

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Courtroom**  
**Fluvanna Courts Building**  
**September 1<sup>st</sup> 2010**  
**2:00 p.m.**

**MEMBERS PRESENT:** Gene F. Ott, Chairman  
Mozell H. Booker  
Joseph C. Chesser  
John Y. Gooch [arrived at 2:05 p.m.]  
Shaun V. Kenney [arrived at 2:40 p.m.]  
Donald W. Weaver

**ALSO PRESENT:** Frank A. Pleva, Interim County Administrator  
Frederick W. Payne, County Attorney  
Karen Kilby, VDOT Representative  
John Robins, Public Works Director  
Renee Hoover, Finance Director  
Darren Coffey, Planning Director  
Pat Groot, Grants Administrator  
Alice F. Jones, Clerk to the Board of Supervisors

**CALL TO ORDER/PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE**

Chairman Ott called the regular meeting of September 1<sup>st</sup> 2010 to order at 2:00 p.m. in the Circuit Courtroom of the New Courts Building in Palmyra, Virginia and the Pledge of Allegiance was recited along with a moment of silence.

**REPORTS**

Ms. Karen Kilby, VDOT Programming and Investment Management Director, provided the Board with an update regarding the road paving at Pleasant Grove and the status of Turkeysag Road.

Chairman Ott expressed concern regarding the drainage ditch along the sides of the new Pleasant Grove entrance road and how parking was to be handled for Old Farm Day. Staff replied they had been working with VDOT and the Historical Society to prepare a plan how to handle the parking.

*Supervisor Gooch arrived at 2:05 p.m.*

The Board **directed** staff to provide a plan to handle parking in the fields for Old Farm Day and to report back to the Board at their September 15<sup>th</sup> 2010 meeting.

Supervisor Gooch enquired as to the status of the request for a passing zone on Rt. 708. Ms. Kilby replied that the request was still under review by traffic control.

Mr. Frank A. Pleva, Interim County Administrator, reported to the Board of Supervisors on the following topics:

- dedication of the new Hardware River Bridge scheduled for September 2<sup>nd</sup> 2010
- apprised the Board that Senator Mark Warner would be visiting Fluvanna on September 9<sup>th</sup> 2010 and would be at the Fluvanna County Library from 12 noon to 3:00 p.m.
- apprised the board that the Employee Recognition Picnic is scheduled for September 16<sup>th</sup> 2010 starting at 5:00 p.m. at the pole barn at Pleasant Grove
- apprised the board that the financial software is in progress of being installed and the conversion has been started
- apprised the board that there is a survey out called the Virginia Business and Household Broadband Usage Survey and it is very important; the State is trying to determine how good broadband service is throughout the State in terms of dealing with telecommunications; perhaps Federal money for upgrading and providing broadband service; the survey will focus on households and business throughout Virginia and will collect information on broadband utilization benefits, etc.; the results will provide a better understanding of the economic impact of broadband deployment and how business and households incorporate broadband technologies and applications in their daily work and lives and the deadline is open through mid September 2010; the website is [www.wired.virginia.gov](http://www.wired.virginia.gov)
- reminded the Board that Old Farm Day is scheduled for October 2<sup>nd</sup> 2010
- apprised the Board that Animal Control has been moved from the Sheriff's Department to County Administration and has temporarily been moved under Mr. Garland Nuckols, Facilities Director, until the new County Administrator has been hired
- apprised the Board that staff has met with Fire and Rescue to discuss EMS issues such as day time response by rescue squads and future meetings are to be held to continue talks and looking into statistical data from the Sheriff's office
- apprised the Board that the Federal Government is providing additional stimulus money, not only for Medicare but for education; VA is expected to get about \$250M in additional funds for education [these funds must be used for salaries and benefits of teachers and other essential staff in the current school year and cannot be used for general administration overhead or other support services]; the State will pick one of two methods of how the funds will be dispersed
- apprised the Board that the Finance Department has received for the third year in a row a Certificate of Excellence from the Government Finance Officers Association
- apprised the Board of the FY10 close out and indicated the auditors Robinson Farmer and Cox would start their field work at the end of September 2010
- apprised the Board that the Capital Improvements Program process started on August 3<sup>rd</sup> 2010; request are due on September 2<sup>nd</sup>
- introduced the new Planning Department planner Matthew Weaver

Chairman Ott asked Dr. Jacqueline A. Meyers, CSA Program Manager, to address the Board regarding the death of a child in the Fluvanna community and asked that she provide the Board with how the County reached out to the family and helped them handle this very tragic situation. Dr. Meyers provided information and indicated that

CSA along with many other agencies and citizens in the community came together to help the family.

### **PUBLIC COMMENTS #1**

Chairman Ott opened the floor for the first round of public comments.

The following people addressed the Board:

- Mr. Adrian Miller, Rivanna District, addressed the Board regarding the new Hardware River Bridge, the declining economy; water for the Fork Union Sanitary District; and tax revenue at Zions Crossroads
- Mr. Eric Gomez, Cunningham District, addressed the board regarding a cost benefit analysis for the Citizen Water Committee (CWC); also provided alternatives to the James River Water Authority
- Ms. Elizabeth Franklin, Columbia District, addressed the Board regarding articles appearing in the local papers with the writers opinions the focal point; also urged the Board not to sign any service agreement with Louisa

Supervisor Shaun V. Kenney arrived at 2:40 p.m.

- Mr. Tom Payne, Palmyra District, addressed the Board regarding the FY10 budget carryovers; asked to the status of the renovations of the Social Services Department; and utilizing the water withdrawal permit to draw water out of the James River
- Mr. Emerson Farley, Fork Union District, addressed the Board regarding the James River Water Authority and negotiating with Louisa County

With no one else wishing to speak, Chairman Ott closed the first round of public comments.

### **CONSENT AGENDA**

The following item was pulled from the consent agenda;

- Minutes of August 4<sup>th</sup> 2010

The following items were approved under the consent agenda:

#### **MOTION:**

Mr. Kenney moved to approve the consent agenda which consisted of:

- Minutes of August 20<sup>th</sup> 2010 Special Meeting [as amended]
- Budget and Appropriate/Sheriff's Office [approved to budget and appropriate \$5,748.87 to the Sheriff's Office expenditure line Buildings-Equipment-Vehicle Repair and maintenance #4-100-031200-3310 for (INSR – Insurance Recovery fees received from VACORP Insurance Corp.) to cover the repair cost to the 2008 Ford Crown Vic (VIN #3041). The revenue line affected is #3-100-041010-0001
- FY10 Budget Supplement for Insurance Claim [approved a supplemental appropriation of \$6,622.40 to the FUSD and Utility funds to accommodate an insurance reimbursement received for

lightning damage on May 29<sup>th</sup> 2010; the reimbursement funds will be split between the funds as follows:

FUSD

#3-505-018990-0099 Other local revenue	\$2,756.87
#4-100-091070-5300 Bldgs/Equip/Veh Repair & Maint	\$2,756.87

Utility

#3-505-018990-0001 Other local revenue	\$3,865.53
#4-502-044010-3310 Bldgs/Equip/Veh Repair & Maint	\$3,865.53]

- FY11 Budget Supplement for Insurance Claim [approved a supplemental appropriation of \$6,800 to the general fund to accommodate an insurance reimbursement received for the loss of a SCAG mower on July 19, 2010; the following budget lines would increase #3-100-041010-0001 and Expenditure line #4-100-091070-5300]
- Proclamation/Domestic Violence Awareness Month [proclaiming the month of October 2010 as Domestic Violence Awareness Month]
- Ratify and Accept DCJS Victim Witness Grant [ratified and accepted the Victim Witness Grant administered by the Department of Criminal Justice Services in the amount of \$21,832 in Federal Funds and \$7,274 in State Special Funds for a total award of \$29,097 and authorize a supplemental appropriation for the unbudgeted amount to the federal grant budget for \$408 in federal funds to line #3-100-033010-0400; \$1,920 in state funds to line #3-100-04010-0001; and increasing the expenditure line #4-100-022100-1100 in the amount of \$2,328]
- Ratify Participation in the Department of Housing and Community Development Grant Submitted by TJPDC [ratified the application and accepted the Urban Development Area Planning Grant award from the Virginia Office of Intermodal Planning and Investment in the amount of up to \$50,000 in services for facilitating the designation of urban development areas and revision of application ordinance, and further moved to authorize the Interim or County Administrator to execute all agreements and contracts associated with this grant, subject to approval as to form by the County Attorney]
- Proclamation/JABA 35<sup>th</sup> Anniversary [recognizing the 35<sup>th</sup> anniversary of the Jefferson Area Board for Aging in Fluvanna County and called for this observance to the attention of its citizens]

Mr. Gooch seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

Minutes of August 4<sup>th</sup> 2010

This item was pulled due to a question regarding the motion for the James River Water Authority Status. Supervisor Booker asked for clarification of the motion establishing a subcommittee consisting of two (2) supervisors along with the [Interim] County Administrator and concerning the parameters established by the Board.

This item was deferred to September 15<sup>th</sup> for further clarification.

**ACCOUNTS PAYABLE**

Renee Hoover, Finance Director, addressed the Board regarding the accounts payable.

**MOTION:**

Mr. Weaver moved the Accounts Payable from July 26<sup>th</sup> 2010 to August 20<sup>th</sup> 2010 and payroll for the month of July 2010 in the amount of \$1,807,371.15 be ratified. Mr. Gooch seconded. The motion carried with a vote of 6-0 AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

Fund 100	General Fund	\$	889,385.00
Fund 120	Recreation		9,663.62
Fund 130	Landfill		1,707.46
Fund 202	Federal Grants		1,516.46
Fund 204	State & Local Grants		4,163.98
Fund 302	Capital		288,300.39
Fund 502	Utility (Sewer)		39,901.50
Fund 505	Fork Union Sanitary District		29,110.70
<u>Payroll</u>			<u>543,621.46</u>
Total		\$	1,807,371.15

The Board **directed** staff to provide information as to what is included in the Boards budget lines for subscriptions, dues and books.

**PUBLIC HEARING**

None

**PRESENTATIONS:**

TJPDC Draft 2011 Thomas Jefferson Planning District Legislative Program

Mr. David C. Blount, TJPDC Legislative Liaison, addressed the Board explaining the process for developing the program and to highlight some of the issues being considered for inclusion in the program. Mr. Blount indicated he would like to receive input from the Board concerning items they would like to see in the program. He will circulate a copy of the draft program in early October and request to come before the Board again in November to seek concurrence with the program.

Status of Department of Social Services Renovations

Mr. John Robins, Public Works Director, provided a PowerPoint presentation entitled "Human Services Complex at Carysbrook – Update". Mr. Robins provided background information, the creation of the Human Services Building Committee; the

Committee's work to date; the Board's objectives; alternative approaches to completing the project; the next steps; and conclusions and recommendations.

The Board **directed** staff to provide a draft plan and cost estimates to renovate the former Library for use by the Social Services department.

**ACTION MATTERS**

**Budget Policy and Procedures Amendment**

This is an amendment to the original policy that will change the manner in which staff handles and processes carryover of budget appropriations from one fiscal year to another.

Ms. Renee Hoover, Finance Director, addressed the Board regarding this issue.

**MOTION:**

Mr. Kenney moved the Board of Supervisors approve amendments to section 1-4.9 of the attached document titled *County of Fluvanna Budget Policy and Procedures* as identified by the highlighted portion; budget carryovers for external school funding and previous supplement appropriation would no longer require board approval. Mrs. Booker seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

**FY10 Budget Carryover Requests**

The FY10 Carryover requests were originally submitted to the Board for action on August 4<sup>th</sup> 2010. After a brief discussion staff was instructed to bring the motion back in September. Instructions were to 1) amend the budget policy to incorporate automatic carryovers for school grant funding, insurance reimbursements and prior supplemental appropriations and 2) distinguish the funding source for each carryover request.

Ms. Renee Hoover, Finance Director, addressed the Board regarding this issue.

**MOTION #1:**

Mrs. Booker moved the Board of Supervisors approve the attached School Budget carryover requests totaling \$416,650. Mr. Gooch seconded. The motion carried with a vote of 5-1. AYES: Booker, Chesser, Gooch, Kenney and Ott. NAYS: Weaver.

**MOTION #2:**

Mr. Kenney moved the Board of Supervisors approve the attached Parks and Recreation carryover requests totaling \$11,573.07. Mrs. Booker seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

**MOTION #3:**

Mr. Chesser moved to deny the General Fund Budget carryover request totaling \$108,480.95. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

The individual departments that were affected by this denial were encouraged to come back before the Board at a later date and request the money needed for their individual department needs.

#### Cost Allocation

Annually the County has a Cost Allocation Plan (CAP) prepared for the purpose of accounting for the indirect/overhead costs the county incurs for the Department of Social Services. In 1997 a resolution was adopted by the Board of Supervisors regarding the distribution of cost allocation funds in which it was resolved that 33 and 1/3% of the funds received for cost allocation reimbursement be distributed to the Department of Social Services for deposit with the Treasurer into the Special Welfare fund.

Ms. Renee Hoover, Finance Director, addressed the Board regarding this issue.

#### MOTION:

Mr. Kenney moved to **direct** staff to supplement the FY10 budget per the following account codes by \$24,559 for the cost allocation funds to the Department of Social Services; account codes #4-100-091070-5310 and #3-100-033010-0500. Mrs. Booker seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

It was the general consensus that the Board would like to review the dispersing procedure of the cost allocation funds in with their upcoming budget process.

#### Resolution/Requesting Governor Bob McDonnell to Have Fluvanna County Designated a Drought Disaster Area

#### MOTION:

Mr. Kenney moved the resolution [attached hereto] entitled "Resolution Requesting Governor Bob McDonnell to Have Fluvanna County Designated a Drought Disaster Area" be adopted. Mr. Weaver seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

#### OLD/NEW BUSINESS

The Board discussed the following issues:

- revisiting the Economic Development position

The Board **directed** staff to bring back before the Board the issue of the Economic Development Director position [to revisit whether to make the position full-time].

- the Board's acceptance of the Citizen Water Committee's Report [this report should be reviewed in more depth]
- questions regarding the cost of a Comp Plan review which cost a fair amount of money on a piece of property and possible changes to the Comp Plan; if the Comp Plan is changed than the same amount would have to be paid for a zoning change [the Board would like for the Planning Director to address this issue]
- time frame for the next reassessment

The Board **directed** staff to contact the Commissioner of the Revenue and ask him to make a presentation regarding the upcoming reassessment.

- SBA Loans [exploration into SBA loans for the specific purpose of the feasibility of establishing a microfinance grant program, either through the EDC, VDSS, or some other entity]

The Board **directed** staff to find out exactly what systems are available.

- Special Use Permits [for what purposes are they required]

The Board **directed** staff to appear before the Board to discuss Special Use Permits (SUP) for certain activities.

## **PUBLIC COMMENTS #2**

Chairman Ott opened the second public comment section.

- Ms. Elizabeth Franklin, Columbia District, addressed the Board regarding home concerts

With no one else wishing to speak, Chairman Ott closed the second segment of public comments.

## **CLOSED MEETING**

### **MOTION TO ENTER INTO A CLOSED MEETING:**

At 5:36 p.m. Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting pursuant to the provisions of Section 2.2-3711 of the Code of Virginia, 1950, as amended, for the purpose of discussing legal matters and personnel. Mr. Kenney seconded. The motion carried by a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

### **MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:**

At 6:49 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session. Mr. Gooch seconded. The motion carried by a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

### **MOTION:**

At 6:50 p.m. the following resolution was adopted by the Fluvanna County Board of Supervisors following a closed meeting held Wednesday, September 1<sup>st</sup> 2010 on motion of Mr. Weaver, seconded by Mr. Kenney and carried by the following vote: AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

**“BE IT RESOLVED** to the best of my 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.”

Closed Meeting Action

MOTION:

Mr. Gooch moved to ratify the motion to extend the meeting to 7:00 p.m. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Kenney, Weaver and Ott. NAYS: None.

ADJOURN

MOTION:

At 6:52 p.m., Mr. Weaver moved to adjourn the regular meeting of Wednesday, September 1<sup>st</sup> 2010. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Booker, Chesser, Gooch, Weaver and Ott. NAYS: None. ABSENT: None.

## 1-4 Budget Policy and Procedures

### 1-4.1. Scope

- 1-4.1.a. This Budget Policy addresses the process by which the County's operational budget is formulated, beginning with the departmental requests through adoption by the Board of Supervisors. Additionally, this Policy covers process of Capital Improvements Program adoption.
- 1-4.1.b. This Policy also addresses all other aspects of the budget, including the authorization levels for the approval of budget adjustments and amendments as well as review of the budget during the fiscal year.
- 1-4.1.c. The Commonwealth of Virginia requires all localities to follow certain budget guidelines, as outlined in Sections 15.2-2500 to 15.2-2513 of the Code of Virginia.
- i. All localities within Virginia must have a fiscal year beginning on July 1 and ending on June 30.
  - ii. Approved fiscal year budgets must meet the definition of a balanced budget. A balanced budget is one in which the available revenues (including any fund balance appropriations) equal estimated expenditures for the fiscal year.
  - iii. The School Board must approve the School Budget by May 1 or within 15 days of receiving estimates of state funding, whichever occurs later.
  - iv. The Board of Supervisors must approve the operating budget and set the tax rate by July 1 of each year. The adoption of the operating budget and the tax rate requires the Board to hold a public hearing and to advertise this hearing no less than 7 days in advance. Although these are the minimum state requirements, the County traditionally has adopted its budget by April 30 in order to establish teacher contracts and to set the property tax rates prior to the 1<sup>st</sup> half tax bill mailing date. The official appropriation of funds takes place prior to July 1 of each year.

### *1-4.2. Budget Guidelines*

- 1-4.2.a. The overall objective of the budget is to provide a balanced financial plan in total and by fund that adheres to the County's mission statement, long range strategic plans and/or current initiatives from which the budgets shall be initially formulated.
- 1-4.2.b. A balanced budget is a budget that has total expenditures equal to total revenues, including use of fund balance.
- 1-4.2.c. Initiatives that are presented to the Board of Supervisors should also comply with the mission statement.
- 1-4.2.d. Annual budget guidelines shall be focused in certain areas, with additional guidelines and/or objectives formulated, if applicable, by the County Administrator in the formulation of the proposed budget

### *1-4.3. Budget Form*

The County's operating budget will be developed on an annual basis, consistent with Generally Accepted Accounting Principles and guidelines set forth by the Governmental Accounting Standards Board.

### *1-4.4. Basis of Budgeting*

The basis of budgeting is the method used to determine when revenues and expenditures are recognized for budgetary purposes. In governmental funds, GAAP requires recognition of transactions or events on a modified accrual basis of accounting. This basis of accounting recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. The County's basis of accounting differs from GAAP used for preparing the County's comprehensive annual financial reports. The three differences are as follows:

- 1-4.4.a. Encumbrances are considered the equivalent of expenditures rather than the GAAP required reservation of fund balance.
- 1-4.4.b. Grant revenues are not budgeted and are accounted for on a modified cash basis rather than an accrual basis.
- 1-4.4.c. The Sheriff's Auxiliary fund, which must be reported under GAAP and in the County's Comprehensive Annual Financial Report (CAFR) is not included in the budget.

### 1-4.5. Budget Calendar

The County maintains a perpetual calendar which outlines all dates pertaining to the operational budget and capital improvements plan. No later than July 1 a date specific budget calendar is established for the subsequent fiscal year and submitted to the Board of Supervisors, using the perpetual calendar as a guideline.

### 1-4.6. Budget Preparation

All departments and agencies, excluding the School Board, will submit their requested budget to the budget analyst and County Administration by a date and format established by the County Administrator, with the requested budget providing detail as to personnel, operating and capital requests, including five year capital improvement program requests.

#### 1-4.6.a. County Boards and Other Organizations

- i) The Social Services Board shall approve the departmental budget request of their organization prior to submission to the County Administrator.
- ii) The School Board Superintendent submits a recommended budget to the School Board. Upon approval the School Board is encouraged to submit the request to County Administration and the Board of Supervisors by the 3<sup>rd</sup> week in March. However under Virginia Code [22.1-93](#) Schools have until May 1<sup>st</sup> to submit their budget request to the Board of Supervisors.

Deleted: 15.2-2500

1-4.6.b. County Administration will present to the Board of Supervisors at their first meeting in February, a proposed budget, which includes proposed expenditures and capital outlay, and a means of financing the expenditures, for the fiscal year commencing July 1, contingent upon adequate knowledge of anticipate state and federal funding levels.

Deleted: c

1-4.6.c. A series of budget works sessions will be scheduled with the Board of Supervisors to provide detailed information on budgetary issues.

Deleted: d

1-4.6.d. In December, the Planning Commission shall review the Proposed Five Year Capital Improvements Program (CIP) and provide a recommendation on the subsequent year's CIP to the Board of Supervisors.

Deleted: e

The CIP is a five year plan for capital expenditures and a means of funding facilities, equipment and vehicles that have a unit cost greater than \$20,000

1-4.6.e. A consolidated public hearing on the budget and CIP shall be held no later than seven days prior to budget adoption, unless the Board of Supervisors chooses to select an alternate date or timeline.

Deleted: f.

i) In compliance with Virginia State Code 15.2-2506 public hearing notices shall be advertised at least seven days prior to the public hearing date.

ii) If significant issues arise in which greater time is needed for the formulation of proposed budgets by the School Superintendent, County Administrator or Board of Supervisors, the budget preparation calendar can be extended upon approval of the Board subject to Virginia State Code 15.2-2503. "The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins."

#### *1-4.7. Budget Adoption*

1-4.7.a. Not less than one week following the public hearing, the Board of Supervisors shall adopt a balanced budget and five-year capital improvements program.

1-4.7.b. The budget is legally enacted through adoption of an appropriations resolution for all governmental and proprietary fund types with the resolutions appropriating budget balances by fund.

1-4.7.c. Although legal restrictions on expenditures are established at the fund level, effective administrative control over expenditures is maintained through the establishment of more detailed line-item budgets.

1-4.7.d. At all times the County will maintain compliance with the Code of Virginia in appropriating, advertising public notices, ordinance changes, requests for bond referenda and any other legal restrictions imposed upon localities.

#### *1-4.8. Budget Adjustments*

Departments and agencies are required to operate their budgets within the total dollars appropriated. Departments shall not overspend the bottom line total. It is understood that occasionally in the management of their departmental budget, department directors will need to transfer funds within the respective department; stipulations for the transfers are noted below:

1-4.8.a. Budget authorization levels are classified in three tiers for all non-education funds, and are described as follows:

i) *Department Heads are authorized to:*

- a. Transfer within their departmental operating budget categories; transfers from personnel categories or capital categories exceeding \$1,000 require County Administrator approval.
- b. Transfers between two departments require approval of both department heads as well as County Administrator approval.
- c. Transfers into personnel categories require County Administrator approval.

ii) *The County Administrator or designee is authorized to:*

- a. Transfer within departmental budget categories of personnel, operating and capital.
- b. Transfer up to \$10,000 per month between departmental budget categories and/or departments and related capital projects. Deleted: 25
- c. Transfer contingencies to departmental and/or capital budgets up to \$10,000 per topic or issue involving need for such reserve funding; with the exception of Board of Supervisors and Grant Contingencies, both of which require BOS action and approval. Deleted: 5

iii) *The Board of Supervisors approval is needed for:*

- a. All transfers not otherwise addressed in this Policy. Deleted: )
- b. Any supplements that increase the total adopted budget require Board of Supervisors action and approval. Deleted: )
- c. Any supplements that increase the total revenues for any of the education funds shall require the approval of the Board of Supervisors upon prior approval of the School Board. Deleted: b)

d. All supplements requiring Board of Supervisors approval that have been initiated by the Social Services department must have the Social Services Board approval prior to submission to the County.

Deleted: c)

e. Per the Code of Virginia 15.2-2507, any additional appropriation(s) which increases the total budget by more than 1% of the total expenditure budget for that fiscal year is required to be advertised for a public hearing at least seven days prior to the Board of Supervisors' approval of such appropriation; with such advertisements authorized by the County Administrator, unless the County Administrator deems such request for advertisement should require Board of Supervisors approval.

Deleted: d)

*1-4.9. Reappropriation of Balances (also known as carryovers)*

1-4.9.a. Appropriations lapse on June 30, for all unencumbered budget items other than capital projects and grants.

1-4.9.b. All outstanding capital, grant and operating encumbrances shall be automatically re-appropriated to the subsequent fiscal year to the same department and account for which they were encumbered in the previous fiscal year.

1-4.9.c. All capital reserve appropriations shall be automatically re-appropriated to the subsequent fiscal year to the same department and account for which they were originally appropriated.

1-4.9.d. All unencumbered balances for capital projects and grants shall remain appropriations until the completion of the capital or grant project or until the Board of Supervisors, by appropriate resolution, changes or eliminates the appropriation.

1-4.9.e. All supplemental appropriations approved within a fiscal year for a specific purpose or project shall be automatically re-appropriated to the subsequent fiscal year and utilized to complete original purpose or project as identified in the board action.

1-4.9.f. External school funding shall be re-appropriated to the subsequent fiscal year upon receipt of approval by the funding agency. School administration is required to notify the county Finance department of such approval no later than August 30<sup>th</sup> of the subsequent fiscal year in which the funding is to be re-appropriated. This excludes the local general fund appropriation, which requires the school board or superintendent of schools to submit a formal request for carryover to the board of supervisors.

- 1-4.9.g. Those amounts necessary for the continuation of unencumbered operating projects or services may be requested by departments, amended by the County Administrator and adopted, with any changes, by the Board of Supervisors to be re-appropriated to the budget of the next fiscal year. Such requests for re-appropriation shall be for specifically defined projects that could not reasonably be started prior to June 30.



County of Plumas  
 Carryover Request Form  
 Carryovers from FY10 to FY11

Fund	Department	FY10 Object Line #	FY11 Object Line #	Carryover \$	Item Description or Project Title	Justification: Why should this funds be carried forward? Why was this project not completed within FY10? If this request is denied, what impact will it have on your department's ability to function efficiently? (MUST ANSWER ALL 3)
120	Parks & Rec 318120	0060	18120	\$8,208.17	Dog Park	Recreation Programs Fund (120) revenue balance fund for the Dog Park.
120	Parks & Rec 318120	0067	18120	\$5,623.60	Community Garden	Recreation Programs Fund (120) revenue balance fund for the Community Garden program.
120	Parks & Rec 017800	4065	17600	\$792.98	FCCC Fund	Recreation Programs Fund (120) revenue balance fund for the FCCG equipment and special events.
120	Parks & Rec 017800	4065	17600	\$834.72	High School Sports	Recreation Programs Fund (120) revenue balance fund for Athletic Program Sponsorship.
120	Parks & Rec 017800	4011	17600	\$123	Carnival	Recreation Programs Fund (120) revenue balance fund for Plumas Fun Days Carnival.
<b>Total Carryover Request:</b>				<b>\$ 11,673.07</b>		

**RESOLUTION REQUESTING GOVERNOR BOB MCDONNELL  
TO HAVE FLUVANNA COUNTY DESIGNATED A DROUGHT  
DISASTER AREA**

WHEREAS, the industry of agriculture contributes over 5.5 million dollars to the economy of Fluvanna County; and

WHEREAS, agricultural and forestall lands are recognized as natural resources which should be conserved and protected, and

WHEREAS, the continuing lack of significant rainfall experienced this summer has drastically affected row crops such as corn and soybeans thereby reducing yields more than 50 percent, and

WHEREAS, the drought has caused extreme losses to both pasture grasses and the county's hay crop, and the majority of beef cattle and horse farms are already feeding hay that was intended for winter storage, and

WHEREAS these losses will inflict heavy financial losses on the agricultural community and Fluvanna's farm families;

NOW, THEREFORE BE IT RESOLVED by the Fluvanna County Board of Supervisors on this 1<sup>st</sup> day of September, 2010, that adoption of this resolution declares a State of Emergency and requests that Governor Bob McDonnell have Fluvanna County designated a drought disaster area.

Adopted this 1<sup>st</sup> day of September 2010  
by the Fluvanna County Board of Supervisors