul style="list-style-type: none"> Working knowledge of assessment procedures for real estate and personal property taxes. Working knowledge of -Munis, VISION, and Stonewall Technologies software programs. Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. Ability to communicate effectively, both orally and in writing. Ability to maintain motivation, composure, and self-esteem in stressful situations. Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public. Thorough working knowledge of all general laws and policies governing real and personal property. Demonstrated ability for program review and analysis of subordinate staff functions. Solid working knowledge of database management skills combined with excellent information management experience. Demonstrated management skills for staff training, review and evaluation. Strong public speaking and presentation skills. 	
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING	
<ul style="list-style-type: none"> Associate's Degree supplemented by relevant experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue's Office is preferred. Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience. <p>Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience.</p>	
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS	
<ul style="list-style-type: none"> Office environment exposure to computer screens; sitting for prolonged periods of time. Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds. Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain. Must be available to work some weekends and evenings for presentations, training, and meetings. 	

Formatted: Font:

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font:

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Left, Space After: 0 pt, No bullets or numbering

Formatted: Font:

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font:

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Pattern: Clear

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: List Paragraph, No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Don't add space between paragraphs of the same style, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Wrap Around

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted

Formatted: Font color: Black

Formatted

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted

- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Formatted: Font: (Default) +Body (Calibri)

POST OFFER REQUIREMENTS

Formatted: Font: (Default) +Body (Calibri)

- Criminal Background Check and a Valid Driver’s License

Formatted: Font: Not Bold

- Criminal Background Check and a Valid Driver’s License

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			June 2, 2004; PB 18 change Jan 2017

Formatted Table

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Border: Left: (Single solid line, Auto, 0.5 pt Line width, From text: 18 pt Border spacing:)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

CHIEF DEPUTY COMMISSIONER OF THE REVENUE II (COR)

Job Class #:	1551
Pay Grade:	20
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Commissioner of the Revenue

SUMMARY

Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue. Provides assistance to taxpayers in person or by phone or email related to real estate and personal property records/assessments. Work is performed under limited supervision and requires attention to detail to maintain accurate records. Limited supervision may be exercised over subordinate personnel. This position is responsible for the office during the Commissioner of the Revenue's absence.

ESSENTIAL FUNCTIONS

- Oversees and monitors work of three Deputy Commissioners of the Revenue.
- Provides administrative support to the Commissioner of the Revenue and assumes responsibility in his/her absence.
- Assists the Commissioner of the Revenue with the budget process and compiles data for revenue projections.
- Assists the Commissioner of the Revenue with human resource decisions and oversees employee performance.
- Maintains COR office employee's payroll records and submits to the Finance Department in accordance with established policies and procedures.
- Generates and maintains statistical information for state agencies including, but not limited to, the tax ratio and market sale analysis for the Department of Taxation, the workload measures for the Commonwealth of Virginia Compensation Board, and the compilation of tax rates for the University of Virginia, Weldon Cooper Center for public service.
- Processes monthly Virginia Compensation Board reimbursement certification and yearly Compensation Board budget request
- Verifies Bank Franchise tax assessments and ensures Commissioner certifies copy and returns to Department of Taxation by deadline.
- Implements new software and/or changes and receives technical training from third party software providers.
- Ensures Public Service and Railroad assessments are accurately billed and/or exonerated.
- Provides Notary Public services.
- Receives processes and responds to any FOIA requests that come in, that pertain to the Commissioner of Revenue Office.

REAL ESTATE DUTIES:

- Processes database changes in the ownership of real estate by deed or will, as well as changes to acreage by plat.
- Documents changes for new subdivisions, parcels, and acreage on existing tax maps and creates data file to be sent to GIS provider for online updates.
- Reviews building permits for assignment to assessors and supplemental billing.
- Administrator for VISION Website Hosting
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Documents and processes Real Estate abatements and corrections as needed.
- Responsible for import of data from Real Estate software to Munis billing system.
- Generates annual Real Estate Land Book which produces tax bills for Treasurer's Office.
- Generates Real Estate Supplemental bills.
- Generates Real Estate Refund requests in coordination with the County Attorney.

PERSONAL PROPERTY DUTIES:

- Downloads vehicle information from the Division of Motor Vehicles into Munis software and code additions to database appropriately for correct taxation.
- Processes the personal property data file for assessment valuation using JD Power.
- Verifies current vehicle plate expiration in DMV and updates decal fee status in Munis.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, and heavy trucks and assesses property manually
- Certifies qualifying vehicles for PPTR certification; extracts any reports necessary to maintain and verify data.
- Documents and processes Personal Property abatements and corrections as needed.
- Calculates Personal Property Tax Relief percentage annually for billing.
- Generates annual Personal Property Book, which produces tax bills for Treasurers Office.
- Generates Personal Property Supplemental bills

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of assessment procedures for real estate and personal property taxes.
- Working knowledge of Munis, VISION, and Stonewall Technologies software programs.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure, and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Associate's Degree supplemented by relevant experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue's Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through University of Virginia's Weldon Cooper Center.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Criminal Background Check and a Valid Driver's License

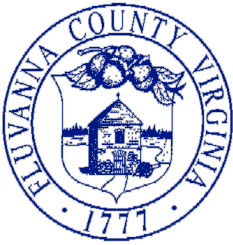
Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Lafayette Trail Marker in Columbia				
MOTION(s):	I move the Board of Supervisors authorize the County Administrator to send a letter of willingness to the Lafayette Trail, Inc., in order to secure a Lafayette Trail marker that will be erected on County-owned property in the former town of Columbia.				
BOS 2 YEAR GOALS?	Yes x	No	If yes, which goal(s):		D1
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jennifer Schmack, Director of Economic Development				
PRESENTER(S):	Jennifer Schmack, Director of Economic Development Kathleen Kilpatrick, EDTAC/VA250 Committee Representative				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>This is to ask the Board of Supervisors to confirm by letter its willingness to place an official Lafayette Trail, Inc. marker on a lot the County owns in Columbia, to commemorate the 200th anniversary of General Lafayette's Farewell Tour of the United States in 1824 and 1825.</p> <p>The Lafayette marker initiative and related activities are part of EDTAC's affiliation with VA250, the Virginia American Revolution 250 Commission, undertaken in this instance in partnership with the Point of Fork Chapter of the Daughters of the American Revolution (DAR) and the Fluvanna Historical Society (FHS). Lafayette commemorative programs and events in this bicentennial year of his tour are logical as kick-offs, consistent with, and beneficial to later targeted VA250 efforts. They will help EDTAC and its many partners "try out" selected programs, test, and hone our collective ability to plan and produce public events and sustain programs in the years to follow.</p> <p>Upon his arrival in Columbia on November 3, 1824, the aging General was welcomed to Fluvanna by General Cocke and Reverend Timberlake, among others. After being served lunch, a large party traveled with the General to Wilmington to be feted there where Lafayette would spend the night.</p> <p>If the Columbia site is approved by The Lafayette Trail, Inc., following receipt of the County's letter, the two by three foot cast aluminum marker and a seven foot aluminum mounting pole will be manufactured and shipped free of charge.</p> <p>The Columbia marker will join one already on order for Coles Tavern in Wilmington, that will be erected on private land and visible from the road. An existing marker can</p>				

	<p>be seen today at Boyd Tavern, in Albemarle County on Union Mills Rd, where the General stopped on November 4, 1824.</p> <p>A public Columbia Day celebration is in the planning stages. This community day is headed by partner Lorretta Johnson-Morgan and Nina Monroe, Chair of EDTAC, with program support by DAR and FHS. It is anticipated that the marker will be unveiled at Columbia Day on October 12 with remarks on that day. (Due to the short turn around for the manufacture of the marker, it may be necessary to unveil a facsimile of the actual sign and place the cast marker when it arrives later.)</p> <p>The Wilmington event will begin with a short FHS annual meeting early on November 3 at Lyles Church, Wilmington, followed by public presentations, the marker unveiling, and refreshments. Coordination with the owner of Coles Tavern for a potential evening event is ongoing.</p> <p>On March 9th of this year, a successful Lafayette-themed event and auction was held in the Historic Courthouse as a fundraiser to aid in the restoration of the Courthouse. This was a FHS and DAR organized event.</p>				
FISCAL IMPACT:	The County will be responsible for erecting and maintaining the marker, and mowing occasionally as part of any regular maintenance of the Columbia lot.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Letter of willingness to Lafayette Trail Inc.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

BOARD OF SUPERVISORS

Christopher Fairchild
Chair
Cunningham District

John M. "Mike" Sheridan
Vice Chair
Columbia District

David M. "Mike" Goad
Fork Union District

Timothy M. Hodge
Palmyra District

Anthony P. "Tony" O'Brien
Rivanna District

COUNTY ADMINISTRATION

Eric M. Dahl
County Administrator

Caitlin Solis
Clerk to the Board

July 3, 2024

Mr. Julien P. Icher
President
The Lafayette Trail, Inc.
4907 Earlston Drive
Bethesda, MD 20816

Dear Mr. Icher,

Thank you for reaching out to Fluvanna County about the possibility of commemorating Revolutionary War Hero General Lafayette's visit to Columbia, Virginia on November 3, 1824.

Fluvanna County agrees to welcome a Lafayette Trail marker on its property in Columbia. The marker will be erected in the immediate vicinity of the location defined by the following set of GPS coordinates: **37°45'09.0"N 78°09'42.0"W**

We are grateful to you and The Lafayette Trail, Inc. for making us aware of this exciting opportunity to educate about and commemorate Lafayette's visit to Columbia, and look forward to being included on the Lafayette Trail.

Please let us know if we can be of assistance with anything else.

Sincerely,

Background - General Lafayette Visit to Columbia

General Lafayette's November 1824 visit to Fluvanna County at the invitation of his friend John Hartwell Cocke, was 48 years after the start of the Revolutionary War. It might thus seem outside commemorative events and programs planned for the 250th anniversary of the American Revolution beginning in 2026. Nonetheless, many communities and states are working right now on delivering American Revolution and Revolutionary War programming for the public (both events and programs) this year and next. This recognizes that the struggle did not begin, but lead to the Declaration of Independence in 1776 when the lines were drawn.

Communities and governments at the same time are also marking the bicentennial of Lafayette's 1824-25 return to America and his visit to all the by-then 24 states. Here in Fluvanna we are lucky to have many reasons to mark both 1824 and 1776 as part of a thematic whole.

Remembering Lafayette's tour of America offers the Nation and Fluvanna an important opportunity to highlight our history and a critical figure in achieving independence from Britain, both on the battlefield and through the French alliance. Lafayette can be credited with helping bring other European alliances to our cause as nations followed the French example.

Moreover, the honor paid Fluvanna in 1824 by the "Hero of Two Worlds" while on route to see his old and failing friend Thomas Jefferson, who will die on July 4, 1826, was a high honor indeed. The purposefully and carefully planned stops at both Columbia and Wilmington should be points of pride for the County and those communities.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	TJPDC Spring Regional Housing Summit				
MOTION(s):	I move the Board of Supervisors (approve/deny/defer) \$_____ in support of the Thomas Jefferson Planning District Commission's Regional Housing Summit to be held in 2025, with the funding to come from the FY25 BOS Contingency.				
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				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	The 2025 Regional Housing Summit will be focusing on solutions to the housing crisis. TJPDC is seeking financial sponsorship from Fluvanna County to cover the cost of hosting the summit, including attracting high quality speakers, venue rental, refreshments, and promotional materials. Specifically, TJPDC is requesting a sponsorship of \$2500, which will greatly assist in ensuring the summit's effectiveness and reach. Sponsorship levels at \$5,000, \$2,500, \$1,000 or other amount are included in the attached letter.				
FISCAL IMPACT:	Varies depending on the BOS action and support level.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	The First Housing Summit was held in 2019 and the Second was held in 2023.				
ENCLOSURES:	Information letter from TJPDC; Sponsorship Form				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



Todd Fortune
 Director of Planning
 132 Main Street
 Palmyra, VA 22963

June 13, 2024

Re: Request for Financial Sponsorship for the
 2025 Regional Housing Summit: From Crisis to Solution

Dear Todd,

I hope this letter finds you well. I am writing to seek your financial sponsorship for the Central Virginia Regional Housing Partnership's upcoming Housing Summit, scheduled to take place in March of 2025. The first Housing Summit was held in 2019, and focused on the needs related to housing in our region. The second Housing Summit, in 2023, began developing our understanding of the issues. This third Housing Summit will focus on solutions – where are we seeing success around the country, and how might we replicate these opportunities?

As you are aware, housing is a major concern for the residents of Fluvanna. Many households pay 30-50% of their income on housing alone, others' homes are aging and becoming dilapidated, and others have trouble finding stable and safe housing at all. Our region desires to attract younger families, professionals, and employers, but struggles to provide the housing and infrastructure for such economic growth.

While the shortage of housing and other issues are clear, the focus of the Regional Housing Summit is to find **solutions that work for our specific communities**, so that in the coming years, we can see the rates of housing challenges decrease. The summit will provide a platform for open dialogue, knowledge sharing, and the creation of actionable strategies to ensure that all residents have access to affordable and secure housing.

To ensure the event's success, we are seeking financial sponsorship from your office. Your support will be crucial in covering the cost of hosting the summit, including attracting high quality speakers, venue rental, refreshments, and promotional materials. Specifically, we are requesting a sponsorship of \$2500, which will greatly assist in ensuring the summit's effectiveness and reach.



In return for your generous sponsorship, and depending on what level you are able to fund, we are pleased to offer the following benefits:

Recognition: Your office will be prominently recognized as a key sponsor in all summit materials, including brochures, banners, and the event program.

Promotional Opportunities: Your sponsorship will be acknowledged in all promotional activities, including social media campaigns, press releases, and community outreach efforts.

Complimentary Attendance: Complimentary registration for representatives from your office to attend the summit and engage with other stakeholders.

We believe that the active involvement and financial support of our local government are essential to addressing the housing crisis effectively. Your sponsorship will not only demonstrate a commitment to improving housing conditions but also inspire other organizations to contribute to this vital cause.

Please find attached a sponsorship benefits package for your review. We would be delighted to discuss this further at your convenience and address any questions or suggestions you might have.

Thank you for considering our request for financial sponsorship. We look forward to your positive response and to the possibility of working together to address this critical issue.

Warm regards,

A handwritten signature in black ink, appearing to read "L. Talun".

Laurie Jean Talun, on behalf of the Central Virginia Regional Housing Partnership
Thomas Jefferson Planning District Commission



Sponsorship Amounts:

\$5,000 – Networking Sponsor

- Sponsorship of one meal
- Eight full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

\$2,500 - Breakout Sponsor

- Sponsorship of breakout session
- Two full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

\$1,000 - Partnership Sponsor

- Sponsorship of breaks
- One full summit registration including all meals
- Logo on all summit materials
- Vendor table in pre-function area

If your organization would like to participate in this event as a sponsor, please complete the enclosed form. If you have any questions, please contact Laurie Jean Talun, the TJPDC Regional Housing and Community Development Grants Manager, at ljtalun@tjpd.org or (434) 422-4080. We appreciate your consideration and the assistance your organization may offer.

Housing Summit: From Crisis to Solution Sponsorship Form

Company or Organization Name: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

☐ **Networking Sponsor (\$5,000)**

- Sponsorship of one meal
- Eight full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

☐ **Breakout Sponsor (\$2,500)**

- Sponsorship of breakout session
- Two full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

☐ **Partnership Sponsor (\$1000)**

- Sponsorship of breaks
- One full summit registration including all meals
- Logo on all summit materials
- Vendor table in pre-function area

☐ **Other Amount** _____

Once your paperwork is submitted, you will receive an email from Laurie Jean Talun, the TJPDC Regional Housing and Community Development Grants Manager. This email will have instructions on how to submit your company logo for display on all summit materials and registration information. This form can be mailed to:

Thank you. We sincerely appreciate your support.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Department of Emergency Services Organizational Changes				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of the EMS Supervisor, to a Director of Emergency Services for the Department of Emergency Services for FY25 at a cost of \$22,670 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the Director of Emergency Services position description, as presented.</p> <p><u>Motion #2:</u> I move the Board of Supervisors (approve/deny/defer) the creation of a command structure in the Department of Emergency Services for FY25, creating an appointment for (1) Captain and (4) Lieutenant's at a cost of \$22,025 for stipends and benefits, with funding to come from the FY25 BOS Contingency budget.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<p>With the Department of Emergency Services growing and the discussions with the Board of Supervisors during the FY25 budget process for the need to implement some command structure, the following changes are being proposed:</p> <ol style="list-style-type: none"> 1) Convert the EMS Supervisor position to a Director of Emergency Services, with an estimated increase of salary and benefits at \$22,670 2) Allow for the Director of Emergency Services to appoint (1) Captain to assist with operational functions and assume command in the absence (vacation/sick leave) of the Director of Emergency Services. The appointment would get a \$3.50/hr. stipend increase to existing pay for the additional duties/responsibilities, with an estimated annual salary and benefits amount of \$9,069. 3) Allow for the Director of Emergency Services to appoint (4) Lieutenant's to assist with operational shift duties. These appointments would get a \$1.25/hr. stipend increase to existing pay for the additional duties/responsibilities, with an estimated annual salary and benefits amount of per Lieutenant of \$3,239 or \$12,956 for (4) Lieutenant's. 				

FISCAL IMPACT:	If both motions are approved, the FY25 BOS Contingency Budget would decrease \$44,695 and the Department of Emergency Services Budget would increase \$44,695.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<ul style="list-style-type: none"> • EMS Supervisor Position Description • Director of Emergency Services Position Description 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X		X	



Fluvanna County, Virginia
Department of Emergency Services
Job Description

EMS Supervisor

Job Class #:	9100
Pay Grade:	22
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The EMS Supervisor performs difficult skilled human support and administrative work coordinating day-to-day activities of the Department, scheduling, supervising, and overseeing the work of all levels of EMTs, operating an ambulance, responding to calls for emergency medical services, providing emergency medical care, preparing and maintaining appropriate records and files, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator and the auspices of the Department's Operational Medical Director.

ESSENTIAL FUNCTIONS

- Provides supervision for the day-to-day operational efficiency of the department's activities; coordinates work in station and on emergency calls both on-site and in transport; reviews service calls and provides quality improvement feedback to appropriate authority.
- Supervises service personnel and responds to emergency calls of a possible critical nature such as those involving chest pain, possible stroke, respiratory distress, trauma, cardiac arrest, altered mental status/unconsciousness, or other conditions that might require advanced life support including treatment techniques such as airway management, cardiac monitoring and defibrillation, electrocardiogram strip interpretation, IV therapy, drug administration, behavioral sedation, rapid sequence intubation and other stabilizing techniques as necessary.
- Responds to and assist with Emergency Management calls and critical incidents when notified by the Emergency Management Coordinator.
- Reviews all EMS calls to ensure quality control and to evaluate areas for additional training and ensures that regular quality improvement committee meetings are held in conjunction with the Department's Operational Medical Director.
- Drives vehicles and transports patients to emergency care facilities.
- Performs a variety of record-keeping and administrative reporting duties. Ensures that service prehospital patient care reports are completed promptly.
- Coordinates ordering of appropriate equipment and supplies for proper functioning and response of the Department to service requests.
- Ensures proper handling of all medications, including controlled substances.
- Complies with safety policies and procedures implemented by the assigned department; encourages and promotes a culture of safety and service.

- Attends continuing education for certification; coordinates training events and opportunities for department staff.
- Works in conjunction with the Department's Operational Medical Director to ensure that appropriate patient assessment, treatment, and disposition, including the selection of transport destination is provided to patients by the Department by overseeing the quality management program.
- Maintains positive working relationships and coordinates with other County fire, rescue, and law enforcement to provide optimal services.
- Performs the duties of the Department's Designated Infection Control Officer.
- Be an EMT-certified instructor and develop and implement a county-wide CEU program
- Ability to function effectively as part of a team; considerable skill in performing emergency medical technician assessments, patient treatment, and procedures.
- Physically able to operate a variety of machinery and equipment.
- Ability to follow verbal and written instructions;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relations with employees, volunteers, other agencies, and the general public.
- Any combination of training and experience which provides the required skills, knowledge, and abilities.
- This position is also responsible for performing other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The essential function of the position is to provide Fluvanna County Citizens with comprehensive EMS Service. The position must maintain all required certifications and licenses.

- High School diploma or equivalent;
- Virginia EVOC (Class II or III) as recognized by the Virginia EMS regulations;
- VA EMT-I or EMT-P;
- VAOEMS Education Coordinator;
- Designated Infection Control Officer Certification;
- CPR
- ACLS, PALS
- ICS 100, 200, 700, 800

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum 3 years of experience as an EMS lead or EMS shift supervisor, with a preferred 5 years of experience as an EMS lead or EMS Shift supervisor. Will consider other experience on a case-by-case basis, considering education and experience.

The below certifications are not required for this position, but could be beneficial for the future:

- ICS 300 & 400
- VA State Firefighter I & II;
- Virginia EVOC (Class III);

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Environmental: Work is typically performed in an indoor/outdoor setting
The department Admin is currently open to the public Monday through Friday from 8:00 a.m. until 5:00 p.m.
- Physical Effort: Light to moderate work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hazards: Employee is subject to both inside and outside conditions: activities occur inside and outside in approximately equal amounts.

POST OFFER REQUIREMENTS

- Criminal Background check
- Possession of and Maintaining a driver's license valid in the Commonwealth of Virginia
- Fingerprints per VA OEMS
- Vaccination records
- Copy of Certifications.
- Twelve (12) month probationary period.
- Must consent to drug testing consistent with Fluvanna County's Drug-Free Workplace Policy

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
December 12, 2022	December 12, 2022	December 12, 2022	Updated June 21, 2023



Fluvanna County, Virginia
Emergency Services Department
Job Description

Director of Emergency Services

Job Class #:	XXXX
Pay Grade:	27
Category:	Full Time (with benefits)
FLSA Status:	Exempt
Reports To:	County Administrator

SUMMARY

The Fluvanna County Director of Emergency Services leads and manages the delivery of comprehensive emergency rescue, emergency medical services, emergency management, emergency planning, and other related public safety services throughout the county under the Fluvanna County Coordinated Fire and Rescue System. In conjunction with other volunteer agencies within the Fire and Rescue Association, collaborates and assists in the provision of fire services. This role requires visionary leadership, strategic planning, operational oversight, personnel & resource management, and community engagement.

The incumbent:

- Provide visionary leadership, fostering a culture of collaboration, professionalism, and accountability in public safety initiatives, supporting delivery of timely emergency response throughout Fluvanna County.
- Carries out supervisory responsibility in accordance with County policies, procedures and applicable laws including: interviewing, hiring, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; plans for the staffing needs for the department.
- Manages the development of the annual operating budget for the department; analyze budgets; meets with the finance department for the purpose of reviewing the budget, and meets with the County Administrator to present budget recommendations for the department. Responsible for the presentation of the fiscal year budget to the county Board of Supervisors
- Establish and maintain effective working relationships with county officials, emergency services partners, the community, adjoining jurisdictions, state and federal agencies, and private partners.
- The position works under the general guidance and supervision of the County Administrator.

ESSENTIAL FUNCTIONS

- Performs a wide range of administrative, managerial, and supervisory duties to ensure the highest quality, and most efficient and effective emergency/fire operations.
- Ensures coordinated, effective and efficient emergency services for the citizens of the county by coordinating the work of the volunteer fire companies and the volunteer rescue squads in collaboration with the volunteer chiefs.
- Oversees the Emergency Management Division to achieve an integrated and effective fire, natural disaster, hazardous materials, and EMS system within the County. Act as the Emergency Management Coordinator, as needed.
- Responds to emergency incidents; provides incident command leadership and management, as needed; ensures safe work practices are followed.

- Serves as the principal county liaison to the Fire and Rescue Association (FRA).
- In collaboration with the FRA, plans and implements Fire and EMS programs, policies, and procedures.
- Reviews performance, effectiveness, and quality of the County's emergency services.
- Identifies, evaluates, and recommends new and innovative technology, equipment, and supplies.
- Coordinates with the FRA on development and presentation of an annual budget proposal to the County Administrator.
- Oversees the expenditure of the fire and rescue appropriations in collaboration with the FRA and the volunteer chiefs.
- Plans and reviews specifications for new or replacement equipment; oversees fleet replacement guidelines in collaboration with the FRA and the concerned volunteer fire/rescue chief.
- Researches and presents grant opportunities to offset costs and improve County operations.
- In concert with the FRA, develops and maintains a strong county-wide volunteer recruitment and retention program. Identifies and recommends incentives to help maintain a vibrant roster of fire and rescue volunteers for County agencies.
- Plans and implements fire and EMS training programs in collaboration with the FRA.
- Prepares and submits monthly emergency service activity reports to the County Administrator and other reports, as required or requested
- Provides periodic briefings to the Board of Supervisors, the fire companies, the rescue squads, and community organizations on fire and rescue operations and requirements.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business leaders, and the public on all aspects of the emergency services activities.
- Maintains public awareness; meets with news media for interviews and prepares press releases in collaboration with the County Public Information Officer.
- Works with Building Inspections, Planning/Zoning, and other County departments on local projects and proposal development.
- Attends conferences and meetings to keep abreast of current trends in Fire and EMS fields.
- Represents Fluvanna County Emergency Services in a variety of local, county, state and other meetings in conjunction with the volunteer chiefs.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of effective supervision including motivations, communication, leadership, performance coaching and evaluation, and conflict resolution.
- Methods and techniques of research, statistical analysis and report representation.
- FEMA (Federal Emergency Management Agency) protocols and work groups.
- Fire administration, fire prevention, fire communication, rescue, emergency medical and hazardous materials response principles.
- Knowledge of the use and operation of fire equipment and apparatus.
- Knowledge of federal, state and local laws relating to fire, rescue, and emergency medical services.
- Knowledge of county and department policies and procedures.
- Knowledge and experience in developing comprehensive standard operating procedures.

Skills in:

- Leading, directing, and managing the activities of volunteers and career staff.
- Management and supervision under both routine and emergency situations.
- Management and administration of programs.
- Decision making and problem solving.

- Reading maps and blueprints.
- Operation of fire and EMS tools, equipment, and apparatus.
- Computer skills and use of typical software applications.

Ability to:

- Train, supervise and lead personnel.
- Communicate effectively, both orally and in writing.
- Exercise sound judgment in evaluating situations and in making decisions.
- Work in extreme weather and hazardous conditions with a broad working knowledge of hazardous and radiological materials.
- Effectively give and receive verbal and written instructions.
- Establish and maintain effective working relationships with other personnel, supervisors and the public.
- Work effectively with government officials and the public.

EDUCATION, EXPERIENCE, AND TRAINING

Minimum Qualifications:**

- Graduation from an accredited college or university with a minimum of Associates Degree in Emergency Management, Emergency Service, Fire Administration, Fire Protection, or Safety Engineering.
- Ten (10) years of experience in Fire and/or Emergency Medical Service work.
- Five (5) years of experience as a supervisor or senior officer of a fire/rescue agency with incident command experience and expertise.

***Any acceptable equivalent combination of education and experience may be used to fulfill the requirements above.*

- Virginia OEMS EMT-Intermediate or Paramedic
- Designated Infection Control Officer Certification;
- VAOEMS Education Coordinator;
- Virginia EVOC (Class II or III) as recognized by the Virginia EMS regulations;
- NIMS, ICS, 100, 200, 700, 800 certified.
- OR Ability to meet current requirements set forth by the National Fire Protection Association and the Virginia Department of Fire Programs.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Incumbent is provided with a County vehicle for use in commuting to and from work and in the performance of official duties.
- Required to carry a cell phone and subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in personal or assigned vehicle to emergency scenes, meetings, or public events in order to complete office assignments.
- Must be able to respond independently or as directed at odd hours and for extended periods of time during emergencies.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, unstable buildings and structures, air and water borne pathogens, infectious diseases, and extreme heat.

- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be exposed to hostile, angry, or emotional citizens and business owners.

SPECIAL REQUIREMENTS

- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of illness, scheduled vacation time, and scheduled leaves of absence.
- Must possess, or be able to obtain by time of hire, a valid Virginia State Driver's License without record of suspension or revocation in any state.
- Must live within 60 minutes normal drive time of the Fluvanna County Administration building.
- ICS 300 and 400 are required within 2 years of hire date; however, timeframe may be waived for good cause.

POST OFFER REQUIREMENTS

- Criminal background check and driving record review.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
June 28, 2023	June 28, 2023	June 28, 2023	

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Authorization to Advertise a Public Hearing to consider waiver request for sign, Wawa at Zion Crossroads				
MOTION(s):	I move that the Board of Supervisors advertise a Public Hearing to consider a request for a waiver to the sign requirements under Section 22-15-3 of the County Code for the Wawa at Zion Crossroads for a public hearing to be held August 21, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
PRESENTER(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
RECOMMENDATION:	Approve				
TIMING:	Normal.				
DISCUSSION:	The design consultant for the developer submitted sign designs as part of a sign permit application. One sign, fronting U.S. 15 in Fluvanna County, does not meet the sign requirements per Section 22-15-3 of the Fluvanna County Code. A waiver of the Code requirements would be needed for the sign to be approved.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	The Board is being asked to approve a waiver of the size requirements for signs per Section 22-15-3 of the Fluvanna County Code.				
LEGISLATIVE HISTORY:	The Board approved a request from Renaud Consulting to conditionally rezone multiple parcels at the intersection of U.S. 15 and U.S. 250 from A-1 and I-1 to B-1 with agreed to proffers for a proposed Wawa store in Zion Crossroads. County staff have been reviewing site plans for the proposed store. This includes the sign plans noted above.				
ENCLOSURES:	<ul style="list-style-type: none"> Advertisement for Public Hearing Ordinance to waive certain requirements under County Code Section 22-15-3 County Code Section 22-4-10.3 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, August 21, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, 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 WAIVE CERTAIN REQUIREMENTS UNDER SECTION 22-15-3 OF THE FLUVANNA COUNTY CODE FOR THE WAWA AT ZIONS CROSSROADS LOCATED IN THE COLUMBIA DISTRICT AND IDENTIFIED AS TAX MAP 5A 1 L2, 5A 2 L1, 5 A 48 THROUGH 5 A 53.

Copies of the complete text of the above ordinance are available for public review at <https://www.fluvannacounty.org/> and at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: August 1 & Aug. 8, 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

Reset Form



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
SIGN PERMIT APPLICATION

BOS2024-07-03 p.69/214
RECEIVED

JUN 17 2024

Fluvanna County
Planning Dept

Owner of Record: RS Glass / Margie I Glass Trust

Applicant: Stephanie Rumer

Address: 706 Bybee Road, Louisa, VA 23093

Address: 116 Ellis Road, Havertown, PA 19083

Phone: _____ Fax: _____

Phone: 484-883-3640 Fax: _____

Email: _____

Email: permits@permexpress.com

Sign Contractor: FAST SIGNS

Address: 3940 Plank Road, Suite X, Fredericksburg, VA 22407

Phone: _____ Fax: _____

Email: _____

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

Tax Map and Parcel(s): 5A1L2, 5A2L1, 5A48 - 5A53

Physical Address of Parcel: 5848 Richmond Road, Troy, VA

Parcel Acreage: 30.916

Parcel Zoning: B-1

Proposed Sign Description: (Check One)

- | | |
|---|--|
| <input type="radio"/> Auction | <input type="radio"/> Sale or Rental |
| <input type="radio"/> Home Occupation/Small Home Industry | <input type="radio"/> Subdivision |
| <input type="radio"/> Monument | <input type="radio"/> Temporary |
| <input type="radio"/> Political | <input type="radio"/> Wall |
| <input type="radio"/> Projecting/Roof | <input type="radio"/> Window |
| <input type="radio"/> Public | <input checked="" type="radio"/> Other (Describe) <u>Wall & Monument</u> |

Lighting/Illumination: Will the sign be lighted? ☒ Yes ☐ No Is proposed sign double sided? ☒ Yes ☐ No

If so, by what Method? LED

Wording of Sign: Wawa

Sign Face (area used for message): Length _____ ft. X Width: _____ ft. = _____ sq. ft.

Sign Area (entire area including face, framing, molding, trim but not support structure): Length _____ ft. X Width: _____ ft. = _____ sq. ft.

Sign Height (As measured from ground level to topmost portion of sign): _____ feet

This permit is for compliance with the zoning ordinance as related to design and size only. I understand that it is my responsibility to obtain any other required permits such as electrical or building permits. I certify that the statements made and information given on this application are true, full and correct to the best of my knowledge and belief and I agree to conform fully to all terms of any certificate or permit which may be issued by way of this application. I also understand that false information may result in the permit becoming null and void.

Stephanie Rumer

Stephanie Rumer

Applicant Name (Please Print)

Applicant Signature

OFFICE USE ONLY

\$155 fee paid: <u>\$155 - Check # 6196</u>	Date Received: <u>6/13/24</u>	MSC <u>24-154</u>
Election District: <u>Columbia</u>	Planning Area: <u>Zion Crossroads</u>	
Approved _____ Denied _____ Date: _____	Zoning Administrator: _____	



The experts in permit services

484-883-3640

stephanie@permexpress.com

**Fluvanna County
Board of Supervisors
132 Main Street
P.O. Box 540
Palmyra, Virginia 22963**

June 20, 2024

Hello,

Wawa would like to install “pylon sign A” located along Route 15 totaling 51.65 square feet, per the sign plans and sign permit application submitted to the Fluvanna County Planning and Zoning Department on June 18, 2024. We are aware that the maximum allowable area per the Fluvanna County Code, Section 22-15-3, is 40 square feet. We are requesting a waiver from that requirement to allow for the additional square foot in signage. Thank you in advance for your time and consideration.

Sincerely,

Stephanie Rumer

Stephanie Rumer
116 Ellis Road
Havertown, PA 19083
Stephanie@permexpress.com
484-883-3640

Sec. 22-15-3. Signs permitted.

(1) Agricultural (A-1) — The following signs shall be permitted in the A-1, Agricultural, General zoning district:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	4 sq. ft.	4 feet
Projecting Sign	1 per establishment	9 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

(2) Residential (R-1, R-2, R-4, MHP) — The following signs shall be permitted in the R-1, Residential, Limited; R-2, Residential, General; R-4, Residential, Limited; and MHP, Manufactured Home Park zoning districts:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	4 sq. ft.	4 feet
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet

(3) Residential (R-3), Business (B-1, B-C), Planned Unit Development (PUD), and Industrial (I-1, I-2) — The following signs shall be permitted in the R-3, Residential, Planned Community; B-1, Business, General; B-C, Business, Convenience; PUD, Planned Unit Development; I-1, Industrial, Limited; and I-2, Industrial, General zoning districts:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign (standalone businesses or not part of business/industrial park)	1 per parcel	32 sq. ft. (freestanding) 40 sq. ft. (monument)	10 feet (freestanding) 12 feet (monument)
Business Sign (shopping centers or business/industrial parks)	1 per shopping center or business park entrance	1.5 sq. ft. of sign area for each lineal foot of building/tenant frontage - up to a maximum of 150 sq. ft. aggregate	10 feet (freestanding) 15 feet (monument)
Canopy Sign	1 per establishment	12 sq. ft.	N/A
Directory Sign	1 per establishment or development	16 sq. ft.	6 feet
Electronic Message Sign	1 per parcel	28 sq. ft.	8 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Projecting Sign	1 per establishment	12 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	8 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

- (4) Zion Crossroads Urban Development Area. The following signs shall be permitted in the Zion Crossroads Urban Development Area, and supersede other sign dimensions listed in this ordinance:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign (standalone businesses or not part of business/industrial park)	1 per parcel or 1 per public road frontage	36 sq. ft. (freestanding)	20 feet (freestanding)
		40 sq. ft. (monument)	25 feet (monument)
Business Sign (shopping centers or business/industrial parks)	1 per shopping center or business park entrance or 1 per public road frontage	2.5 sq. ft. of sign area for each lineal foot of building/tenant frontage - up to a maximum of 200 sq. ft. aggregate	25 feet (freestanding) 30 feet (monument)
Canopy Sign	1 per establishment	12 sq. ft.	N/A
Directory Sign	1 per establishment or development	16 sq. ft.	6 feet
Electronic Message Sign	1 per parcel	40 sq. ft.	8 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Projecting Sign	1 per establishment	12 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	8 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

(Ord. 6-16-10; Ord. 6-21-17; Ord. 10-17-18)

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Authorization to Advertise for a public hearing to enact County Code Section 2-1-7 to assess an electronic summons system fee				
MOTION(s):	I move that the Board of Supervisors advertise a Public Hearing to consider amendments to the County Code to enact Section 2-1-7, with such public hearing to be held August 21, 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 August 21, 2024 to amend the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	<ul style="list-style-type: none"> Virginia Code Section 17.1-279.1 authorizes an electronic summons system fee of \$5.00 on any defendant who is charged by the sheriff's office with violating a statute or ordinance within Fluvanna County. The fee shall be used to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Proposed Section 2-1-7 of the County Code Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, August 21, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, 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 § 2-1-7 TO ASSESS AN ELECTRONIC SUMMONS SYSTEM FEE OF \$5.00 ON ANY DEFENDANT WHO IS CHARGED BY THE SHERIFF’S OFFICE WITH VIOLATING ANY STATUTE OR ORDINANCE WITHIN THE COUNTY OF FLUVANNA

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: August 1 & 8, 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

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY ENACTING § 2-1-7 TO ASSESS AN ELECTRONIC SUMMONS SYSTEM FEE OF \$5.00 ON ANY DEFENDANT WHO IS CHARGED BY THE SHERIFF’S OFFICE WITH VIOLATING ANY STATUTE OR ORDINANCE WITHIN THE COUNTY OF FLUVANNA

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 § 2-1-7, as follows:

CHAPTER 2 ADMINISTRATION

ARTICLE 1. – IN GENERAL

Sec. 2-1-7. - Electronic summons fee.

In addition to any other fee or cost prescribed by law, as part of the costs assessed in each criminal or traffic case in the Fluvanna County District or Circuit Court, there shall be imposed an electronic summons system fee of \$5.00 on any defendant who is charged by the sheriff’s office with violating any statute or ordinance within the County of Fluvanna.

The fee shall be collected by the Clerk of the Court in which the action is filed, and remitted to the Treasurer for Fluvanna County. The Treasurer shall hold the funds subject to disbursements to the sheriff’s office solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system in accordance with Code of Virginia § 17.1-279.1.

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

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB G

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Fork Union Water Supply Project Supplemental Appropriation				
MOTION(s):	<p>I move the Board of Supervisors approve a supplemental appropriation in FY24 for the Fork Union Sanitary District for:</p> <ol style="list-style-type: none"> 1) The Fork Union Water Supply Project Preliminary Engineering Report in the amount of \$149,715 2) Waterline and valve replacements on Bremono Rd near the former Bremono Power Station in the amount of \$149,500 <p>With funding to come from the Dominion Energy Proffer construction advance funds related to the Fork Union Water Supply Project.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator; Bobby Popowicz, Director of Public Utilities; Tori Melton, Director of Finance				
PRESENTER(S):	Eric Dahl, County Administrator; Bobby Popowicz, Director of Public Utilities				
RECOMMENDATION:	I recommend the approval of the motion as stated above				
TIMING:	Routine				
DISCUSSION:	<p>On June 16, 2021, the Board of Supervisors approved the rezoning for ZMP 21:02 Virginia Electric and Power Company (aka Dominion Energy) for the former Bremono Power Station Coal Combustion Residuals landfill, with the County receiving proffers in the amount of \$49,648,330 for:</p> <ul style="list-style-type: none"> • Fork Union Water Supply Improvements - \$47,148,330 • Public Amenity/Recreation and Green Infrastructure Mitigation Payment - \$500,00 • Transportation Improvements and Road Maintenance (Bremono and West Bottom Rd) - \$2,000,000 <p>The total of these proffers are only eligible once Dominion Energy received all of its Local and State permits. The proffer statement does allow for a \$2,128,300 construction advance, which the County received on November 28, 2023.</p> <p>On November 29, 2023, the County entered into an agreement with Dewberry Engineers to prepare a Fork Union Water Supply Project Preliminary Engineering Report (PER), to prepare for a new Fork Union Water Supply System from the Dominion Energy Proffer construction advance funds. The Board of Supervisors approved the PER agreement on December 15, 2021, but the County waited to execute the agreement until the construction advance funds were received. The amount of the PER was \$149,715.</p>				

	In early March 2024, the Department of Public Utilities needed to replace approximately 3,000 feet of water line and valves along Bremono Rd in the Fork Union Sanitary District near the former Bremono Power Station. The cost to replace all of these waterlines in this vicinity cost \$149,500.				
FISCAL IMPACT:	This supplemental appropriation does not have an impact on the General Fund, since these proffer funds were tied to a specific purpose of Fork Union Water Supply Improvements. This supplemental appropriation would reduce the amount from the \$2,128,300 construction advance and leave \$1,829,085.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Statement of Proffers – Virginia Electric and Power Company – Bremono Power Station				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			

RECEIVED

APR 1 2021

STATEMENT OF PROFFERS
Virginia Electric and Power Company
Bremo Power Station

Fluvanna County
Planning Dept

March 31, 2021

Virginia Electric and Power Company (the "Applicant") in this zoning case, pursuant to §15.2-2298 of the *Code of Virginia* (1950)(as amended) and the Fluvanna County Zoning Ordinance, for itself and its successors and/or assigns, voluntarily proffers that the development of the property known as Fluvanna County PIN Numbers 59-A-27 and 62-A-7 (the "Property") under consideration will be developed according to the following conditions if the zoning to Industrial, Limited, District I-1 is granted.

1. USE RESTRICTIONS: The Property shall only be used for the following uses (which are otherwise permitted in the I-1 District):

- A. Uses Permitted By-Right
 - i. Offices
 - ii. Contractor's storage yards
 - iii. Lumberyards
 - iv. Machine shops
 - v. Manufacturing, light
 - vi. Solid waste collection facilities
 - vii. Utilities, minor
 - viii. Uses accessory to the above uses
- B. Uses permitted by Special Use Permit only
 - i. Sanitary landfills
 - ii. Solid waste material recovery facilities
 - iii. Telecommunication facilities
 - iv. Utilities, major
 - v. Uses accessory to the above uses

2. WATER SUPPLY IMPROVEMENTS: To ensure the continued provision of a safe and reliable potable water source for residents and users in the Fork Union Sanitary District ("FUSD"), the Applicant shall pay the County an amount (the "Water Supply Payment") to be used towards the construction of and connection to a new water intake from the James River to serve the FUSD, and related water treatment, storage and connection costs related to provision of potable water to the FUSD (collectively, the "Water Supply Improvements").

- A. The Water Supply Payment shall be calculated as either 1.) that portion of a new joint water system (the "Joint Water System") to be developed pursuant to certain agreements with Louisa County, Virginia ("Louisa") that is attributable to

providing water to the FUSD (the “Joint Water System Payment Option”) or 2.) the County’s cost to develop and operate a new water system constructed solely to serve the FUSD (the “FUSD System Option”), if the County and Louisa mutually agree to terminate the Joint Water System project. Regardless of whether the County chooses the Joint Water System Payment Option or the FUSD System Option, the Applicant’s obligation to make the Water Supply Payment shall not exceed \$47,148,330.00 (the “Dominion Cap”). The Dominion Cap includes \$35,361,247.00 for anticipated project costs in accordance with Schedule A and \$11,787,083.00 set aside for unanticipated project costs.¹ Unanticipated project costs shall be utilized only in the event that the amounts listed in Schedule A are insufficient to cover anticipated project costs.

- B. Applicant shall not be required to pay the FUSD System Option if the Joint Water System project is terminated as a result of any unilateral action by the County or an action otherwise within the County’s reasonable control (excluding any action(s) arising under Section 3.1.c of that certain “Agreement Between Louisa County, Virginia, Fluvanna County, Virginia, the Louisa County Water Authority, and the James River Water Authority Regarding the James River Water Pipeline” dated October 1, 2013, should Louisa fail to cure an asserted breach of such agreement by the County).
 - C. If the Dominion Cap is met before the completion of the Water Supply Improvements, the remaining cost(s) that exceed the Dominion Cap shall be borne by the County (the “County Contribution”), however the County is under no obligation to complete any of the Water Supply Improvements if the Dominion Cap is exceeded. FUSD System Option payments may not be used to fund a Joint Water System Payment Option and vice versa, except that should the County’s chosen Water Supply Improvements option terminate (in accordance with the termination limitations set forth in Section 2.B. above), the County may use paid portions of the Water Supply Payment towards the remaining Water Supply Improvements option and the Applicant shall pay the remainder of the remaining option, up to the Dominion Cap for that option.
3. PUBLIC AMENITY/RECREATION AND GREEN INFRASTRUCTURE MITIGATION PAYMENT: The Applicant shall pay the County \$500,000 (the “Public Amenity Payment”) to construct park, recreation and/or green space area(s)(i.e., playground, baseball field, basketball court)(the “Public Amenities”) in a location or locations to be determined by the Board at its sole discretion.
 4. TRANSPORTATION IMPROVEMENTS AND ROAD MAINTENANCE:

¹ The anticipated project costs identified on Schedule A for each component of the Water Supply Improvements are estimates. The amounts are not based on final engineering calculations and are not intended to reflect the budgeted or actual cost of each category of improvements. Budgeted and actual costs shall be identified and paid in accordance with Section 5 of these proffers.

- A. The Applicant shall submit a traffic management plan as part of the overall site development plan. The traffic management plan shall, at minimum, i.) address the location and use of construction entrances and access roads, ii) ensure that oversized deliveries are scheduled during off-peak times, and iii) ensure that access routes to and from the site are planned to minimize conflicts.
- B. The Applicant shall reimburse the Virginia Department of Transportation (“VDOT”) for such improvements and road maintenance to Bremo Road and West Bottom Road that are agreed to between the Applicant and VDOT related to the development and use of the Property, up to but not to exceed \$2 million dollars (the “Transportation Payment”).

5. PAYMENT AND PERMITTING CONTINGENCIES:

- A. Within a reasonable time prior to committing to the Water System Improvements option it will undertake, the County shall submit to Applicant an initial scope of work, schedule, and total budget for each phase of the Water Supply Improvements (each a “Project Budget” and collectively, the “Project Budgets”). Nothing herein shall prohibit the County from submitting Project Budgets that, in total, exceed the Dominion Cap, provided that the collective costs for the Water Supply Improvements that exceed the Dominion Cap shall be paid, if at all, pursuant to a County Contribution.
- B. Dominion will only reimburse the County for actual costs incurred and paid by the County for Water System Improvements under the following conditions:
 - i. Within sixty (60) calendar days of receipt of an approved Project Budget and proof of a contract or contracts for Water Supply Improvements, Applicant shall pay the County a construction advance in the amount of \$2,128,300.00 (the “Advance”).
 - ii. Following payment of the Advance, the County will provide Dominion with a monthly accounting (“Monthly Accounting”) of all invoices the County has paid, along with evidence of such payment by the County, for invoices the County has paid in satisfaction of work performed on the Water Supply Improvements that are in accordance with an approved Project Budget and contractual obligations related to the Water Supply Improvements. If the County has paid no invoices in any month, the County will submit documentation to Dominion of “no activity.” Dominion shall have the right to request evidence of the completion of work undertaken or payment of invoices for reimbursement before providing reimbursement to the County.
 - iii. Within sixty (60) days of Dominion’s receipt of invoices paid by the County, or if additional information is requested by Dominion, within thirty (30) days after receipt of that

information (whichever is longer), Dominion shall reimburse the County for actual costs incurred and paid by the County for Water System Improvements.

- iv. In the event the actual cost of the completed Water System Improvements to Fluvanna County is less than the Dominion Cap, the Dominion Cap shall be reduced to reflect actual costs, and Dominion's reimbursement shall be adjusted to reflect actual costs to the County.
 - v. If the cost of Water System Improvements is offset by the James River Water Authority, Louisa County, or any other source, then that portion of any invoice shall be specifically identified in the Monthly Accounting and that portion of any invoice or payment is not subject to reimbursement under this agreement. Where state and/or federal funding sources become available to pay for all or a portion of the Water System Improvements, the Water Supply Payment shall be reduced up to any such amount unless i) the County reasonably applies for and is denied such funding or ii) the County obtains funding but reasonably uses such funds to pay for alternative improvements outside of the FUSD.
- C. Other than reimbursing the County for the Water Supply Improvement in the manner described in this Section, the Applicant shall have no right or obligation to control, direct and/or participate in any aspect of the design, cost, or construction of the Water Supply Improvements, which authority shall remain within the Board's sole discretion, at all times.
- D. Except for the Advance, Applicant's obligation(s) to pay i) the Water Supply Payment, ii) the Public Amenity Payment and iii) the Transportation Payment shall be contingent on Applicant's obtaining all local and state permits and any other applicable approvals required to construct a CCR Landfill on the Property as required by *Code of Virginia* §10.1-1402.03, and other applicable authorities. Notwithstanding any provision(s) herein to the contrary, the Applicant's obligation to make all or any unpaid portion of the Water Supply Payment shall terminate if construction of the Water Supply Improvements has not commenced by the time the Landfill begins accepting CCRs or is not completed within three (3) years after the Landfill is fully closed and covered.
6. USE OF LOCAL WORKFORCE: The Applicant shall work with its contractors to identify opportunities for utilizing, developing, and hiring local workers in accordance with *Code of Virginia* § 10.1-1402.03(F).
7. PERMITS: The Applicant shall acquire all necessary permits from all applicable regulatory bodies of the state and federal government and copies of such permits shall be provided to the County upon request. The Applicant shall prepare and maintain periodic

reports as required by the permits, and copies of such reports shall be provided to the County upon request.

OWNER

By: 

Brandon Stites

Vice President

Project Construction

Virginia Electric and Power Company d/b/a
Dominion Energy Virginia, a wholly owned
subsidiary of Dominion Energy Inc.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

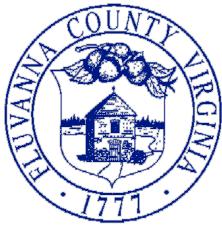
MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Board of Supervisors Leadership Retreat				
MOTION(s):	<p><u>Motion #1</u> I move the Board of Supervisors authorize the County Administrator to execute an agreement with _____ for facilitator services for a Board of Supervisors Leadership Retreat to be held on a date to be determined.</p> <p><u>Motion #2</u> I move the Board of Supervisors approve a budget transfer of a not to exceed amount of \$4,500 from the FY25 BOS Contingency to the Board of Supervisors budget.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>In the Spring of 2024, at the direction of the Board of Supervisors, staff began researching facilitators for a 2024 Board of Supervisors Leadership Retreat. Staff received a proposal from the Berkley Group.</p> <p>The FY24 BOS Budget included \$5,000 for Professional Services related to a Leadership Retreat that was not expended in FY24. These unexpended funds will go back to fund balance. The FY25 BOS Budget includes \$2,500 for Professional Services. Staff recommends a supplemental appropriation of \$5,000 to the FY25 budget by moving the FY24 funds to the FY25 budget.</p> <p>This organization is available to facilitate a retreat on August 24, 2024.</p> <p>Berkley Group:</p> <p>Cost: \$6,500 + mileage reimbursement at the prevailing IRS rate and overnight accommodations</p> <p>Includes:</p> <ul style="list-style-type: none"> • One (1) Berkley Group Executive Director to facilitate a one-day retreat • Develop strategies, goals and objectives moving forward in the short, middle, and longer terms • Develop a work plan for implementation by the County Administrator and staff 				

	<ul style="list-style-type: none"> • Clarify roles, responsibilities and relationships of and between the Board, County Administrator, and staff; • Identify common values and principles of operation consistent with the mission and vision of the organization; • Discuss opportunities for process improvement; and to explore other issues identified by the Board 				
FISCAL IMPACT:	\$6,500, plus additional related expenses				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB I

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Amendment of the Fluvanna County Zoning Map to rezone 4.125 acres of Tax Map 5 Section A Parcel 22 from A-1, Agricultural, General to I-1, Industrial, Limited.				
MOTION(s):	I move that the Board of Supervisors (approve / deny / defer) ZMP 24:02, a request to amend the Fluvanna County Zoning map to rezone 4.125 acres of Tax Map 5 Section A Parcel 22 from A-1, Agricultural, General to I-1, Industrial, Limited subject to the revised proffers dated June 5, 2024.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
PRESENTER(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
RECOMMENDATION:	Approve				
TIMING:	Normal.				
DISCUSSION:	This property is located in the Zion Crossroads Industrial Park. It is currently zoned A-1, Agricultural, General. All surrounding properties are zoned I-1, Industrial, Limited. The owners had requested a Boundary Line Adjustment (BLA) for the parcel in question, to provide for road access and adequate road frontage. A BLA because is currently not allowed due to the parcel being zoned differently from surrounding parcels. The rezoning is necessary for the BLA to move forward.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	The rezoning would result in compatible zoning with surrounding parcels, and will allow for the BLA to be completed to provide road access to the parcel.				
LEGISLATIVE HISTORY:	This request was presented to the Planning Commission for review and action on June 11, 2024. The request was approved subject to the revised proffers dated June 5, 2024.				
ENCLOSURES:	<ul style="list-style-type: none"> Staff Report Ordinance Rezoning application APO letters Proffer statement 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.95/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
434.591.1910
www.fluvannacounty.org

BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors
Request: Rezoning from A-1 to I-1
Date: Wednesday, July 3, 2024, 7:00 p.m.

From: Todd Fortune
District: Columbia Election District
Site: Circuit Courtroom, Fluvanna County
Courts Building

General Information: This rezoning request is to be heard by the Board of Supervisors on Wednesday, July 3, 2024 at 7:00 pm at the Fluvanna County Courts Building, Circuit Courtroom.

Applicant: J.T. Jakubowski on behalf of BHL Group, et al

Representative: BHL Group

Requested Action: **ZMP 24:02 BHL Group LLC, et al** – A request to amend the Fluvanna County Zoning Map to rezone 4.125 acres of Tax Map 5 Section A Parcel 22 from A-1, Agricultural, General to I-1, Industrial, Limited. The property is located on Better Living Drive and is in the Zion Crossroads Community Planning Area and the Columbia Election District.

Existing Zoning: A-1, Agricultural, General

Zoning History: The property is zoned A-1 Agricultural, General. As the area has been developed for industrial use, surrounding parcels have been rezoned to I-1, Industrial, Limited to allow for industrial development.

Existing Land Use: Agricultural

Applicant Summary:

The owner of this 4.125-acre parcel is looking to have the property rezoned. The owner had requested a Boundary Line Adjustment (BLA) to allow for road access (Better Living Drive) to the property. Due to the layout of the parcel, it is currently not accessible by road. Since this parcel is zoned differently from surrounding parcels, a BLA is currently not allowed. A rezoning of the property is necessary to allow for a BLA that would give the property access to the road. It would also allow the owner to market the property to prospective businesses.

Comprehensive Plan:

The subject property is located in the Zion Crossroads Community Planning Area. This area is envisioned to be the most intensely developed part of the county, consisting of regional mixed-use, regional employment, and neighborhood mixed-use developments. This area is the county's primary regional economic development area and is targeted as a regional employment center with primarily mixed-use, mixed-income development.

Large, medium, and small commercial businesses, along with office, civic, and multifamily residential uses, combine to form a neotraditional development or series of interconnected developments. Commercial and office structures do not exceed six stories, and residential density is up to ten dwelling units per acre (10 du/ac). Density may be increased with incentives such as open space, affordable housing, or transfer of development rights, depending on the zoning district standards.

Technical Review:

The Technical Review Committee had no concerns with the re-zoning. There were a few comments regarding future development of the property.

Public Utilities: Advised that if/when the owner has something built on the property, they may need to talk about utility hookups.

Building official: Advised that if/when the owner has something built on the property, permits will be addressed at that time.

VDH: The only issues they would have pertain to water/sewer hookups if/when the property is developed.

VDOT: When a site plan is submitted for development of the property, make sure the plans meet all applicable VDOT requirements.

Planning Analysis:

The subject property is zoned A-1 and is located on Better Living Drive in the Zion Crossroads Industrial Park. All of the surrounding properties are zoned I-1. The subject property currently does not have road access, and a Boundary Line Adjustment (BLA) is needed to give the property sufficient road frontage for access to Better Living Drive. Due to the current zoning, the subject property is zoned differently from surrounding properties, a BLA is currently not feasible. Once the property is rezoned and a BLA made, the owner wishes to market the property.

Per the proffer statement dated June 5, 2024 (attached), the applicant has agreed to proffer out the following uses: Self-storage facilities; car washes; shooting ranges, indoor; railroad facilities;

wood storage, temporary; shooting ranges, outdoor; sawmills, permanent; aviation facilities; and utilities, major.

Planning Commission Hearing:

The Planning Commission conducted a Public Hearing on Tuesday, June 11, 2024. A representative of the owners spoke about the need for the rezoning. No one spoke in support of or in opposition to this rezoning case request. The Planning Commission therefore recommended approval along with the applicant's proffered conditions.

Suggested Motion:

I move that the Board of Supervisors (approve/deny/defer) ZMP 24:02, a request to amend the Fluvanna County Zoning map to rezone 4.125 acres of Tax Map 5 Section A Parcel 22 from A-1, Agricultural, General to I-1, Industrial, Limited subject to the revised proffers dated June 5, 2004.

Attachments:

Rezoning Application
Fluvanna County APO and Community Letters
Statement of Proffers dated June 5, 2024



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application for Rezoning



Owner of Record: BHL Group, LLC-Rural Land Tracts, LLC & Catlett Land Company, LLC

Address: 977 Seminole Trail #292 Charlottesville, VA 22901

Phone: 434-249-1290 **Fax:** 434-218-1410

Email: jt@rurallandtracts.com

Representative: J.T. Jakubowski

Address: 160 Hancock Hill Rd. Scottsville, VA 24590

Phone: 434-960-4166 **Fax:** 434-218-1410

Email: jt@rurallandtracts.com

Tax Map and Parcel(s) 5-A-22

Acreage 4.125 **Current Zoning** A-1

Location of Parcel: Better Living Drive (State Route 1024)

Requested Zoning I-1 **Proposed Use of Property** Any use that is permitted with an I-1 zoning.

Applicant of Record: J.T. Jakubowski

Address: 160 Hancock Hill Rd. Scottsville, VA 24590

Phone: 434-960-4166 **Fax:** 434-218-1410

Email: jt@rurallandtracts.com

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

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

Is parcel in Land Use Valuation Program? ☒ No ☐ Yes

Deed Book and Page: Instrument #: 210005897

If any Deed Restrictions, please attach a copy

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request.

I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 5/28/24 **Signature of Owner/Applicant:**

Subscribed and sworn to before me this 28 **day of** May 2024

Register # 8121525

My commission expires: 3/31/28 **Notary Public:**

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

Office Use Only

Date Received: 5/28/24 **Pre-Application Meeting:** **PH Sign Deposit Received:** YES **Application #:** ZMP 24 : 02

\$1,000 fee paid: YES **Mailing Costs:** \$20.00 per Adjacent Property Owner after first 15, Certified. Paid: N/A

Proffer or Master Plan Amendment: \$750.00 plus mailing costs. Paid: N/A

Election District: Columbia

Planning Area: Lion Crossroads

Public Hearings

Planning Commission

Board of Supervisors

Advertisement Dates: 5/30/24, 6/6/24

Advertisement Dates:

APO Notification:

APO Notification:

Date of Hearing: 6/11/24

Date of Hearing

Decision:

Decision:

Fluvanna County
Planning Dept



COUNTY OF FLUVANNA

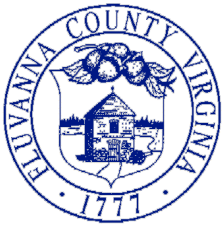
"Responsive & Responsible Government"

BOS2024-07-03 p.99/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: June 13, 2024
From: Kayla Polychrones
To: Todd Fortune
Subject: Board of Supervisors Meeting

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the July 3rd Board of Supervisors Meeting.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.100/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

PUBLIC HEARING NOTICE

June 12, 2024

ATTN: Virginia Properties LLC – Owner of TMP 5-7-9C

RE: ZMP 24:02 BHL Group LLC, et al / Tax Map 5 Section A Parcel 22

This is to notify you that on June 11th 2024, at the Fluvanna County Planning Commission Public Hearing for **ZMP24:02**, the request was unanimously recommended for approval by the commission 5-0. The Fluvanna County Board of Supervisors will hold a public hearing on:

Meeting: Board of Supervisors Regular Meeting

Date: Wednesday, July 3, 2024 at 7:00 PM

Location: Fluvanna County Circuit Court
72 Main Street Palmyra, VA 22963

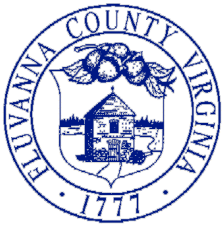
ZMP 24:02 BHL Group, LLC, et al – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District of 4.125 +/- acres of Tax Map 5 Section A Parcel 22. The subject property is generally located on the northern side of Better Living Drive, adjacent to 371 Better Living Drive (to the west) and in the Zion Crossroads Community Planning Area and in the Columbia Election District.

While a response to this notice is not required, please be advised that you can attend the meeting in person where you will have an opportunity to provide any Public comments. Instructions for participation in the Public Hearings will be available on the County's website along with the Meeting Agenda and Staff Reports.

You can contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding this application or the scheduled public hearing, then please contact our office at planning@fluvannacounty.org or call me at 434.591.1910 with questions.

Sincerely,

Todd Fortune
Planning & Zoning Director



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.101/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

PUBLIC HEARING NOTICE

June 12, 2024

ATTN: VB Real Estate LLC- Owner of TMP 5-20-2

RE: ZMP 24:02 BHL Group LLC, et al / Tax Map 5 Section A Parcel 22

This is to notify you that on June 11th 2024, at the Fluvanna County Planning Commission Public Hearing for **ZMP24:02**, the request was unanimously recommended for approval by the commission 5-0. The Fluvanna County Board of Supervisors will hold a public hearing on:

Meeting: Board of Supervisors Regular Meeting

Date: **Wednesday, July 3, 2024 at 7:00 PM**

Location: Fluvanna County Circuit Court
72 Main Street Palmyra, VA 22963

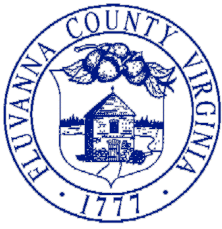
ZMP 24:02 BHL Group, LLC, et al – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District of 4.125 +/- acres of Tax Map 5 Section A Parcel 22. The subject property is generally located on the northern side of Better Living Drive, adjacent to 371 Better Living Drive (to the west) and in the Zion Crossroads Community Planning Area and in the Columbia Election District.

While a response to this notice is not required, please be advised that you can attend the meeting in person where you will have an opportunity to provide any Public comments. Instructions for participation in the Public Hearings will be available on the County's website along with the Meeting Agenda and Staff Reports.

You can contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding this application or the scheduled public hearing, then please contact our office at planning@fluvannacounty.org or call me at 434.591.1910 with questions.

Sincerely,

Todd Fortune
Planning & Zoning Director



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.102/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

PUBLIC HEARING NOTICE

June 12, 2024

ATTN: CB Industrial Drive LLC- Owner of TMP 5-23-6B, TMP 5-23-6C, and TMP 5-23-6D

RE: ZMP 24:02 BHL Group LLC, et al / Tax Map 5 Section A Parcel 22

This is to notify you that on June 11th 2024, at the Fluvanna County Planning Commission Public Hearing for **ZMP24:02**, the request was unanimously recommended for approval by the commission 5-0. The Fluvanna County Board of Supervisors will hold a public hearing on:

Meeting: Board of Supervisors Regular Meeting

Date: Wednesday, July 3, 2024 at 7:00 PM

Location: Fluvanna County Circuit Court
72 Main Street Palmyra, VA 22963

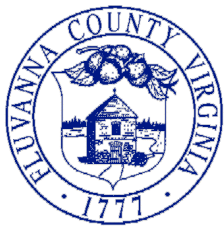
ZMP 24:02 BHL Group, LLC, et al – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District of 4.125 +/- acres of Tax Map 5 Section A Parcel 22. The subject property is generally located on the northern side of Better Living Drive, adjacent to 371 Better Living Drive (to the west) and in the Zion Crossroads Community Planning Area and in the Columbia Election District.

While a response to this notice is not required, please be advised that you can attend the meeting in person where you will have an opportunity to provide any Public comments. Instructions for participation in the Public Hearings will be available on the County's website along with the Meeting Agenda and Staff Reports.

You can contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding this application or the scheduled public hearing, then please contact our office at planning@fluvannacounty.org or call me at 434.591.1910 with questions.

Sincerely,

Todd Fortune
Planning & Zoning Director



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.103/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

PUBLIC HEARING NOTICE

June 12, 2024

ATTN: Browning- Ferris Industries-Owner of TMP 5-20-3

RE: ZMP 24:02 BHL Group LLC, et al / Tax Map 5 Section A Parcel 22

This is to notify you that on June 11th 2024, at the Fluvanna County Planning Commission Public Hearing for **ZMP24:02**, the request was unanimously recommended for approval by the commission 5-0. The Fluvanna County Board of Supervisors will hold a public hearing on:

Meeting: Board of Supervisors Regular Meeting

Date: Wednesday, July 3, 2024 at 7:00 PM

Location: Fluvanna County Circuit Court
72 Main Street Palmyra, VA 22963

ZMP 24:02 BHL Group, LLC, et al – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District of 4.125 +/- acres of Tax Map 5 Section A Parcel 22. The subject property is generally located on the northern side of Better Living Drive, adjacent to 371 Better Living Drive (to the west) and in the Zion Crossroads Community Planning Area and in the Columbia Election District.

While a response to this notice is not required, please be advised that you can attend the meeting in person where you will have an opportunity to provide any Public comments. Instructions for participation in the Public Hearings will be available on the County's website along with the Meeting Agenda and Staff Reports.

You can contact the Fluvanna County Planning & Community Development Department, 8:00 am – 5:00 pm, Monday through Friday. If you have any questions regarding this application or the scheduled public hearing, then please contact our office at planning@fluvannacounty.org or call me at 434.591.1910 with questions.

Sincerely,

Todd Fortune
Planning & Zoning Director

ADJACENT PROPERTY OWNERS ZMP 24:02

[illegible]

PROFFER STATEMENT

Pursuant to Section 15.2-2296 of the Code of Virginia and Section 22-17-9 of the Fluvanna County Zoning Ordinance, BHL Group LLC, Rural Land Tracts, LLC & Catlett Land Company, LLC as the owner of record of Tax Map 5 Section A Parcel 22, a 4.125 acre tract of land which is zoned A-1 (the "Property") that is the subject of this rezoning request, does hereby voluntarily proffer that development of the Property shall be in strict accordance with the following conditions set forth in this submission:

We present this statement of proffers for Tax Map 5 Section A Parcel 22:

1. **Excluded Uses:**

The following permitted by right land uses shall be excluded from the Property under 1-1 Zoning Section 22-11-2.1:

Commercial Uses: Self-storage facilities, Car washes, Shooting ranges indoor.

Industrial Uses: Railroad Facilities.

Miscellaneous Uses: Wood storage, temporary

2. **Excluded Uses:**

The following permitted by special use permit land uses shall be excluded from the Property under I-1 Zoning Section 22-11-2.2:

Commercial Uses: Shooting ranges, outdoors.

Industrial Uses: Sawmills, permanent.

Miscellaneous Uses: Aviation facilities; and Utilities, major.

I hereby acknowledge as the Property Owner that the Rezoning of the Property gives rise to the need for these conditions and that these conditions are reasonable.


Applicant Of Record

STATE OF Virginia)

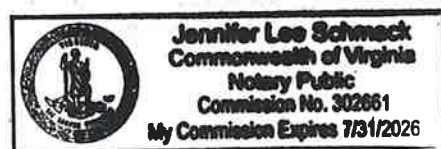
)ss.

COUNTY OF Fluvanna)

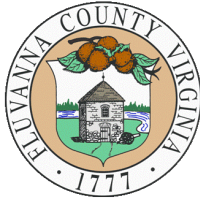
On June 5, 2024, before me, Jennifer Lee Schmuck, notary public, personally appeared Jefferson Thomas Jakubowski personally known to me (or proved to me on the basis of satisfactory evidence) to be the person (s) whose name (s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature (s) on the instrument the person (s) or the entity upon behalf of which the person (s) acted, executed the instrument.

WITNESS my hand and official seal.


Notary Public Signature



My commission expires: July 31, 2024 (SEAL ABOVE)



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

ORDINANCE No. 15-2024

AN ORDINANCE TO REZONE 4.125 ACRES FROM A-1 TO I-1 WITH PROFFERS

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Circuit Court at 72 Main Street, Palmyra, Virginia this 3rd day of July, 2024:

ZMP 24:02 BHL Group, LLC, et al – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District of 4.125 +/- acres of Tax Map 5 Section A Parcel 22. The subject property is generally located on the northern side of Better Living Drive and in the Zion Crossroads Community Planning Area and in the Columbia Election District.

BE IT ORDAINED by the Board of Supervisors of Fluvanna County that the Rezoning Application identified as ZMP 24:02 is granted as an amendment to the official zoning map; and

The Property is currently identified as Tax Map 5 Section A Parcel 22; and

The Property, consisting of 4.125 acres, is hereby rezoned from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District; and

The Owner/Applicant in this zoning case, pursuant to the Zoning Ordinance of Fluvanna County, for themselves and their successors or assigns, proffer that the Property will be developed in accordance with the conditions voluntarily agreed to by the Owner/Applicant in the proffer statement dated June 5, 2024 which is included in this ordinance.

Adopted this 3rd day of July 2024
by the Fluvanna County Board of Supervisors

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

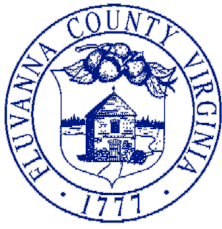
Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Approval of a waiver request for Mountain Hill Subdivision				
MOTION(s):	I move that the Board of Supervisors (approve/deny/defer) the request for a waiver to the rural cluster requirements under Section 22-4-10.3 of the County Code for SUB 23:34, Mountain Hill subdivision, 25.462 acres of Tax Map 50 Section A Parcel 33, subject to the five (5) conditions agreed to by the Planning Commission on September 12, 2023.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
PRESENTER(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
RECOMMENDATION:	Approve				
TIMING:	Normal.				
DISCUSSION:	This is a Rural Cluster Subdivision. The property in question is located in the Fork Union District, Tax Map 50 A 33, and is zoned A-1. It was accepted by the Planning Commission at its regular meeting on September 12, 2023. However, the subdivision does not meet open space or density requirements per Section 22-4-10.3 of the Fluvanna County Code. A waiver of the Code requirements would be needed for the project to move forward.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	The Board is being asked to approve a waiver of the open space and density requirements for rural cluster subdivisions per 22-4-10.3 of the Fluvanna County Code.				
LEGISLATIVE HISTORY:	This rural cluster subdivision was presented to the Planning Commission for review and action on September 12, 2023. Rural cluster subdivisions are allowed in A-1 districts per Section 22-4-10.3 of the Fluvanna County Code. This subdivision was accepted by the Planning Commission despite not meeting density or open space requirements for rural cluster subdivisions.				
ENCLOSURES:	<ul style="list-style-type: none"> Staff Report Ordinance to waive certain requirements under County Code Section 22-4-10.3 County Code Section 22-4-10.3 Subdivision application and site layout Open space waiver request Density waiver request 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.111/214
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors
Case: SUB 23:34 Mountain Hill Subdivision
Date: Wednesday, July 3, 2024, 7:00 p.m.

From: Todd Fortune
District: Fork Union Election District
Site: Circuit Courtroom, Fluvanna County
Courts Building

Requested Action:

SUB 23:34 Mountain Hill – A request for a waiver of the rural cluster subdivision requirements with respect to 25.462 acres of Tax Map 50 Section A Parcel 33. The applicant is proposing 9 cluster lots with one residual parcel of 16 acres designated as the open space parcel. The subject property is located off of Mountain Hill Road (SR 650) with a dedicated, 50-foot access easement to serve the rural cluster lots.

Existing Zoning:

A-1, General Agricultural Zoning District.

Proposed Request:

Rural Cluster Major Subdivision – waiver of density and open space requirements for rural cluster subdivisions per Section 22-4-10.3 of the Fluvanna County Code.

Planning Area:

Rural Preservation Planning Area calls for limited residential uses.

Adjacent Land Uses:

Adjacent properties are zoned A-1 and B-1 and they either contain single-family dwellings or a religious assembly (church) land use.

Rural Cluster Subdivisions:

The rural cluster development requirements are outlined in Section 22-4-10 in the A-1 Zoning District in the Zoning Ordinance. The ordinance requires a Yield Plan and Sketch Plan to be submitted for review by the Planning Commission. A Yield Plan is used to determine the number of lots that could be developed on the subject property as a conventional subdivision, in accordance with all applicable regulations. A Sketch Plan is a conceptual plan of the proposed rural cluster subdivision and is used for the purpose of discussion and providing the subdivider with comments before investing in preparation of a preliminary plat in order to create and to complete a rural cluster major subdivision plat and then a site development plan for construction.

Yield Plan Analysis:

In an A-1 Zoning District, the maximum residential density that is allowed is one (1) dwelling unit per every two (2) acres. A yield plan was not prepared by the applicant's site consultant for this proposed subdivision. However, Fluvanna County Planning staff did perform some general lot calculations of what would be allowed within A-1, Agricultural Zoning Districts:

Required rural cluster subdivision Open Space parcel: $25.462 \text{ acres} \times 75\% = 19.0965 \text{ acres}$

Proposed rural cluster subdivision Open Space parcel: 15.712 acres, 61.7% open space

Gross density allowed: One (1) dwelling unit per two (2) acres

$25.462 \text{ acres} / 2 \text{ acres} = 12.731 \text{ dwelling units allowed}$

Proposed housing density: 17 dwelling units - $25.462 \text{ acres} / 17 \text{ dwelling units} = \text{one dwelling unit per } 1.49 \text{ acres.}$

Sketch Plan Analysis:

The proposed cluster lots in this development would be fronting a new road to be constructed to VDOT state acceptance standards by the applicant as shown on the Sketch Plan and they are all required to meet the R-4 residential zoning district setback requirements, along with the future road extension that is shown that would need to meet the same VDOT state acceptance standards.

The proposed Sketch Plan has been designed with consideration to existing topography and soil suitability as to maximize the efficient use and utility of the land. The applicant has delineated areas with steep slope areas as well as the required building setbacks being shown on all of the proposed rural cluster lots. They have proposed and designed SWM facilities to be located in the areas where slopes are present to allow for better on-site retention. Wetland areas are also shown.

Technical Review Committee Meeting:

The Technical Review Committee (TRC) members met on June 8, 2023 with the applicant and engineering consultant to review the June 5, 2023 Mountain Hill Rural Cluster Sketch Plan, as submitted by RK&K in Richmond, for Sketch Plan review comments and discussion purposes.

The applicant indicated that the proposed 9 rural cluster lots within the development will be served using individual wells and drainfield areas for the review and approval by the VDH – Fluvanna Health Department. The applicant, the Fluvanna Louisa Housing Foundation, has indicated that they obtained the proper AOSE Health Report approvals based upon the proposed rural cluster lot layout as prepared by RK&K for Sketch Plan review of this subdivision layout.

Staff Comments:

The proposed rural cluster subdivision request has not met all the requirements of the Fluvanna County Subdivision and Zoning Ordinances and the density and open space requirements of rural cluster subdivisions in the A-1 Zoning District have not been met. Per reviewing the case file and speaking with representatives from the Fluvanna Louisa Housing Foundation, it appears that

the applicant has done their best to meet the requirements for a rural cluster subdivision. The proposed subdivision would provide new housing for seniors and disabled persons that is needed in the rental market place within Fluvanna County.

Planning Commission:

The Planning Commission reviewed this subdivision at its regular meeting on September 12, 2023 and accepted it subject to the following conditions:

1. The rural cluster subdivision will contain no more than nine (9) separate residential lots, as shown on the revised Sketch Plan dated June 5, 2023;
2. Prior to final plat approval, the applicant shall meet all VDOT requirements;
3. Prior to final plat approval, the applicant shall meet all VDH requirements;
4. Preliminary and Final Subdivision plat approvals shall be granted for the use;
5. Site Development Plan and E&SC Plan approvals shall be granted for the use.

Suggested Motion:

I move that the Board of Supervisors (approve/deny/defer) the request for a waiver to the rural cluster requirements under Section 22-4-10.3 of the County Code for SUB 23:34, Mountain Hill subdivision, 25.462 acres of Tax Map 50 Section A Parcel 33, subject to the five (5) conditions agreed to by the Planning Commission on September 12, 2023.



COMMONWEALTH OF VIRGINIA COUNTY OF FLUVANNA Subdivision Application

Owner of Record: Fluvanna Community Holiness Church

 E911 Address: 2365 Mountain Hill Road Palmyra, VA 22963

 Phone: 434-960-3554 Fax: Reverend Gregory Jones, Sr.

 Email: Mailing Address: 1818 Oakland Road Louisa, VA 23093
Applicant of Record: Fluvanna Louisa Housing Foundation

 E911 Address: 144-A Resource Lane Louisa, VA 23093

 Phone: 540-967-3485 Fax: Kim Hyland, Director

 Email: khyland@louisa.org
Tax Map and Parcel(s): Tax Map 50 Section A Part of Parcel 33
Acreage: 25.5 **Zoning:** A-1 **Number of Lots:** 9 lots
Surveyor: RK&K Richmond Office - Malachi Mills, PE
Subdivision Name: FLHF - Senior Housing Concept Plan Phases 1-2
E911 Address of Parcel: same as above
Description of Property: Proposed Rural Cluster Subdivision

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

 Is property in Agricultural Forestal District? ☒ No ☐ Yes

 If Yes, what district: N/A
Deed Book Reference:

 Deed Restrictions? ☐ No ☐ Yes (Attach copy)

Please check appropriate box:

Type	Forms Required
<input type="checkbox"/> Minor - 2-5 Lots	Sketch Plan Checklist Preliminary Subdivision Checklist Final Subdivision Checklist
<input checked="" type="checkbox"/> Major - 6+ Lots	Sketch Plan Checklist Preliminary Subdivision Checklist Final Subdivision Checklist

I declare that the statements made and information given on this application are true, full and correct to the best of my knowledge and belief. I agree to conform fully to all terms of any certificate or permit which may be issued on account of this application.

Kim Hyland

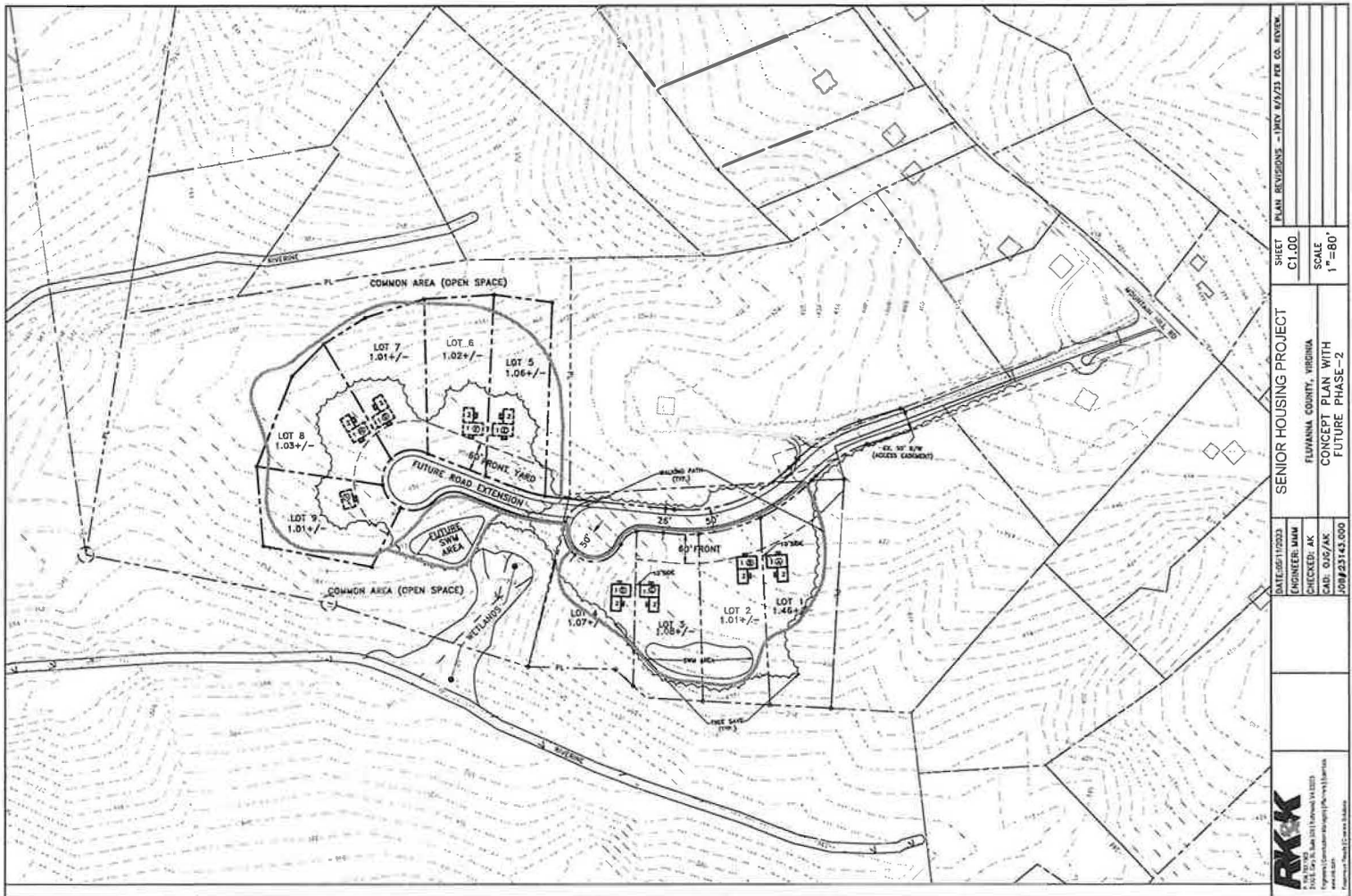
Applicant Name (Please Print)

Applicant Signature

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

OFFICE USE ONLY

Date Received: 08/14/2023	Fee Paid: Check \$1450.00	Application #: <u>SUB 23 : 34</u>
Election District: Fork Union	Planning Area: Rural Preservation	Number of Lots: <u>9</u>
Minor (2-5 Lots)	Major (6 or more Lots)	
\$ 500.00 + GIS Fee	X \$1,000.00 + GIS Fee	Approval/Denial Date:
Resubmission of Preliminary or Final Plat: \$100.00		Approval/Denial Date:
GIS Fee: \$ 50.00 per lot (residue is considered a lot)		
Additional Fees Due at Time of Review		
Road Maintenance Agreement Review:	\$200.00	Revisions: \$50.00
Dedication Common Lands Document Review:	\$200.00	Revisions: \$50.00
Homeowner Association Document Review:	\$200.00	Revisions: \$50.00
Health Department Subdivision Review:	\$250.00 + \$25.00 per lot	Existing System Review \$50.00
Street Sign Installation:	\$200.00 Per Intersection	





**FLUVANNA-LOUISA
HOUSING FOUNDATION**

BETTER HOUSING. STRONGER COMMUNITY.

May 29, 2024

Todd Fortune, Director of Planning
Fluvanna County
132 Main Street
Palmyra, VA 22963
Sent via email: tfortune@fluvannacounty.org

Re: SUB 23:34 Mountain Hill – Request for Waiver from a portion of the Rural Cluster Subdivision Open Space Requirements

Dear Mr. Fortune,

The Fluvanna-Louisa Housing Foundation (FLHF) is a local, 501(c)(3) non-profit organization committed to providing a variety of stable and affordable housing opportunities for low-income residents of Fluvanna and Louisa counties. FLHF is currently developing a 25.462-acre parcel into a 17-unit rural cluster subdivision community for senior residents of Fluvanna County. The project is located off Mountain Hill Road, behind Fluvanna Community Holiness Church.

FLHF is requesting a waiver for a portion of required open space within a rural cluster subdivision from 75% (19.09 ac) to 61.7% (15.71 ac). The proposed rural cluster subdivision lot sizes, as reviewed by Planning Commission on September 12, 2023, are larger than those in nearby rural cluster subdivisions. However, the larger lots incorporate their associated wells and septic drain fields, which allows the remaining open space to be unincumbered. If granted, this waiver of 3.38 acres (13.3%) will allow the designated open space to be fully utilized, without limitations, by residents of the community.

Regards,

Andrea S. Madison, AICP
Operations Manager

CC: Kelly Harris, Assistant County Administrator, kharris@fluvannacounty.org
Dan Whitten, County Attorney, dwhitten@fluvannacounty.org

**144 Resource Lane, Suite A, Louisa, VA 23093
Phone (540) 967-3483 Fax (540) 967-3488**



**FLUVANNA-LOUISA
HOUSING FOUNDATION**

BETTER HOUSING. STRONGER COMMUNITY.

May 31, 2024

Todd Fortune, Director of Planning
Fluvanna County
132 Main Street
Palmyra, VA 22963
Sent via email: tfortune@fluvannacounty.org

Re: SUB 23:34 Mountain Hill – Request for Waiver from the Rural Cluster Subdivision Density Regulations

Dear Mr. Fortune,

The Fluvanna-Louisa Housing Foundation (FLHF) is a local, 501(c)(3) non-profit organization committed to providing a variety of stable and affordable housing opportunities for low-income residents of Fluvanna and Louisa counties. FLHF is currently developing a 25.462-acre parcel into a 17-unit rural cluster subdivision community for senior residents of Fluvanna County. The project is located off Mountain Hill Road, behind Fluvanna Community Holiness Church.

FLHF is requesting a waiver from the allowable gross density within a rural cluster subdivision from one (1) dwelling unit per two (2) acres to one (1) dwelling unit per 1.5 acres. FLHF worked extensively with previous Planning Department staff for several months revising the overall layout of the project. The configuration reviewed by Planning Commission on September 12, 2023, was the final version of the plan once staff recommendations were fully incorporated. If granted, this waiver will allow the project to proceed as designed and accepted by the Planning Commission. Senior housing needs are significant in the Fluvanna County community. Granting this waiver will allow the opportunity for 17 senior families to remain in Fluvanna County and age in place within their own community.

Regards,

Andrea S. Madison, AICP
Operations Manager

CC: Kelly Harris, Assistant County Administrator, kharris@fluvannacounty.org
Dan Whitten, County Attorney, dwhitten@fluvannacounty.org

**144 Resource Lane, Suite A, Louisa, VA 23093
Phone (540) 967-3483 Fax (540) 967-3488**



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

ORDINANCE No. 14-2024

AN ORDINANCE TO WAIVE RURAL CLUSTER REQUIREMENTS UNDER COUNTY CODE SECTION 22-4-10.3 FOR MOUNTAIN HILL SUBDIVISION

WHEREAS the Mountain Hill rural cluster subdivision was presented to the Fluvanna County Planning Commission on September 12, 2023 for acceptance; and

WHEREAS the Mountain Hill rural cluster subdivision does not meet all of the requirements under Section 22-4-10.3 of the County Code; and

WHEREAS the Fluvanna-Louisa Housing Foundation has requested a waiver of the open space and density requirements under Section 22-4-10.3 of the County Code; and

WHEREAS the Board, after public notice, public hearing and due deliberation in accordance with law approved the waiver of the requirements on **July 3, 2024**; and

NOW THEREFORE BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, the waiver to the open space requirement under County Code Section 22-4-10.3 for the Mountain Hill rural cluster subdivision, BE, AND IT IS HEREBY, APPROVED; such waiver shall allow 15.71 acres (61.7%) of required open space instead of the required 19.09 acres (75%); and

BE IT FURTHER ORDAINED that the waiver to the density requirement under County Code Section 22-4-10.3 for the Mountain Hill rural cluster subdivision, BE, AND IT IS HEREBY, APPROVED; such waiver shall allow 17 dwelling units instead of the required 12 dwelling units.

Adopted this 3rd day of July 2024
by the Fluvanna County Board of Supervisors

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB K

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Ordinance to amend Section 6-1-5 of the County Code to increase erosion and sediment control review fees				
MOTION(s):	I move that the Board of Supervisors approve the amendments to the County Code to amend Section 6-1-5 to increase erosion and sediment control review fees.				
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:	Approve amendment to the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	This amendment simplifies the schedule for erosion and sediment control review fees by increasing two fees and eliminating others.				
FISCAL IMPACT:	Unknown, but this change will likely increase overall fees.				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Blackline Version Section 6-1-5 of the County Code Clean Version of Section 6-1-5 of the County Code Advertisement for public hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, July 3, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, 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 § 6-1-5 TO INCREASE EROSION AND SEDIMENT CONTROL REVIEW FEES

Copies of the complete text of the above ordinance are available for public review at <https://www.fluvannacounty.org/> and at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: June 20 & 27, 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

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”,
BY AMENDING § 6-1-5 TO INCREASE EROSION AND SEDIMENT CONTROL REVIEW
FEES

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 § 6-1-5 as follows:

CHAPTER 6 EROSION AND SEDIMENTATION CONTROL

ARTICLE 1. – IN GENERAL

Sec. 6-1-5. - Fees generally.

The following fees for the land-disturbing permits and related reviews pursuant to this chapter shall be paid. The purpose of these fees is to defray the cost of program administration, including costs associated with the issuance of grading or land disturbing permits, plan review, and periodic inspections for compliance with erosion and sediment control plans. The fee schedule set forth in this section shall supersede any fee schedule previously adopted with respect to such permits and related reviews.

Single Family	\$125.00 per lot
All Other	\$750.00 \$550.00 plus \$125.00/ac. (or portion) over one aere for work to be completed within 12 mo. \$500.00 plus \$50.00/ac. (or portion over one acre for additional 12 mo. (24 mo. total) \$500.00 for each additional 12 mo. (over 24 mo. total) \$1,000.00 \$250.00 initial plan review fee \$100.00 per re-review fee

The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.

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

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”,
BY AMENDING § 6-1-5 TO INCREASE EROSION AND SEDIMENT CONTROL REVIEW
FEES

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 § 6-1-5 as follows:

CHAPTER 6 EROSION AND SEDIMENTATION CONTROL

ARTICLE 1. – IN GENERAL

Sec. 6-1-5. - Fees generally.

The following fees for the land-disturbing permits and related reviews pursuant to this chapter shall be paid. The purpose of these fees is to defray the cost of program administration, including costs associated with the issuance of grading or land disturbing permits, plan review, and periodic inspections for compliance with erosion and sediment control plans. The fee schedule set forth in this section shall supersede any fee schedule previously adopted with respect to such permits and related reviews.

Single Family	\$125.00 per lot
All Other	\$750.00 plus \$125.00/ac. \$1,000.00 plan review fee

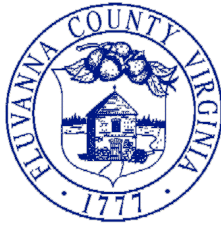
The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.

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

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB L

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	ZTA 24:02 – An amendment to the Fluvanna County Zoning Ordinance, § 22-4-2.2, to remove Utility Scale Solar Generation Facilities as an approved use by special use permit under in the Agricultural, A-1 zoning district.				
MOTION(s):	I move that the Board of Supervisors (approve / deny / defer) ZTA 24:02, an amendment to § 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.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
PRESENTER(S):	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
RECOMMENDATION:	The Planning Commission recommended deferral.				
TIMING:	Routine				
DISCUSSION:	The Solar Ordinance Review Committee has had a number of meetings to discuss policy as it relates to solar development in Fluvanna County. The Committee has expressed a desire to remove utility scale solar generation as an allowed use with a Special Use Permit (SUP) in the A-1 zoning district in favor of creating a new district, S-1, for the location of such facilities. Additionally, the Board of Supervisors passed a resolution on March 6, 2024 stating a desire to remove utility scale solar generation facilities as a use allowed by SUP in the A-1 district.				
FISCAL IMPACT:	None				
POLICY IMPACT:	This change, if approved, would remove utility scale solar generation facilities as a use allowed by special use permit in the Agricultural, A-1 zoning district. The Fluvanna County Code, §22-22-1, defines a utility scale solar generation facility as a facility that produces 2 or more MW of electricity to a utility provider.				
LEGISLATIVE HISTORY:	This proposed Zoning Text Amendment was presented to the Planning Commission for review on June 25, 2024. The Commission, by a vote of 3-1 (with one member absent) recommended deferral until July 9, 2024 to give the Solar Ordinance Review Committee more time to study supplemental regulations.				
ENCLOSURES:	<ul style="list-style-type: none"> Staff Report Proposed Ordinance Amendment 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.129/214

132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911

BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors

From: Todd Fortune

Planning Director

Case Number: ZTA 24:02 Amend § 22-4-2.2

District: Countywide Amendment

Date: Wednesday, July 3, 2024, 7:00 p.m.

Site: Circuit Courtroom, Fluvanna
County Courts Building

General Information:

This Public Hearing request is to be heard by the Fluvanna County Board of Supervisors on Tuesday, July 3, 2024 at 7:00 pm in the Circuit Courtroom, Fluvanna County Courts Building.

Requested Action:

ZTA 24:02 - A request to amend § 22-4-2.2 of the Fluvanna County Code to remove utility scale solar generation facilities as a use allowed by special use permit in the agricultural, A-1 zoning district.

Zoning Ordinance Text:

CHAPTER 22 ZONING

ARTICLE 4. – AGRICULTURAL, GENERAL, DISTRICT A-1

Amend Sec. 22-4-2.2 Uses Permitted by a special use permit in the Agricultural, General, District A-1 to delete:

Miscellaneous Uses:

- Utility scale solar generation facility

Information:

The Board of Supervisors passed a resolution on March 6 stating a desire to remove utility scale solar generation facilities as a use allowed by Special Use Permit (SUP) in the A-1 district. This requested change is in response to the Board action. The Solar Ordinance Review Committee has had a number of meetings to discuss policy as it relates to solar development in Fluvanna County. The Committee has expressed a desire to remove utility scale solar generation as an allowed use with a SUP in the A-1 zoning district in favor of creating a new district, S-1, for the location of such facilities.

Planning Commission:

The Planning Commission reviewed this Zoning Text Amendment at a special called meeting on June 25, 2024. The Commission, by a vote of 3 – 1 (with one member absent), recommended deferral until July 9, 2024 to give the Solar Ordinance Review Committee more time to study supplemental regulations.

Recommended Motion:

I MOVE THAT THE BOARD OF SUPERVISORS (APPROVE / DENY / DEFER) ZTA 24:02 AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING § 22-4-2 TO REMOVE UTILITY SCALE SOLAR GENERATION FACILITIES AS AN ALLOWED USE BY SPECIAL USE PERMIT IN THE AGRICULTURAL, A-1 ZONING DISTRICT.

ZTA 24:02

ORDINANCE TO AMEND AND REORDAIN "THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA" 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

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 § 22-4-2.2 as follows:*

CHAPTER 22 ZONING

ARTICLE 4. - AGRICULTURAL, GENERAL, DISTRICT A-1

Amend Sec. 22-4-2.2 Uses permitted by special use permit only:

Miscellaneous Uses

- ~~Utility scale solar generation facility~~

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

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB M

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors June 20, 2024 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday June 20, 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 June 20, 2024.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Morris Room, County Administration Bldg
Palmyra, VA 22963
June 20, 2024
Regular Meeting 6:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
John M. (Mike) Sheridan, Columbia District, Vice Chair
Mike Goad, Fork Union District
Tony O’Brien, Rivanna District

ABSENT: Timothy M. Hodge, Palmyra District

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 6:01pm, Chair Fairchild called to order the Regular Meeting of June 20, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl asked to add Selection of Voting Credentials for the 2024 NACo Annual Business Meeting to the agenda, and defer Position Upgrades for the Commissioner of the Revenue’s Office to the July 3, 2024 meeting.

MOTION:	Accept the Agenda, for the June 20, 2024 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Syreeta Grooms, Social Services, Benefits Program Specialist I, Started June 17th

The Fluvanna Library hosted The Charlottesville Band's Rivanna Winds on Saturday, June 15.

- Those in attendance listened to great "Dixieland" music and ice cream was served.
- There were almost 100 people in attendance.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Jul 3	5:00 PM & 6:00 PM	Regular Meeting	Circuit Court
Wed	Aug 7	5:00 PM	Regular Meeting	Circuit Court
Wed	Aug 21	6:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 6:05pm, Chair Fairchild opened the first round of Public Comments.

- Kyle West, Charlottesville, VA, commented on utility scale solar.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:10pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

None.

8 - ACTION MATTERS

Position Upgrades for the Commissioner of the Revenue’s Office – Mel Sheridan, Commissioner of the Revenue

- The agenda item was deferred until July 3, 2024.

Preliminary Engineering Report Proposal for the Pleasant Grove Park Expansion of Water and Sewer – Dan Villhauer, Vice President – Dewberry

Many of the projects that are approved in the CIP for the Pleasant Grove Park require additional water and sewer in order to complete. These projects include a water park, new restroom facilities and water for the Pleasant Grove House. Dewberry Engineers proposes to evaluate the current well and capacity to see if there can be additional capacity obtained and/or where additional wells can be placed to augment the current arrangement at the park. Dewberry will also evaluate the plausibility and possible location of a sewer force main and grinder station that could be connected to the current Palmyra sewer system. Note that the Palmyra WWTP has adequate capacity to handle the additional sewer demand.

MOTION:	Approve a supplemental appropriation for the Public Utilities budget in the amount of \$39,685.00, with the funding to come from unassigned fund balance, for the development of a Preliminary Engineering Report for the County to access water and sewer expansion opportunities for Pleasant Grove Park.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Preliminary Engineering Report Proposal for the Fluvanna Women’s Correctional Center – Dan Villhauer, Vice President – Dewberry

The current agreement with the Fluvanna Women’s Correctional Center only allows the County to utilize 100K gallons of wastewater capacity per day. The Correctional Center does not have additional capacity for the County to obtain more without upgrading the current wastewater treatment plant. Also, Fluvanna County does not have nutrient credits to build a second plant in the area. Without additional wastewater capacity, the County will be limited on its ability to attract additional business to the Zion Crossroads Area. As an aside, state agencies do not have the same restrictions binding them to a finite number of nutrient credits. The out flow is determined by the capacity of the receiving stream.

MOTION:	Approve a supplemental appropriation for the Zion Crossroads Enterprise Fund budget in the amount of \$84,215.00, with the funding to come from unassigned fund balance, for the development of a Preliminary Engineering Report for the County to investigate expansion opportunities for the wastewater facility at the Virginia Department of Corrections – Fluvanna Women’s Correctional Center.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

JAUNT Annual Shareholders Meeting Proxy Designation – Eric Dahl, County Administrator

Jaunt, Inc. will hold its annual shareholders’ meeting on July 10, 2024, and will need the governing body to appoint a proxy to vote its shares at that meeting. Proxies elect executive officers to the Jaunt Board of Directors, may be called upon to appoint the executive director position, and cast votes on any other matters that may come before them at shareholders’ meetings.

Jaunt may have recurring needs to convene its shareholders such as for the appointment of new directors which require shareholder action. The attached documents will allow more open-ended proxy participation for a 12 month or longer period. The designated proxy may be a Board of Supervisors member, appointed Jaunt Board Members, or the County Administrator.

MOTION:	Approve the designation of James Schoenster to act as proxy at the annual meeting and any special meetings of the shareholders of Jaunt upon all such matters as may come before the shareholders, including without limitation the election of directors; this appointment shall be valid for the following term until the end of their term in office, including any renewals thereof.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

9 - PUBLIC HEARING

Public Hearing to Amend Section 9-2-2 and 9-2-4 of the County Code Increase FUSD Water Rates and Charges – Dan Whitten, County Attorney

- The water rates and charges for FUSD are intended to cover operation and maintenance costs for the water and sewer system.
- Water rates have not increased since August 2014.
 - The monthly charges for the first 2,000 gallons (minimum charge) would increase from \$21.00 to \$24.00
 - For each additional 1,000 gallons above the first 2,000 gallons, the rate would increase from \$11.00 to \$11.22
- The water connection charge has not changed since May 2010.
 - The water connection/availability of \$4,500 would increase a \$6,500 water connection fee

At 7:01pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:01pm.

MOTION:	Amend Section 9-2-2 and 9-2-4 of the County Code to increase Fork Union Sanitary District water rates and charges				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Public Hearing to Increase Building Inspection Fees – Dan Whitten, County Attorney; Andy Wills, Building Official
Building Inspection fees have not been adjusted since 2009; increasing fees could potentially increase revenue ~ \$25,000.

At 7:03pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:03pm.

MOTION:	Approve the amendments to the County Code to amend Sec. 5-2-2. - Schedule of building fees				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

10 - CONSENT AGENDA

The following items were discussed before approval:

The following items were approved under the Consent Agenda for June 20, 2024:

- Minutes of June 5, 2024 – Caitlin Solis, Clerk to the Board
- Clerk of the Circuit Court Position Descriptions – Tristana Treadway, Clerk of the Circuit Court
- Accounts Payable Report for May 2024 – Theresa McAlister, Management Analyst
- Approval of Advisory Services Contract with Raymond, James & Associates – Dan Whitten, County Attorney

MOTION:	Approve the consent agenda, for the June 20, 2024 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for May 2024, in the amount of \$2,132,511.27.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

11 - UNFINISHED BUSINESS

- Mr. Fairchild asked when the Board of Supervisors Retreat will be scheduled. Mr. Dahl informed the Board there are a couple of proposals that need to be reviewed and brought to the Board at the July meeting.
- Mr. O'Brien asked when the next Solar Committee will be scheduled. Mr. Whitten said it is not going to be scheduled before the public hearing at the July meeting.

12 - NEW BUSINESS

Selection of Voting Credentials for the 2024 NACo Annual Business Meeting – Eric Dahl, County Administrator
Fluvanna County must designate a voting delegate or proxy prior to 5 p.m. EDT on Sunday, July 8, 2024 to cast their vote during the Annual Business Meeting. Voting credentials verify a member county, parish, or borough's

Board of Supervisors Minutes

BOS2024-07-03 p.138/214
June 20, 2024

eligibility to vote and the number of votes they can cast at the Annual Business Meeting. To be eligible to vote, NACo members are required to:

- Register for the 2024 Annual Conference
- Pay 2024 NACo membership dues in full, and
- Designate the voting delegate(s) for the county by 5 p.m. EDT on Monday, July 8.

Voting delegates and proxies decide all business, motions and the election of officers during the Annual Business Meeting.

MOTION:	Approve John M. Sheridan be appointed Voting Delegate, representing Fluvanna County by casting votes at the 2024 Annual Business Meeting of the National Association of Counties.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Absent	Yes	Abstain
RESULT:	3-0-1				

13 - PUBLIC COMMENTS #2

At 7:10pm, 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 7:11pm.

14 - CLOSED MEETING

MOTION:	At 7:11pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Legal Matters – Insurance proceeds related to the Kents Store Fire Building.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

MOTION:	At 8:06 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	Absent	Yes	Yes
RESULT:	4-0				

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, June 20, 2024 at 8:08pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

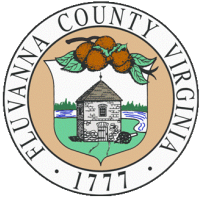
Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

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

TAB Mc

MEETING DATE:	May 1, 2024				
AGENDA TITLE:	Resolution Recognizing Hayden Bridge– Eagle Scout				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “Recognizing Hayden Bridge for Award of Eagle Scout Status.”				
BOS 2 YEAR GOAL?	Yes	No	If yes, list goal(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board of Supervisors				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	Hayden has completed all requirements and has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout Award.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Resolution				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. 26-2024

A RESOLUTION RECOGNIZING HAYDEN BRIDGE AWARD OF EAGLE SCOUT STATUS

The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, July 3, 2024

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

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

WHEREAS, Hayden Bridge has completed all the requirements for becoming an Eagle Scout; and

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

WHEREAS, Boy Scout Troop 154 will be convening an Eagle Scout Court of Honor on June 30, 2024 at 4:00 p.m. at Lake Christian Church, Palmyra, Virginia; and

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

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

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 3rd^h of July, 2024, by the following vote:

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

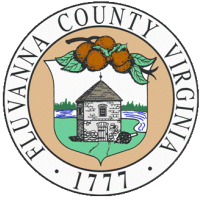
Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB N

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Approval of a Resolution to authorize Fluvanna County's participation in the proposed settlement of opioid-related claims against Kroger				
MOTION(s):	I move the Board of Supervisors approve the Resolution to authorize the County's participation in the proposed settlement of opioid-related claims against Kroger.				
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"> A settlement proposal has been negotiated that will require Kroger to pay over a billion dollars nationwide to resolve opioid-related claims against it. The County has already approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), to which this settlement is subject. The County must participate in this settlement in order to receive any funds. The amount that will be received has not been determined at this point. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Resolution 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 27-2024

A RESOLUTION AUTHORIZING THE COUNTY'S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST KROGER, AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY'S PARTICIPATION IN THE SETTLEMENT

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties and cities, including the County of Fluvanna, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Fluvanna's various departments and agencies; and

WHEREAS, the Commonwealth of Virginia and its counties and cities, including Fluvanna County, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and Fluvanna; and

WHEREAS, a settlement proposal has been negotiated that will cause Kroger to pay over a billion dollars nationwide to resolve opioid-related claims against it; and

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that this pending settlement with Kroger shall be considered a "Settlement" that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, opioid manufacturers Janssen Pharmaceuticals, Teva Pharmaceuticals, and Allergan, and retail pharmacy chains CVS, Walgreens, and Walmart;

WHEREAS, the County Attorney has reviewed the available information about the proposed settlement and has recommended that the County participate in the settlement in order to recover its share of the funds that the settlement would provide;

NOW THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, this 3rd day of July, 2024, authorizes the County's participation in the proposed settlement of opioid-related claims against Kroger and its related corporate entities, and directs the County Attorney to execute the documents necessary to effectuate the County's participation in the settlement, including the required release of claims against Kroger.

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

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

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB O

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Services Term Contract - Colossal Contractors, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with Colossal Contractors, 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 April 11, 2024 for on-call carpentry 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 6 proposals. Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Carpentry 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:	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 Colossal Contractors, Inc. 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

TERM CONTRACT BETWEEN COUNTY AND COLOSSAL CONTRACTORS, INC. FOR SERVICES

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 **COLOSSAL CONTRACTORS, INC.** (the “CONTRACTOR”), a Maryland Corporation authorized to transact business in Virginia, 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:

Colossal Contractors, Inc.
ATTN: Juan R. Navarro
4601 Sandy Spring Rd.
Burtonsville, MD 20866
Telephone: (301) 476-9060
Fax: (301) 476-9064

2. On April 11, 2024, the COUNTY issued Request for Proposals #2024-08 (the “RFP”) for On-Call Carpentry 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 May 14, 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 carpentry 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 carpentry 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:	COUNTY:
Colossal Contractors, Inc.	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

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. Carpenter Supervisor:
 - a. Regular Hourly Rate: \$54.00
 - b. Overtime* Hourly Rate: \$74.00
- 2. Journeymen Carpenter:
 - a. Regular Hourly Rate: \$54.00
 - b. Overtime* Hourly Rate: \$74.00
- 3. Carpenter Helper:
 - a. Regular Hourly Rate: \$49.00
 - b. Overtime* Hourly Rate: \$69.00

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: Juan R. Navrro Title: President

Date: 05/13/2024

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB P

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Services Term Contract - Historical Preservation and Restoration, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with Historical Preservation and Restoration, 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 April 11, 2024 for on-call carpentry 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 6 proposals. • Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Carpentry 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:	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 Historical Preservation and Restoration, Inc. • 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
HISTORICAL PRESERVATION AND RESTORATION, INC. FOR SERVICES**

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 **HISTORICAL PRESERVATION AND RESTORATION, 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:

Historical Preservation and Restoration, Inc.
ATTN: Calvin Hickman
139 Briery Creek Rd.
Scottsville, VA 24590
Telephone: (434) 286-3247

2. On April 11, 2024, the COUNTY issued Request for Proposals #2024-08 (the “RFP”) for On-Call Carpentry 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 May 13, 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 carpentry 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 carpentry 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:	COUNTY:
Historical Preservation and Restoration, Inc.	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

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.

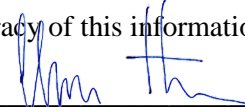
- 1. Carpenter Supervisor:
 - a. Regular Hourly Rate: 135
 - b. Overtime* Hourly Rate: 150
- 2. Journeymen Carpenter:
 - a. Regular Hourly Rate: 120
 - b. Overtime* Hourly Rate: 130
- 3. Carpenter Helper:
 - a. Regular Hourly Rate: 90
 - b. Overtime* Hourly Rate: 105

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:  Title: President

Date: May 13, 2024

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB Q

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Services Term Contract – J&A Painting & Home Improvements, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with J&A Painting & Home Improvements, 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 April 11, 2024 for on-call carpentry 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 6 proposals. • Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Carpentry 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:	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 J&A Painting & Home Improvements, Inc. • 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
J&A PAINTING & HOME IMPROVEMENTS, INC. FOR SERVICES**

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 **J&A PAINTING & HOME IMPROVEMENTS, 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:

J&A Painting & Home Improvements, Inc.
ATTN: John Flevarakis
2330 Hunters Way
Charlottesville, VA 22911
Telephone: (434) 296-7211

2. On April 11, 2024, the COUNTY issued Request for Proposals #2024-08 (the “RFP”) for On-Call Carpentry 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 May 14, 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 carpentry 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 carpentry 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:
J&A Painting & Home Improvements, 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

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. Carpenter Supervisor:
 - a. Regular Hourly Rate: \$70⁻
 - b. Overtime* Hourly Rate: \$105⁻
- 2. Journeymen Carpenter:
 - a. Regular Hourly Rate: \$55⁻
 - b. Overtime* Hourly Rate: \$82.5⁻
- 3. Carpenter Helper:
 - a. Regular Hourly Rate: \$40⁻
 - b. Overtime* Hourly Rate: \$60⁻

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: President
Date: 5/13/24

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB R

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Services Term Contract – The Carpentry and Painting Experts, LLC				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with The Carpentry and Painting Experts, LLC and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
BOS 2 YEAR GOAL?	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 April 11, 2024 for on-call carpentry 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 6 proposals. Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Carpentry 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:	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 The Carpentry and Painting Experts, LLC 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
THE CARPENTRY AND PAINTING EXPERTS, LLC FOR SERVICES**

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 **THE CARPENTRY AND PAINTING EXPERTS, LLC** (the “CONTRACTOR”), 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 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:

The Carpentry and Painting Experts, LLC
ATTN: Hristo Katrev
3006 Lincoln Ave.
Richmond, VA 23228
Telephone: (804) 441-8278

2. On April 11, 2024, the COUNTY issued Request for Proposals #2024-08 (the “RFP”) for On-Call Carpentry 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 May 14, 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 carpentry 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 carpentry 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:	COUNTY:
The Carpentry and Painting Experts, LLC	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

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. Carpenter Supervisor:
 - a. Regular Hourly Rate: \$95.00
 - b. Overtime* Hourly Rate: \$95.00
- 2. Journeymen Carpenter:
 - a. Regular Hourly Rate: \$90.00
 - b. Overtime* Hourly Rate: \$90.00
- 3. Carpenter Helper:
 - a. Regular Hourly Rate: \$20.00
 - b. Overtime* Hourly Rate: \$20.00

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:  Title: General Manager
Date: 05/14/2024

Dan Whitten

From: Hristo Katrev <hristo@fixandpaint.net>
Sent: Thursday, June 27, 2024 10:45 AM
To: Dan Whitten
Cc: Karis White
Subject: RFP-2024-08-Painters hourly rate

[EXTERNAL EMAIL] USE CAUTION.

Good morning, Dan and Karis

It was a pleasure meeting with you this morning . Below is the rates for the Painters as we discuss in the meeting:

1. Painter Supervisor:

A. Regular Hourly Rate- \$75.00

B. Over time Hourly Rate- \$75.00

2. First Class Painter :

A. Regular Hourly Rate- \$70.00

B. Over time Hourly Rate- \$70.00

3. Painter Helper:

A. Regular Hourly Rate- \$20.00

B. Over time Hourly Rate- \$20.00

Kind regard,

Hristo Katrev
General Manager

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB S

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Services Term Contract - United Unlimited Construction, Inc.				
MOTION(s):	I move the Board of Supervisors approve the Term Contract for services with United Unlimited Construction, 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 April 11, 2024 for on-call carpentry 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 6 proposals. • Task orders will be used by County Staff on an as-needed basis to provide County with As-Needed Carpentry 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:	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 United Unlimited Construction, Inc. • 2024 Rate Sheet 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

**TERM CONTRACT BETWEEN COUNTY AND
UNITED UNLIMITED CONSTRUCTION, INC. FOR SERVICES**

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 **UNITED UNLIMITED CONSTRUCTION, 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:

United Unlimited Construction, Inc.
ATTN: Merlin Hargrove
213 East Clay Street, Suite A
Richmond, VA 23219
Telephone: (804) 343-7266, ext. 101
Facsimile: (804) 225-8301

2. On April 11, 2024, the COUNTY issued Request for Proposals #2024-08 (the “RFP”) for On-Call Carpentry 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 May 13, 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 carpentry 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 carpentry 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:	COUNTY:
United Unlimited Construction, Inc.	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

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. Carpenter Supervisor:

- a. Regular Hourly Rate: 88.00
- b. Overtime* Hourly Rate: 115.00

2. Journeymen Carpenter:

- a. Regular Hourly Rate: 75.00
- b. Overtime* Hourly Rate: 101.00

3. Carpenter Helper:

- a. Regular Hourly Rate: 55.00
- b. Overtime* Hourly Rate: 78.00

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:  Title: President

Date: 5/10/24

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB T

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	FY24 Aid to Localities Fund – Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$17,516 to the FY24 State Fire Program’s Aid to Localities pass-through funding				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton – Director of Finance				
PRESENTER(S):	Tori Melton – Director of Finance				
RECOMMENDATION:	I recommend approval of the following action				
TIMING:	Effective June 30, 2024				
DISCUSSION:	<ul style="list-style-type: none"> Each locality in the Commonwealth received annual funding to be passed on to the Fire Departments. Aid to Localities funding is a formula based allocation. So the amount allocated is different each year. The Commonwealth sends this funding to the County as a direct pass through to the Fire Departments. For FY24, the funding amount is \$122,516, which is \$17,516 over the budgeted amount of the \$105,000. 				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB U

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	FY24 Treasurer's Office Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$26,403.28 to the FY24 Fluvanna County Treasurer's Office budget for additional DMV Stop revenue received.				
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):	Debbie Rittenhouse, Treasurer Tori Melton, Director of Finance				
PRESENTER(S):	Tori Melton, Director of Finance				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> The County received additional DMV stop fees above the projected revenue for FY24. The BOS adopted amount for FY24 totaled \$15,000, which is \$26,403.28 less than the fees received in the amount of \$41,403.28. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> Approval will allow finance to increase FY24 revenues and expenditures by \$26,403.28. FY24 DMV Stops Fees will be increased from \$15,000 to \$41,403.28. 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB V

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	FY24 Sheriff's Department Insurance Claim – 2022 Dodge Charger 9811				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$10,285.89 to the FY24 Sheriff Vehicle Repair & Maintenance Budget to reflect reimbursement from VACORP insurance claim.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tori Melton, Director of Finance				
PRESENTER(S):	Tori Melton, Director of Finance				
RECOMMENDATION:	Recommend approval of the following action				
TIMING:	Routine				
DISCUSSION:	<p>A 2022 Dodge Charger rear-ended another vehicle and was declared to have body by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$10,285.89.</p> <p>The supplemental appropriation would authorize staff to appropriate the additional revenue and expense</p>				
FISCAL IMPACT:	This action will increase the FY24 Sheriff Vehicle Repair & Maintenance Budget by \$10,285.89.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



Capital Reserve Maintenance Fund Request

TAB W

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$39,566.00** for the purpose(s) of:
to replace and install a condensor coil for the FMS main office HVAC unit.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 06/10/2024
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY24

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
HVAC Unit replacement and installation	1	\$39,566.00	\$39,566.00
		\$0.00	\$0.00
			\$0.00
			\$0.00

Total Request: **\$39,566.00**

Description and justification for proposed use.

The current HVAC unit is 22 years old. This unit supplies air to multiple areas, including the main office, clinic, and counseling department. A replacement unit will be presented in the upcoming CIP FY25-30, at an estimated cost of \$200,000. In an effort to have this unit operational for the start of the school year, with lead times and equipment, we need to replace and install a new condensor coil.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 06/10/2024
---	--	---------------------------

Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Tori Melton <small>Digitally signed by Tori Melton Date: 2024.06.25 13:23:03 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Eric Dahl <small>Digitally signed by Eric Dahl Date: 2024.06.26 14:44:43 -04'00'</small>	Date

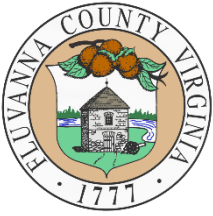
Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
---	---------------	----------

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB XYZ

MEETING DATE:	July 3, 2024				
AGENDA TITLE:	Road Name Assignment – Still Waters Lane				
MOTION(s):	I move the Board of Supervisors approve/adopt a Resolution to Assign a Road Name: Still Waters Lane to the private road in Carol Farm subdivision.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Jason Overstreet, Senior Planner				
PRESENTER(S):	Todd Fortune, Director of Planning and Zoning				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	Section 18-2 of the Code of the County of Fluvanna empowers the BOS to name streets. Private roads are required to be named once a third address is assigned. The name of the road was chosen by the property owners upon notification by the Planning Department that a new road name would be assigned to the private road.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	(Ord. 3-15-00; Ord. 11-18-15)				
ENCLOSURES:	Resolution to Assign a Road Name: Still Waters Lane				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



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

A RESOLUTION TO ASSIGN A ROAD NAME: Still Waters Lane

WHEREAS, the E911 emergency system requires the assignment of names to all streets and roads in the County, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

WHEREAS, a third address has been assigned to the private road serving Carols Farm subdivision which requires that a name be assigned; and,

WHEREAS, Section 18-2 (B) of the Code of the County of Fluvanna provides that the name of each street shown on a subdivision plat approved pursuant to Chapter 19 of the Code of the County of Fluvanna and subsequently recorded in the office of the Clerk of the Circuit Court shall be deemed to have been approved pursuant to this section; and,

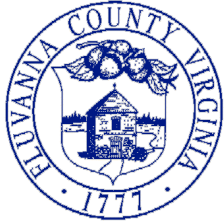
WHEREAS, the Board of Supervisors is empowered to name streets, roads and alleys within the County in accordance with Section 18-2 of the Code of the County of Fluvanna;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Fluvanna County pursuant to Section 18-2 of the Code of the County of Fluvanna that the private road located off of Thomas Jefferson Parkway be named Still Waters Lane.

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

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

Attest:



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

Notice of Road Name Assignment

April 3, 2024

RE: Request for road name

Dear «Name»

This letter is to notify you that because your property is accessed by a shared road that serves three (3) or more homes it is required to provide a name for this road. According to County policy, when a third residence is constructed on an access road that road is required to be named for E-911 purposes.

The County requests that you and your neighbors propose a road name. A submitted road name will generally be accepted if the name:

1. is agreed upon by the majority of households responding to this notice; and,
2. is no more than 15 spaces excluding the suffix, i.e. Lane, Court, Drive, etc. ("M" and "W" = 1½ spaces, "I" and spaces = ½ space); and,
3. is not duplicated or too similar to any other road name in the County (determination to be made by County staff); suffix does not count when determining duplication, for example: Apple Lane and Apple Drive are considered duplicates; and,
4. the suffix can be any one recognized by the U.S. Postal Service except for "Road" and "Street", which are reserved for state-maintained roads, and those indicating a particular type of road, i.e. Circle, Expressway; and,
5. shall not be a proper name; and,
6. shall not have an unusual spelling, unless it has historic relevance.

Please meet with your neighbors if possible to coordinate road name choices before returning the enclosed form. A signed form is requested from each household to verify participation and road name preference(s). On the form, please provide your personal information and then list your road name choices in order of preference. Please return your response to planning@fluvannacounty.org or:

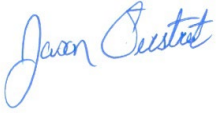
Fluvanna Planning Department
P.O. Box 540
Palmyra, VA 22963

The County will assign a name to your road should you and your neighbors be unable to reach an agreement.

Additionally, once the new road name is established, a new address will be assigned that incorporates the new road name. You will receive an additional notification providing the new address and a date that the address will be activated. The County will notify the U.S. Postal Service of the address change, and the new address will be incorporated into the E-911 system.

Should you have any questions regarding the road naming process, then please contact me at joverstreet@fluvannacounty.org or call at 434.591.1910.

Sincerely,

A handwritten signature in blue ink that reads "Jason Overstreet". The signature is written in a cursive, flowing style.

Jason Overstreet, CZA
Senior Planner

From: [Abigail Stuart](#)
To: [Planning](#)
Subject: Road name Choices
Date: Sunday, April 21, 2024 12:40:08 PM

Some people who received this message don't often get email from alintecum@gmail.com. [Learn why this is important](#)

[EXTERNAL EMAIL] USE CAUTION.

Hello! My name is Abigail Stuart and I live at 2782 Thomas Jefferson Parkway, Palmyra VA. We are building another house on our property and it has caused us and our neighbors to pick a name for our driveway. My phone number is 434-981-3963. Our name suggestions are as follows:

1. Still Waters Lane
2. Sparrow Lane
3. Burke Creek Lane

Thank you!
Abigail Stuart



Private Road Name Request

Name: Nathan Vollmer

Address: 2778 Thomas Jefferson Pkwy

Phone#: (540) 820 - 3165

Email: nathanvollmer@yahoo.com

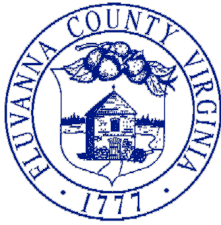
Date: 4/23/24

Road Name Choices:

1. Still Waters Road (or Lane)
2. Sparrow Circle/Lane
3. Meadow Rue Lane

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

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	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"

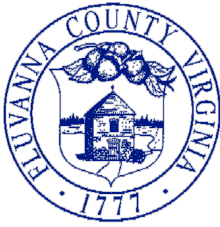
BOS2024-07-03 p.197/214
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: June 20, 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"

BOS2024-07-03 p.199/214
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: June 20, 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
Less: Pleasant Grove Stage. 03.06.24	-2,450
Less: Upgrade Existing Camera System in Treasurer/COR Building. 04.17.24	-16,445
Less: Engine and Transmission Replacement in Ambulance 49. 06.05.24	-40,081.86
Add: Closed CRM Projects 06.07.24	1,457.44
Add: Closed CRM Projects 06.12.24	44,826.29
Add: Closed CRM Projects 06.24.24	13,090

Add: VACORP Reimbursement CH Clog Roof Drain 05.15.24	23,166.21
Add: VACORP Reimbursement KSFD Clogged Toilet 05.15.24	18,399.85
FY24 Available:	\$508,259.16

Schools Capital Reserve:

FY23 Carryover	\$296,395.57
FY24 Budget Allocation:	\$200,000
Less: Repair and updating equip at FMS due to vandalism, duplicate entries	-38,498.27
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
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
Add: Closed CRM Project 04.17.24	1,168.54
Less: Replace & Install (2) new doors at CE. 05.01.24	-14,044



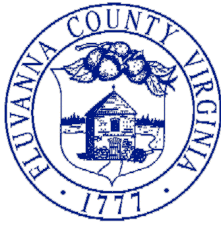
COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.201/214

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

Less: Labor to Replace (3) Chiller Motors at CE. 05.15.24	-4,385.06
Less: FCHS Generator Repairs. 05.15.24	-5,070.47
Less: FMS Chiller. 05.15.24	-5,146.83
Less: Transmission Replacement 2016 Ford Fusion. 05.15.24	-6,688.10
Less: Replacing Hot Water Heater at FMS. 06.05.24	-9,094.12
Less: Repairing Damage to FMS GYM Floor. 06.05.24	-39,497
Less: Installation of CAT 6 Cable and Vape Detectors at FMS/FCHS. 06.05.24	-52,879
Add: Closed CRM Project 06.25.24	27,637.88
Add: Refund of Overpayment on FMS Vandalism	266.12
FY24 Available:	\$206,581.35



COUNTY OF FLUVANNA

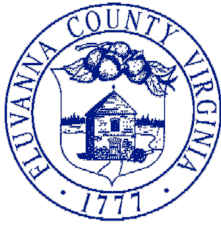
"Responsive & Responsible Government"

BOS2024-07-03 p.203/214
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: June 20, 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
Less: VDOC Fluvanna Women’s Correctional Center WWTP – 06.20.24	-84,215
Less: Engineer Report for Pleasant Grove WTR & SWR Expansion 06.20.24	-39,685
Current Unassigned Fund Balance – Excess Above Policy Target:	\$13,172,718.25



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.205/214

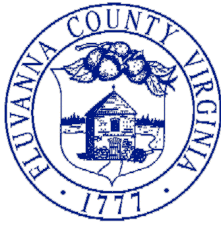
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: July 3, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Available:	\$150,000



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.207/214
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: July 3, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 Capital Reserve Balances

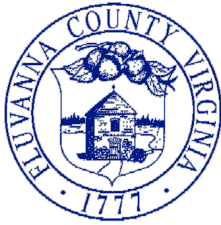
The FY25 Capital Reserve account balances are as follows:

County Capital Reserve:

FY24 Carryover	\$508,259.16
FY25 Budget Allocation:	\$250,000
FY25 Available:	\$758,259.16

Schools Capital Reserve:

FY24 Carryover	\$206,581.35
FY25 Budget Allocation:	\$200,000
FY25 Available:	\$406,581.35



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-07-03 p.209/214
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: July 03, 2024
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY24 Year End (Unaudited) Unassigned Fund Balance:	\$13,172,718.25
Current (Unaudited) Unassigned Fund Balance:	\$13,172,718.25

*Audited FY24 Year End Unassigned Fund Balance will be available upon
Completion of the FY24 Annual Comprehensive Financial Report

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	